

# Safety Institute of Australia

## Board Internal Policy

### **SUBJECT: Terms of Reference (TOR): SIA College of Fellows and its Executive Committee**

#### **Overview**

This document establishes the terms of reference for the operation of the Safety Institute of Australia Ltd (SIA), College of Fellows and its Executive Committee and sub-committees.

The College of Fellows is a professional network of the SIA. The Chair of the College of Fellows is responsible to the Board of Directors for the conduct of the affairs of the College, including the conduct of various sub-committees, and shall contribute reports to each meeting of the Board of Directors. The Chair of the College of Fellows is an “ex officio” member of the SIA Board, and will therefore attend all SIA Board meetings.

#### **Role, Objectives and Expectations of the College of Fellows**

##### ***Role and Objectives***

As a fellowship-based Chapter of the SIA, the College of Fellows commits to supporting the SIA in its role to ensure the highest standard of health and safety is achieved for industry and the community. The College of Fellows are viewed as the ‘thought leaders’, responsible for contributing to the development of professionalism in the various fields of health and safety and acting as a source of expert advice.

The role of the College includes:

- Advancing high health and safety professional standards
- Supporting College of Fellows members as leaders in safety and health in their communities and workplaces
- Providing a mechanism for senior members to contribute to the work of the SIA
- Contributing to the policy and advocacy efforts of the Institute
- Assisting the SIA in its support of research and sharing of knowledge
- Assisting the SIA in its program of activities, utilising the expertise of its members as volunteers, including the mentor and CPD programs
- Assisting the SIA in its oversight of ethics and professional standards
- Assisting with the provision of expert advice, through representation of the SIA and coordination of others representation of the SIA (e.g. representatives on Standards Australia Committees).

To these ends the College may undertake the following types of activities:

- Assist with the provision of expert advice, through:
  - representation of the SIA and coordination of others representation of the SIA (e.g. representatives on Standards Australia Committees), and

- coordination of the preparation of technical submissions on behalf of the SIA to Safe Work Australia, State regulatory bodies, Standards Australia and other groups.
- Actively support SIA run programs, including the CPD, Mentor, OHS Body of Knowledge, Education Accreditation and Certification programs
- Provide advice and direct input to the SIA board, on request, in the establishment and maintenance of an up to date SIA Code of Ethics, complaints procedures associated with members' ethics, and in educating the profession about ethics
- Support the continued development of SIA's peer-reviewed scientific health and safety journal
- Support the conduct of colloquia to discuss emerging issues in health and safety
- Encourage development of the health and safety science within the SIA and across the health and safety profession in Australia
- Support the SIA in the conduct of research-based, peer-reviewed, scientific seminars to encourage Australian research institutes to engage in health and safety research and publication

### ***Expectations***

The College shall:

- Receive adequate briefing from the SIA CEO and/or Board on matters, to enable decisions and documentation prepared by the College to be made in a timely and complete manner. The College Executive and its Chair shall be the main conduit for communication with the College.
- Request adequate support, including financial support from the Board to enable the College to fulfil its objectives. The level and nature of support is at the discretion of the CEO and Board having consideration for the specific need, priority, budget, etc.

## **Composition of the College of Fellows and its Executive Committee**

### ***Membership of the College***

All existing SIA members holding a Chartered Fellow (CFSIA) or Fellow (FSIA) grading under the previous SIA grading system, as well as Honorary Fellows FSIA (Hon), who are members of the SIA are deemed to be members of the College of Fellows and will continue to be members as long as they are members of the SIA.

In addition, SIA members who meet the entry criteria may apply to become a Fellow of the SIA. Entry criteria and the application process are established separately in the *SIA College of Fellows - Entry Criteria and Application Process* ([Web link to be inserted](#)).

### ***College of Fellows Executive Committee Membership***

The College shall be managed by a College of Fellows Executive Committee (hereafter referred to as the Executive Committee). Volunteers for the Executive Committee shall be called for from the broader members of the College and shall subsequently be selected by the Chair of the College.

The membership of the Executive Committee will comprise four (4) to eight (8) SIA College of Fellows members in addition to the Chair.

The Executive Committee members will be selected on the basis of providing the Committee with a complimentary mixture of professional knowledge and industry experience, skills and abilities.

Executive Committee members, including the Chair shall be appointed for a term of 12 months, with option for renewal.

