

Springfield Regional Jobs Committee

Terms of Reference

Document purpose

This 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 stakeholders involved in delivering the outcomes of the RJC and it's associated Annual Action Plan.

Springfield RJC objectives

The Springfield RJC develops solutions to local skilling and workforce needs. RJC's are defined as being driven by locals, for locals, with their activity to focus on local skilling and workforce solutions. Through the 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.

The RJC will leverage the *Good People. Good Jobs: Queensland Workforce Strategy 2022 – 2032*.

Program background

The RJC Program was announced in 2019 via *Skills for Queensland – Great Training for Quality Jobs*. The RJC Program is managed by the Department of Employment, Small Business and Training (DESBT).

The RJC Program strategically aligns to the following programs and investments, including others where appropriate from time to time:

- *Good People. Good Jobs: Queensland Workforce Strategy 2022-2032*
- Jobs Queensland Ministerial Statement of Expectations

Springfield RJC background

The Springfield RJC has been in place since 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. Greater Springfield is a thriving and developing area represented by the six suburbs - Augustine Heights, Brookwater, Springfield, Springfield Central, Springfield Lakes and Spring Mountain with a population of approximately 43,000 residents (as at June 2022).

Committee scope and responsibilities

The Springfield RJC will:

- work in accordance with a DESBT-endorsed RJC Terms of Reference.
- provide advice on the development, implementation, delivery, and evaluation of RJC projects.

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April 2024	April 2024	V1.0

- contribute to and drive the development of the RJC Action Plan, and work to establish priorities, objectives, and outcomes consistent with the RJC program.
- provide specialist advice regarding RJC Action Plan items and local workforce issues as raised by the RJC Project Manager.
- promote the Good people. Good Jobs: Queensland Workforce Strategy 2022 – 2032 and the RJC locally and with stakeholders where available and required.
- be available to attend local RJC events, meeting with DESBT as required and with the Minister for Employment and Small Business, and Minister for Training and Skills Development.

Chair

The RJC Chair will meet all roles and responsibilities of other RJC members as detailed 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 DESBT and the Minister for Minister for Employment and Small Business and Minister for Training and Skills Development as the RJC Chair and person responsible for leading a local DESBT-funded jobs committee.
- ensure that the Regional Jobs Committees Program as an initiative of the Queensland Government is appropriately acknowledged and recognised at public speaking events (where acting as RJC Chair).

Members

- Promote the RJC Program and the role of the committee 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.
- Review and advise the Chair on matters for consideration.
- Advise and contribute to committee decision-making.
- Review the RJC Committee Terms of Reference annually.
- Maintain confidentiality of all committee discussions, including after a person has left the committee.

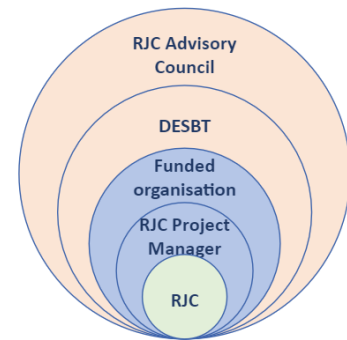


Governance

RJCs are to operate as their own entity and against outcomes from community consultation. DESBT 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 RJC Advisory Council.
- 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 DESBT 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).
- DESBT Regional Directors are to act as technical observers on RJCs and not as a committee member (Roles and Responsibilities)
- Key RJC deliverables including a Stakeholder Engagement Map and RJC Annual Action Plan/s are to be published on the RJCs website. (RJC Services Agreement 2024-25)
- RJCs 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 interest.

If a conflict of interest arises during the term of the agreement, the funded organisation is required to immediately notify DESBT 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 DESBT as a summary of RJC activity:

- Quarterly reporting including RJC meeting agendas, RJC meeting minutes and updated Communications Strategies.
- 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.

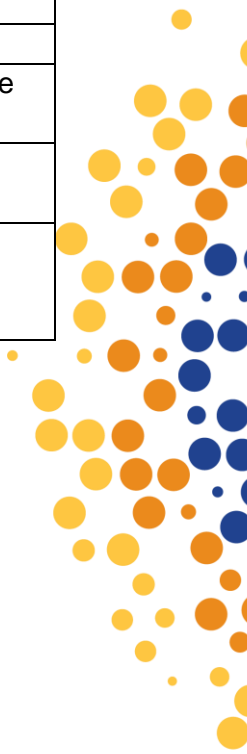
Members and roles

RJC membership 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.

Roles and responsibilities of Members can be found at the end of the document in *Attachment 1 and Attachment 2*.

