



Industry Advisory Committee

| TERMS OF REFERENCE

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1 Establishment

1.1 Introduction

The Industry Advisory Committee ('the Committee') was established by the Queensland Building and Construction Board ('the QBC Board') on 15 December 2022 in accordance with section 20B(3) at the request of the Minister as a result of the QBCC Governance Review Report.

1.2 Statement of Purpose

The Committee is to act in an advisory capacity to the Board only and has no authority to make decisions or provide direction to the Board. This Committee is an independent body comprising representation of the various industry sectors.

2 Committee Meetings

2.1 Administrative Arrangements

Secretariat	Email: industryadvisorycommittee@qbcc.qld.gov.au
Duration	3 hours
Frequency	The Committee will meet at least three (3) times a year or as determined by the Board.
Location	As determined by the Chair. A meeting may be held by using any technology that reasonably allows members to hear and take part in discussions as they happen.
Quorum	<p>A minimum of five (5) members (excluding the Chair). The Chair will preside over all meetings at which they are present and in the absence of the Chair, the Alternate Chair will preside.</p> <p>If a meeting is called to order but has not achieved quorum, the chairperson must postpone and reschedule the meeting to a date and time they are confident a quorum will be achieved.</p>

Agenda	The agenda will be distributed to the Chair at least ten (10) business days prior to each meeting.
Minutes/Actions	The minutes and actions will be sent to members within three (3) business days of a meeting.
Submissions	Submissions can be made by any member, with agreement of the Chair. Papers (electronic versions) must be emailed to the Secretariat by 5.00pm no later than seven (7) business days before the meeting.
Distribution of Meeting Pack	The Secretariat will distribute papers electronically five (5) business days before each meeting.

2.2 Special Meeting

The Chair can call a special meeting at any time with reasonable due notice (5 working days). The agenda and minutes will be circulated at least one week, or as soon as practicable, prior to the meeting once receiving the Chair's advice.

2.2 Special Guests

The Chair can invite a representative of the Department of Housing, Local Government, Planning and Public Works to attend meetings as an observer.

2.3 Guest Presentations

The Chair will consider requests from the Committee and the QBCC to invite guests for presentations.

3 Composition

3.1 Members

Position	Representatives
Chair	QBC Board
Alternate Chair	QBC Board
Deputy Chair	QBCC
Attendee	Service Trades Council
Member(s)	Builder/Restricted Builder
Member(s)	Mechanical Services (refrigeration, air-conditioning, plumbing or medical gas)
Member(s)	Fire Protection
Member(s)	Industry Body (Housing Industry Australia, Master Plumbers Association of Qld, Master Builders Qld, National Fire Industry Association)
Member(s)	Building Inspector or Certifier
Member(s)	Australian Institute of Architects or Building Designers Association of Australia
Member(s)	Building or Hydraulic Design
Member(s)	Industry Union
Member(s)	Trade Industry
Member(s)	Local Government
Member(s)	Rights and Interests of the Consumer/Homeowner

3.2 Secretariat

Member Name	Organisation
Executive Officer, STC and QBC Board Committees	QBCC

3.3 Chair

The Chair provides leadership to the Committee and is responsible for:

- Overseeing the Committee in the discharge of its role.
- The efficient organisation and conduct of the Committee functions and meetings.
- Facilitating the effective contribution of all members.
- Providing a summary and overview of matters raised; strategic directional advice; or recommendations to the Board on behalf of the Committee.
- Provide any feedback from the Board to the Committee.

3.4 Alternate Chair

The Chair presides over the meetings of the Committee. If the Chair is absent, the Alternate Chair will preside over the meeting. The Alternate Chair has a standing invitation to each meeting.

3.5 Committee Composition

The Committee will be comprised of no less than (10) members and no more than fourteen (14) members.

This Committee comprises a Chair (member of the Board) and Deputy Chair (representative of the QBCC) and representatives from numerous sectors. It is acknowledged that there may be one or more member(s) appointed for each sector.

3.6 Industry Representation

The Committee consists of representatives of the building and construction industry. Members are expected to provide impartial advice and not advocate for a specific organisation's policy agenda by virtue of their relationship with that organisation.

3.7 Professional Requirements

Where a representative of a sector involves a professional trade, it is desirable that the representative either holds a valid licence or have previously held a valid licence or be eligible to hold a licence. A representative may also be considered from an industry body.

4 Appointment of Members

4.1 Current Appointment

The Committee will continue until end of 2025, or by mutual agreement of the Board that the Committee is no longer required.

