



**Construction and Property Services
Industry Skills Council**

**TERMS OF REFERENCE FOR
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE**

The Construction Industry Advisory Committee (CIAC) shall be appointed by the Construction and Property Services Industry Skills Council (Council) board of directors (Board) and shall operate in accordance with the Council's Constitution and these terms of reference (Terms of Reference). Where there is an inconsistency between the Council's Constitution and these Terms of Reference, the inconsistency shall be resolved in favour of the Constitution.

1. Purpose and objectives of the CIAC

The CIAC is a key reference and advisory group for the Council. The CIAC will advise the board on all matters relating to their areas of responsibility and coverage. In particular, the CIAC's role will include assisting the Council Board frame the strategic priorities for the Council.

The CIAC is to meet at least twice a year (and otherwise as needed) with a view to achieving the following general objectives, namely to:

- (a) assist the Board in the effective discharge of its responsibilities by providing advice and support to the Board on issues and matters related to the CIAC's including policy advice, assistance in implementing programs, and on proposed changes to training packages.
- (b) provide assistance and advice in relation to the implementation of certain aspects of the Strategic and Business Plans maintained by the Council; and
- (c) assist the CEO with the framing and implementation of the Council's Corporate Plan.

The CIAC will either deal with an issue as an Industry Advisory Committee or appoint a sub-committee to address an issue or perform a specific task.

2. Membership of the CIAC

2.1.1 Composition

All members of the Council who comprise part of the construction industry and are recorded on the Council's member register as a Construction Industry Organisation (other than IAB's or ITABS who shall be represented on another committee formed by the Council) may be members of CIAC. As such, the committee broadly reflects the bi-partite nature of the company by having as members relevant employer, industry, professional associations, licensing or regulatory authorities and union representatives.

An organisation whose primary purpose is the delivery of employment, training and education services shall not be eligible to be a member of the CIAC.

2.1.2 Nomination to the CIAC

The organisations on the CIAC are nominated, and can be removed, from time to time by the Board with a majority vote of the Board.

2.2 Register of CIAC members

The CEO shall keep a register of organisations comprising the CIAC including their nominees and attendance at meetings. The CEO will write to each relevant organisation every two years seeking their nominee and confirmation of their intention to regularly attend CIAC meetings.

3. Representative of CIAC member organisation

Whilst an organisation is a member of the CIAC, it is entitled to nominate a representative (**representative**) to present its views and vote on any matter discussed at any meeting of the CIAC.

4. Quorum

Until otherwise determined by the CIAC, at least five representatives from the organisations then comprising the CIAC present, in person, constitutes a quorum. For the sake of clarity, a person shall be present in person if attending by means of a conference telephone, video conferencing facility or other similar communicating equipment.

The CIAC may not conduct any business unless a quorum is present. If a quorum is not present within half an hour (30 minutes) of the time set for the meeting, the meeting is postponed.

A duly convened meeting of the CIAC at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the CIAC.

A representative with a conflict of interest is to be counted in a quorum despite the representative's declared conflict of interest.

5. Observers

Subject to appropriate measures being taken to protect the confidential information of the Council and the CIAC, the CIAC may admit as observers such individuals or organisations with appropriate qualifications, expertise and skills as it sees fit. These people shall not have voting rights but may attend meetings and participate therein on invitation.

6. Terms of Membership

All members of the CIAC shall hold membership for a term of twenty-four months from the date of appointment by the Board unless a member is otherwise disqualified or its appointment is terminated in accordance these Terms of Reference.

7. Removal from the CIAC

A member organisation may withdraw its nominated representative at any time. The relevant organisation shall endeavour to nominate a replacement representative within one month.

8. Chair and Deputy Chair

The CIAC shall have a Chair and Deputy Chair.

The Chair or Deputy Chair, or in their absence a nominated Director of the Council, shall preside at every meeting of the CIAC.

The Chair of the IAC will be either the Chair or Deputy Chair of the ISC, dependent on their representational nomination (i.e. which sector they are nominated to PIAC or CIAC).

9. Authority

The CIAC does not have any decision-making power, unless expressly delegated to it by the Board for a specific decision/s. In the absence of express delegation in respect of a decision or matter, the CIAC only has power to make recommendations to the Board.

The CIAC may, upon prior written approval of the Board, seek any information or obtain any independent professional advice it considers necessary to fulfil its responsibilities.

The CIAC is authorised to require the provision of such information and access to such representatives from the Council's management, as it requires to discharge its responsibilities.

10. Frequency of meetings

The CIAC will meet as necessary to consider the matters delegated to it by the Board of the Council, but shall meet no less than twice a year.

The timing and agenda of the meetings shall be the responsibility of the CIAC Chair, subject wherever practicable to the wishes of the CIAC members.

11. Notice of meetings

Meetings of the CIAC shall be called by ten working days' written notice unless all members of the CIAC agree to shorter notice.

Notice of each meeting confirming the date, venue and time, together with an agenda of items and relevant papers to be discussed shall be formally provided, in writing or electronically, to each member of the CIAC, other than in special circumstances, at least three working days prior to the meeting.

The CEO may decide to postpone or cancel the meeting after consultation with the Chair, if he or she feels that insufficient members will attend to properly conduct the business on the agenda.

Members may participate in a meeting by means of a conference telephone, video conferencing facility or other similar communicating equipment.

12. Secretary

The CEO will arrange for a minute secretary to record the proceedings and resolutions of all CIAC meetings as well as keep appropriate records.

Minutes of the meetings shall be circulated promptly to all members of the CIAC and, at the direction of the Chair to all members of the Board.

13. Conflicts of interest

Each Director must comply with section 191 of the Corporations Act 2001 (Cwlth).

14. Decisions of the CIAC

Any decisions of the CIAC shall be taken on a simple majority basis of those in attendance.

15. Reporting

The CIAC shall report to the Board of the Council on any matter requiring priority attention and at all other times in respect to the areas of responsibility and coverage as delegated to them by the Board of the Council.

The CIAC will report to the Board of the Council by providing minutes of all of its meetings to the Board at least one week prior to any Board meeting which follows a CIAC meeting.

16. Procedure

Where these Terms of Reference are silent, the CIAC shall comply with the same protocols and procedures for the operation of its meetings as does the Board, including the keeping of minutes of its meetings.

17. Approval of Terms of Reference

These Terms of Reference require approval by the Board.

18. Review

These Terms of Reference shall be reviewed at least every two years for currency, adequacy and appropriateness.