

SEAFOOD INDUSTRY AUSTRALIA

SAFETY & WELLBEING COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Safety & Wellbeing Committee (**SWC**) will provide strategic direction and leadership to achieve the purpose of a safer seafood industry for the long-term future through:

1. Continuous improvement towards zero fatalities and reduction in workplace safety incidences;
2. Continuous cultural improvements in the use of workplace safety management systems;
3. Increase in uptake of industry workplace safety and training programs and education tools; and,
4. Establish industry stakeholder engagement and best practice to inform and lead decision-making at regulatory level.

The Safety and Wellbeing committee will work towards minimization of harm both physically and psychosocially in the wild-catch, aquaculture and post-harvest sectors. This will be measured through increased roll out and uptake of Sea Safe, ongoing engagement in consultations of any proposed regulatory changes, engaging in discussions around compliance and educational tools for industry support, recommendations where required.

2. ROLE AND RESPONSIBILITIES

As an SIA advisory committee, the SWC will consider issues impacting the Australian seafood industry and to advise the CEO and SIA board on appropriate actions.

The key objectives of the SWC are to:

- Review and maintain the Safety Action/Strategic plan for the benefit of the Australian seafood industry;
- Oversee the execution of the Safety Action/Strategic Plan through industry, SIA personnel, SIA members, Industry representative bodies. Monitor and assess safety and wellbeing activities and projects for effectiveness and value to industry;
- Provide knowledge and advice to SIA personnel to respond to government and stakeholder consultation as required.
- Act within the established SIA governance structure, subject to SIA board guidelines.
- Recognising the complex landscape of regulation across land and sea
- Disseminate information within networks to increase visibility of safety and wellbeing activities beyond those involved in SWC

Regular attendance at committee meetings is essential to maintain continuity in the management and governance of the SWC.

SIA is committed to running the SWC professionally, efficiently, and effectively, adhering to good governance practices. SIA expects SWC members to make every effort to attend scheduled committee meetings. While SIA accepts that members will occasionally miss meetings due to unforeseen circumstances beyond their control, continual absence from meetings is unacceptable. Members are expected to attend at least 75% of regularly scheduled meetings.

3. SCOPE OF OPERATION

The SWC shall make recommendations on commercial impacts and policy developments in terms of safety and wellbeing that may arise in relation to Australia's seafood industry and monitor related international and local Government policies.

4. TERM

This Terms of Reference is effective from 2nd of September for a period of 2 years at which point the membership will be reviewed by the SWC and SIA.

5. MEMBERSHIP

Membership to SWC should provide a comprehensive view of the industry to ensure that all areas of supply chain are taken into consideration. Fishing, aquaculture, post-harvest, logistics and distribution.

The SWC membership will include SIA members, representatives from the Australian Maritime Safety Authority (AMSA) and the Fisheries Research and Development Corporation (FRDC) as core members.

From time to time the committee may also invite members of government departments or authorities and national seafood leaders as committee members or meeting observers. Such invitations will be subject to the agreement of the committee.

Name*	Organisation	Representing	Jurisdiction/Location
Sally Roberts	FRDC	R&D	Canberra
Michelle Grech	AMSA	Regulator	Canberra
Troy Billin	Individual	Industry - Wild catch	New South Wales
Michael O'Brien	Australia Bay	Industry - Wild catch	Northern Territory
Heidi Mumme	Women in Seafood Australasia	Training	Tasmania

Oliver Kroscki	Austral Fisheries	Industry - Wild catch	Queensland
Stephen Murphy	Ocean King Prawns	Industry - Wild catch	Queensland
Greg Tuck	A. Raptis & Sons	Industry - Wild catch	Queensland
Rikki Chesson	Paspaley Pearls	Industry - Aquaculture	Western Australia
Karen Miller	Malanda Seafood	Industry – Post Harvest	Queensland
Brett McCallum	WAFIC	Industry - Advocacy	Western Australia
Daniel Casement	ASBTIA	Industry - Advocacy	South Australia
Phil Ravanello	Tuna Australia	Industry - Advocacy	Queensland
Brad Milic	Australian Long Line	Industry – Wild Catch	Tasmania
Steve Pike	Huon Aquaculture	Industry – Aquaculture	Tasmania
Brenton Cardona	Brenton.c@aboriginalseacompany.com.au	Industry – Advocacy	Northern Territory

6. MEETINGS

All meetings will be chaired by the CEO of SIA, the SIA Secretariat, or their proxy.

Communications via the SWC SharePoint page and/or direct email will be used when a more pressing matter requires attention.

Bimonthly meetings will be held with video conference access. A calendar of meetings will be circulated by the Secretariat in consultation with SWC members.

Annually, an in-person workshop will be held to review the Strategic Plan and ensure that the work of the SWC and its associated projects are fit for purpose and providing value and change for industry. The annual workshop may at times include guests to assist in generating awareness of the SWC.

To support a robust conversation all SWC meetings will be held under Chatham House Rules so that “participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”.

SIA will provide administrative support to the SWC by:

- Prepare agendas and meeting papers and circulate within 5 days of the meeting;
- Prepare and circulate meeting notes and information;
- Other administrative tasks to support the meeting, as required.

Code of Conduct

Members of the SWC are expected to adhere to the highest ethical standards and have the responsibility to oversee the execution of the action plan, contributing to positive and tangible outcomes for the Australian seafood industry. Upon accepting membership of the SWC, members agree to:

- To act honestly, in good faith and in the best interests of the Safety strategy/action plan
- To use care and diligence in fulfilling the duties required of them as members of the SWC
- Not to take improper advantage of their position on the SWC or attempt to improperly influence other members
- To make decisions in the best interest of the SWC, ahead of their own personal or professional/business interest, or in the interests of their employer.
- The obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions of the safety strategy/action plan
- Not to disclose confidential information received during the SWC activities, or make public statements, unless otherwise authorised by SIA (this includes any former SWC members, should they leave the Committee)
- Attend all meetings unless there is a reasonable excuse for failure to attend a particular meeting or meetings. Where attendance is not possible, members will notify the Chair in advance. With the exemption of FRDC and AMSA members, no substitutes or proxies will be accepted unless agreed to by SIA. A leave of absence may be requested from the SWC in advance if the member reasonably believes they will miss two consecutive meetings
- The continuing obligation to keep informed about fishing and aquaculture activities in association for which the member is appointed
- Treat all other SWC members with professionalism, courtesy and respect, and work cooperatively with fellow members towards agreed goals and to achieve consensus within the SWC through open, frank and friendly discussion
- If the final position is a **majority** regarding a recommendation - that will be the decision of the SWC; all members (including dissenting members) are then obligated to support the majority decision. A dissenting member may have his/her vote recorded in the minutes upon request
- The SWC is constituted to give advice to SIA and is not a decision-making entity
- To disclose any conflict of interest with the activities or subject of discussions of the SWC and safety strategy/action plan on joining (see attached Register of Conflict of Interest), and as appropriate during the work of the SWC. If a situation or potential 'conflict of interest' should arise, the member concerned will discuss the matter with the Chairperson and will withdraw if requested while the Committee discusses the potential conflict. If it is decided that a conflict does exist, then depending on the assessed significance, the member involved will be requested to take one of the following actions (in order of increasing significance)
 - a. Refrain from voting on a relevant matter during a committee meeting;
 - b. Withdraw from discussion of relevant matter(s) during a meeting;
 - c. Take a leave of absence from the SWC for a period; or
 - d. Resign from the SWC

AMENDMENT, MODIFICATION OR VARIATION

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by members.