



ENGINEERS
AUSTRALIA

DIVISION REGULATIONS

Adopted by Council 23 November 2010

These Regulations are made by Engineers Australia's Council pursuant to Bye-law 77.2 of the Supplemental Royal Charter and Bye-laws of The Institution of Engineers Australia, and supersede Division Rules Issue 3 (30 November 2001).

These Regulations are to be read in conjunction with the Regulations for the Election and Appointment of Office Bearers.

PURPOSE

These Regulations define the roles and responsibilities of division committees, division groups and other parties within the divisions of Engineers Australia.

DEFINITIONS

“Division”: Bye-law 34 states that “A Division of the Institution shall comprise the members resident within an area of the Commonwealth of Australia determined by Council or who are attached to that Division in accordance with Byelaw 36.” The areas of the Divisions of Engineers Australia are defined as follows:

Canberra Division: the Australian Capital Territory and the greater Queanbeyan area incorporating the following Australia Post postcode areas: 0200 to 0299; 2600 to 2620; and 2900 to 2920.

Newcastle Division: the north-east area of the State of New South Wales incorporating the following Australia Post postcode areas: 2250 to 2499; 2832 to 2833; and 2843.

Northern Division: the Northern Territory

Queensland Division: the State of Queensland

South Australia Division: the State of South Australia

Sydney Division: the State of New South Wales, excluding the areas of Newcastle Division and Canberra Division

Tasmania Division: the State of Tasmania

Victoria Division: the State of Victoria

Western Australia Division: the State of Western Australia

“Division director” means the most senior member of division staff, as appointed by the Chief Executive.

“Division group” means a committee authorised by a division committee to deliver specific services to the members of the division, within a specific field of practice, area of interest or geographic area. A division group may be aligned to a college or national committee.

“Division office bearer” means any member of an authorised committee, board or group of the division, who undertakes that role in an honorary capacity.

“Division volunteer” means a member acting in a voluntary capacity in relation to an authorised division event or activity.

1. DIVISION COMMITTEES

1.1 Role

Bye-law 35.1 states that “Each Division shall be governed by a division committee which shall be responsible to and under the direction of Council.” Specifically, a division committee:

- determines the strategies of the division in pursuing Engineers Australia’s objectives;
- provides leadership and direction to the division groups, division office bearers and division volunteers, and liaises with the division staff ;
- provides advice to Council on behalf of the members of the Division, and monitoring of the division on behalf of Council; and
- provides a public voice for Engineers Australia within the Division

1.2 Responsibilities

1.2.1 Division committee members are to:

- act in the interests of Engineers Australia as a whole;
- inform themselves adequately; and
- take individual and collective responsibility for decisions.

1.3 Powers and authorities

- 1.3.1 A division committee is to provide division leadership by:
- nurturing learned society activities within the Division and facilitating the delivery of continuing professional development and services to members (supporting technical societies or external groups as appropriate);
 - creating, removing, appointing, naming and directing division groups, advisory forums, sub-committees, and division nominees to external bodies, as appropriate;
 - assisting Council with the delivery of national programs and initiating local programs to better service the division membership and to appeal to new members;
 - managing the performance of division groups and the risk profile of their activities;
 - electing college board and National Congress representatives in accordance with bye-laws 32.2.1.7 and 38.2, and ensuring that pertinent information and guidance is periodically provided to, and received from, these national bodies through these representatives; and
 - liaising with college board and National Congress representatives, special interest groups, other division committees and learned societies to pursue the national objectives of Engineers Australia at division level in accordance with bye-law 38.3.
- 1.3.2 A division committee is to guide and monitor the work of division staff by:
- reviewing regular division financial statements and performance reports;
 - guiding the preparation of an annual division budget;
 - reviewing significant division premises planning and investment proposals; and
 - guiding the preparation of an annual division operational plan in accordance with Engineers Australia's Strategic Plan and division membership needs.
- 1.3.3 A division committee is to provide advice to the Council on:
- public policy issues affecting the Division;
 - the views, concerns and aspirations of Engineers Australia members in the Division;
 - issues concerning the activities of division groups, office bearers or volunteers;
 - the Division Committee's views on governance matters; and
 - concerns with the management of division finance, budgets or assets.
- 1.3.4 A division committee is to develop Engineers Australia's relationships with leaders in engineering, influencing their state or territory governments, and providing a public voice in accordance with Engineers Australia public policies and Council's Spokesperson Policy.

