

## Expert Steering Committee Terms of Reference

### 1. Name

National Silicosis Prevention Strategy Expert Steering Committee "(the Steering Committee)"

### 2. Purpose

The purpose of the Steering Committee is to lead and oversee the development of a National Silicosis Prevention Strategy (NSPS) and accompanying National Action Plan (NAP) for the Australian Government's Department of Health (DoH). The development of the NSPS and accompanying NAP is in response to the National Dust Disease Taskforce's [Final Report](#), in which the development and implementation of a silicosis prevention strategy was recommended to help address the rise of silicosis cases in Australia.

### 3. Responsibilities

The responsibilities of Steering Committee members will include the following:

- To use their expertise, knowledge and experience to guide the development of the NSPS and accompanying NAP [the Project]
- To provide advice and input at strategic points throughout the Project
- To attend and participate in monthly meetings (virtual) for the duration of the Project
- To attend and participate at any or all virtual or face-to-face Roundtable Consultation Sessions in March 2022, as required
- To review and provide input on the development of each draft NSPS (three in total; one and two for internal consultation and third (penultimate) for public consultation) and NAP
- To review and provide input on any other materials that may support the development of the Project.

### 4. Composition

#### 4.1 Members

- a) The Steering Committee will consist of up to 11 members and be broadly multi-disciplinary in skills, expertise, experience, geographic and cultural background.

The composition of the Steering Committee will ideally include representatives from the following fields:

- 4 from health (i.e. healthcare professionals, researchers, peak bodies and professional societies)
  - 3 from business (i.e. industry / employer groups, unions and patient organisations)
  - 4 from Government (including national and state / territory-based government departments)
- b) All members must act in accordance with its Code of Conduct, see Appendix One
  - c) Appointments will be made through a direct approach by Lung Foundation Australia (LFA) on behalf of DoH. LFA may make direct appointments at its discretion.

## **Conflicts of Interest**

All members must provide full disclosure on conflicts of interest via an online Conflict of Interest declaration. During meetings, members may be asked to step out during discussions where a conflict has been identified.

## **4.2 Specific Roles**

### **a) Chairpersons**

The Steering Committee will be chaired by two people who jointly assume the Chairpersons roles and responsibilities, which include:

- Providing leadership to the Steering Committee, including steering the strategic intent of the Project to ensure it meets the expectations of DoH
- Setting the agenda for matters to be considered by the Steering Committee, in collaboration with the NSPS Program Manager [Secretariat]
- Chairing all meetings and reviewing all minutes, in collaboration with the Secretariat
- Seeking consensus, ensuring equitable opportunity of input from all, and assisting with resolution of disputes
- Facilitating proper information flow to the Steering Committee
- Facilitating the effective functioning of the Steering Committee, including managing the conduct, tone and length of Committee meetings
- Seeking to ensure that any communications with stakeholders, including DoH and the general public, are accurate and relevant, in collaboration with the Secretariat.

### **b) Roundtable Consultation Chairpersons (3 required)**

- Three Steering Committee members are required to act as a Chairperson for the virtual or face-to-face Roundtable Consultation Sessions in March 2022
- Each Chairperson will chair one Roundtable Consultation Session and review all agendas and minutes
- Each Chairperson of the Roundtable Consultation Sessions will be appointed by the LFA CEO, in consultation with DoH
- The Chairperson seeks consensus, ensures equitable opportunity of input from all, and assists with resolutions of disputes.

### **c) Secretariat**

- The NSPS Program Manager will act as Secretariat
- The Secretariat will be responsible for working in partnership with the Chairpersons, as well as the Roundtable Consultation Chairpersons, to coordinate meeting schedules, agendas and minutes
- The Secretariat will also be responsible for organising all meetings.

### **d) Invitees**

- Non-members may attend meetings by invitation of the Steering Committee
- The Steering Committee may recommend to LFA that it co-opts other experts to complement its range of expertise.

## **5. Decision Making and Dispute Resolution**

- a) Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice)
- b) Where the Steering Committee is unable to reach a determination of any issue, the Steering Committee must refer that issue to the LFA CEO, who will consult with DoH

- c) Where the Steering Committee resolves that it is dissatisfied with the resolution, members are invited to lodge in writing to the LFA CEO that the matter be referred to DoH for noting in the NSPS Consultation Report.

## **6. Meetings**

### **6.1 Frequency**

- a) The Steering Committee will meet a minimum of five times [one a month] for the duration of the Project, and at such other times as it deems necessary to conduct its business
- b) Meetings will be conducted virtually, via video conference or face to face if appropriate
- c) Members are required to attend at least three meetings for the duration of the Project. Under exceptional circumstances, and with the permission of the Co-Chairs, members may nominate a proxy to attend meetings in their absence.

### **6.2 Notices, Agendas, Minutes**

- a) There shall be an agenda and minutes for all meetings. The Secretariat shall prepare an agenda in consultation with the Chairpersons, which shall be distributed together with supporting papers if possible seven days in advance of the meeting
- b) The Secretariat shall distribute "Chairperson approved" minutes within ten days of the meeting
- c) Reasonable notice shall be given of meetings through the formal publication of a forward meeting schedule.

### **6.3 Quorum**

- a) The quorum for meetings shall be half the Steering Committee number
- b) Members must advise of availability a minimum of two weeks before the scheduled meeting date.

### **6.4 Budget**

The Steering Committee's budget will be managed by the Secretariat. Reasonable travel, accommodation and ground transport costs for face-to-face Roundtable Consultation Sessions (if applicable) will be reimbursed on production of tax invoices on the approved form (See Appendix Three) within 30 days, sent to the Secretariat ([nspsecretariat@lungfoundation.com.au](mailto:nspsecretariat@lungfoundation.com.au))

## **7. Links to other Bodies**

### **7.1 Reporting to the Steering Committee**

In pursuit of its responsibilities, the Steering Committee will receive regular written and verbal reports from the Secretariat as determined from time to time.

### **7.2 Authority**

- a) The Steering Committee has no executive power in relation to its functions, as it is purely an advisory body.

### **Appendix One: Lung Foundation Australia Code of Conduct**

### **Appendix Two: NSPS Project Plan**

### **Appendix Three: Lung Foundation Australia Expense Claim Form**

*Version: 1.2*

*Approved: 21 February 2022*

*Approved by: Mark Brooke, LFA CEO*

*Endorsed by: Kate Stanley, DoH Acting Director – Dust Disease Policy and Projects Section*