SURF LIFE SAVING
NEW SOUTH WALES

REGULATIONS

The Board of Surf Life Saving New South Wales (SLSNSW) has, by resolution, made the following
regulations under Rule 43(a) of the Constitution.

Version 1. 17

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1. GENERAL ADMINISTRATION AND OPERATION OF REGULATIONS

a. Preamble

i. The SLSNSW Constitution is the authority under and through which the business of SLSNSW is governed and managed.

ii. SLSNSW also makes policies from time to time. Such policies formalise SLSNSW's position on specific issues and/or details the required procedures considered important to effect competent and prudent management and operations. The policies in the addendum form part of these regulations.

iii. The Board also passes resolutions from time to time. Resolutions are a procedural means of formalising and recording a decision, rule, policy or position on a specific issue.

iv. Standing Committees, Panels and Working Groups also provide recommendations to the Board and Chief Executive Officer to act on. These recommendations are non-binding but provide a procedural means of formalising and recording advice to the Board or Chief Executive Officer on a specific issue.

v. The CEO will ensure all changes to the Regulations and any approved or amended Polices are advised within 14 days or their ratification.

b. These Regulations:

i. Are made under Rule 43 of the SLSNSW Constitution

ii. Sometimes referred to as by-laws, are the framework within which surf lifesaving is regulated and conducted and are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving may be regulated and conducted. These Regulations are not made for any anti-competitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by SLSNSW including membership of SLSNSW.

iii. Should be read in conjunction with the SLSA regulations. To avoid duplication, these regulations have been written:

    i. where there is no corresponding SLSA regulation

    ii. where the regulations differ and the SLSNSW regulation is to take precedence

iv. In the event of any inconsistencies with other relevant documents Rule 16 b of the SLSNSW Constitution will apply.

v. Contain various directions and requirements of SLSNSW which are binding on SLSNSW and Members of SLSNSW, but are not of a nature, which justifies inclusion in the Constitution.

vi. Are written such that it should be recognised that SLSNSW believes in/and operates under strict equity guidelines. Any reference to a person as he in this document should be read as unisex

vii. SLSA & SLSNSW may publish Manuals, Circulars and Memorandums, considered desirable for the promotion of its objects. All such current Manuals Circulars and Memorandums shall be deemed to be part of these Regulations and are issued from time to time essentially for notification, which implement, extend and/or alter a policy, rule or regulation. Where an inconsistency exists between an SLSA Manual, Circular and Memorandum and an SLSNSW Manual, Circular or Memorandum, the SLSNSW document will take precedence.

c. Sub-Committees

i. There are various sub-committees described in the Constitution as Standing Committees. Their Charter, make-up and tenure of positions are described in these Regulations.

ii. Additionally, the Board may convene additional sub-committees, working groups or other such groups from time to time.

iii. Where such a sub-committee, working group or other such group as appointed by the Board is convened, a Terms of Reference shall be approved by the Board to guide that group's make-up, tenure and activities.

d. Conduct of Meetings

i. General

i. The following Rules shall apply to the conduct of all meetings of SLSNSW.

ii. The word 'member' shall mean any Member of SLSNSW.

ii. Chair's Authority

i. In the case of any remark considered by the Chair to be offensive or inputting improper motives, the Chair may call upon a speaker to withdraw such comments and apologise.

ii. The Chair may call a member to order. If such a member persists in being disorderly, The Chair may call upon such member to withdraw from the meeting.

iii. It shall not be permissible to dispute the Chair's rulings, or move a motion of dissent from their ruling, on matters of procedure and points or order.

iv. The Chair shall have the right to excuse non-voting members from the meeting on matters of confidentiality.

iii. Rules of Debate

i. Any member desiring to speak shall address the Chair. (At the Chair's discretion, this provision maybe relaxed where the meeting size and type does not warrant this level of formality)

ii. If two or more members seek to speak at the one time the Chair shall decide who is entitled to priority.

iii. The meeting may decide that a particular person shall or shall not be heard, providing that a motion of this nature shall not be debated.

iv. No member shall interrupt another while speaking except to raise a point of order.

v. No speaker shall digress from the subject under discussion

vi. No member shall use offensive or unbecoming words.

vii. During the debate a member may raise a point of order whereupon the member then speaking shall cease speaking until the point of order has been decided.

viii. It shall be competent for any member to move a motion of dissent from the Chair's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chair only may then speak on the motion.

ix. At any time during the debate, a member may "move that" the question be now "put" provided that the Chair is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate – it need not be seconded. This motion may be applied to an amendment, in which case, the amendment is immediately put to the vote. It shall not be competent for the mover, seconder, or any other person who has spoken to the original motioner amendment to move "that the question be now put."

x. If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.

xi. A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate.

xii. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right to reply.

iv. Motions and Amendments

i. Any member proposing a motion or an amendment shall state its nature before addressing the meeting.

ii. The mover of the motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

iii. No member may speak more than once to a motion except with the chairman's permission, in explanation or reply, or to ask a question, provided that they may speak again on any amendment to the motion.

iv. The mover of a motion's right of reply shall be exercisable at the end of the debate.

v. The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alterations to the wording of his motion.

vi. Any member (other than provided for above) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.

vii. The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment.

viii. A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.

ix. An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.

x. If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.

xi. The mover of an amendment has no right of reply.

xii. A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
xiii. Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
xiv. When an amendment is carried, the motion as amended becomes the motion before the meeting.
xv. Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however must be confined to the matter of withdrawal.
xvi. If, after a motion has been determined it is considered in the general interest that the matter should be reopened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

v. Voting

Voting shall be by the voices, or, at the discretion of the Chairman, or at the request of any member, by show of hands or by secret ballot.

vi. Special Resolutions

Where a Special Resolution is to be proposed, an Explanatory Memorandum shall be issued as part of the Notice of Meeting. To enable that Memorandum to be prepared, the format for the submission of a Special Resolution the notice must take is:

i. The original Clause in the SLSNSW Constitution to be amended or deleted and the proposed changes, or in the case of a new clause, the wording of that clause.
ii. Reference to all other clauses in the Constitution which are impacted upon by the proposed amendment and what impact that shall be. Where required, the Special Resolution must then identify the required amendments to those subsequent clauses and further impacts to the Constitution
iii. These notes must include:
    a. Name of the Proposer and seconder
    b. The overarching rationale for the proposed amendment
    c. An analysis of the benefits, draw backs and risks associated with ratifying the amendment AND retaining status quo
    d. Any financial implications associated with the amendment
    e. Evidence of consultation by the Proposer with other members of the State Council
iv. The Explanatory Memorandum shall include:
    a. The documentation received from the proposer presented as it was received.
    b. Where the Special Resolution is put forward for consideration by the Board, it shall include the items as noted above (save for e)
    c. Where the Special Resolution is put forward for consideration by a member of the State Council, the CEO shall prepare on behalf of the Board a response to the submission, which will form part of the explanatory memorandum for consideration by the State Council. This will note the Board's agreed position on the Special Resolution

2. Club and Branch Administration

a. Determination of Country Branches

i. Where a program or event requires Branches or clubs to be designated as either City or Country, the following allocation of Branches (and by extension the clubs within each Branch) shall be utilised:

Country	City
Far North Coast	Hunter
North Coast	Central Coast
Mid North Coast	Sydney Northern Beaches
Lower North Coast	Sydney
South Coast	Illawarra
Far South Coast	

b. Charitable Fundraising

i. Each SLSNSW Affiliated Club and Branch shall be responsible for sourcing, maintaining and ensuring compliance of their own Charitable Fundraising Number (CFN) through the NSW Department of Fair Trading.

c. Annual Capitation Fees and Affiliation

i. Clubs & Branches must apply annually for re-affiliation to SLSNSW 14 days prior to the commencement of the new Patrolling Season annually on the prescribed form.

ii. Clubs will pay an annual affiliation fee or capitation fee which shall be set by the Board annually.

iii. The fee shall be payable in September of each year for the forthcoming season and will be calculated by the number of registered members (as noted on Surfguard) as at 30th June of the previous season.

- i. Registered Membership figures will be extracted from SurfGuard on 30 June annually in line with the SLSA Membership Statistics Guide and custom template created by SLSA for use by State bodies.
- ii. Members with multiple memberships (ie dual membership including competition rights) will be deduplicated (ie a capitation fee will only apply against the individual members once). (See SLSA Regulations regarding multiple memberships)
- iii. The capitation fee will be applied against the club with whom the member has the longest standing membership

d. Annual Branch/Club Compliance Review

i. Annually in August each year, SLSNSW will commence conducting a compliance audit of each club.

ii. The compliance audit will include but is not limited to the following aspects with due dates set advised annually:

- i. Insurance Renewal Declarations lodged with the SLSA/SLSNSW Insurance Broker
- ii. Gear & Equipment inspection completed and equipment requirements met

iii. Annual Report & Financial Report lodged and deemed compliant with ACNC and Associations Act requirements. Clubs/Branches deemed Small and Medium as per the ACNC guidelines are to submit as a minimum a Reviewed set of Audited Financial Reports and Clubs/Branches deemed Large by the ACNC are to submit an Audited set of Financial Reports. Reviews and audits to be conducted as per the requirements specified by the ACNC
iv. Organisational Details, Office Bearers and Call Out team details updated and lodged in Surfguard
v. Lodgement of the Annual Club/Branch affiliation form
vi. Other requirements as determined from time to time and advised as part of the annual compliancy advice to Clubs/Branches.

iii. Clubs/Branches who fail to meet the minimum standards required of the annual compliance audit shall be considered in breach of these regulations with sanctions as determined by the Board at its absolute discretion.

iv. Where grants are paid to Clubs/Branches upon successful completion of the completion of the compliancy requirements, and these requirements are still outstanding at the end of the respective Financial Year, those monies will be forfeited by the Club/Branch.

v. Clubs may request an extension to their lodgement date via the CEO or designate.

e. Grant/Sponsorship Money Distributions

Where SLSNSW is in receipt of grant monies from external bodies for the distribution to Clubs and/or Branches (eg SLSA, government or sponsors), the Board will approve from time to time the allocation of those monies and any terms which may apply to those monies.

f. Club Colours/Cap Design

i. Clubs must first seek SLSNSW Board approval to change either their club colours and/or cap design
ii. Upon approval, SLSNSW will forward a recommendation to SLSA for consideration under the relevant regulation

g. Membership Transfer between Clubs

All transfers shall occur as per SLSA regulations (noted in the Surf Sports Manual)

h. Fees and Charges

The Board shall approve all fees and charges applicable to Clubs, Branches and Individual members. It shall do this where possible via the annual SLSNSW price list which is a guide only, and may at its absolute discretion vary those fees and charges and/or implement fees and charges for other items or services in addition to those listed on the price list.

i. Hosting or Providing Support to Non- Core SLS Activities (Special Events)

i. Only core Lifesaving activities (as undertaken within the designated patrolling area of each affiliate club or branch including support operations), general day to day Club activities (eg training, meetings, fundraising) and Surf Sports events (as described in the SLSA Surf Sports Manual) may be undertaken by clubs or branches without the

requirement for a Special Event approval. A description of event types is noted on the required application form in use at the time, and includes but is not limited to; ocean swims, first aid provision and/or water safety for other sporting/community events, other sporting events not described in the SLSA SSM.

ii. Any club seeking a Special Event Approval must prior to conducting their event:
    i. prepare their application (and associated documentation) on the prescribed form/via the Special Event Portal
    ii. have the event approved by their respective Branch
    iii. lodge their application to SLSNSW
    iv. subsequently have their event approved by SLSNSW prior to undertaking the event or assistance.

iii. Any Branch seeking Special Event Approval must prior to conducting their event:
    i. prepare their application (and associated documentation) on the prescribed form/via the Special Event Portal
    ii. lodge their application to SLSNSW
    iii. subsequently have their event approved by SLSNSW prior to undertaking the event or assistance.

iv. SLSNSW shall advise its insurers of all approved special events, but responsibility for any additional premium payments or adherence to any additional conditions as applied by the insurer remain the sole responsibility of the Club or Branch

3. Members and Membership

a. Membership Categories & Sub-Categories

i. Membership categories are described in the SLSA Regulations.

ii. SLSNSW identifies sub-categories which sit within each of the Categories. Each sub-category has allowances, obligations and/or restrictions which apply to members assigned to the respective sub-category:

	Category	Sub-Category	Description
1.	Junior	Junior Activity Member	shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
2.	Junior	Cadet Member (13-15)	shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.
3	Junior	Inclusive/Adaptive Program Participant	A member aged 5-99 years enrolled in a program which has adapted the curriculum to the needs of the participants.
4.	Active	Active Patrol Member (15-18), Active 18+	Shall be a Bronze Medallion holder and i. Fulfil patrol and Club obligations, as provided by SLSA and the Member's Club constitution. Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.
5.	Active	Reserve Active Member	May be granted by a Club to Active Patrol Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic but shall be granted by resolution of the appropriate club body. Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Affiliated Club/s management. Reserve Active Members shall complete the annual proficiency test. ii. Note: Reserve Active membership may be granted under exceptional circumstances to Active Members irrespective of years of service.
6.	Active	Award Member	May be granted by a Club to persons over the age of 13 years who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate, First Aid Certificate (or equivalent), or UAV pilot (who must be over the age of 16 years).

			Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications. An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.
7.	Community	Community Member	May be granted by at Club to persons not directly participating in lifesaving activities. This may cover social or volunteer activities. (eg participants in events such as Ocean Swims, Come and Try Days, Silver Salties*, Community Education Programs). These members shall have no voting rights or access to other benefits such as coverage under the SLSA insurance policy or any insurance coverage via the Workers Compensation act. *Silver Salties participants are covered by the SLSA Group Cover Personal Accident Insurance
8.	Associate	Associate Member	May be granted by a Club to persons who may or may not hold an SLSA award. Associate Members shall not have Affiliated Club voting rights unless elected to office or position, which is provided with voting rights by the relevant Affiliated Club constitution.
9.	Associate	Probationary Member	shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Affiliated Club committee. Note: Probationary members are not Individual Members for the purposes of clauses 10 and 13 of the SLSA Constitution.
10.	Associate	General Member	May be granted by a Club to persons who may or may not hold an SLSA award. General Members shall not have Affiliated Club voting rights unless elected to office or position which is provided with voting rights by the relevant Club constitution.
11.	Associate	Leave Restricted	May be granted by a Club to members requesting absence away from their club and club duties for a period of time (eg deployment, work, pregnancy, travel etc).
12	Associate	Nipper Parent	A member who is a nipper parent or guardian who holds no other awards that would deem them to be in the *Active* or *Award* category.
13.	Honorary and Service Membership	Long Service Member	May be granted by a Club to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service. Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.

