

## Terms of Reference: AIHS College of Fellows and its Executive Committee

These revised terms of reference are made as Board policy subject to the Institute's Constitution and By-laws. The current 2019 By-laws address the College of Fellows in section 4 as follows:

### 4.1 College of Fellows background

The College of Fellows (CoF) was established in 2002 by the Institute's Board to build a credible pool of expertise, at the peak of the OHS/WHS profession, that could be called upon to provide input into regulatory development and industry policy setting activities. Membership of the CoF recognises OHS/WHS professionals who are making a substantial ongoing contribution to and have a record of achievement in the field of OHS/WHS. Fellows are committed members of the AIHS and leaders within the profession.

### 4.2 Membership of the College of Fellows

All people holding a Chartered Fellow (CFSIA) or Fellow (FSIA) grading under the previous Institute grading system, as well as Honorary Fellows FSIA (Hon), were deemed to be members of the College of Fellows. Recognising the implementation of certification arrangements, the legacy category of Chartered Fellow will not be translated to a new AIHS Chartered category but former CFSIA and FSIA Fellows will instead become Fellows of the AIHS (FAIHS). New entry criteria to the College of Fellows and the application process are established and are held in the Board's policy and procedures schedule under the Institute's *College of Fellows Entry Criteria and Application Process*.

### 4.3 Establishment and Operation of CoF Chair, Executive Committee and Sub-Committees

The Chair of the Institute's Board appoints a Chair of the CoF for a three year term that can be renewed. Sub-committees may be established or removed under the CoF Executive Committee as recommended by the CoF Chair and approved by the Institute's Board. The Chair of the CoF appoints Fellows to the Executive committee and to roles within the Executive committee, including as chairs of any sub-committees, for terms that best assist the operation of the College.

Sub-committees established under the CoF are chaired by an appointed member of the College Executive. Members of the sub-committees are appointed by the sub-committee Chair and are members of the Institute. Decision-making by subcommittees will be flexible as to the best means to assist the sub-committee Chair to progress the agenda and outcomes of the sub-committee in a timely manner. The role of the CoF and operations of the CoF Executive and any sub-committees are conducted in accordance with the *Terms of Reference, College of Fellows and its Executive Committee* in the Board's policy and procedures schedule.

### 4.4 Relationship with Institute's Board and delegations

The Executive Committee and any sub-committees shall report directly to, and be accountable to, the Institute's Board through the CoF Chair. The CoF Chair shall provide a regular written or verbal status report to each Board meeting. The CoF Chair shall prepare a report for the Institute's members published in the AIHS Annual Report.

### 4.5 Role of the College of Fellows

The role of the CoF includes:

- a. Advancing high OHS/WHS professional standards;
- b. Supporting College of Fellows members as leaders in safety and health in their communities and workplaces;
- c. Providing a mechanism for senior members to join and contribute to the work of the Institute;
- d. Contributing to the policy and advocacy efforts of the Institute;

- e. Assisting the AIHS in its support of research and sharing of knowledge;
- f. Assisting the AIHS in its program of activities, utilising the expertise of its members as volunteers, including the mentorship and CPD programs;
- g. Assisting the AIHS in its oversight of ethics and professional standards;
- h. Assisting with the provision of expert advice, through representation of the AIHS and coordination of others' representation of the AIHS (e.g. representatives on Standards Australia Committees);
- i. Assisting with the Institute's International engagement and liaison.

These revised Terms of Reference build upon the By-laws above and are made for the operation of the AIHS College of Fellows (CoF) and its Executive Committee and Committees.

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

### **1.1 Role and Objectives**

As an integral part of the AIHS, the College of Fellows commits to supporting the Institute in its role to ensure the highest standard of health and safety is achieved for workers, organisations and the community. Members of the College of Fellows are viewed as 'thought leaders', responsible for contributing to the development of professionalism in the various fields of health and safety and acting as a source of advice and wisdom.

