

Memorandum

To: All SLSNSW Members
From: Hamish Jones, SLSNSW Lifesaving Operations Coordinator
Date: 11/09/2024
Pages: 8
Subject: Expressions of Interest – Lifesaving Development Programs Steering Committee

1. Background

The Lifesaving Development Programs Steering Committee oversees the development and implementation of the Lifesaving Skills Development Programs and the Advanced IRB Skills Development Program.

The Lifesaving Development Program will be open to patrolling lifesavers who are interested in developing and enhancing their patrolling skills and experiencing a taster of the additional lifesaving awards and pathways in SLSNSW. The program will offer skill development both in the water and on the beach and aim to build the capability of lifesavers across the state through fun scenario-based training and hands on learning.

SLSNSW are now calling for expressions of interest to form the Lifesaving Skills Development Program Steering Committee. SLSNSW are seeking suitably qualified members to fulfil the following roles for an initial tenure of two (2) years:

Roles	Requirements
Lifesaving SME	Lifesaving experience
Powercraft SME	Powercraft experience (Crewperson, Driver, RWC, Trainer or Assessor)
Education SME	Education experience – Lifesaving & powercraft experience desirable

2. How to apply

To be considered for these roles please fill out the Microsoft form below, outlining your suitability and experience relevant to the role that you are applying for.

[Lifesaving Development Program Steering Committee EOI Form](#)

Applicants seeking more information about the role and its responsibilities are encouraged to contact Hamish Jones, SLSNSW Lifesaving Operations Coordinator, at hjones@surflifesaving.com.au.

Applications close: **26 September 2025**

Terms of Reference

1. PURPOSE

The Lifesaving Development Program Steering Committee provides leadership, strategic direction and advice to the Surf Life Saving New South Wales (SLSNSW) Director of Lifesaving and staff on the Lifesaving Development Program, its delivery, training and future direction of the program.

2. ROLE

To assist the SLSNSW Director of Lifesaving and staff through development of the Lifesaving Development Programs strategic capability requirements, priorities and delivery of the Lifesaving Development Program within SLSNSW.

The Committee will consider the following elements:

- **Strategic plan** – programs are delivered in accordance with the organisations strategic and capability plans;
- **Capability monitoring** – identification of changes to capability framework and monitoring of innovation and technology opportunities to achieve strategic and capability plans;
- **Risk management** – oversight of risk management to identify, manage and monitor the strategic risks of the program; and
- **Program/Project monitoring** – monitor and report to the Director of Lifesaving regarding the delivery of Lifesaving Development programs and compliance with internal policies, procedures and standard operating procedures.
- **Program Development** – planning, development and implementation of relevant program content and other elements;
- **Program Delivery** – delivery of a minimum of five (5) face-to-face programs per year.

3. OBJECTIVES

This program is open to patrolling lifesavers who are interested in developing and enhancing their patrolling skills and experiencing a taster of the additional lifesaving awards and pathways in SLSNSW. The program will offer skill development both in the water and on the beach and aim to build the capability of lifesavers across the state through fun scenario-based training and hands on learning.

Program Focus/Content:

The Lifesaving Skills Development Program will focus on:

- Enhancing Bronze Medallion skills (board paddling, rescue techniques, radio, basic first aid)
- Awareness of internal pathways
- Focus on non-positional leadership
- Increasing excitement and passion for surf lifesaving

The Advanced Lifesaving Skills Development Program will focus on:

- Enhancing lifesaving skills (board paddling, rescue techniques, radio, first aid, advanced resuscitation, IRB)
- Awareness of internal and external pathways.
- Focus on crisis leadership
- Increasing excitement and passion for surf lifesaving

The Advanced Powercraft Program will focus on:

- Developing, consolidating and enhancing the skills and capabilities of IRB & RWC personnel.
- Creating a fun, exciting, inclusive and sharing environment.
- Empowering members to bring their expertise in utilizing powercraft for water safety back to their club.
- Increasing excitement and passion for surf lifesaving.

4. COMMITTEE MEMBERSHIP

Role	Requirements
Chair	Appointed by the Director of Lifesaving
Deputy Chair	Appointed by the Director of Lifesaving
Lifesaving SME	Lifesaving experience
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Powercraft SME	Powercraft experience (Crewperson, Driver, RWC, Trainer or Assessor)
Powercraft SME	Powercraft experience (Crewperson, Driver, RWC, Trainer or Assessor)
Education SME	Education experience – Lifesaving & powercraft experience desirable
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Secretariat – Administration	SLSNSW staff member appointed by General Manager Public Safety (Lifesaving Operations Coordinator)

Committee members, except for the Secretariat, shall be required to seek reappointment for their positions on a biennial basis.