			Should such Members join another Affiliated Club the receiving Affiliated Club shall determine if such Member's Long Service shall be recognised by that Affiliated Club.
14.	Honorary and Service Membership	Past Active Member	May be granted by an Affiliated Club to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years. Past Active Members may have Club voting rights at the discretion of the Affiliated Club.
15.	Honorary and Service Membership	Honorary Member	May be granted by a Club to persons who may or may not hold on SLSA award.
16.	Honorary and Service Membership	Life Member	May be granted by the member's Club to Members who have rendered distinguished, or special service as provided for in that Affiliated Club's constitution and is relevant to that Club only.

b. Membership Year

i. Individual Membership of SLSNSW shall be valid until 31 October of each year regardless of when the member was granted or renewed their membership with their Club.
ii. New Members joining after 30 June and prior to 31 October in any year will remain a member until 31 October the following year.
iii. Where Clubs and Branches membership years don't align with SLSNSW, SLSNSW's membership takes precedence with respect to insurance coverage.
iv. SLSNSW will archive in Surfguard all current members who have not renewed by 31 October of each year.
v. Individual Members who are granted Life Membership of an Affiliated Club are still required to renew their membership on the prescribed Membership Form annually and thereby confirm their acceptance of all terms and conditions of membership for that membership year.

c. Membership Renewal and Discontinuance

i. Where a club has the right under their own constitution to decline the membership renewal application of an existing member, the club may only exercise that right if they do so in good faith & reason, and only after they have sought written approval from SLSNSW.

d. Covid Vaccination and Pre-existing Medical Conditions

i. In accordance with Annexure 10 – Surf Life Saving NSW Covid-19 Vaccination Policy-Members, all members undertaking front line activities who have any pre-existing medical condition which may make them more susceptible to serious illness should they contract a COVID 19 infection must advise SLSNSW either as part of the membership renewal process or immediately when they become aware of such a condition.

e. Member Recognition

SLSNSW utilises a variety of different programs and awards to recognise its members.

i. SLSNSW Life Membership
    i. Life Membership shall be conferred as per the Constitution
    ii. All nominations require the endorsement of the nominee's Club and Branch and submitted via the prescribed form (see Annexure 7)
    iii. Life Membership shall be considered annually, prior to and on the same day as the AGM
    iv. The Life Membership & Honours Committee (LMHC) shall consider but not limit their consideration to the following criteria; years of service, awards achieved, record of services (roles held etc), the level to which the achievements have been undertaken.
    v. The LMHC shall provide their recommendations to the State Council for consideration.
    vi. The State Council shall vote on all nominees (noting the recommendation of the LMC, but not being bound by it). Voting shall be as per the Method of Voting (Rule 26 in the Constitution)
    vii. Unsuccessful Nominations for SLSNSW Life Membership may be re-nominated for consideration the following year or subsequent year
    viii. Newly conferred Life Members shall be announced at the AGM.
    ix. SLSNSW Life Members are required to maintain an Individual Membership with an affiliated club in order to ensure continuance of their SLSNSW Life Membership

ii. Awards of Excellence (AOE)
    i. There shall be annual recognition of members on a state basis by way of the AOE.
    ii. Award nominees shall be assessed by respective Assessment Panels who shall consist of a Chair (the respective Standing Committee Chair) plus four (4) members, one being a reserve panellist.
    iii. Expressions of Interest for Assessment Panels shall be called for from the membership. Panel members shall be recommended by the respective Standing Committee Chair and approved by the Board.
    iv. Panel members shall be appointed for a two (2) year term for a maximum of two (2) terms. Each term will commence on 1 May of an uneven year and conclude on 30 April of the next uneven year.
    v. Where an Assessment Panel Member has a conflict of interest, they shall be required to relinquish their Assessment Panel position and be replaced by the reserve panellist. Where required an expression of interest will be sought from the membership for a new reserve panellist as per the process described above. Previous expressions of interest may be utilised by the Standing Committee Chair to source a replacement Panellist. Any additional panel members appointed after the original four members will continue until the end of the panel's set tenure (ie even odd year)
    vi. Winners of the relevant categories which are considered for the SLSA Awards of Excellence shall be nominated for those awards
    vii. The categories to be recognised in the AOE shall be:

Portfolio	Award	Panel to Consider
Lifesaving	Surf Lifesaver of the Year	Surf Lifesaver of the Year Panel
	Youth Surf Life Saver of the Year	Youth Surf Life Saver Panel
	Patrol Captain of the Year	Lifesaving Panel
	Support Operations Member of the Year	Lifesaving Panel
Member Services	Administrator of the Year	Membership
	Club of the Year	Club of the Year Panel
	Youth Volunteer of the Year	Youth Volunteer of the Year Panel
	Volunteer of the Year	Volunteer of the Year Panel
	Junior Lifesaver of the Year - Male	Junior Lifesaver of the Year Panel
	Junior Lifesaver of the Year - Female	Junior Lifesaver of the Year Panel
Education	Trainer of the Year	Education Panel
	Assessor of the Year	Education Panel
	Facilitator of the Year	Education Panel
	Community Education Program of the Year	Education Panel
Surf Sports	Youth Athlete of the Year	State Selectors
	Athlete of the Year	State Selectors
	Masters Athlete of the Year	State Selectors
	Coach of the Year	Surf Sports Panel
	Official of the Year	Surf Sports Panel
	Team of the Year of the Year	State Selectors
	Surf Sports Club of the Year	Point Score

iii. Meritorious Medal
    i. The Meritorious Medal shall be awarded to members by SLSA as per the criteria set by SLSA.

iv. Rescue of the Month (ROTM)
    i. The ROTM will be awarded Monthly and successful nominees advanced to the SLSA equivalent
    ii. Individuals, Clubs and Services (eg support operations teams) are eligible to nominate for the award. All nominations must be endorsed by the respective Branch.
    iii. Lifeguards associated with the Australian Lifeguard Service (NSW) are also eligible to nominate for the award
    iv. ROTM can be awarded to singular or multiple members and/or multiple rescues determined by a vote of the Meritorious Awards Committee (MAC)

v. Long Service Awards
    i. There shall be no charge applied for the provision of any Long Service Award to a member.

f. Member Education, Training, Development programs and scholarships/financial assistance

i. Where SLSNSW conducts camps, training programs, exchange programs or similar, or has available scholarships or similar, where entry is restricted an application and selection process shall be endorsed by the board for that particular program.
ii. The selection process including the person or panel assessing the nominations shall be advertised as part of the nomination/expression of interest information.

g. Members Receiving Financial Gain from SLS activities

i. Members shall only be permitted to receive financial gain from SLS activities as described in the policy attached in Annexure 5.

h. Members as Paid Staff – Board & Committee Positions

i. Unless otherwise approved by the Board & CEO, paid SLSNSW/Branch staff in either a full time, or permanent part time role with SLSNSW or a Branch will be ineligible for a Board or committee position at SLSA, State or Branch level. Additionally, such members of staff will be ineligible to hold a position of Club President
ii. The Chief Executive Officer or designate, shall be an ex-officio non-voting member of the Board, State Council, Standing Committees and Panels. Additional members of staff shall be entitled to attend meetings to provide appropriate advice following approval of the Chief Executive Officer and the Chair of the respective State Council, Standing Committee or Panel

i. Requirement to undertake Rapid Antigen Testing (RAT)

i. SLSNSW, (inclusive of its Affiliated Branches and Clubs) may at its discretion require members to undertake a Rapid Antigen Test (RAT) prior to attending and undertaking

any specified SLS activity (eg Surf Sports Officiating, conferences & meetings, training sessions).

ii. Where a Member presents with a positive result, the member will be excluded from that activity.

iii. Where a member either refuses to take a RAT or is unable to provide evidence of the result of the RAT they will be considered to have returned a positive result.

4. Lifesaving Activities

a. Standard Operating Procedure

All lifesaving activities shall be undertaken as per the Lifesaving Standard Operating Procedures (Lifesaving SOPs) issued from time to time by SLSNSW.

b. Lifesaving Agreements

i. All Clubs and Branches must have a current and approved Lifesaving Agreement (LSA) in place with SLSNSW at all times.

ii. The LSA prescribes the key requirements and obligations of the club or branch with respect to their lifesaving requirements

iii. The LSA will be reviewed and renewed on a biennial basis. The following Clubs and Branches will be reviewed on even years (FNC, NC, MNC, LNC, HUN, CC) and remaining on odd years (SNB, SYD, ILL, SC, FSC). They will be first reviewed and endorsed by the Branch DOL and then approved by the SLSNSW DOL. Further details regarding LSA's and their operation are described in the Lifesaving SOP's

iv. Where a Club or Branch does not have a current and approved LSA in place, they will be subject to the following sanctions being imposed directly by the SLSNSW Board. The SLSNSW Board has the discretion to provide any variation or exemption to the following:

- Issuing of grants available from SLSNSW
- Support of grant applications to external entities
- Member eligibility for SLSNSW and SLSA events and competitions

c. Gear & Equipment

Annually and prior to the start of each season, each club shall have inspected its Lifesaving gear & equipment. The process and requirements of this inspection are described in the Lifesaving SOP

d. Patrol Captain Annual Proficiency

i. All Patrol Captains are required to complete the supplementary learning module (developed by NSW) as a mandatory proficiency requirement annually (initially by by 31 December 2021)

ii. Patrol Captains cannot undertake the role of Patrol Captain without having completing this annual proficiency requirement

5. Surf Sports

a. Competition Structure

i. SLSNSW shall have power to allocate any carnival, competition or display under its control to any Club (after consultation with that Club) and to appoint officials to control such carnival, competition or display.

ii. SLSNSW may appoint referees, judges and other officials and may make rules respecting their power and duties.

iii. SLSNSW may appoint as an official (other than assessor, referee or judge) any person (whether a Member of any Club, Branch or SLSNSW, or not) provided that it is satisfied that they have special knowledge qualifying them for such position. Any such person so appointed shall thereupon become and be a Member of SLSNSW for the time they occupy such position.

iv. An assessor (or similar), referee or judge in any assessment, carnival, competition or display held within the State of NSW must be duly qualified or an Accredited Official.

v. In relation to trophies, prizes (cash or in kind) and eligibility of Member/s representing a section of SLSA to compete for or accept such trophies or prizes, the SLSA Regulations shall apply.

b. Competition Eligibility

i. No Individual Member, Club or Branch (each is referred to as a 'Participant') shall participate in any surf lifesaving related carnival, competition, special event or activity conducted by or on behalf of any outside person or organisation (each is referred to as an 'Outside Event') unless the Participant is satisfied, acting reasonably, that the Outside Event is compliant with the law and will apply good safety practices, and the Participant has also first provided prior reasonable written notice to the Chief Executive Officer.

ii. Only current financial SLSA members may compete in any event in NSW which is conducted under the provisions described in the Surf Sports Manual (SSM)

iii. Additional qualifications or eligibility criteria may apply to specific events or disciplines and these are described in the respective event circulars or in the SSM. This may include any restrictions such as permittance of interstate or members from other Branches to compete.

iv. Members are permitted to compete in all SLSA and SLSNSW carnivals and Special Events if they clash with an event in their home Branch without exemption from that Branch.

v. Members are required to apply for approval (from a Panel including the Chair of the Surf Sports Standing Committee, another Director and CEO/Delegate) if they wish to compete in another SLS event in another state if it clashes with the NSW State Championships.

vi. Where events are not conducted as part of the SSM, they require approval through the Special Event Approval Process noted in Regulation 2 (Club & Branch Administration). This may allow non SLSA members to participate as per any approval provided.

c. Event Circulars

i. SLSNSW will issue event circulars prior to each SLSNSW Championship, series or event

ii. The event circular will describe:

    i. Event eligibility

ii. Entry procedures
iii. Officials, water safety and first aid quotas of clubs/Branches
iv. Other key information to assist with the efficient running of the event

iii. Event Circulars will have the effect of being an extension of these Regulations. Members, Clubs and/or Branches will be subject to the requirements and expectations as detailed in the event circulars.

d. SLSA Regulation 5.04

i. SLSA regulation 5.04 is varied for SLSNSW members. In order to compete in Branch, State or Australian Championship events, SLSNSW members are required to have met the following minimum Patrol hours calculated between 1 January and 31 December annually:
    i. Active and U/15 - 25 hours
    ii. Reserve Active - 12 hours

ii. Upon request by the member, a club may give special consideration for full or partial exemption from patrol obligations to members who fall into any of the following categories:
    i. Club Executive Committee Member
    ii. Accredited Club Coaches (non-paid)
    iii. Club training officers and assessors
    iv. Voluntary rostered, substitute, voluntary patrol hours
    v. Support Operations personnel (as per the on-duty hours logged against the member),
    vi. Water Safety at club and intra club activities and special events (as per hours undertaken by the member and evidenced by official event documentation)

iii. Exemption for any of the above roles is based on the role performing the minimum number of hours as specified within Section 3 (of SLSA Policy 5.04 Eligibility to Compete in SLSA Competition). That is for:
    i. Active and U/15 – Total 25 hours being a minimum 15 patrol hours and a minimum 10 service hours (derived from undertaking the roles/activities described in 5 b ii above)
    ii. Reserve Active – Total 12 hours being a minimum 5 patrol hours and a minimum 7 service hours (derived from undertaking the roles/activities described in 5 d ii above)

iv. The Director of Lifesaving in consultation with the Chair of the Surf Sports Committee shall consider any exemption requests following recommendation from the members home Branch.

v. The process for application and approval of this exemption is described in Annexure 6

e. Provision of Carnival Details to SLSNSW/Sanctioning

i. No surf sports competition events are to be held on the same date/weekend in NSW as State Championship events including Junior, Senior and Interbranch championships. This provision applies respectively to swim/craft/beach events and surf boat events.

ii. Any Branch conducting a surf sports event (including surf boats competition) where entry is open to either members of that Branch or members from other branches/states must submit a sanction request for approval.
iii. Any Club conducting a surf sports event (including surf boats competition) where entry is open to members of all clubs from that Branch or members from other branches/states must submit a sanction request for approval.
iv. Sanction request must be received by SLSNSW 4 weeks prior to the event. Submissions received within 4 weeks maybe accepted at the discretion of the SLSNSW
v. The sanction application shall include:
    i. Event dates and location
    ii. Event type and categories competing
    iii. Nominated SEMC
    iv. Overview of event safety provisions in place for the event which must comply with the Surf Sports Manual
    v. Where events clash due to the nature of their categories etc, the Surf Sports Committee will determine which events are allocated to particular dates
vi. Upon approval of the event and on the day of competition the SEMC must log the event on (on off) via SurfCom

f. Entry Fees

i. Entry fees for SLSNSW State Championships events will be as per Regulation 2 (Club & Branch Administration).
ii. The entry fees for the Country Championships shall be uniform across all age categories.

g. Cash Prizes at Carnivals

i. With respect to Surf Sports, SLSNSW and its members are covered in the first instance for Personal Accident under the NSW Workcover (icare) legislation. This cover is extended to both training and official SLS competition as described in the Surf Sports Manual. Any cover provided and assessment of claims is undertaken by icare independently of SLSNSW.
ii. Where prize money is made available to the club as opposed to the individual member, members are entitled to make a claim under the icare provisions.
iii. Where prize money is available for individual competitors at an event, any icare coverage is voided, and members will only be eligible to make a claim for Personal Accident cover under the SLSA group policy. Any assessment of claims under the SLSA group policy is undertaken by the insurer independently of SLSNSW/SLSA.

h. Sponsors Apparel and Presentations

i. Members may be directed to wear official event sponsors clothing or identifies during official presentations of media interviews.
ii. Members may be directed to remove clothing or other identifiers of commercial entities during presentations, media or other occasions at the discretion at SLSNSW officials.

i. IRB events

i. All events shall be conducted outside of the official Patrol Season.

ii. Branches and Clubs shall not be permitted to conduct IRB events under their own auspices. For the avoidance of any doubt, the only permitted IRB events conducted in NSW shall be those conducted by SLSNSW or SLSA.

j. Inter Branch Events

i. Branches are responsible for all costs associated with their respective teams for the Interbranch events and ensure all competitors are at minimum identified by way of unique official Branch cap.

ii. Branches will retain all commercial rights to their respective teams including commercial logos and other identifiers on team uniforms and rash vests.

iii. The Swim/Craft/Beach Interbranch Championships location shall rotate annually between the following Branches:

    i. Lower North Coast
    ii. Hunter
    iii. Central Coast

iv. The Surf Boat Interbranch Championships location shall be determined in consultation with the Surf Boat Panel annually

k. Appointment of SEMC to SLSNSW carnivals

i. The appointment of the role of SEMC for any SLSNSW conducted surf sports event falls under the auspices of the Director of Lifesaving (DOL) who will in close consultation with the Public Safety Manager and Chair of Surf Sports Committee & Surf Sports Manager determine an appointment.

ii. An individual may be appointed for a term as determined by the DOL

iii. The SEMC role is reportable to the DOL with respect to endorsement of the Safety Operations Manual, safety operations at the event, review and follow-up, individual performance in the role.

iv. Any deputy SEMC roles are also appointed via the same process. The DOL may seek advice from the appointed SEMC as part of the appointment process.

v. All SEMC's will have completed and remained current with the SLSNSW SEMC qualification where one exists or required training sessions.

vi. Where the DOL wishes to apply for any SEMC role, they will step aside from the selection process and be replaced by the President (or delegate). Should the DOL be successful in being appointed, they will report through to the President (or Delegate) as per the reporting line above.

vii. The SLSNSW Board shall ratify all SEMC appointments to any SLSNSW State Championship (incl Country Championship) events.

l. Appointment of Officials (SLSNSW events)

i. Championship Chair

    i. The SLSNSW Board shall ratify the appointment of the Championship Committee Chair for State Championships, Country Championship and IRB Championships/Series (or other major events as determined by th Board from time to time) upon recommendation of the Chair of the Surf Sports Standing Committee
    ii. Championship Chairs shall be appointed for a two (2) year term

ii. Carnival Referees & Assistant Referees
    i. The Officials Advisory Panel shall appoint all Carnival Referees and Assistant Referees
    ii. Carnival Referees and Assistant Referees for all SLSNSW championships shall be appointed for a two year term.
    iii. Carnival Referees and Assistant Referees for all non-championships events or series shall be for that event only unless otherwise approved by the Panel.

iii. Senior Officials
    i. The Carnival Referee shall liaise with the Officials Advisory Panel to determine the appointment of the following Senior Officials positions:
        a. Appeals Committee Convener
        b. Chief Judge
        c. Powercraft Area Co-ordinator
        d. Sectional Referee/s
        e. Sectional Area/s Chief Judge

iv. General Officials
    i. A call for nominations for all SLSNSW Championships, Events and/or Series shall be undertaken
    ii. The Carnival Referee (or delegate) shall appoint all other officials for the carnival from that call for nominations
    iii. The referee may delegate the appointment of particular General Officials to the Surf Sports Manager where that is deemed appropriate (eg announcers, powercraft compound etc)

m. Scrutineering – This Regulation is under review by the Surf Sports Standing Committee

ANNEXURE 1

BOARD AND SPECIFIC STANDING COMMITTEE CHARTERS

1A SLSNSW BOARD CHARTER

1. Introduction

SLSNSW is both a membership-based organisation built on a history of volunteerism encompassing a multitude of diverse and complex activities, as well as an evolving entity responding to operational, economic and public factors. It is governed by the SLSNSW Board, with important input from the SLSNSW State Council and various Board Standing Committees.

