

1.0 Background

Better Para-surfing outcomes should be established to progress the priorities and advocate for better outcomes for surfers with a disability and communities

This Terms of Reference is designed to govern such a group, now referred to as the Surfing Australia Para Council (SAPC)

2.0 Purpose of the SAASC

2.1 Oversee the development of surfing and culture agenda for Para-Surfers in Australia.

2.2 Guide the implementation of the forward agenda.

3.0 Role.

3.1 Identify priority initiatives/actions that will best contribute to the Para surfing and culture agenda

3.2 Foster input from the Para community

3.3 Encourage policy makers, program facilitators, designers and deliverers to work collaboratively with communities to implement agreed initiatives

3.4 Provide guidance & input on how any programs should be planned, executed & evaluated

3.5 Guide Surfing Australia on available Federal, State, local & other available grants to support our purpose.

4.0 Responsibility and Accountability

4.1 The SAPC is a Surfing Australia-convened group

4.2 The SAPC's activities will be focussed on strategy, initiatives, and facilitation as far as practicable.

4.3 The SAPC will aim to improve communication, engagement and information sharing between the Para community and Surfing Australia, surf industry & surf communities

4.4 Decisions and resolutions adopted by the SAPC are not binding on Surfing Australia

4.5 The SAPC is expected to work professionally and collaboratively in an environment of mutual respect and transparency.

6.0 Term of Office

6.1 The interim working group will review membership 12 months from when it first convenes.

6.2 If a member resigns within that period or a vacancy occurs for any other reason, a replacement will be appointed by agreement of group members for the remainder of the term.

7.0 Chair

7.1 The Chair will be elected by the members at its first meeting.

8.0 Meetings

8.1 The schedule will be determined by the members but not less than every four months.

8.2 No proxies are permitted.

9.0 Conflict of Interest

9.1 All SAPC members should recognise and promptly declare to the Chair and other members of the group (in writing) any private or personal interest, that conflicts or may conflict or may appear to others to conflict, with their role, responsibilities, or accountabilities.

9.2 A register of declarations will be maintained.

10.0 Out of Pocket Expenses

10.1 Membership of the SAPC is honorary. Sitting fees are not applicable. Reasonable out of pocket expenses (for example, regional travel to attend

SAPC meetings in the metropolitan area or events) will be reimbursed on a case by case basis and agreed prior to the costs being incurred.

10.2 There will not be any costs approved retrospectively.

11.0 Executive Support

11.1 Surfing Australia will provide executive support.

11.2 Support includes secretarial services such as meeting coordination; distribution of agendas; taking and distribution of minutes; follow up of matters/actions arising; facilitating access to Surfing Australia/external personnel and relevant records; maintaining the register of conflict declarations and other SAPC records.

12.0 Record of Proceedings

12.1 Meeting agendas should be distributed to SAPC members at least one week prior to the scheduled meeting.

12.2 Minutes of meetings should be distributed to all SAPC members within two weeks of the meeting.