

7 February 2025

Candidate briefing

**VICTORIA STATE GOVERNMENT
BUILDING REGULATIONS ADVISORY
COMMITTEE**

Board Member



ROLE

Title	Board Member
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BACKGROUND

The Building Regulations Advisory Committee (BRAC) is established under section 209 of the Building Act 1993 (the Act). The primary functions of the BRAC are to provide advice to the Minister for Housing and Building on draft building regulations being made under the Act, accredit building products, construction methods and components or systems connected with building work.

ROLE OVERVIEW

As a board member, you will draw on your skills and professional expertise to support the BRAC in carrying out its regulatory functions for the betterment of the building industry.

You will draw on your skills and professional expertise to inform the collective decision making of the BRAC in line with its defined role. You will be an effective team contributor with a strong working knowledge of issues relevant to the Victorian building industry.

The BRAC's role includes:

- Advising the Minister on draft regulations prepared under the Act, and in particular the extent to which they promote the objectives of the Act, are cost effective and necessary
- Accrediting building products, construction methods or designs, components or systems connected with building work for the purpose of the Act and the building regulations
- Advising the Minister on any matter referred to it by the Minister
- Any other functions conferred by or under the Act or any other Act.

POSITION DESCRIPTION

The Role of Members

Members are expected to behave in a professional manner at all times, acting with integrity, identifying and appropriately managing any possible conflicts of interest, and earning the trust and respect of others. Members are expected to communicate well with people from diverse backgrounds, seek and listen to the views of others, participate in constructive debate and make objective, considered decisions based on all the relevant facts.

Time Commitment

Board members are expected to attend at least 75 per cent of BRAC meetings. The BRAC generally meets on a monthly basis, at the discretion of the Chairperson. Meetings are currently held online but, when conducted in-person, they generally take place at the offices of the VBA, 242 Exhibition St, Melbourne.

Accreditation Subcommittee

Some members of BRAC may be invited to be part of an accreditation subcommittee, convened to assess new building product accreditation applications or review existing accreditations. The accreditation subcommittee meets monthly on alternative fortnights to the full BRAC committee. Accreditation subcommittee meetings are also currently held online.

If applicants are appointed to other boards, they are expected to manage their time appropriately.

Remuneration and Expenses

Remuneration for eligible board members is set in accordance with the Victorian Government's Appointment and Remuneration Guidelines, under which the BRAC is classified as a Group C, band 1 organisation.

A copy of the Appointment and Remuneration Guidelines can be found by visiting: www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines

Travelling and other allowances are fixed at the rates that apply for employees of DELWP.

Term of Appointment

In accordance with Schedule 3 to the Act, BRAC members may be appointed for up to three years and are eligible for reappointment.

MEMBERSHIP OF THE BRAC

The BRAC comprises up to 15 members appointed by the Minister for Planning. The composition of the BRAC is specified in section 210 of the Act and includes nominees from bodies or organisations representing key sectors of the industry and relevant areas of government.

The Chairperson of the BRAC is a Commissioner of the Victorian Building Authority. The current Chairperson of the BRAC is Yvonne von Hartel.

Secretariat support is provided to the BRAC by the Victorian Building Authority (VBA).

Further information regarding the board and its functions can be found by visiting the BRAC page on the VBA website at: <http://www.vba.vic.gov.au/building-regulations-advisory-committee>.

THE GOVERNANCE FRAMEWORK

Legislative Context

Board members are public officials under the Public Administration Act 2004 (PAA) and are bound by the public sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, as expressed in the Code of Conduct for Directors of Victorian Public Entities.

A copy of the Code of Conduct for Directors of Victorian Public Entities can be found by visiting: <http://vpsc.vic.gov.au/resources/code-of-conduct-for-directors>.

Accountability and Key Relationships

The BRAC is accountable to the Minister for Planning who is accountable to Parliament and the community for the performance of the BRAC.

In overseeing the performance of the BRAC, the Minister for Planning is supported by DELWP and the Victorian Building Authority. The Secretary, DELWP is responsible for providing oversight, advice and support to the BRAC and other public entities within the portfolio, and for advising the Minister on matters relating to the BRAC. The Victorian Building Authority is responsible for providing administrative and technical support to the operations of the BRAC.

Conduct of Members

Board members must follow strict behaviour requirements and demonstrate integrity at all times. They must avoid actual and perceived conflicts of interest and comply with disclosure requirements. In performing their role, board members must conduct themselves in a manner that is consistent with the duties in the PAA, requiring a person to:

- Act with honesty and integrity
- Act in good faith in the best interests of the public entity
- Act fairly and impartially
- Use information appropriately
- Use their position appropriately
- Exercise due care, diligence and skill
- Comply with the establishing legislation
- Demonstrate leadership and stewardship.

INFORMATION AND FORMS TO BE PROVIDED BY APPLICANTS

How to apply

Applicants are required to:

- Register on Get on Board
- Upload a current curriculum vitae
- Complete an online Declaration of Private Interests
- Complete the application form outlining relevant skills, experience and personal information.

Applicants shortlisted for an interview will be subject to the following probity checks/requirements, prior to their appointment:

- National Criminal Record Check
- Australian Securities & Investment Commission register of person's banned and disqualified check
- Australian Financial Security Authority and National Personal Insolvency Index check
- Completion of a "Conflict of Interest Action Plan".

OTHER RELEVANT INFORMATION

A number of resources are available which may assist applicants in understanding the requirements of the role of a board member and the public sector environment.

The Victorian Public Sector Commission's website provides further governance and policy information for candidates and public sector board members. (www.vpsc.vic.gov.au)

The Appointment and Remuneration Guidelines outline the standard processes and principles for appointing and remunerating board members of non-departmental entities in Victoria. (www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines)

The Public Board Appointments Victoria website lists the current members of most major boards. (www.publicboards.vic.gov.au)

The Government and its representatives cannot advise board members on their personal liabilities and responsibilities, which are often complex. Individuals should seek independent legal advice and obtain more detailed information from other sources.

Privacy and Probity

The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please email building_governance-team@transport.vic.gov.au.