



Workforce planning



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 - Australian Public Service Commission
 - Australian Workplace Innovation and Social Research Centre
 - Dairy Farmers
 - EC3 Global
 - National Farmers Federation
 - Recruitment and Consulting Services Association
 - Service Skills Australia
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Australian Standard[®]

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PREFACE

This Standard was prepared by Standards Australia Committee MB-009, Human Resources and Employment.

This Standard builds on the Standards Australia Handbook HB 299—2008, *Workforce Planning*. It has been developed in response to Australian and international demand for workforce planning advice, methods, services and technology.

The objective of this Standard is to set out the key features of a workforce plan and outline how to go about creating one. This Standard describes a framework for strategic, operational and workforce management planning which is flexible and transferrable to any size and type of organization.

This Standard is intended to enable industry and businesses of all sizes to advance their workforce planning capabilities and to respond more effectively to the current and projected demands of the labour market, the dynamic national and international business environment and the increasing mobility of the global labour force. The adoption of this Standard from a strategic perspective will assist business leaders to identify the workforce implications of their current and future business strategy. From an operational perspective it offers consistent language, framework, principles and process for workforce planning that are scalable to the needs of any business.

The Standard also enables aggregated data gathered through workforce planning to be compared to labour market information and analysis at industry, regional and national levels. It strengthens the capacity of businesses to compete in the international labour market.

The term ‘informative’ has been used in this Standard to define the application of the appendix to which it applies. An ‘informative’ appendix is only for information and guidance.

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