

Equestrian Australia (EA) Serious Incident Independent Review Panel (SIIRP)

Terms of Reference

1. Purpose:

The Equestrian Australia Serious Incident Independent Review Panel's (SIIRP) core objective is to conduct independent reviews of serious incidents to both humans and horses that occur at Equestrian Australia related activities.

2. SIIRP Key Responsibilities:

- 2.1 To conduct a review into any serious incident in accordance with the Charter issued by the Chief Executive Officer (CEO) of Equestrian Australia, the chair of the Equestrian Australia Health, Safety and Welfare Committee or their delegate.
- 2.2 To issue preliminary findings in relation to any issues identified which may adversely affect the safety and welfare of any EA participant at any EA related activity (e.g. competitions) following a serious incident, and to identify any potential recommendations that can be made to prevent reoccurrence.
- 2.3 The issue of a final report with recommendations (if any) to help prevent a future re-occurrence and for future risk mitigation.

3. SIIRP Composition:

3.1 The Constituted Panel

3.1.1 Following a serious incident, a review panel (the constituted panel) will be constituted to review the serious incident. Each member of the constituted panel is appointed by the Equestrian Australia CEO or their delegate, in conjunction with the chair of the Equestrian Australia Health, Safety and Welfare Committee and the relevant Equestrian Australia National Discipline Committee chair for the discipline in which the serious incident occurred.

3.1.2 The constituted panel must comprise of appropriately skilled experts (retired or practicing). The constituted panel for each particular incident review will comprise of both technical experts and two discipline specific experts, all of whom do not have a conflict of interest in the incident being reviewed.

3.1.3 The panel will liaise with and have access to EA Staff as required.

3.1.5 The appointed SIIRP lead can request additional experts from the list outlined in 4.2.3 such as but not limited to Discipline Specific Experts (DSE), Chief Medical Officer (CMO), National Head Vet (NHV) and agreed others to attend meetings to provide additional expertise as required.

3.2 Panel Skills, Knowledge, and Experience

3.2.1 It is necessary that members of this group meet the range of skills, knowledge and experience as outlined in the SIIRP Skills Matrix 3.2.3, and possess the ability to work collaboratively with a team and effectively support EA’s national incident review processes.

3.2.2 It is necessary to have a minimum of two (2) members that represent each of the areas of expertise as listed in 3.2.3 and 3.2.4.

3.2.3 SIIRP Skills Matrix

Area of Expertise	Skills/Knowledge/Experience
1.SIIRP Lead	<ul style="list-style-type: none"> ● Incident/accident, investigation ● Team leader management ● Knowledge and experience in incident review plans and reporting processes
2.Legal	<ul style="list-style-type: none"> ● Experience in sports law ● Risk mitigation and due diligence ● Coronial Inquests
3.Emergency Response Management	<ul style="list-style-type: none"> ● Emergency response, preparation, trauma management and retrievals
4.Accident Analysis	<ul style="list-style-type: none"> ● Data review and analysis ● Video and other analyses
5.Report Writers	<ul style="list-style-type: none"> ● Documented report procedures ● Excellent note taking and record keeping ● Report preparation ● High level of accuracy

3.2.4 Discipline Specific Experts (DSEs)

Area of Expertise	Skills/Knowledge/Experience
Discipline Specific Experts (DSEs) <i>Representatives may include but are not limited to Technical Delegates, Course Designers, Ground Jurors, Organising Committee member, and professional athletes.</i>	DSEs with experience in areas such as: pre-event management, sport rules, course design and technical operations for events, National and FEI rules and event requirements (where applicable), risk mitigation practices, EA National and discipline reporting, health and welfare requirements, communications, rider eligibility requirements, serious incident management protocols.

3.2.5 The Equestrian Australia CEO, the chair of the Equestrian Australia Health Safety and Welfare Committee or their delegate may, at any time remove any individual from a constituted panel.

3.2.6 Any vacancies on a constituted panel are to be filled as soon as practical.

3.3 SIIRP Lead

3.3.1 The constituted panel will be directed and managed by the appointed SIIRP Lead in line with the Charter issued for the particular incident review.

3.3.2 Documented minutes will be completed, with action items allocated and recorded.

4. Conflicts of Interest

4.1 Panel members are required to disclose any relevant duties and/or interests upon their appointment to a constituted panel in accordance with EA's Conflict of Interest Policy.

4.2 Any conflicts of interests will be addressed in accordance with the requirements of EAs Conflict of Interest Policy.

4.3 All reported panel member conflicts of interest will be noted in the conflict-of-interest register.

5. Review of Charter

5.1 The EA National Health, Safety and Welfare Committee must biannually review and assess the adequacy of these Terms of Reference and recommend to the CEO any changes that the Committee considers are desirable.