

CAIRNS 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 its associated Annual Action Plan.

Cairns RJC objectives

The Cairns 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 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*.

The overarching, strategic objective of the Cairns RJC is to provide

- engagement with regional employers, small businesses and other industry stakeholders to ensure training and employment solutions are more accurately aligned with local skills needs and economic activity to support regional jobs growth;
- regional industry advice to identify trends and opportunities in the local area;
- an opportunity for key local stakeholders to work together to align regional skills and workforce development with local industry and employer needs;
- stronger links between schools, parents, industry and employers, and registered training organisations to better ensure students' skills and training choices lead to real jobs;
- regional engagement and collaboration projects that will promote training and skills development that aligns to local jobs and employment growth and forecast needs among other objectives; and
- an avenue to address employment issues, identify and maximise local employment opportunities.

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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 Youth Justice, 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

Cairns RJC background

The regional footprint proposed to be within the remit of the Cairns RJC will capture key supply chains, Industry groups, employers and employee representatives within an approximate 90-minute driving distance of Cairns, noting that this catchment includes most Far North Queensland businesses and resident population. This footprint also maps across five LGA's and will compliment and build on several existing regional forums already in existence including but not limited to Australian Government's Cairns Local Jobs Taskforce. The Cairns RJC will also engage strongly with Jobs Queensland.

The Cairns Region has a GRP of \$10.25 billion. It boasts 14,074 local businesses which employ approx. 85,000 residents. The largest industry by employment is HealthCare and Social Assistance, followed by Construction, Retail Trade and Education and Training.

A Cairns Regional Jobs Committee (RJC) has been formed to provide strategic and operational leadership, as well as insight into a place-based approach to skills investment. The Cairns RJC was established in late 2021, with the Cairns Chamber of Commerce (CCC) being the host organisation and an independent Chair being appointed.



Committee scope and responsibilities

The Cairns RJC will:

- work against a DESBT 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.
- 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 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 DESBT and the Minister for Youth Justice, 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

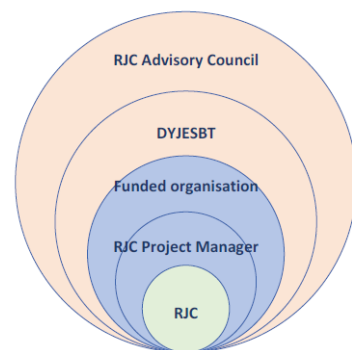
- Promote the RJC Program and the role of the committee to stakeholders as a forum for collaboration, coordination, and innovation.
- Sponsor items for the agenda.
- Endorse minutes within one week of circulation by the secretariat.
- Review and advise the Chair on matters for consideration.
- Advise 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.
- Actively engage with stakeholders in the community to identify local skills and training needs and contribute to the stakeholder engagement report monthly.

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 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.

Services to be provided by the Cairns Chamber of Commerce (CCoC)

- a. CCoC must form a Regional Jobs Committee and must seek endorsement from the Department on the membership of the Cairns RJC.
- b. CCoC will ensure the Cairns RJC provides local intelligence and informs the Department of training, skills and workforce development needs/gaps within their local communities and how these needs can best be met.
- c. CCoC will foster regional engagement and collaboration projects through the Cairns RJC that will:
 - a. monitor and identify local industry trends and identification of skilling opportunities to be addressed through training to ensure a skilled workforce
 - b. promote training and skills development that aligns to local jobs and employment growth
 - c. identify gaps in local service delivery to inform local skills development to address workforce needs
 - d. foster collaboration and local partnerships between local industry representatives, employers, small business



- e. leverage existing local resources to enable skills development in the local area
- f. build workforce resilience and agility to address changing and future skills needs across local industries
- g. provide ongoing reporting, in line with reporting requirements, to provide local intelligence to the Department.
- h. develop targeted initiatives to link local jobseekers with identified employment opportunities and/or address employment gaps for local regions;
- i. drive linkages between workforce development and economic development priorities at the local level to maximise local employment opportunities;
- j. communicate and disseminate information on regional workforce opportunities and challenges to the local community;
- k. act as a key linkage point with local schools and education institutions and employers; and
- l. identify and drive linkages between relevant funding and initiatives available across all levels of government and other stakeholders in the region to leverage investment and maximise impact.



