

# Terms of Reference for SSSI Committees



## POLICY REGISTER

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### Overview

These terms are made pursuant to Clauses 24.6 and 25.3 of the SSSI Constitution, which state that the SSSI Board shall make rules from time to time for the conduct of Regional and Commission Committees. These rules also apply to the Special Interest Group and National Panels.

All SSSI Committees are responsible to the Board of SSSI and may also be directed by the Board. All SSSI Committees must report to the Board in accordance with the SSSI Constitution.

This Policy shall be reviewed again in November 2022.

*Sub-regional committees are not subject to the rules below but must ensure they have at least one member who sits on the relevant Regional & National Committees as their Chair.*

### Membership of Committees

#### General

- Members of SSSI shall nominate members to represent them on Regional, National Commission and the National Young Professional Committees once every two years.
- SSSI's CEO will email all current financial members that nominations for the relevant committees are open. Nominees must complete the approved nomination form by the noted deadline.
- Student members are not able to nominate for National Commission or Regional Committees, but up to two per Committee can join as observers. Student members can nominate for the National YP Committee.
- The overarching principals of Diversity and Inclusion should be considered at all times.

#### National and Regional Representatives for Commissions

- The members of each Commission in each Region shall nominate one Commission member to be a representative on the National Committee and the Regional Committee.
- They shall also nominate one additional Commission member to sit on the National Committee.
- Elections will only be required if there are more candidates than the two nominations per region.

#### Representatives for Young Professionals Special Interest Group

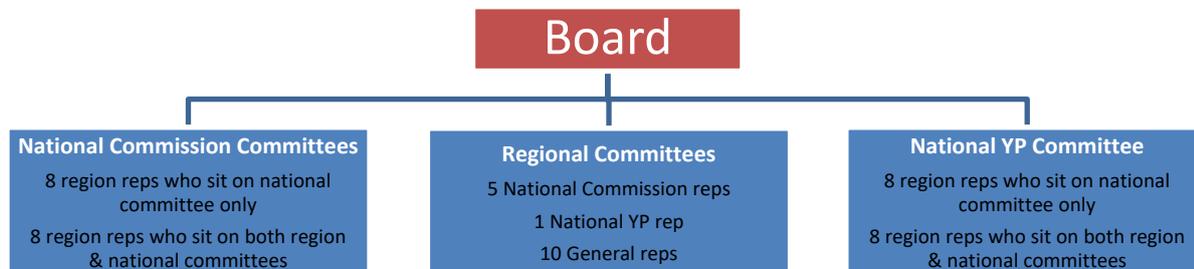
- The members of the Young Professionals in each Region shall nominate one member to be a representative on the National Committee and Regional Committee.
- They shall also nominate one additional Young Professional member to sit on the National Committee.
- Elections will only be required if there are more candidates than the one nomination per region.

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## Other Regional Representatives

- The members of the Region will nominate at least two and not more than 10 general members for each Regional Committee (in addition to the Commission & YP representatives).
- For Queensland, the members of the Region must nominate one representative of each Sub-region as Sub-region Chair, to sit on the Regional Committee.



## Representatives for Special Interest Groups (other than YPs) and National Panels

- There is no formal election period, with calls for nominations happening at establishment and as required.
- There is no maximum limit to the number of Committee members, but at least three members are required as a minimum.
- There is no need for a representative from each region, though it is recommended to have a membership that is diverse if possible.
- General members do not have to be current SSSI members.

## Office Bearers

- The official positions of Chair and Vice Chair, held for two years, are to be elected from within all committees.
- For Permanent and SIG Committees, the Chair and Vice Chair must be current financial SSSI members.
- Office bearers may be elected for a maximum period of two consecutive terms (four years). A former Chairperson may be re-elected to the position after a four-year period has passed since office was held.

## Meetings

### Attendees

- Committee members can attend in person or via electronic means (e.g. Zoom).
- The minimum quorum for Committee meetings to take place is three members.
- If a member attends less than half of the meetings in a year, they may be removed from the Committee.

### Frequency

- Meetings should be held bi-monthly, with the schedule set at the beginning of each calendar year, in consultation with staff and Committee members.
- If an urgent matter arises, an extraordinary meeting can be called by the Chair.