The College may undertake the following types of activities:

- Provision of expert advice, through representation of the AIHS, and preparation of technical submissions on behalf of the AIHS to Federal and State Royal Commissions and Inquiries, Government and Parliamentary policy, legislative and regulatory reform, Safe Work Australia and State regulatory bodies, Standards Australia, and others
- Actively support AIHS run programs, including the CPD, Mentoring, OHS Body of Knowledge, Education Accreditation, and Certification programs
- Provide advice and direct input to the AIHS Board, on request, on the establishment and maintenance of an up to date Code of Ethics, complaints procedures associated with members' professional conduct and ethics, and in educating the profession about ethics
- Support the continued development of AIHS's OHS Professional magazine and peer-reviewed scientific health and safety journal
- Support the conduct of events and colloquia to discuss emerging issues in health and safety
- Encourage development of the health and safety science within the AIHS and across the health and safety profession in Australia
- Support the AIHS in the conduct of research-based, peer-reviewed, scientific seminars to encourage Australian research institutes to engage in health and safety research and publication.

### **1.2 Expectations**

The College can expect to:

- Receive adequate briefing from the AIHS Chief Executive and/or Board on key matters, to enable decisions and documentation prepared by the College to be made in a timely and complete manner. The College Executive through its Chair shall be the main conduit for communication with the College.

- Request adequate support, including financial support from the Board to enable the College to fulfil its objectives. The level and nature of support is at the discretion of the Chief Executive and Board having consideration for the specific need, priority, budget, etc.

## **2. College of Fellows Chair and Executive Committee**

### **2.1 College of Fellows Chair**

The Chair of the CoF is appointed by the Chair of the AIHS Board in accordance with the AIHS By-laws and is responsible to the Board for overseeing the conduct of the affairs of the College, including the conduct of its various committees. The Chair of the CoF is an 'ex officio' member of the AIHS Board and attends all AIHS Board meetings as a voting member.

A primary responsibility is to ensure the strong, balanced and active membership of the College Executive and through them to engage the broader College and assist the Institute. The CoF Chair may establish and restructure committees, as required, to fulfil the role of the College of Fellows within the AIHS. The Chair is ex officio a member of each committee established or restructured. The Chair of the CoF is expected to work closely with the AIHS Board Chair and AIHS Chief Executive. The Chair of the CoF champions communication of the operations of the College both internally within the Institute and externally.

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

The College is led by a College of Fellows Executive Committee. In addition to the CoF Chair, the membership of the Executive Committee comprises four (4) to eight (8) AIHS College Fellows. Executive Committee members will be selected by the CoF Chair on the basis of providing the Committee with a complementary mixture of professional knowledge and industry experience, skills and abilities and suitable diversity in relation to key focus areas. The AIHS Board ratifies the members of the Executive Committee selected by the Chair.

## **3. Committees of the College of Fellows**

For the time being, the College of Fellows operates committees or suitable administrative arrangements that address the following focus areas:

- Awards and College Membership
- Ethics and Professional Conduct
- Standards (particularly input to Australian Standards)
- Continuing Professional Development (CPD)
- Mentoring
- Policy
- Body of Knowledge
- International

Members of committees shall be drawn from the membership of the AIHS, including membership of the College and shall be chaired by a member of the College of Fellows selected by the Chair of the College of Fellows and ratified by the AIHS Board. Committee chairs will become members of the College of Fellows Executive Committee. They will also recommend an annual Wigglesworth lecturer to the AIHS Board.

## Awards and College Membership Committee

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

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

From 2019 the AIHS Board has authorised a new committee to offer awards open to Institute and other parties and to be presented at the annual #SAFETYSCAPE awards dinner. These are the Australian Workplace Health and Safety Awards (AWHSA) that have advertised criteria and judging for each category.

The premier award at the #SAFETYSCAPE dinner is the Harold Greenwood Thomas Lifetime Achievement Award that will be judged through the Institute by the Chair of the AIHS Board, Chair of the CoF, Chair of the CoF Awards and College Membership Committee and with input from the Chief Executive and final approval by the AIHS Board.

Honorary Fellowships are a rare honour awarded to those who are not normally AIHS members for outstanding contributions to safety and health in Australia and often internationally. These will be initiated and assessed through the Institute by the Chair of the CoF and the Chair of the CoF Awards and College Membership Committee against agreed criteria and with final approval by the AIHS Board.

The Awards and College Membership Committee oversees other AIHS awards, including initiating the process for award nominations and making recommendations to the Board against the award criteria that are established. These include the rare honour of Life Membership and new Branch Service Awards.

The Committee may also identify suitable persons and prepare submissions for Order of Australia Awards (<http://australiaawards.gov.au/Pages/default.aspx>) on behalf of the AIHS.

