



QUEENSLAND MAJOR
CONTRACTORS ASSOCIATION

Queensland Major Contractors Association

Safety & Training Sub-Committee

Terms of Reference

(Feb 16)

Queensland Major Contractors Association Safety & Training Sub-Committee

TERMS OF REFERENCE

PURPOSE

In January 2016 the previous stand-alone QMCA Safety and Training Sub-committees were merged to form the Queensland Major Contractors Association (QMCA) Safety and Training Sub-Committee. The sub-committee is the “voice of industry” on matters relating to safety and training in the Queensland civil and general construction industry. The purpose of the group is to optimise leadership in safety and environment through:

- promoting the major contractors’ safety performance/ value/ differentiation (statistics; awards)
- developing a common platform for measurement of environment leadership and improved industry capability and future sustainability through:
 - increased graduate employability skills
 - industry-wide accreditations and training
 - promoting innovation in construction

ROLE

The sub-committee will:

- Oversee the QMCA Project Safety Excellence Award
- Liaise with safety and training industry stakeholders regarding high level policy issues
- Provide advice to the QMCA Executive on safety and training related issues
- Effectively communicate outcomes to the QMCA Executive and all member companies.
- Draft an annual action plan and forward it to the QMCA Executive for approval

Other activities could include:

- Facilitate working groups as required to assist the sub-committee to achieve its objectives.

Members commit to:

- Actively participate in the sub-committee
- Attend quarterly meetings
- Support the sub-committee by providing specialist advice both in and out of session

- Attend meetings with external stakeholders as required
- Host committee meetings at their premises as required (includes catering)

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 given time. To maximise efficiency of the group, the sub-committee shall not exceed ten members. The ten members of the sub-committee will be as follows:

- Chair
- Deputy Chair
- Four QMCA member nominees whose primary area of specialisation relates to safety
- Four QMCA member nominees whose primary area of specialisation relates to training

The QMCA Executive appoints the Chair of the sub-committee.

The Chair will be assisted by a Deputy Chair as nominated 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 sub-committee must be a member of the QMCA Executive.

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

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

OPERATION OF THE SUB-COMMITTEE

General provisions include:

- the sub-committee will meet quarterly on the 3rd Friday of the month commencing on 18/03/2016.
- The Chair shall preside at all meetings. If the Chair is absent, the Deputy Chair shall preside. If both are absent a sub-committee member nominated by the Chair or Deputy Chair shall preside.
- meetings will be conducted to ensure the views of all stakeholders are considered.

- consensus on advice and decisions is preferred but if necessary majority, minority and dissenting views will be included in the sub-committee reports to the QMCA Executive.
- the meeting agenda shall be prepared by the Chair and distributed by the Secretariat.
- members may request inclusion of an item on the agenda in writing to the Secretariat and Chair, where possible, no less than ten days prior to the scheduled meeting date.
- a meeting agenda, including appropriate supporting documents, shall be distributed, where possible, to committee members seven days prior to the scheduled date of the meeting.
- Working groups can be appointed to address specific policy issues, projects, and events at the discretion of the Chair. Membership of a working group is not limited to members of the sub-committee and can be extended to subject matter experts within QMCA member companies. A member of the sub-committee must be appointed as the Head of a working group. The Head is responsible for submitting working group reports to the Chair of the sub-committee.
- the Chair is responsible for presenting the Sub-committee's advice and liaising with, and reporting to, the QMCA Executive.
- it is the responsibility of the Chair and the Deputy Chair to ensure consistency between the strategic direction of the QMCA, the QMCA Executive and the activities of the sub-committee.
- the sub-committee, through the Chair can request the QMCA Secretariat to arrange for briefings from relevant organisations on programs, projects and policies.
- a quorum shall comprise four sub-committee members plus the 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.
- all meeting documents, including notices, agendas, reports and minutes will be distributed in electronic format.
- in addition to sub-committee members, electronic copies of documents will be provided to those people and organisations nominated by members as being relevant to their attendance at the meeting, with the exception of commercially sensitive materials or matters deemed confidential by the QMCA Executive.
- the attendance at all meetings will be limited and confined to sub-committee members, unless approved by the QMCA Executive, and specifically invited persons (as determined by the Chair or Deputy Chair), in order to facilitate orderly and timely operation of the sub-committee's business.

- members absent for three consecutive meetings, regardless of proxy, will relinquish their membership of the working committee.
- members shall be entitled to appoint a proxy representative where they are unable to attend a meeting of the sub-committee, however it is preferred members dial in remotely rather than send a proxy, on occasions where they cannot attend the meeting in person.
- Attendee's may include:
 - nominated QMCA members;
 - member proxies;
 - officers of QMCA Secretariat; and
 - persons requested to provide presentations to the working committee by the Chair or Deputy Chair.

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)

Alex Stanojevic
Senior Policy Advisor
QMCA
GPO Box 3254
BRISBANE QLD 4001

Email: policy@qmca.com.au

CONFIDENTIALITY

Information dealt with by the working committee 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 (in their capacity as a sub-committee member) should not communicate with the media or government on the business of the sub-committee or the nature of any

advice made by the sub-committee unless given prior written (including email) approval by the QMCA Executive OR the QMCA President or QMCA Executive Officer.

For the purposes of the Confidentiality section “members” refers to sub-committee members, their proxies and other observers.

(Endorsed by QMCA Executive Committee on 12 February 2016)