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	Industry
Jodie Duignan-George	CQ University, Associate Vice President	Chair	Higher Education, broader skilling and workforce	j.duignan-george@cqu.edu.au	Higher Education
Bruce Houghton	Bentley Park College, Executive Principal Regional School Industry Partnership, Facilitator	Member	Senior schooling, Transition to work / Future workforce	Bhoug12@eq.edu.au	Primary and Secondary Schooling
Anita Veivers	Centacare, Executive Director	Member	Multicultural, Mental Health and Disability support, Early Childhood	Anita.Veivers@centracarefnq.org	Social Services
Leanne Bell	Executive Director for Education & Training TAFE Queensland north region	Member	Vocational Education and Training First Nations perspective	Leanne.BELL@tafeqld.edu.au	Higher Education
Alana McKenna	Aviation	Member	Women in Aviation youth & apprentices Engineering	alana@redpeakadvisory.com	Aviation
Andrew Wagner	TRS (Tropical Reef Shipyard)	Member	Defence and business development and educational pathways into maritime sector for reskilling and students.	Andrew.wagner@trsshipyard.com.au	Maritime / Marine
Wayne Reynolds	Pullman Reef Hotel Casino, General Manager Hotel TTNQ Board Deputy Chair	Member	Accommodation, Tourism & Hospitality	Hotelgm@reefcasino.com.au	Tourism & Hospitality
James Archer	Clean Co Site Manager	Member	Power generation, energy and renewables Engineering	James.archer@cleancoqld.com.au	Energy & Renewables

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Cheryl Winstanley	Cairns & Hinterland Hospital & Health Service Executive Director of People & Culture	Member	Reskilling to retain employees in the Health sector, future skills and jobs	Chhhs_edpc@health.qld.gov.au	Health
Sarah Menniti	Construction Skills Queensland Industry Engagement Manager (North)	Member	Support of SME's to utilise training to upskill and reskill employees. Construction, Mining and Industry engagement and business diversification	Sarah.menniti@csq.org.au	Construction / Trades
Nick Masasso	Cairns Regional Council, <i>Director of Economic Development & Advocacy</i>	Member	Broad economic development experience across range of sectors, CRC Executive Team	n.masasso@cairns.qld.gov.au	Local Council
Leigh Harris	Ingeous Studios	Member	SME business owner, youth advocate and mentor, first nations perspective	Leigh.harris@ingeousstudios.com	SME

RJC OBSERVERS

Name	Organisation	Role	Insights to be provided	Contact details
Grant Stidiford	DESBT	Regional Director FNQ	Employment, Small Business and Training, Cross-government	Grant.stidiford@desbt.qld.gov.au
Desley Ferando	DESBT	Manager, Regional Programs	Employment, Small Business and Training, Cross-government	Desley.ferrando@desbt.qld.gov.au
Patricia O'Neill	Cairns Chamber of Commerce	CEO	Cross-government, Chamber member insights, Small business owner	ceo@cairnschamber.com.au

RJC SECRETARIAT

Name	Organisation	Role	Insights to be provided	Contact details
Janelle Yarwood	Regional Jobs Committee	Project Manager	Cairns Chamber of Commerce insights, small business owner	Rjccommittee@cairnschamber.com.au

Appendix 2: Operational arrangements

Frequency

- Meetings will be held for not more than two hours and scheduled bi-monthly. The time allocated to meetings may be changed to meet the requirements of the Agenda.
- More frequent meetings may be required. This more frequent meeting schedule may be supported by sub-groups delegated by the Cairns RJC.
- The location of meetings will be determined by available space and willingness of industries to accommodate the committee. This will enable the committee to better understand other industries and allow for guest speakers from industry.

Operations

- An Agenda will be provided to the membership prior to each meeting by the Secretariat.
- Standing Agenda Items will be determined by the Chair in consultation with the Committee.
- The Secretariat will provide minutes of each meeting to be endorsed by the Committee within four (4) business days.
- An Action Register will be maintained by the Secretariat and reviewed at each meeting.
- A quorum will consist of 50% plus 1 of the membership.

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Proxies and Guests

- Attendance of a proxy is not permissible unless endorsed by the Chair in advance.
- A proxy may represent a member in exceptional and unforeseen circumstances and will retain the member's authority level.
- Members must ensure their proxy has sufficient information and background to contribute to the objectives and tasks of the Committee.
- The Committee may decide to establish sub-groups, where necessary, to progress specific issues.
- Membership of these sub-groups may include representatives from TAFE Queensland, community, industry or such other content matter experts as the Committee deems necessary.

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.
- Review will occur at the first meeting of the calendar year.

