



**Surf Life Saving Australia
Terms of Reference**

Learning and Development Management Committee (LDMC)

Authorised By:	Surf Life Saving Australia Board
Purpose:	To collaboratively deliver advice on nationally significant matters relating to Learning and Development. Note: The scope of this committee includes Lifesaving, Sport, Education and Development.
Roles:	<ul style="list-style-type: none"> • Contribute to the achievement of the National Education Strategy • Facilitate national collaboration and promote shared responsibility for improvement in learning and development initiatives • Ensure national standardisation and consistency within learning and development • Contribute to the development of national learning and development resources and programs • Attend to any matters as referred by the SLSA Board, CEO, GMCC and other Committees • Promote and advance evidence based approaches to learning and development • Consider strategic and operational issues relating to learning and development, and make recommendations based on research and discussion of best practice.
Authorities and Limitations:	<ul style="list-style-type: none"> • Can make recommendations to the Chair, Learning and Development on all aspects of learning and development. • The Committee and its members must refer all SLSA matters for public comment to the CEO. • The Committee's deliberations and recommendations are confidential.
Composition:	<p>The Committee shall be comprised of:</p> <ul style="list-style-type: none"> ▪ The SLSA Chair, Learning and Development (Chairperson) ▪ 7 state/territory representatives from ▪ SLSA Learning and Development Manager or his/her nominee (secretariat) <p><i>Note 1: Visitors and/or observers may attend meetings by prior consent of the Chair.</i> <i>Note 2: In the absence of the Chair, Learning and Development, the Committee shall appoint one of its members to act as Chair.</i></p>
Reports to:	Chair, Learning and Development
Skills	<p>Members appointed to the LDMC will be state/territory representative staff who are appropriately qualified and have experience in:</p> <ul style="list-style-type: none"> ▪ Adult education, including an understanding of the VET Quality Framework ▪ Learning and development across the whole organisation (Lifesaving, Sport, Development), including resource development ▪ Strategic Management ▪ Youth and people development.
Responsibilities of LDMC Representatives	<ul style="list-style-type: none"> • To represent the prevailing views of their members fully and accurately to the best of their ability. • To maintain commitment to the values of the SLS movement through all deliberations. • To judge each issue on its merit with particular reference of benefits to the movement and the public. • To address matters only related to the Committees purpose and responsibilities and defer matters related to other Committees as necessary.
Quorum:	The quorum for any Committee meeting shall be at least five (5) members (excluding SLSA employees), consisting of representatives from at least four (4) different States.

Meeting Schedule:	At least two times per year (May and November) ; and/or as directed by the SLSA Board and/or Executive Management Group
Provision of Recommendations:	All listed members excluding the Chair and SLSA staff, shall be entitled to contribute to any recommendation at all meetings of the LDMC at which they are present in person, or by proxy. The Chair shall have the right to determine the final recommendation where a consensus cannot be reached.