

# Bundaberg 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.

### Bundaberg RJC objective

The Bundaberg RJC develops solutions to local skilling and workforce needs. The RJC is 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.

### Bundaberg RJC background

The Bundaberg RJC has been in place since June 2021

### Committee scope and responsibilities

The Bundaberg RJC will:

- work within the Department's 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:

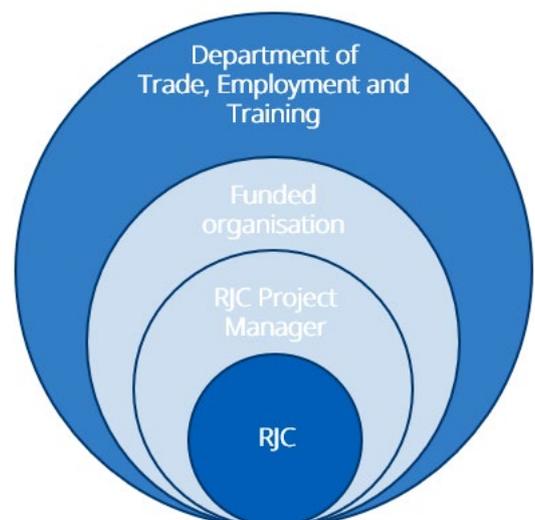
- promote the RJC program and the role of the RJC to stakeholders as a forum for collaboration, coordination and innovation
- sponsor items for the agenda
- endorse minutes within one week of circulation by the secretariat
- advise and contribute to committee decision-making
- review the RJC Terms of 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.
- 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**

<b>Name</b>	<b>Organisation</b>	<b>Role</b>	<b>Contact Details</b>	<b>Insights to be provided</b>
Bree Watson	Bundaberg Fruit & Vege Growers	Chairperson	Email: <a href="mailto:ceo@bfgv.com.au">ceo@bfgv.com.au</a> Phone: 0403616702	Agriculture and Food production insights
Chris Gill	Bundaberg State High School	Member	Email: <a href="mailto:cgill64@eq.edu.au">cgill64@eq.edu.au</a> Phone: 41545333	Regional Education insights and information
Joshua Wiltshire	Regional Development Australia Wide Bay Burnett	RJC Project Manager and secretariat	Email: <a href="mailto:Projects@jobsbundaberg.com.au">Projects@jobsbundaberg.com.au</a> Phone:	State and Federal Training contracts and plans, incentives and wage subsidies.
Michelle Kennedy	Wide Bay Hospital and Health Services	Member	Email: <a href="mailto:Michelle.kennedy@health.qld.gov.au">Michelle.kennedy@health.qld.gov.au</a> Phone: 07 4150 2187	Health and Health Services insights
Sotera Trevaskis	Regional Development Australia Wide Bay Burnett	Contract Manager	Email: <a href="mailto:sotera@rdawidebayburnett.org.au">sotera@rdawidebayburnett.org.au</a> Phone: 0407 092 439	Regional Development and Governance
Shay Pearce	Port Curtis Coral Coast Trust	Member	Email: <a href="mailto:shay.pearce@pccctrust.com.au">shay.pearce@pccctrust.com.au</a> Phone: 0412973589	Environmental and Youth insights
Geoff Augutis	Queensland Computers	Member	Email: <a href="mailto:geoff@queenslandcomputers.com.au">geoff@queenslandcomputers.com.au</a> Phone: <a href="tel:0428228895">0428 228 895</a>	Business and Tech insights

Sarah Warner	Bundaberg Regional Council	Member	Email: <a href="mailto:sarah.warner@bundaberg.qld.gov.au">sarah.warner@bundaberg.qld.gov.au</a> Phone: <a href="tel:0468798306">0468 798 306</a>	LG information and insights
Amanda Jones	Regional Director, Department of Trade, Employment and Training,	Member	Email: <a href="mailto:Amanda.Jones2@desbt.qld.gov.au">Amanda.Jones2@desbt.qld.gov.au</a> Phone: 0407 575 166	Regional Director (North Coast)

## Appendix 2: Operational arrangements

### Frequency

### Frequency

- Meetings will be held monthly, with a minimum of 10 meetings in a calendar year.
- Members are expected to attend a minimum of 6 meetings in a calendar year.
- A schedule of meetings will be agreed in advance.
- Additional meetings may be called by the Chair as necessary to address any matters referred to the Committee or in respect of matters the Committee wishes to pursue within its Terms of Reference
- Meetings will be conducted as a place determined by the Chair
- Meetings will be conducted on a formal basis and be minuted.
- Sub-committees may be formed as required.

### Operations

- The RJC operates within the Bundaberg Local Government Area (LGA) – though the Committee recognises that there is workforce mobility across the regional boundary
- Quorum will comprise of half the voting members, including the Chair plus one.
- An Agenda is to be prepared for meetings with relevant issues papers attached and distributed to members five (5) working days before the meeting.
- Minutes of the meeting must be forwarded to members within seven (7) working days of the meeting.
- The minutes must record the following:
  - Date and location of meeting
  - Attendees, apologies, and absentees
  - Agenda items discussed
  - Action items (including responsibility and timeframe)
  - Decisions taken (including rationale for decisions).

- Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- The minutes must be approved by the Chair of the respective meeting.
- Urgent matters can be progressed out-of-session with the agreement of the Chair and should be minuted via a flying minute or at the next available meeting.

## Proxies and guests

### Rules for proxies

- Members may nominate (1) proxy each to attend and vote on their behalf in the event they are unavailable to attend or vote.
- Proxies may only attend a maximum of 2 meetings in a calendar year.

### Rules for Guests

- The Chair may request external parties to attend a meeting from time to time.
- Members may request external parties to attend a meeting on approval from the Chair.

All Guests will be provided with a link to the Code of Conduct page of the Jobs Bundaberg website.

## 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.