

Springfield Regional Jobs Committee

Terms of Reference

Purpose

The Terms of Reference has been developed to define the scope of the RJC in the context of the RJC program, as well as define the roles of the stakeholders involved in delivering the outcomes of the RJC and its associated Annual Action Plan.

Springfield RJC objective

The Springfield RJC develops solutions to local skilling and workforce needs. The RJC's are defined as being driven by locals, for locals, with their activity to focus on local skilling and workforce solutions. Through identification of local skilling and workforce challenges, the RJC will not only identify but deliver local initiatives through the RJC Action Plan to meet local needs.

Program background

The RJC program was initially established in 2019 through the *Skills for Queensland – Great Training for Quality Jobs* and is managed by the Department of Trade, Employment and Training (the Department).

The program forms a key component of the Department's place-based initiative, enabling the Department to partner with regional communities and support them to develop and deliver local skilling and workforce challenges in a regionally appropriate way.

Springfield RJC background

The Springfield RJC has been in place since January 2020, after it transitioned from the Springfield Skills Alliance established in early 2018 to provide strategic and operational leadership, as well as insight into a place-based approach to skills investment.

October 2025 marks a new era for the Springfield RJC with a strategic, tri-council expansion covering 14 statistical level 2 areas of:

- **Ipswich City Council:** Augustine-Brookwater, Bellbird Park, Camira-Gailes, Carole Park, Collingwood Park-Redbank, Goodna, Redbank Plains, Ripley, Springfield, Springfield Lakes
- **Brisbane City Council:** Forest Lake-Ellen Grove, Inala-Richlands, Wacol
- **Logan City Council:** Greenbank-North Maclean

Committee scope and responsibilities

The Springfield RJC will:

- work against a Department-endorsed RJC Terms of Reference
- provide advice on the development, implementation, delivery, and evaluation of RJC projects
- contribute to and drive the development of the RJC Action Plan, and work to establish priorities, objectives, and outcomes consistent with the RJC program
- at all times focus should be on targeted activities to demonstrate alignment to key priorities and unique approaches to skilling and workforce solutions

- provide specialist advice regarding RJC Action Plan items and local workforce issues as raised by the RJC Project Manager
- be available to attend local RJC events, meeting with the Department as required and with the Minister for Finance and Minister for Trade, Employment and Training.

Chairperson

The RJC Chairperson will meet all roles and responsibilities of other RJC members as detailed within 'RJC whole' below, and in addition:

- lead and facilitate discussions of the RJC
- support the RJC Project Manager in driving the RJC Action Plan and ensuring the committee remains consistent and driven towards achievement of set goals
- make time for and meet with the RJC Project Manager to discuss project milestones, community feedback and experiences (with workforce) and RJC performance
- support the funded organisation and RJC Project Manager to annually review committee membership and ensure it is fit-for-purpose for the year ahead
- where required, meet with the Department and the Minister for Finance and Minister for Trade, Employment and Training as the RJC Chairperson and person responsible for leading a local Department-funded jobs committee
- ensure the RJC program as an initiative of the Queensland Government is appropriately acknowledged and recognised at public speaking events (where acting as RJC Chairperson).

Members

Members of the RJC will be expected to:

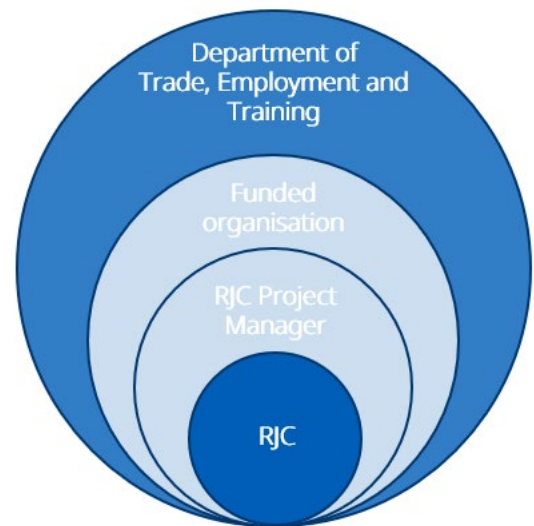
- promote the RJC program and the role of the RJC to stakeholders as a forum for collaboration, coordination and innovation
- sponsor items for the agenda
- endorse minutes within one week of circulation by the secretariat
- advise and contribute to committee decision-making
- review the RJC Terms of Reference annually
- maintain confidentiality of all committee discussions, including after a person has left the committee.

