

# Regional Jobs Committee program

## Funding guidelines 2025-27

### Introduction

The Department of Trade, Employment and Training (the Department) Regional Jobs Committee (RJC) program is a Queensland Government initiative designed to address local workforce and skilling challenges through place-based solutions. The program aims to foster collaboration among local stakeholders, including industry groups, training providers, schools, employers, unions, and councils, to deliver workforce solutions across Queensland.

RJCs bring together local workforce stakeholders such as industry groups, training providers, schools, employers, employee representatives, unions, and councils to plan local training investment and addresses workforce development and planning issues. The Committees provide an opportunity for local stakeholders to work together to align regional skills with local industry and employer needs through producing and acting on an annual RJC action plan.

### About the program

The RJC program plays a vital role in driving workforce outcomes at the local level. It enables government to identify areas in Queensland that may be at risk of not fully accessing the benefits of government initiatives and delivers tailored workforce support to address these gaps. The program currently services 12 regional areas.

The 12 regional areas are:

- Bundaberg
- Cairns
- Central Queensland (covering Livingstone, Rockhampton, Gladstone, Central Highlands, Woorabinda, and Banana).
- Fraser Coast
- Gold Coast
- Greater Whitsunday (covering Mackay, Isaac, and Whitsunday)
- Mount Isa
- Redlands
- Springfield
- Sunshine Coast
- Toowoomba
- Townsville (covering Burdekin, Hinchinbrook, Charters Towers, Townsville, and Palm Island).

From 1 October 2025, the RJC program will emphasise the role of **RJCs in developing local skilling and workforce solutions that target skills gaps in critical industry sectors**.

The program seeks to achieve:

- Increase awareness within regional communities of the RJC in their area, actively solving their unique workforce and skilling challenges

- Foster whole-of-government recognition and utilisation of RJC's to promote local job initiatives, resources, and programs
- Deliver actionable solutions aligned with regional economic priorities and industry needs, ensuring a measurable impact on workforce development
- Ensure impartiality and effective governance, through an independent Chairperson, who will lead the committee's strategic direction and ensure alignment with program objectives
- Require RJC's to demonstrate how they are leveraging and integrating existing departmental and whole-of-government programs, projects, and initiatives to maximise their impact with their regions
- Strengthen the role of the Department's Regional Directors as active participants on the committee, playing a central role in supporting and guiding the program.

Funded organisations must meet the following key performance indicators under their services agreement. The areas below will form the basis against which performance will be assessed.

- **delivery of an Annual Action Plan** – develop and lead the RJC to achieve all proposed deliverables outlined in the approved RJC Annual Action Plan/s.
- **identification of local skilling and workforce challenges** – remain agile and responsive to changes in the local economy, community, and workforce, while identifying local barriers to workforce participation, employment, and skilling opportunities in critical industries.
- **development and delivery of local solutions** – develop and implement tailored local workforce solutions in collaboration with the Department to address identified needs
- **community engagement and satisfaction** – ensure the community is satisfied with the RJC's performance and establish the RJC as a recognised leader in addressing local workforce and skilling challenges.
- **promotion and leveraging of programs and initiatives** – actively promote DTET and whole-of-government programs and initiatives, while leveraging these resources to deliver effective local workforce and skilling solutions.

The RJC program is administered by the Department.

## Regional areas for delivery

DTET is seeking applications from organisations to deliver the RJC program in 12 regions across Queensland. For the 2025-27 public tender process, applicants **must** nominate the region(s) from the list below and provide detail of regional footprint delivery for which they are seeking consideration:

- Bundaberg
- Cairns
- Central Queensland
- Fraser Coast
- Gold Coast
- Greater Whitsunday
- Mount Isa
- Redlands

- Springfield
- Sunshine Coast
- Toowoomba
- Townsville

Organisations are encouraged to select the region best aligns with their core business, network, key connections, and areas of expertise.

The Department determines the application process for funded host organisations through a public process based on an assessment of their suitability and capability to deliver **local skilling and workforce solutions that target skills gaps in critical industry sectors** within the nominated region and local communities.

## Eligible organisations

To be eligible, organisations **must**:

- be based in Queensland;
- have a registered and current Australian Business Number (ABN) and be registered for GST;
- hold public liability insurance to the value of no less than \$10 million or provide evidence of plan to obtain insurance to the value of no less than \$10 million to cover the proposed project.

Organisations applying **must** be able to demonstrate:

- capability to manage the project and achieve the project deliverables and timelines within the nominated region;
- understanding of issues relevant to region, in particular in workforce development and skilling;
- skills, knowledge and experience in managing and delivering similar projects of varying size, risk and complexity, including a capacity to service the region
- strong existing relationships with local businesses and community across industry sectors
- strong industry knowledge and established relationships across local businesses and communities; and
- capacity to manage the statewide program, including staffing resources.

## Delivery period

Successful organisations will deliver the activities between 1 October 2025 and 30 June 2027.

## Delivery location

Funded organisations will service the state, working with local communities across their nominated region.

