

POLICY	Governance
TITLE:	PA Safety Advisory Group Terms of Reference
AREA:	Sports Services
RESPONSIBILITY:	Sport Operations Manager (SOM)
RELATED POLICIES:	Various
DRAFTED BY:	SOM
DATE APPROVED:	19 February 2022
APPROVED BY:	Paddle Australia
NEXT REVIEW:	February 2023

CONTENTS

CONTENTS	2
1. AUTHORITY AND OVERVIEW	3
1.1. Safety Advisory Group Purpose and Authority	3
1.2. Safety Advisory Group Terms of Reference	3
2. DEFINITIONS	3
3. SAFETY ADVISORY GROUP OPERATIONS	4
3.1. Policies and Documents.....	4
3.2. Safety Advisory Group Membership.....	4
3.3. Safety Advisory Group Chair.....	5
3.4. Safety Advisory Group Meetings.....	5
4. SAG ROLES AND RESPONSIBILITIES	6
4.1. PA Competitions	6
4.2. Australian Maritime Safety Authority (AMSA)	6
4.3. Australia New Zealand Safe Boating Education Group (ANZSBEG)	7
4.4. Paddle Industry.....	7
4.5. PA Community.....	7

1. AUTHORITY AND OVERVIEW

1.1. Safety Advisory Group Purpose and Authority

- 1.1.1 Paddle Australia (PA) is the national governing body in Australia for the sport of paddling, as recognised by the International Canoe Federation (ICF).
- 1.1.2 The Safety Advisory Group (SAG) is an Advisory Group as defined under the PA Committee Structure Policy.
- 1.1.3 The SAG is established to provide advice and support to the CEO and Managers of PA regarding safety issues relevant to the paddling community.
- 1.1.4 The SAG is authorised to act within the scope of its duties and responsibilities set out in these Terms of Reference to:
 - i) Perform the activities required to address its responsibilities and make recommendations to the CEO,
 - ii) Proactively consider opportunities for PA to make recommendations to government or industry bodies with respect to safety matters relevant to the paddling community,
 - iii) Proactively consider and make recommendations on policies and guidelines related to safety generally, and
 - iv) Ensure a collaborative, innovative, consistent approach to discussions around safety within the PA community.
- 1.1.5 The SAG may make requests of management and employees to provide information it considers relevant to its responsibilities under these Terms of Reference. Such requests will normally be through the CEO.

1.2. Safety Advisory Group Terms of Reference

- 1.2.1 These Terms of Reference (ToRs) are designed to provide a framework for the operation and roles and responsibilities of the PA Safety Advisory Group.
- 1.2.2 These ToRs are approved and reviewed by the Board from time to time at the recommendation of the CEO after consultation with the SAG.
- 1.2.3 Any individual with any questions regarding the interpretation or operation of these ToRs should contact the CEO (ceo@paddle.org.au).

2. DEFINITIONS

In these Terms of Reference (ToRs) the following words will have the following meaning:

“Board”	means the PA Board of Directors
“Chair”	means the Chair of the SAG who is appointed by the Board
“PEM”	means the PA Participation and Education Manager
“SOM”	means the PA Sport Operations Manager
“CEO”	means the PA Chief Executive Officer
“Members”	means the PA SAG members.
“SAG”	means the PA Safety Advisory Group

“SPA”	means a State Paddle Association of PA
“Affiliated Club”	means a Club that is affiliated to an SPA

3. SAFETY ADVISORY GROUP OPERATIONS

3.1. Policies and Documents

- 3.1.1 Members of the SAG shall be bound by all PA Policies including but limited to:
- PA Code of Behaviour
 - PA Conflict of Interest Policy
 - PA Member Protection Policy
 - PA Privacy Policy

3.2. Safety Advisory Group Membership

- 3.2.1 The objective in determining the membership of the SAG is to ensure that there is an appropriate mix of knowledge and experience on the SAG.
- 3.2.2 Members of the paddling community will be provided an opportunity to lodge an Expression of Interest to be a Member of the SAG.
- 3.2.3 Individuals who are external to the paddling community but who have relevant knowledge of safety matters may also be considered for membership.
- 3.2.4 All Members of the SAG shall be approved by the CEO. Factors to be taken into consideration in assessing the merits of a nomination include, but are not limited to:
- the skillset which is required to fulfil the Roles and Responsibilities of the SAG,
 - the state of residence of the nominee, noting the desire to have a range of states represented on the SAG, where practical,
 - the make-up of the SAG in terms of diversity of gender; age; background; disability and ability; and general experience,
 - cultural fit with the values and objectives of Paddle Australia,
 - experience in government relations or in working within industry or advisory bodies, and
 - background within paddle sports and standing with the paddling community.
- 3.2.5 The SAG shall normally consist of between five (5) and eight (8) Members.
- 3.2.6 There may be a PA Board representative on the SAG if deemed appropriate.
- 3.2.7 Nominations will be invited every two (2) years in even years only, to be lodged by 1st February in the years concerned, to allow the membership of the SAG to be confirmed at the time of the PA National Paddling Forum in April or May of the year in which nominations are made.
- 3.2.8 All nominations for members shall be made on the appropriate form and accompanied by a CV outlining relevant safety, paddling, and other experience of the nominee.
- 3.2.9 The Board, PA staff and SPAs should encourage nominations from individuals that they consider have the appropriate skills and knowledge to contribute to the SAG and having regard to 3.2.4 above.

