



Terms of Reference

Technical Specialist Advisory Group & Fire Safety Specialist Advisory Group



TSAG & FSSAG Terms of Reference

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1. Preamble

This Terms of Reference sets out the purpose, composition, membership, meeting requirements and functions of the Technical Specialist Advisory Group (TSAG) and the Fire Safety Specialist Advisory Group (FSSAG).

2. Authority

The members of the two SAGs are appointed by the Board to provide advice to the Board and the Technical and Policy Manager. The authority of the SAGs is limited to dealing with relevant technical and fire safety issues including development of AIBS Policy positions, external representation support and other matters as may be delegated by the Board to the SAGs.

The Technical and Policy Manager is the appointed administrator of the TSAG and the FSSAG and is not a voting member.

3. Purpose of the TSAG and the FSSAG

The purpose of the two SAGs is to:

- recommend a national position on specific technical matters including in relation to policy setting and practice notes;
- ensure that the Board delivers its objectives in all technical areas through a consensus approach to items referred to it by the Board;
- to promote technical knowledge delivery and exchange and promote best practices in all technical areas;

4. Composition and Chairing

The Board shall appoint appropriate persons to the two SAGs and shall approve appointment and reappointment of the SAG members and the Chair of each.

The Chair of each SAG will generally be a Director on the AIBS Board.

Should the Chair be absent from a meeting, the members present will choose one of their number to be Chair for that particular meeting.



5. Term

All appointments shall be for a maximum two (2) year term or until such time as a new AIBS Board is elected.

All appointments expire at the AIBS Annual General Meeting where a new AIBS Board commences their term.

SAG members may serve consecutive terms subject to the appointment process by each respective Board.

6. Conduct of Meetings

SAG members may attend meetings in person or by electronic means.

Each SAG should meet often enough to undertake its role effectively, but not less than quarterly.

In addition to regular scheduled meetings, the Chairperson will call a meeting of the SAG if so requested by any member of the SAG, the Technical and Policy Manager or by the National President.

7. Quorum

A quorum of three members of the SAG must approve any recommendation made to the Board.

8. Responsibilities

The SAGs will ensure that the Board is able to meet its technical objectives effectively through:

1. executing its mandates from the Board in a timely manner;
2. providing technical recommendations and advice to the Board, Technical and Policy Manager and other committees in order to assist with strategic decision making;
3. providing advice on the appropriate responses and methodology in order to address the technical issues before it;
4. informing and reporting on technical issues at state and national levels;



9. Technical Policy Development

Each SAG will ensure that policies are created and periodically reviewed that define the technical objectives of the Board.

10. Education

Each SAG will ensure that its members are able to discuss, debate, and plan, from a basis of knowledge, the organisation's technical missions, goals, objectives, programs and services.

11. Accountability

The SAGs are accountable to the Board for the following tasks:

1. annual assessment of the SAG's strengths and weaknesses;
2. ongoing recruitment of members who can augment the strengths and build on the weaknesses;
3. monitoring the attendance and contribution of members; and
4. drafting technical policies for Board development.



Board Representative	SAG Representatives	Technical and Policy Manager	Membership
1. Building Codes Committee (BCC)			
<ul style="list-style-type: none">• Work in conjunction with the Technical and Policy Manager to provide reports to Board on NCC matters.• Oversight BCC meeting directions prepared by Technical and Policy Manager before BCC meetings	<ul style="list-style-type: none">• Respond to requests from Board representative or Technical and Policy Manager• Advise Technical and Policy Manager of any issues that need to be put before the SAG	<ul style="list-style-type: none">• Collate issues raised by SAG members, Standards Australia committee representatives, and members, and report position options to the SAGs as relevant• Coordinate communication on any NCC matters in timely way including<ul style="list-style-type: none">○ advising BCC of Board positions on technical points○ Ensuring the Board is appraised of BCC activities• Attend Building Codes Committee (BCC) meetings and:<ul style="list-style-type: none">○ Engage SAGs on BCC meeting agenda issues○ Review and present the AIBS position on matters pertaining to the NCC	<ul style="list-style-type: none">• AIBS Representative on Standards Australia Committees<ul style="list-style-type: none">○ Report to Technical and Policy Manager on meeting agendas and outcomes○ Review and present the AIBS position on matters pertaining to the NCC in Australian Standards• Chapter Committees<ul style="list-style-type: none">○ Respond to Technical and Policy Manager requests for input on NCC matters○ Provide Technical and Policy Manager with Chapter positions on NCC matters
2. Australian Building Codes Board (ABCB)			
<ul style="list-style-type: none">• Work in conjunction with the Technical and Policy Manager to provide reports to Board on ABCB matters.	<ul style="list-style-type: none">• Respond to requests from Board representative or Technical and Policy Manager• Advise Technical and Policy Manager of any issues that need to be put before the SAG	<ul style="list-style-type: none">• Responsible for liaising with the ABCB on matters pertaining to the Institute• Provide advice to ABCB on ABCB work programmes where requested by the ABCB• Coordinate communication on any ABCB matters in timely way including<ul style="list-style-type: none">○ advising ABCB of Board positions on technical points	<ul style="list-style-type: none">• Chapter Committees<ul style="list-style-type: none">○ Respond to Technical and Policy Manager requests for input on ABCB matters○ Provide Technical and Policy Manager with Chapter positions on ABCB matters