## Regional Jobs Committee Chairperson

The RJC Chairperson plays a critical leadership role in ensuring the success of the RJC program. This will be a voluntary position, requiring a strong commitment to the program's objectives.

As part of this application process, the Department will be seeking nominations of up to three (3) candidates to be considered for the role of the RJC Chairperson. Nominees must be independent to the funded organisation (or demonstrate independence to the satisfaction of the Department).

The Department will assess these nominations based on their experience, independence, and ability to fulfill the responsibilities outlined below:

- leading and facilitating discussions of the RJC;
- supporting the RJC Project Manager in driving the project and ensuring the Committee remains focused on achieving its goals;
- meeting regularly with the RJC Project Manager to discuss project milestones, community feedback, and RJC performance;
- supporting the funded organisation and RJC Project Manager to annually review Committee membership to ensure it is fit-for-purpose; and
- representing the RJC at public events and ensuring the program is appropriately acknowledged.

Using the RJC Chair nomination form, provide up to three nominees as part of your submission. Refer to the RJC Chairperson Nomination form at [www.qld.gov.au/rjc](http://www.qld.gov.au/rjc). You will be required to also provide a CV for all nominees.

## **What outcomes are expected?**

The following outcomes should be considered in proposals:

awareness by regional communities of an RJC in their area solving their unique workforce and skilling challenges;

- whole-of-Government awareness of RJC's, and utilisation of RJC's by government to promote local jobs initiatives, resources and programs;
- promotion of the program in regional communities and connecting businesses to support mechanisms;
- long-term foundations developed to equip regional communities with the know-how to access skilling and workforce support from industry and government,
- development of unique solutions that target skills gaps in critical industry sectors relevant to the region

Funded organisations are required to submit regular reporting addressing project progress, challenges and issues, any changes made to the project.

For more detail, please refer to the draft Services Agreement, which will be available within one week of the tender process opening at [www.qld.gov.au/rjc](http://www.qld.gov.au/rjc).

## **What applications will not be considered?**

- applications submitted by ineligible organisations;
- incomplete applications;
- applications that fail to meet the program objectives and funding purpose;
- applications that are unable to demonstrate knowledge and connections to local communities in the nominated region;

- applications that are unable to demonstrate their connection and expertise in the nominated region; and
- organisations that have received full funding from other funding sources to provide the same services.

## **Program funding**

The successful applicants will be offered a Services Agreement with a financial value of \$200,000 (GST exclusive) per annum. The delivery period will be from 1 October 2025 to 30 June 2027.

Program funds can only be expended on costs directly associated with an approved project. Some of the items project funding can be used for include:

- staff wages
- equipment hire
- venue hire
- advertising and marketing of the project
- intrastate travel and transport costs associated with participants engaging in project activities
- cost of materials that are required for the project
- other administration required for the project

The following costs or use of funds are not permitted:

- capital expenditure e.g. purchase of buildings or vehicle, office equipment
- any recurrent costs e.g. ongoing staff costs, core function of the organisation

Funding from other sources must be disclosed to the Department. To avoid duplication of services, funding is not available for the same service being delivered through other initiatives or programs.

## **What are the funding conditions?**

Successful applicants must enter into a formal Services Agreement with the Department, which will include standard key performance indicators.

All projects must be fully acquitted after completion and any unexpended or surplus funds returned to the Department.

The Department reserves the right to:

- decide funding process for industry projects;
- vary the funding requirements at any time, subject to the Department first giving each respondent.

A sample copy of the Services Agreement, which is performance based and outlines the standard terms and conditions of funding, will be available within one week of the tender opening on the Department's website at [www.qld.gov.au/rjc](http://www.qld.gov.au/rjc).

# Application process

## How to apply

Organisations should submit applications and supporting documents via [JIRA online application](#).

Applications will open on Friday 18 July 2025 and close at 5pm Friday 15 August 2025.

Applicants **must** also include the following supporting documents:

- Proposed Project Scope addressing “providing solutions **that target skills gaps in critical industry sectors**” within the nominated region/s.
- Nomination of up to three candidates to be considered Chairperson of the Committee.

An acknowledgement email from the JIRA platform will be provided upon successful submission of an application and supporting documents.

## Assessing the application

Applications will be assessed against the funding guidelines and against the below key selection criteria:

- proposed methodology and service delivery
- skills, knowledge and experience within the vocational education and training (VET) sector
- skills, knowledge and experience in critical industry sectors within their nominated region
- skills, knowledge and experience in workforce and partnering within their nominated region
- skills, knowledge and experience in analytical, problem solving and program design.

## Processing the application

Applications close 5pm Friday 15 August 2025. You will be notified of the outcome once all applications have been assessed and finalised.

The Department has the right to:

- extend the closing date and other dates specified in this document;
- the opportunity to respond to the submissions;
- exclude from consideration an application that has not been submitted by the due date;
- seek advice of external parties in the evaluation of proposals; and
- negotiate with applicants.

Without limitation, the Department may, in its sole discretion:

- apply such criteria and weightings as the Department sees fit; and
- not accept any application.

## Contact us

For more information, please email [RJC@desbt.qld.gov.au](mailto:RJC@desbt.qld.gov.au).