

Mount Isa Regional Jobs Committee

Terms of Reference (July 2025)

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.

Mount Isa RJC objective

The Mount Isa 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*.

Specifically, the Mount Isa RJC will provide:

- **Tailored Solutions:** Develop Mount Isa's RJC Annual Action Plan and implementation of tailored solutions that address specific barriers and capitalise on opportunities identified within each regional community, fostering more targeted and effective interventions.
- **Engagement:** Through proactive engagement with community, local industry sectors, education and training, workforce and employment stakeholders, as well as government representatives and agencies, the project seeks to ensure comprehensive awareness of and connection to the Queensland Workforce Strategy (QWS).
- **Enhanced Collaboration:** Stronger partnerships and collaboration among regional communities, industry stakeholders, and government entities, leading to more consistent and coordinated efforts in identifying and addressing local skills development, workforce participation, and business growth.

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 Trade, Employment and Training (DTET).

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

Mount Isa RJC background

The Mount Isa Regional Jobs Committee (RJC) project, initiated in 2024, is a collaborative effort led by the Mount Isa City Council (MICC) in partnership with the DTET. With a duration of 18 months, the project aims to address workforce challenges, promote employment opportunities and foster economic development in the Mount Isa Local Government Area (LGA) region. The Mount Isa RJC project will end on 30 June 2025.

Key objectives of the RJC project include driving the local RJC reference group, bringing local workforce issues to attention for consideration and engaging with industry and community stakeholders to identify workforce, training and skills issues. MICC leads the project coordination, ensuring alignment with program objectives and milestones, while DTET provides funding, support and expertise in implementing workforce development initiatives.

Activities include convening regular RJC reference group meetings to review progress and discuss emerging workforce issues, identifying workforce challenges through stakeholder engagement and facilitating connections to Queensland Workforce Strategy (QWS) supports and DTET programs. The expected outcomes include improved coordination among stakeholders, enhanced awareness of support programs, increased participation in workforce development initiatives and tangible improvements in employment rates and economic prosperity in the region.

Through collaborative efforts and strategic engagement, the RJC project aims to drive positive change and promote sustainable economic growth in the Mount Isa region.

Committee scope and responsibilities

The Mount Isa RJC will:

- work against a DTET-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 DTET 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 DTET and the Minister for Employment and Small Business and Minister for Training and Skills Development as the RJC Chair and person responsible for leading a local DTET-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.
- **Active Participation:** Commit to actively participating in committee meetings, discussions and activities, ensuring meaningful engagement and contribution towards achieving the committee's objectives.
- **Engagement with Stakeholders:** Engage with relevant stakeholders, including government agencies, businesses, educational institutions and community organisations, to gather input, share information, and foster collaboration in addressing workforce challenges.
- **Implementation of Decisions:** Support the implementation of decisions made by the committee, including taking appropriate actions and following through on assigned tasks to advance the committee's goals.
- **Conflict Resolution:** Approach conflicts or disagreements with a constructive and solution-oriented mindset, working collaboratively with other members to resolve issues and maintain positive relationships within the committee.
- **Professional Conduct:** Conduct oneself with professionalism, integrity and respect towards fellow committee members, stakeholders and the broader community, reflecting positively on the reputation of the RJC program.
- **Continuous Learning and Development:** Commit to ongoing learning and professional development related to workforce development, economic trends and

relevant policy issues, enhancing knowledge and skills to better contribute to the committee's work.

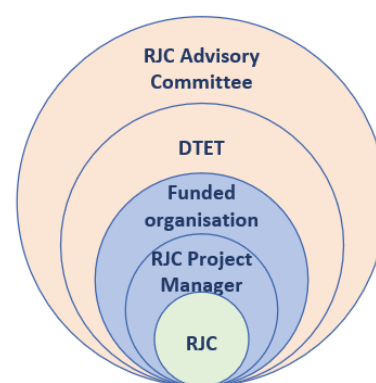
- **Representation of Interests:** Advocate for the interests and needs of diverse stakeholder groups within the Mount Isa region, ensuring that the committee's efforts are inclusive and responsive to the community's priorities.
- **Evaluation of Progress:** Participate in periodic evaluations of the committee's progress and effectiveness, providing feedback and recommendations for improvement to enhance the impact and outcomes of the RJC program.

Governance

RJCs are to operate as their own entity and against outcomes from community consultation. DTET 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 DTET 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).
- DTET 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 DTET 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 DTET 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.