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## Record keeping

- A meeting report should be saved in the SSSI Sharepoint folder, including at least:
  - Attendees
  - Key discussion points and/or decisions (*formal motions or acceptance of previous minutes are NOT required*)
  - Action items
- The meeting report should be taken by the SSSI staff member allocated to be the secretariat for the Committee, unless otherwise agreed between the Committee Chair and the SSSI CEO.
- The meeting report should be prepared and sent to all Committee members within three weeks of the meeting.

## Reporting

- National Commission & YP representatives that also sit on Regional Committees should report on National Commission activities to the respective Regional Committee.
- Any commission specific regional activities or issues should be reported to the National Commission via the appropriate representative.
- All Regional, Commission and YP Committees must formally report on their activities to the SSSI Board via the provided template. This should be done bi-monthly at the advised schedule. Should interim issues arise that require the Board's urgent knowledge or involvement, additional reports can be provided.

## Correspondence

- Any official correspondence sent on behalf of a Committee must be approved by a staff member before distribution.
- Correspondence prepared and discussions with stakeholders at the sub-committee level must have the approval of the relevant regional chair.

## Spending

- Any items of expenditure must have approval from the SSSI CEO prior to commitment.
- Requests for expenditure can be made via the process outlined in the Committee Discretionary Fund policy.

## Removal of Committee Members

- Members of a Committee may move a motion to remove a member of the Committee by a majority of votes of the Committee members at a meeting of that Committee with a quorum, for breaches of the Committee Code of Conduct.
- The Committee Member must be given at least 14 days' notice of the proposed motion, be given the opportunity to be heard and afforded natural justice at the Committee meeting or if warranted refer the matter to the Board. If the committee recommendation is removal, Board approval is required.

## Responsibilities

As a member of a SSSI Committee, it is expected that members:

- attend meetings regularly
- contribute to the discussion in a worthwhile way
- volunteer their skills, experience and knowledge to the development and implementation of any agreed programs, campaigns or events, including (but not limited to):
  - i. development of event programs
  - ii. the suggestion of and/or inviting of speakers
  - iii. reviewing abstract submissions for conferences or awards nominations
  - iv. chairing sessions or events
  - v. preparation of project strategies and planning documents
  - vi. review of documentation and processes e.g. certification
- contribute relevant news items to share with the broader membership
- promote the benefits of SSSI membership to colleagues or peers where reasonable and appropriate
- share SSSI events, activities, communications and marketing to colleagues and contacts where appropriate
- represent the views of members of their relevant Commission, Region or SIG to the SSSI Board and staff
- provide advice to SSSI staff and the Board on current issues in the region, commission or special interest group.

Committee members or Chairs shall not attempt to manage or direct SSSI staff. SSSI staff have a full workload and are accountable to the CEO for specific outcomes. SSSI staff will in most cases offer assistance as needed to achieve the outcomes of specific committee initiatives.

The SSSI CEO & SSSI President hold final right of decision on all events, communications and activities should there be any disagreement between staff and committee members.

## Specific Roles & Responsibilities

In addition to the general responsibilities listed above, each Committee may have more specific goals, responsibilities and areas of focus, dependent on their region or industry. These may change over time, according to new priorities and shifting industry trends.

### Engineering & Mining Surveying Commission

- Ensure the ESP-AP certification program is robust, recognised and relevant to the profession, wider industry and government
- Provide professional development and learning opportunities for engineering and mining surveyors

### Hydrography Commission

- Management of CPD requirements of Commission members
- Ensure the Hydrography certification program is robust, recognised and relevant to the profession
- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - Australasian Hydrographic Society
  - Industry suppliers

## Land Surveying Commission

- Identify opportunities for State and Territory agencies to collaborate on national land surveying issues
  - Council of Reciprocating Surveyors Boards Australia & New Zealand (CRSBANZ)
  - Intergovernmental Committee on Surveying & Mapping (ICSM)
  - Australia & New Zealand Land Information Council (ANZLIC)
  - National Property Law Reform Alliance (NPLRA)
  - Property Council of Australia (PCA)
  - Surveying Taskforce/Life Without Limits & Destination Spatial Qld. (STF/DSQ)
- Develop a Land Surveying certification program that is robust, recognised and relevant to the profession
- Development and maintenance of relationships with key surveying organisations
  - FIG-Commissions, Working Groups, Forum of Regional Bodies, FIG Young Surveyors Network
  - IPMS
  - ILMS
  - S&SNZ, ASPNG, Fiji.I.S
  - ASEAN
- Overseas Qualifications Assessment
- Identification and development of topical learning opportunities that are relevant to multiple jurisdictions