The Awards and Membership Committee is also responsible for assessing applications from Institute members for membership of the College of Fellows against the criteria approved by the AIHS Board. After some 'catch up' candidates were approved by the Board, an advertised biannual process commenced in October/November 2019. The Committee is expected to assess applications expeditiously and to provide feedback to those who are successful and unsuccessful.

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

The Awards and College Membership Committee will normally meet at least twice each year and shall convene as required, including through sub-committees, to fulfil its duties.

## Ethics and Professional Conduct Committee

The Ethics and Professional Conduct Committee has a primary role in supporting the Institute's Code of Ethics and Professional standards of conduct. The role includes developing and recommending updates and improvements to the Code of Ethics to the Board; supporting the development of member understanding and responses to ethical challenges in the workplace; and participating in the resolution of referrals under the 'Code' when required. The Ethics Committee will consider all allegations of misconduct referred to it under the Institute's disciplinary and other relevant procedures, as well as developing guidance relating to ethical considerations and dilemmas that may be faced by occupational safety and health practitioners and professionals.

In the case of serious breaches of the Code, the Committee will recommend a three-person Panel to include a member of the Committee, a suitably qualified lawyer, and in the case of a certified person, a member of (or recommended by) the Certification Governance Committee. The approval of the Panel and its processes and procedures will be separately detailed in a policy developed by the Committee for Board approval that gives due weight to seeking mediation, natural justice, appropriate penalties, timeliness and record keeping.

The Chair of the Ethics and Professional Conduct Committee shall be a member of the College of Fellows Executive Committee and of suitable academic and professional standing. Membership of the Committee need not be members of the College of Fellows provided that they are members of the Institute.

The Ethics and Professional Conduct Committee will normally meet at least twice each year and shall convene as required, including through sub-committees, to fulfil its duties.

## Standards Committee

The College of Fellows has an active interest in the involvement of members in Australian Standards development and review, and views itself as a steward in this area, within its wider remit of supporting the profession. The Institute encourages its members to play an active role in the development of OHS related Standards. A number of Members represent the Institute on Standards Committees. The CoF Standards Committee has a role in selecting and providing oversight of Members who represent the Institute on Australian Standards Committees.

Specific duties include:

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

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

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

### **Continuing Professional Development (CPD)**

The AIHS Continuing Professional Development (CPD) Program provides:

- For those seeking to maintain certification for whom CPD is mandatory – the opportunity to plan and participate in personal and professional development, and to apply and reflect upon new knowledge and practice, as well as the effectiveness of their CPD plan in order to maintain their certification level and potentially seek a higher certification status through the Certification Governance Committee;
- For general AIHS members who are not certified – the opportunity to plan and participate in personal and professional development, and to apply and reflect upon new knowledge and practice
- For AIHS Fellows – the opportunity to share knowledge and experience and to shape the CPD Program offering and content; and
- For Training Deliverers (of training outside the higher education and VET sectors) – the opportunity to have their training endorsed consistent with the OHS BOK and to connect them with members' who have matching CPD requirements;
- For the AIHS Board – to become informed and assured that its members are receiving quality training and maintaining the currency of their knowledge and skills, and that this is leading to improved WHS training, practice and outcomes; and
- For businesses and organisations – the opportunity to have greater confidence that their WHS staff and consultants are maintaining and enhancing their certified capabilities.

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

Specific duties include:

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

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

The Chair of the CPD Program shall be a member of the College of Fellows Executive Committee and of suitable academic and professional standing. Members of a CPD Program Committee need not be members of the College of Fellows, provided that they are members of the Institute. The Committee will normally meet at least twice each year and convene as required to fulfil its duties. However, other arrangements may be determined by the Chair to ensure work is completed thoroughly and expeditiously as provided in the Institute's By-laws.

## Mentoring

The AIHS Mentoring Program provides:

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

The CoF Mentorship Program Committee has a combination of oversight of the development of the program, and active involvement through orienting prospective mentors.

The Committee is responsible for:

- Ensuring the mentorship program operates smoothly, and bringing any operational issues to the attention of the CEO
- Orienting prospective mentors, including identifying any issues or concerns and advising the Chief Executive
- Through discussion and reflection, identifying over time, ways to build and improve the program and to better communicate its value.

