



QUEENSLAND MAJOR
CONTRACTORS ASSOCIATION

Government Infrastructure Sub-Committee

Terms of Reference

(Feb 16)

PURPOSE

Formed in October 2013, the Queensland Major Contractors Association Government Infrastructure Sub-Committee (QMCA GISC) provides a forum for industry to contribute to shaping Queensland's infrastructure planning, funding and procurement agenda.

The GISC's remit focuses on infrastructure and related procurement, however, includes all matters relevant to contractors that fall within the portfolios of the following Queensland Government departments:

- Department of Transport and Main Roads (TMR);
- Queensland Railways (QR); Department of Infrastructure, Local Government & Planning (DILGP, including Building Queensland (BQ)); and
- Department of Treasury and Trade.

An outline of the relationship with these Departments is included in Attachment 1:

The group will liaise with:

- QMCA Safety and Training Sub-Committee on matters relating to safety and training
- The Australian Constructors Association on matters relating to Infrastructure Australia and/or Federal infrastructure policy and funding.

Specifically, it is intended that the sub-committee, made up of QMCA members, provides a forum where member companies can raise and discuss emerging issues relating to policy and practices of the above Government portfolios, with advice from the sub-committee informing the QMCA's liaison with each body. In this regard, it is anticipated that the sub-committee drive the QMCA's relationship with the Departments including informing the agenda for meetings and advising on other appropriate interactions with each Department, including preparation of policy submissions.

ROLE

The role of the sub-committee will be to:

- Monitor the implementation of the Queensland Government's various infrastructure and related procurement portfolios.
- Provide strategic direction and advice, representing QMCA membership, on issues and key themes emerging from implementation of infrastructure and related procurement policies and programmes in Queensland.

Specifically it is expected that the sub-committee will:

- Foster collaboration through debate, clarification, comment and recommendations on draft policies and guidelines to reflect the QMCA's position and work towards solution-based outcomes.
- Act as a problem-solving forum to identify strategies to mitigate emerging issues associated with development and implementation of infrastructure policies and programmes in Queensland.
- Oversee and monitor the work undertaken by established working groups.

Other activities could include:

- Monitoring technological advances to assess appropriateness for implementation for Queensland construction related programmes, particularly relating to transport infrastructure
- Promoting efficient and effective means and methods for construction and maintenance of transport infrastructure.

Sub-committee members commit to:

- At the commencement of their tenure, outline to the group their level of commitment, and availability to attend meetings and actively participate in the group's activities.
- Regularly attending and occasionally hosting quarterly meetings (including the provision of catering).
- Supporting the work of the group by providing specialist advice and feedback to the QMCA Secretariat and Policy areas including out-of-session where required.
- Attending meetings with external stakeholders on matters relating to Government infrastructure as a representative of the QMCA where required.

MEMBERSHIP OF THE SUB-COMMITTEE

Membership of the sub-committee comprises representatives of QMCA member companies only, at the discretion of, and as endorsed by, the QMCA Executive. No more than one representative from each company can sit on the sub-Committee at any one given time. To maximise efficiency of the group, the maximum sub-committee membership at any given time will not exceed ten members.

The group will be chaired by a QMCA member, who will be assisted by a Deputy Chair, both nominated by the QMCA Executive.

The positions of Chair and Deputy Chair will be reviewed annually with no single person holding the position for longer than 24 months, except as determined by the QMCA Executive.

To ensure consistency of strategic direction between the QMCA Executive and the QMCA Sub-Committee, either the Chair or the Deputy Chair of the subcommittee must be a member of the QMCA Executive.

OPERATION OF THE SUB-COMMITTEE

General provisions include:

- The sub-committee will meet at sub-committee members' offices on rotation or otherwise as required.
- The sub-committee will meet with the Queensland Government Department of Transport & Main Roads quarterly, or as agreed with the Department.
- The sub-committee will meet with Queensland Railways quarterly, or as agreed with QR.
- Consensus advice and decisions are preferred but if necessary majority, minority and dissenting views will form part of the sub-committee advice to the QMCA Executive.