## Remote Sensing and Photogrammetry Commission

- Identify opportunities to promote innovation in service delivery
- Ensure the RSP certification program is robust, recognised and relevant to the profession
- Represent members at major national and international meetings and forums
- Highlight and contribute to globally important research agendas through Working Groups

## Spatial Information & Cartography Commission

- Development and maintenance of relationships with key national and international spatial organisations and government agencies
- Ensure the GISP-AP program is robust, recognised and relevant to the profession.
- Identify opportunities for the development of member careers and growth of the industry

## Young Professionals Special Interest Group

- Engagement with students, to encourage
  - entry into the surveying and spatial sciences field
  - membership of SSSI
  - transition of student membership to full membership.
- Organisation of a formal mentoring program for members and non-members
- Ensure relevant YP content and speakers is included in SSSI events

## **Spatial Digital Twin Special Interest Group**

- Develop a clear value propositions of SDT's, and benefits realisation and value use cases.
- Identify the principles, data frameworks and data governance arrangements, including standards which enable data sharing and use.
- Identify relevant stakeholders in prominent sectors who can champion the collaborative requirements of digital twins.
- Collaborate with the local and global initiatives to enhance the uptake of this technology. These organisations include OGC, ISO the US based Digital Twin Consortium and The Smart Cities Council.
- SDT-SIG to lead or play an active role in the development of SDT standards, ultimately leading to a certification program for both SSSI members and allied professionals who are non members of SSSI.

## **Disaster Management and Recovery Special Interest Group**

- Provide leadership and coordination for volunteer surveying and spatial information acquisition when a disaster strikes.
- Build a well-coordinated national network of surveying and spatial professional volunteers able to respond to immediate disaster recovery needs.
- Develop a strategy and establish a framework that can stimulate and coordinated volunteer surveying and mapping disaster recovery efforts in the event of future disasters.
- Adopt policies and standards for volunteer data collection that are interoperable with the needs of government and academia.
- Consult with government and academia to determine data needs and priorities on all collaborative projects.

## **Australian Capital Territory**

- Provide targeted and relevant learning activities to ACT based professionals
- Maintenance of relationships (via Sustaining Partnership, committee involvement etc) with key stakeholders, including the ACT Government.

## **New South Wales**

- Provision of BOSSI CPD services through operation as a BOSSI ratified organisation, including development of events which attract BOSSI CPD points
- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - ISNSW
  - ACS NSW
  - Universities and TAFE colleges
  - Industry suppliers

## **Northern Territory**

- Attraction and retention of members in the region
- Maintenance of relationships with key stakeholders including the NT Government and local spatial suppliers

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## Queensland

- Engagement of members in sub-regions
- Maintenance of relationships (via Sustaining Partnerships, committee involvement etc) with key stakeholders, including:
  - Surveyor's Board of Queensland
  - Department of Natural Resources, Mines and Energy
  - Destination Spatial
  - Universities and TAFE colleges
  - Industry suppliers
- Fostering of cross commission information sharing

## South Australia

- Coordination of major annual conference, Spatial Information Day
- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - Surveyors Board of SA
  - Universities and TAFE colleges
  - Industry suppliers
- Fostering of cross commission information sharing

## Tasmania

- Development and coordination of targeted local event series
- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - Land Tasmania
  - University of Tasmania
  - Industry suppliers
- Fostering of cross commission information sharing

## Victoria

- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - Department of Environment, Land, Water & Planning (DELWP)
  - Surveyor's Registration Board of Victoria
  - Surveying Taskforce/ Life Without Limits & Destination Spatial Qld
  - Universities and TAFE colleges
  - ISV
  - ACSV
  - SIBA | GITA
  - Industry suppliers
- Development of events which assist members with achieving required FPET points
- Fostering of cross commission information sharing

## Western Australia

- Increase of WA based member numbers
- Maintenance of key relationships (through Sustaining Partnerships, MOUs, joint events and committee involvement etc) with:
  - Landgate
  - Land Surveyors Licensing Board of WA
  - Industry suppliers
- Fostering of cross commission information sharing