Governance

RJCs are to operate their own entity and against outcomes from community consultation. The Department has oversight for the RJC program and responsibility for administration of the program.

The organisation funded to deliver the RJC project has responsibility for ownership and delivery of the Services Agreement, ensuring compliance with the Agreement and performance against project deliverables and milestones.

The RJC Project Manager is responsible for coordinating the project including meeting milestones and deliverables, on behalf of the funded organisation.



Conflicts of interest

To enable operation that is truly reflective of community needs, several levers are in place throughout the program framework including:

- Where an RJC Chair is also employed by the funded organisation, the funded organisation is to demonstrate what systems and frameworks are in place to ensure the RJC operates independently. RJC Chairs are endorsed by the Deputy Director-General, Delivery and Partnerships Division, The Department of Trade, Employment and Training.
- Committee representation from the same organisation should be limited to no more than two members (including the funded organisation). Where an organisation has two representatives on the RJC, the voting rights are limited to one per organisation.
- RJC members that represent and/or are employed by a Queensland or Australian Government department (including the Department of Trade, Employment and Training, and Jobs Queensland) are to have no voting rights (Roles and Responsibilities, RJC Terms of Reference), with the exception being Queensland's public VET training providers (TAFE Queensland, Central Queensland University) and Department of Education staff (RSIP Managers or similar).
- Regional Directors of the Department are active members of the Committee.
- Key RJC deliverables including a Stakeholder Engagement Map and RJC Annual Action Plan/s are to be published on the RJC's website. (RJC Services Agreement 2025-27)
- RJC's are to create positive community perception of the committee and their activity.

A conflict of interest occurs when the private interest of a stakeholder interferes with - or appears to interfere with - the project or groups official duties. Alternatively, a conflict is when there is - or appears to be - a personal benefit from a transaction.

The intent of declaring a conflict of interest is not to remove the conflict, but to consider it.

Organisations funded to deliver an RJC project are responsible for the identification and management of conflicts of interest in the delivery of the respective project. The funded organisation must keep and implement a policy about a Conflict of Interest of its stakeholders including guiding principles and procedures for identifying, declaring, and dealing with conflicts of interests.

If a conflict of interest arises during the term of the agreement, the funded organisation is required to immediately notify the Department and take steps to resolve the conflict to the Department's satisfaction.

Further advice is available in the RJC Program Operating Framework.

RJC reporting

The RJC Project Manager and funded organisation will prepare the following reports for the Department as a summary of RJC activity:

- Quarterly reporting including RJC meeting agendas, RJC meeting minutes and updated Communications Strategies
- Regional Analysis Report and Skilling and Workforce Analysis Report
- Quarterly reporting on progress against the RJC Annual Action Plan
- A final report on RJC activity and completed initiatives
- Financial acquittals and other subsequent reporting of RJC project expenditure.

Members and roles

Membership of the RJC should be reflective of the local community with consideration being given to a diverse range of views. Each LGA within the RJC's remit must be represented by at least one member.

