



SURF LIFE SAVING®
NEW ZEALAND

Coromandel – Local Lifesaving Committee Terms of Reference (TOR)

Title:	Coromandel Lifesaving Committee (CLC)
Area:	Coromandel (Clubs include: Hot Water Beach LGS, Tairua SLSC, Pauanui SLSC, Onemana SLSC, Whangamata SLSC, Whiritoa LGS & Waihi Beach LGS)
Objective:	Protect our community in the water
Responsible to:	Chaz Gibbons-Campbell – Lifesaving Manager – Eastern Region

Committee Structure:

1. Lifesaving Manager plus;
2. The committee shall comprise of up to Nine (9) members. Seven (7) of the positions are club representatives (1 from each club) and two (2) other independent cop-opted persons who are the best person for the role. 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. The quorum shall be a simple majority of the sitting LLC members and LM or SLSNZ delegate.
5. The committee has the ability to co-opt on specialist skills if one of the club positions is not filled by a club.

Appointment:

1. Appointment for the Seven (7) club representatives will be one (1) member per club as decided by the each Club, and should be based upon a “best person for the role” philosophy.
2. Appointment for the Two (2) independents will be decided by the club representatives and LM (or SLSNZ delegate) as required.
3. Appointments will be ratified by the LEM, Regional Manager (RM) and the standing Coromandel Lifesaving Committee Chairperson.
4. Club Staff are eligible to apply.

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Term:

1. The appointment of the CLC will be made by the end of April each year and the first meeting will generally be in May.
2. Terms of each of the Club representative Committee members will be where possible two (2) years with 50% of the committee up for reappointment every alternative year.
3. Terms of each of the independent Committee members will be one (1) year.
4. Terms of other co-opted members will be based on the length of the project which they are co-opted for.
5. Existing members may stand again / rollover.
6. Expressions of interest will be sent out in mid-March and will close by the mid-April.

Profile:

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 LLC activities.

Operating Principles:

1. The Local Lifesaving Committee shall meet and/or communicate via email or telephone/video call as deemed necessary by the Committee Chair Person or Lifesaving Manager.
 - a. Meeting Dates are to be set in accordance with the Meeting Schedule set out in the Terms of Reference.
 - b. Confirmation of the Meeting Date, Time & Location will be communicated to LLC Members at least 10 working days prior to the meeting.
 - c. Changes to Meeting Date, Time or Location needs to be communicated well in advance, no later than 3 working days prior to the scheduled meeting.
 - d. Committee Members are to make a fair attempt to attend meetings either in person or via telephone/skype link, apologies are to be sent via email to the Chairperson if a member is not able to attend.
 - e. Committee Members should aim to reply to any Email Correspondence in a timely manner and include all relevant committee members and SLSNZ Staff.
2. Agendas will be sent to LLC members from the Committee Chair Person for feedback.

3. The seven (7) LLC Club appointed position members, are expected to hold the views of the club when providing feedback and input in to decisions. This may require the LLC members talking with Club Committees or Boards to make sure they are voicing the clubs views.
4. For clear and consistent communication meeting minutes will be:
 - 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.
5. Members of the LLC are to be positive role models for all members of SLSNZ.
6. The LLC shall be united in supporting the positive implementation of the SLSNZ lifesaving plan and local lifesaving activities in a non-partisan manner.
7. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
8. 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 CSOPs 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. Endorse the Chief Examiner for Surf Lifeguard Examinations in the area.
6. Endorse the Chief Examiner for IRB Examinations in the area.
7. Participation in SLSNZ / local programme reviews.
8. Provide advice to the Eastern Region Lifesaving Manager or other SLSNZ staff.
9. Identify key priorities for the season.
 - *Short and long term goals*
 - *Project management plan*

Authority:

1. The Local Lifesaving Committee shall operate within the above mentioned duties and responsibilities.
2. The Local Lifesaving Committee will provide recommendations and advice to the Regional Staff within the boundaries of the TOR. The Regional Staff shall guide the LLC 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 Local Lifesaving Committee 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 LLC and regional staff maintains final accountability of the budget at a local and regional level.

Chaz Gibbons-Campbell
Lifesaving Manager – Eastern Region
Surf Life Saving New Zealand

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Coromandel Lifesaving Committee – Meeting and Work Schedule

Month	Output / Agenda Items
March	Expressions of interest for LLC sent to membership.
	Committee members
End of April	LLC selected by LM, RM and exiting LSC Chair.
May	Meeting #1
	LLC terms of reference (Re (visit/reaffirm TOR each year).
	Delegate Portfolios
	Meeting schedule established for the year.
	Establish local lifesaving priorities for the season (continue current key priorities)
	Develop a local lifesaving programme for the season.
	Meeting #2
	Decide local lifesaving award recipients
	Inter Area Meeting #1
	Discuss regional and/or national alignment in lifesaving programmes where required.
	Discuss key priorities and alignment as required.
June	Meeting #3
	Endorse programme overview – lifesaving events and development activities.
	Ratify the local calendar of lifesaving activities.
	Assist with the delivery of lifesaving plan.
July	Meeting #4
	Full local, regional and national lifesaving programme available to clubs.
	Assist LEM in developing key priorities and implementation as required.

	Create working groups as required.
	Assist with the delivery of a lifesaving plan.
	Make adjustments to the plan if required.
	Development of CSOPs
	Inter Area Meeting #2
	Discuss regional and/or national alignment in lifesaving programme where required.
	Discuss key priorities and alignment where required
	The Regions Representative on the NLC selected by Area Committee Chairs. (Start of October)
August – Mid October	Meeting #5
	Update progress against work plan.
	Assist with the delivery of a lifesaving plan.
	Make adjustments to the plan if required.
	Adopt Patrol Audit Programme
	Sign off CSOPs
Mid November – January	Meeting #6
	Review capability for delivery of the season plan.
	Check if local lifesaving programme is on track and planned well.
	Select representative from Eastern Region LLC's to sit on the National Lifesaving Committee.
End of January	Meeting #7
	Mid-season review.
	Discuss issues or risk areas during the season.
March / April	Meeting #8
	Season review (completed on LLC season review form).
	Opportunity to present any other lifesaving ideas.

	Review local lifesaving plan, re-visit the previous season's LLC review highlighting any recommendations.
	Review key priorities.

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