



ENGINEERS
AUSTRALIA

Engineers Australia Creating a better tomorrow

VOLUNTEER HANDBOOK

2020

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“I volunteer because this is my small contribution towards making a better and future ready world. By helping along side fellow volunteers, I can sleep better knowing someone is thinking of and fighting for the plight of the engineer.”



Renny Chivunga
MIEAust

Welcome

Volunteers are at the heart of Engineers Australia as the peak body and voice of the profession – and vital to fulfilling our purpose of advancing the science and practice of engineering for the benefit of the community.

We rely on our volunteers for their expertise, networks, thought leadership and “on-the-ground” experience across a huge range of areas, and we are continually impressed by their goodwill, passion and commitment.

This important work impacts both our effectiveness and reputation and, naturally, we expect volunteers to embody the highest ethical standards, as set out in our [Office Bearer Code of Conduct](#), and other policies and procedures.

This document is intended to help our volunteers – and those considering volunteering – to understand our requirements and guide them as they work in partnership with other parts of the team to deliver our strategy and goals.

We would like to personally thank our volunteers and hope they find the experience rewarding.



Chris Champion
*BE(Hons) MEngSc FIEAust CPEng
NER FIPWEA(Emeritus) GAICD*
National President & Board Chair



Dr Bronwyn Evans
*HonFIEAust CPEng EngExec NER
APEC Engineer IntPE(Aus) FTSE*
Chief Executive Officer

PART 1

About volunteering

GETTING STARTED

SUPPORT IN YOUR ROLE

BENEFITS OF VOLUNTEERING

WE WANT YOUR FEEDBACK

“After migrating to Australia in 2000, I immediately started looking at how I could join Engineers Australia as it was very important for me, as a migrant, to feel a sense of belonging. I have found my professional home, the place where I can reach out to for support, understanding and career advice. But, equally I’m part of my adopted country’s fabric. Volunteering for EA has many layers for me: almost an obligation to utilise multidisciplinary and transferable expertise for the greater good, to mentor and help other colleagues when they need support, to be on track with all industry developments, to contribute to the society which has become mine and to build community where engineering ethics works as a compass in this time of intense social media, fake news and irrelevance. Volunteering for Engineers Australia makes me proud of being an engineer and gives me enormous pleasure in the joy of common achievements which can’t be substituted with financial reward.”



Melissa Jovic
FIEAust CPEng EngExec NER
APEC Engineer IntPE(Aus)

As a volunteer for Engineers Australia, you play an important role in making our vision a reality. You are part of an extraordinary team and the skills, personal qualities, gracious professionalism and passion you contribute, working in partnership with our people, is at the heart of our activities.

GETTING STARTED

It is through you, our members, that we inspire the next generation of engineers, maintain our professional standards, educate the profession and provide industry and government with the thought leadership needed to meet challenges as we step into the future.

There are many and varied opportunities to volunteer with Engineers Australia and, depending on the type of role and/or group, involvement is open to members and non-members, such as:

- Being a member of a:
 - College Board or College Branch;
 - National Committee or National Committee Branch;
 - Special Interest Group/Centre or Centre Branch;
 - Engineers Australia Technical Society or Technical Society Chapter; or an
 - Engineers Australia Overseas Chapter Committee
 - Engineers Australia Division Committee
- Contributing to Australian Standards as an EA nominee
- Contributing to the development of our Position Statements and Public Policies
- Providing your expertise to develop:
 - conferences
 - continuing professional development (CPD)

- Becoming an Editor of one of Engineers Australia's seven scholarly (technical) journals or a reviewer for papers submitted to the Journals
- Becoming a published author by writing a paper for an Engineers Australia Journal
- Contributing your expertise in the development of the body of engineering knowledge
- Being an ambassador for Engineers Australia and engineering by:
 - Telling your friends and neighbours about your job and why you love it
 - Telling your colleagues and networks the benefits of being a member of Engineers Australia
 - Supporting Engineers Australia and its strategic direction
 - Becoming a Student Ambassador

If you are interested in volunteering opportunities within Engineers Australia, please contact your local office.



