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| Date and Time: | 4th June 2024 | 3.30pm – 5.00om |
| **Venue:** | 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 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 Manager |

| **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 3.38pm 4th June, 2024 by Rees Banks * Acknowledgement to Country * Attendance and apologies * Welcome Tom Rowe to his first in-person meeting. Tom is the Executive Director of Education and Training TAFE South West. His geographical footprint is larger than France. * Tom was warmly welcomed and each Committee Member introduced themselves. | Apologies   * Sarah Prest * Neil Coupland * Paul Clarkson * Jeril Thomas   Attendance via Teams   * Rouz Fard * Alfio Balsamo   Minutes from previous meeting confirmed | Rees banks |  |
| **1.2** | **Declaration: Conflict of Interest**   * Nil |  | - |  |
| **1.3** | **Committee Member Terms of Reference and Update**   * Reminder of Terms of Reference to all Committee Members |  | Rees Banks |  |

| **2. Standing Agenda** | | | | |
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| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
| **2.0** | **Confirmation of previous minutes**   * The minutes from the previous meeting held was accepted as a true and accurate record. |  | Rees Banks | All agreed |
| **2.1** | **Presentation and Discussion of the Business Survey results so far**  Data presentation and Menti results from Ronan Analytics from the Workforce Development Forum held Thursday, 30th May, 2024 at Uni SQ Springfield    Agreement that the Workforce Scan Forum was a great event, had good attendance and some interesting results.  Discussion questioned:   * Where population and business counts were obtained * OSER – clarification that Greater Springfield being three x SA2 areas in own right, Bellbrid Park has been removed and back figures recalculated. * Whole SA4 region has 64,000 people going out for work, 29,000 in * Springfield has 11,000 who live and work here, 16,000 who live here and work outside the SA2 and 20,000 who live outside and come in for work. * No surprise more white-collar employment than blue-collar as not industrial * Aged Care number 1 course at TAFE * Interesting the variety of jobs required in the region * Menti results revealed the need to upskill the current workforce * Has been an uptick of school-based trainees but need completion * Common theme was the disconnect between what Government has on offer but businesses unaware | Next on the move forward is to present the findings in June before further analysis can be undertaken and a Workforce Plan for Springfield Developed.  Tom Rowe to obtain current TAFE numbers  Dan said Council will be looking at the data to identify the gaps that Council would be relevant to step into  SRJC to look at place-based program, find the nuance relevant to Springfield and develop within the strategy | Rees Banks  Liz Conroy |  |

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| **3. Other Business** | | | | |
| **Item** | **Agenda & Discussion** | **Agreed Action** | **Action Officer** | **Required By** |
| **3.0** | **Update from Committee Members**  **Liz Conroy / Sarah-Jane Gourley**  **Year 12 Industry Placement Program introduced**  Robust discussion on:   * Disconnect between schools undertaking simulated rather than hands on experience * Example of young lady (from Redbank) who completed Cert II and Cert III in Health support in school but cannot get work due to no hands-on experience. * These young people live and want to work in our community * Relevant parties are collaborating to introduce placement for Year 12 students who want to use their qualification post-school | SRJC, RISP to further collaborate with partners and schools to get a pilot underway – may not be in Springfield but will support. |  | - |

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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 5.05pm * Next meeting to be held on Tuesday 6th August 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 | 5/6/2024 |  |

Minute Authorisation:

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Rees Banks

Chief Executive Officer

Regional Development Australia Ipswich and West Moreton Inc.