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
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

MOUNT ISA REGIONAL JOBS COMMITTEE				
Name	Organisation	Role	Insights to be provided	Contact details
Chris Ruyg	54 Reasons, <i>Local Level Alliance (LLA) Coordinator</i>	Chair	Stakeholder Type: Community Representatives & Groups Industry: Health Care and Social Assistance Thematic areas of interest: Alcohol and Drugs, Employment, Families, Healing, Health, Justice, Mental Health & Well-Being, Suicide, Youth Training	Email: chris.ruyg@54reasons.org.au Phone: 0459 789 678
Tia Willetts	Camooweal Community, Community Member	Member	Stakeholder Type: Community Representatives & Groups Industry: Other Services Thematic areas of interest: Education, Employment, Leadership, Youth, Training	Email: twilletts14@outlook.com Phone: 0475 388 728
Johnathan Neilsen	Commerce North West, President	Member	Stakeholder Type: Regional Economic Development Agencies Industry: Retail Trade	Email: jneilsen@isaairport.com.au or president@commercenorthwest.com.au Phone: 0408 182 955

			Thematic areas of interest: Alcohol and Drugs, Arts and Media, Education, Employment, Families, Family Violence, Food Security, Mining & Trades, Tourism, Small & Medium Business	
Jodi Paine	Martyr Training Services, <i>Compliance Manager</i>	Member	Stakeholder Type: Education Partners: RTOs, TAFE & University Institutes Industry: Education and Training Thematic areas of interest: Education, Employment, Leadership, Country, Youth, Mining & Trades	Email: JodiP@martyrtraining.com.au Phone: 0437 448 851
Roslyn Von Senden	Mount Isa Community, Kalkadoon Traditional Owner/Community Engagement Manager, University of Queensland	Member	Stakeholder Type: Community Representatives & Groups Industry: Health Care and Social Assistance Thematic areas of interest: Aged Care, Alcohol & Drugs, Arts & Media, Early Childhood, Education, Employment, Families, Healing, Health (general), Housing, Justice, Mental Health & Well-Being, Language & Culture, Leadership, Country, Suicide, Youth & Training	Email: roslyn.vonsenden@gmail.com Phone: 0497 228 267
Nadia Cowperthwaite	Mount Isa Tourist Association, <i>President</i>	Member	Stakeholder Type: Tourism & Small Business Industry: Retail Trade	Email: nadiarmarshall@gmail.com Phone: 0407 735 679

			Thematic areas of interest: Arts & Media, Employment, Language & Culture	
Robyn Braes	Principal Advisor - Human Resources, Glencore	Member	Stakeholder Type: Resources & Energy Supply Chains Industry: Mining Thematic areas of interest: Employment, Leadership, Youth, Mining & Trades, Training	Email: robyn.braes@glencore.com.au Phone: 0466 559 448
Katie Owens	Rainbow Gateway Ltd/Myuma Pty. Ltd., <i>Head of Operations</i>	Member	Stakeholder Type: Workforce and Employment Service Providers Industry: Education and Training Thematic area of interest: Education, Employment, Land Management, Language & Culture, Learning & Development, Training	Email: katieowens@rainbowgateway.org.au Phone: 0488 332 672
Chris Pocock	Department of Education, <i>Educational Precincts Coordinator</i>	Member (non-voting)	Stakeholder Type: Educational Institutions, RTOs, TAFE & Universities Industry: Education and Training Thematic area of interest: Education, Learning & Development, Training, Youth	Email: cpoco11@eq.edu.au Phone: 0459 878 715
Kerry Parker	Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism, <i>A/Manager</i>	Member (non-voting)	Stakeholder Type: Local, State & Federal Government Authorities Industry: Public Administration and Safety	Email: Kerry.PARKER@dssdsatsip.qld.gov.au Phone: 0428 637 309

	<i>Senior Project Officer</i>		Thematic areas of interest: Alcohol & Drugs, Arts & Media, Early Childhood, Education, Employment, Family Violence, Housing, Justice, Language & Culture, Leadership, Learning & Development, Mining & Trades, Emergency Services, Training	
Steph Nicolaou	Local Jobs FNQ, Employment Facilitator	Member (non-voting)	Stakeholder Type: Local, State & Federal Government Authorities, Workforce and Employment Service Providers Industry: Education and Training Thematic areas of interest: Employment, Mining & Trades	Email: stephnicolaou@localjobsfnq.com.au Phone: 0419 465 308
Natasha Storey	Mount Isa City Council, Mount Isa RJC Project Manager	RJC Project Manager and secretariat	Stakeholder Type: Local, State & Federal Government Authorities, Workforce and Employment Service Providers Industry: Education and Training Thematic areas of interest: Employment, Mining & Trades	Email: natasha.storey@mountisa.qld.gov.au Phone: 07 4747 3312
Phoebe Burgess	Department of Trade, Employment and Training, Regional Director	Technical observer	Stakeholder Type: Employment, Small Business and Training Government Industry: Education and Training	Email: Phoebe.Burgess@desbt.qld.gov.au Phone: 0408 062 409

