

**MINUTES OF MEETING****2.30pm Thursday 9 December 2021****Microsoft Teams****1. WELCOME AND APOLOGIES**

## ATTENDEES

Michael Burdett (Chair)	Director, Land and Built Environment
Jodie Evans (Co-Chair)	Manager, Building Policy and Programs
Nardia Symonds (proxy)	Service Support Manager
Kristen Mackintosh	Metropolitan Council Building Officer
Colin Paton	Regional Council Building Officer
Chris Short	Building Consultant
Andrew Cronin	Master Builders Association
Chris Wiltshire	Housing Industry Association
Stephen Smith	Local Government Association
Jaclyn Symons	Governance Officer

**Apologies: Sean Teelow, Troy Olds (AIBS), Jeff Shillabeer.**

The Chair welcomed all in attendance and provided an overview of the group and the objectives it is hoped the group will achieve.

Following this, the Co-Chair asked members to provide their top two strategic issues to the group for discussion.

**2. OTHER BUSINESS:****2.1 Terms of Reference**

The Heads of Building Reference Group – Terms of Reference was discussed.

After discussion, it was decided that members provide any suggestions/comments they may have about the Terms of Reference to J Symons by Tuesday.

**3. NEXT MEETING:**

To be confirmed. In the meantime, J Symons to send an email to all members confirming their availability for January.

**4. MEETING CLOSED:**

The Chair and Co-Chair thanked all in attendance and declared the meeting closed at 3.11pm.