5. RELATIONSHIPS TO OTHER COMMITTEES

The Lifesaving Development Program Steering Committee supports the Lifesaving Standing Committee in carrying out its duties in line with the organisation's Strategic Plan. Some matters considered by this committee may require referral to the SLSNSW Board for endorsement, consistent with decision making responsibilities. The Chair of the Lifesaving Development Program Steering Committee will present to the SLSNSW Lifesaving Standing Committee on committee progress and priorities. Other committees may be engaged in certain instances as determined by the SLSNSW Director of Lifesaving.

6. DECISION MAKING

The Lifesaving Development Program Steering Committee does not replace specific decision-making responsibilities of the SLSNSW Board, Committees or Staff, but is a forum for consideration, discussions, and endorsement of matters before a formal delegation is exercised.

The Lifesaving Development Program Steering Committee has authority to:

- Present opportunities for adoption to the SLSNSW Director of Lifesaving, or General Manager Public Safety that align with the organisation's strategic plan and in accordance with the Lifesaving Development Program Steering Committee terms of reference; and
- Recommend matters to the SLSNSW Director of Lifesaving, Lifesaving Manager and General Manager Public Safety, where the matter is outside the approved strategic plan, which have long-term, wide-spanning implications to SLSNSW and its members.

When making decisions, members must:

- Maintain an enterprise view of matters coming before the Committee. The aim of any discussions is to reach a consensus, so that the Chair can summarise the collective decisions;
- Maintain confidentiality, allowing the Committee to fully discuss issues before making decisions. Issues arising should be debated vigorously within the confidential setting of Committee meetings;
- Support all decisions that are made collectively by members (within the organisation and publicly);
- Note decisions made by the Committee are final and are not to be reversed. They will need to be actioned accordingly, monitored and followed up on. In practice, decisions of the Committee are the responsibility of all Committee members, regardless of whether they are present when the decision is actioned.

7. ROLES AND RESPONSIBILITIES OF MEMBERS

CHAIR

The Chair is responsible for:

- Convening Lifesaving Development Program Steering Committee Meetings;
- Confirming meeting agenda;
- Managing the business of the Committee;
- Addressing the SLSNSW Director of Lifesaving, Lifesaving Manager and General Manager Public Safety on the activities and progress of the committee;
- Presenting any recommendations and providing context for any advice provided on key issues as required;
- Assisting the committee in reaching agreement on agenda items requiring decisions; and
- Ensuring consultation with or referral of business to other committees as appropriate.

DEPUTY CHAIR

In the event of the Chair being temporarily unavailable to carry out the role, the Deputy Chair will perform the role of the Chair. The Deputy Chair will assume the roles and responsibilities of the Chair, for the period of acting and will be accountable for the decisions made while acting as the Chair.

COMMITTEE MEMBERS

Committee members are responsible for:

- Attending meetings;
- Raising matters to be considered by the Lifesaving Development Program Steering Committee;
- Preparing for committee meetings by reading all papers prior to meeting;
- Seeking advice where necessary to aid their understanding of matters to be discussed;
- Participating in Committee discussions and providing clear and unambiguous advice to the Chair on matters under consideration;
- Acting in accordance with the organisational policies, procedures and standard operating procedures;
- Treating other committee members with consideration and respect according to the Code of Conduct; and
- Supporting the decisions of the Chair outside of the committee, and respecting confidentiality.

SECRETARIAT

The Secretariat is responsible for:

- Scheduling Lifesaving Development Program Steering Committee meetings at the specified frequency;
- Prepare and circulate Expressions of Interest to participants, and collate participant numbers for the Lifesaving Development Program Steering Committee.
- Ensuring accommodation is booked for Trainers & Facilitators where applicable;
- Ensuring the venue is booked and available and all necessary facilities for the meeting are available;
- Ensuring stakeholders are aware of the protocols for the preparation of committee papers and enforcing them where necessary;
- Preparing and circulating the business agenda, papers and minutes;
- Providing timely feedback to the originators of the agenda items to enable supporting papers to be prepared and distributed to members and advisers;
- Coordinating status reports on outstanding action items; and
- Assisting presenters with the provision of visual aid equipment, as necessary.
- Interfacing with Branches on Hosting and Delivering the program.
- Develop & disseminate participant surveys after each program is delivered
- Reporting progress on items to the General Manager Public Safety, and where required SLSNSW Director of Lifesaving
- Preparing an annual budget (in conjunction with the Chair) for approval by General Manager Public Safety and Lifesaving Manager
- Develop and implementation of a Lifesaving Development Program project plan in consultation with the Chair and the General Manager Public Safety.

Areas of Focus for All Members

- Feedback – capture, collection and collating of survey and training data
- Resource creation – assist in the development of training resources
- Resource Sharing
- Trainer Delivery – assist in the development of new trainers and maintenance of existing personnel
- Engage new areas of delivery, including onboarding of new host locations
- Create candidate resources
- Development of program & training modules
- Find venues and locations for hosting programs
- Program delivery

8. MEETINGS

SCHEDULING

Lifesaving Development Program Steering Committee meetings will be held quarterly, with additional meetings scheduled as appropriate when coordinating the lead up to programs, discussing key milestones or emerging issues. The committee will meet via tele or video conference and are likely to hold face to face meetings when Lifesaving Development Programs are undertaken.