Meet some of
our fabulous team

SUPPORT IN YOUR ROLE

Our promise to you is that you will be supported in your volunteer activities. We know you may have limited time for your volunteer activity, and you should focus on where your time and expertise will have maximum impact.

Support is always available to you in your volunteer capacity, regardless of which role you may take on over time. Our people are here to work with and support you as your volunteer career develops. In return, we ask that you do your best to deliver on your commitments and abide by our Office Bearer Code of Conduct and where appropriate our policies and procedures.

As both a membership organisation and an employer, Engineers Australia is committed to inclusivity. We value the diversity that people with differing backgrounds, skills, experience and abilities bring and foster an environment free from harassment and discrimination.



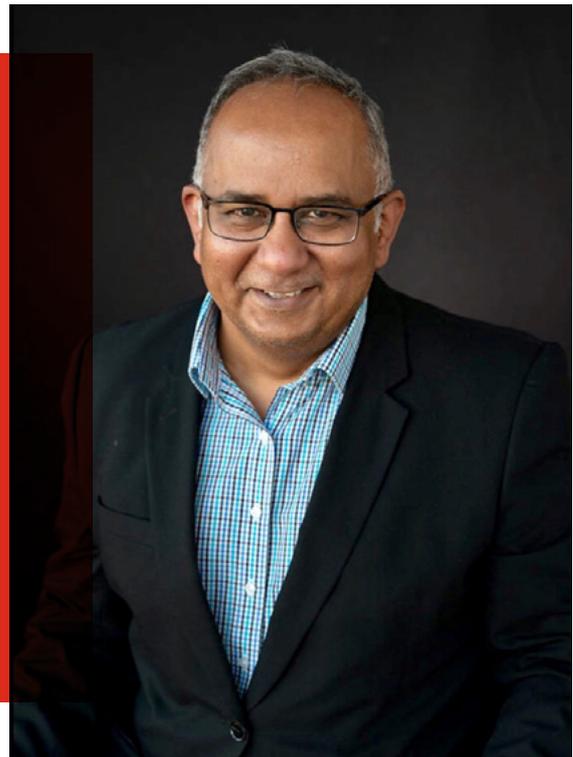
BENEFITS OF VOLUNTEERING

Assisting others through volunteering is a great way of further developing your skills and knowledge growth. Volunteering means you can:

- Refine your talents
- Expand your network and connect with others
- Learn new skills
- Advance your career
- Give back to the profession

Since the very beginning, volunteers have been integral to our work and are our direct link to the profession. Our members find that volunteering has a positive impact on their personal development and community and no matter how big or small the volunteer role, it makes a real difference.

"I am a strong advocate of "giving back to the profession" and collaborating with mentors, peers, young engineers and future generations to help create a better world for everyone. The joy of helping and engaging with others motivates me to volunteer. Being able to share ideas and thoughts to shape a better future with school, university students and peers at the state, national and international level is extremely satisfying. I have also made many friends and professional connections while volunteering for Engineers Australia."



Shalendra Ram

FIEAust CPEng EngExec NER
APEC Engineer IntPE(Aus)

STAYING INFORMED

Engineers Australia, as one of the very few Institutions that covers all engineering fields, has a lot going on and you'll need to stay in touch. As well as our social media accounts, you can keep up to date via:

- From the CEO Newsletter
- [Digital create magazine](#)
- Joining the Volunteer Community on [EA Xchange](#)
- [Website](#)
- Attending networking and welcome events
- Keeping in touch with relevant EA staff/other volunteers



WE WANT YOUR FEEDBACK

Engineers Australia values and appreciates our volunteers and we aim to make your volunteering experience as worthwhile and rewarding as possible. We also welcome your feedback to let us know where we're doing well or to help us improve how we support our volunteers.

If you have feedback, the first step is to contact your Division General Manager or the National Manager Learned Society or the Executive General Manager, Member Engagement.

