



Intra-jurisdictional  
building regulator  
coordination committee  
Model Terms of Reference  
2020

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## Adoption of model documents

As a model, these Terms of Reference do not have any force until adopted or implemented by a jurisdiction. State and territory governments may have regard to the content of the model. This may include amending or adopting the model for application in their jurisdiction.

The Model Terms of Reference were provided to state and territory Building Regulators in December 2020 for their consideration and implementation, as appropriate.

# 1 Introduction

The [Building Confidence Report](#) (BCR) recommended jurisdictions establish formal mechanisms for collaboration and effective coordination between those with responsibility for building regulatory oversight. Jurisdictional committees was suggested as one way to meet the recommendation. These model Terms of Reference set arrangements for a committee that would satisfy the BCR recommendation, while allowing flexibility for implementation according to each jurisdiction's regulatory framework.

## 2 Aim

The aim of the [committee] is to ensure the consistent and effective implementation of building laws within the state, at all stages of the building life cycle, through collaboration and cooperation.

## 3 Objectives

The objectives of the [committee] are to:

1. develop and maintain procedures to improve collaboration and cooperation for approval by the [relevant Minister/s] on:
  - a) compliance and enforcement activities between [building regulatory bodies], including escalation of matters, by providing a clear pathway to expedite fair resolution of issues; and
  - b) sharing risk assessment and management practices; and
  - c) any other matter agreed by the [committee] or directed by the [relevant Minister/s] related to implementation of building regulation;
2. enable information of mutual interest to be shared between relevant Members in a timely manner, subject to statutory prohibitions or confidentiality requirements;
3. ensure that the public, building practitioners, and [building regulatory bodies] have access to consistent and accurate information to provide a clear understanding of the roles and responsibilities of each party; and
4. facilitate an open and collaborative approach that promotes prompt and effective action on building issues and provides an environment for continuous learning and the application of those learning outcomes through improved public policy, practice advice and enforcement strategies.

## 4 Governance Arrangements

The [committee] may be established on an administrative or statutory basis.

### 4.1 Membership

Membership of the [committee] should reflect the range of stakeholders involved in administering and enforcing the building laws in each state. These should include:

1. a chairperson from the [relevant state agency responsible for regulating building work], or an independent person appointed by the [relevant Minister/s];
2. a representative of each state agency responsible for implementing and enforcing building legislation and regulating building industry participants
3. a representative of the body responsible for resolving building disputes in the state (if one is in place);
4. two representatives of local government (states only), either drawn from peak bodies or selected by local governments to represent the views of councils in cities and regional areas;
5. two representatives of building surveyors or appointed by the [minister/s responsible for regulating building work], either drawn from peak bodies or individuals with standing in the profession; and
6. two representatives of fire authorities.

The [relevant minister/s] will decide:

- a) Who will chair the [committee]; and
- b) Which organisations will be invited to send a representative for members at 4 to 6 above.

Unless otherwise provided for above, the organisations may select who will represent their organisation at [committee] meetings. Representatives should be of sufficient seniority within their organisations to fully participate in discussion and decisions of the [committee], and should be supported through provision of necessary information, data and views by those they represent.

## 4.2 Chairperson

The chairperson selected by the [minister/s] may be appointed for a term of up to three years. The [minister/s] may re-appoint a chairperson for one further term of up to three years, after which a new chairperson will be selected and appointed.

If the [minister/s] appoints an independent chairperson, a remuneration package will be developed by the state or territory under their existing arrangements for similar positions (e.g. Remuneration Tribunal Determination).

## 4.3 Advice

The chairperson may approve the attendance of additional parties to provide advice to the [committee] as the need arises.

To assist in fulfilling its role the [committee] may agree to establish working groups, expert reference groups or ad hoc interagency groups as needed to provide operational and technical expertise to the [committee].

## 4.4 Meeting schedule and procedures

The [committee] will meet as required, but at least four times per year for the first two years of operation, after which a minimum of two meetings per year will be required.

The [committee] may wish to determine its own meeting rules and procedures provided it is not inconsistent with the Terms of Reference.

On voting, it is suggested that the [committee] seek to reach consensus, but accepts that Members may hold a range of perspectives on a particular issue and, in such circumstances, may wish to report differing views in the meeting records.

Information may also be circulated and decisions made out of session via written communications.

## 4.5 Reporting

The [committee] will report to the [relevant minister/s] on:

- a) its activities by releasing a communique following each meeting; and

b) implementation of agreed procedures on an annual basis.

The [committee's] communicate and report on implementation of agreed procedures should be made available to the public.

Expenditure of funds allocated for the [committee's] secretariat services and an independent chairperson remuneration will be included in the Annual Report of the organisation managing those funds.

## 5 Secretariat

Each state or territory should identify a suitable organisation to provide Secretariat support to the committee. In most cases this is expected to be the organisation providing the Chairperson, if not independent.

The Secretariat will facilitate the coordination, planning and reporting of [committee] meetings and activities. Members will provide the secretariat with the information necessary to carry out these roles.

## 6 Resources

The [relevant Minister/s] will ensure the Secretariat is adequately resourced to support the [committee] and funding is provided for remuneration of the Chairperson, if appointed.

Each [committee] Member will bear the administrative costs associated with preparation for and attendance at the [committee] meetings, including any sub-groups formed by the [committee].

Implementation of procedures and other activities of the [committee] will be funded by each Member, however, the [committee] should advise the [relevant Minister/s] on the likely costs implementing any activities.

## 7 Confidentiality

From time to time [committee] Members may be given access to confidential information or material. Confidential material will be marked accordingly.

Non-government [committee] Members will be required to sign confidentiality agreements to ensure that confidentiality is strictly maintained.