A membership guide is provided below:

Member suggestions	Contributions
Business owners – small, medium, large Business Chamber/s	Employer contributions
Local Employment Facilitator – Local Jobs Program (Department of Employment and Workplace Relations)	Under/un-employed market
Multicultural organisation/agency	Migrant and/or international cohorts
Regional School Industry Partnerships (RSIP) Manager (Department of Education)	Senior schooling, transition to work, future workforce
Council	Community views and/or upcoming infrastructure
Construction Skills Queensland, local tourism organisation/s, local economic development organisation, Queensland Agricultural Workforce Network (QAWN) officers	Local peak agency or regional/economic development organisation

Appendix 1: Membership

REGIONAL JOBS COMMITTEE				
Name	Organisation	Role	Contact Details	Insights to be provided
Rohan Richardson	Future Forgeworks	Chairperson	Email: rohan.richardson@futureforgeworks.com.au Phone: 0427 500 017	Manufacturing Industry insight
Liz Conroy	RDA Ipswich & West Moreton	RJC Project Manager and Secretariat	Email: project@springfieldrjc.org.au Phone: 0459 976 026	Community Insight Skills & Training
Richard Eden	Springfield City Group	Member	Email: r.eden@springfieldcity.com Phone: 0439 875 630	Community & Economic Development Insight
Rees Banks	RDA Ipswich & West Moreton	Member	Email: executive@rdaiwm.org.au Phone: 0429 159 308	Community & Economic Development Insight
Neil Coupland	Greater Springfield Chamber of Commerce	Member	Email: neil@springfield.com.au Phone: 0411 747 4764	Business Insight
Sarah Prest	Department of State Development & Infrastructure	Member	Email: sarah.prest@dsdilgp.qld.gov.au Phone: 3432 2418	Community & Economic Development Insight
Rouz Fard	Uni SQ	Member	Email: Rouz.Fard@unisq.edu.au Phone: 0451 097 047	Training and Skilling Insight
Charlotte Batley	TAFE Queensland	Member	Email: charlotte.batley@tafeqld.edu.au Phone: 3817 3159	Training and Skilling Insight

REGIONAL JOBS COMMITTEE

Name	Organisation	Role	Contact Details	Insights to be provided
Dan Heenan	Ipswich City Council	Member	Email: dan.heenan@ipswich.qld.gov.au Phone: 0427 445 261	Community & Economic Development Insight
Paul Clarkson	Mater	Member	Email: paul.clarkson@mater.org.au Phone: 0411 836 168	Health Workforce Insight
Alfio Balsamo	WestEC	Member	Email: abals2@eq.edu.au Phone: 3280 2444	Training and Skilling Insight
TBC – RSIP Manager	Department of Education	Member	Email: Phone:	Training and Skilling Insight
Steve Cunliffe	Construction Skills Queensland	Member	Email: Steve.Cunliffe@csq.org.au Phone: 0407 396 815	Construction Industry Insight
Lynette Taylor	Regional Director, DTET	Member	Email: lynette.taylor@dtet.qld.gov.au Phone: 0417 074 835	Training and Skilling Insight
Jeril Thomas	Multicultural Australia	Member	Email: jerilt@mcaus.org.au Phone: 0427 101 706	Community Development Insight

Appendix 2: Operational arrangements

Frequency

The Springfield Regional Jobs Committee will meet bi-monthly on the first Tuesday of the month from 8.00am – 9.30am.

- Meetings will be held on even months in 2026.
- Meetings will be held at Springfield Tower, level 10, 145 Sinnathamby Blvd, Springfield Central QLD 4300 unless advised otherwise.

Operations

- Committee Members are to supply meeting agenda requests by the Monday, one week prior to the Committee Meeting.
- The agenda will be forwarded to the Committee Members on the Tuesday, one week before the Committee Meeting.
- Minutes of the previous Committee Meeting will be supplied with the agenda.

Proxies and guests

- A proxy may be nominated to attend the Committee Meeting on behalf of a Committee Member.
- If a Committee Member is absent more than three meetings in a 12-month period Committee Membership will be reviewed.

Review arrangements

- The Terms of Reference must be reviewed at least annually by the RJC Project Manager and RJC Chairperson to ensure membership is fit-for-purpose. Any amendments to the Terms of Reference require approval by the Department.
- The RJC Terms of Reference may be varied at any time by agreement in writing and signed by the members.