
Terms of Delegation Education and Safety Advisory Group



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1. OVERVIEW

The Education and Safety Advisory Group (“Advisory Group”) has been established by the Board under Rule 19.1 of the Paddle Australia Constitution.

2. DEFINITIONS

In this Terms of Delegation these words will have the following meaning:

“**Board**” means the AC Board of Directors.

“**Chair**” means the Chair of the Advisory Group who is appointed by the Board.

3. COMPOSITION

Advisory Group will comprise:

- A Director of Australian Canoeing (AC);
- Between 4 and 6 people with diverse knowledge, collectively covering all areas of Education and Safety;
- AC’s Participation and Recreation Manager.

The Board will review the composition of the Advisory Group every two years.

A full list of the Advisory Group members can be found at [\(add link here\)](#).

4. CHAIRPERSON

AC Participation and Recreation Manager shall act as the Chairperson.

The Advisory Group Chairperson shall chair the meetings of the Advisory Group and set its agendas.

Should the Advisory Group Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting.

5. PURPOSE

The Advisory Group aims to address and suggest actions on major strategic issues in education and safety as outlined in the AC Strategic Plan, by bringing together key personnel with relevant expertise from AC and the canoeing community. The focus of the Advisory Group will be:

- 5.1. Develop, for Board approval, minimum national standards for paddle sport education and safety;
- 5.2. Provide technical advice regarding the Australian Canoeing Award Scheme to Management and the AC Board of Directors;
- 5.3. Review and approve Award Scheme resources;
- 5.4. Assist Management with the lobbying of government, industry and state bodies in relation to paddle safety and education issues;
- 5.5. Assist Management with the attendance of government and industry conferences, workshops and trade shows;
- 5.6. Provide advice to government and statutory authorities (including but not limited to state coroners, ANZSBEG, marine authorities) in relation to safe paddling activities and standards;
- 5.7. Maintain links to marine safety standards groups (ANZSBEG and similar);
- 5.8. Monitor and advise on educational and safety needs for the paddling industry;
- 5.9. Be an advocate for all paddlers.

The Advisory Group shall ensure it conforms to any directions of the Board.

6. MEETING STRUCTURE

The Advisory Group is expected meet at least quarterly in each calendar year and, subject to the financial circumstances of AC, one of these meetings must take place in person.

In addition to this, AC may call such additional meetings as necessary to address any matter that it wishes the Advisory Group to pursue.

Any member of the group can suggest agenda items to AC for the Advisory Group meetings.

AC may invite any employee, contractor or specialist /expert to the meetings who can add value to the discussions.

The Chair will ensure that any invitee to a meeting understands that they are privy to discussion on the bases of confidentiality. Unless otherwise agreed the must be no disclosure of the nature or content of the Advisory Group deliberations.

7. NOTICE OF MEETINGS

Unless all Advisory Group members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven days' oral or written notice of the meeting of the Advisory Group shall be given to each Advisory Group member by AC. The agenda shall be forwarded to each Advisory Group member not less than three days prior to such meeting.

8. DISCLOSURE OF INTERESTS

The nature of the interest of such Advisory Group member must be declared by the Advisory Group member at the meeting of the Advisory Group at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Advisory Group after the acquisition of the interest. If an Advisory Group member becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Advisory Group held after the Advisory Group member becomes so interested.

9. RECORDING RESOLUTIONS

The Advisory Group shall keep minutes of the resolutions and proceedings of each Advisory Group meeting, together with a record of the names of persons present at all meetings. Within fourteen days of any meeting of the Advisory Group, a copy of the minutes and any supporting documents will be sent to all Advisory Group members, chairs of state Advisory Groups, the AC CEO and other relevant AC personnel.

10. AUTHORITY

The Advisory Group is not intended to replace the decision-making authority of AC. The AC Education and Safety Advisory Group shall be an advisory group to AC's staff and by exception to the Board of AC through its President or nominee.

The AC Board may by instrument in writing, revoke wholly or in part any delegation made under these Terms of Delegation and may amend, repeal or veto any decision made by the Advisory Group under these Terms of Delegation.

11. REVIEW

The operation of this Advisory Group will be reviewed every two years.