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| Date and Time: | 9th April 2024 | 3.30pm – 5.00om |
| **Venue:** | WesTEC Trade Training Centre – 110 Nev Smith Drive, Springfield QLD 4300 |
| **Chairperson:** | Rees Banks, Chief Executive Officer, Regional Development Australia Ipswich & West Moreton Inc  Dr Richard Eden – Executive General Manager, Education and Smart City, Springfield City Group  Sarah Prest – Principal Economic Development Officer, Department of State Development and Infrastructure  Neil Coupland – President, Greater Springfield Chamber of Commerce  Rouz Fard– Associate Director, Industry & Community Partnerships, Office of the Pro Vice-Chancellor, Uni SQ  Tom Rowe– Executive Director, Education and Training, TAFE Queensland South West  Jo Andrews – Head Of Department - Career Education & Pathways, Springfield Central State High School  Dan Heenan - Economic Development Manager, Office of the General Manager - Ipswich City Council  Glen Watson – Regional Director Department of Employment, Small Business and Training  Paul Clarkson, Senior Manager, Strategic Workforce Planning & Insight, Mater  Jeril Thomas – Regional Manager, Multicultural Australia  Alfio Balsamo – Dean of College WesTEC CEO  Sarah-Jane Gourley – Manager, Regional School Industry Partnerships Program, Department of Education |
| **Secretariat:** | Liz Conroy – Project Officer |

| **1. Welcome and Open** | | | | |
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| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
| **1.1** | **Welcome and Apologies**   * The meeting was opened at 3.31pm 9th April, 2024 by Rees Banks * Attendance and apologies were noted after the WesTec tour | Apologies   * Sarah Prest * Rouz Fard sent Kieran Spooner as proxy | Rees banks |  |
| **1.2** | **Declaration: Conflict of Interest**   * Nil |  | - |  |
| **1.3** | **Committee Member Terms of Reference and Update**   * New Terms of reference submitted to all Committee Members |  | Rees Banks |  |

| **2. Standing Agenda** | | | | |
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| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
| **2.0** | **Tour of WesTec training facility**  Presentation from Alfio Basamo    Robust discussion questioned:   * Growth of this model and its uniqueness * % outcomes * Why is it working compared to others * What are they looking at next * How many students currently * Course offerings * Collaboration across all levels of government | SRJC to support plan to increase offering from WesTEC  SRJC to look at how the Committee can support transitions into industry and help support and build partnerships |  |  |
| **2.1** | **Confirmation of previous minutes**   * The minutes from the previous meeting held was accepted as a true and accurate record. |  | Rees Banks | All agreed |
| **2.2** | **General Update from the Chair**   * New framework * New terms of reference * New Communication plan * New Action Plan | Copies were supplied to each Committee Member to take with them  Liz will provide finalised copies once approved, will email all documents after meeting | Rees Banks |  |

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| **3. Other Business** | | | | |
| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
| **3.1** | **Update from Committee Members**  **Liz Conroy**   * Overview of the application for micro-credentials * Request for support letters * Discussion on needs in the Springfield Business Community * Overview and invitation to all Committee Members to the Springfield Workforce Development Forum to be held on Thursday, 30th May 2024 at Uni SQ Springfield. * Format of the evening: guest panel, results so far from Ronan Analytics and then an interactive menti of the businesses in the room. * Final event will be delivery of the results, most likely mid to late June. | Support letters from GS Chamber of Commerce and Springfield City Group  Committee to look providing a networking opportunity for business that includes guest speakers on recruitment and staff retention |  | - |

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| **4. Close and Next Meeting** | | | | |
| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
|  | **Meeting Close**   * The meeting was closed by R Banks at 5.09pm * Next meeting to be held on Tuesday 4th June 2024 |  | Liz Conroy |  |

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| **Attachments** | |
| **Attachment #** | **Description** |
| **1** | No attachments required as attachments are embedded in meeting minutes above. |

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| **Version Control** | | | |
| **Version** | **Edited by** | **Date** | **Comments** |
| 1.0 | Liz Conroy | 10/4/2024 |  |

Minute Authorisation:

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Rees Banks

Chief Executive Officer

Regional Development Australia Ipswich and West Moreton Inc