

Heads of Building Reference Group

Terms of Reference

Purpose

The purpose of the Heads of Building Reference Group (the HBRG) is to provide advice on strategic road map, building policy changes and regulation to the Planning and Land Use Services (PLUS) Division of the Attorney General's Department.

Objectives

The HBRG will seek to achieve the following objectives:

- Provide a forum to assist with the development of building policy;
- Identification of improvements to the regulation of the Building Industry; and
- Identification of system improvements for the planning system.

Principles

The HBRG will operate consistently with the following principles:

- Providing frank and fearless advice;
- Working with purpose and alignment; and
- Focussing on achieving quality outcomes and the delivery of results.

Membership

An effort will be made to ensure the membership of the HBRG is diverse, with the composition of it being as follows:

	Director, Land and Built Environment (Chair)	
	Director, Plan SA	
	Manager, Building Policy and Programs	
	Metropolitan Council Building Officer	Self Nomination and appointment by AGD
	Metropolitan Council Building Officer	Self Nomination and appointment by AGD
	Regional Council Building Officer	Self Nomination and appointment by AGD
	Metropolitan Private Sector Building Certifier	Self Nomination and appointment by AGD

	Private Sector Building Certifier	Self Nomination and appointment by AGD
	Australian Institute of Building Surveyors Representative	Nomination by Association and appointment by AGD
	Local Government Association Representative	Nomination by Association and appointment by AGD
	Housing Industry Association Representative	Nomination by Association and appointment by AGD
	Master Builders Association Representative	Nomination by Association and appointment by AGD

The HBRG will operate for a period of 12 months. At the conclusion of the initial 12 month period, the term of the HBRG may be extended for a further 12 months following the agreement of all members.

Nominations

Nominations will be sought from Senior Leaders of Council to participate in the Heads of Building Reference Group. Nominees do not have to be Accredited Professionals. Nominations are sought from Manager or General Manager level. If more than two metropolitan or one regional council nominations are received, the AGD will appoint members to the HBRG giving due consideration to the selection criteria.

Nominations will be sought from private Building Certifiers to sit on the group. Nominees do not have to be Accredited Professionals. If there are more than two private sector Building Certifiers who nominate, the AGD will appoint members to the HBRG giving due consideration to the selection criteria.

The Local Government Association, Australian Institute of Building Surveyors, Housing Industry Association & Master Builders Association will be invited to nominate one representative each for the group.

Vacancy

If a person who has been appointed causes a vacancy to arise, the Department will appoint another member to the HBRG to fill the vacant position having regard to selection criteria.

Chair

The primary role and function of the Chair is to lead and manage the processes and practices of the HBRG, and to ensure the effective delivery of the HBRG's objectives and principles. In the absence of the Chair, either the Chair's proxy or the Director, Plan SA will preside over the meeting.

Conflict of Interest

Members must declare any conflicts of interest to the HBRG at the start of each meeting or before discussion of the relevant agenda item or topic. Details of the potential or actual conflicts of interest will be appropriately minuted.

Where Members at HBRG meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that the Member is excused from discussion of the matter.

Meeting schedule

The HBRG may meet either in-person or virtually, or a combination of both, with meetings occurring quarterly or as otherwise determined by the Chair.

Executive Officer

The Attorney General's Department will nominate an Executive Officer.

Agenda and meeting papers

An agenda and any associated meeting papers will be distributed by the Executive Officer five working days prior to the meeting.

Proceedings

The Chair will facilitate the meeting in a manner which promotes healthy, orderly, constructive, respectful and expeditious discussion and not allow repetitious or irrelevant discussion having regard to the function of the HBRG.

If required, HBRG business may be conducted 'out-of-session' by electronic correspondence between the Chair, Members and the Executive Officer (where appropriate).

Members

If a Member is unable to attend a meeting, a Proxy member may attend the HBRG in place of the Member. The Proxy should be of the same or similar standing as the Senior Leader they are representing. Appointed Members may nominate a proxy for a particular meeting, at any time prior to the meeting.

Minutes

The Executive Officer will minute the meeting. The minutes will be concise and only record:

- The names of Members (or proxies) present;
- Apologies received from Members;
- Any disclosure of interest or conflicts made by a Member;
- A high level overview of discussion; and
- Details of any actions agreed to, and the responsibility for those actions.

The minutes may record an item as confidential.

The minutes will be distributed amongst members of the group within 5 business days following the meeting and will be included in the draft agenda of the next HBRG meeting for noting.

Minutes of the meeting will be published on the Plan SA Portal 10 days after the meeting.

Attendance of external parties

HBRG meetings are not open to the general public.

The Chair may invite guests to attend specific meetings as required, including presenting or advising on specific matters.

Review

These Terms of Reference will be reviewed by the Chair after a period of 12 months.

The HBRG will annually evaluate its performance and its Terms of Reference through a self-assessment against its duties and responsibilities and include an assessment of the effectiveness of the HBRG.

The Terms of Reference may be amended, varied or modified in writing at time of review following consultation with and agreement by the HBRG.