



QUEENSLAND MAJOR
CONTRACTORS ASSOCIATION

Office Bearers Steering Committee (“OBSC”)

Terms of Reference

PURPOSE OF THE COMMITTEE

The OBSC is to provide:

- executive leadership between Executive Committee meetings for operational continuity of the organisation, including:
 - agenda for Executive Committee meetings
- leadership on key organisational functions including:
 - membership—attraction and retention policies (across all tiers)
 - Major Projects Report—partner liaison, report preparation and release event planning
 - Strategic Plan refinement and monitoring
 - Governance—including constitution refinement
- spokesperson role in dealing with key stakeholders including:
 - Government ministers and senior bureaucrats
 - ACA
 - AIG
 - Industry peak bodies (like Consult Australia, IEAust)

MEMBERSHIP OF THE COMMITTEE

Membership of the committee comprises as standing members, the office bearers of QMCA (President, Vice President, Secretary and Treasurer). By agreement the SC may invite other members of the Executive Committee to participate.

The SC will be convened and chaired by the President, or in his absence, the Deputy President.

Attachment 1 lists the current membership of the OBSC and member contact details.

OPERATION OF THE COMMITTEE

The OBSC operates as a steering committee to facilitate the operation of the Executive Committee. It has no delegated authority to commit QMCA or the Executive Committee. All such commitments require ratification by the Executive Committee.

- Meetings will be informal with a standing agenda reflecting the purpose of the OBSC
- The extent of any records will be at the discretion of the Chair

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.

ATTACHMENT 1: COMMITTEE MEMBERSHIP

Name	Position	Organisation	Phone	Email
Iain Ward	President	Leighton Contractors Level 6, 520 Wickham Street, Fortitude Valley Q 4006	3215 4307 0411 960 584	iain.ward@leicon.com.au
Fernando Fajardo	Vice President Chair, Major Projects Report	Acciona Level 5, 88 Creek St, Brisbane	3087 4317 0488 669 327	fernando.fajardo@acciona.com.au
Tim Phelps	Secretary	Fulton Hogan PO Box 6263, Upper Mt Gravatt Qld 4122	3291 5600 0418 615 030	tim.phelps@fultonhogan.com.au
Chris Stanley	Treasurer Chair, Govt Infra Sub-com	John Holland Level 3, 1000 Ann St, Fortitude Valley Q 4006	3867 7161 0417 383 527	chris.stanley@jhg.com.au