- 1.3.5 A division committee is to perform a membership approval role as stipulated in the Membership Regulations.
- 1.3.6 Where it is considered to be in Engineers Australia's best interests, a division committee may remove a member or person from a division group or division office bearer role (but not from the Division Committee), or may impose conditions.
- 1.3.7 A division committee member can only be removed by Council.

1.4 Division committee structure and formation

- 1.4.1 A division committee size of 8 to 14 is recommended. A division committee may however determine its size and structure according to service delivery needs and local circumstances.
- 1.4.2 A division committee is to include a President, Deputy President and Past President. It must include positions filled through direct election by the division membership. It may also include positions filled by division committee appointments, but should avoid a predominance of these appointed members
- 1.4.3 In considering its structure and the allocation of appointed division committee positions, a division committee should take succession planning into account and seek a balance of skills and diversity.
- 1.4.4 A division president may allocate or reallocate internal titles and roles to division committee members, based on their skills, knowledge and the needs of the committee.
- 1.4.5 Division committee decisions require a quorum of half the committee plus one. Each member of a division committee has an equal vote.
- 1.4.6 A division committee may obtain advice by convening division advisory forums or forming sub-committees from amongst the division members, but may not delegate division committee responsibilities or authorities.

2. DIVISION GROUPS

2.1 Role

- 2.1.1 A division group delivers specific services to the members of the Division, within a specific field of practice, area of interest or geographic area. This may include facilitating professional interaction and delivering continuing professional development.

2.2 Responsibilities and authorities

2.2.1 A division group is to:

- align its activities with the Engineers Australia Operational Plan and with the terms of reference or priorities set by the Division Committee;
- set annual objectives and report annual outcomes to the Division Committee;
- deliver quality outputs befitting the organisation and profession; and
- abide by decisions of Council and the Division Committee.

2.2.2 A division group is accountable to the Division Committee. A technical society chapter or external group should be held accountable to the Division Committee, to the extent that it is funded through the division budget.

2.2.3 A division group is to appoint a chairperson to chair meetings, and as a point of contact.

2.2.4 A division group is to provide its own secretariat unless the Division Committee makes arrangements with the Division Director for secretarial or other staff support for a group with special needs.

2.2.5 A division group is to report to the Division Committee but there is no entitlement to be represented on the Division Committee.

2.3 Formation

2.3.1 Following consultation with the Division Director to ensure that adequate funding is available to sustain its proposed activities, the Division Committee may form a new division group providing it:

- has a legitimate purpose under Engineers Australia's Strategic Plan; and
- has clearly defined learned society objectives; and
- will achieve good outcomes for the members, adequate attendance at its events and interest in its activities; and
- represents an appropriate use of resources.

2.3.2 The Division Committee is to issue terms of reference to division groups.

2.3.3 Where a proposed division group is to be affiliated with a college or national unit of Engineers Australia, the Division Committee is to agree with the national body on terms of reference and representation before the group may be formed.

2.3.4 A division committee may create a joint division group with another learned society (including a technical society of Engineers Australia), in which case it must also agree terms of reference and funding arrangements with the other learned society, in accordance with any relevant policies or decisions of Council.

2.3.5 A division committee should wind up, change or amalgamate division groups which cannot sustain the formation criteria of this sub-section.

3. DIVISION PRESIDENT

3.1 Role

3.1.1 A division president provides leadership to the Division Committee, and a public figurehead for Engineers Australia within the Division.

