



**SURF LIFE SAVING®**  
NEW ZEALAND

## Bay of Plenty – Local Lifesaving Committee Terms of Reference (TOR)

<b>Title:</b>	Bay of Plenty Lifesaving Committee (BOPLC)
<b>Area:</b>	Bay of Plenty (Clubs include: Mt Maunganui LGS, Omanu Beach SLSC, Papamoa SLSC, Maketu SLSC, Pukehina SR, Whakatane SLSC & Opotiki SLSC)
<b>Objective:</b>	Protect our community in the water
<b>Responsible to:</b>	Chase Cahalane – Lifesaving Manager – Eastern Region

### Committee Structure:

1. The Lifesaving Manager plus;
2. The group shall comprise up to seven (7) other persons. These appointments may include representatives from within Surf Life Saving and other stakeholders or organisations.
3. The Chairperson will be a volunteer member of the area.
4. A quorum shall be the LM (or SLSNZ delegate) and four (4) committee members.
5. The committee has the ability to co-opt on specialist skills if required.

### Appointment:

1. Appointment will be based upon a “best person for the role” philosophy.
2. Appointments will be made by the Lifesaving & Education Manager, existing BOP Lifesaving Committee Chair, and the Regional Manager following nominations from the clubs and members.
3. Club staff are eligible to apply.

### Term:

1. The appointment of the BOPLC will be made by the end of June each year and the first meeting will generally be in July.
2. Terms of each Committee member will be where possible two (2) years with 50% of the Committee up for reappointment every alternative year.
3. Existing members may stand again / rollover.
4. Expressions of interest will be sent out in Mid-May and will close by Mid June.

### Profile:

National Partners



Regional Partners

Primary Partner



*In it for life*

**Surf Life Saving New Zealand – Eastern Region**

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The following factors shall be taken into consideration when appointing members:

1. The ability to think strategically and philosophically and contribute to the future development / direction of lifesaving within their local area and the wider region.
2. A cross section of skills and experience from within SLSNZ or another organisation / place of employment.
3. A comprehensive understanding of policy, regulation and models of best practice.
4. Club representation.
5. Reporting and communication skills.
6. Commitment to participation in BOPLC activities.

### **Operating Principles:**

1. The BOPLC shall meet and/or communicate via email or telephone as deemed necessary by the Eastern Region Lifesaving & Education Manager.
2. For clear and consistent communication Between the Committee and Local Area Clubs:
  - a. Once Meeting Agenda is finalised it will be sent to all Local Area Clubs and Committee Members at least 3 working days prior to the meeting date.
  - b. Once the meeting has concluded a bullet point summary outlining the discussion and action points will be sent to all Local Area Clubs and Committee Member within the 3 following working days.
  - c. Meeting minutes will be completed in draft and emailed to the whole committee, once the Committee Chair has given the ok they can be uploaded to the SLSNZ website in Draft Format (within 1 month of meeting).
  - d. Meeting Minutes will be ratified at the next meeting and will replace the draft minutes online.
  - e. This is all the responsibility of the appointed staff member.
3. Members of the BOPLC are to be positive role models for all members of SLSNZ.
4. The BOPLC shall be united in supporting the positive implementation of the SLSNZ lifesaving plan and local lifesaving activities in a non-partisan manner.
5. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
6. Committee members who incur any expenses associated with committee meetings or activities will be reimbursed in recognition of their time and support provided. Reimbursements will be made in conjunction with the SLSNZ membership reimbursement policy and associated documents.

### **Duties and Responsibilities:**

1. Assist, Development and delivery of the Lifesaving Plan and local activities.
  - *To endorse and support the local lifesaving management plan and calendar and provide timely feedback.*
2. Establish patrol operations guidelines for the area in conjunction with SLSNZ.
3. Sign off POMs and monitor that they are being carried out to the set standards.
  - *Develop and support the local patrol audit process.*
4. Appoint a Chief Patrol Auditor and manage all patrol audits across the area and season.
5. Appoint the Chief Examiner for Surf Lifeguard Examinations in the area.
6. Appoint the Chief Examiner for IRB Examinations in the area.
7. Participation in SLSNZ / local programme reviews.
8. Local "Awards of Excellence" and "Rescue of the Month".
  - *BOPLC to review the ROM nominations each month and recommend the winners.*
9. Provide advice to the Eastern Region Lifesaving Manager or other SLSNZ staff.
10. Identify key priorities for the season.
  - *Short and long term goals*
  - *Project management plan*

