

Springfield Regional Jobs Committee

MEETING MINUTES



1. Date and Time:

24th July 2025 | 8.00am – 9.00am

Venue:

Springfield City Group, Springfield Tower, 145 Sinnathamby Blvd, Springfield Central

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, Infrastructure and Planning

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 Trade, Employment 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 Manager

1. Welcome and Open				
Item	Agenda & Discussion	Agreed Action	Action Officer	Required By
1.1	Welcome and Apologies <ul style="list-style-type: none"> The meeting was opened 8.09am, Thursday 24th July, 2025, by Rees Banks Attendance and apologies Dan Heenan attended the meeting online Kristen Yates as proxy for Sarah Prest 	Apologies <ul style="list-style-type: none"> Dr Richard Eden Sarah-Jane Gourley Rouz Fard Jeril Thomas 	Rees banks	
1.2	Declaration: Conflict of Interest <ul style="list-style-type: none"> Nil 		-	
1.3	Committee Member Terms of Reference and Update <ul style="list-style-type: none"> Update of Terms of Reference to all Committee Members 	 Springfield RJC Terms of Reference 21	Rees Banks	

2. Standing Agenda				
Item	Agenda & Discussion	Agreed Action	Action Officer	Required By
2.0	Confirmation of previous minutes <ul style="list-style-type: none"> The minutes from the previous meeting held were accepted as a true and accurate. 	 Minutes SRJC Committee Meeting A	Rees Banks	All agreed
2.1	Update from the Chair <ul style="list-style-type: none"> Update on the RJC contract <ul style="list-style-type: none"> Were contracted until 30 June 2025 Offered 3 month extension from 1 July 2025 to 30 September 2025 Friday 18 July DTET released an open tender for organisations to apply for 12 RJC's across Queensland Springfield listed as a region RDA will reapply to auspice the program Three nominations for a new chair are required in the tender KPI's have changed and are industry-based 	<ul style="list-style-type: none"> Data, statistics, and insight from each Committee member to address the criteria of the tender Meeting will be held with each member Committee membership to be expanded and feedback from the current Committee Members on this is sought 	Rees Banks	

2. Standing Agenda

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2.2	<ul style="list-style-type: none"> Robust discussion from the Committee included points <ul style="list-style-type: none"> Support for the tender from many Some stakeholders believe the Committee should be broader than Springfield There are other programs that support the broader region already and the SRJC was a place-based approach to local skills and workforce solutions. Local skilling and workforce that target skills gaps in critical industry sectors RJC is and to continue to be a connector between stakeholders Great connections and solutions have come from this current Committee DTET representative will change from an observer to having more input to direct and guide the Committee. Question from Committee Members on what Government priorities are. Issues with public transport; it is easier to go from Springfield to Brisbane than it is to go from Springfield to Ipswich. When this Committee was established, we were ahead of the game; now we are behind. Dan outlined there are stakeholders within Ipswich City Council, including Mayor Harding, that have expressed an aspiration for the RJC to be expanded to cover the broader Ipswich LGA. <p>Project Manager</p> <p>The Springfield Jobs Portal recorded a total of 938 job advertisements across the 2024 calendar year, with the leading sectors being retail, education, childcare and training, and hospitality, travel, and tourism. From January to May 2025, there have been 351 job listings, showing steady activity early in the year. However, a sharp decline was observed in April 2025, with only 29 jobs advertised compared to 100 in April 2024. Local business intelligence attributes this downturn to a combination of factors, including uncertainty surrounding the May 2025 federal election, the cyclone and reduced operational weeks caused by an unprecedented number of public holidays. The Ipswich region experienced five consecutive short work weeks, impacting recruitment activity and business planning during this period.</p>	<ul style="list-style-type: none"> Clarification from DTET required on the boundary and tender document. Email regarding tender information to be sent to all Committee Members once received from DTET representative Dan committed as an action to seek further direction internally on a preferred ICC position with respect to the scope of the RJC for the purpose of the tender. 	<p>Liz Conroy Actioned 24/5/2025 4.08pm</p> <p>Dan Heenan</p> <p>Liz Conroy</p>	