As an Engineers Australia volunteer, you are expected to follow our [Office Bearer Code of Conduct](#). Failure to abide by the Code of Conduct could damage Engineers Australia's standing, including the standing of our volunteers and may also contravene the Royal Charter, By-laws, General Regulations and laws that govern Engineers Australia. As a result, we may have to take appropriate action.



Astrid Kauffman
FIEAust CPEng NER

"I started volunteering in 2010 because I wanted to stay connected with my profession when I was working outside of engineering. Ten years later, I continue to volunteer because I really believe that we solve important problems better when we look beyond our company, industry or region and work together; making connections and bringing together ideas across our professional community. As engineers we are uniquely placed to bring knowledge and experience to the table, and I believe we have an ethical responsibility to make ourselves heard. Plus, it's fun!"

PART 2

About Engineers Australia

WHO WE ARE

OUR GOVERNANCE

STRATEGIC DIRECTION



Jazlyn Peattie
StudIEAust

“I have been actively involved in EA since 2018 where I completed a work-integrated learning program and following this I became a student ambassador, bursary ambassador and presenter at the 2019 World Engineers Convention.

Throughout my internship, I learnt from and was inspired by the passionate staff and volunteer engineers that are committed to bettering the profession, the next generation and Australia. As a student ambassador, I foster stronger links with EA, providing other students with the same insight and career-changing opportunities I have been fortunate enough to have experienced. I regularly check in with my university peers to listen to their opinions, concerns and ideas about EA, the Australian Engineering Industry and the world as a whole. As a volunteer, I most enjoy the opportunity to represent my peers and generation in contributing these perspectives that are often absent in many industry discussions.”

WHO WE ARE

Engineers Australia is the largest and most diverse body of engineers in Australia. As Australia's principal engineering association, we serve and represent around 100,000 professionals at every level, across all fields of engineering and practice. We are committed to advancing engineering and the professional development of our members.

We are the trusted authority of a profession that shapes the lives of every Australian. With countless organisations, institutions and government agencies relying on our expertise to create, accredit and assess engineering programs and practitioners, our proven dedication to engineers and the Australian industry is unparalleled.

Engineers Australia was established in 1919 and granted a Royal Charter in 1938. We are unique in that our Royal Charter commits us to being more than a membership organisation.

Our purpose is to advance the science and practice of engineering for the benefit of the community and we do this by:

- Educating our members and the community
- Facilitating the exchange of ideas and information
- Encouraging the development of knowledge and competency
- Setting and maintaining high professional standards for our members; and
- Informing community leaders and decision makers.

As a volunteer you are at the core of Engineers Australia meeting its purpose. You are an ambassador for the Institution and the profession and can promote awareness and understanding of engineering and the work of Engineers Australia.





OUR GOVERNANCE

Engineers Australia is governed by a Board made up of six directors elected by National Congress. The Board may co-opt up to two additional directors.

The Board delegates, by regulation, the management of Engineers Australia to the Chief Executive Officer.

The Board sets Engineers Australia's strategic direction and the Chief Executive Officer and Executive Leadership Team develop operational priorities in order to meet the strategic direction set by the Board.

Each year a formal call for nominations takes place for some positions on College Boards and Division Committees and, where necessary, an election is held in which only voting members are eligible to vote.

If you would like to find out more about Engineers Australia's core governance documents, you can download or read these via the following links:

[Royal Charter and By-Laws](#)

[General Regulations](#)

OUR PEOPLE

Engineers Australia is fortunate to have a team of dedicated staff located across Australia working in partnership with members, volunteers and the wider community to deliver our operational priorities.

Engineers Australia's Executive Leadership Team and Senior Management Team are committed to working with our members and volunteers in partnership to achieve our Strategic Direction and Operational Priorities.



