

# FIRE INDUSTRY ALLIANCE – AFSPAB ADMINISTRATIVE COMMITTEE TERMS OF REFERENCE

## Purpose

1. This is the Terms of Reference for the Fire Industry Alliance – AFSPAB Administrative Committee (Administrative Committee) (herein referred to as the ‘TOR’).
2. This TOR outlines the composition, powers, and responsibilities of the Administrative Committee.
3. The Administrative Committee is a panel of experts tasked primarily with, among other things:
  - a. ascertaining the suitability of applicants for Fire System Practitioner endorsement, and being responsible for the endorsement by Fire Industry Alliance – AFSPAB of FSPs in Australian States and Territories;
  - b. establishing appropriate assessment criteria and skill levels for different categories of FSP; and
  - c. such other purposes as may be determined by the Fire Industry Alliance, the Board, or the Administrative Committee, from time to time.
4. The Fire Industry Alliance – AFSPAB does not hold itself out as having statutory authority.

## Interpretation

5. The following definitions apply in this TOR:

<b>Administrative Committee</b>	Fire Industry Alliance – AFSPAB Administrative Committee
<b>Endorsement</b>	Endorsement by the Fire Industry Alliance – AFSPAB
<b>Endorsement Category (or Category of Endorsement)</b>	<p>Either, or any combination of, the following:</p> <ul style="list-style-type: none"> <li>• Detection and Alarm Systems (incl. EWIS and OWS)</li> <li>• Hydrants and Hose Reels (Unlimited)</li> <li>• Hydrants and Hose Reels (Limited to Single Pressure Zone)</li> <li>• Sprinkler Systems (Unlimited)</li> <li>• Sprinkler Systems (Limited to Domestic and Residential Systems Only)</li> <li>• Any other Category created by the Administrative Committee from time to time</li> </ul>
<b>Endorsed</b>	Where someone has been successful in obtaining endorsement by the Fire Industry Alliance - AFSPAB
<b>Application</b>	An application to the Fire Industry Alliance – AFSPAB for endorsement
<b>Board</b>	Fire Industry Alliance Board
<b>Chair</b>	Chairperson of the Administrative Committee
<b>Code of Conduct</b>	Fire Industry Alliance – AFSPAB Code of Conduct document
<b>Fire System Practitioner (FSP)</b>	A Fire System Practitioner endorsed by the Fire Industry Alliance – AFSPAB
<b>Industry Representatives</b>	Administrative Committee members who are not representatives of an organisation
<b>Register</b>	Register of FSPs (which should include a date of last modification and a direction to contact Fire Industry Alliance – AFSPAB with any changes)
<b>Technical Committee</b>	Fire Industry Alliance Technical Committee

6. In this TOR, a reference to a nomination shall include a reference to the re-nomination of a previous Administrative Committee member.

## Administrative Committee

### Composition

7. The Administrative Committee is a panel of 3 – 8 experts (**Industry Representatives**).
8. Fire Industry Alliance may also invite additional relevant industry organisations to nominate a representative to form part of the Administrative Committee (**Organisation Representatives**), including entities such as:
  - a) National Council for Fire and Emergency Services (**AFAC**);
  - b) Australian Institute of Building Surveyors (**AIBS**);
  - c) Country Fire Authority (**CFA**);
  - d) Engineers Australia, Society of Fire Safety (**IEAust.**);
  - e) Fire Rescue Victoria (**FRV**);
  - f) Australian Institution of Fire Engineers (**IFE**);
  - g) Fire Industry Alliance; and
  - h) Victorian Building Authority (**VBA**).
9. The Board may resolve to remove a member of the Administrative Committee where they have:

- a. failed to attend three (3) consecutive meetings without providing a written notice of apology to the Chair prior to the commencement of each meeting; or
- b. fallen short of the Board's expectations of an upstanding member of the Fire Protection Industry; or
- c. otherwise neglected their duty.

## **Nomination & Selection**

10. The Fire Industry Alliance Chief Executive Officer will call for nominations of Industrial Representatives on the first business day on or after 1 September every 3 years, beginning 2021. Nominations will remain open for 1 month.
11. Nominations must be in writing to the Fire Industry Alliance Chief Executive Officer.
12. Upon closing of nominations, the Board select the incoming industry representatives from the nominees within 30 days.
13. At the first meeting of the Administrative Committee after reselection, the Administrative Committee will select an Administrative Committee Chair for secretariat purposes. The Chair is not required to be an Administrative Committee member (though a non-member Chair will be non-voting).
14. If insufficient nominations are received to meet the minimum number of Industry Representatives, the Board may select incoming representatives from the nominations already received and the CEO may call once more for nominations for a period of 2 weeks.

## **Term of Appointment**

15. Appointment to the Administrative Committee of Industry Representatives will commence upon Board resolution and cease on 30 September every 3 years, beginning 2021.

16. Administrative Committee members may resign by written communication to the Chair or to the Fire Industry Alliance.
17. The Chair may resign by written communication to the Board. Where the Chair is also a member of the Administrative Committee, the Chair must specify whether they are resigning from the position of Chair, or resigning from both the position of Chair and the position of a member of the Administrative Committee.
18. Where a member resigns or otherwise vacates office, the Board may appoint a replacement.
19. Where the Chair resigns or otherwise vacates that position, the Administrative Committee will appoint a replacement. The Chair is not required to be an Administrative Committee member (though a non-member Chair will be non-voting).
20. The Board may remove a member from the Administrative Committee before the expiration of their term of office.