Appendix 2: Operational arrangements

Frequency and Meetings

- **Meetings:** At least four meetings annually. Meetings will be held on the third Tuesday of the month. The format will be in-person or via Microsoft Teams. Special meetings may be called as needed to address emerging issues, coordinated by the Chair/Secretariat.
- **Location of Meetings:** The location of meetings will be determined by space availability and industry willingness to host.
- **Working groups:** Will be established if no existing groups are present. Membership will be comprised of RJC members and stakeholders mapped by the RJC Stakeholder engagement map. The activities of these working groups will be consistent with the objectives of the RJC. Members' expertise will be highly valued, and they will be invited to stay as part of the wider stakeholder group. Their feedback and advice will be invaluable for gathering input, sharing information, and fostering collaboration in addressing workforce challenges.
- **Additional Engagements:** Workshops, forums, expos and learning opportunities may be organised for further engagement.

Operations

Rules around agenda items, when agendas and minutes will be sent, action register

- **Agenda Distribution:** Agendas will be circulated by the secretariat to all members at least one week before the meeting.
- **Minutes Distribution:** Minutes of each meeting will be circulated by the secretariat to all members within one week after the meeting for review and endorsement.
- **Action Register:** Maintained and reviewed at each meeting by the RJC Manager.
- **RJC Manager's Role:** The RJC Manager will act as a point of contact for the Mount Isa RJC, coordinating projects, events, meetings, and other administrative functions unable to be carried out by the chair.

Quorum



Rules for quorum

- **Quorum:** A minimum of 4 members including chair must be present for the meeting to have a quorum.

Proxies and Guests

- **Proxies:** In the event that a member is unable to attend a meeting, they may appoint a proxy to represent them from their sector on the RJC Stakeholder Engagement Map. Proxy appointments should be communicated to the Chair in advance of the meeting and can only attend 2 meetings per calendar year.
- **Guests:** Guests may be invited to attend RJC meetings with prior approval from the Chair. Guests may participate in discussions but will not have voting rights.

Nomination of New Members

Rules for new members

- In the account of resignation, the member must nominate a new member from their sector on the RJC Stakeholder Engagement Map to continue.

Membership Term

- **Term of Appointment:** Each RJC Committee member is appointed for the duration of the current RJC Service Agreement, unless they resign or are replaced by a nominated representative from their sector, in line with the RJC Stakeholder Engagement Map. Membership may be extended or renewed if the Service Agreement is extended or renewed, subject to agreement by the Committee Chair and Project Manager. Any changes in membership during the term must be documented and approved by the Chair.

Endorsement of Documents

Feedback and Endorsement Protocol

To support collaborative decision-making while maintaining project momentum, the following protocol applies when draft documents are circulated to Committee members for input. This includes (but is not limited to):

- Scopes of work
- Letters of support
- Project plans
- Business cases
- Strategic proposals

Timeframe for Feedback:

- Committee members will be provided with a minimum of five (5) business days to review and respond with written feedback, comments or concerns.
- Where five business days cannot be provided due to time-sensitive requirements, the default minimum timeframe will be until close of business the following day.

Default Endorsement Clause:

- If no feedback or objection is received within the stated timeframe, it will be assumed that the Committee member supports the proposal and it will proceed as outlined.

Submission of Feedback:

- All feedback should be submitted via email to the RJC Project Manager, who will consolidate and action any required changes or clarifications before finalising the document for approval or submission.

This approach ensures efficient governance while respecting the time constraints and responsibilities of all Committee members.

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 DTET.
- The RJC Terms of Reference may be varied at any time by agreement in writing and signed by the members.
- These operational arrangements provide clear guidelines for the frequency of meetings, operations related to agenda items and minutes, handling of proxies and guests and review arrangements for the Terms of Reference, ensuring transparency, efficiency and accountability within the RJC.