

Fraser Coast 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.

Fraser Coast RJC objective

The Fraser Coast 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.

Fraser Coast RJC background

The Fraser Coast RJC has been in place since May 2018. The Fraser Coast RJC – locally known as Jobs Fraser Coast (JFC) - was formed by in May 2018 the Fraser Coast Regional Advisory Group which led the development of the Fraser Coast Regional Workforce Plan following release of *Growing Opportunities in the Fraser Coast: Informing Regional Workforce Development* report.

Initial members include Chambers of Commerce and Industry (Hervey Bay, Maryborough and Tiaro), Fraser Coast Regional Council, local University, Regional Development Australia Wide Bay Burnett, TAFE Queensland, Regional Tourism Organisation, National Disability Scheme (NDS) and representatives from the agriculture, health, community and manufacturing sectors.

The members worked in a spirit of collaboration, respectfully and in good faith for the advancement of the Fraser Coast Region. It is intended that these same principles will continue to be espoused by Jobs Fraser Coast.

Committee scope and responsibilities

The Fraser Coast 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:

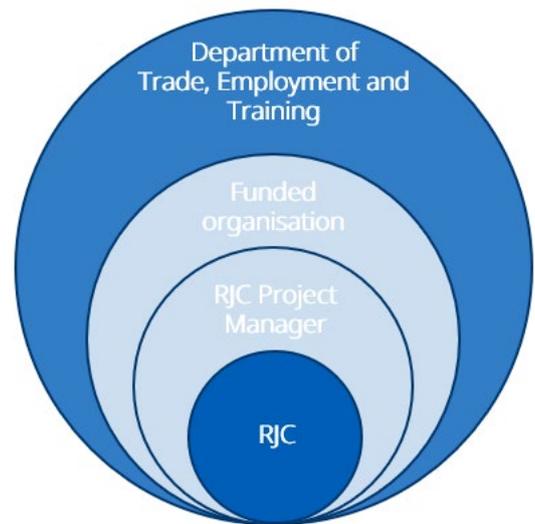
- promote the RJC program and the role of the RJC to stakeholders as a forum for collaboration, coordination and innovation
- sponsor items for the agenda
- endorse minutes within one week of circulation by the secretariat
- advise and contribute to committee decision-making
- review the RJC Terms of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

Name	Organisation	Role	Contact Details	Insights to be provided
Michelle Hay	University of the Sunshine Coast	Chairperson	Email: mhay1@usc.edu.au Phone: 07 5456 5684	Tertiary education, regional trends and governance
Kirsty Hill	Regional Development Australia Wide Bay Burnett	RJC Project Manager and secretariat	Email: projects@jobsfrasercoast.com.au Phone: 0400 757 941	State and Federal Training contracts and plans, incentives and wage subsidies.
Sotera Trevaskis	Regional Development Australia Wide Bay Burnett	Contract Manager	Email: sotera@rdawidebayburnett.org.au Phone: 0407 092 439	Regional Development and Governance
Julie Devling	Community Lifestyle Agency	Treasurer	Email: j.devling@comlife.com.au Phone: 07 4123 3552	Disability Services and Community
Tony Prove	Downer Group	Member	Email: Tony.prove@dowergroup.com Phone: 0429 208 059	Regional Manufacturing
Tony McCormack	Urangan State High School	Member	Email: Tmcco60@eq.edu.au Phone: 07 4197 0111	Principal Secondary education
Michelle Kennedy	Wide Bay Hospital and Health Services	Member	Email: Michelle.kennedy@health.qld.gov.au Phone: 07 4150 2187	Health and Health Services insights
Chris Kersnovske	East Coast TAFE – Hervey Bay Campus	Member	Email: Chris.KERSNOVSKE@tafeqld.edu.au Phone: 0407 378 412	Vocational Education and Training insights
Renea Burchell	Hospitality and Tourism, employment and training	Member	Email: reneaburchell@hotmail.com Phone: 0467 392 697	Tourism and Hospitality insights

Jordan Morris	Manufacturing skills Queensland	Member	Email: Jordan.morris@msq.org.au Phone: 0476 395 466	Manufacturing Skills and Training, GISP organisation
Jamie- Lee Habeler	Fraser Coast Regional Council	Member	Email: jamie-lee.habeler@frasercoast.qld.gov.au Phone: 0436 642 550	LGA Economic Development and Workforce industry insights
Austin Ryan	Local Jobs Employment Facilitator	Member	Email: austin@ljpeemploymentfacilitator.com.au Phone: 0466 669 934	Local Workforce Australia insights/ Federal Grants and Funding
Simon Foot	Construction Skills QLD	Member	Email: Simon.foot@csq.org.au Phone: 0437 083 637	Construction Skills and Training/ GISP Organisation
Amanda Jones	Regional Director, Department of Trade, Employment and Training,	Member	Email: Amanda.Jones2@desbt.qld.gov.au Phone: 0407 575 166	Regional Director (North Coast)

Appendix 2: Operational arrangements

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 Fraser Coast Region 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 Fraser Coast 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.

