



Terms of Reference – National and Regional Safety Committees

PURPOSE

1. The NSC and RSCs support AMSA's consultation and collaboration function with industry on a range of strategic policy, vessel operational, safety and environment issues to improve regulatory efficiency for industry, and achieve objectives as per [AMSA's Statement of Regulatory Approach](#) within the domestic commercial vessel industry.
2. The Committees are a forum for industry to take the lead on providing advice to AMSA to improve safety and regulatory performance, and AMSA to update industry on relevant matters.
3. The NSC's primary functions are to:
 - a. Discuss strategic and current challenges in the context of Australian Government policy to:
 - Progress regulatory, compliance, environmental, societal, and technological priorities.
 - Provide insights to emerging trends, future and existing challenges along with key drivers.
 - b. Consider issues escalated by the RSCs
 - c. Provide advice to AMSA on matters within its regulatory remit
4. The RSCs' primary functions are to:
 - a. Inform AMSA and regional regulators of trends and initiatives that may contribute to safety outcomes or enhance compliance
 - b. Provide advice to AMSA on matters within its regulatory remit.
 - c. Provide feedback to AMSA on its National Compliance Plan and other associated compliance activities.
 - d. Report outcomes and refer matters of national significance to the NSC.
5. The Committees will discuss vessel and operational safety matters; regulatory proposals, standards changes and safety and education initiatives.



6. The Committees also complement the formal consultation activities periodically conducted by AMSA.
7. The Committees aim to foster an inclusive, diverse culture by championing efforts to improve gender equity, indigenous representation, social inclusion and accessibility outcomes in the maritime industry.
8. AMSA will consider the advice of the Committees to inform its regulatory development activities. The Committees are not decision-making bodies.

Prepared by: AMSA
Date: October 2022
Appendix: A: Supporting Arrangements Charter



Appendix A – Supporting arrangements Charter

Governance & Structure

9. Appointed members are bound by these Terms of Reference and Charter.
10. The Committees will each comprise a Chair, Secretariat, members, observers and guests as appropriate.
 - a. AMSA will provide the Chair and Secretariat support for the effective operation of the Committees.
 - b. The Chair may nominate an alternate to cover absences or conflicting priorities of the regulator.
11. This Terms of Reference, Charter, the effectiveness and composition of each Committee will be reviewed every 2 years.
12. The RSCs report to the NSC. (See also Figure 1)
 - a. The criteria for escalation from RSC to NSC are if:
 - Trends affect more than one jurisdiction or RSC
 - Any issues that require a strategic or policy level solution
 - Matters unable to be resolved at the RSC
13. The number of RSCs will be such that it adequately represents the voices and interests of the various regions (principally aligned to State borders).

Membership

14. Committee composition will seek to represent an experientially and geographically diverse range of voices from domestic commercial vessel operations and related industries.
15. Representation on the Committee will be balanced across sectors of the domestic commercial vessel industry
16. Members are expected to represent the views of their specific industry segment by consulting their stakeholders and presenting a consolidated position to the Committees.
17. Membership may be extended by the Chair in agreement with the member



RSC-specific terms

18. Representatives seeking membership to the RSC may apply through the Secretariat at any time.
19. Membership to the RSC is not fixed and members can withdraw at any stage by communicating this via the Secretariat. Members are encouraged to nominate a replacement from their organisation or one able to continue representing the views of industry.

NSC-specific terms

20. AMSA will invite expressions of interest (EOI) to become a member of the NSC. These must be received by the due date and in the format specified in the invitation, late submissions will not be accepted. Existing members are eligible to reapply.
21. Expressions of interest will be considered by an AMSA selection panel against the organisation's ability to demonstrate the following:
 - a strong commitment and engagement in improving safety
 - their ability to represent a defined industry sector, including geographical spread
 - an established network and regular communication with the sector they are representing
 - appropriate knowledge and depth of experience in the sector.
22. Membership will be offered to the submission found most suitable considering expertise and diversity requirements.
23. If the desired composition cannot be achieved through the EOI process, AMSA may invite organisations to participate in the Committee.
24. The Chair's decision on the proposed member list is final.
25. Members selected to the NSC will serve a 2-year fixed term. An NSC member may serve less than the standard 2-year tenure if the member tenders their written resignation to the Chair, or is released or terminated at the discretion of the Chair.

Privacy

26. Where a participant suspects or is advised that information is confidential or sensitive, they must not disclose that information without the approval of the source.
27. A member approached for information relating to the Committee must direct the enquiry to the AMSA media team.
28. Members may be requested to supply a photo and basic CV/biographical details for publication by AMSA.



Meetings

29. If a member is not available, they are encouraged to nominate a proxy to the Chair for consideration.
30. Guest and Observer participation will be on invitation of the Chair where it is beneficial to the work of the Committee.
31. Meetings for each Committee will be held twice-yearly, by virtual or hybrid arrangement. Intersessional meetings may be arranged by the Chair to progress specific work packages.
32. Committee members are required to book and pay for all travel and associated costs to participate in meetings. AMSA will meet all venue and meeting costs.
33. Meeting agendas will be drafted by the Secretariat, in consultation with the Chair and members.
34. All papers are to be submitted to the Secretariat for consideration and approval by the Chair 4 weeks prior to the scheduled meeting. Late submissions will only be accepted on approval of the Chair. Hard copies will not be provided.
35. Any presentations are to be provided to the Secretariat for circulation to members, subject to confidentiality provisions above.
36. The Chair may approve matters to be considered out-of-session.

Meeting outcomes

37. A summary of outcomes will be recorded by the Secretariat to be emailed to members after the meeting for consultation and endorsement by members. Member comments and suggested edits are welcomed for consideration by the Chair and a final version formalised at the subsequent meeting.
38. The endorsed summaries from each Committee will be made publicly available.
39. Summaries from the RSCs will be presented to NSC, and vice versa, for note, approval, decision, or action, as relevant.