- The meeting agenda will be prepared by the QMCA Secretariat in consultation with the Chair and distributed, where possible, to committee members seven days prior to the scheduled date of the meeting
- Sub-committee members may request inclusion of an item on the agenda in writing/email to the Secretariat, where possible, no less than ten days prior to the scheduled meeting date.
- Particular policy issues, projects and events can be addressed through a working group of those members directly concerned with any such issue. Working groups, if required, will report to the broader sub-committee and only the advice from sub-committee meetings will be given to the QMCA Executive.
- The Chair will be responsible for presenting the Sub-committee's advice, liaising with and reporting to, the QMCA Executive.
- A quorum shall comprise 50% of sub-committee members, plus the Chair or Deputy Chair.
- Draft minutes of meetings are to be prepared by the Secretariat and sent to all members where possible, within seven days of each meeting.
- Members will be entitled to appoint a proxy representative where they are unable to attend a meeting.
- Members absent for four consecutive meetings, regardless of proxy, will relinquish their membership of the sub-committee.
- Attendees may include only:
 - nominated GISC members;
 - member proxies;
 - officers of QMCA Secretariat; and
 - persons invited to provide presentations to the working committee.

SECRETARIAT AND TECHNICAL SUPPORT

QMCA will provide secretariat assistance to the sub-committee, including administrative and project support, arranging meetings, preparing agendas and note taking.

Where required or requested, staff of QMCA will present or update relevant material or arrange appropriate briefings from other bodies on matters directly relevant to the working committee.

The address for correspondence to the Secretariat is:

Secretariat (Administration)

Lorelei Broadbent
QMCA
GPO Box 3254
Brisbane Qld 4001
Email: admin@qmca.com.au

Secretariat (Policy & Advocacy)

Jemina Dunn
Manager – Policy
QMCA
GPO Box 3254
Brisbane Qld 4001
Email: policy@qmca.com.au

CONFIDENTIALITY

Information considered may be of a sensitive nature and will not necessarily reflect QMCA policy. Some of the material may also be commercially sensitive. It is important that members maintain confidentiality where required.

Members of the GISC (and working groups) should not communicate with the media or government on the business of the sub-committee unless given prior written (including email) approval by the QMCA Executive or the QMCA President.

ATTACHMENT 1 OVERVIEW OF RELATIONSHIP WITH KEY PORTFOLIO AREAS

1. Department of Transport & Main Roads

The Queensland Department of Transport and Main Roads (TMR) is not only a key client for many member companies but also drives much of the policy environment major contractors operate in on a daily basis. For this reason, the Department is a key stakeholder for the QMCA including as a client, for policy advocacy and as a partner in driving a safe, efficient, sustainable and prosperous construction industry in Queensland.

2. Department of Infrastructure, Local Government & Planning

The Queensland Department of Infrastructure, Local Government & Planning oversees the Queensland Government's economic growth, infrastructure planning and planning reform agendas. In October 2015 the Department released the Draft State Infrastructure Plan. The plan contains a strategy section which will be updated every five years along with a 15 year program of works. The QMCA's primary interest relates to the Department's infrastructure planning agenda along with responsibilities of the Coordinator-General for assessing and approving major projects.

3. Building Queensland

The Building Queensland Act 2015 came into effect on 3 December 2015. Building Queensland provides the Queensland Government with independent, expert advice on the selection and prioritisation of major infrastructure projects. It assists with business cases on projects where potential government investment is between \$50-\$100 million and leads the preparation of business cases where investment exceeds \$100 million. Building Queensland can also lead the procurement or delivery of projects if directed.

Building Queensland Board Members

- Alan Millhouse - Chair
- Jacqui Walters – Independent Consultant
- Dr Catherin Bull - Emeritus Professor of Landscape Architecture at the University of Melbourne and an Adjunct Professor at QUT
- Graham Hooper – Independent Consultant
- James Mackenzie - Director of Melco Crown Entertainment Ltd, Melco Crown (Philippines) Resorts Corporation, and Maurice Blackburn.
- Dave Stewart - Director-General of the Department of the Premier and Cabinet
- Jim Murphy - Queensland Under Treasurer
- Frankie Carroll - Director-General of the Department of Infrastructure, Local Government and Planning