Appendix 3: Code of Conduct

Introduction

Members of Fraser Coast Regional Jobs Committee - otherwise known as Jobs Fraser Coast (JFC) are required to be people of good character who reflect accepted standards of behaviour. They need to be open, honest and accountable, and act in good faith with full awareness of the responsibilities attached to their roles.

Principles

RJC Members and staff are expected to always act in the best interests of Jobs Fraser Coast in their dealings with government agencies, businesses, other organisations and individuals by:

- being honest and exercising all due care and diligence in the performance of their duties and functions
- maintaining the confidentiality of information made available in the course of their duties and of RJC decisions
- never making improper use of their position, or the information gained through that position, to the advantage of themselves or any other person
- never taking any course of action that would bring into disrepute or otherwise disadvantage the RJC committee, the Department of Trade, Education and Training (DTET) or relevant Minister.
- disclosing any material or personal interest in RJC activities, and subsequently abstaining from any discussion or vote on those issues
- being bound by, and committed to, decisions legitimately taken by the RJC, whether or not they agree with the decision
- demonstrating loyalty to the public interest and to the standards set out in the RJC Service Agreement
- providing authorised persons, fellow members and auditors when asked, with complete, accurate and correct information, which is not misleading in any respect
- complying with relevant laws.

Personal and Professional Behaviour

Duties must be performed diligently, impartially and conscientiously to the best of each member's ability. Members must comply with all relevant state, or territory and Commonwealth legislation. In particular, the contract holder must provide a workplace environment and culture that safeguards the health and safety of volunteers, employees and contractors, which is free from discrimination, bullying and harassment.

RJC members are required to observe and practice professional behaviour at all times, and ensure that interactions with volunteers, employees and contractors are free from discrimination, bullying and harassment.

Fairness and Equity

It is important that the principles of fairness and equity are both complied with and are seen to be complied with. These principles are:

- taking all relevant information into consideration and not taking any irrelevant information or opinion into consideration

- dealing with like situations in a consistent and fair manner, but treating each matter on its merits
- acting in a reasonable, just and non-discriminatory manner
- taking all reasonable steps to ensure that the information upon which decisions or actions are based is factually correct; and
- only acting for proper and relevant purposes, and on proper and relevant grounds
- operating in a transparent manner and allowing equal access for the community to contribute and access services.

Use of Information

Information provided to RJC Members may come with the understanding that the information will be treated as confidential, commercial-in-confidence and/or sensitive. It is important to ensure the integrity and security of official documents for which Committee members are responsible and to respect the rights of the providers of information. In accordance with the Confidentiality clause of the RJC Services Agreement, the members and staff should not disclose information that has been designated as confidential. Confidential information must not be released unless:

- required by law
- freedom of Information / Right to Information legislation requires the release
- permission has been granted by the Commonwealth or, where relevant, the State or Territory government, local government, or the provider of the information

Conditions of Membership and Employment

Members are expected to represent the interests of Jobs Fraser Coast rather than those of any particular organisation(s), business or local council, and must be available to participate in meetings and activities. RJC members and employees must:

- as a matter of principle, be excluded from tendering for consultancy or contract work for or on behalf of the RJC
- comply with the relevant state or territory associations' incorporation legislation, and the conditions stipulated by the department and the relevant state or territory government department in the Service Agreement(s) regarding the allocation of administration and/or project funds
- be people of good character who reflect accepted standards of community behaviour. This includes, but is not limited to, not having a civil or criminal conviction punishable by a period of imprisonment and not being an undischarged bankrupt
- Ensure that the workplace environment and culture safeguard the health and safety of volunteers, employees and contractors, which is free from discrimination, bullying and harassment.

Gifts, Benefits and Assets

A RJC member or contract holder must never demand or request any gift or benefit for the member or anyone else in connection with his or her work. A member or employee should not accept any gift or benefit if he or she, or a reasonable person, thinks that the person offering the gift is likely to expect the member or employee to be influenced in the way that he or she does his or her RJC work as a result of the gift.

Generally, non-token gifts should be accepted only in exceptional circumstances. Where non-token gifts are accepted, it would be appropriate to inform the Chair and contract manager or the RJC at the next meeting of the Committee. If the member or employee is in any doubt about whether or not a gift is token, he or she should notify the Chair.

Public Comment

RJC members should not make any statements or give any undertaking that could be interpreted as committing the Minister or the Commonwealth, State or Territory or local governments to a particular action or expenditure. This position should be made clear in any negotiations which the committee, its members, staff or representatives undertake with any company, firm or other body, or member of the public.

Whilst it is recognised that RJC members and staff, as members of the community, have the right to make public comment and enter into public debate on political and social issues, care must be taken not to convey the impression that such comment is an official comment made in their capacity as a RJC or staff member.