Bronwyn Evans *HonFIEAust
CPEng EngExec NER APEC Engineer
IntPE(Aus) FTSE*
Chief Executive Officer



John Lau *ComplEAust*
Executive General Manager,
Corporate Services



Jane Hanks *ComplEAust*
Executive General Manager,
Membership & Growth

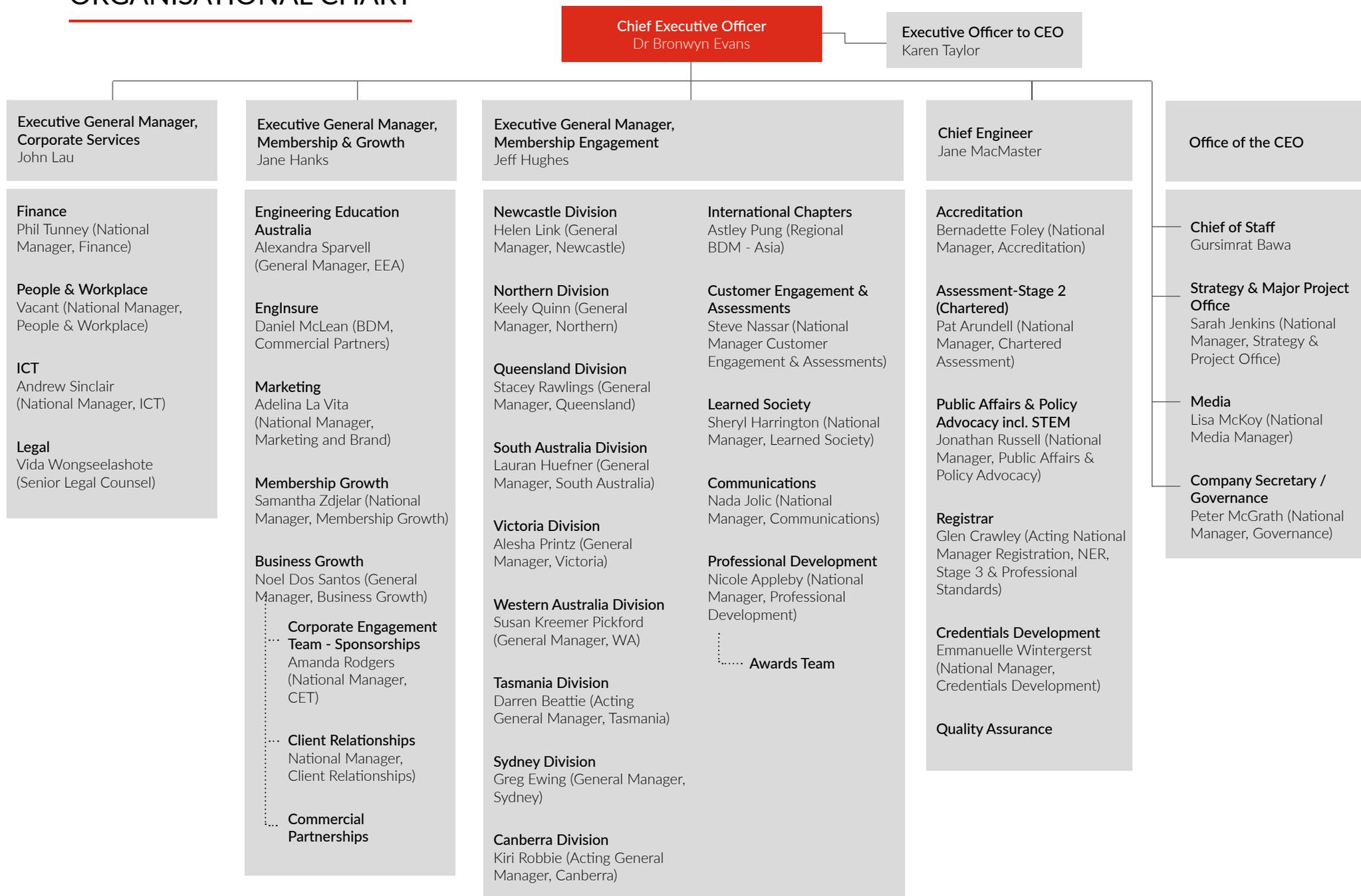


Jeff Hughes *ComplEAust*
Executive General Manager,
Member Engagement



Jane MacMaster *FIEAust CPEng
EngExec NER APEC Engineer IntPE(Aus)*
Chief Engineer

ORGANISATIONAL CHART





Engineers Australia's Strategy 2020-2023



20|20 Vision expresses clarity and sharpness of vision.