A membership guide is provided below:

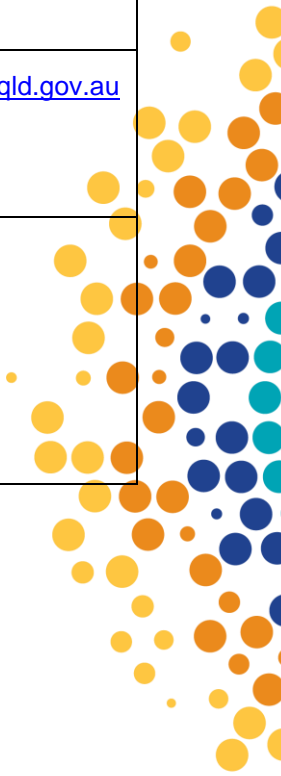
Member suggestions	Contributions
Business owners – small, medium, large Business Chamber/s	Employer contributions
Local Employment Facilitator – Local Jobs Program (DEWR)	Under/un-employed market
Multicultural organisation/agency	Migrant and/or international cohorts
Regional School Industry Partnership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



Appendix 1: Membership

REGIONAL JOBS COMMITTEE				
Name	Organisation	Role	Insights to be provided	Contact details
Rees Banks	Regional Development Australia Ipswich & West Moreton	Chair	Regional Development Local Intelligence Community Connection Business Connection	Email: executive@rdaiwm.org.au Phone: 0429 159 308
Liz Conroy	Springfield Regional Jobs Committee	Project Manager and Secretariat	Project Management Local Intelligence Community Connection	Email: project@springfieldrjc.org.au Phone: 0459 976 026
Dr. Richard Eden	Springfield City Group	Committee Member	Local Intelligence Development Insight Business Connection Community Connection	Email: r.eden@springfieldcity.com Phone: 3819 9908
Neil Coupland	Greater Springfield Chamber of Commerce	Committee Member	Local Intelligence Business Connection Community Connection	Email: neil@springfield.com.au Phone: 0411 747 4764
Rouz Fard	Office of the Pro Vice-Chancellor (Engagement) University of Southern Queensland	Committee Member	Educational Insight Research Opportunities Community Connection	Email: Rouz.Fard@unisq.edu.au Phone: 0451 097 047

Tom Rowe	TAFE Queensland South West	Committee Member	Educational Insight Business Connection Community Connection	Email: tom.rowe@tafeqld.edu.au Phone: 0418 735 485
Dan Heenan	Ipswich City Council	Committee Member	Economic Development Insight Business Connection Community Connection	Email: dan.heenan@ipswich.qld.gov.au Phone: 0427 445 261
Jo Andrews	Springfield Central State High School	Committee Member	Educational Insight Community Connection Local Intelligence	Email: jandr148@eq.edu.au Phone: 3470 6262
Paul Clarkson	Mater Group	Committee member	Educational Insight Business Connection Community Connection	Email: paul.clarkson@mater.org.au Phone: 0411 836 168
Sarah-Jane Gourley	Department of Education – Regional School Industry Partnership Program	Committee Member	Educational Insight Pathway Insight Business Connection	Email: Sarah-Jane.Gourley@qed.qld.gov.au Phone: 0472 732 722
Alfio Balsamo	WesTEC	Committee Member	Educational Insight Pathway Insight Business Connection Community Connection Local Intelligence	Email: abals2@eq.edu.au Phone: 3280 2444



Jeril Thomas	Multicultural Australia	Committee Member	Local Intelligence Community Connection CALD Connection	Email: jerilt@mcaus.org.au Phone: 0427 101 706
Sarah Prest	Department of State Development and Infrastructure	Observer/ non-voting Member	Local Intelligence Economic Development Insight Business Connection Community Connection	Email: sarah.prest@dsdilgp.qld.gov.au Phone: 3432 2418
Glen Watson	DESBT, <i>Regional Director South East Region</i>	Technical observer	Employment, small business and skills/training insights Government programs and strategies	Email: glen.watson@desbt.qld.gov.au Phone: 0437 440 536



Appendix 2: Operational arrangements

Frequency

The Springfield Regional Jobs Committee will meet bi-monthly on the first Tuesday of the month from 3.30pm to 5.00pm.

- Meetings will be held on even months in 2024.
- 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 Chair to ensure membership is fit-for-purpose. Any amendments to the Terms of Reference require approval by DESBT.
- The RJC Terms of Reference may be varied at any time by agreement in writing and signed by the members.