**Authority:**

1. The BOPLC shall operate within the above mentioned duties and responsibilities.
2. The BOPLC will provide recommendations and advice to the Regional Staff within the boundaries of the TOR. The Regional Staff shall guide the BOPLC discussions and recommendations to keep them appropriate, current and specific to the TOR and within the limitations of the Staff roles, capability and time restraints.
3. The BOPLC shall provide recommendations and advice on how the budget should be allocated within the Local or Regional Area to ensure the Management plan is achieved. Regional Staff shall provide the boundaries regarding the budget to the BOPLC and regional staff will maintain final accountability of the budget at a local and regional level.

Chase Cahalane  
Lifesaving Manager – Eastern Region  
Surf Life Saving New Zealand

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## Bay of Plenty Lifesaving Committee - Meeting and Work Schedule

<b>Month</b>	<b>Output / Agenda Items</b>
<b>Mid-May</b>	<ul style="list-style-type: none"> <li>Expressions of interest for BOPLC sent to membership.</li> </ul>
<b>Mid-June</b>	<b>BOPLC selected by LM, RM and exiting BOPLC Chair.</b>
<b>July</b>	<p><b>Meeting #1</b></p> <ul style="list-style-type: none"> <li>BOPLC terms of reference (re-visit/reaffirm TOR each year).</li> <li>Meeting schedule established for the year.</li> <li>Establish local lifesaving priorities for the season (continue current key priorities)</li> <li>Develop local lifesaving programme for the season.</li> <li>Decide local lifesaving award recipients.</li> </ul> <p><b>Inter Area Meeting #1</b></p> <ul style="list-style-type: none"> <li>Discuss regional and/or national alignment in lifesaving programmes where required.</li> <li>Discuss key priorities and alignment as required.</li> </ul>
<b>August</b>	<p><b>Meeting #2</b></p> <ul style="list-style-type: none"> <li>Endorse programme overview – lifesaving events and development activities.</li> <li>Ratify local calendar of lifesaving activities.</li> <li>Assist with the delivery of lifesaving plan.</li> </ul>
<b>Sept/Oct</b>	<p><b>Meeting #3</b></p> <ul style="list-style-type: none"> <li>Full local, regional and national lifesaving programme available to clubs.</li> <li>Assist LM in developing key priorities and implementation as required.</li> <li>Create working groups as required.</li> <li>Assist with the delivery of lifesaving plan.</li> <li>Make adjustments to the plan if required.</li> </ul> <p><b>Inter Area Meeting #2</b></p> <ul style="list-style-type: none"> <li>Discuss regional and/or national alignment in lifesaving programme where required.</li> <li>Discuss key priorities and alignment where required</li> </ul>
<b>Mid October</b>	<p><b>Meeting #4</b></p> <p><b>The Regions Representative on the NLC selected by Area Committee Chairs. (Start of October)</b></p> <ul style="list-style-type: none"> <li>Update progress against work plan.</li> <li>Assist with the delivery of lifesaving plan.</li> <li>Make adjustments to the plan if required.</li> </ul>
<b>Mid October – January/February</b>	<p><b>Meeting #5</b></p> <ul style="list-style-type: none"> <li>Mid-season review.</li> <li>Discuss issues or risk areas during the season.</li> <li>Review capability for delivery of the season plan.</li> <li>Check if local lifesaving programme is on track and planned well.</li> <li>Select representative from Central Region BOPLC's to sit on the National Lifesaving Committee.</li> </ul>
<b>March / April</b>	<p><b>Meeting #6</b></p> <ul style="list-style-type: none"> <li>Season review (completed on BOPLC season review form).</li> <li>Opportunity to present any other lifesaving ideas.</li> <li>Review local lifesaving plan, re-visit the previous season's BOPLC review highlighting any recommendations.</li> <li>Review key priorities.</li> </ul>
<b>June</b>	<p><b>Meeting #7</b></p> <ul style="list-style-type: none"> <li>Voting on the nominations for the Awards of Excellence (AOE)</li> </ul>