Board Representative	SAG Representatives	Technical and Policy Manager	Membership
		<ul style="list-style-type: none"> ○ Ensuring the Board is appraised of ABCB activities ● Assist Board rep to report ABCB information to the Board 	
3. Australian Standards			
<ul style="list-style-type: none"> ● Work in conjunction with the Technical and Policy Manager to provide reports to Board on Standards matters. 	<ul style="list-style-type: none"> ● Respond to requests from Board representative or Technical and Policy Manager ● Advise Technical and Policy Manager of any issues that need to be put before the SAGs 	<ul style="list-style-type: none"> ● Responsible for liaising with Standards Australia on matters pertaining to AIBS ● Coordinate communication on any Standards matters in timely way including <ul style="list-style-type: none"> ○ advising Standards Australia committee representatives of Board positions on technical points ○ Ensuring the Board is appraised of Standards activities 	<ul style="list-style-type: none"> ● Chapter Committees <ul style="list-style-type: none"> ○ Respond to Technical and Policy Manager requests for input on Standards matters ○ Provide Technical and Policy Manager with Chapter positions on Standards matters ● Standards Australia committee representatives to report committee issues to Technical and Policy Manager and to advise Standards Australia committee of AIBS Board / SAG positions on these
4. Technical Policy Development			
<ul style="list-style-type: none"> ● Work in conjunction with the Technical and Policy Manager to provide reports to Board on Policy matters. 	<ul style="list-style-type: none"> ● Respond to requests from Board representative or Technical and Policy Manager ● Advise Technical and Policy Manager of any issues that need to be put before the SAGs 	<ul style="list-style-type: none"> ● Coordinate communication on any Policy matters in timely way including <ul style="list-style-type: none"> ○ advising members of Board positions on Policy points ○ Ensuring the Board is appraised of members views on Policy points 	<ul style="list-style-type: none"> ● Chapter Committees <ul style="list-style-type: none"> ○ Respond to Technical and Policy Manager requests for input on Policy matters ○ Provide Technical and Policy Manager with Chapter positions on Policy matters



Board Representative	SAG Representatives	Technical and Policy Manager	Membership
5. National Construction Code Proposals for Change			
<ul style="list-style-type: none"> • Work in conjunction with the Technical and Policy Manager to provide reports to Board on Proposals for Change 	<ul style="list-style-type: none"> • Respond to requests from Board representative or Technical and Policy Manager • Advise Technical and Policy Manager of any issues that need to be put before the SAGs 	<ul style="list-style-type: none"> • Provide comment to the Board on proposals for change submitted by members and non-members that are suitable to be sponsored by the AIBS • Present AIBS sponsored proposals for change to the ABCB where required • Coordinate communication on any NCC matters in timely way including <ul style="list-style-type: none"> ○ advising ABCB of Board positions on technical points ○ Ensuring the Board is appraised of ABCB activities 	<ul style="list-style-type: none"> • Chapter Committees <ul style="list-style-type: none"> ○ Respond to Technical and Policy Manager requests for input on NCC matters ○ Provide Technical and Policy Manager with Chapter positions on NCC matters
6. Practice Notes			
<ul style="list-style-type: none"> • Work in conjunction with the Technical and Policy Manager to provide reports to Board on Practice Notes 	<ul style="list-style-type: none"> • Respond to requests from Board representative or Technical and Policy Manager • Advise Technical and Policy Manager of any issues that need to be put before the SAGs 	<ul style="list-style-type: none"> • Periodically audit the existing AIBS Practice Notes for consistency and accuracy including currency of information • Liaise with State and Territory Regulators on practice note issues including issue of new guidelines, revision or rescission of existing guidelines • Coordinate communication on any Practice Note matters in timely way including 	<ul style="list-style-type: none"> • Chapter Committees <ul style="list-style-type: none"> ○ Respond to Technical and Policy Manager requests for input on Practice Note matters ○ Provide Technical and Policy Manager with Chapter positions on Practice Note matters ○ In conjunction with the Technical and Policy Manager, liaise with State and



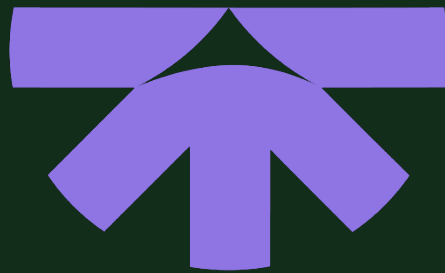
Board Representative	SAG Representatives	Technical and Policy Manager	Membership
		<ul style="list-style-type: none">○ advising members of Board positions on technical points○ Ensuring the Board is appraised of members views● Provide advice to the Board on the need for jurisdictional and or National Practice Notes● Review proposals from jurisdictions or members for the publication of AIBS Practice Notes on particular topics● Prepare an AIBS procedure for requesting, prioritising, and implementing proposals for Practice Notes	Territory Regulators on practice note issues including issue of new guidelines, revision or rescission of existing guidelines



Document Control

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1.0	25 October 2023	Technical and Policy Manager	Original TSAG ToR used as foundation for this combined TSAG and FSSAG ToR



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