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

The Chair of the Mentoring Program Committee shall be a member of the College of Fellows Executive Committee and of suitable professional standing. Members of the Committee need not be members of the College of Fellows provided that they are members of the Institute. The Committee will normally meet at least twice each year and convene as required to fulfil its duties. However, other arrangements may be determined by the Chair to ensure work is completed thoroughly and expeditiously as provided in the Institute's By-laws.

## Policy

Policy development is a key focus area for the AIHS. A good policy framework is intrinsic to a strong, respected industry association. Policy and research help guide advocacy work the AIHS may undertake.

The CoF Policy Committee has a role in coordinating both proactive and responsive policy development.

Specific duties include:

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

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

The Policy Committee will normally meet at least twice each year and convene, as required, to respond to policy submission requests, enquires, etc. and to fulfil its duties. However, other arrangements may be determined by the Chair to ensure work is completed thoroughly and expeditiously as provided in the Institute's By-laws.

### Body of Knowledge

The OHS Body of Knowledge (BoK) is managed separately from the College of Fellows but because of its centrality to the work of the College, the BoK Manager is ex officio a member of the College Executive.

### International

International linkages and liaison are crucial to the development and standing of the profession in Australia. The OHS Global Capability Framework and engagement with international counterparts directly and through umbrella bodies such as the International Network of Safety and Health Professional Organisations (INSHPO) are therefore extremely important for the College of Fellows to assist the Institute.

The former Deputy Chair of the AIHS Board and Chair of FRAPCC is President elect of INSHPO and has agreed to serve as a member of the College of Fellows Executive. The Chair may choose to appoint Institute Fellows and members to assist him with his work.

## 4. Documentation, Document Control and Records Management

All documents and associated records arising from the activities conducted by the Executive Committee and any relevant sub-committees shall be regularly submitted to a controlled central document register held by the AIHS National Office, so that they are accessible, up to date and readily retrievable. These should include:

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



## **5. Conflicts of Interest, Confidentiality and Release and Materials**

The AIHS is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing, potential or perceived conflict of interest. All known, potential or perceived conflicts of interest should be declared by the relevant member. The CoF Chair is responsible for bringing this requirement to the attention of all Executive Committee members to ensure compliance.

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

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

## **6. Executive Committee Operation and Quorum**

The CoF Chair will liaise with the Chief Executive and Board on matters requiring Board direction and approval and will seek to ensure that the requests from the Chief Executive and Board are met in an orderly and timely manner. The Chair is to draw to the attention of the Board, the resources, procedures and opportunities required by the Executive Committee (and its sub-committees) to allow it to perform its duties and responsibilities in an orderly and timely manner.

The Executive Committee will normally meet via teleconference at least four times in a financial year, on dates, times and frequencies adequate to meet their workload. The Executive Committee will normally hold an annual planning workshop/face-to-face meeting in addition to teleconference meetings.

A meeting agenda shall be developed for each meeting and distributed to Executive Committee members to enable adequate preparation time. The meeting agenda will normally include a review of the progress status towards current and proposed work objectives, along with the status of action implementation. Executive Committee meetings are to be recorded in the form of meeting minutes and will include a brief summary of discussion and any actions arising from the meeting.

The Executive Committee may operate on certain matters without a quorum. A quorum is required for a vote on a matter and shall be a minimum of half the members of the Executive Committee, one of whom must be the Chair of the College of Fellows. Although it is preferable to operate via consensus, in the event of a vote that is tied, the College Chair shall have an additional casting vote.

## **7. Reporting to the AIHS Board and Members**

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

The CoF Chair shall prepare a report for Institute members, in about September/October each year outlining the Executive Committee's activities with the support of input provided by Executive Committee members. This will be published in the AIHS Annual Report.

## 8. Planning and Budget

The Chair will liaise with the Chief Executive to submit an itemised operational annual budget to the Board by February or at such later time as is agreed so that it can be considered for inclusion in the AIHS budget. The Board will determine and convey to the College of Fellows Executive Committee through the Chief Executive the amount and the item(s) allocated for the coming financial year.

Chairs of each committee should prepare an annual plan for their area of responsibility, which will assist the Chair of the College of Fellows to prepare annual budget requests for the Board.

## 9. Authorisation

AIHS Board Chair Approval

A handwritten signature in black ink, appearing to read "Naomi Kemp".

Signature:

Name: Naomi Kemp

Date: 22 November 2019