The SIA Board will appoint the Chair and ratify the members of the Executive Committee.

### ***Chair of the College***

The Chair of the College of Fellows shall be appointed by the Chair of the SIA Board in accordance with the SIA By-laws. The Chair is appointed for a term of 12-months and is reviewed annually by the Board. The Board may continue to reappoint the incumbent Chair.

The responsibilities of the Chair of the College of Fellows include the management of the College both internally within the Institute and externally, with academic organisations and others. The role includes oversight of all aspects of the day to day management of the College of Fellows.

The Chair of the College of Fellows may establish sub-committees, as required, to fulfill the role of the College of Fellows within the SIA.

### ***Sub-Committees of the College of Fellows Executive***

The College of Fellows shall operate sub-committees that address the following areas:

- Ethics Committee
- Policy Committee
- Standards Committee
- Mentoring Program Committee
- CPD Program Committee
- Awards and College Membership Committee

The members of these committees shall be drawn from the membership of the SIA broadly, including membership of the College and shall be chaired by a member of the College of Fellows who is a member of the Executive Committee.

### **Ethics Committee**

Responsible for upholding the SIA Code of Ethics and Professional Service Standards (the Code of Ethics) and developing and recommending changes of the Code of Ethics to the Board, as and when required. It will consider all allegations of misconduct referred to it under the Institute's disciplinary and other relevant procedures, as well as developing guidance relating to ethical considerations and dilemmas that may be faced by occupational safety and health practitioners and professionals.

Specific duties include:

- Periodically reviewing and keeping current the SIA Code of Ethics and accompanying complaints procedure
- Supporting and facilitating the continuing professional development of Members in the area of professional ethics

- Establishing a panel to hear complaints about potential non-compliance of Members with the SIA Code of Ethics upon referral by the CEO and to give advice to the CEO and Board upon request.

The Chair of the Ethics Committee shall be a member of the College of Fellows Executive Committee and shall be of suitable professional standing. Membership of the Committee need not be members of the College of Fellows. Members shall typically be SIA members but non-members may also be invited to participate in the Ethics committee in order to increase transparency and provide broader input.

The Committee shall meet at least twice each year and shall convene as required to address disciplinary matters or review procedures and processes.

### **Policy Committee**

Policy development is a key focus area for the SIA. A good policy framework is intrinsic to a strong, respected industry association. Policy and Research are one of the four key pillars of SIA's work, and policy positions help guide advocacy work the SIA may undertake.

The College of Fellows has an active interest in the involvement of members in the proactive development of SIA policy positions and the provision of commentary and submissions when called for by external agencies / bodies. The College sees itself as a steward in this area, within its wider remit of supporting and developing the profession and the association. The SIA encourages its members to play an active role in this important area of policy work. The SIA Policy Committee has a role in coordinating both proactive and responsive policy development.

Specific duties include:

- Assisting with the proactive development, review and continuous improvement of the SIA policy agenda, including position statements
- Coordinating calls for input from Members as part of preparing Nationally important policy submissions, with the assistance of the SIA National Office
- Establishing a panel to review and compile members' feedback and prepare submissions on behalf of the SIA in response to calls for comments, submissions, enquiries, etc. on Nationally important policy areas
- Assisting State Branches and other areas of the SIA in preparing State and/ or locally relevant submissions
- Promoting and facilitating regular feedback to the broader membership about Policy work
- Assisting SIA members to maintain currency of knowledge in the Policy area

The Chair of the Policy Committee shall be a member of the College of Fellows Executive Committee and of suitable academic and professional standing. Membership of the Committee need not be members of the College of Fellows, provided that they are members of the SIA.

The Policy Committee shall meet at least twice each year and shall convene, as required, to respond to policy submission requests, enquiries, etc. and to fulfil its duties.

## Standards Committee

The College of Fellows has an active interest in the involvement of members in Australian Standards development and review, and sees itself as a steward in this area, within its wider remit of supporting the profession. The SIA encourages its members to play an active role in the development of health and safety related Standards. As such, we currently have a number of Members that represent the SIA on Standards Committees. The SIA Standards Committee has a role in providing oversight of Members who represent the SIA on Australian Standards Committees.

