



Western Australian Building and Construction Consultative Committee

Terms of Reference

Context	<p>The State Government made a 2021 industrial relations election commitment to “set up a Building and Construction Consultative Committee with representation from major industry stakeholders such as building industry peak bodies, employers and trade unions representing building and construction workers.”</p> <p>In keeping with the State Government’s election commitment, the Building and Construction Consultative Committee (BCC Committee) was established. The primary purpose of the BCC Committee is to provide advice to the Minister for Industrial Relations on industrial relations, safety, diversity, workforce management and associated issues relevant to the building and construction industry.</p>
Role	<p>The role of the BCC Committee is to provide a forum for a high level dialogue between the Western Australian Government, employers, representative associations and unions on significant issues in the commercial construction sector.</p> <p>The BCC Committee does not have a role in any formal adjudication or dispute resolution procedures established under building and construction legislation.</p>
Objectives	<p>The objectives of the BCC Committee are to:</p> <ul style="list-style-type: none"> a) consult on and advise the Minister for Industrial Relations on issues of industrial relations, safety, diversity, and workforce management; b) consult on and advise the Minister for Industrial Relations on economic issues relating to the building industry; and c) promote an environment that will stimulate building activity, skills development and jobs growth.
Strategic plan	<p>The BCC Committee will plan its activities in line with the Committee’s Strategic plan, which is updated on a regular basis.</p>
Membership	<p>Appointments to the BCC Committee are for a two year period, subject to extension and approval by Cabinet.</p> <p>The BCC Committee will have an independent Chairperson.</p>

	<p>The membership will comprise of:</p> <ul style="list-style-type: none"> • Air Conditioning and Mechanical Contractors' Association • Master Builders Western Australia • Master Plumbers and Gasfitters Association of WA • National Electrical and Communications Association, WA Chapter • Property Council of Australia • Electrical Trades Union WA • CFMEU – Construction and General WA • PETU – Plumbing and Pipe Trades Employees Union • UnionsWA • Lend Lease • Multiplex • WorkSafe Commissioner • Department of Planning, Lands and Heritage • Department of Training and Workforce Development • Construction Training Fund • Built Holdings Pty Ltd <p>Should organisational membership of the committee be sought to be amended, the Chairperson of the committee will seek endorsement of members at a BCC Committee meeting. The Secretariat provided by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS), will support the Ministerial approval of the nominations.</p> <p>Member organisations are required to notify DEMIRS of any changes to nominated persons. Should individual membership changes to the committee be sought to be amended, the Secretariat provided by DEMIRS, will support the Ministerial approval of the nominations.</p> <p>In accordance with the Premier’s Circular 2021/18, appointment to the BCC Committee should reflect the diversity of the community, and contribute towards the Government’s target of 50 per cent representation of women.</p>
<p>Chairperson</p>	<p>Meetings should be chaired by the BCC Committee Chairperson, appointed by the Minister.</p> <p>Should the Chairperson be unable to attend for any reason then they should nominate an alternate person to Chair the meeting in their absence.</p>
<p>Governance</p>	<p>The BCC Committee will report directly to the Minister for Industrial Relations.</p> <p>The Chairperson will keep the Minister for Industrial Relations up to date on the BCC Committee’s activities and on its success in implementing its objectives. A report on the activities of the BCC Committee is to be provided annually.</p> <p>The BCC Committee holds no power to make any directives or decisions. The remit of BCC Committee is advisory in nature only.</p>

	<p>A Secretariat will be provided by the DEMIRS.</p> <p>The BCC Committee Code of Conduct provides guidance on areas including personal conduct, communication and official information, fraudulent or corrupt behaviour, use of public resources, record keeping and use of information, conflicts of interests and gifts and benefits and reporting suspected breaches of the Code of Conduct.</p>
Meetings	<p>The BCC Committee will meet quarterly. The Secretariat will aim to circulate the agenda and meeting papers five working days prior to each meeting. The outcomes of meetings will be provided within ten working days of the meeting.</p> <p>Meeting minutes will be circulated by the Secretariat after approval by the Chairperson to all meeting attendees, including proxies and invited guests.</p>
Attendance	<p>Members are expected to attend all meetings but where they cannot attend a meeting, they are to advise the Chairperson and the Secretariat before the meeting in writing. A proxy should be nominated by an appointed member should they be unable to attend.</p> <p>Members are required to attend a minimum of 75% of meetings scheduled per year, either in person or via video conferencing. Should a member not be able to attend a minimum of 75% of meetings per year, then they forfeit their position on the committee and the Chairperson will re-seek a nomination from a nominated organisation.</p> <p>Any member who is unable to attend a meeting and wishes to have his or her views on any matter considered, they should provide those views in writing to the Secretariat to members for tabling before the meeting.</p> <p>To achieve a quorum there should be 50% plus one additional member, in attendance for a meeting to progress.</p>
Remuneration	<p>The Chairperson and eligible members will be remunerated in accordance with the amount determined by the Minister for Industrial Relations on the advice of the Public Sector Commissioner.</p> <p>Remuneration of BCC Committee members will be reported in the DEMIRS Annual Report.</p>
Review	<p>These Terms of Reference will be considered for review every three years or as necessary to reflect changes in the BCC Committee's operating procedures.</p>

Version number	Date of issue	Changes made to document
1.0	25 July 2022	New Document
2.0	23 April 2024	Include requested changes to improve governance and new member organisations