If it is not possible for the RJC member or staff member to make it clear that he or she is speaking personally, it may be appropriate not to make any public comment.

While constructive feedback of the operations of the RJC (Jobs Fraser Coast) is welcome, it is inappropriate for such feedback – including any criticism - to be reflected in press releases, public documents or statements. The utmost care should also be taken to ensure public comments cannot be misinterpreted. The Chair has the role of channelling matters of this nature to the contract manager and DTET representatives.

Corrupt and Unethical Conduct

If an RJC or staff member is aware of any possible corrupt or unethical conduct by any committee member(s) or other staff, it must be reported to the Chair of the Committee. The member does not need to have proof that corruption or unethical conduct is occurring. He or she needs merely to suspect it on reasonable grounds. The Chair can then seek specialist advice for managing the particular issue. Corrupt and unethical conduct can also be reported to DTET, where appropriate.

This does not alleviate any right or obligation of the RJC and/or staff member to also report the conduct to relevant authorities (for example, the police) as required under relevant legislation.

People who report possible corrupt or unethical conduct will not be penalised for reporting possible misconduct.

Breaches of the Code

RJCs should be vigilant for any actual or perceived breaches of the Code, and be prepared to take their own disciplinary action as necessary. Breaches of the Code are likely to result in disciplinary action. Sanctions, including termination of an RJC member's appointment by the Chair or termination of a Chair appointment by DTET will be considered in the event of a serious breach of the Code.

Allegations of Impropriety

It is important that the conduct of RJC members and staff is at all times perceived in the community to reflect the principles and ethical requirements set out in this Code. If allegations concerning the conduct of a member are made or aired in the public domain that, if true, would constitute a breach of the Code, the member concerned must stand down from the RJC.

Chairs must facilitate the standing aside of Deputy Chairs and members. If the Chair is required to stand aside, the Deputy Chair will be asked to assume the role as Acting Chair. The members may appoint an Acting Deputy Chair where this is required.

Allegations made in the public domain include being:

- referred to in sworn evidence (either oral or written) in any court or tribunal proceeding in relation to an act of impropriety
- the subject of or named as a person of interest in any investigation by the State or ombudsman or Commonwealth ombudsman
- the subject of or named as a person of interest in any investigation or proceedings by any other governmental or quasi-governmental body in any jurisdiction

The member may resume his or her membership of the RJC when the relevant court, tribunal or other body makes a finding of fact that the allegations are unfounded, or otherwise when the relevant State Government body, so determines.

Appendix 4



An Australian Government Initiative



WIDE BAY BURNETT

Policy and Agreement

January 2024

Purpose

The purpose of this policy is to inform RDA WBB's Board and staff about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and provide guidance about the management of conflicts of interest.

Application

This policy applies to RDA WBB's Board Members (including RDA WBB Program Area Steering and/or Project Committees) and Staff.

Definition

A conflict of interest arises when the personal conduct, transaction or relationship of a Board member or Staff member interferes with their ability to act impartially and carry out their duties in the best interests of RDA WBB.

Conflict of interests may be real, apparent or potential:

- Real – where a direct conflict exists between current official duties and existing private interests.
- Apparent – where it appears or could be perceived that private interests are improperly influencing the performance of official duties whether or not that is actually the case.
- Potential – where private interests are not but could come into direct conflict with official duties.

Guiding Principles

RDA WBB Board members have a fiduciary duty under the Corporations Act 2001 (Cth) to avoid conflicts of interests.

Under the Act, directors must:

- Exercise their powers and discharge their duties with a reasonable degree of care and diligence (section 180).
- Act in good faith in the best interests of the company or for a proper purpose (section 181).
- Not use their position to obtain an advantage for either themselves or a third party, or to cause detriment to the company (section 182).
- Not improperly use information gained through their position as a director to obtain an advantage for either themselves or a third party, or to cause detriment to the company (section 183).

Guiding Actions

- RDA WBB's Board members and Staff must take reasonable steps to avoid any conflict of interest (real or apparent) when conducting RDA WBB's business.
- Not all conflicts of interest are prohibited or harmful to RDA WBB. However, full disclosure of all actual and potential conflicts, are required and must be disclosed by to the Chair if and when they arise.
- The Chair and Board members (with exception of the Board member concerned) shall make a determination as to whether a real, apparent or potential conflict exists and what subsequent action is appropriate (if any).

- The Chair shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- Board member(s) involved in conflict-of-interests that arise will be excluded from participating in debates and voting on related matters. The Chair may also exclude that Board member from discussions held.

Conflicts of Interest Acknowledgement and Disclosure

I have read the conflicts of interest policy and agree to comply fully with its terms and conditions at all times during my service as an RDA WBB Board member.

If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify RDA WBB's Chair in writing.

Disclosure of Actual or Potential Conflicts of Interest:

I acknowledge and agree that my selection for service on RDA WBB's Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

In my individual capacity:

Signature: _____

Name: _____

Date: _____