Specific duties include:

- Assisting the National Office in conducting calls for expressions of interest (EOI) to Members to represent the SIA on Standards committees, when vacancies arise
- Establishing a panel to review EOIs and select appropriate Members to represent the SIA on the relevant Standards Committees
- Assisting the Chair of the Committee in their role as a liaison between the Standards Australia Development Team and the SIA
- Overseeing broad calls for input and feedback from the SIA membership as part of reviews of prominent Standards
- Providing any needed support to Members representing the SIA on Standards Committees
- Promoting and facilitating regular feedback to the broader membership from those Members representing the SIA on Standards Committees
- Assisting SIA members to maintain currency of technical knowledge

The Chair of the Standards Committee shall be a member of the College of Fellows Executive Committee and of suitable academic and professional standing. Membership of the Committee need not be members of the College of Fellows, provided that they are members of the SIA.

The Standards Committee shall meet at least twice each year and shall convene as required to respond to Standards Australia requests and to fulfil its duties.

## Mentoring Program Committee

The SIA Mentor Program provides:

- For people seeking to be mentored - the opportunity to be connected, and develop insights and understanding which can help them grow personally and professionally; and
- For mentors - the opportunity to share their knowledge and experience, being part of the development of emerging health and safety professionals and practitioners, through the creation of meaningful and productive mentoring relationships.

The mentorship program committee has a combination of oversight of the development of the program, and active involvement through orienting prospective mentors.

The committee is responsible for:

- Ensuring the mentorship program operates smoothly, and bringing any management issues to the attention of the CEO
- Orienting prospective mentors, including identifying any issues or concerns and advising the CEO

- Through discussion and reflection, identifying over time, ways to build and improve the program

The College of Fellows takes an active interest in the mentorship program, and sees itself as a steward of the program, within its wider remit of supporting quality and professional development within the profession.

The Chair of the Mentoring Program Committee shall be a member of the College of Fellows Executive Committee. Membership of the Committee need not be members of the College of Fellows, provided that they are members of the SIA.

The Committee shall meet at least twice each year and shall convene as required to fulfil its duties.

### **CPD Program Committee**

The SIA Continuing Professional Development (CPD) Program provides:

- For members (seeking to maintain certification) – the opportunity to plan and participate in personal and professional development, and to apply and reflect upon new knowledge and practice, as well as the effectiveness of their CPD plan;
- For Training Deliverers (of training outside the higher education and VET sectors) – the opportunity to have their training endorsed consistent with the OHS Body of Knowledge (BOK) and to connect them with members' who have matching CPD requirements;
- For Fellows – the opportunity to share knowledge and experience to shape the CPD Program offering and content, but also to oversight the ongoing currency of health and safety professionals' and practitioners' knowledge and skills; and
- For SIA Board – to become informed and assured that its members are receiving quality training and maintaining the currency of their knowledge and skills, and that this is leading to improved health and safety training, practice and outcomes.

The CPD Program Committee has a combination of oversight of the implementation, review and effectiveness of the CPD Program and the health and safety Training Capability Framework.

Specific duties include:

- Ensuring the CPD Program is effectively implemented, reviewed, and improved, including:
  - Guiding implementation of the CPD Program;
  - Encouraging and supporting CPD participation;
  - Informing the content and priority of available CPD offerings; and
  - Implementing the CPD audit program.
- Ensuring health and safety Training Capability is effectively implemented, reviewed and improved, including:
  - Guiding implementation of the Framework;
  - Supporting training endorsement evaluation activities; and
  - Reviewing and updating the Framework's Knowledge and Skills Matrix, in line with the OHS BOK and Global Framework.
- Ensuring that any operational management issues are brought to the attention of the CEO.

The College of Fellows takes an active interest in the CPD Program, and sees itself as a steward of the Program, within its wider remit of supporting the quality of health and safety training, personal and professional development, and the currency of knowledge and skills across the profession.

The Chair of the CPD Program Committee shall be a member of the College of Fellows Executive Committee. Membership of the Committee need not be members of the College of Fellows, provided that they are members of the SIA.

The Committee shall meet at least twice each year and shall convene as required to fulfil its duties.

### **Awards and College Membership Committee**

The SIA has a suite of awards that it may issue to its Members and others. These awards broadly cover three categories:

- Recognition of service to the Institute
- Recognition of professional standing or input to the community through service, practice or research
- Recognition of professional expertise

The Awards and College Membership committee oversees all SIA National awards, including initiating the process for award nominations and making recommendations to the Board against the established award criteria.