4.2 Term of Appointment

Each member shall be appointed for a term of two years.

4.3 Reappointment Eligibility

A member is eligible for re-appointment.

5 Conditions of Appointment

5.1 Attendance

Members should attend at least 75% of all scheduled meetings and ensure they have the required time to commit to the Committee.

5.2 Resignation

A member may resign from the Committee by providing a letter of resignation to the Chair.

5.3 Membership Vacancy

- Removal of a member is permitted where the terms of membership under section 3 have been breached.
- A member may be required to vacate membership where conduct is considered unethical, or the member is not a fit and proper person to continue on the Committee.
- A member must vacate membership if they commit a non-compliance offence.

6 Reporting Requirements

6.1 Meeting Minutes

The Committee will produce accurate minutes of its deliberations and recommendations following each meeting.

6.2 QBC Board

The Committee Chair, or their nominated Alternate, will report to the Board after every meeting of the Committee, advising of the Committee's activities, key issues canvassed by the Committee, and any recommendations to be approved by the Board.

6.3 Recordkeeping

All records of Committee business are records of the Commission and subject to public release under Right to Information and/or information privacy laws.

7 Committee Advisory Functions

7.1 Terms of Reference

The Committee will provide advice and guidance to Board as agreed in this Terms of Reference.

7.2 Scope and Function

The role of the Committee is to provide a forum for the Board to formally engage with the building and construction industry on current and emerging industry activities and issues further outlined in section 7.3.

This Committee is not intended to replace any other Board sub-committees. The scope of the Committee aligns with the intent of action 3.4 of the QBCC Governance Review Report.

7.3 Responsibilities

The Committee is responsible for providing observations, strategic advice and guidance to the Board in relation to matters affecting the building and construction industry based on:

- Industry expertise on issues relating to the building and construction industry.
- Advice on emerging risks and trends affecting the building and construction industry.
- Matters relevant to the sector; and
- Promoting the QBCC's regulatory activities.

7.4 Considerations

This should have particular regard to the following:

- Providing feedback and making recommendations to the Board, QBCC CEO and Commissioner about the performance of the QBCC's functions.
- Advancing the interests of the legislation administered by the QBCC.
- Advising the Board on issues affecting:
 - The building industry
 - Consumers
 - The administration of the legislation administered by the QBCC; and
- Advising about unfair or unconscionable trading practices affecting security of payments to contractors and subcontractors.

8 Confidentiality

8.1 Protocol

The Committee may be asked to review documents or discuss matters of a confidential nature. Members will be expected to maintain confidentiality to promote open and engaging communication.

9 Conflict of Interest

9.1 Declaration

If a Committee member (the interested person):

- Has an interest in an issue being considered or discussed by the Committee; and
- The interest conflicts, either directly or by perception, with the performance of the interested person's duties about the consideration of the issue.
- The interested person, immediately once they become aware of the conflict or potential conflict, must disclose the nature of the interest to the Committee.

9.2 Management

After consideration, direction is then to be provided by the Chair as to how the interested person is managed during any discussions on the issue.

Options on this direction – include but are not limited to:

- Involvement limited to an information source for the topic.
- Exclusion from the meeting on the topic.
- Commitment to additional confidentiality obligations.
- Request the topic is deferred to another appropriate forum for discussion;
or
- Make public the content of the conversation on the issue.

9.3 Affiliation

A person who is a member of an organisation or business (entity) does not have a conflict of interest solely by virtue of the affiliation with the entity.

10 Committee Work Plan

10.1 Annual Forward Work Plan

At the end of each calendar year, the Committee will develop an annual forward work plan.

Work plan for 2024 is provided in **Appendix 1**.

11 Appendix 1 – Workplan 2024

Topics and Items	13 Feb	14 May	10 Sept	12 Nov
CCPD				✓
QBCC Customer Engagement Consultation	✓			
QBCC industry snapshots	✓			
Building certification profession in Qld				✓
Education: how to provide/install a defect-free products		✓		
Precast/tilt panel fabrication and installation		✓		
Operational policy review for builder class license application requirements			✓	

DOCUMENT CONTROL

Document Information

Approval Authority	Queensland Building and Construction Board
Approval Date	28 March 2024
Sponsor	Industry Advisory Committee Chair
Review Frequency	Annually, or as required to maintain currency
Next Review	05 December 2024
QBCC Policy Owner	Chief Integrity and Risk Officer

Version Control

Version	Date	Comments
1	September 2022	Draft Terms of Reference created.
2	February 2024	Update to new document format. Endorsed by the Committee.