- 3.2.10 If, at any time, the CEO considers that the candidates nominated do not allow for the objective in 3.2.1 to be met, they may encourage other individuals to nominate for the SAG. In this case, the deadline of 1st February shall not apply.
- 3.2.11 Members will normally serve on the Committee for a 4-year term. Members may be nominated for a further term(s) at the end of each term.
- 3.2.12 The PA Sport Operations Manager (SOM) and the PA Participation and Education Manager (PEM) will be ex-officio members of the SAG.

Transitional Arrangements

- 3.2.13 Following the initial adoption of these ToRs, there will be a call for nominations in accordance with 3.2.7 and 3.2.8 above, except the timelines may be varied.
- 3.2.14 In approving the membership of the SAG, the CEO will consider the:
- a) objective outlined in 3.2.1 above,
 - b) factors for consideration outlined in 3.2.4 above,
 - d) balance between continuity and the need for renewal.
- 3.2.15 To help ensure future continuity, membership of the Committee may be offered initially for a period of two (2) or (4) four years.
- 3.2.16 All individuals concerned will be eligible to serve a further four (4) year term at the conclusion of their initial terms in accordance with 3.2.11 above, subject always to their subsequent nominations being approved by the Board.
- 3.2.17 Clauses 3.2.13 to 3.2.17 shall cease to have effect 12 months following the date of the adoption by the PA Board as the ToRs under which the SAG will operate.

3.3. Safety Advisory Group Chair

- 3.3.1 The Members may recommend a Chair of the SAG.
- 3.3.2 The CEO shall appoint the Chair of the SAG, having regard to but not necessarily bound by any recommendation of the Members.
- 3.3.3 Ideally the Chair should be independent of the Board.

3.4. Safety Advisory Group Meetings

- 3.4.1 The SAG will be required to meet a minimum of three (3) times in each calendar year.
- 3.4.2 If it is deemed that a meeting(s) needs to be held outside the agreed schedule of meetings, the Chair may call a meeting(s) with the agreement of the Members and the CEO.
- 3.4.3 SAG meetings will typically be held via teleconference, however meetings may be held in person where circumstances permit.
- 3.4.4 Unless all members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days' notice of the meeting of the SAG shall be given to each Member by the PEM. The agenda shall be forwarded to each member not less than three days prior to such meeting.

- 3.4.5 The Chair shall preside at every meeting of the SAG. If the Chair is not present or is unwilling or unable to preside, the Members shall choose one of their number to preside as Chair for that meeting only.
- 3.4.6 At any meeting of the SAG, all persons participating shall be able to communicate with each other effectively. A majority of the Members of the SAG shall be required to constitute a quorum.
- 3.4.7 If a failure in communications prevents the condition set out in 3.4.6 from being satisfied, then the meeting shall be suspended until the condition set out in 3.4.6 is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated.
- 3.4.8 Decisions arising at any meeting of the SAG shall be decided by a majority of votes and all decisions shall for all purposes be deemed a determination of the SAG. All members shall have one vote on any motion put to the SAG. The Chair shall also have a casting vote where voting is equal.
- 3.4.9 A procedural defect in decisions taken by the SAG shall not result in such decision being invalidated.
- 3.4.10 Minutes of all SAG meetings shall be taken. Draft minutes shall be reviewed by the Chair and circulated for the consideration of the Members as soon as practicable after the meeting has been held. A copy of the minutes shall be stored by PA.
- 3.4.11 A resolution by electronic mail that has been signed or assented to by all the Members shall be as valid and effectual as if it had been passed at a meeting of the SAG duly convened and held.
- 3.4.12 Members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.
- 3.4.13 Where Members or invitees are deemed to have a real or perceived conflict of interest, as determined with reference to the PA Conflicts of Interest Policy, they will be excused from SAG discussions where the conflict exists and excluded from any vote.

4. SAG ROLES AND RESPONSIBILITIES

The SAG shall have the following roles and responsibilities:

4.1. PA Competitions

- 4.1.1 Review the Risk Management Plan template in place for National Level Competitions and make recommendations to the CEO as required.
- 4.1.2 Review data collected from serious incidents at National Level Competitions and make recommendations to the CEO as required.
- 4.1.3 Liaise with the PA Audit & Risk Committee as required regarding safety matters.

4.2. Australian Maritime Safety Authority (AMSA)

- 4.2.1 Monitor the consultations open from time to time for submissions from the public as advertised on the AMSA website (Consultation).
- 4.2.2 Make recommendations to the CEO as to whether the SAG should be making a submission within a Consultation.

- 4.2.3 Draft submissions in respect of a Consultation on behalf of PA, for consideration by the CEO
- 4.2.4 Monitor all AMSA Campaigns, as listed on the AMSA website, and contribute to same as appropriate.
- 4.2.5 Make recommendations to the CEO regarding attendance at AMSA events, where appropriate.

4.3. Australia New Zealand Safe Boating Education Group (ANZSBEG)

- 4.3.1 Monitor the projects and initiatives being undertaken by ANZSBEG and contribute as appropriate.
- 4.3.2 Provide leadership to ANZSBEG in its Paddle Safety project.

4.4. Paddle Industry

- 4.4.1 Proactively consider opportunities for engagement with the paddle industry to advance a united voice for safety matters relevant to the paddling community.

4.5. PA Community

- 4.5.1 Prepare information for distribution to the broader paddling community with respect to safety.
- 4.5.2 Facilitate involvement of the SPAs and Clubs in ongoing discussions with respect to safety.