

# **SENIOR OFFICERS' GROUP**

## **Terms of Reference**

The Building Ministers' Forum (BMF) requires an effective mechanism for the provision of coordinated strategic advice in relation to building and construction industry policy issues.

The Senior Officers' Group (SOG) is responsible for developing and providing high level national strategic policy advice to the BMF on building and construction issues of national significance and any other matters requested by the BMF.

### **Purpose**

The purpose of the SOG is to have in place a group of senior officials from each jurisdiction to provide the BMF with high level national strategic policy advice on national building and construction issues across Australia.

This advice is regarding cross-jurisdictional issues. The outcomes from this work will include policies to improve the harmonisation of administration and the consistency in compliance and enforcement.

The national strategic policy advice of the SOG will complement the technical advice on the National Construction Code (NCC) the BMF receives from the Australian Building Codes Board (ABCB) and the regulatory advice it receives from the Building Regulators' Forum (BRF).

### **Functions**

The functions of the SOG are to:

- provide the BMF with high level national strategic building and construction policy advice on priority issues determined by the BMF;
- monitor progress with the implementation of SOG initiatives; and
- collaborate with the ABCB and the BRF on national building and construction policy and other matters as directed by the BMF.

### **Principles**

The SOG will support the BMF by providing enhanced national policy development, collaboration and coordination amongst jurisdictions, by:

- ensuring the efficient use of resources and minimising unnecessary duplication of effort;
- enabling the sharing of information amongst the SOG in a timely manner and in accordance with agreed processes, including consideration of the confidential nature of the information shared;
- working collaboratively with the ABCB and the BRF on building and construction matters where applicable or as directed by the BMF;
- informing each member of policy proposals and issues of mutual interest in a timely manner; and
- promoting a consistent national policy response to building and construction policy, whilst acknowledging jurisdictions may adopt differing approaches or face resourcing constraints.

## **Reporting**

The SOG will report directly to the BMF.

## **Membership**

To ensure the strategic policy focus of the SOG, membership will consist of two senior building and construction policy officers from each jurisdiction and a senior representative from the Commonwealth.

The members of the SOG will comprise senior executive policy officers to represent their jurisdiction.

It is expected that the SOG membership will be the equivalent level of seniority as the ABCB Board and the BRF. This will ensure that the BMF is provided with comprehensive authoritative advice on national building and construction from a policy, technical and regulatory perspective.

## **Meetings**

Responsibility for the SOG Chair and Secretariat function is to be determined biennial basis by the BMF.

SOG members are expected to meet on a regular basis to ensure the successful completion of priority projects within the agreed timelines. Participation in these meetings may be delegated where required; however SOG members are expected to participate wherever practicable. Information may also be circulated and decisions made out of session via written communications.

## **Resourcing for SOG Secretariat**

Resourcing for the SOG will be determined by the BMF.