This committee is also responsible for assessing applications from SIA members for membership of the College of Fellows.

The Committee may also identify suitable persons and prepare submissions for Australia Awards on behalf of the SIA.

Specific duties include:

#### *Awards*

- Periodically reviewing and keeping current the SIA Awards criteria and accompanying procedures
- Assisting the SIA National Office to call for nominations for awards in accordance with established procedures
- Establishing a panel to review nominations for awards against the criteria and making a recommendation to the Board for award to a suitable awardee
- Assisting the SIA National Office to create and maintain an up-to-date Honor Roll for awardees
- Assisting the SIA National Office to maintain up-to-date information on the SIA website about awards
- Assisting the SIA National Office with administrative requirements for formal awards ceremonies

#### *College of Fellows Membership*

- Assessing online applications for membership of the College of Fellows, against the established criteria

- Completing interviews with applicants for membership of the College of Fellows, as per the application process

The Chair of the Awards and College Membership Committee shall be a member of the College of Fellows Executive Committee. Membership of the Committee need not be members of the College of Fellows, provided that they are members of the SIA.

The Committee shall meet at least twice each year and shall convene as required to fulfil its duties.

## **Documentation, Document Control and Records Management**

All documents and associated records arising from the activities conducted by the Executive Committee and any sub-committees shall be regularly submitted to a controlled central document register held by the SIA, such that they are accessible, up to date and readily retrievable. These shall include, but are not limited to:

- Meeting agendas and minutes
- Any submissions prepared on behalf of the membership
- Reports to the SIA Board including Annual Reports
- Documentation and other work prepared by sub-committees

## **Conflict of Interest (COI)**

The SIA is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing, potential or perceived conflict of interest.

All known, potential or perceived conflicts of interest should be declared by the relevant member.

The Chair is responsible for bringing this requirement to the attention of all committee members and ensuring compliance.

## **Confidentiality and Release of Materials**

Members of the Executive Committee and other sub-committees must be aware that in the course of the committees' work, it may be privy to confidential financial, legal, personal or commercially sensitive information relating to the operation of the SIA, members, partners, stakeholders or sponsors.

Committee members must respect the privacy and confidentiality of all information it receives, develops and or later provides to the Board; and not to divulge such information to parties external to the College Executive or Board including the news media, social media, existing or potential SIA sponsors, environmental and occupational health and safety advocates or activists, government departments, commercial organisations, education institutions, or other agencies. The release of information is the responsibility of the CEO working in agreement with the Board.

## **Executive Committee Operation**

The Chair shall liaise with the CEO and Board on all matters requiring Board direction and approval.

The Chair shall ensure that the requests from the CEO and Board are met in an orderly and timely manner.

The Chair is to draw to the attention of the Board, the resources, procedures and opportunities required by the Executive Committee (and its sub-committees) to allow it to perform its duties and responsibilities in an orderly and timely manner.

The Executive Committee shall meet via teleconference no less than four (4) times in a financial year, on dates, times and frequencies adequate to meet their work load. The Executive Committee may hold an annual planning day / face-to-face meeting, in addition to teleconference meetings.

A meeting agenda shall be developed for each meeting and distributed to committee members to enable adequate preparation time. At a minimum, the meeting agenda shall include a review of the progress status towards current and proposed work objectives, along with the status of action implementation.

Executive Committee meetings shall be recorded in the form of meeting minutes and shall include a summary of discussion and any actions arising from the meeting.

### ***Reporting to the SIA Board and Members***

The Executive Committee and sub-committees shall report directly to, and be accountable to, the Board through the CoF Chair. The CoF Chair shall provide a regular written or verbal status report to every Board meeting.

The Chair shall submit an itemised operational annual budget to the CEO by February, so that it can be considered for inclusion in the SIA budget. The CEO will determine and convey to the Executive Committee the amount and the item(s) allocated for the coming financial year.

The CoF Chair shall prepare a report for SIA members, in September/October each year outlining the Committee's activities. This will be published in the SIA Annual Report.

### ***Planning and Budget***

Chairs of each sub-committee shall prepare an annual plan for their area of responsibility, which will assist the Chair of the College of Fellows to prepare annual budget requests for the CEO. Chairs shall report on progress against their annual plan at the Executive Committee meetings.

## **Authorisation**

SIA Board Chair Approval

Signature:

Name:

Date: