



SAFETY INSTITUTE OF AUSTRALIA LIMITED

BY-LAWS

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1 INTRODUCTION

This publication sets out the By-Laws of the Institute and should be read in conjunction with current copy of the Constitution of the Safety Institute of Australia Ltd and where required, the *Corporations Act 2001*.

These By-Laws also govern affiliated Branches.

This publication has been prepared to assist the Board in its task of managing the affairs of the Safety Institute of Australia Ltd. It is expected that these procedures will be amended from time to time, to ensure the efficient operation of the Institute and to meet the changing needs and expectations of our members. Users' suggestions for improvements to this publication are always welcome.

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1.1 GLOSSARY

Board refers to the national managing body of the Safety Institute of Australia Ltd, the members of which are the directors of the Institute.

Branch Committee refers to the organising committees of the Branches. These committees are responsible to the Board as well as to the members of the Branch.

2 BOARD

The affairs of the Institute are managed by the Board, the composition of which is defined by the Constitution.

Branches are not separate legal entities and although they have Branch Committees they are none-the-less, subordinate to the Board.

Specific Duties

1. The Board is responsible for the management of the Institute's business and professional affairs.
2. The Board shall meet at least quarterly. Such meeting can include teleconferencing.

2.1 FINANCE COMMITTEE

The Board Chair shall act as chairperson at Finance Committee meetings. The Board shall appoint 3 other directors to form the Finance Committee.

The Finance Committee shall meet at least 4 times per year.

Specific Duties

1. To develop the draft strategic policy for presentation to and approval by the Board.
2. To provide a management and budgeting strategy to the Board and to ensure that the strategy is carried out, thus ensuring efficient and effective operation of the Institute and its ongoing economic and professional viability.

2.2 BOARD POSITION DESCRIPTIONS

Members of the Board shall not have been convicted of an indictable offence in relation to management of a body corporate, fraud or dishonesty.

It is the duty of all Board Members to:

1. Ensure that decisions are made by the Board acting as a whole with no one person empowered to make binding decisions or allowed or held out to make binding decisions;
2. Ensure that they are aware of and understand the Constitution, by-laws, procedures and current activities of the Board and the Institute as a whole, by attending meetings, reviewing documents provided and generally acting in a diligent manner;
3. Notify the Board when work or other responsibilities hinder their ability to act in such a diligent manner;
4. Not consent to the incurring of a debt when there are objective grounds to consider that the debt cannot be paid when it falls due for payment;

5. Board Members shall notify the Secretariat within 1 month of any change in contact or residential address. (This is a requirement under the *Corporations Act 2001*. Note that a post office box number is not an acceptable contact address.);
6. All members of the Board shall have easily accessible electronic communication. It is the responsibility of the Branches to ensure that their representative has email facility.

BOARD CHAIR

Remuneration

Honorary position.

Responsibility

To oversee the administration and strategic direction of the Institute. To act as a spokesperson for the Institute in maintaining and advancing good relations with government, industry and professional bodies associated with health and safety.

Accountability

The Board Chair is accountable to the Board and the members of the Institute.

Specific Duties

1. To act as presiding officer at any Board, Finance and general meetings.
2. To delegate, when appropriate, duties of office to the Board Deputy Chair and to other members.
3. As senior officer of the Institute, the Board Chair shall ensure that the administration and functions of the Institute are managed efficiently and within the confines of the Safety Institute of Australia's Constitution and these By Laws.
4. To maintain a direct functional link with, and oversight the Secretariat. Where necessary, instruct the Secretariat to call general or special meetings and coordinate public presentations (seminars etc.).
5. To liaise with the chairpersons of the Branch Committees, portfolios and other office bearers. (The Board Chair is ex officio member of all committees).
6. Sign all documents requiring the signature of the official head of the Institute.
7. Plan, initiate and coordinate as appropriate, actions to advance the interest and objectives of the Institute, including maintaining contact with relevant government officials, and other key organisations.
8. Coordinate the preparation of, and submit to the Annual General Meeting, a yearly report on the activities of the Institute. Ensure that all members have access to information about the activities of the Institute.

BOARD DEPUTY CHAIR

Remuneration

Honorary position.

Responsibility

To accept on behalf of the Board Chair such duties or activities as specified by the Board Chair and are relevant to the office of Deputy Chair.

Accountability

The Deputy Chair is accountable to the Board Chair for actions as delegated, the Board and the members of the Institute.

Specific Duties

1. To maintain a constant liaison with the Board Chair and to be held accountable for any duties delegated.
2. To be prepared to act temporarily as, or assume the office of, Board Chair should the Board Chair be indisposed or vacate that office.
3. To review and report to the Board on international networks (e.g. IOSH, ASSE).
4. To review and report to the Board on the work of Chapters.

BOARD MEMBER

Remuneration

Honorary position.

Responsibility

While serving as members of the Board, the member represents the Institute as a whole. They are also the link between their Branch and the Board.

Accountability

Members of the Board are accountable to the Board Chair and to their Branch Committee.

Appointment

Members of the Board are appointed as per the requirements in the Constitution. The process shall be that at the time of the Branch elections, there shall be a call for nominations from members of the current Branch Committee (refer also to Section 3.3 of these By Laws). In the absence of an appropriate nomination, the Board Chair may appoint a suitably qualified person.

Specific Duties

1. Meet the duties and responsibilities of directors of the Institute.
2. To table, discuss and seek input at a Branch level at least quarterly about matters raised, or on the agenda to be raised, at meetings of the Board.

3. Attend Branch Committee meetings so as to be familiar with the direction of the Branch and ensure that such direction is consistent with the overall strategic direction of the Institute.
4. Ensure that follow up action is taken relating to matters raised at Board meetings.
5. Liaise with other members of the Board for the purpose of advancing the aims and objectives of the Institute.
6. Ensure that a practical plan exists for the development of the Institute, that the plan has the resources it requires, is implemented and the plan is continually reviewed.
7. Attend scheduled meetings of the Board.
8. Arrange an authorised alternate if unable to attend any Board meeting.
9. Prepare and deliver all necessary reports to their Branch.

2.3 CHAIRPERSONS OF STANDING COMMITTEES AND PORTFOLIOS & PROJECT OFFICERS

Standing committees and portfolios may be established by the Board. Each standing committee or portfolio shall have a member of the Board nominated as the responsible person.

Project officers may also be nominated by the Board or the Responsible Board Member. The project officer is responsible to the Responsible Board Member.

Remuneration

Honorary position.

Responsibility

To take up duties delegated by the Board and so enable the Institute to achieve its stated aims. To work within the terms of reference for their committee, portfolio or project.

Accountability

The chairpersons of standing committees, portfolios and project officers are accountable to the Board for all duties delegated to them. They shall work within the terms of reference of their committee or portfolio in order to ensure that the highest standards are achieved.

If, at any time, private or work commitments make it impossible or difficult for a chairperson to carry out their duties then they should recommend to the Board that a replacement chairperson be appointed.

Specific Duties

1. Produce an annual written report to be received by the Secretariat by the 30th July each year.
2. Annually review the terms of reference for their committee or portfolio and report their recommendations to the Board.

3. Present to the Board no later than March of each year a twelve (12) month business plan for the next financial year, that is based upon the SIA Ltd (5 year) Strategic Plan for their committee or portfolio.
4. Report verbally and in brief written form, at least quarterly, to the Board on the activities of their committee or portfolio. This may be directly at a teleconference or via a Board member.
5. Appoint or co-opt members to their committee or portfolio and, if appropriate, request or accept resignations.
6. Convene and chair regular meetings of their committee or portfolio.
7. Maintain ongoing files including, record of meetings, activities, correspondence, monies and contacts. When there is a change of chairperson these files should be available for hand-over to the new chairperson.
8. Upload copies of correspondence on a monthly basis on the designated area on the Institute's website so correspondence is readily available to the Secretariat.
9. Make recommendations to the Board on programs and activities which may be conducted.
10. Upon approval by the Board, arrange and organise appropriate activities and functions.
11. Liaise with the Board and other committees or portfolios to ensure there is no conflict between plans.
12. Ensure that the aims, objectives and standing of the Institute are enhanced by the activities of the committee or portfolio.

3 CONDUCT OF MEETINGS OF MEMBERS

3.1 CONDUCT OF MEETINGS

1. An Annual General Meeting shall be held within 5 months of the end of the most recent financial year.

The order of business shall be:

- Consideration of accounts and reports;
 - Election of Board Members; and
 - Any other business for which 21 days notice has been given.
2. General meetings shall be convened and conducted as per the Constitution of the Institute.

3.2 ANNUAL REPORT

The annual report of the Institute shall contain:

- Audited statement of accounts;
- Copy of the Auditor's report;
- The names of each member of the Board;
- Summary of the principal activity(s) during the most recent year; and
- Other information required by the Corporations Act 2001.

Copies of the annual report shall be posted on the Institute's web site at least 21 days prior to the AGM.

The auditor of the accounts of the Safety Institute of Australia Ltd shall be a person who is not an officer of the Institute nor involved or assisted in the preparation of the accounts. They shall be a member of the Institute of Chartered Accountants, the National Institute of Accountants or the Australian Society of Certified Practising Accountants and shall also be a registered company auditor. The auditor shall be appointed at the AGM.

3.3 ELECTIONS

1. Elections for Board positions shall be held annually prior to the Annual General Meeting, with the results formally announced at the Annual General Meeting.
2. The nomination period of a minimum of 21 days shall be announced for positions on the Board through Institute communications such as the web site, magazine, journal and newsletters. Notification of the nomination period shall be made over a period of at least one month prior to the commencement of the nomination period. Nomination forms shall be available for download from the Institute's web site or, on request from the Secretariat.
3. If an election is required, ballot papers shall be forwarded to a known address (postal or electronic) for each financial member.
4. Voting shall be by ballot with verification by member's signature.

5. The outcome of the election shall be determined by a 'first past the post' counting process.
6. If the number of persons nominated for election does not exceed the positions vacant, those persons shall be declared elected by the Chairman presiding at the Annual General Meeting.
7. Casual vacancies shall be managed as per the Constitution.
8. Branches may choose to conduct their elections for Branch Committee positions in parallel with those for the Board.

3.4 CHANGES TO THE CONSTITUTION

Any changes to the Constitution of the Institute shall be by the following process:

1. The Board shall approve the revised draft;
2. The revised draft shall be posted on the Institute's web site for a minimum of 1 month and comments invited from members;
3. Any further changes of substance shall be discussed and approved by the Board and the final version shall be recommended to the members for approval;
4. The draft constitution shall be put to a vote of all financial members;
5. Approval of the revision shall be by achieving three-quarters of the votes received in favour of the revision as per the Corporations Act; and
6. Within 1 month of the members' vote being passed, the Company Secretary shall notify ASIC of the changes to the Constitution.

3.5 CHANGES TO THE BY LAWS

Any changes to these By Laws of the Institute shall be by the following process:

1. The Board shall approve the revised draft;
2. The revised draft shall be posted on the Institute's web site for a minimum of 1 month and comments invited from members;
3. Any further changes of substance shall be discussed by the Board; and
4. A final version shall be voted by the Board with acceptance being by three quarters majority of the members of the Board.

4 FINANCIAL PROCEDURES

4.1 INCOME STREAM

Membership subscriptions

The Safety Institute of Australia Ltd will work towards establishing a strong income base to enable it to achieve its objectives and deliver a broad range of services to its members.

Application fees shall be paid directly to, and retained in whole, by the National Office.

Membership subscription fees shall be paid in whole and directly to the National Office. Following processing, the agreed proportion shall be available for the respective Branches.

Membership application fee	As per Schedule 1.
Membership Subscription Fee	As per Schedule 1.
Retired Members	50% of the membership fee of their grading. This payment is fully retained by the National Office.
Corporate Partner	As per Schedule 1.

With the exception of Retired Members, a proportion of the income from these subscriptions will be distributed to the Branches as determined by the Board annually as part of the budgetary process. Indicatively the split should be 30% to the Branches and 70% to the National Office.

Mail Outs

While the membership database is confidential and shall not be provided to outside bodies, mail outs (electronic or hard copy) may be conducted on behalf of organisations that pay the fee as per Schedule 1.

Member Services

- Publications – the Institute produces national publications such as a magazine (OHS Professional), a peer-reviewed scientific journal (Journal of Health and Safety Research and Practice) and a eNewsletter (OHS Professional enews) under contract with a nominated editor and a publisher. Branches also produce newsletters.
- Other services as approved by the Board.

Branches are able to provide additional member services such a discounted entry to seminars, networking and state-based newsletters.

4.2 MANAGEMENT OF FUNDS

Items 3 to 5 of Schedule 1 deal with management of funds.

4.3 REIMBURSEMENT OF EXPENSES

1. Eligibility of persons and activities for reimbursement of expenses will be determined by the Finance Committee. This approval should preferably be given prior to the incurring of expense.
2. Appropriate receipts must be presented prior to reimbursement.

4.4 PETTY CASH

A petty cash float of an amount as nominated in Schedule 1 may be established for use by the National and Branch Secretariats to cover incidental expenses incurred in the conduct of Institute business. Branches may set up petty cash accounts subject to approval by their Branch Committee.

4.5 BUDGET PROCESS

This section covers the overall Institute budget as well as budgets for each Branch Committee and special project.

It should be noted that a budget is a statement of planned expenditure; it is not a commitment to expenditure.

Personnel

Branch Committees of management shall prepare a Branch budget.

Chairpersons of committees and portfolios shall develop individual budgets.

Finance Committee shall prepare the Institute budget.

The Board shall consider the tabled budgets for approval.

Procedure

1. Budgets shall be prepared once per year, but shall be reviewed on a quarterly basis at Board meetings.
2. Individual Branch portfolio and committee budgets shall be tabled for discussion and a draft budget drawn up at the Strategic Planning Meeting. This allows the Finance Committee to develop the budget for approval at the Board meeting at or after June.
3. Budgets shall be drawn up using the standard chart of accounts.

4.6 CONTRACTS TO WHICH THE INSTITUTE IS A PARTY

1. All contracts shall be approved by the Chief Executive Officer and contracts in excess of the amount nominated in Schedule 1 shall be approved by the Board.
2. Contracts to which the Institute is a party shall be signed by the Board Chair and one other member of the Finance Committee or the Chief Executive Officer, and may be endorsed with the company seal. Where the Board Chair is not available or has a pecuniary interest in the contract, the Deputy Chair shall sign in their place at a Board Meeting.
3. Contracts approved by Branch Committees within the Branch budget shall be signed on behalf of the Institute in accordance with the above procedures.
4. Copies of contracts to be entered into for the purposes of Branches shall be lodged with the National Secretariat within 30 days prior to signing of the contract.
5. Contracts for sums in excess of the current funds available to the Branch shall require prior approval of the Board.
6. A register of all contracts shall be maintained by the Secretariat.

4.7 INSURANCE

The Board shall ensure that insurance covering all National office and Branch activities. This includes:

1. Public Liability Insurance;
2. Directors and Officers Liability Insurance including professional indemnity for the Institute;
3. Damage to property and personal injury;
4. Worker's Compensation insurance as required by law;
5. Contents insurance to cover the assets of the Institute; and
6. Travel policy to protect members of the Institute travelling on Institute business.

5 MEMBERSHIP

Where it is appropriate, such as certificates, academic dress, formal occasions etc. the grading of a member may be recognised by

CHARTERED FELLOW - red

FELLOW - gold

CHARTERED PROFESSIONAL MEMBER - green

MEMBER - blue

5.1 CRITERIA FOR MEMBERSHIP GRADING

Application and interpretation of these criteria is the responsibility of the Membership Grading Committee with the aid of the Membership Grading Manual.

Personnel

The Secretariat is responsible for the administration of the application and grading process with the Membership Grading Committee assessing the qualifications and experience of the applicant. All grading is managed through the National Office.

Policy

A member of the Institute shall be any person applying to join the Institute who has an interest in occupational health and safety with sufficient practical experience in the field to satisfy the grading requirements of the Institute and who maintains their financial status by paying the appropriate membership subscription fee.

Levels of Membership

Individual Levels

The Institute offers 8 individual levels of membership, as well as 4 categories of Corporate Partnership. The individual levels are (i) Member; (ii) Graduate Member (GSIA); (iii) Chartered Professional Member (CPMSIA); (iv) Fellow (FSIA); (v) Chartered Fellow (CFSIA); (vi) Honorary Fellow (FSIA (Hon)); (vii) Retired Member; and (viii) Life Member. People who want to assist the Institute to advance its aims and objectives nationally and internationally may apply for membership.

Professional Certification

Members who are eligible to become a Graduate Member and/or are seeking to become a suitably qualified OHS Professional and have the appropriate OHS/Safety education qualifications and experience, specified below, should apply for Professional Certification by the Institute. Institute post nominals are only applicable to the membership levels of GSIA; CPMSIA; FSIA; and CFSIA, i.e. members:

- Graduate Member (GSIA);
- Chartered Professional Member (CPMSIA);
- Fellow and admission to the College of Fellows (FSIA); and

- Chartered Fellow and promotion within the College of Fellows (CFSIA).

GRADUATE MEMBER (GSIA)

Members will require:

- To have recently graduated from a recognised OHS university course (or related disciplines, e.g. Ergonomics, Industrial Hygiene, Occupational Medicine) with a Graduate Diploma, Degree, or higher; and
- The GSIA level is awarded for a 5 year period only, by which time the member should have 3 years equivalent experience level for the award of CPMSIA.

CHARTERED PROFESSIONAL MEMBER (CPMSIA)

Members will require:

- A OHS Degree, Graduate Diploma in OHS or Masters in OHS (*University & SIA recognised*);
- 3 years experience full time equivalent working in an OHS job;
- 300 equivalent CPD points; and
- Provide the details of 2 referees.

Members with **Significant Experience** but **insufficient qualification** will require:

- 6 years full time in OHS employment;
- SIA Challenge Assessment (currently under review);
- 300 equivalent CPD points; and
- Provide the details of 2 referees.

Members with **Allied Qualifications** will require:

- 6 years full time in OHS employment;
- SIA Challenge Assessment (currently under review);
- 300 equivalent CPD points; and
- Provide the details of 2 referees.

FELLOW (FSIA)

Initial entry requirements for the Fellow Grade

- A OHS Degree, Graduate Diploma or Master (*University & SIA approved*);
- Proven 9 years full time in OHS employment;
- 900 equivalent CPD points; and
- Provide the details of 2 referees.

Advancement of Chartered Professional Member to Fellow

- Maintain Chartered Professional Member for 6 years (total of a minimum 9 years full time in OHS employment - or part time equivalent);
- Completing 3 SIA CPD log book cycles;
- Demonstrate contributions to the profession of OHS; and
- Provide the details of 2 referees.

Admission

Those candidates graded as Fellow (FSIA) are admitted to the College of Fellows.

CHARTERED FELLOW (CFSIA)

A Chartered Fellow is the peak professional graded membership of the Institute.

Promotion from Fellow (FSIA) to Chartered Fellow (CFSIA)

- Evidence of maintenance of CPD requirements
- Successfully completed the SIA Chartered Fellow Examination

Special Entry

- *Proven OHS experience of 9 yrs*
- *Proven contribution to the Profession*
- *Nominated by the Dean of the College of Fellows*
- *Successfully completed the SIA Chartered Fellow Examination*

Admission

Those candidates admitted to the grade of Chartered Fellow (CFSIA), who were not previously admitted to the College of Fellows, are admitted to the College of Fellows upon being awarded their Chartered Fellow (CFSIA) grade.

Definition

Full Time OHS / Safety Experience is at least an average to 24 hours a week, working in the field of OHS or Safety e.g. practitioner, educator, auditor, inspector or teaching. Duties could include the development and implementation of health & safety policies and programs, planning and undertaking audits and training; teaching, incident investigations; installation of OHS Management Systems; consultation and reports.

RETIRED MEMBER (previous grading followed by Ret.)

Is a status for members (Chartered Professional Member, Fellow or Chartered Fellow) who are no longer practicing.

A person who has been a member of the Institute for a minimum of 5 years and who is not in regular employment may, on application become a Retired Member.

A Retired Member shall have the same rights as those which applied before the granting of Retired Member status. Fees are half of the grading the Member achieved prior to retirement. For example:

A member is graded CPMSIA and then retires. This member would then pay an annual fee, half that of the CPMSIA rate per annum.

LIFE MEMBER

The Institute may, either on its own initiative, or on the recommendation of a Branch Committee, grant the status of Life Member to a member who has rendered outstanding services over a long period of years in furthering the aims and objectives of the Institute.

A Life Member shall have the same rights as other members and shall not be required to pay any fees.

HONORARY FELLOW (FSIA(Hon))

An Honorary Fellowship may be granted by the Board to a person. Honorary Fellowships may be granted for life, or for a period of time, as appropriate, by the National Board of Management. Honorary Fellowship does not carry the right to vote or to hold office.

Corporate Partnerships – Categories & Benefits

An SIA corporate partnership provides an opportunity for organisations to gain recognition and demonstrate their commitment to helping the Institute promote health and safety to the broader community. As such, corporate partnerships also assist the Institute in increasing its scope and influence both within Australia and internationally.

The four corporate partnership categories are Diamond, Gold, Silver and Bronze.

Diamond Corporate Partner | \$25,000+

- Two one-year complimentary SIA corporate partnerships to two companies or organisations of your choosing;
- One free full-program registration at three annual SIA safety conferences; plus a \$200 discount for four additional registrations at three annual conferences;
- A \$25.00 discount on individual membership applications for up to 20 nominated representatives;
- Up to 10 subscriptions to the SIA's national magazine "OHS Professional";
- Up to 15 CD-ROMs and printed proceedings from three annual SIA safety conferences;
- Special recognition on the SIA website (featuring your company name and link) and in other SIA promotional and advertising collateral, e.g. associated with annual conferences; and
- Executive-level proposals encouraged into the development of SIA strategy.

Gold Corporate Partner | \$15,000-\$20,000

- One one-year complimentary SIA corporate partnership to a company or an organisation of your choosing;
- One free full-program registration at two annual SIA safety conferences; plus a \$150 discount for three additional registrations at three annual conferences;
- A \$25.00 discount on individual membership applications for up to 15 nominated representatives;
- Up to 5 subscriptions to the SIA's national magazine "OHS Professional";
- Up to 10 CD-ROMs and printed proceedings from three annual SIA safety conferences;
- Special recognition on the SIA website (featuring your company name and link) and in other SIA promotional and advertising collateral, e.g. associated with annual conferences; and
- Executive-level proposals encouraged into the development of SIA strategy.

Silver Corporate Partner | \$7,000-\$10,000

- One free full-program registration at one annual SIA safety conference; plus a \$100 discount for three additional registrations at two annual conferences;
- A \$25.00 discount on individual membership applications for up to 10 nominated representatives;
- Up to 4 subscriptions to the SIA's national magazine "OHS Professional";
- Up to 8 CD-ROMs and printed proceedings from three annual SIA safety conferences;
- Special recognition on the SIA website (featuring your company name and link) and in other SIA promotional and advertising collateral, e.g. associated with annual conferences; and
- Corporate-level proposals encouraged into the development of SIA strategy.

Bronze Corporate Partner | \$1,375-\$4,000

- One free two-day registration at one annual SIA safety conference; plus a \$50 discount for two additional registrations at one annual conference;
- A \$25.00 discount on individual membership applications for up to 5 nominated representatives;
- Up to 3 subscriptions to the SIA's national magazine "OHS Professional";
- Up to 5 CD-ROMs and printed proceedings from three annual SIA safety conferences;
- Special recognition on the SIA website (featuring your company name and link) and in other SIA promotional and advertising collateral, e.g. associated with annual conferences; and
- Corporate-level proposals encouraged into the development of SIA strategy.

5.2 SUSPENSION OR EXPULSION OF MEMBERS OF THE INSTITUTE

1. Where circumstances warrant it, two members of the Board may suspend a member subject to investigation by the Ethics and/or Audit Committee. Such suspension is valid for a maximum of two months.
2. Where, after due investigation, the Board considers that a member should be expelled or suspended due to conduct unbecoming to a member or detrimental to the Institute, a notice shall be served on the member:
 - setting out the resolution of the Board and the grounds on which it is based; and
 - notifying the member of a meeting of the Board to be held not less than 30 days before the meeting where they may address the Board or provide written submission.
3. On consideration at this meeting, the Board may pass or decline to pass the resolution. Where the member chooses not to make a submission to the meeting the Board's resolution shall be passed.

4. Where the member chooses to appeal the final resolution of the Board, they shall notify the Secretary within 14 days after receiving notice of the Board's decision. The Secretary shall call a general meeting of the Institute (as per rules for calling general meetings) where no business other than the appeal shall be conducted.
5. Following representation by the Board and the member, those present shall vote, by secret ballot, on confirmation or setting aside of the resolution of the Board.
6. Re-instatement of any suspended or expelled member shall be subject to approval by the Board.

5.3 CODE OF CONDUCT

Members of the Institute are bound by the Code of Conduct.

- Members shall give priority to the health, safety and welfare of the community in accordance with accepted standards of moral and legal behaviour during the performance of their duties.
- Members shall perform their professional duties with integrity, honesty and equity while adhering to legal principles and being within their area of competency.
- Members shall not engage in any illegal or improper practices.
- Members' words or deeds must not adversely affect the reputation of the Institute or the professional reputation of another person.
- Members shall fulfil the terms and conditions of their employment or contract and avoid real or apparent conflicts of interest.
- Members shall continue their professional development and therefore the development of the profession.

5.4 PROTOCOLS FOR BOARD MEMBERS AND BRANCH COMMITTEE MEMBERS

Consistent with the Code of Ethics described, Board Members and Branch/Chapter Committee Members (collectively "**Office Bearers**") need to carry out their duties to the highest ethical standards. Actions of Office Bearers must be transparent to members so that all can have confidence in the operations of the Institute. To this end, the following protocols will apply to all Office Bearers:

Board Members

Board Members will often have access to information of a sensitive nature, both commercially and otherwise. All designated (i.e. marked "CONFIDENTIAL") sensitive agenda items, including substantiating reports or other documents, shall be treated as strictly confidential to the Board. They are not to be discussed with non-Board Members, and this includes Branch Committee Members. Special care needs to be taken with email

address lists – these are to be kept up to date so that emails that are directed to current Board Members are not directed accidentally also to past Board Members.

However, regardless of the above, Board Members have a duty to act as a conduit between the Board and their constituent Branch. The Board Chair of the Board meeting shall, as part of the meeting agenda, identify those sensitive issues and how they are to be communicated to Branches, e.g. to seek feedback on issues.

From time to time, visitors, including Branch Committee Members may participate in Board meetings. The Board Chair of the Board meeting will advise at the beginning of the meeting that all information discussed at the meeting will be kept strictly confidential and not discussed with anybody not at the meeting, unless specifically authorised.

Communication outside the Board, including with the media, shall be consistent with the Media and Public Relations section of these By Laws.

All Office Bearers, including Board Members

Office Bearers may run in their own right, companies involved in the business of health and safety, or they may work in other organisations (e.g. in public or private sector). It is especially important that no perception arises of a conflict of interest between an Office Bearer's role as an Institute officer, and any other role or position that they hold.

The Institute will not agree to enter into any contract for National or Branch services and goods from any member of any Board or Branch Committee, unless the requirements of the Constitution have been followed.

A conflict of interest is a circumstance in which a member of the Institute, in fulfilling a function of their position within the Institute, has competing professional or personal interests sufficient to potentially appear to influence the objective exercise of his or her official duties with the Institute.

It is recognised that competing interests can make it difficult to fulfil duties impartially. Even if there is no evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his/her position.

The Institute requires a member of the Institute who experiences a conflict of interest while fulfilling a function of their position to:

1. bring the potential conflict of interest to the attention of the other members of the institute in a Board meeting or Branch Committee meeting;
2. withdraw from debate on the relevant issue being considered within the Institute and refrain from voting on any relevant matter under consideration;
3. refrain from making any representation whatsoever in his/her capacity as an Institute representative in either the professional or personal capacity for which a conflict of interest exists.

If other members of the Institute believe or have suspicions that a member of the Institute has a conflict of interest while fulfilling a function of their role within the Institute, they should bring the matter to the attention of the member suspected to have the conflict of interest. If this fails to adequately resolve the matter to the satisfaction of the initiating member, the issue may be referred to the Ethics Committee for review.

The Annual Report of the Institute and Annual Report of each Branch or Chapter shall disclose where any situation described in this section occurred during the report year.

Office Bearers shall not use their office within the Institute in any private business promotional activity other than in the context of resumes, CVs or similar. This includes personal business cards, email signatures, company brochures, etc. Chartered Professional Members and above may use the SIA logo on such material, as discussed in these By Laws. The National office and Branch offices may also issue SIA business cards to office bearers describing their office.

Branches and Chapters

To achieve an orderly operation of the Institute as a whole, Branches should only organise activities within the geographical area that they are responsible for. Where an activity organised by a Branch, e.g. an international speaker, warrants a wider distribution, then agreement in writing should be obtained from other Branches before the activity is advertised within these areas. Where a disagreement arises in this, this should be directed to the Board for resolution.

Chapters and the College of Fellows are not constrained by geography. Nevertheless it is sensible that these obtain verbal agreement for hosting of activities, e.g. to ensure that there are not other conflicting events happening.

5.5 RESPECTFUL BEHAVIOUR; CODE OF ETHICS; COMPLAINTS PROCESS

All members of the Institute are bound by the Board-approved Respectful Behaviour Policy and Code of Conduct. Additionally, professional (graded) members of the Institute are bound by the Code of Ethics and Minimum Service Standards and the associated Ethics & Complaints Procedure. Such Board approved policies are promulgated in membership documentation and via the Institute's web site.

5.6 CONDITIONS OF USE OF THE WEB DISCUSSION & EVENTS PAGES

To maintain appropriate conduct by members in internet discussion on the Institute's web site, the following shall be posted and observed by participants:

"The Safety Institute of Australia Ltd (the Institute) expects and welcomes contributions that stimulate debate and discussion. While encouraging vigorous debate, we expect all participants to treat each other with respect and courtesy.

While the Institute aims to provide balanced coverage of issues, contributions to interactive features reflect the views of its participants. From time to time, one particular side of the debate may dominate views expressed. This simply reflects the natural flow of contributions we receive.

You do not need to be a member of the Institute to contribute to the Institute public discussion pages and interactive features but you are subject to the following terms and conditions. These conditions apply to any content contributed in any format to any platforms hosted or facilitated by the Institute:

1. General

- 1.1 You may be held legally responsible for the content you submit to the Institute discussion pages.
- 1.2 All material published on Institute's web pages is at the Institute's sole discretion and may be reviewed by a moderator before it is posted.
- 1.3 The Institute reserves the right to archive and republish all contributions to its interactive features across all platforms.
- 1.4 The Institute reserves the right to use contributions for internal training purposes or for any other purpose as it sees fit.
- 1.5 Your contribution may be edited, removed or not published without notice if the Institute considers it to be:
 - 1.5.1 defamatory, or otherwise unlawful or that it violates laws regarding harassment, discrimination, privacy or contempt;
 - 1.5.2 intentionally false or misleading;
 - 1.5.3 an infringement of intellectual property rights or copyright. See below for further information on copyright;
 - 1.5.4 abusive or offensive, including obscenity, blasphemy and racial & religious vilification;
 - 1.5.5 of nuisance value, inappropriate, off topic or vexatious;
 - 1.5.6 compromising the privacy of yourself, other contributors or of the Institute's staff, or containing inappropriate personal information;
 - 1.5.7 seeking to endorse commercial products or activities or to solicit business;
 - 1.5.8 deliberate provocation of other community members;
 - 1.5.9 a posting on behalf of a suspended member.
- 1.6 The Institute reserves the right to suspend a person from access to the discussion pages for any breaches of these Conditions of Use. The Board will conduct a review of the breach and determine the level of suspension that will be applied.

The level of suspension may be a restriction of access for a period of time, to all posts being placed in moderation queue before posting, or an indefinite ban.

- 1.7 Repeated breaches of these Conditions of Use may cause the Institute to complain to the Internet Service Provider of the person responsible, and in very serious cases, initiate legal action.

2. Copyright

- 2.1 Material published on the Internet is protected by the same laws of copyright, which apply to books, videos and music.
- 2.2 The right to "copy" always remains with the owner of the material. Unless expressly stated otherwise, you are not permitted to copy or republish anything you find on the Internet without the copyright owner's permission.
- 2.3 If you wish to refer to material on someone else's website we recommend you include an attribution in your message. The Institute publishes links to other websites at its sole discretion. Unless otherwise advised the Institute will not publish links in its forums.
- 2.4 Under Australian copyright law, limited quotation is permissible in the context of genuine review and criticism. However this does not permit extensive quoting of song lyrics, etc.

Note: You are welcome to quote content from other online sites within your contributions, however we ask that you attribute the URL of the page where you found the quote or picture or sound.

- 2.5 When you submit content, in any format, you acknowledge that you have all necessary rights, including copyright, in the material that you are contributing to the Institute discussion pages. You agree that the Institute may use the material online and in whatever other ways the Institute chooses, now and in the future. You also agree that the Institute may make any such use of the material.

3. Comments and Complaints

- 3.1 Contributions made to interactive features will not be treated as service complaints. Complaints should be directed to the National Office (natadmin@sia.org.au)
- 3.2 Complaints or comments about the content and management of particular features can be made to the National Office.

4. Registration and Login Names

- 4.1 Registration as a contributor to the public discussion pages is open to all persons and you do not need to be a member of the Institute. The Institute requires that applicants register online. The use of a pen name or pseudonym is acceptable as your login name but your real name and contact details must be included when registering.
- 4.2 The Institute may refuse registration of persons whose suggested login names are considered inappropriate. Grounds for refusal may include:

- 4.2.1 offensive content;
- 4.2.2 obscenity;
- 4.2.3 abuse;
- 4.2.4 defamatory content;
- 4.2.5 contempt;
- 4.2.6 incitement;
- 4.2.7 copyright infringement;
- 4.2.8 brand names or registered trademarks;
- 4.2.9 company or organisation names;
- 4.2.10 names of high-profile or public figures; or
- 4.2.11 names promoting political, religious, social or economic issues.

- 4.3 The Institute reserves the right to refuse suggested login names at its sole discretion.
- 4.4 The Institute will not accept any registration that it suspects or has reason to believe, is being made by or on behalf of a member who has been suspended for repeated violation of these conditions of use.

5. Event Calendar

- 4.1 When you submit an event you must include a contact point such as an email address or a phone number that will be published with the event details. This is to provide the public and members with a source of further information and the Institute with a way of confirming listing details. Events submitted without a genuine contact email address or phone number will not be published.
- 4.2 The Institute reserves the right to publish or delete items in events calendar at its sole discretion.

5.7 PRIVACY POLICY

Collection of Personal Information

The Institute collects information that is necessary for it to service its members and also to improve the profession in which members work. The information collected about members includes, but is not limited to, name and relevant contact details, work and educational history and professional information as laid out in the log book. This information is collected directly from members through the membership application process.

Information may be collected about members from third parties recommended by members as part of the referee process and also from educational institutions nominated by members. The Institute's members are required to comply with the Code of Conduct.

The Institute's internet service provider may make a record of visits to the Institute's web site and log information for statistical purposes including the user's server address, top

level domain name and date and time of visit to the site, the pages accessed and documents downloaded. The Institute makes no attempt to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

If the Institute receives email messages the Institute takes this as an expression of interest in safety and the Institute and so may add it to a database that is used for circulation of information on the Institute's activities. This database is treated with the same security as our membership database.

Data Quality

It is the member's responsibility to inform the Institute of any changes to their details but the Institute will facilitate the updating by providing a web-accessible update facility and an annual review of current information held. Members who prefer not to use the on-line facility to update their records may do so in hard copy or email directly to the Secretariat.

Protecting your Personal Information

The Institute will not give personal information to another organisation but the Institute may circulate information to members on behalf of other organisations who may be charged a fee for this service. This fee will be used as part of the Institute's general revenue to support the services to members.

The information the Institute collects is used internally to do the business of the Institute. Any member in an official position who uses the information inappropriately or for personal gain will be subject to review by the Ethics Committee.

The Institute operates a web-based database for membership records. The security of the database is protected by software and processes which are regularly reviewed to ensure currency with industry accepted practices.

Openness

Members are able to review their own personal data an anytime. If a member has a complaint about how their personal information is handled or require further information they may contact the Administration Officer at the National Secretariat. If their concerns are not satisfied they may lodge a complaint with the company secretary of the Institute.

5.8 USE OF THE SIA LOGO

A Board-approved style guide will be used by the Institute and the logo of the Institute is stylised map of Australia with the initials S.I.A. in the centre. The outline and lettering is in green, PMS 348 with the background yellow PMS 121.



1. The logo may be used by the Institute and Branches on letterhead, membership certificates, advertising material, conference brochures etc.

2. Where the words *Safety Institute of Australia* are used they shall be in Eurostyle Extended Bold font. Where the logo and name is used by a Branch it shall be accompanied by the words *Safety Institute of Australia Ltd (name of Branch)* in Eurostyle Extended Bold font.
3. Corporate Partners may use the logo together with the word 'Corporate Partner' (as outlined below) on advertising material.



4. Chartered Fellows (CFSIA) may use the logo with the word "Chartered Fellow" as described below, on business cards, letterhead or technical reports.



5. No other personnel or organisation shall use the logo of the Institute without the express written permission of the Board.

6 BRANCHES

6.1 FORMATION OF A OF A BRANCH OR CHAPTER

All members of the Institute belong to a Branch based on their geographical location or individual preference.

The purpose of Branches is to influence state legislation and industry bodies and provide local contact and services to members.

Chapters reflect the special interests of members and may be national or geographically based.

1. Where there is a group applying to the Board for the formation of a Branch or Chapter the Board may approve or disapprove the application.
2. Members of the Branch or Chapter must be members of the Institute.
3. A Branch or Chapter shall operate under the terms of the Constitution and By-Laws of the Institute. Any rules or procedures of a Branch or Chapter shall be subordinate to the Constitution and By-Laws of the Institute, and may be set aside, modified or replaced by resolution of the Board.

6.2 CONDUCT OF A BRANCH

1. At least 4 Branch Committee meetings shall be held per year.
2. Branches shall comply with the Financial guidelines detailed in Section 4.
3. An annual return shall be made by Branches. Refer to Schedule 2 for proforma. This return should reach the National Secretariat no later than end of September of the following financial year.
4. A Business Plan including actions, planned activities and budgets shall be presented at the National Strategic Planning meeting. The Board Chair shall be kept informed of any modifications to this Plan.
5. The conduct of the Branch shall take account of the action dates nominated in the Business Plan.
6. The Branch is responsible to the Board and shall report through its nominated member on the Board or otherwise as the Board determines.
7. When conducting an election for office bearers and members of the Branch Committee, the Branch may choose to conduct the election in association with that for the Board.

8. Members of Branch Committees shall not have been convicted of a indictable offence in relation to management of a body corporate, fraud or dishonesty.

6.3 CONDUCT OF A CHAPTER

1. At least four (4) meetings should be held annually. (Note meetings do not have to be face-to face and may be electronic.)
2. Any funds shall be managed as per the instructions outlined in Section 4, Financial Procedures.
3. An activities plan, including actions, planned activities and budgets shall be presented for approval at the National Strategy Planning meeting through the responsible officer. The Board Chair shall be kept informed of any modifications to this Plan.
4. The Chapter is responsible to the Board through its nominated Responsible Board Member.

6.3.1 COLLEGE OF FELLOWS

Personnel

All Fellows (FSIA), Chartered Fellows (CFSIA) and Honorary Fellows of the Institute are automatically members of the College of Fellows. The Board Chair of the Institute, or their nominee, shall be the Chair of the College of Fellows. The Chair may create other positions within the College and appoint members to those positions as appropriate to the activities of the College.

Policy

The College is constituted as a Chapter of the Institute and as such shall comply with requirements of a Chapter. The role of the College is to 'ensure that there is a scientific basis to the OHS agenda in Australia. To this end the College will undertake the following activities:

1. Provide an advisory panel to Safework Australia, state regulatory bodies and industry groups.
2. Conduct colloquia to discuss emerging issues in OHS.
3. Engage OHS bodies from overseas in debate on emerging OHS issues.
4. Conduct advisory forums for other professional groups.
5. Encourage development of the OHS science within the Institute and across the OHS profession in Australia by engaging the Institute's members at all levels, and the public, in the ideological debate.
6. Conduct research-based peer-reviewed scientific seminars to encourage Australian tertiary research institutes to engage in OHS research and publication.

7. Support the development of a peer-reviewed scientific OHS journal.

Seal of the Chartered Fellow

The Institute authorises the use of an impress seal by Chartered Fellows of the Safety Institute of Australia (CFSIA).

The seal is available for issue to a Chartered Fellow on request, and for the term of the charter. It must be returned to the Institute, or destroyed under supervision, should the person cease to be Chartered Fellow for any reason whatsoever.

In addition to the usual processes by which the appointment is made, the Institute recognises a Chartered Fellow by:

- use of the seal impressed onto paper; and
- signature of the Chartered Fellow in the immediate proximity to, and on the same page as the seal.

A Chartered Fellow may use the seal as a sign of rank within the Institute for any reason *except* the following:

- as a seal of the Institute to bind the Institute in any matter;
- as a seal for contract purposes; and
- as a seal to bind any legal agreement.

6.4 OHS AUDITORS ACCREDITATION BOARD

The Board will develop By Laws once this program has been accepted by the Board.

6.5 ENDING A BRANCH OR CHAPTER

The Board may:

1. Give notice in writing including the time, date and place of the meeting at which the question of ending, modifying or re-constituting a Branch or Chapter will be decided and particulars of the conduct of the meeting not less than thirty (30) days before the date of the meeting.
2. Give the committee of the Branch or Chapter the opportunity to be heard before deciding the question.

7 STANDING COMMITTEES

7.1 FINANCE

Personnel

Chair: Board Chair

Composition: as set out in clause 2.1 above.

Scope

The Finance Committee shall monitor the finances of the Institute as a total entity.

Terms of Reference

1. The Finance Committee shall meet at least quarterly. These meetings may be by teleconference.
2. All Branches shall be represented at the Meetings of the Finance Committee.

7.2 ETHICS

Personnel

Chair: A member of the College of Fellows and approved by the Board.

Composition: Members of the College of Fellows and other personnel as nominated by the Chair at the time.

Scope

The Ethics Committee shall be convened to investigate and address members actions that may breach the code of conduct or bring the Institute or the membership into question or disrepute.

Terms of Reference

1. Branches shall refer all ethical issues to the Chair of the Ethics Committee who shall advise on the process.
2. The Chair of the Ethics Committee may initiate an investigation on their own cognizance.
3. Ethical issues related to a Branch Committee or member of a Branch Committee shall be investigated by the Ethics Committee.
4. Following investigation, the Ethics Committee shall recommend a course of action to the Board.
5. Any costs associated with investigation and action of ethics issues must be approved by the Board Chair and, where appropriate, may be shared between the National Office and relevant Branch budgets.

7.3 AUDIT

Personnel

Chair: Shall be a member of the College of Fellows and appointed by the Board.

Composition: Members of the Board or College of Fellows of the Institute, as determined by the Deputy Chair. The Board Chair shall be an ex-officio member of the Audit Committee.

Scope

The Audit Committee shall act to report to the Board on:

- governance of the Institute;
- fiduciary performance, responsibility and timeliness of the activities of the Institute, its Branches, Chapters, officers and members; and
- risk management of the Institute.

Terms of Reference

1. Conduct inquiries in response to internal or third party complaints or own inquiry into any matter within the scope of the Committee, and report to the Board.
2. Make recommendations to the Board on actions and remedies as a result of reports provided.
3. Ensure adequate insurance arrangements are in place for significant risks faced by the Institute, its directors, officers and members.
4. Take immediate remedial action to secure good governance of the Institute's affairs, and report to the Board for ratification.
5. Other duties as directed by the Board from time to time.

Protocol for the Conduct of Audits

1. Except in exceptional circumstances the Branch Committees shall be given at least 3 months notice in writing of an audit.
2. The audit shall include attention to:
 - finance and assets;
 - membership activity plans and reports;
 - communication with membership and media;
 - external relationships, including contractual arrangements;
 - risk management strategies and performance; and
 - profile activities.

3. Following acceptance of the audit report by the Audit Committee, a copy of report shall be provided to the Branch Committee for comment. The final report shall then be presented to the Board.

7.4 OHS COURSE ACCREDITATION

1. In this section of the By-laws, the following terms have the meaning assigned below, unless the context otherwise requires:

Accreditation refers to the process whereby suitable education Programs are identified and recognised for the purposes of professional Certification;

Certification refers to the process whereby individuals are assessed and recognised as being suitably qualified and meeting the stated requirements to practice as an OHS Professional;

HaSPA means the Health and Safety Professionals Alliance or successor body;

OHS Professional means a person possessing special knowledge and skills in a widely recognised body of learning derived from research, education and training at a high level who provides enterprises with advice on the organisational arrangements that will lead to the systemic and systematic management and reduction of fatality, injury, disease and ill-health.

Program means a sequence of study leading to a recognised qualification provided by a university or other recognised educational institution.

2. There shall be established under the auspices of the Institute an accreditation board to be known as the Australian OHS Education Accreditation Board (**Accreditation Board**).
3. The purposes and functions of the Accreditation Board shall be to:
 - (a) independently and impartially identify and recognise through Accreditation suitable education Programs for the purpose of professional Certification;
 - (b) promote education objectives and graduate capabilities, educational design and review processes, and delivery of learning appropriate to develop graduates equipped with the knowledge and skills to enter the workplace as an entry-level OHS Professional;
 - (c) develop co-operation, partnerships and alliances with OHS educators in pursuing common goals in relation to OHS and the profession;
 - (d) manage the accreditation process in a manner that is open to external scrutiny, conducted in a consultative and consensus-building collegiate fashion, transparent and fair, and balances academic priorities with those of the OHS profession;
 - (e) determine, on the recommendation of the Registrar, fees to be charged for Program Accreditation;

- (f) provide industry feedback, knowledge and experience in curriculum development to ensure continued professional relevance;
 - (g) promote OHS course development that enhances professional standing and recognition of OHS Professionals.
4. The activities of the Accreditation Board and the process of Accreditation shall be managed by a registrar (**Registrar**). The functions of the Registrar shall be to:
- (a) act as secretary to the Accreditation Board;
 - (b) effectively administer the Accreditation Board's activities including manage the costs of the Accreditation Board and Accreditation process, funding by the Institute and third parties, and recommend for approval by the Accreditation Board fees to be charged for Program Accreditation;
 - (c) manage the administrative processes related to Program Accreditation including conducting initial assessment of adequacy of applications;
 - (d) develop and maintain policies, procedures and documentation relating to the Program Accreditation process including Accreditation Criteria and promulgate same in a transparent manner;
 - (e) liaise with universities on OHS Program Accreditation;
 - (f) maintain an on-line register of Accredited Programs;
 - (g) collate statistics on student numbers, graduates, etc. provided in the annual returns;
 - (h) prepare an annual report covering the Accreditation Board's activities and including Accredited Programs and student numbers;
 - (i) such other tasks incidental or ancillary to the purposes or functions of the Accreditation Board or the Registrar.
5. The Accreditation Board will be comprised of no less than 8 nor more than 14 members and shall have broad national representation including so far as possible:
- (a) 2 or more senior OHS Professionals;
 - (b) 2 or more senior OHS academics from different universities;
 - (c) a senior education academic;
 - (d) 2 or more industry representatives including employer and union representatives;
 - (e) a representative of the Institute;
 - (f) a representative of the Australian Institute of Occupational Hygiene (AIOH);

- (g) a representative of the Human Factors and Ergonomics Society of Australia (HFESA);
 - (h) a representative of the Australian New Zealand Society of Occupational Medicine (ANZSOM);
 - (h) a representative of an OHS regulator.
6. Members of the Accreditation Board shall be appointed by the Board of the Institute on the recommendation of HaSPA. The term of the appointment shall be a fixed period agreed with the appointee at the time of appointment, or if none is specified, for 3 years. Members of the Accreditation Board shall be eligible for re-appointment at the end of their term, subject to the recommendation of HaSPA and re-appointment by the Board of the Institute. It is recognised that the independence of the Accreditation Board is vital to the successful performance of its purposes and functions and that, except in special circumstances, the Board of the Institute should follow the recommendations of HaSPA.
7. A member of the Accreditation Board shall cease to hold that position if:
- (a) the person resigns by written notice to the Registrar;
 - (b) the person is absent, without the consent of the Accreditation Board, from three consecutive meetings, or three meetings in the same financial year, of the Accreditation Board or a panel of the Accreditation Board as provided below;
 - (c) the person dies or becomes unfit to carry out the inherent tasks required of the position;
 - (d) the person ceases to be eligible under paragraph 5 above.
8. Membership of the Accreditation Board shall be an honorary non-executive position. The Institute must pay travelling and other expenses that a member of the Accreditation Board properly incurs on the Accreditation Board's business with the approval of the Registrar.
9. The Board of the Institute may appoint the Registrar for any period and on any terms (including as to remuneration) the Board of the Institute decides. Subject to any agreement between the Institute and the Registrar, the Board may remove or dismiss the Registrar from that office at any time. The Board of the Institute shall consult with the Accreditation Board and/or HaSPA regarding the appointment, removal or re-appointment from time to time of the Registrar.
10. The Accreditation Board may meet, adjourn and otherwise regulate their meetings as they decide. The Board shall meet together not less than once in every three months. A meeting may be held using any technology consented to by all the members of the Accreditation Board. The consent may be a standing one. A member may only withdraw consent within a reasonable period before the meeting. If a meeting is held by telephone link-up or other contemporaneous audio or audio visual communication, a member is taken to be present unless the member states to the chairman that the director is disconnecting his or her telephone or communication device.

11. The quorum for an Accreditation Board meeting is one half of the number of members (rounded up if not a whole number), unless the Accreditation Board otherwise decides.
12. The Accreditation Board may elect a member as chair for any period they decide. The Accreditation Board may elect a member as deputy chair for any period they decide. The Accreditation Board may remove the chair or deputy chair.
13. The chair is entitled to chair each Accreditation Board meeting. If there is no chair, or if the chair is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the deputy chair may chair the meeting. If there is no deputy chair, or if the deputy chair is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the members present must elect one of themselves to chair the meeting.
14. A resolution of the Accreditation Board is passed by a majority of votes cast. If there is an equality of votes, the chair does not have a casting vote in addition to the chair's personal deliberative vote.
15. The Accreditation Board may pass a resolution without a meeting being held, if all the members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by members, if the wording of the resolution and statement is identical in each copy. The separate copies can be sent to the Registrar by facsimile or digital scan. The resolution is passed when the last member signs.
16. The Accreditation Board may delegate their power in relation to assessing applications for Accreditation to a panel of the Accreditation Board (Assessment Panel). The Accreditation Board must establish and promulgate procedures for the selection and operation of Assessment Panels.
17. The Accreditation Board may delegate their power in relation to reviewing objections or appeals from a decision of the Accreditation Board in relation to Accreditation to a panel of the Accreditation Board (Review Panel). The Review Panel must not include any member of the Assessment Panel in relation to the decision under objection or appeal. The Accreditation Board must establish and promulgate procedures for the selection and operation of Review Panels. The Review Panel will make a recommendation to the Accreditation Board in relation to the outcome of the objection or appeal. The Review Panel and Accreditation Board may inform themselves in relation to the matters under objection or appeal as they think fit and shall consider the objection or appeal in good faith but shall not be required to observe procedural fairness. The decision of the Accreditation Board shall be final.
18. The Accreditation Board may revoke or vary any delegation to an Assessment Panel or Review Panel either generally or in relation to a specific case.
19. A member of the Accreditation Board shall not be disqualified by reason of any conflict of interest or duty but must disclose the conflict prior to the Accreditation Board proceeding to deal with any matter in which the member has a conflict. A member who has disclosed a conflict of interest or duty in a matter that is being considered at an Accreditation Board meeting may be counted in a quorum for the meeting. Unless the other members of the Accreditation Board present resolve, having regard to the nature of the conflict and all other relevant matters, that the conflicted member may remain

present and vote on the matter, the conflicted member must absent himself or herself from the deliberation on the matter and must not vote on the matter.

20. The provisions of this By-law with respect to meetings and decisions of the Accreditation Board apply with the necessary changes to meetings of an Assessment Panel and a Review Panel.

8 PORTFOLIOS

8.1 COMMUNICATION

The Institute requires electronic communication to achieve the following objectives:

- contribute to the professional profile of the Institute;
- encourage professionals, industry and the public to consider the Institute as a professional resource;
- anticipate and drive technical change related to safety in industry and the community;
- increase services to members;
- facilitate communication within the Board, between the Secretariat, Branches, Chapters and members, and with external groups;
- enable marketing of the Institute and its services; and
- ensure cost-effective use of resources.

Email

1. To achieve these objectives each Branch shall, as a minimum, have an email address that has the SIA domain name so that the email address reads (*relevant (branch)admin@sia.org.au*). This address should be maintained by a Secretariat or a member of the Branch Committee, preferably the Secretary.
2. All written communication between the Secretariat, Branches, members of Branch Committees and members of the Board shall be via electronic mail. Where this is not followed and the Secretariat is required to do word processing or incur other costs, these costs, shall be passed on to the respective Branch.
3. Board and Branch Committee Members may request a SIA email address for use whilst in such elected positions.

Internet

The Institute web page shall be the 'window' between the Institute and its members and the community.

The site shall have the following features as a minimum:

- news updates;
- list of office bearers and Board Members with contact information;
- membership database;
- consultants' directory;
- upcoming events;
- useful links;
- Constitution;
- career safety component; and
- membership information.

The Institute has determined that the web site shall have an interactive database so as to achieve effective communication and administration.

Administration interface

Within the Institute

1. Administration between the Secretariat and affiliated bodies shall be via email with all affiliated bodies using an email address with the domain name sia.org.au.
2. A secure component will facilitate communication and administration between the National Office, Branches and Chapters.

Between the Institute and its members

3. Members will be able to:
 - email the Secretariat; and
 - interact with sections of the database to update their own details such as address, email, phone. (Note that fields such as grading will only be open to authorised persons.).

Member Communication

4. Electronic communication with and between members shall be supported by facilities such as a moderated members' discussion forum.

Management and Implementation

5. Each Branch shall have an active site. Should any Branch not provide information and updating for their page, this will be done on their behalf and any costs charged to the Branch.
6. While basic costs for design and updating of Branch Pages shall be carried Nationally, expansion and extensive updates will be charged to the Branch.
7. Branches shall reimburse the National body for the post box charges for Branch email accounts.
8. Expertise and services for implementation of policy and provision of ongoing service shall be through a contract with an appropriate body.

Print Media

To achieve its objectives the Institute also requires a range of publications. The following publications are currently produced.

Peer-Reviewed Scientific Journal

Journal of Health and Safety Research and Practice

Magazine

OHS Professional

Newsletters

OHS Professional enews

8.2 RESEARCH

By Laws will be developed once the Board develops a suggested outline.

8.3 TECHNICAL

This portfolio is responsible for assisting the Institute to maintain currency of professional knowledge, and ensuring the Institute is recognised as an authority on technical aspects of occupational health and safety.

Personnel

The chairperson shall be member of the College of Fellows and/or the Board with additional members co-opted from the College of Fellows and general membership.

Accountability

The National Technical Panel is accountable through the Board Chair.

Specific Duties

1. Ensuring that the Institute is recognised by the Australian community as a reference authority on technical aspects of Occupational Health and Safety.
2. Providing a means for the Institute to input to changing legislation, standards and codes of practice on occupational health and safety.
3. Seeking representatives from the Institute membership for, and maintaining a register of, Institute representation on national committees, boards and other bodies such as Standards Australia committees.
4. Assisting the Institute's members to maintain currency of professional knowledge.

Institute Representation on Expert Committees

Criteria for nomination of persons to represent the Institute on expert committees

1. Preferably be a member of the College of Fellows but at least a member with CPMSIA grading or above.
2. Have appropriate qualifications and experience in the subject area.
3. Have good communication skills so that they can put the position of the Institute and report back to the Institute and its members.

4. Be prepared to attend all meetings, and where circumstances prevent attendance, notify the Chair of the National Technical Panel as early as possible so that a replacement can be organised or a position paper prepared in time for the meeting.
5. Preferably, be prepared to provide their own resources to travel to the meeting venue.

Reporting Requirements

Institute representatives on expert committees shall:

1. Keep the National Secretariat apprised of their current contact details and addresses for correspondence;
2. Provide a brief written report to the Chair of the National Technical Panel within 2 weeks of each meeting. These reports should address progress to date and the implications of the outcomes for industry and safety practitioners; and
3. Provide a final report and progress reports 3 monthly in a format suitable for publication in the newsletter.

8.4 MEMBERSHIP GRADING

Membership grading is the process by which members achieve recognition for their qualifications and experience and thus their standing in the profession. The administration of the process is handled by the National Secretariat with the actual decision made by one or more members of the Membership Grading Committee.

Scope

The Membership Grading Committee has the responsibility to interpret and apply the grading criteria detailed in another section of this manual. It does not have the authority to modify the grading criteria.

Policy/Procedure

1. The assessment of qualifications and experience shall be undertaken by a person(s) approved by the Board.
2. Where the applicant appeals the decision there shall be a separate assessment made by alternative members of the Membership Grading Committee.

8.5 HONOURS AND AWARDS

HAROLD GREENWOOD THOMAS AWARD

Background

Harold Greenwood Thomas is considered by the Institute to be an important founder of the organisation, and a man of influence through his contribution to the body of knowledge of safety in Australia. In recognition of his status, the Institute has struck an award in his honour.

The award is for an individual who has made an outstanding contribution to the aims of the Institute. It can be, but is not necessarily, an annual award, and is structured to be the highest non-membership honour the Institute can bestow on a person in Australia.

Criteria for award

The criteria for the granting of an award are as follows:

1. The candidate must be recognised as having made a substantial contribution to the science of safety;
2. The candidate must have contributed their knowledge to the body of safety practitioners and professionals represented by the Institute; and
3. The candidate must be a member of the Institute.

Nominations

Nominations for an award can be made in writing by any person, and forwarded in confidence to The Chairman of the Board, Safety Institute of Australia Ltd, PO Box 2078, Gladstone Park, Victoria 3043.

Selection

A selection panel shall be formed from the Board of the Institute and any other such persons as deemed necessary.

Presentation

As the highest award of the Institute, presentation shall be made at a suitable national level.

AUSTRALIAN HONOURS

Background

The Council of the Order of Australia makes recommendations to the Governor-General for nominations within the Order of Australia for recognising outstanding or meritorious service that is considered as being above and beyond the normal call of duty or what can reasonably be expected from someone with a similar appointment. Two of these awards are relevant to the safety profession.

A Member of the Order of Australia (AM) is presented for service in a particular locality of field of activity or a particular group while the Medal of the Order (OAM) is made for service worthy of recognition.

Nominations

Where a member is considered to have made an outstanding contribution to the Institute, the safety profession and/or the safety of the community, the Institute shall prepare a nomination to the Council of the Order of Australia. This nomination shall be prepared in confidence by a nominated member(s) of the Board.

Preliminary nominations may be made by any member of the Institute or affiliated body by forwarding the name and appropriate details in confidence to The Chairman of the Board, Safety Institute of Australia Ltd, PO Box 2078, Gladstone Park, Victoria 3043.

8.6 MEDIA AND PUBLIC RELATIONS

The Institute considers, that to achieve its stated objectives, it has a role in raising issues and initiating debate in the public arena on issues that fall within the aims of the Institute.

1. The Board shall appoint the Chief Executive Officer or a member of the Finance Committee to act as a spokesperson for the media.
2. Where a formal response is requested on behalf of the Institute on matters that are national in nature, the spokesperson shall respond in reasonable time.
3. Where matters are of a state/Branch nature and are unlikely to impact on the Institute beyond the boundaries of the Branch, the Branch Committee Chair may issue comments and statement to the media and inform the National spokesperson by copy of the comments preferably, but not essentially, prior to publication.

9 STRATEGIC PLANNING

To ensure the development of the Institute, planning must cover both short and long term objectives. The purpose of this section is to facilitate achievement of those objectives by requiring documentation, which allocates responsibilities and timing for the agreed outcomes.

It covers strategic plans, over a yearly time frame, and long term plans, to establish the overall direction of the Institute over the next five (5) years.

Procedure

1. The Board shall review the achievements and shortfalls of the previous year to establish new objectives for the next year. Both strategic plans and long term plans shall be reviewed on a yearly basis.
2. The review process shall begin in February with a National Strategic Planning Meeting.
3. Branches and Chapters shall submit strategic plans (including budget) at the annual strategic planning meeting.
4. Each National committee and portfolio shall also develop yearly strategic plans for submission at the annual strategic planning meeting.
5. An annual strategic planning meeting shall be held in the first quarter. The timing of this meeting shall take account of the elections for the Board so that incoming office bearers may be part of the planning process.
6. Plans shall be reviewed and approved at the annual strategic planning meeting of the Board. The plans shall provide the basis for the budget for the next financial year.
7. By Laws will be developed once the Board develops a suggested outline for the strategic framework and strategic plan.

Allocation of costs of the annual strategic planning meeting

1. Subject to prior approval by the Finance Committee, the National office shall fund the expenses of the meeting including room hire, refreshments and one evening dinner for the members of the Board.
2. The host Branch may choose to provide a 'welcome get together' on the evening prior to the meeting.
3. The National Office shall fund the travel and accommodation of the Finance Committee, the Chief Executive Officer and one representative of the Secretariat to attend the annual planning meeting.
4. The cost of travel and accommodation of members of the Board, other than the Finance Committee, shall be borne by the respective Branches.

10 SECRETARIAT

Remuneration

Fee for service: as specified in contractual documents from time to time.

Accountability

The Secretariat is accountable through the Board Chair and Chief Executive Officer to the Finance Committee.

Responsibility

To administer the routine financial and administrative affairs of the Institute in a manner which ensures the optimum functioning of the Institute.

Specific Duties

The Secretariat shall provide clerical and administrative services to the Institute including the following stated duties:

1. Coordinate the correspondence of the Institute including the maintenance of a correspondence register for other than normal items;
2. Promptly submit to the Finance Committee all correspondence received which is not of a routine nature and take advice from the Finance Committee as to the preferred course of action to be taken in each instance;
3. Keep and maintain a current register of Institute members in agreed electronic format;
4. Make arrangements for the conduct of meetings including the forwarding of notices to members. Meetings shall include the AGM, the Annual Strategy Meeting and meetings of the Board and other meetings as requested;
5. Attend all Board and Finance Committee meetings unless requested not to do so by the Company Secretary and keep full and correct minutes of the proceedings of all meetings attended;
6. Conduct the administrative process related to annual elections but not conduct count of votes;
7. Send out invoices and receive all monies of the Institute and deposit them in the Institute's accounts within seven (7) days of receipt and issue appropriate receipts;
8. Pay all accounts authorised for payment by the Finance Committee in a timely fashion;
9. Ensure all payments are authorised in accordance with arrangement approved by the Board.
10. Ensure that no payments are authorised by persons who are named as payees of an invoice or beneficiaries of companies named as payees of an invoice;
11. Record the Institute's financial transactions and produce a financial statement at least quarterly for the Board;

12. Prepare the annual statement of receipts and expenditure in a timely fashion and arrange for the accounts to be audited (by an auditor approved at a National Annual General Meeting);
13. Compile and publish the National annual report to members;
14. Retain custody of all current books, documents, records and registers of the Institute for the life of the contract on behalf of the Institute;
15. Maintain all books, documents, records and registers in a manner which makes information current and accessible when required to be inspected;
16. Maintain an electronic back-up system for the membership and financial records, updated monthly and forward the back-up disk to the Chief Executive Officer of the Institute;
17. Liaise with the Company Secretary to ensure compliance with the requirements of the tax legislation.
18. Coordinate and maintain all records covering application forms for membership, grading, current financial membership, upgrading, resignations and other applicable matters;
19. Ensure that queries from member, clients, government bodies, and the public of a technical nature are referred to the National Technical Panel or the College of Fellows;
20. Provide access to the meeting room located at the National Office at times as agreed from time to time; and
21. Other 'fee for service' activities for which written approval has been provided by any two of the Finance Committee.

SCHEDULE 1 FINANCIAL MATTERS

1 MEMBERSHIP FEES

Membership fees for individual membership levels, Corporate Partnerships and application fees etc. will be periodically reviewed and approved by the Board and promulgated in brochures and on the website. Special membership fees may also be promulgated by the Board or Branch Committees in relation to Institute supported events ranging from major conferences and shows to breakfast meetings etc.

2 USE OF MEMBERSHIP DATABASE

While the membership database is confidential and shall not be provided to outside bodies, mail outs may be conducted on behalf of organisations. Material to be circulated to be approved by the Company Secretary or their nominee. Job vacancies are circulated via email free as a service to members. Other email bulletins are circulated under the same conditions as hard copy mail outs.

3 PETTY CASH

A petty cash float of up to \$400 may be established for use by the Secretariat to cover incidental expenses incurred in the conduct of Institute business.

4 AUTHORISED EXPENDITURE LEVELS

Authorised levels of expenditure shall be approved by the Board, based upon recommendations from the Finance Committee.

Finance Committee approval is not required where the expenditure has been previously authorised as part of the budgetary approval process.

5 CONTRACTS

Contracts in excess of \$5,000 require approval of the Board.

6 CEO DELEGATION

Notwithstanding 4 and 5 above, the Chief Executive Officer of the Institute shall be granted a financial delegation of:

- (i) up to \$20,000 for budgeted items; and
- (ii) up to \$10,000 for non-budgeted items;

or such other limits as decided by the Board from time to time.

7 INSURANCE

Type

Public Liability
Insurance

Directors and Officers
Liability Insurance

Damage to property and
personal injury

Contents insurance to
cover the assets of the
Institute

Travel policy

Worker's Compensation
insurance

SCHEDULE 2

ANNUAL RETURN **Safety Institute of Australia Ltd**

INFORMATION REQUIRED FOR ANNUAL RETURN FROM BRANCHES

Name of affiliated BRANCH _____

Information required

As part of the conditions of affiliation, and to enable the Institute to meet its obligations under the Corporations Act, each Branch must forward the following information to the Secretariat by the 30 September each year:

- List of names and contact information, including postal address for the office bearers and members of any Branch Committee as appointed at the most recent Annual General Meeting of Branch Members; and
- Copy of the minutes of the most recent annual general meeting.

Name of Secretary of Branch _____

Signature of Secretary of Branch _____

Contact telephone number _____

Date of forwarding to the National Secretariat _____

Please complete and attach this form to the information forwarded to the Secretariat.

SCHEDULE 3

NOTICE OF MEETING AND APPOINTMENT OF PROXY

**Safety Institute of Australia Ltd
NOTICE OF ANNUAL GENERAL MEETING**

[The following is indicative – the form of proxy will be determined by the Board in accordance with the Constitution and the Corporations Act having regard to the business of the meeting.]

Members are hereby notified that the (year) National Annual General Meeting (AGM) will be held on (date). This meeting will be held at (venue). The meeting is scheduled to commence at (time).

AGENDA

- . Confirmation of the minutes of the previous AGM held at (venue) (date)
- . Receive Reports of the Institute’s proceedings during the last financial year.
- . Declare the results of the election of directors.
- . Appoint an Auditor for the year (date)
- . (Special resolutions and other business for which due notice has been given.)

APPOINTMENT OF PROXY FORM

I (NAME)
Of (ADDRESS)
being a member of the Safety Institute of Australia Ltd,
Appoint (NAME
OR CHAIRPERSON)

being a member of the SIA, as my proxy, to vote for me on my behalf at the National Annual General Meeting of the Institute to be held on (date) and at any adjournment of that meeting.

[Provide for direction with regard to the resolutions to be put to the meeting.]

Signed: Dated:

If unable to attend please return your Proxy Form to:
Safety Institute of Australia Ltd, PO Box 2078, Gladstone Park, Victoria 3043, by (48 hours prior to date of meeting)

SCHEDULE 4

SAMPLE BALLOT PAPER

SIA BALLOT PAPER (Year)



**Safety Institute of Australia Ltd
Ballot for contested Board Position (year)**

Please note this form must reach the returning officer by Close of Business (*date*).

Please tick preferred candidate

NOMINATIONS FOR (*Position*)

First name Family Name