2. Standing Agenda

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	<p>The Launch to Employment and Multicultural Jobs Forum, held on Friday, 30 May 2025, successfully connected local employers, training providers, employment services, and job seekers to promote employment pathways and address regional workforce needs. The event provided a valuable opportunity for job seekers to present their resumes directly to employers and initiate meaningful employment conversations. Over a concentrated two-hour period, 12 employers interviewed more than 55 candidates, generating strong engagement and positive outcomes. Notably, one multi-site aged care provider began recruitment verification checks for seven candidates on the same afternoon, reflecting the event's immediate impact on local hiring activity. Please see a video from the event https://www.facebook.com/reel/551011394746645</p> <p>Following the success of previous employment initiatives, retailers within Orion Springfield Central contacted Centre Management in April 2025 to express concerns about their ability to attract, retain, and train the staff needed to meet the expected demand during the September 2025 peak shopping period. With over 186 retailers and an annual foot traffic exceeding 9 million visitors, Mirvac's Orion Springfield Central is not only a major retail and entertainment destination but also a significant source of local employment and community activity.</p> <p>In response, the Springfield Regional Jobs Committee will deliver Connect to Employment event on Wednesday, 6 August 2025. This targeted initiative will focus on engaging young people still in school seeking casual employment opportunities, with a particular emphasis on supporting those from socio-economically disadvantaged backgrounds, as well as young people who have left school and are not currently engaged in education, training, or employment. The event aims to help retailers meet their upcoming workforce needs while creating meaningful employment pathways for local youth.</p> <p>The Parent and Pathways Information Evening, held on Monday, 16 June, was a resounding success, attracting over 150 parents and students from across the region. The event generated a high level of energy and engagement, with participants eager to explore the wide range of education, training, and employment pathways available to young people.</p> <p>The evening featured a series of expert presentations from universities, vocational education and training providers, apprenticeship and traineeship organisations, and inclusive support services, all aimed at helping families make informed decisions about future study and career opportunities. The diversity of speakers and topics ensured</p>			

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	<p>attendees gained a comprehensive understanding of the many pathways available, regardless of their individual interests or circumstances.</p> <p>Feedback from both parents and students was overwhelmingly positive, with many highlighting the value of hearing directly from education and industry experts. A particular highlight was the inclusion of young people sharing their own lived experiences, which brought the evening's messages to life and created a strong and relatable narrative for attendees. The event also strengthened connections between local education providers, employers, and community organisations, fostering ongoing collaboration to support regional workforce development.</p> <p>Videos and digital resources from the evening will be made available to attendees and the wider community in the coming weeks.</p>			

3.0

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3.1	<p>Communication/ Strategy update</p> <ul style="list-style-type: none">• Springfield Jobs website portal (July 2024 – June 2025)<ul style="list-style-type: none">○ 903 - Jobs Advertised○ 103 - Employers○ 5,314 - Registered Job Seekers○ 62,742 - Jobs Viewed○ 349,192 - Page views○ 3,050 - Jobs applied• Springfield RJC Community E-Newsletter (July 2024 – June 2025)<ul style="list-style-type: none">○ 3 - Campaigns○ 4,242 - Emails○ 41 % - Open Rate		Liz Conroy	

	<ul style="list-style-type: none"> • Springfield RJC Website (July 2024 – June 2025) <ul style="list-style-type: none"> ○ 13,491 Views • Springfield RJC Facebook (July 2024 – June 2025) <ul style="list-style-type: none"> ○ 164 - Posts ○ 886,051 - Reaches ○ 7,384 - Followers <p>Springfield Jobs Portal – Job Numbers by Industry</p>  <p>Springfield RJC Jobs by Industry January 2025</p>			
3.2	<p>Update from Committee Members</p> <p>Kristen Yates – Department of State Development, Infrastructure and Planning</p> <ul style="list-style-type: none"> • Sovereign Industry Development Fund has opened looking for new strategic investment partnerships in priority industries 			

4. Close and Next Meeting				
Item	Agenda & Discussion	Agreed Action	Action Officer	Required By
	<p>Meeting Close</p> <ul style="list-style-type: none"> • The meeting was closed by R Banks at 9.02am • Next meeting to be held on Tuesday, 16th September 2025 		Liz Conroy	

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

Version Control			
Version	Edited by	Date	Comments
1.0	Liz Conroy	25/7/2025	

Minute Authorisation:

Rees Banks
 Chief Executive Officer
 Regional Development Australia Ipswich and West