3.2 Responsibilities and authorities

3.2.1 A division president is to chair the Division Committee and is to:

- take a lead role in:
 - forming the division committee in accordance with clauses 1.3.1 to 1.3.4;
 - convening annual division meetings in accordance with clause 5.1;
 - communicating with Council on behalf of the Division Committee as described in clause 5.6;
 - division appointments for voluntary roles; and
 - division office bearer conduct management; and
- communicate and interact with state or territory government, the media, heads of industry and the division membership;
- make public statements on behalf of the Division, subject to Engineers Australia's Spokesperson Policy and other relevant policies;
- liaise with other division presidents and the National President;
- attend national meetings, as appropriate; and
- work in collaboration with the Division Director.

4. CHIEF EXECUTIVE, DIVISION DIRECTOR AND STAFF

4.1 Roles

4.1.1 By-laws 40.3 and 40.5 state that the Chief Executive is to “conduct the ordinary business of the Institution” and to “monitor the systems and performance of each division office” and “report the findings to both the National President and the President of the Division”. Specifically the Chief Executive:

- manages Engineers Australia staff, assets and finance in accordance with Council policies and directions
- provides business processes and reports for the needs of division committee planning, monitoring and reporting

4.1.2 A division director is the prime staff point of contact for division office bearers, and manages division staff, assets and finance in accordance with the Chief Executive's delegations. A division director is to consult and provide administrative support to the division committee and division president, in keeping with their respective powers and authorities under sections 1.3 and 3.2.

4.2 Responsibilities and authorities

- 4.2.1 The Chief Executive is responsible for providing staff resources, operational funding and premises to support the delivery of services to the membership within budgetary and other constraints approved by the Council.
- 4.2.2 A division director has responsibility for arranging secretarial support to the Division Committee.
- 4.2.3 Division staff members are appointed by and are accountable to the Chief Executive. Subject to any confidentiality and legislative or legal requirements, the Chief Executive is to consult with the Division President on the appointment, staff appraisal and termination of the Division Director.
- 4.2.4 The Chief Executive or delegate is to consult with the Division Committee on:
- a) the preparation of an annual division operational plan and budget;
 - b) significant division premises investment and planning decisions; and
 - c) other matters of significance to the overall business and conduct of Engineers Australia at the division level.
- 4.2.5 The Chief Executive or delegate is to keep division committees suitably informed, and provide them with division performance reports, Council decisions, public policy positions and Engineers Australia policies and regulations.
- 4.2.6 The Chief Executive is to facilitate communication between division committees and Council.

5. MEETINGS AND COMMUNICATION

- 5.1 A division committee is to conduct a division meeting each year to communicate to the members the performance and objectives of Engineers Australia at a national and division level, to declare the election of members of the Division Committee and to announce the Division President-elect. It may also be used for ceremonial purposes such as awards presentations.
- 5.2 Division committees are to follow Engineers Australia corporate governance procedures, consult and make decisions as a group and keep adequate records of meetings, including a written agenda and minutes.
- 5.3 Each division group is to conduct an annual group meeting each year, unless directed otherwise by the Division Committee, and to communicate to Engineers Australia's members its aims and achievements and to elect its office bearers for the coming year. It may also be used for ceremonial purposes such as awards presentations.

- 5.4 A division committee and division groups are to work with the division staff to communicate outcomes and opportunities to the membership of the division at large, and to engage membership feedback in guiding the organisation.
- 5.5 A division committee may convene division advisory forums to engage division group representatives, or should by other means consult and liaise with division groups and ensure adequate and effective representation of these groups.
- 5.6 Presidents forums are convened by the National President to facilitate communication amongst division committees and between division committees and Council. A division committee may submit formal business papers to Council meetings, or may communicate informally through the National President or other Councillors.

6. OFFICE BEARER CONDUCT

- 6.1 A division office bearer is expected to comply with Council's Code of Conduct for Office Bearers. A division committee is expected to promote this code of conduct to the office bearers of the division.
- 6.2 Where a matter of office bearer conduct arises within a division, the Division President is to take a lead role in investigating the matter and in facilitating a resolution. This may include recommending actions to the Division Committee.
- 6.3 In the event that a matter of office bearer conduct is beyond the scope of the Division Committee's areas of responsibility, the matter is to be referred to the National President. This includes matters with potential legal consequences.
- 6.4 The Chief Executive is to provide guidelines for managing office bearer conduct issues.