

## **Terms of Reference**

### **SIA Lifetime Achievement Award**

***For service to the field of health and safety in Australian workplaces***

#### **Award criteria**

The Lifetime Achievement Award may be issued to a person who has a *combination* of the following:

- Long term and influential contribution to the profession in a specific or generalist area of OHS, where their work has influenced OHS outcomes in Australian workplaces; AND
- Long term voluntary contribution to Health and Safety in Australian workplaces; and/or
- Long term contribution to the work of the SIA, and its aims and objectives; and/or
- Development of new knowledge or practice which has contributed directly to healthier and safer workplaces.

Service to the institute is not a prerequisite, however is viewed favourably when considering candidates' overall lifetime contribution to the field.

Generally a focus of the SIA Board in considering nominees for this award, is on those who have given a *long term contribution* over an extended period of their career.

#### **Annual issuing of award**

The SIA Lifetime Achievement Award will generally be issued once annually. However, the SIA Board retains the right to choose either:

- a) not to deliver a lifetime achievement award in any year; or
- b) in special circumstances, bestow more than one award in any year.

#### **Nominations and award process**

- The Board of the SIA shall call for nominations for the award once annually, prior to the SIA National Conference Dinner in May of each year.
- Any applications must be proposed and seconded by current financial members of the SIA.
- Only applications received through the [online](#) Lifetime Achievement Award nominations form will be accepted.
- The SIA Board will appoint a 3 person selection committee to conduct shortlisting and provide recommendations. The board may choose to delegate this task to the College of Fellows through the Chair of the College;
- The selection committee will conduct due diligence in the applications with the assistance of the Chief Executive, and provide a report to the board with recommendations relating to:
  - a) a short list; and
  - b) a preferred candidate if one is determined.
- The SIA Board shall then determine
  - a) whether the standard of applications is sufficient to allow for the award to be issued in that year; and
  - b) who will be issued the award
- The short list of candidates is announced, and the ceremony scheduled.
- Unsuccessful candidates can be considered for future awards

### **Award**

A trophy or medal shall be struck for the award, and a framed certificate provided.  
No financial prize is attached to this award.

### **Issuing of award**

Generally the board will seek to conduct a formal public ceremony to the recipient at the SIA National Conference Dinner. However, the SIA Board may choose to deliver the award in other circumstances as it sees fit.

### **The currency of these terms of reference**

These TOR remain current until such time as the SIA Board may choose to review them from time to time and make any changes it sees fit.

**11 January 2018**