



Regional Jobs Committee program
2025-2027

Annual Action Plan



Project Manager:

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Action Plan start date:

March 2026

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Action Plan end date:

September 30 2027



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Purpose

The Bundaberg Regional Jobs Committee (RJC) Annual Action Plan outlines a series of targeted, place-based initiatives designed to address current and emerging workforce and skilling challenges across the region. The RJC will deliver these initiatives in alignment with the Queensland Government's Local Skills and Workforce Strategy, remaining agile and responsive to economic, labour market and policy changes throughout the 2025–27 program period.

....DRIVEN BY LOCALS, FOR LOCALS



Initiatives

INITIATIVE 1: Industry and Community RJC Launch

Implemented by (date)	Completed 26/02/2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	All Industry Sectors
Focus	To kick off the contract, we'll invite local employers and regional partners to an Industry and Community Workforce Breakfast. Together, we'll explore local opportunities and barriers, and capture insights in a report to shape and refine our place-based action plan. It's a chance to connect, collaborate, and set the stage for a successful journey ahead and ensure our workforce initiatives are aligned with industry and community needs. The Minister for Trade		



INITIATIVE 2: Digital Resources and Current Information to Support Employers and Job Seekers

Implemented by (date)	November 2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	All Industry Sectors
Focus	1. The Land Your First Job Guide: This initiative will be designed to create a tailored and regionally relevant resource for local job seekers. This resource will seek guidance from the Department's 'Be Smart Workbook' and Redlands RJC resource. This project will review and update the existing content to reflect current labour market conditions, align with our committee's priorities, and incorporate insights from local employers and stakeholders. The updated guide will feature a modernised design, simplified step by step guidance, and practical tools to support young people and first-time job seekers in navigating the employment process. Once finalised, the resource will be widely distributed across community partners, schools, and employment services to maximise reach and impact. 2. The Proud to Have One: This initiative aims to both champion local businesses that employ apprentices and trainees, recognising their investment in building a skilled future workforce and look to support businesses potentially new to employing apprentices and trainees through digital resources, and updates on the apprentice system. Our goal is to spotlight employers who are actively supporting the region's emerging talent and boost the retention and recruitment of apprentices and trainees. By celebrating these businesses and amplifying their stories, the initiative will strengthen community awareness, encourage broader employer participation, and reinforce the value of apprenticeship and traineeship pathways across the Bundaberg region. 3. The Future Tradie Program: Aiming to supporting students and job seekers who have expressed interest in pursuing a career in the trades. Through targeted outreach, participants receive tailored resources, branded merchandise, and personalised invitations to information sessions, industry events, and engagement opportunities. This initiative aims to build confidence, strengthen career awareness, and connect emerging tradies with clear pathways into apprenticeships and employment across the region.		
Challenge/s identified	● Time and capacity to produce resources – printing, designs, etc. ● Ensuring content is relevant to the Bundaberg region. ● Employer Participation ● Duplication of Similar resources within the region, created and owned by other agencies/stakeholders		



Solutions focus area/s	● Employability skills ● Local focus for Bundaberg Region – Specific guidance for students and other cohorts ● Critical industry sectors ● Education and training providers
Anticipated impact/s	● Increased job readiness among young people and first-time job seekers ● Stronger awareness of career pathways and entry points ● Increased uptake of apprenticeships and traineeships ● Improved connections between Job seekers, employers and RTO's
Stakeholders	● Council ● Local secondary schools ● Education and training providers ● Local businesses



INITIATIVE 3: Migrant Alliance (Bundaberg)

Implemented by (date)	November 2026		
Priority	☐ Short term ☒ Medium term ☐ Long term	Critical Industry Sectors	Initially Targeting retail, moving into health and community services and education (childcare)
Focus	In Partnership with the Bundaberg Neighbourhood Centre's Migrant Services, we are aiming to develop three key pathway programs designed to unlock the potential of migrant and refugee communities while supporting local employers: 1. Pathways Programs for CALD communities to build soft skills and identify connections with each priority industry, such as manufacturing, construction, healthcare and education and training. 2. Referral pipeline for migrant services assisting cohorts and migrant clientele seeking industry knowledge and guidance. Specifically with migrant workers holding specific industry qualifications and experience. Connection to major projects with a broad range of occupations and high demand for workers. 3. Employer targeted workforce attraction and retention strategies for migrant workers. Information provided through relevant resourcing, events and direct engagement. Deliver structured industry forums for employers on workforce attraction, retention and culture, spanning topics identified across other RJC initiatives; industry led forums. By Strengthening pathways and promoting Bundaberg as a welcoming destination for skilled workers, the program aims to enhance the region's workforce capacity and encourage long-term settlement and career growth within our community.		
Challenge/s identified	● Skills Recognition and Qualification Transfer ● Communication barriers socially and within the workplace ● Social integration and community connection. ● Housing and accommodation issues		
Solutions focus area/s	● Employer engagement and inclusive hiring practices ● Social Integration and community connection – to improve long-term settlement ● Workforce attraction and retention programs ● Multi-stakeholder coordination		



Anticipated impact/s

- Workforce attraction program designed to build a diverse and skilled regional workforce.
- Accelerated Skills Recognition through identified partnerships
- Retention of new skilled residents to the Bundaberg region
- An inclusive and welcoming community

Stakeholders

Suggestions include:

- Bundaberg Neighbourhood Centre
- Council
- Welcome to Bundaberg Group
- Wide Bay Hospital and Health Service
- Workforce Australia network and other providers of employability training
- Local migrant groups
- Local Jobs Program



INITIATIVE 4: “Say G’Day”: an English Language Program

Implemented by (date)	November 2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	Medical, Nursing, Allied Health
Focus	Working in a new country can be challenging, particularly for those still developing confidence in English. This initiative is designed to support migrant workers by strengthening their understanding of Australian workplace language, communication norms, and cultural expectations, helping create more inclusive and supportive employment environments. Originally developed by the Jobs Fraser Coast RJC in response to feedback from local health services, the program addressed a real communication barrier experienced by migrant doctors engaging with Australian patients. Delivered in partnership with Toastmasters volunteers, the initiative enhances clarity, cultural awareness, and confidence in professional interactions. Building on its success in healthcare, we plan to expand the program across all industry sectors employing migrant workers, with delivery proposed on a bi annual schedule.		
Challenge/s identified	● Cultural differences in communication ● Migrant workers availability to attend ● Facilitator capacity and volunteer reliance ● Employer awareness and buy-in		
Solutions focus area/s	● Strong employer engagement and workplace support ● Flexible delivery models ● Practical english for everyday Aussie communication ● Digital resources & ongoing reinforcement ● Clear measurement & evaluation framework – feedback surveys, pre and post assessments.		



Anticipated impact/s

- Improved workplace communication
- Increased employee confidence & participation
- Stronger cultural competency in workplaces
- Improved recruitment & retention of migrant workers
- Collaboration with local stakeholders

Stakeholders

Suggestions include:

- Wide Bay Health and other healthcare facilities employing migrant professional's customer facing.
- Local Toastmasters Group
- Bundaberg Neighbourhood Centre
- Local Jobs Program



INITIATIVE 5: Industry Awareness Nights

Implemented by (date)	July 2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	All Industry Sectors
Focus	This initiative will be delivered through a series of coordinated projects designed to strengthen engagement between employers, training providers, students and jobseekers across the Bundaberg region. The first component consists of Apprenticeship and Traineeship Information Sessions, held twice annually. These sessions provide students and jobseekers with direct access to employers and training providers, supporting informed decision making around vocational pathways and apprenticeship uptake. The second component comprises a series of industry specific “Meet the” events, including Meet the Manufacturers, with a comparable delivery model to be applied to the construction sector: Meet the Builders. These events are intended to build sustained awareness of local industry pathways and address the disconnect between job seekers and the trades sector. It’s a delivery model designed to give the community members attending an insight to local businesses in this industry and what they look for when recruiting. The third component is a dedicated Meet the Contractors event, developed specifically to highlight the major projects sector within the Bundaberg region, including the current construction of the Bundaberg Hospital. This event is tailored to businesses seeking to engage as subcontractors across the various stages of project delivery, supporting local recruitment and workforce planning for large scale construction activity. In addition to these core projects, the initiative provides ongoing support to the annual Bundaberg Careers Expo and delivers student engagement sessions covering interview preparation, resume writing and other workforce readiness workshops.		
Challenge/s identified	● Industry participation and buy-in		