## Meetings

21. The Administrative Committee will meet at least every 6 months.
22. At least 50% + 1 of the Administrative Committee members who are Industry Representatives will constitute quorum for all meetings.
23. Meetings may be called by the Chair, or by 3 Administrative Committee members.
24. Administrative Committee meetings may be held in person or by using technology (e.g. phone, teleconferencing), or a combination.
25. Meeting notices shall:
  - a. be served on all Administrative Committee members;

- b. specify the time, date, and location/ mechanism for the meeting taking place; and
- c. be received by Administrative Committee members at least 7 days before the date fixed for holding the meeting being notified of, where possible.

26. An agenda will be supplied prior to the meeting commencing.

27. If the Chair is absent from a meeting, the members in attendance will select a temporary Chair for that meeting.

28. In the case of an equality of voting on a question, the Chair of the meeting is entitled to exercise a second or casting vote.

29. The Chair shall keep, or cause to be kept, minutes of each meeting including of those in attendance, resolutions, and proceedings.

30. A meeting and its proceedings and resolutions are valid even if any member of the Administrative Committee did not receive notice of the meeting.

## Functions & Powers

31. The Administrative Committee will:

- a. establish and maintain criteria for each class of endorsement as an FSP and shall make those classes of endorsement available for public inspection;
- b. receive and determine applications for FSP endorsement by ascertaining the suitability of applicants, which will involve at least conducting an interview and competency assessment;
- c. keep and maintain a register of FSPs (**Register**), and a version of this Register which is publicly available;
- d. create and maintain a written Code of Conduct for FSPs and shall make that available for public inspection;

- e. administer and monitor compliance with the Code of Conduct;
- f. act lawfully at all times;
- g. act in accordance with the Fire Industry Alliance – AFSPAB:
  - i. Complaints and Appeals Procedure; and
  - ii. Disciplinary Procedure; and
- h. perform any other functions reasonably necessary to achieve the objectives of Fire Industry Alliance – AFSPAB.

32. Members of the Administrative Committee must disclose any actual and/ or potential conflict of interest, direct or indirect, financial, or non-financial, which arises or may arise in the course of carrying out their position.

33. The Administrative Committee may:

- a. make decisions by a simple majority of the Administrative Committee, save that the following decisions require a 2/3 majority:
  - i. appeal decisions;
  - ii. decisions whether to terminate endorsement; and
  - iii. any other decision which the Administrative Committee has passed a procedural rule requiring that such decision could only be made by a 2/3 majority (the procedural motion must also be carried by a 2/3 majority).
- b. make decisions relating to FSPs including, for instance, to renew, suspend, or revoke endorsement;
- c. suspend or revoke endorsement of FSPs who do not comply with the Code of Conduct;

- d. establish additional procedural rules and guidelines beyond this TOR to assist its functions;
- e. refer matters to the Technical Committee for consideration;
- f. consider recommendations put to it by the Technical Committee; and
- g. perform any other functions reasonably necessary to achieve the objectives of Fire Industry Alliance– AFSPAB.

34. The Chair will also:

- a. call Administrative Committee meetings at least every 6 months;
- b. chair Administrative Committee meetings;
- c. perform secretariat functions including prepare meeting agendas and take meeting minutes, or cause these to occur (e.g. by Fire Industry Alliance administrative support);
- d. exercise specific and express powers as are delegated to them by the Administrative Committee from time to time;
- e. keep and maintain, or direct the Fire Industry Alliance to keep and maintain, all documents of the Administrative Committee; and
- f. perform any other functions delegated to them by the Administrative Committee, acting reasonably.

35. An act done in good faith by the Administrative Committee will not be invalidated merely because of:

- a. any defect in the selection, appointment or tenure of an Administrative Committee member; or
- b. the disqualification of any of them.

## Endorsement

### Fees

36. The Board will set the application and renewal fees for the following year on or before 14 September of each year.

37. The current application fees payable are:

- a. \$1,200.00 (excluding GST) for a single endorsement category – Fire Industry Alliance Members;
- b. \$1,500.00 (excluding GST) for a single endorsement category – non-Fire Industry Alliance Members; and
- c. \$250.00 (excluding GST) for each additional endorsement category.

38. The current endorsement renewal fee payable is \$950.00 (excluding GST) per person.

39. FSPs must renew their endorsement yearly between 1 – 31 October.

40. Where an FSP does not renew their endorsement by COB 31 October, the Administrative Committee may revoke their endorsement.

41. Fees must be paid to the Fire Industry Alliance.

### Register

42. The Register will contain at least the following information about each FSP:

- a. Full Name
- b. Address
- c. Telephone Number
- d. Email
- e. Date of Entry

f. Category/ Categories of Endorsement

43. Changes to the Register must be made within 1 month of the Administrative Committee the change becoming known to a member of the Administrative Committee.

44.FSPs must notify the Administrative Committee of any changes to the details contained in the Register within 2 weeks of the change occurring.

### **FSP Obligations**

45. FSPs must:

- a. at all times comply with the Code of Conduct;
- b. at all times comply with Fire Industry Alliance - AFSPAB Policies and Procedures; and
- c. comply with any lawful and reasonable direction by the Administrative Committee.

### **Procedure**

46.The Board may amend the TOR from time to time. The TOR is unable to be amended by any other means.

47.Fire Industry Alliance – AFSPAB, including the Administrative Committee, will endeavour to act in accordance with all relevant and applicable legislation, regulations and industry procedures and codes, as amended from time to time.

48.The Board may review and redetermine any decision by the Administrative Committee.

49.A notice must be served in writing and may be served personally, by email, by text, or by post.

50. Communication by and to the Administrative Committee and to fulfil obligations set out in this TOR must be in writing and may be served personally, by email, by text, or by post (e.g. the calling for nominations).

## Version & Approval

Version: 3

Approved By	Fire Industry Alliance Board of Directors
Date	29 October 2024