Through direction and oversight from the Board, SLSNSW is managed by the CEO. Different focuses and scopes of responsibilities are required from each of the groups within SLSNSW to ensure a dynamic, contemporary and success driven organisation.

This charter sets out the objectives, responsibilities and governance framework for the operation of the Board and its relationship with other stakeholders.

2. Role of the Board

The fundamental role of the Board is to govern SLSNSW, and in doing so establish, revise and oversee organisation's strategic direction and priorities.

The Board must ensure SLSNSW's **compliance** and **performance**. The role of the Board is therefore to ensure:

Compliance

a. That the organisation:

   i. Is a good and responsible corporate citizen, including in relation to prudent solvency and risk principles;

   ii. complies with its Constitution and with all relevant laws, codes of conduct and appropriate standards of behaviour;

b. encourages all Directors to comply with their responsibilities as directors and leaders, both internally and externally, maintaining a focus on the organisation as a whole;

c. acts in the best interests of its members, its other stakeholders and the public;

d. ensures that it has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility

Performance

e. determines and regularly reviews the strategic direction of the organisation, including its vision, mission values and strategies;

f. review and approve the strategic plan, risk management planning, any business plans and the annual budget such that these support the agreed strategic objectives;

g. appoint and review the performance of the CEO including succession planning for the CEO role;

h. approve, monitor and be accountable for the financial and non-financial performance of the organisation including setting fees;

i. ensure policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons for whom they are intended;

j. provide an avenue for key stakeholder input into the strategic direction of the organisation, including the review and appropriate ratification of recommendations from committees, management, panels and working groups;

k. ensure Director, Board and Chairperson performance evaluation and professional development occurs regularly.

3. Governing Style

The Board will govern with an emphasis on:

a. strategy and policy which will be advantageous to SLSNSW;

b. anticipating and planning for change;

c. objectivity;

d. accountability and transparency;

e. strategic leadership;

f. clear distinction of its role and the role of the CEO / management;

g. constructive, robust and collaborative debate;

h. collective decision making rather than individual;

i. focus on the future direction of SLSNSW; and

j. being proactive rather than reactive and operational.

4. Role of the Chair

The SLSNSW President chairs Board meetings (and the State Council meetings). If the SLSNSW President is not available to chair a Board meeting, the Deputy SLSNSW President (if appointed) shall chair Board meetings. If both the President and the Deputy President are not available, the Board must elect another Director present to do so.

The role of the President/chairman is summarised below.

a. leads the Board collectively and Directors individually and ensures they are able to discharge their duties.

b. Is responsible for the performance, conduct and review of the Board and its individual Directors.

c. identifies where the Board and/or Individual Directors require Professional Development opportunities to further enhance performance and improvement.

d. provides leadership in the conduct of the Board's responsibilities, including setting the agenda and ensuring the meetings take place with adequate frequency

e. ensures that discussion at meetings is on issues that, according to the Constitution and SLSNSW policies, clearly belong to the Board to decide, and do not impinge on the role of the CEO. They should identify the issues of significance to the Board, provide the right environment for consideration of those issues and ensure that all Directors have the opportunity to put their views and have them considered

f. ensure Board Meetings are relevant, timely and structured, dealing with routine matters quickly and efficiently, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, monitoring and policy issues

g. the authority of the President consists of making decisions that fall within topics covered by Board policies on governance process, policies and the Constitution.

h. the President has no authority to change Board decisions.

i. subject to the Constitution or direction by the Board, the President may delegate authority but always remains accountable for its use.

j. be responsible for the liaison, oversight and monitoring of the CEO's performance and activities, on behalf of the Board

k. Together with the CEO, the President is the principal media spokesperson for SLSNSW.

5. The President/Chairman and the CEO

The Chairman represents the most critical link to SLSNSW through their relationship with the CEO. The Chairman must be able to strike the right balance in supporting and trusting the CEO while retaining an objective view of the management of SLSNSW. Individual Directors should wherever possible use the Chairman as the appropriate link between the Board and the CEO.

The CEO should consult and utilise the Chair as a sounding board for decisions which have significant impact and change to operations and organisational direction where and when required. It is this relationship of trust that allows robust, respectful and productive debate.

6. Role of CEO & Senior Leadership Team

As the Board has a clear governance role, the CEO through the Senior Leadership Team fulfils the management role of SLSNSW in accord with the instructions and direction from the Board.

The CEO and Senior Leadership Team is responsible for implementing the strategic objectives and operating within the risk appetite set by the Board and for all other aspects of the day to day running of SLSNSW. However, ultimate responsibility for strategy and control and oversight of sound and prudent management of SLSNSW rests with the Directors.

a. In summary the role of the CEO includes:

   i. implementing the SLSNSW strategic plan and associated business plans;

   ii. day to day management and administration of SLSNSW;

iii. employment and human resources matters;

iv. administration of the affairs of SLSNSW;

v. preparation of and financial management through the approved budget;

vi. business development;

vii. Government, commercial and other stakeholder relations;

viii. Together with the President, the CEO is the principal media spokesperson for SLSNSW

ix. Ensure there are 'no surprises' for the President/Chairman

b. The CEO will report to the Board by way of formal reports which are considered at Board Meetings. Board papers will include:

i. accurate and regular financial statements

ii. operational report & performance against the organisation's strategic objectives

iii. risk reports

iv. papers which address specific areas of the business which reporting or development initiatives

7. Role of the Individual Director

Without limiting relevant obligations at law and under SLSNSW's Constitution, the Corporations Act and ACNC Act, the responsibilities of individual Directors are to:

a. act in the best interests of the SLSNSW organisation as a whole, including all members, branches, employees and other relevant external stakeholders;

b. be committed to ethical, business like and lawful conduct including proper use of authority and appropriate decorum when acting as Directors

c. act with care, diligence, honesty, good faith and in the best interests of SLSNSW;

d. not improperly use their position or misuse SLSNSW information;

e. act with respect, integrity and demonstrate ethical leadership

f. avoid and declare any conflict of interest;

g. not attempt to exercise individual authority over SLSNSW nor make decisions outside of their designated scope of authority;

h. devote the necessary time to the performance of their duties including the review of Board papers prior to Board meetings;

i. be mindful of the need for all Directors to engage in ongoing skills maintenance and improvement;

j. engage with the President and other Directors both at and outside of meetings on key strategic matters relating to SLSNSW;

k. not publicly voice any negative comments or individual opinions relating to the CEO, staff, fellow Directors or any Company matter or issue;

l. only speak to the media as requested by the CEO or the Chairman;

m. adhere to and support the President in an effort to govern effectively and should act with Board solidarity around Board decisions and agreed actions; and

n. respect the confidentiality of sensitive issues or business items under negotiation or discussion.

8. Board Skills

The desired skills and qualifications for Directors are articulated in the Board skills matrix and individual position descriptions which form part of the Nominations Committee guiding documents (see Nominations Committee Charter)

9. Director Induction and Training

New Directors members will receive a formal induction upon appointment to the Board. The details of this induction are included in the Director Induction Policy.

The Board will receive governance training on an annual basis to help the directors better understand their legal, fiduciary and other obligations to SLSNSW. Through the President additional and specific training for individual Directors will be identified as required. SLSNSW may meet or contribute to the cost of such training.

10. Board Meetings

a. Board meetings shall be regular and periodic and in accordance with rule 33 of the Constitution;

b. The Board should develop a calendar/work plan based around SLSNSW's Strategic Plan and its key annual activities;

c. The President through the CEO will prepare an agenda for each meeting and circulate board papers with relevant information for consideration by Directors. The agenda will contain some items for regular inclusion and other items as the need arises. Board papers will be circulated seven (7) days in advance of the meeting;

d. Discussions will occur with engagement by Directors on all matters and with transparency. It is a fundamental of good governance that all discussions will be respectful and courteous, with the focus being on the promotion of the best interests of SLSNSW;

e. The CEO will endeavour to circulate Board minutes within 10 days of the Board meeting;

f. The Board will ensure a report of the outcomes of a Board meeting is circulated to the State Council within a reasonable time after the meeting and any decision which may significantly affect clubs, branches or members generally is communicated to the State Council in advance of any general communications.

11. Remuneration of Directors

No Director of SLSNSW shall receive remuneration for work carried out as a Director of SLSNSW.

Directors of SLSNSW are entitled to receive reimbursements and/or reasonable expenses for work carried out as a Director in accordance with the Constitution.

12. Evaluation of The Board

The Board considers the ongoing development and improvement of its own performance as a critical input to effective governance.

Under the direction of the President an annual evaluation of Board and Director performance will be undertaken, to reach a balanced view of its performance, identifying the positive aspects of the board's operation and areas for improvement (e.g. team dynamics, effectiveness, progress towards strategic objectives and adequacy of administration around the Board.)

The outcome of the evaluation process should be used as the basis to identify any gap in the skills mix of the Board, performance issues and Director professional development opportunities.

The Board may engage an independent expert to facilitate the process

13. Review of Board Charter

This Charter will be reviewed annually or more frequently by the Board as required.

1B NOMINATIONS COMMITTEE CHARTER

1. Introduction - SLSNSW & the Nominations Committee

SLSNSW is both a membership-based organisation built on a history of volunteerism encompassing a multitude of diverse and complex activities, as well as an evolving entity responding to operational, economic and public factors. It is governed by the Board, with important input from the State Council and various Board Committees. Through direction and oversight from the Board, SLSNSW is managed by the CEO. Different focuses and scopes of responsibilities are required from each of the groups within SLSNSW to ensure a dynamic, contemporary and success driven organisation.

This charter sets out the objectives, responsibilities and governance framework for the operation of the Nominations Committee and its relationship with other stakeholders.

2. Authority of the Nominations Committee

The Nominations Committee is a standing committee created by Rule 46 of SLSNSW's Constitution. It reports to the Board. As a standing committee it has an active role throughout each year.

In addition to specific delegations of authority by the Board from time to time, the Nominations Committee is governed by the Constitution (and Rule 46 in particular), this Charter (as amended or replaced from time to time) and the Regulations.

The Committee may, within the scope of its responsibilities:

a. Obtain any information it requires from any member, employee or external party;

b. Obtain outside legal or other independent professional advice; and

c. Facilitate the attendance at Committee Meetings of external parties with relevant experience and expertise.

3. Governance and members of the Nominations Committee

The Committee is chaired by Surf Life Saving NSW Legal Counsel (or in their absence by the Surf Life Saving Services Director representative).

The members of the Nominations Committee are:

a. The Surf Life Saving NSW Legal Counsel

b. The Surf Life Saving NSW President

c. a Director of Surf Lifesaving Services Pty Limited (as appointed by the Board);

d. the Chair of the Risk Committee; and

e. a representative of the State Council (as selected by the State Council and appointed by the Board).

4. Role of the Nominations Committee

The primary functions of the Nominations Committee are to provide specific and general advice to the Board in relation to the following:

a. Provision of *ongoing advice and assistance* in the identification of relevant leadership and related skills for those holding leadership roles, together with the development, upskilling and maintenance of governance skills across SLSNSW, its various organs and controlled entities (**Leadership & Skills Mandate**);

b. in relation to the election of candidates for Elected Director and the appointment of Appointed Directors of SLSNSW (and equivalent senior roles in other entities within the SLSNSW group) it will;

(i) *assist* the Board to identify possible candidates for future appointment as Appointed Directors;

(ii) *gather from each candidate all relevant information* concerning their professional, educational, cultural training and experience and other pertinent information, including their experience within SLSNSW and any other relevant organisation (**Candidate Information**);

(iii) *review and consider the Candidate Information and provide a report and recommendation* on each candidate as to their suitability, strengths and fit with the needs and ethos of SLSNSW to the Board, State Council and to each electing Member (in the case of the election of Elected Directors) and to the Board (in the case of the appointment of Appointed Directors or of equivalent roles in other SLSNSW group entities);

5. Skills Matrix

a. In relation to its Leadership & Skills Mandate the Nominations Committee must produce annually and provide to the Board for its consideration a Skills Matrix for SLSNSW, including if requested by the Board, Skills Matrixes for the Board, the Directors, /or any constituent part of the SLSNSW group.

Skills Matrix will be aspirational, and the Nominations Committee will provide recommendations to the Board on the preferred skills required of individuals to actively participate on or as any of the following:

i. the Board;

ii. as a Director;

iii. as the CEO;

iv. as a director of SLS Services or any of the SLSNSW group.

b. The Board may also request the Nominations Committee to consider the required skills of any Committee or Committee member as required from time to time

c. The Committee shall seek input from the CEO when considering the skills matrix required for the Board and or other committees or entities within the SLS Group.

such other matters as are set out in the Regulations (or are otherwise delegated to it by the Board).

6. Committee Meetings

a. Committee meetings must:

i. be regular, periodic and necessary to conduct and oversee the role and obligations of the Nominations Committee;

ii. occur not less than twice in each calendar year, complying with an annual calendar/work plan determined by the Nominations Committee;

b. The Committee may adjourn and otherwise regulate its meetings as it thinks fit;

c. The Committee Chair through the CEO will prepare an agenda for each meeting and circulate Committee papers with relevant information for consideration by Committee members. The agenda will contain some items for regular inclusion and other items as the need arises. Committee papers will be circulated seven (7) days in advance of the meeting;

d. Meetings may be held in person, by telephone or by video conference or other online or technical facility, or by any combination of these;

e. The quorum for Nominations Committee is 3, provided that one of the attendees is the Chair (or The Surf Life Saving Services Representative if the Chair in unable to attend). Where the President is required to stand aside due to a conflict of interest (eg where they are nominating for a position being considered), their position will be taken by the Deputy President or if they are unavailable, another Director as selected by the Board;

f. Discussions will occur with engagement by Committee members on all matters and with transparency. It is a fundamental of good governance that all discussions will be respectful and courteous, with the focus being on the promotion of the role and function of the Nominations Committee and the best interests of SLSNSW;

g. The Committee Chair through the CEO will endeavour to circulate minutes within 10 days of the Committee meeting;

h. The Committee will report the outcomes of a Committee meeting to the Board, as necessary, within a reasonable time after the meeting.

i. The minutes of all Committee meetings must be circulated to the Board.

7. Conflict of Interest

A Committee member shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and shall absent them self from discussions of such matter and shall not be entitled to vote in respect of such matter. If there is uncertainty as to whether it is necessary for a Committee member to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the Committee, or if this is not possible, the matter shall be adjourned or deferred.

8. Remuneration of Committee members

No Committee member (including the President) shall receive remuneration for work carried out on or by the Nominations Committee, noting the SLSNSW Legal Counsel's role is encompassed within their contractual obligations to SLSNSW.

Committee members (including the President) are entitled to receive reimbursements and/or reasonable expenses for work carried out as a Director in accordance with the Constitution.

9. Review of this Charter and evaluation of the Committee

a. The Committee will at least annually review its composition and Charter and recommend any changes to the Board. The Committee may review its Charter at other times deemed necessary by the Committee or the Board.

b. The Board will at least annually review the composition of the Committee and the Committee Charter.

c. The Committee will annually review its performance as a Committee.

1C RISK COMMITTEE CHARTER

1. Introduction

Surf Lifesaving New South Wales Ltd (SLSNSW) is both a membership-based organisation built on a history of volunteerism encompassing a multitude of diverse and complex activities, as well as an evolving entity responding to operational, economic and public factors. It is governed by the SLSNSW Board (the Board), with important input from the SLSNSW State Council and various Board Committees. Through direction and oversight from the Board, SLSNSW is managed by the CEO. Different focuses and scopes of responsibilities are required from each of the groups within SLSNSW to ensure a dynamic, contemporary and success driven organisation.

This Charter sets out the objectives, responsibilities and governance framework for the operation of the Risk Standing Committee (the Risk Committee, or the Committee) and its relationship with other stakeholders.

2. Role of the Risk Committee

The Risk Committee is established to assist the Boards of SLSNSW and Surf Lifesaving Services Pty Ltd (SLSS) (the Companies) in fulfilling the effective discharge of their responsibilities for oversight of enterprise-wide risk management, inclusive of both strategic and operational risks, and compliance with key statutory obligations, of the Companies. In performing this role, the primary focuses of the Committee will be to:

a. Review the Companies' enterprise-wide risk management framework and plan to manage and mitigate key risks (ERMP) annually in conjunction with the Boards and the Companies' Management Team and make recommendations to the Boards in relation to the ERMP;
b. Monitor the implementation by the Management Team of the ERMP, the management by the Management Team of key risks and key statutory compliance obligations, and specific venture risk management plans, in each case through a monitoring program to be approved by the Boards, which may include undertaking a detailed analysis of particular identified risks, and current and potential mitigations;
c. Report to the respective Board/s after each meeting of the Committee about matters considered by the Committee, with recommendations or comments in relation to those matters.

The Committee will undertake other tasks that may be agreed with the Boards from time to time. The functions of the Committee do not relieve the Boards of any of their responsibilities under law.

Under the leadership of the Committee Chair, in discharging its role the Risk Committee will work within the scope of this Charter and provide input from time to time on contemporary trends and desirable or best practice in risk management.

3. Operating Style

The Risk Committee will operate with an emphasis on:

a. the best interests of the Companies;

b. objectivity;

c. transparency;

d. desirable/best practice approaches in risk management to guide its discussions and recommendations;

e. strategic thinking;

f. clear distinction of its role and the role of Management;

g. constructive, robust and collaborative debate.

Recommendations to the Boards shall be from the Committee as a group. If a Committee member does not agree with a Committee recommendation then their view will also be disclosed to the Boards.

4. Powers, Delegations and Limitations

a. The Risk Committee has the full powers to carry out its role and responsibilities set out in this Charter.

b. The Risk Committee does not have any delegated authority to approve any expenditure or incur any debt on behalf of SLSNSW or SLSS, or enter into any transactions or agreements with third parties.

5. Role of the Committee Chair

The appointed Committee Chair shall chair all meetings of the Risk Committee. If the appointed Committee Chair cannot chair a meeting, another member of the Risk Committee will act as Chair for that meeting.

The role of the Chair is summarised below:

a. Decide the order in which the business of the meeting will be taken;

b. not change Board decisions or decisions of other Committees;

c. provide leadership in the conduct of the Risk Committee's responsibilities, including setting the agenda and ensuring the meetings take place with the frequency determined in consultation with the Boards;

d. facilitate the identification of the issues of significance for the Risk Committee's discussions, provide the right environment for consideration of those issues, and ensure that all Committee members have the opportunity to put their views and have them considered; and

e. Ensure meetings are carefully structured and deal with routine matters quickly and efficiently, allowing time for attention to the key areas of responsibility.

6. Role of the Individual Committee Members

Individual Committee members must:

a. Conduct themselves in an ethical, business like and lawful manner and with appropriate decorum when acting as a Committee member;

b. act with honesty, good faith and in the best interests of the Companies;

c. not improperly use their position or misuse the Companies' information;

d. avoid and declare any conflict of interest;

e. act with care and diligence, respect and integrity;

f. not attempt to exercise individual authority or make decisions outside of their designated scope of authority;

g. devote the necessary time to the performance of their duties including the review of Committee papers prior to Risk Committee meetings;

h. keep confidential all documents, information and matters considered or discussed by the Committee. This is not intended to prevent reporting of matters discussed at Committee meetings or provision of copies of minutes as contemplated in other parts of this Charter, or disclosures that are necessary for the proper conduct of the role, and discharge of the responsibilities, of the Committee;

i. only speak to the media as requested by the CEO or the President of SLSNSW;

j. use their best endeavours to facilitate the efficient and effective functioning of the Committee; and

k. respect the confidentiality of sensitive issues or business items under negotiation or discussion.

7. Conflict of Interest

A Committee member shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and shall absent them self from discussions of such matter and shall not be entitled to vote in respect of such matter. If there is uncertainty as to whether it is necessary for a Committee member to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the Committee, or if this is not possible, the matter shall be adjourned or deferred.

8. Committee Member Induction and Training

All new Committee members will be briefed by the Committee Chair upon appointment, including access to the last two sets of Committee papers and minutes and other relevant documents on request.

9. The Committee Chair and Management

The Chair represents a most critical link to the Boards with respect to the matters considered by the Risk Committee. This link is enhanced through their relationship with the CEO. The Chair must be able to strike the right balance in developing a positive working relationship with the CEO while retaining an objective view of the management of risk and compliance. Where the Chair has concerns or has identified performance issues in relation to the CEO this should be raised directly with the SLSNSW President, or with the CEO in relation to other members of the Management Team.

10. Meetings

The Committee will meet a minimum of 4 times per year pursuant to an annual meetings schedule to be agreed by the Chair with the Boards. The meetings schedule will be advised to Committee members annually. In addition, the Chair may convene a meeting of the Committee with 7 days written notice to the other members, and will do so at the request of a Board. Meetings can also be convened at shorter notice if all members consent, or if the Committee's comments are required on an urgent matter.

a. The Chair through the CEO or his/her delegate will prepare an agenda and facilitate the provision of supporting documentation for each meeting. Agendas and papers will be circulated seven (7) days in advance of the meeting (where practicable) to ensure sufficient time for Committee members to read and consider before the meeting;

b. The Chair will endeavour to circulate meeting minutes 10 days after the meeting for the review and approval of the Committee members. The approved minutes will be made available to the Boards;

c. Meetings may be held in person or via teleconference/video conference to ensure budgetary efficiencies are maintained wherever appropriate;

d. A quorum shall be 2/3 (rounded up) of Committee members, other than when a meeting is convened at short notice to consider an urgent matter, in which case the quorum will be one director from each of SLSNSW and SLSS Boards and 2 independent members;

e. Relevant management and staff will attend meetings as required by the Chair. The SLSNSW President and the CEO must be invited and may attend any meeting of the Committee.

11. Composition

The Risk Committee comprises a minimum of six (6) members, at least:

a. One (1) SLSNSW Director
b. One (1) SLSS Director
c. Four (4) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council.

Committee members should be independent of Management, free of any relationship which might impair the exercise of their independent judgment and possessed of the business acumen which will allow them to be effective in their role.

The Chair shall be appointed by the Board and doesn't necessarily need to be a SLSNSW or SLSS Director.

The members of the Committee must as a group have the requisite skills and expertise to effectively carry out the Committee's role. The following specific skills are desirable for Committee members:

a. Have a working knowledge of enterprise risk frameworks;
b. Have experience in assessing risks and developing mitigation strategies.

Diversity amongst Committee members will be considered by the Board of SLSNSW in making appointments.

12. Tenure

The Board of SLSNSW shall make all appointments and replacements of Risk Committee members.

The independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years. At the adoption of this Charter the existing Committee members will be appointed as follows: two members for a three (3) year term, one member for a two (2) year term, and two members for a one (1) year term. Years served prior to these respective appointments will not count towards consecutive years of tenure.

Members, including the Chair, may be removed by the SLSNSW Board at any time or may resign by written notice to the Board of SLSNSW.

13. Board Delegated Powers and Limitations

The Risk Committee may initiate special investigations as it sees fit or as directed by either Board in relation to areas within its role and responsibility.

The Risk Committee is not responsible for overseeing the management of risks and compliance of matters that are within the Charter of the Finance and Audit Compliance Committee (FACC) or the Investment Advisory Committee (IAC), which includes financial matters, taxation, fund raising, accounting and reporting, internal controls relating to each of those areas, and external audit.

14. Access to records and independent advice

a. The Committee members will at all times have free and unfettered access and be provided with a copy of any document, report, material or information in the possession of a Company Director, employee, contractor, or external adviser to the Companies, or any other person.
b. The Committee may seek independent professional advice, at SLSNSW's expense, if it is considered necessary for the proper performance of the Committee's responsibilities. The Chair of the Committee and the CEO/CFO will facilitate the procurement of any such advice.
c. Members of the Committee will be available to meet with regulators on request.

15. Remuneration of Committee Members

No Committee member of SLSNSW shall receive remuneration for work carried out as a Committee member of SLSNSW. Committee Members of SLSNSW are entitled to receive reimbursements and/or reasonable expenses for work carried out as a Committee member in accordance with the SLSNSW Constitution.

16. Evaluation of the Risk Committee

The Board considers the ongoing development and improvement of each Committee's performance as a critical input to effective governance. As a result, the Board requires a biennial evaluation of the Risk Committee and each Committee member's performance.

In undertaking the review, which will be undertaken collaboratively between the Board and the Committee, the Board aims to reach a balanced view of the Committee's performance, identifying the positive aspects of the Committee's operation and areas for improvement (eg team dynamics, effectiveness, and adequacy of administration around the Committee.) The evaluation process should also be used to identify any gaps in the skills mix of the Committee and performance issues.

17. Review of Charter

This Charter will be reviewed biennially or more frequently if required by the Board.

ANNEXURE 2

GENERAL STANDING COMMITTEE

CHARTERS

2A GENERAL STANDING COMMITTEE CHARTERS

1. Introduction

SLSNSW is both a membership-based organisation built on a history of volunteerism encompassing a multitude of diverse and complex activities, as well as an evolving entity responding to operational, economic and public factors. It is governed by the SLSNSW Board, with important input from the SLSNSW State Council and various Board Committees. Through direction and oversight from the Board, SLSNSW is managed by the CEO. Different focuses and scopes of responsibilities are required from each of the groups within SLSNSW to ensure a dynamic, contemporary and success driven organisation.

This charter sets out the objectives, responsibilities and governance framework for the operation of the Standing Committees and their relationship with other stakeholders.

2. Role of the Standing Committee

The fundamental role of the Standing Committees is to provide subject matter advice & expertise to the Board & Management of SLSNSW as related to their respective portfolio areas.

Under the leadership of the Committee Chair, the role of the respective Standing Committee is to:

a. work within the scope of the respective Committee as outlined in the respective committee annexure

b. provide recommendations to the Board with respect to changes to the SLSNSW Regulations and Policies

c. provide recommendations to the Board with respect to any proposed or suggested changes to SLSA or SLSNSW Regulations, policy or any matter that is referred to them

d. provide management with feedback on operational issues affecting members or service delivery to the membership with respect to its portfolio area

e. develop strategic thinking around the application of the organisation's strategic plan against its portfolio area

f. monitor contemporary trends and best practice in its portfolio area including external influences and key performance metrics of the portfolio area

g. through collaboration & consultation with branches and clubs, review relevant policies and best practice related its portfolio area to ensure they are appropriate and that these can be applied effectively & equitably to those participants or persons for whom they are intended and ensure adherence to relevant legislation

h. provide advice on the appointment of Working Groups and Panels to provide high quality and informed technical input into the various operational areas related to the portfolio area

i. Identify, discuss, and develop solutions to any challenges or concerns arising from the volunteers related to the portfolio area.

j. interact with key stakeholders and members as required

k. evaluate its effectiveness as a committee

3. Values

a. Listen to others without judgement, value different perspectives, skills and expertise of others and create time and space to seek and understand.

b. Address issues constructively, openly and transparently, and where relevant, directly with the person involved.

c. Keep the purpose of the whole organisation and the needs of all its members and the community at the forefront of decision making.

d. Accept and honour decisions once they have been made, demonstrating collective commitment.

e. Engage stakeholders before to inform decision making, consulting broadly and beyond 'agreeable' groups, and following meetings ensure the why and what of decisions, to facilitate understanding.

f. Ensure as a committee member, one is speaking 'on behalf of' rather than 'for' members.

g. Be fully 'present' in meetings.

h. Be accountable for actions and decisions.

4. Operating Style

The Standing Committees will operate with an emphasis on:

a. strategy and policy which will be advantageous to SLSNSW in its portfolio area;

b. anticipating and planning for change;

c. objectivity;

d. accountability and transparency;

e. use of evidence and research to guide decision making & recommendations

f. strategic leadership;

g. clear distinction of its role and the role of Management;

h. constructive, robust and collaborative debate;

i. collective decision making rather than individual. Recommendations to the Board shall be via consensus, unless there is a conflicting view in which case both positions will be taken to the Board;

j. focus on the future direction of its portfolio area within SLSNSW; and

k. being proactive rather than reactive.

5. Powers, Delegations and Limitations

a. The Committee has the full powers to carry out its role and responsibilities set out in this Charter.

b. The committee does not have any delegated authority to approve any expenditure or incur debit on behalf of SLSNSW or enter into any transactions or agreements with third parties

6. Role of the Committee Chair

The nominated Committee Chair shall chair all meetings of the Committee. If the nominated Committee Chair cannot chair a meeting, a Chair will be selected from the Committee.

The role of the Chair is summarised below:

a. Ensure that discussion at meetings is on issues that, clearly belong to the Committee to decide, and do not impinge on the role of other Committees, Management or operational areas.

b. Decide the order in which the business of the meeting will be taken;

c. not change Board decisions or decisions of other Committees.

d. provide leadership in the conduct of the Committee's responsibilities, including setting the agenda and ensuring the meetings take place with adequate frequency

e. identify the issues of significance to the Committee, provide the right environment for consideration of those issues and ensure that all Committee Members have the opportunity to put their views and have them considered

f. Ensure Meetings are carefully structured and must deal with routine matters quickly and efficiently, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, monitoring and policy issues

7. Role of the Individual Committee Member

Individual Committee Members are to:

a. be committed to ethical, business like and lawful conduct including proper use of authority and appropriate decorum when acting as a committee member

b. act with honesty, good faith and in the best interests of SLSNSW;

c. not improperly use their position or misuse SLSNSW information;

d. avoid and declare any conflict of interest;

e. act with care and diligence, respect, integrity and demonstrate ethical leadership

f. not attempt to exercise individual authority or make decisions outside of their designated scope of authority;

g. devote the necessary time to the performance of their duties including the review of Committee papers prior to Committee meetings

h. not publicly voice any negative comments or individual opinions relating to SLSNSW Directors, the CEO, staff, fellow committee members or any Company matter or issue;

i. only speak to the media as requested by the CEO or the President;

j. adhere to and support the Committee Chair in an effort to for the Committee to function effectively and should act with solidarity around Committee decisions and agreed actions; and

k. respect the confidentiality of sensitive issues or business items under negotiation or discussion.

8. Conflict of Interest

A Committee member shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and shall absent them self from discussions of such matter and shall not be entitled to vote in respect of such matter. If there is uncertainty as to whether it is necessary for a Committee member to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the Committee, or if this is not possible, the matter shall be adjourned or deferred.

9. Committee Member Induction and Training

All new Committee members will be briefed by the Committee Chair and the Portfolio Manager upon appointment, including access to the last two sets of Committee papers and minutes and other relevant documents on request.

10. The Committee Chairperson and Management

The Chairperson represents a most critical link to the Board with respect the matters considered by the respective Committee. This link is enhanced through their relationship with the Portfolio Manager. The Chairperson must be able to strike the right balance in supporting and trusting the Portfolio Manager while retaining an objective view of the management of that portfolio area. Where the Chairperson has concerns or has identified performance issues that should be raised directly through the CEO.

11. Reporting

The Committee shall report to the Board and are accountable for the performance of their duties as committee members.

12. Meetings

Unless otherwise stated in the annexure for the specific Committee, it will meet a minimum of 4 times per year or as regularly as is prudent and necessary to effectively offer advice and recommendations to the Board and management with respect to specific portfolio matters

a. The Chair through the portfolio manager will prepare an agenda and supporting documentation for each meeting. Agendas and papers will be circulated seven (7) days in advance of the meeting to ensure sufficient time for Committee Members to read and consider before the meeting.

b. The portfolio manager will endeavour to circulate Meeting minutes 10 days after the meeting

c. The Committee should develop a calendar/work plan based around SLSNSW's Strategic Plan and the portfolio's key annual activities.

d. Meetings maybe held in person or via teleconference/video conference to ensure budgetary efficiencies are maintained wherever appropriate

e. A quorum shall be 2/3 (rounded up) of the named members of the committee

f. Respective management and relevant staff may attend all meetings as required and approved by the Chair. The President & CEO may attend any meeting of any committee.

13. Remuneration of Committee Members

No Committee member of SLSNSW shall receive remuneration for work carried out as a Committee member of SLSNSW. Committee Members of SLSNSW are entitled to receive reimbursements and/or reasonable expenses for work carried out as a Committee Member in accordance with the Constitution.

14. Evaluation of The Committee

The Board considers the ongoing development and improvement of each Committee's performance as a critical input to effective governance. As a result, the Board requires an annual evaluation of the Committee and its Committee member performance.

In undertaking the annual review, the Board aims to reach a balanced view of the Committee performance, identifying the positive aspects of the committee's operation and areas for improvement (eg team dynamics, effectiveness, progress towards strategic objectives and adequacy of administration around the Committee.) The outcome of the evaluation process should be used as the basis to identify any gap in the skills mix of the Committee and performance issues.

15. Review of Charter

This Charter will be reviewed annually or more frequently by the Board as required.

2A(i) FINANCE & AUDIT COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Finance & Audit Committee (FACC) and should be read in conjunction with the Standing Committee Charter above.

The FACC is established to support Surf Life Saving New South Wales (SLS NSW) and its controlled entity, Surf Life Saving Services (SLSS), Board of Directors' oversight responsibilities related to the financial affairs of the Company; taxation matters, accounting and reporting (including the external audit); internal controls and processes relating to financial, taxation, fundraising, accounting and reporting matters.

The FACC monitors the processes which are undertaken by the senior management and the auditors for SLS NSW and SLSS. The FACC shall assist the Board(s) to abide by the relevant financial provisions of the Corporations Act 2001, the Australian Charities and Not-for-profit Commission (ACNC) obligations, fundraising regulations and taxation regulations.

The functions of the FACC do not relieve the boards(s) of any of their responsibility under law.

2. Composition

The FACC comprises seven (7) members, at least:

a. Two (2) SLSNSW Directors, one of whom shall be appointed Chair
b. one (1) SLSS Director
c. Four (4) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council
d. The CEO and CFO as ex-officio members

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possessed of the financial skills and business acumen which will allow them to be effective in their role.

The following specific skills are required of all FACC nominees:

- Be "advanced financially literate" (i.e. able to read and understand financial statements and challenge information presented in FACC meetings).
- Have the following expertise:
    - accounting or related financial expertise
    - financial regulatory expertise
    - financial investment expertise
    - financial risk expertise.

- Have an understanding of the industry in which the Company operates.

Diversity amongst FACC members will be considered by the Board of SLSNSW in making appointments.

3. Tenure

The Board of SLSNSW shall make all appointments and replacements of FACC members.

The independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years. At the adoption of this Charter two members will be appointed for a three (3) year term, one member for a two (2) year term and one member for a one (1) year term. Years served prior to these respective appointments will not count towards consecutive years of tenure.

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the Board of SLS NSW.

4. Board Delegated Powers and Limitations

The FACC may initiate a special investigation as it sees fit or as directed by either the SLSNSW or SLSS Board in relation to areas within its role and responsibilities.

5. Access to independent advice

Audit representatives and other independent experts may attend meetings by invitation.

The FACC may obtain independent professional advice to assist in the proper exercise of its role and responsibilities, with the cost to be borne by SLSNSW or SLSS subject to board approval.

6. Meetings

The FACC is to meet at least six times a year.
Two of these meetings shall be standalone meetings for the budget(s) review and financial statement(s) review. The other meetings are timed to review quarterly financial reports.

7. Specific Duties

The specific duties of this committee are to:

a. Financial and business affairs
    i. Review and oversight of the development of SLSNSW and SLSS budgeting process
    ii. Monitoring the financial performance against Board approved budgets
    iii. Oversight and monitoring the SLSNSW and SLSS investments (including land holdings)
    iv. Oversight and monitoring the SLSNSW and SLSS financial reporting system(s); and
    v. Review, oversight and monitoring of material capital projects.

b. Annual audit and integrity of the financial statements
    i. Review the appointment of, the terms of engagement and the audit fees for the External Auditor prior to the commencement of the audit.

ii. Review the External Auditor's management report, detailing the results and significant findings from the audit, and Management responses.
iii. Review the acceptability of and correct accounting treatment for and disclosure of significant transactions which are not part of the SLSNSW and SLSS normal course of business.
iv. Assist in the resolution of any disagreement between Management and the External Auditor in the financial reporting.
v. Meet as required with the External Auditor, without Management present.
vi. Review and oversight of policies for the provision of non-audit services by the External Auditor.
vii. Review any significant accounting and reporting issues, including professional and regulatory announcements and to understand their effect on the SLSNSW and SLSS financial statements.
viii. Review the annual financial statements of the SLSNSW and SLSS, which require approval of the Board and discussion of the financial statements with the External Auditor and Management before submission to the Board.
ix. Review the written attestations (Directors declaration) provided by the President and Director of Finance.
x. Review, for potential conflicts of interest situations, and pre-approve all related party transactions on an ongoing basis.
xi. Review the financial information included in the SLS NSW and SLSS annual reports prior to release.

c. Compliance
    i. Obtain regular updates from Senior Management about compliance matters that may have a material impact on the SLSNSW and SLSS financial statements.
    ii. Review the effectiveness of the SLSNSW and SLSS approach to achieving compliance with fundraising, grants, laws, regulations, industry codes and SLSNSW and SLSS policies.
    iii. Review any correspondence from regulatory bodies regarding significant financial or fundraising issues.
    iv. Ensure that there is a process in place for the Board President and FACC Chairperson to be immediately informed of any issue of significant non-compliance or litigation.
    v. Oversee the process for the receipt, retention and treatment of information received from the internal whistleblower policy and procedures and also from external complainants regarding matters relating to audit, financial statements, internal controls or possible fraud.

d. Reporting
    i. The FACC Chairperson will report to the Boards on the FACC meetings regarding relevant matters and appropriate recommendations for noting or approval by the respective Board.
    ii. The FACC Chairperson will ensure that the Board President(s) are immediately informed of matters that may impact significantly on the financial condition or reputation of SLSNSW and SLSS**.**

2A (ii) INVESTMENT ADVISORY COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Investment Advisory Committee (IAC) and should be read in conjunction with the Standing Committee Charter above.

The IAC is established to assist the Board in fulfilling its responsibilities, by reviewing:

a. SLSNSW's investment strategy and investment reporting;
b. The performance and independence of internal and external investment management;
c. The appointment and removal of investment managers and financial advisors;
d. SLSNSW Group's investment process; and
e. Other tasks that may be agreed with the Board from time to time.

The functions of the IAC do not relieve the Board of any of their responsibilities under law.

2. Composition

The IAC comprises seven (7) members:

a. Two (2) SLSNSW Directors
b. One (1) SLSS Director
c. One (1) FACC member who is not otherwise a SLSNSW or SLSS Director
d. Three (3) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council
e. The CEO and CFO as ex-officio members

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possessed of the financial skills and business acumen which will allow them to be effective in their role.

The Chair shall be appointed by the Board and will be a member of the FACC

The following specific skills are required of all IAC nominees:

- Members of the IAC should be financially literate with direct investment experience and
- Be "financially literate" (i.e. able to read and understand financial statements and challenge information presented in IAC meetings).
- Have direct investment experience
- at least one member of the IAC should have relevant accounting or financial experience and have the following expertise:
  - financial investment expertise
  - financial risk expertise.
  - have an understanding of the industry in which the Company operates.

Diversity amongst FACC members will be considered by the Board of SLSNSW in making appointments.

3. Tenure

The Board of SLSNSW shall make all appointments and replacements of IAC members.

The independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years. At the adoption of this Charter one member will be appointed for a three (3) year term, one member for a two (2) year term and one member for a one (1) year term. Years served prior to these respective appointments will not count towards consecutive years of tenure.

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the Board of SLS NSW.

4. Board Delegated Powers and Limitations

The Board authorises the IAC, within the scope of its responsibilities, to perform the activities identified in these terms of reference.

It is intended that individual members of the IAC will act jointly and severally in their capacity as interested members of SLSNSW and will not provide financial advice or any other regulated service.

5. Access to records and independent advice

a. The IAC members will at all times have:
   i. Free and unfettered access to the external auditors, senior management, the risk management functions and the appointed actuary, and vice versa; and
   ii. Unrestricted access to explanations and additional information the IAC considers relevant to its responsibilities;

b. The IAC must meet with appointed external financial advisors, investment managers and auditors at least once a year without management being present.

c. The IAC may seek independent professional advice, at SLSNSW's expense, if it is considered necessary for the proper performance of the IAC's responsibilities. The Chairman of the IAC and the Secretary will facilitate the procurement of any such advice.

d. Members of the IAC will be available to meet with regulators on request..

6. Meetings

The IAC is to meet at least quarterly each year.

7. Specific Duties

The specific duties of this committee are to:

a. Investment Strategy and Investment Reporting

In relation to SLSNSW's investment strategy and investment reporting the IAC will:

i. Develop the investment strategy and principles applied throughout the SLSNSW Group and be satisfied with their appropriateness;
ii. Review the integrity of SLSNSW's investment reports and statements;
iii. Consider whether SLSNSW's investment reports and statements are consistent with the IAC's knowledge and adequate for member's needs, in order to recommend their approval by the Board;
iv. In consultation with management, review the effectiveness of the SLSNSW Group's investment reporting systems and processes;
v. Review with management any significant investment and related accounting and financial reporting issues identified by management or the external audit(s);
vi. Assess any changes in external investment management requirements and standards, and as appropriate advise and/or make recommendations to the Board;
vii. Support the FACC with the review of management representation letters pertaining to investments to the external auditors for completeness and appropriateness; and
viii. Review the CEO and CFO declarations regarding the financial reports and statements, prepared in accordance with the requirements of legislation.

b. Risk Management

In relation to SLSNSW's risk management the IAC will review the effectiveness of risk management framework as it relates to the investment strategy.

c. Other:

In relation to matters not included the IAC will:

i. Receive copies of key correspondence and key reports to regulators as appropriate;
ii. Be satisfied as to the effectiveness of SLSNSW's processes to receive and manage complaints regarding financial investment management

2A (iii) LIFESAVING STANDING COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Lifesaving Standing Committee (LSC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the LSC committee is to provide strategic leadership for lifesaving activities to support effective decision making at all levels of SLSNSW. The committee is responsible for developing, reviewing, supporting and informing the overall strategic development, growth and management of SLSNSW lifesaving and broader public safety operations as they relate to SLSNSW's strategic priorities.

The functions of the LSC do not relieve the SLSNSW Board of any of their responsibilities under law.

2. Composition

The LC comprises up to seventeen (17) members:

a. A SLSNSW Director who shall be the Director of Lifesaving (1)
b. Each respective Branch Director of Lifesaving (11)
c. Up to five (5) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council and are not a Director on a Branch Board
d. The General Manager Public Safety and Emergency Management as an ex-officio member
e. The President & CEO of SLSNSW may attend any meeting of the committee

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess lifesaving skills and experience which will allow them to be effective in their role.

The Chair shall be the SLSNSW Director of Lifesaving

The following specific skills are required of independent LSC nominees:

- Professional or substantive volunteer experience in Lifesaving and/or emergency services
- Have specific expertise in at least one specialty area of life saving (eg RWC/Powercraft operations, support services, operational command, patrolling, joint agency operations, first aid/paramedical, coastal safety education, aviation/UAV operations), or other area of expertise as identified by the LSC.
- General understanding of the industry in which the Company operates.

Diversity amongst LC members will be considered by the Board of SLS NSW in making independent LSC member appointments.

3. Tenure

The Branch Directors of Lifesaving (DOL) shall remain on the LSC whilst ever they are the appointed DOL for their respective Branch.

The Board of SLSNSW shall make all appointments and replacements of Independent LSC members, that meet the desired skills/experience sought by the LSC.

Independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the SLSNSW Board.

4. Alternates

Where a Branch Director of Lifesaving is unable to attend any meeting, the Branch should appoint by notice to the Chair, a member of that Branch to participate in the meeting and vote on matters where a vote is required.

A Branch **may not** appoint one of the Independent Members of the Committee, notwithstanding that individual may be a member of that Branch.

5. Limitations

The LC does not have an operational standing within SLSNSW with respect to its management of emergency operations situations, notwithstanding members of the LC maybe seconded onto Incident Management Teams or similar both within and external to SLSNSW, or occupy roles such as Duty Officer, State Duty Officer, Patrol Captain etc.

6. Meetings

The LC is to meet at least quarterly each year.

7. Specific Duties

The specific duties of this committee are to:

a. Ensure policies, rules and programs are focused on the promotion of safe coastal aquatic behaviours for both members and the public
b. Through continuous improvement make recommendations for best practice approaches to “club patrolling” operations
c. Through continuous improvement make recommendations for best practice approaches to Support Operations activities
d. Undertake periodic reviews to ensure policy development enhances the alignment of SLS activities within the broader emergency services framework
e. Devise policies which create pathways for members from club patrolling through to support operations and beyond
f. Liaise with and collaborate with the education portfolio to ensure members operational duties and expectations are matched by suitable and appropriate training programs
g. Drive evidence-based research and analysis to inform new and contemporary methods in conducting lifesaving and public safety operations
h. Assess and devise policy approaches to ensure SLSNSW’s position in the broader emergency services framework is enhanced, and member opportunities to operate in the framework is safe, rewarding and valued.

i. Undertake a no blame no fault' approach to the review of major incidents & responses and identify 'lesson learnt' to inform improvements in SOPs, policies, training and approach
j. Liaise the other portfolio areas to ensure Lifesaving polices align with contemporary approaches to member recruitment & retention.
k. Commission working groups to develop and research polices for review by the LSC. External experts can be seconded to these working groups.

2A(iv) SURF SPORTS STANDING COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Surf Sports Standing Committee (SSSC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the SSSC committee is to provide strategic leadership for Surf Sports activities to support effective decision making at all levels of SLSNSW. The committee is responsible for developing, reviewing, supporting and informing the overall strategic development, growth and management of SLSNSW Surf Sports activities as they relate to SLSNSW's strategic priorities.

The functions of the SSC do not relieve the SLSNSW Board of any of their responsibilities under law.

2. Composition

The SSC comprises up to seventeen (17) members:

a. One (1) SLSNSW Director
b. each respective Branch Director of Surf Sports (11)
c. up to five (5) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council and are not a Director on a Branch Board
d. The Surf Sports Manager as an ex-officio member
e. The President & CEO of SLSNSW may attend any meeting of the committee

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess skills and experience in surf sports which will allow them to be effective in their role.

The Chair shall be appointed by the Board and will be a SLSNSW Director

The following specific skills are required of all independent SSSC nominees:

- Professional or substantive volunteer experience in Surf Sports and/or the sports sector
- Have specific expertise in at least one specialty area of Surf Sports (eg coaching, officiating, competition, administration, discipline specific [craft & swim, surf boats, IRB racing, pool rescue, "lifesaving competition") or any other area of expertise as identified by the SSSC.
- Have a general understanding of the industry in which the Company operates.

Diversity amongst SSC members will be considered by the Board of SLSNSW in making independent SSSC member appointments.

3. Tenure

The Branch Directors of Surf Sports (BDOSS) shall remain on the SSSC whilst ever they are the appointed BDOSS for their respective Branch.

The Board of SLSNSW shall make all appointments and replacements of Independent SSSC members.

Independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years.

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the SLSNSW Board.

4. Alternates

Where a Branch Director of Surf Sports is unable to attend any meeting, the Branch should appoint by notice to the Chair, a member of that Branch to participate in the meeting and vote on matters where a vote is required.

A Branch may not appoint one of the Independent Members of the Committee, notwithstanding that individual may be a member of that Branch.

5. Board Delegated Powers and Limitations

The SSSC does not have an operational standing within SLSNSW with respect to its management of Championships and other events, notwithstanding members of the SSSC maybe seconded onto Championships Committees or similar within SLSNSW, or fulfil roles such as Championships Referee, SEMC or similar.

6. Meetings

The SSSC is to meet at least quarterly each year.

7. Specific Duties

The specific duties of this committee are to:

a. Consider the pathways which are in place for members of all ages and abilities to pursue their interests in surf sports and result in increased numbers of members engaging in competition
b. Ensure elite development pathways are developed and underpinned by evidence-based approaches to athlete development
c. Ensure the competition program offered at both state and branch level is contemporary, aligned and meets the needs of various cohorts within the surf sports participants of the membership
d. Consider event types and formats which present to the membership as engaging and worthwhile to participate in
e. Through continuous improvement make recommendations for best practice approaches to delivery of surf sports events
f. Liaise and collaborate with the Lifesaving portfolio to ensure the safety of members whilst training & competing is underpinned by sound approaches to safety and risk management
g. Consider structures and programs which will enhance coaching and officiating pathways for members who wish to support surf sports in this way
h. Liaise the other portfolio areas to ensure Surf Sports polices align with contemporary approaches to member recruitment & retention across the organisation.
i. Commission working groups to develop and research polices for review by the SSSC. External experts can be seconded to these working groups.

2A (v) EDUCATION STANDING COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Education Standing Committee (ESC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the ESC is to provide strategic leadership for education & training activities to support effective decision making at all levels of SLSNSW. The committee is responsible for developing, reviewing, supporting and informing the overall strategic development, growth and management of SLSNSW's education & training activities as they relate to SLSNSW's strategic priorities.

The functions of the ESC do not relieve the SLSNSW Board of any of their responsibilities under law.

2. **Composition**

The EC comprises up to seventeen (17) members:

a. one (1) SLSNSW Director
b. each respective Branch Director of Education (11)
c. up to five (5) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council and are not a Director on a Branch Board
d. The Education Manager as an ex-officio member
e. The President & CEO of SLSNSW may attend any meeting of the committee

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess skills and experience in education & training which will allow them to be effective in their role.

The Chair shall be appointed by the Board and will be a SLSNSW Director

The following specific skills are required of all independent ESC nominees:

- Professional or substantive volunteer experience in education & training (primarily adult & vocational education) and/or the education & training sector
- Have specific expertise in at least one specialty area of Education & Training (eg curriculum development, resource development, on-line learning, RTO/VET sector operations, youth & people development, first aid/emergency services training) or other areas of expertise as identified by the ESC
- Have a general understanding of the industry in which the Company operates.

Diversity amongst ESC members will be considered by the Board of SLSNSW in making appointments of independent ESC member appointments.

3. Tenure

The Branch Directors of Education (DOE) shall remain on the ESC whilst ever they are the appointed DOE for their respective Branch.

The Board of SLSNSW shall make all appointments and replacements of Independent ESC members.

Independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years. .

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the SLSNSW Board.

4. Alternates

Where a Branch Director of Education is unable to attend any meeting, the Branch should appoint by notice to the Chair, a member of that Branch to participate in the meeting and vote on matters where a vote is required.

A Branch may not appoint one of the Independent Members of the Committee, notwithstanding that individual may be a member of that Branch.

5. Limitations

The ESC does not have an operational standing within SLSNSW with respect to management of the SLSNSW RTO

6. Meetings

The ESC is to meet at least quarterly each year.

7. Specific Duties

The specific duties of this committee are to:

a. Liaise with the Lifesaving portfolio to ensure the training needs of members is reflected in training programs and materials developed by the education portfolio.
b. Develop strategies to ensure an on-going pipeline of trainers and assessors is being developed.
c. Consider uses of technology to enhance the education & training experience for both deliverers and participants.
d. Review policies and operating procedures such that they ensure compliance and best practice whilst being balanced with respect to volunteer time & commitment.
e. Assist other portfolios where a training/education aspect is beneficial and will advance member capability and experience.
f. Ensure pathways exist for members who have chosen the education stream as their primary involvement area in SLS.
g. Have awareness of the broader emergency services framework to allow alignment & articulation of SLS education programs where appropriate.

h. Commission working groups to develop and research policies for review by the ESC. External experts can be seconded to these working groups.

2A(vi) MEMBER SERVICES STANDING COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Member Services Standing Committee (MSSC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the MSSC is to provide strategic leadership for member services & development activities to support effective decision making at all levels of SLSNSW. The committee is responsible for developing, reviewing, supporting and informing the overall strategic development, growth and management of SLSNSW's member services & development operations as they relate to SLSNSW's strategic priorities.

The functions of the MSSC do not relieve the SLSNSW Board of any of their responsibilities under law.

2. Composition

The MSC comprises up to seventeen (17) members:

a. one (1) SLSNSW Director
b. each respective Branch Director of Member Services (11)
c. up to five (5) independent members who do not otherwise sit on the SLSNSW or SLSS Board or SLSNSW State Council and are not a Director on a Branch Board
d. The Member Services Manager as an ex-officio member
e. The President & CEO of SLSNSW may attend any meeting of the committee

The independent members should be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess membership management skills and experience which will allow them to be effective in their role.

The Chair shall be appointed by the Board and will be a SLSNSW Director

The following specific skills are required of all independent MSSC nominees:

- Professional or substantive volunteer experience in membership based organisations.
- Have specific expertise in at least one specialty area of life saving (eg junior & youth, diversity & inclusion, rewards & recognition, pathways & engagement, welfare, safeguarding, volunteer club management) or other area of expertise as identified by the MSSC.
- Have a general understanding of the industry in which the Company operates.

Diversity amongst MSSC members will be considered by the Board of SLSNSW in making independent MSSC member appointments .

3. Tenure

The Branch Directors of Member Services (DOMS) shall remain on the MSSC whilst ever they are the appointed DOMS for their respective Branch.

The Board of SLSNSW shall make all appointments and replacements of Independent MSSC members.

Independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years.

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the SLSNSW Board.

4. Alternates

Where a Branch Director of Membership Services is unable to attend any meeting, the Branch should appoint by notice to the Chair, a member of that Branch to participate in the meeting and vote on matters where a vote is required.

A Branch may not appoint one of the Independent Members of the Committee, notwithstanding that individual may be a member of that Branch.

5. Meetings

The MSSC is to meet at least quarterly each year.

6. Specific Duties

The specific duties of this committee are to:

a. Consider member recruitment and retention strategies and approaches which will ensure the sustainability of SLS at all levels. Ensure segmenting of the SLS membership group is undertaken such that approaches are tailored and targeted as appropriate.
b. Analyse the member journey through the organisation to ensure an enhanced member experience.
c. Consider development programs and opportunities for different membership cohorts eg
    i. Juniors
    ii. Youth
    iii. Patrolling
    iv. Long service
d. Consider contemporary approaches to reward and recognition for members that enhance their experience and ensure connectedness with SLS.
e. Review program approaches for minority groups within the membership in terms of both retention and recruitment opportunities eg
    I. CALD
    II. LGBTIQ+
    III. Indigenous
    IV. Disability
f. Ensure the frameworks and policies which are in place for child safeguarding align with legislative requirements as well as being best practice in their approach and delivery .
g. Review and recommend resources and materials which can assist clubs and branches deliver programs and projects which enhance current member experience and recruitment of new members.
h. Liaise with the Surf Sports portfolio specifically on juniors (nippers) and youth/young adults to create a cohesive and multidimensional approach

through curriculum, resources, programming, and pathways in sport and junior activities.

i. Liaise with the Lifesaving portfolio to create a cohesive and multidimensional approach through curriculum, resources, programming and pathways in lifesaving.

j. Review the SLSNSW's member welfare framework especially around post incident welfare and consider the nature of welfare actions members require.

k. Commission working groups to develop and research policies for review by the MSC. External experts can be seconded to these working groups.

2A(vii) LIFE MEMBERSHIP & HONOURS COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Life Membership & Honours Committee (LMHC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the LMHC is to provide recommendations to the Board and/or the SLSNSW State Council for the awarding of major SLSNSW membership honours (as described in the process for each Award type).

2. Composition

The LMHC comprises four (4) members whom shall be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess skills and experience within SLSNSW which will allow them to be effective in their role.

The Chair shall be nominated by the SLSNSW Board.

The following specific skills are required of all independent LMHC nominees:

- Substantive volunteer experience in SLSNSW
- An understanding of honours and awards frameworks
- Have specific expertise in at least one specialty area of life saving (eg lifesaving, surf sports, education, club management, membership services)
- Have an understanding of the industry in which the Company operates.

Diversity amongst LMHC members will be considered by the Board of SLSNSW in making appointments.

3. Tenure

The Board of SLS NSW shall make all appointments and replacements of LMHC members. Appointments shall be for three (3) years to a maximum of six (6) consecutive years. Members may be removed by the SLS NSW Board at any time or may resign by written notice to the Board of SLS NSW.

4. Limitations

As per the process for each Award type being considered by the LMHC, it may only make recommendations to the Board and/or the State Council and cannot confer Life Membership or any other award upon a member directly.

5. Access to records and independent advice

The LMHC shall have access to member records and documents to the extent those documents can inform them of a members' suitability for recommendation for an award.

6. Meetings

The LMHC is to meet a minimum of once per annum to consider Life Memberships prior to the SLSNSW AGM (pending nominations being received) and further as required.

7. Specific Duties

The specific duties of this committee are to:

a. Consider nominations for Life Membership to SLSNSW as per the Constitution and Regulations and make recommendations to the State Council

b. Periodically consider the application process and criteria for awarding of Life Membership
c. Consider members for other honours and awards as required by the Board

2A(viii) MERITORIOUS AWARDS COMMITTEE

1. Introduction

This annexure describes arrangements specific to the Meritorious Awards Committee (MAC) and should be read in conjunction with the Standing Committee Charter above.

The purpose of the MAC is to provide recommendations to the Board and/or the SLSNSW State Council for the awarding of major Meritorious awards and honours including (but not limited to) the following:

- Emergency Services Medal (ESM)
- SLSA Meritorious Awards
- Rescue of the Month (ROTM)
- Other external bravery awards eg NSW Bravery Medal, National Humane Society

2. Composition

The MAC comprises five (5) members whom shall be independent of management, free of any relationship which might impair the exercise of their independent judgment and possess skills and experience within SLSNSW which will allow them to be effective in their role.

The Chair shall be a SLSNSW Director nominated by the SLSNSW Board

The following specific skills are required of all independent MAC nominees:

- A current and financial member of Surf Life Saving
- -Understanding of member recognition both internally and externally
- -Extensive knowledge of emergency services roles and functions, emergency management and lifesaving operations.
- Substantive volunteer experience in SLSNSW
- An understanding of honours and awards frameworks
- Have an understanding of the industry in which the Company operates.

Diversity amongst MAC members will be considered by the Board of SLSNSW in making appointments.

3. Tenure

Members shall be appointed for a two (2) year term for a maximum of two (2) terms. Each term will commence in or around May of an uneven year and conclude in or around April of the next uneven year.

4. **Limitations**

As per the process for each Award type being considered by the MAC, it may only make recommendations to the Board l and cannot confer any award upon a member directly, or make recommendations directly to any external body.

5. Access to records and independent advice

The MAC shall have access to member records and documents to the extent those documents can inform them of a members' suitability for recommendation for an award.

6. Meetings

The MAC is to meet periodically to consider nominees for Awards as they become available to SLSNSW to nominate candidates for.

ANNEXURE 3

STATE COUNCIL CHARTER

1. Introduction

SLSNSW is both a membership-based organisation built on a history of volunteerism encompassing a multitude of diverse and complex activities, as well as an evolving entity responding to operational, economic and public factors. It is governed by the SLSNSW Board,with important input from the SLSNSW State Council and various Board Committees.

Through direction and oversight from the Board, SLSNSW is managed by the CEO. Different focuses and scopes of responsibilities are required from each of the groups within SLSNSW toensure a dynamic, contemporary and success driven organisation.

This charter sets out the objectives, guidance, responsibilities and governance framework for the operationof the SLSNSW State Council and its relationship with other stakeholders, primarily the Board & Management of SLSNSW.

2. Role of the State Council

Fundamentally the role of the State Council is to represent the organisation's membership as the voting members of SLSNSW. In this way the State Council has a pivotal role in the election of Directors to SLSNSW and consideration of any constitutional changes the organisation may propose from time to time. Additionally, the State Council provides an essential conduit betweenthe membership and the Board and Management.

In addition to the role of the State Council as described in the Constitution, the State Council shall;

a. Take a holistic and strategic state-wide approach to the consideration of various mattersand issues to ensure benefit and betterment of the organisation as a whole

b. Develop strategic thinking around the application of the organisation's strategic planparticularly in relation to impacts on Branches and Clubs

c. Monitor contemporary trends and best practice in the charity/not for profit sectorincluding external influences and key performance metrics of sector

d. Provide recommendations to the Board with respect to changes to the SLSNSW Regulations and Policies not otherwise previously considered by the respective StandingCommittee

e. provide recommendations to the Board with respect to any proposed or suggested changes to SLSA or SLSNSW Regulations, Policy or any matter that is referred to them nototherwise previously considered by the respective Standing Committee

f. Provide feedback to the Board & Management on the progress of current programs,initiatives, policies and rules at Branch and Club level

g. Present issues to the Board, both generally with respect the progress of SLSNSW andspecifically in relation to particular areas or cohort groups within the membership

h. Ensure alignment and efficiency of operations between State and Branch operations

i. Share initiatives and solutions which have been successful at Branch & Club level

j. Consider club health at a holistic level (inclusive of membership numbers, Life SavingAgreement compliance, financial, member engagement etc)

k. Nominate representatives from the State Council group for special working groups,committees and panels as required by the Board from time to time

l. Ensure communications, strategies and initiatives from SLSNSW are disseminated in a timely manner to the broader club and membership network with their respective Branch

3. Powers and Delegations

a. The State Council's powers extend to those described in the Constitution as representing
their respective Branches as voting members of SLSNSW.

b. The committee does not have any delegated authority to approve any expenditure or incur debit on behalf of SLSNSW or enter into any transactions or agreements with thirdparties

4. Values

a. Listen to others without judgement, value different perspectives, skills and expertise of others and create time and space to seek and understand.

b. Address issues constructively, openly and transparently, and where relevant, directly with the person involved.

c. Keep the purpose of the whole organisation and the needs of all its members and the community at the forefront of decision making.

d. Accept and honour decisions once they have been made, demonstrating collective commitment.

e. Reach an outcome collectively through majority.

f. Seek to make decisions that are tailored and flexible to circumstances and locations.

g. Empower those around individual State Council Members to take on responsibilities, keeping within our own role and responsibilities.

5. Operating Style

The State Council will operate with an emphasis on:

a. strategy and policy which will be advantageous to SLSNSW;

b. anticipating, planning and embracing change;

c. objectivity;

d. accountability and transparency;

e. strategic leadership;

f. clear distinction of its role and the role of the Board & Management;

g. constructive, robust and collaborative debate;

h. collective decision making rather than individual;

i. focus on the future direction of SLSNSW; and

j. being proactive rather than reactive.

6. Role of the Chair

The SLSNSW President chairs State Council meetings. If the President is not available to chair a Board meeting, the Deputy President (if appointed) shall chair Board meetings. If both the President and the Deputy President are not available, the State Council must elect another StateCouncillor present to do so.

The role of the Chair is summarised below.

a. Is responsible for the performance, conduct and review of the State Council and itsindividual Councillors.

b. identifies where the State Council and/or Individual State Councillors require ProfessionalDevelopment opportunities to further enhance performance and improvement.

c. provides leadership in the conduct of the State Council's responsibilities, including settingthe agenda and ensuring the meetings take place with adequate frequency

d. ensures that discussion at meetings is on issues that, according to the Constitution andSLSNSW policies, clearly belong to the State Council to consider and do not impinge onthe role of the Board and/or CEO. Where formal motions are presented ensure the process is undertaken as per the Constitution.

e. Identify the issues of significance to the State Council & the membership, provide the right environment for consideration of those issues and ensure that all State Councillorshave the opportunity to put their views and have them considered

f. ensure meetings are relevant, timely and structured, dealing with routine matters quicklyand efficiently, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, monitoring and policy issues

g. the Chair has no authority to change formal State Council decisions (as decided by formalmotion), or recommendations which are presented to the Board for consideration.

7. Role of the Individual State Councillor

Individual State Councillors are to:

a. Ensure each Branch has representation at all State Council Meetings

b. act in the best interests of the SLSNSW organisation as a whole, including all members,branches, employees and other relevant external stakeholders;

c. be committed to ethical, business like and lawful conduct including proper use ofauthority and appropriate decorum when acting as State Councillors

d. act with care, diligence, honesty, good faith and in the best interests of SLSNSW;

e. not improperly use their position or misuse SLSNSW information;

f. act with respect, integrity and demonstrate ethical leadership

g. avoid and declare any conflict of interest;

h. not attempt to exercise individual authority over SLSNSW nor make decisions outside oftheir designated scope of authority;

i. devote the necessary time to the performance of their duties including the review ofState Council papers prior to State Council meetings;

j. be mindful of the need for all State Councillors to engage in ongoing skills maintenanceand improvement;

k. engage with the President, other State Councillors and Management both at and outside of meetings on key strategic and operational matters relating to SLSNSW;

l. not publicly voice any negative comments relating to the Directors,CEO, staff, fellow State Councillors or any Company matter or issue that brings SLSNSW into disrepute;

m. only speak to the media with respect to their role as Branch President and not as arepresentative of SLSNSW unless requested by the President or CEO ;

n. respect the confidentiality of sensitive issues or business items under negotiation ordiscussion.

8. Council Member Induction and Training

All new Committee members will be briefed by the Committee Chair and the CEO/Senior Management upon appointment, including access to the last two sets of State Council papers andminutes and other relevant documents on request.

9. Meetings

a. Meetings shall occur 4 times per annum, they being the Election AGM and the Annual General Meeting, and 2 x additional meetings as scheduled by the CEO..

b. The Chair may convene out of session workshops and information sessions in additional to formal State CouncilMeetings

c. The Chair through the CEO will prepare an agenda for each meeting and circulate paperswith relevant information for consideration by State Councillors. The agenda will contain some items for regular inclusion and other items as the need arises. Papers will be circulated seven (7) days in advance of the meeting;

d. Discussions will occur with engagement by Councillors on all matters and with transparency. It is a fundamental of good governance that all discussions will be respectful and courteous, with the focus being on the promotion of the best interests ofSLSNSW;

e. The CEO will endeavour to circulate minutes within 10 days of the meeting;

    i. Each respective State Councillor will ensure a report of the outcomes of a State Council meeting is circulated to the Clubs within their respective Branches withina reasonable time after the meeting.

10. Remuneration of State Councillors

No State Councillor shall receive remuneration for work carried out as a State Councillor ofSLSNSW.

State Councillors are entitled to receive reimbursements or expense coverage from SLSNSW forattendance at State Council Meetings

11. Evaluation Of The State Council

The Board considers the ongoing development and improvement of the State Council as a criticalinput to effective governance. As a result, the Board requires the State Council to undertake an annual evaluation of its own performance and the performance of the individuals Council members.

In undertaking the annual review, the Council aims to reach a balanced view of the it's performance, identifying the positive aspects of its operation and areas for improvement (eg team dynamics, effectiveness, progress towards strategic objectives and adequacy of administration around the Council.) The outcome of the evaluation process should be used as thebasis to identify any performance issues.

12. Review Of State Council Charter

This Charter will be reviewed annually or more frequently by the State Council as required via an agreed motion at any State Council meeting/workshop.

ANNEXURE 4

SURF LIFE SAVING NSW (SLSNSW) HISTORY PANEL

TERMS OF REFERENCE (ToR)

The Terms of Reference sets out the scope and operations of the SLSNSW History Panel

1. **Role/Purpose**
   The SLSNSW is a proud membership based organisation, with history and tradition that is etched in the fabric of NSW communities, our 129 SLSCs and 11 Branches. There, within this history is over a century of vigilance and service , stories, accolades, awards and surf lifesaving feats of bravery.

   As a continually evolving organisation, we have a bright and exciting future. However, this future could not have been prepared if not for the history it sits upon. SLSNSW has identified an imperative to ensure it protects and celebrates this history as the bedrock of who it is, and what it will become into the future.

2. **Scope**
   The scope of functions of the panel will be inclusive of historical matters/events requiring investigation, recording, reporting and acting on matters as delegated by the SLSNSW Board and CEO. These tasks may also include the review of Honour Rolls, Life Member Profiles, Commemorative Rolls etc.

3. **Authority**
   The SLSNSW History Panel has no delegation of authority and acts on behalf of the SLSNSW Board.

4. **Reporting**
   The History Panel shall report directly to the CEO

5. **Membership**
   Membership of the panel will be determined by Expression of Interest. Membership shall be rotated every 2 years or at the cessation of the History Panel.

6. **Meeting Arrangements**
   The Panel shall elect a Chairperson at the first meeting of the new panel by majority vote.
   The History Panel shall meet 4 times per year via videoconference or as approved by the CEO

7. **Resources and Budget**
   The CEO Executive Assistant shall provide Secretariat support to the panel.
   The CEO shall provide administrative budget to the panel as required and in accordance with agreed objectives and outcomes

8. **Outcomes/Objectives**
   Outcomes and objectives shall be set bi- annually and a scope of works forwarded to the SLSNSW Board for approval

ANNEXURE 5

SLSNSW POLICY ON MEMBERS ACQUIRING PRIVATE FINANCIAL BENEFIT FROM SLS ACTIVITIES

1. Purpose

The purpose of this Policy is to clarify the limitations and disclosures required of members with respect to receipt of payments for services undertaken in relation to Surf Lifesaving activities.

2. Commencement of this Policy

This policy commences on 1 November 2019. Unless the context otherwise requires, terms used in this policy have the same meaning as in SLSNSW's Constitution and/or Regulations.

3. Background

a. Members are reminded that Surf Life Saving New South Wales (**SLSNSW**) and its Branches and Clubs are all not-for-profit entities. SLSNSW is also a registered charity with the ACNC and under the *Charitable Fundraising Act 1991 (NSW).* Many SLS Entities are also registered with the ACNC.

b. All SLS Clubs & Branches are prohibited by their respective constitutions from conducting their affairs so as to provide monetary gain for their members unless a contract for services and/or employment is entered into between the parties specific to the nature of services to be provided.

c. An individual member should NOT derive a profit or monetary gain either directly or indirectly from their Club or Branch save for circumstances noted in point B above. Should an SLS Club or Branch act contrary to this, its not-for-profit, tax exempt status as well as charitable status may be affected. Such act would also be contrary to the Club or Branch's constitution and possibly breach the *Associations Incorporation Act 2009 (NSW)*.

4. Providing Services for other SLS Entities

a. Should any individual member of an SLS Club, Branch wish to provide services to either their own Club or Branch or any other SLS Club or Branch and/or SLSNSW for financial gain:

i. that member must enter into a contractual agreement as per point B above with the Club, Branch or SLSNSW;

ii. the engaging Club Branch or SLSNSW should understand and comply with its obligations under taxation, work health and safety, insurances or any other act or legislation related to the contracting and/or employment of the individuals; and

iii. that member must not source and utilise any SLS assets from another SLS Club, Branch or SLSNSW to enable them to fulfil the contract of service. For the absence of any doubt and by way of example, if a member were contracted to provide water safety services to a club or at an SLS sanctioned event, they are prohibited from utilising SLS assets from another club to enable them to fulfil that contract. Any use of SLS assets shall be properly agreed and documented between the event organiser and the Club, Branch or SLSNSW providing the assets.

b. Should any individual member of a Club, Branch or SLSNSW be providing services on behalf of their own SLS Club or Branch to other SLS Club, Branch or SLSNSW:

i. if the member is to receive a payment, that member must enter into a contractual arrangement as noted in B above, with their Club, Branch or SLSNSW;
ii. that member cannot receive any payment directly from the Club, Branch or SLSNSW to whom the services are being provided;
iii. any payment for the services must be made directly to the member's own Club or Branch or to SLSNSW. This payment MUST not be made "via" the member in any way or form; and
iv. the provision of services and any payment for those services must be subject to a services agreement between the relevant Clubs, Branches and/or SLSNSW.

c. Should any individual member of a Club, Branch or SLSNSW be providing services on their own behalf to a non-SLS entity (ie a company or other organisation) it is expressly prohibited that any SLS asset is utilised to deliver those services. For the absence of any doubt and by way of example, if an individual member was providing private water safety services to a private client, they must not use or utilise any SLS powercraft, rescue boards, first aid equipment, etc as part of fulfilling that service.

d. Should Club, Branch or SLSNSW provide services to non-SLS Entities (ie a company or other organization) the engagement of SLS members to provide that service should either be by way of them volunteering, or if they are to be paid, then a proper arrangement be entered into in accordance with point B above.

e. Members note that should they act contrary to the above that they place themselves and their Club, Branch or SLSNSW at risk from an insurance and iCare perspective and as noted, also place their Club, Branch or SLSNSW's not-for-profit status at risk and may potentially impact SLSNSW's charitable fundraising status and authority.

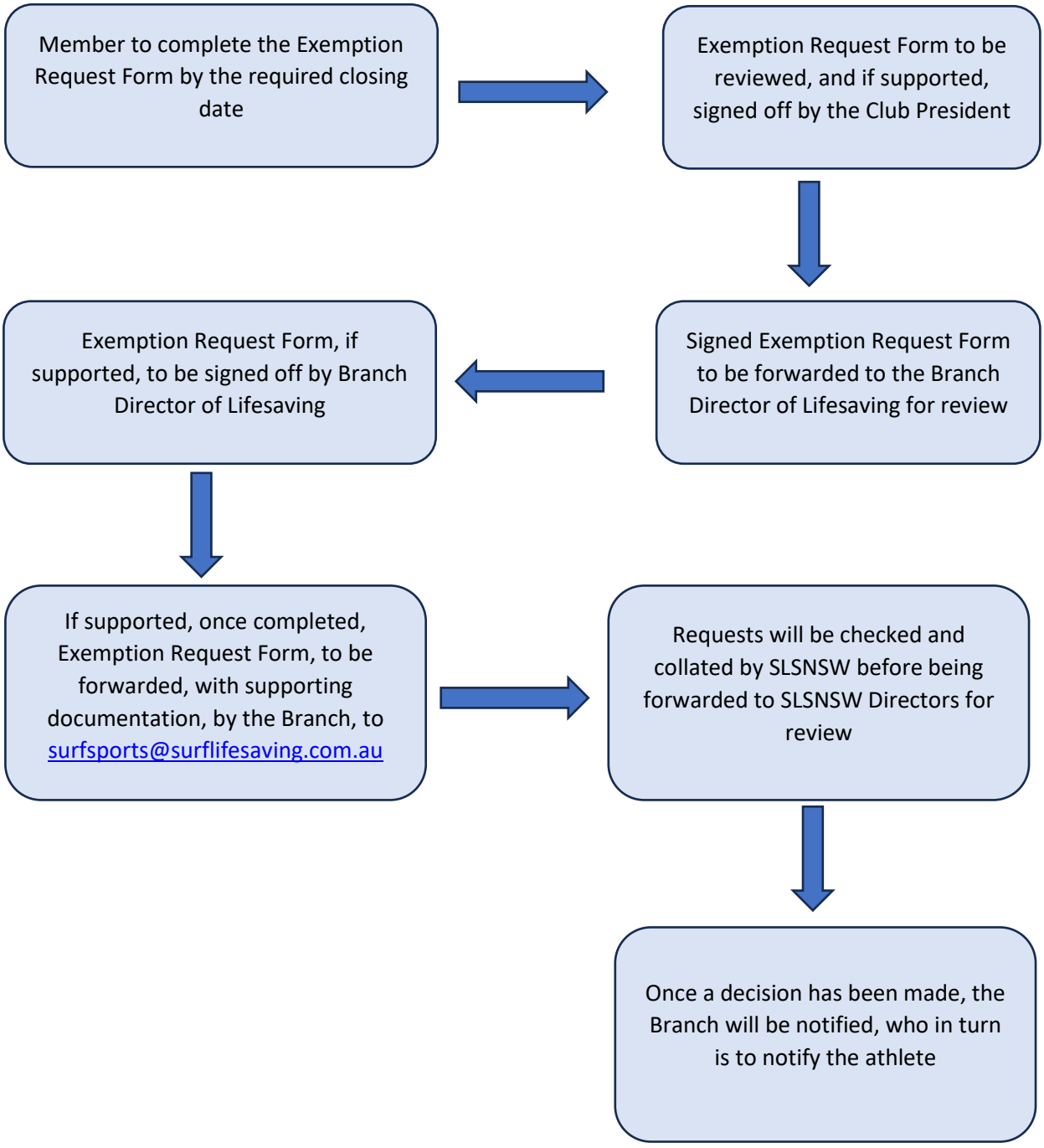
5. Breaches

A Breach of this policy may result in disciplinary action being taken against the member as per the SLSA Disciplinary Policy

6. Variations

SLSNSW reserves the right, replace or terminate this policy from time to time

ANNEXURE 6 - SLSNSW POLICY VARIATION TO SLSA POLICY 5.04 – PROCESS FOR APPLICATION



Note: All requests must be submitted by Branches only, to bcooper@surflifesaving.com.au.

Only forms submitted via this process will be reviewed.

No forms will be accepted after the closing date, which is detailed in the relevant Event Entry Circular.

EXEMPTION REQUEST FORM

The following is a simple paper based form for members to utilise should they wish to be considered for their significant volunteer service in other capacities for SLS in NSW.

Before completing the form, members are advised to carefully review SLSA Policy 5.04 Eligibility to Compete in SLSA Competition - Version October 2016.

Club:	
Branch:	
First Name:	
Surname:	
Date of Birth:	
Application Date:	

A club may give special consideration for full or partial exemption from patrol obligations to volunteer members who fall into any of the following categories:

Please indicate which apply:

Personal Patrol Hours:

- ❒ Club Executive Committee Member
- ❒ Accredited Club Coaches (non-paid)
- ❒ Club Training Officer
- ❒ Club Assessor

Other Exemption considerations:

- ❒ Life Member
- ❒ Support Operations
- ❒ State - Director/Officer
- ❒ SLSA/ILS Representation
- ❒ Injury/Medical
- ❒ Long Service Member
- ❒ Branch - Director/Officer
- ❒ National - Director/Officer
- ❒ Special Deployment Military
- ❒ Other (*E.G 2 hoursshort*):_____

	Name:	**Signature:**	**Date:**
Club President:			
Branch Director of Lifesaving:			

Completed forms are to be emailed to SLSNSW by Branch Representative to surfsports@surflifesaving.com.au

Applications may take between 2 – 6 weeks to process.

Personal Patrol Hours Log

Name: _____ **Club:** _____ **Signature:**

Date	Start Time	Finish Time	Hours Type	Hours	Details

ANNEXURE 7

LIFE MEMBERSHIP APPLICATION PACK

Nomination for Life Membership of Surf Life Saving New South Wales

Life Membership of SLSNSW Nomination Guidelines

Background
Surf Life Saving NSW Life Membership recognises those individual members who voluntary rendered a distinguished, sustained, and conspicuous service to SLSNSW over a period of at least twenty (20) years.

Nomination Guidelines
The following nomination guidelines shall be followed for SLSNSW Life Membership:

- All nominations must be submitted via email using the Life Membership Nomination Form.
- If additional space is required, please attach supporting documentation.
- All nominations must be endorsed by Club and Branch Presidents or their representatives.
- Nominations are considered once per year, in November.

Submission Process:

- Endorsed nominations are to be submitted via email at lifemembership@surflifesaving.com.au by **5:00pm Friday 26 September 2025.**

Judging Process

1. The SLSNSW Life Membership Committee will review all nominations.
2. The Life Membership Committee will make a recommendation to the SLSNSW State Council.
3. Any member awarded SLSNSW Life Membership will be recorded in the minutes of the Annual General Meeting (AGM) of which the member is awarded.
4. Unsuccessful nominations may be resubmitted in following years.

How to Nominate

- The proposer must clearly summarise the nominee's individual achievements and their impact on SLSNSW and/or SLSA.
- Focus should be placed on the nominee’s distinctive contributions, not those made collectively.
- Provide substantive evidence to support the claims.
- Use authoritative sources to validate the information included.

Interpretative Criteria for SLSNSW Life Membership

Recognition Award	
"Nominee must have rendered distinguished voluntary service to Surf Life Saving New South Wales for over a period of at least 20 years, with the following condition being applied. *For service to be considered as distinguished, it must be sustained and a conspicuous contribution."* *The **point of distinction** to this recognition award is **the distinguished nature of their contribution** over at least 20 years that **sets them apart from other significant service by other members.***	
Interpretative Criteria	**Interpretative Questions**
A SLSNSW Life Member … • Will have maintained a sustained level of distinguished voluntary service at a level that brings distinction to that service. • Will have made an individual contribution that can be classified as unique, and which can be attributed to that person as opposed to being a member of a wider group of members. • Will have given distinguished service to SLSNSW over a period spanning at least 20 years. • The unique and distinguished nature of the service can be at different levels of SLSNSW provided that the nomination evidence exemplary and distinguished service that can be seen as a unique contribution to the advancement of Surf Life Saving in Australia. • An emphasis on primacy of service at state level is a key interpretive criterion, with the significance of service at branch and club levels being taken into consideration when it can be demonstrated that the distinguished nature such service is found in the innovative and leading best practice provided to assist in the development of SLSNSW.	Key questions to be applied at this level include … • What distinguishes this service and contribution beyond that of others? • What makes this person's contribution unique amongst the SLSNSW membership? • What contribution(s) are directly attributable to this person (apart from others)? • How has this contribution advanced Surf Life Saving in NSW? • Has the distinguished service spanned at least 20 years?

Life Membership Nomination CHECKLIST

☐ **Proposer and Seconder Declaration Completed**

☐ **Club Endorsement**

☐ **Branch Endorsement**

☐ **Nominee Details**

☐ **Nomination Questions Complete**

1. How are their achievements distinguished/sustained/conspicuous at all levels of Surf Life Saving?

2. Other awards (Australian Honours, civil, sporting, community, or other honours)

3. What substantive evidence have you supplied to support the claim for SLSNSW Life Membership

4. What distinguishes the voluntary service as a contribution beyond that of others and makes this person's contribution unique amongst SLSNSW membership that is directly attributable to this person apart from others

5. How are these achievements distinguished / significant / sustained?

☐ **Nominee's SLS SurfGuard Record**

1. SurfGuard Award List attached

2. Career Lifesaving Patrol Hours attached (if applicable)

☐ **SLS Service History**

☐ **Record of Service**

- ☐ Club Achievements / Roles
- ☐ Branch Achievements / Roles
- ☐ State Achievements / Roles

Life Membership Nomination

This **nomination for Life Membership** of Surf Life Saving New South Wales is for:

_____

Proposer and Seconder Declaration
We, the proposer and seconder, confirm that the nominee meets the criteria for Life Membership of Surf Life Saving NSW.

Proposer
Name: _____ Position: _____

Mobile: _____ Signature: _____

Seconder
Name: _____ Position: _____

Mobile: _____ Signature: _____

Club Endorsement
Club President's Name: _____ *(or their representative)*

Mobile: _____

Signature: _____

Branch Endorsement
Branch President's Name: _____ *(or their representative)*

Mobile: _____

Signature: _____

Nominee's Personal Details

First Name: _____

Last Name: _____

Date of Birth: _____ Gender (please circle): Male / Female / Non-Binary

Address: _____

Town: _____ State: _____ Postcode: _____

Club: _____

Branch: _____

Email: _____

Mobile: _____

Partner's Name (for invitations): _____

Nomination Questions

Please note: The nomination should provide substantive evidence to support the claims, and authoritative sources should be able to validate those claims.

1. How are their achievements distinguished/sustained/conspicuous at all levels of Surf Life Saving?
2. Other awards (Australian Honours, civil, sporting, community, or other honours)
3. What substantive evidence have you supplied to support the claim for SLSNSW Life Membership
4. What distinguishes the voluntary service as a contribution beyond that of others and makes this person's contribution unique amongst SLSNSW membership that is directly attributable to this person apart from others.
5. How are these achievements distinguished / significant / sustained?

Nominee's SLS SurfGuard Records

1. Please attach Nominee's SurfGuard Award List
2. Please attach the Nominee's 'Career' Lifesaving Patrol Hours from SurfGuard (*if applicable*)
   You can find this via Members Area/SurfGuard – Member Links/Patrols/Lifesaving Patrol Hours/Career

Surf Life Saving Service History

Please add/insert additional rows to the tables below if you require more space to provide further information.

Year joined SLSNSW: _____ **Years of service: _____**

Club	**From** (year)	**To** (year)

Club Life Membership Gained (year) **_____** **Branch Life Membership Gained:** (year) **_____**

Nominee's Record of Service – CLUB

Achievements/Role/ Committees	**From**	**To**	**Details**

Nominee's Record of Service – BRANCH

Achievements/Role/ Committees	**From**	**To**	**Details**

Nominee's Record of Service – STATE

Achievements/Role/ Committees	**From**	**To**	**Details**

Annexure 8- Surf Sports Panels

The following Surf Sports Panels will be appointed to assist with the conduct of Surf Sports in NSW:

- Officials Advisory Panel
- Coaching advisory Panel (Charter not yet completed)
- Surf Boat Advisory Panel (Charter not yet completed)
- IRB Competition (Charter not yet completed)
- Country Championship Committee (Charter not yet completed)
- State Championship Committee (Charter not yet completed)
- Pool Rescue State Championships Committee (Charter not yet completed)
- State Selectors

Annexure 9

Surf Sports Official Advisory Panel

Charter

1. Introduction

This Charter describes arrangements specific to the Officials Advisory Panel (OAP) and should be read in conjunction with Annexure 2A (iv) within the SLSNSW Regulations.

2. Purpose

The OAP is charged with providing advice to SLSNSW Management, the Surf Sports Committee and SLSNSW Board on matter patterning to the recruitment, education & development, and experience of Officials in NSW. The OAP will also make recommendations to the Board regarding the appointment of Senior Officials (Referee & Deputy Referee) at NSW Championships Events.

The OAP will advise appointed Referee's & Deputy Referee's to ensure appointment of officials best reflect the interest of Official recruitment, education & development, and overall competition experience.

3. Composition

The Panel will comprise of the following Members.

a. A minimum of three (3) independent Members.

b. One (1) SLSNSW Director.

c.

d. The Surf Sports Manager, or delegate as an ex – officio member.

e. The President, CEO and/or their delegate may attend any meeting of the Committee.

Independents should be free of any conflicts or relationships which may impact their effectiveness in their role. A Chair will be appointed by the Board in consultation with the Chair of the SSSC.

The following skills are required for all independent nominees:

- Professional or substantive experience in Surf Sports and/or the sports sector.
- Experience and expertise in officiating.
- Understand the industry in which the Company operates.

4. Tenure

The Board of SLSNSW shall make all appointments and replacements of Independent OAP members.

Independent members will be appointed for a three (3) year term to a maximum of six (6) consecutive years.

Members may be removed by the SLSNSW Board at any time or may resign by written notice to the Board of SLSNSW.

5. Meetings

The OAP is to meet at least quarterly each year. The Chair of the OAP may be requested to attend SSSC meetings to advise matters before them and receive direct feedback/input from the SSSC

6. Specific Duties

The Specific duties of the Panel are to:

a. Ensure a contemporary and targeted approach to officials training and education.

b. Regularly review all SLSA official education courses to ensure relevance to current and future officiating practices

c. Regularly review current roles and responsibilities of officials and refine existing frameworks to improve officiating experiences and encourage participation.

d. Regularly review the Surf Sports Manual and ensure that competition is structured in a way to promote participation and fair competition.

e. Lead the appointment process for SLSNSW Championships Referees and Deputy Referees.

f. Collaborate with and advise appointed Referees and Deputy Referees on their appointment of Senior Official's for NSW Championship Events.

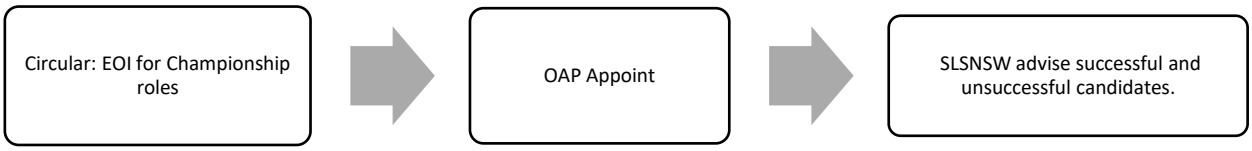
g. lead to appointment process of officials nominations in collaboration with appointed Referees and Deputy Referees for NSW Championships events

h. Consider the use of technology to enhance both official and competitor experiences.

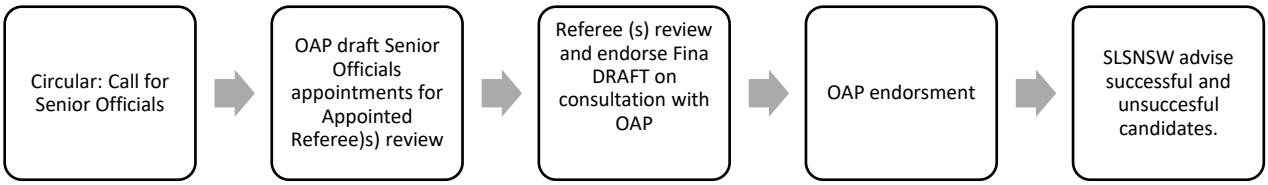
i. Develop strategies to ensure an on – going pipeline of officials is developed. Including developing succession planning for senior official roles

Appointment Process

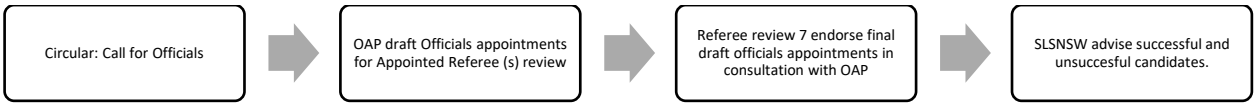
Referee & Deputy Referees



Senior Officials



General Officials



ANNEXURE 10 - STATE TEAM SELECTION POLICY

1. PROCEDURE

(a) The Surf Life Saving NSW Selection Policy will ensure NSW Interstate Team success and selection of best possible cohort of athletes to represent NSW.

(b) Members will be considered by the selectors for selection in accordance with this policy.

(c) All Members to be considered for selection must nominate via process as stipulated by within the identified timeframe.

(d) Selection is dependent upon signing the SLSNSW Athlete Agreement.

2. INTERPRETATION

(a) Unless the context otherwise requires, the terms used in this policy shall have the same meaning as in SLSNSW's Constitution and / or Regulations.

(b) No selection criteria shall carry more weight than the other.

3. SELECTION

3.1 Surf Life Saving NSW Selectors

(a) The Selectors will be appointed as per the direction of the Constitution of Surf Life Saving NSW.

(b) The Chairman of the Selection Panel will be the Chair of the Surf Sports Standing Committee. The Chair and Surf Sports Manager will convene all meetings of selectors.

(c) The selection criteria may vary based upon discipline. I.e., Surfboats, IRBs.

3.2 Selection Criteria

(a) The selectors will meet periodically to select representative teams as required.

(b) All nominees must be current financial and proficient members of a Surf Life Saving Club and their club must be complaint as per SLSNSW requirements.

(c) Surf Life Saving NSW reserves the right to adjust composition of a team.

(d) The selectors may consider the following criteria:

i. State and National performances over a 24 – month period.

ii. Recent (6months) branch, state, national and international performances, or rankings.

iii. Performances at nominated carnivals

iv. The potential of the participant to successfully achieve the objectives of this policy.

(e) The Selectors, at their discretion, may require participation in selected carnivals. Selectors are responsible for informing athletes of such carnivals, with adequate time to prepare.

3.3 Notification to Participant

(a) This policy must be available upon request to all members of Surf Life Saving NSW.

3.4 Selection Procedure

(a) The Selectors shall select such athletes as are required, in accordance with such branch, state or national time or other constraints or requirements as are required or appropriate.

(b) The Selectors shall have total discretion in selection and may have regard to any one or more of the criteria in any selection process.

(c) A majority decision of Selectors is required. Subject to this Policy, the decision of the Selectors shall be final.

(d) The Coach may select from amongst the members of the team the athlete(s) to compete in each event. The Coach may not select an athlete for an event where the Selectors have determined that another athlete is to compete in that event unless the designated athlete is unable to compete in that event.

(e) The Selectors may from time to time in their discretion select a person who is not otherwise under consideration. E.g., Illness on the eve of competition.

3.5 Notification to Relevant Parties

(a) Subject to constraints imposed upon Surf Life Saving NSW by third parties, individuals selected by the Selectors shall be notified of their selection as soon as possible after their individual selection or finalisation of the relevant team.

(b) The Team is submitted to SLSNSW Board for ratification.

(c) As part of this selection policy the Chief Executive Officer or nominee is the sole person able to comment to either the media or other parties on any matters relating to selection of a member or team of Surf Life Saving NSW.

3.6 Removal from a Team

(a) Any participant who:

i. Breaches or fails to observe this Policy, SLSNSW competitor, and team manager/coach agreements, the SLSNSW Constitution or the Regulations.

ii. By reason of illness or injury is unable to perform to the required standard in the opinion of the Selectors or the relevant team manager/coach (after having received advice from a medical practitioner).

iii. Breaches or fails to fulfil a requirement of the SLSA Anti-Doping Policy.

iv. Breaches or fails to comply, fulfil, and observe the requirements in the athlete, team managers/coaches' agreements.

4. APPEAL

(a) An aggrieved person may appeal against the failure of the Selectors to comply with the procedures set down in this Policy. That is, an appeal may only be made on procedural grounds not on the merits of a particular selection decision. Any appeal under this clause will proceed in accordance with the SLSA Constitution and Regulations.

ANNEXURE 11 – SURF LIFE SAVING NSW COVID-19 VACCINATION POLICY- MEMBERS

PURPOSE

The purpose of this policy is to facilitate the protection of the health and safety of members who attend and participate in front line volunteering activities at any of Surf Life Saving NSW's (SLSNSW) facilities, activities and services (including work in public areas) by strongly recommending and encouraging all such persons to be fully vaccinated against COVID-19, including booster shots. It also identifies specific mitigation strategies for this cohort of members.

This policy is in addition to other COVID Safe measures to protect public health and ensure the safety of all members, employees, industry and community partners, contractors and visitors, as well as the communities we live in and serve.

APPLICATION

This policy applies to SLSNSW members (or Surf Life Saving members visiting from other states) and replaces all previous versions of the policy. It specific relates to members who are:

- 13 years of age and above; and
- who hold a SLSNSW award; and
- are undertaking Frontline Volunteering Activities for a club, branch or SLSNSW in person or are participating in a club, branch or SLSNSW activity in person.

Members who are undertaking tasks related to SLSNSW business activities are included in the Surf Life Saving NSW COVID -19 Vaccination Policy – Employees Policy.

DEFINITIONS

In this policy, the following terms have the meaning as set out below:

Approved Vaccine means any COVID-19 vaccination that have been provisionally registered for use in Australia by the Therapeutic Goods Administration.

Frontline Volunteering Activity means involvement as any of the following:

I. Members aged 13 years of age and above where the SLS activity being undertaken requires the member to be the holder of a SLS Lifesaving, Emergency Care or Powercraft Award (including holders of: Bronze Medallion; SRC; ARTC, IRB Driver, IRB Crew, RWC Operator; radio operator, UAV Operator)

II. Members enrolled in a training course or assessment for any SLS Award (excluding Junior [i.e. Nipper] Awards)

III. Support Operations Personnel

IV. Surf Sports Officials

V. Trainers, Assessors or Facilitators

VI. Age Managers

VII. Surf Sports Coaches

Surf Sports Competitors, for the avoidance of any doubt, means all surf sports competitors (including boat sweeps). Surf Sports Competitors must be a holder of an SLS award in order to compete, therefore this policy applies to them. At the point the member is enrolled in an SRC course, the policy applies to them.

Fully Vaccinated means having obtained the manufacturer's recommended dosage of any Approved Vaccine. For example, where a two-dose schedule is recommended by the manufacturer, a person will be considered fully vaccinated when they have received both doses of the vaccine.

Underlying Health Conditions are those treatments and illnesses/conditions as described by NSW Health as per their website link: https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk/risk-factors-for-more-serious-illness.

RECOMMENDATION TO BE VACCINATED

As of **19 September 2022** it will be a recommendation and strongly encouraged for any Frontline Volunteer Activity (including those in public areas and those under the direct control of any Surf Life Saving NSW, or any Surf Life Saving NSW Branch, Club or other affiliated entity) that the Member should be Fully Vaccinated against COVID-19, and where appropriate have the recommended dosage of booster shots. Vaccination must be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centres).

REQUIREMENT TO ADVISE OF ANY PRE-EXISTING MEDICAL CONDITIONS

Members will be required to advise SLSNSW if they have any pre-existing medical condition which may make them more susceptible to serious illness should they contract a COVID 19 infection. Members are not required to identify what that condition is. This advice must include a report by either a medical practitioner which identifies Frontline Volunteering Activities present no greater risk to them due to their underlying health condition OR any recommended additional mitigation strategies which the member should adhere to. (eg face mask wearing, vaccinations etc).

Members will be required to advise of this information as part of the annual membership application/renewal process. Further, if the member is diagnosed subsequently within the membership year of such a condition, they must advise SLSNSW immediately.

A list of medical conditions which are believed to increase the risk of serious illness due to contracting a covid19 infection can be found at:

https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk/risk-factors-for-more-serious-illness.

Conditions for which additional booster shots are recommended can be found at:

Expanded ATAGI recommendations on winter COVID-19 booster doses for people at increased risk of severe COVID-19 | Australian Government Department of Health

Members are to provide this information via the SLSNSW covid19 email: covid19@surflifesaving.com.au.

CONSIDERATION PROCESS – PRE-EXISTING MEDICAL CONDITIONS

Upon receipt of the declaration by the member, SLSNSW will consider the mitigation requirements as advised by the medical practitioner in context to the SLS operating environment. They will then liaise with the member's club to ensure their awareness of the additional requirements and determine if those requirements are suitable and able to be applied within the operating environment.

Members should be aware that if their medical report indicates Frontline Volunteering Activities will present a significant risk to their health irrespective of mitigations put in place, SLSNSW reserves the right to restrict these members from those specific activities.

SLSNSW will utilise an expert medical panel to assess documentation received and SLSNSW reserves the right to contact the named medical practitioner to verify the nature and severity of any such medical condition, and the potential impact a COVID 19 infection may present to the member.

The following are additional mitigations which may be required to be put in place to allow the member to undertake Frontline Volunteering activities. These may include but are not limited to:

- Additional PPE requirements
- Vaccination and additional boosters
- Limitation of activities (eg observation on patrol only and no provision of first-aid to the public)
- Not undertaking patrolling in closed environments (eg observation towers when with other persons)
- Demonstration of fully vaccinated and/or boosted status

In some instances it may be considered the most appropriate risk mitigation approach is to restrict the member from Frontline activities.

INFORMATION PROVIDED TO SLSNSW

Any information provided to SLSNSW in accordance with this policy will be treated confidentially and will be used only for determining compliance with this policy.

Any Member who provides information to SLSNSW in accordance with this policy is expected to provide accurate and truthful information.

WHERE A FULLY VACCINATED STATUS IS REQUIRED

SLSNSW members are from time to time required to operate in facilities and environments with other emergency services organisations (eg Emergency Operation Centres), as well as at other organisations premises such as schools. Where it is a requirement of that organisation for persons entering the site or participating in the organised activity to be Fully Vaccinated, members who are not Fully Vaccinated will not be able to be deployed to those sites or roles where attendance at the site is required as part of the specific deployment.

OBTAINING INFORMATION ABOUT VACCINATION

We advise you in the first instance to consult with your accredited health practitioner about any concerns you may have in relation to receiving an Approved Vaccine, including the process for obtaining an Approved Vaccine.

Information about making a booking to receive an Approved Vaccine can be found:

New South Wales	https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/get-your-covid-19-vaccination-nsw

COMPLIANCE

We hope that all members will comply with this policy to keep themselves, each other and the public safe.

Unfortunately, if a member does not disclose information regarding pre -existing medical conditions, or those which they become aware of during the membership year, SLSNSW will be unable to ensure the required mitigations are implemented to ensure as best as possible the member is protected from contracting COVID 19 during SLS activities.

Operation of this policy

SLSNSW will be continuously monitoring and assessing the operation of this policy in line with the latest information from Government and health authorities. SLSNSW may amend, withdraw or replace this policy from time to time at its sole discretion.

ANNEXURE 12

SUMMARY OF CHANGES TO REGULATIONS SINCE VERSION 26 June 2026

Clause	Date	Change
4 I i	November 2026	Greater clarity around appointment of Championships Chairs