Engineers Australia has a **clear vision** of where it wants to be in 3 years' time.

Our purpose:

To advance the science and practice of engineering for the benefit of the community.

6 Strategic Shifts:

Our 3-year focus sets EA up to deliver on our strategic goals and our purpose across 3 areas of influence: the profession, the membership and the organisation.

THE PROFESSION



1. Future ready

The engineering profession and EA will be positioned for the future of work



2. Impactful leadership

Trusted voice of the profession impacting public policy for benefit of the community

THE MEMBERSHIP



3. Chartered aspired

Current and future engineering professionals will aspire to be Chartered



4. Membership valued

Membership of Engineers Australia is valued by the profession

THE ORGANISATION



5. Easy to do business

Services are streamlined to deliver simply, efficiently and effectively



6. High performing

Volunteers and employees feel appreciated and valued

PART 3

What you need to know

Engineers Australia must operate at the highest standards and comply with all relevant legislation. We will provide guidance and support to our volunteers so that they are able to carry out their duties and are aware the conduct expected in the delivery of Engineers Australia activities.

Volunteers and staff are expected to adhere to our codes of behavior and policies and procedures put in place to support compliance and protect individuals and the good name of Engineers Australia.

As a valued member of the EA community, we all share the responsibility of ensuring we are doing the right thing when it comes to work health and safety (WHS). As an Engineers Australia volunteer you will be requested to undertake WHS and anti-bullying training.

All our volunteers are invited, and encouraged, to attend an induction specific to the volunteer activity they are partaking in. The induction will provide further information regarding our policies, procedures and how we can best assist you in your role as a volunteer. You will be enrolled in the induction by your local staff contact and assisted where necessary.



Sean de Prazer
FIEAust CPEng NER

“As my voluntary capacity with Engineers Australia has grown since 2004 so too has my involvement with and admiration for their staff.

The WA office staff have been incredibly diligent, friendly and helpful - treating their job as a calling. They appear as enthusiastic about providing valuable learning experiences and promoting the great work of engineers as my fellow volunteers. I thank all EA staff for their proficiency and often long and busy hours of work. It keeps volunteers like me coming back! I look forward to working with more EA staff in my new role on the Structural College Board.”

Office Bearer Code of Conduct

The Engineers Australia Board requires the holder of any office in Engineers Australia to:

Act in the interests of Engineers Australia as a whole.

1. Support and work with the Board, other office bearers and staff to achieve Engineers Australia's objects and purposes, and support the strategic plan;
2. Keep informed about the organisation, comply with the current policies and procedures of Engineers Australia and undertake training when provided; and
3. Act with honesty, in good faith, with reasonable care and in the interests of the organisation, and so as to uphold the good reputation of Engineers Australia.

Work cooperatively with others.

4. Contribute actively to their committee or group, using Engineers Australia resources properly, effectively and efficiently;
5. Make decisions and set goals consultatively and collectively, based on relevant information, proper analysis and management of risk; and
6. Listen to others and communicate in an impartial, helpful and positive way, and treat all members of the engineering team, members of Engineers Australia, other office bearers and staff equitably and with respect, trust and courtesy.

Act lawfully and within authority.

7. Only make public statements or act on behalf of Engineers Australia with proper authority;
8. Protect the privacy and confidentiality of Engineers Australia information;
9. Not make improper use of Engineers Australia information or property for personal benefit or advantage, and disclose and take reasonable steps to manage any conflicts of interest in committee discussions, decision making and appointments;
10. Act in accordance with the Charter, By-laws and the Regulations of Engineers Australia;
11. Not act in office with a conflict of interest in respect of that office; and
12. Comply with any lawful and reasonable direction given by Engineers Australia office bearers or staff who have authority to give direction.