Solutions focus area/s	● Promotion and advocacy to support businesses to grow or be in a position for growth ● Provide employers relevant information about: • Local procurement and supply opportunities • Risk of labour shortages as a result of projects in the region and their impacts to SME's • Skilling and training • Apprenticeships and training • Promotion of relevant government programs ● Promote local events and workshops being delivered by Queensland Government agencies
Anticipated impact/s	● Increasing apprenticeship completion rates ● Stronger regional skills pipeline ● Increased collaboration among contractors and Industry groups ● Greater attraction of new apprentices ● Reduced gap between projected construction demand and available skilled labour
Stakeholders	<i>Suggestions include:</i> ● Local Businesses ● Apprentice Connect Providers (ACAP) ● Local and State Government Agencies ● yourtown Bundaberg ● Employment Providers ● Local Jobs ● CPB Contracting



INITIATIVE 6: Spark Your Interest Program

Implemented by (date)	July 2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	Education, Health Care, Community Support, Agriculture, Construction, Manufacturing
Focus	The Spark Your Interest program is an intensive, hands on initiative designed to support both students and adults who are exploring career options or considering a transition into a new field, with a strong focus on the region's critical industries. Through practical training sessions, guided workshops, and immersive site visits with local employers, the program provides participants with meaningful exposure to the day to day realities, skill requirements, and career pathways within priority sectors. By offering real world experiences and industry aligned learning, the program equips individuals with the confidence, insight, and foundational skills needed to make informed decisions about their future. Tailored to those seeking clarity in their career direction, Spark Your Interest serves as a vital early stage intervention that connects participants to genuine opportunities and supports their progression into long term employment in high demand industries.		
Challenge/s identified	● Industry participation and buy-in ● Participant's readiness for program ● Measuring impact		
Solutions focus area/s	● Strengthened industry partners ● Foundational skills and support ● Participant support and engagement		
Anticipated impact/s	● Increased supply of job-ready workers in critical industries ● Better alignment of training pathways to industry needs ● More individuals informed of their career choices		



Stakeholders

Suggestions include:

- Youth
- Adult job seekers
- Employers
- RTO's
- Schools
- Community Organisations



INITIATIVE 7: Industry Led Forums

Implemented by (date)	October 2026		
Priority	☒ Short term ☐ Medium term ☐ Long term	Critical Industry Sectors	Education, Health Care, Community Support, Agriculture, Construction, Manufacturing
Focus	Our industry led forums are focused around four specific pillars supporting businesses increase workforce capacity through collaboration of local organisations and events. The Four employer facing forums are delivered in partnership with Bundaberg Regional Council and Bundaberg Chamber of Commerce. Each of the first three forums are designed as building blocks, taking a business from financial stability through to workforce capability and long term planning, and each follows a similar format: ● 30-45 minute presentation from a subject matter expert or panel ● Approximately 30 minutes of structured networking ● A closing survey capturing the questions and issues attendees came with, with responses collated by the relevant business advisors and returned to attendees after the session. The fourth forum is to be built from the voices and concerns of the businesses who attended the first three sessions, with the survey data determining the industry focus and the content, and workforce advisors to speak with local employers directly. This session isn't a presentation, but aims to be a working discussion, where participants interact with a roundtable highlighting gaps, new strategies and producing clear pathways forward.		
Challenge/s identified	● Industry participation and buy-in ● Aligning education and training with real industry needs ● Generating actionable and practical outcomes		
Solutions focus area/s	● Development of industry led, actionable solutions ● Building talent pipelines for critical industries ● Improving industry participation in workforce solutions		



Anticipated impact/s

- More responsive and relevant training delivery
- Improved employer confidence and participation
- Better preparation for major projects

Stakeholders

Suggestions include:

- Employers
- Industry Associations
- RTO's
- Schools
- ACAP's and GTO's
- Community Organisations