During the first pilot year of the program, the Steering Committee may be required to meet more often than specified above to ensure deadlines are met in the initial development of the program.

RULES AND QUORUM

No decisions shall be made by the Lifesaving Development Program Steering Committee unless a quorum of members are present. A quorum shall comprise of the Chair and at least 3 other members.

Members are appointed in their individual capacity and are not permitted to delegate their attendance at meetings to representatives. Subject matter experts may, from time to time, be required to provide subject matter expert advice to the committee and will not have a voting right.

The Secretariat must be advised if members of the committee are unable to attend, as soon as practicable prior to the meeting.

In all cases when considering any matter, the Lifesaving Development Program Steering Committee shall use its best endeavours to achieve consensus and the Chair will only put a matter to a vote if it is considered that such a consensus cannot be achieved. A decision will be passed if a majority of members present support the decision. At the request of a committee member, any dissenting views and abstentions regarding a decision shall be recorded in the minutes.

General observers and observers with a particular purpose, such as invitees to make presentations, may be admitted by the Chair to meetings, although the Chair may exclude them at certain times if it is considered that the committee needs to meet in closed session.

The Lifesaving Development Program Steering Committee shall make decisions/recommendations only on such matters as are listed on the agenda for the meeting, unless the members present at the meeting agree otherwise. Other business can be raised for discussion at a meeting with the approval of the majority of members present.

A register of attendance shall be taken by the Secretariat at every committee meeting.

CONFLICTS OF INTEREST

If a member of the Lifesaving Development Program Steering Committee becomes aware of a potential, apparent or actual conflict of interest arising in their exercising the functions of a member, the member must notify the Chair immediately and fully disclose all relevant information relating to such a conflict. Upon notification, the Chair shall determine what steps are reasonably required to resolve or otherwise deal with the conflict.

If the Chair becomes aware of a potential, apparent or actual conflict of interest arising in exercising his/her functions, the Chair must notify the Secretariat immediately and fully disclose all relevant information relation to such a conflict

AGENDAS

The Secretariat will develop a draft agenda incorporating items from the committee's forward work plan for clearance by the Chair prior to each meeting. If members wish for anything to be circulated prior to a committee meeting, this must be sent to the secretariat prior to the meeting.

Emerging or high-risk issues or those with a significant implication on the organisation must be escalated to the SLSNSW Director of Lifesaving by the Chair.

MINUTES

Minutes shall be taken by the Secretariat at every Lifesaving Development Program Steering Committee meeting. Minutes of meetings shall summarise discussions and record any decisions taken or recommendations made by the Committee and do not purport to be a transcript of proceedings.

Draft minutes, decisions and action items will be circulated to the Chair for clearance within one week following the meeting, where practicable. Cleared minutes will be circulated to the SLSNSW Director of Lifesaving, Lifesaving Manager and General Manager Public Safety and committee members. Minutes will be tabled for member endorsement at the next meeting of the Lifesaving Development Program Steering Committee.

OUT-OF-SESSION ITEMS

All matters requiring discussion and/or endorsement by the Lifesaving Development Program Steering Committee should be dealt with as part of a scheduled meeting where possible. Urgent issues may be considered out-of-session, with the approval of the Chair.

Out-of-session items will be circulated to members by the Secretariat. Members are required to respond to the Secretariat within the stated timeframes. An item will be considered endorsed if a majority of members respond in support of the item.

Out-of-session items will be formally noted and minuted at the next available scheduled meeting.

9. COMMUNICATIONS

All Lifesaving Development Program communicate to members associated with Surf Life Saving NSW, is to be delivered by Surf Life Saving NSW (via Secretariat) through either the Public Safety or Media team's various communication channels.

The Chair and committee members of the Lifesaving Development Program Steering Committee are required to build collaborative working relationship with NSW Branches and Clubs. Therefore, appropriate communication channels must be adhered to with appropriate engagement through the Branch prior to formal engagement with a Surf Life Saving Club. The Secretariat shall be responsible for communication with Branch and Clubs, as and when required.

10. BUDGET

SLSNSW will provide budget for the delivery of the Lifesaving Development program in 2024/25. This funding will be reviewed annually and is to be applied to items requested by the Steering Committee and agreed to in writing by the General Manager Public Safety.

- Funds must only be applied in pursuit of the Lifesaving Development Program objectives outlined in this Terms of Reference;
- Funds must only be applied in accordance with SLSNSW charitable fund requirements and any applicable grant or contract requirement;
- Funds will only be released on production of a tax invoice or a receipt;
- Funds remain the property of SLSNSW, including unused funds;
- Any sponsorship opportunity of the Lifesaving Development Program must be discussed with the General Manager Public Safety initially and then any other relevant SLSNSW Staff, as and when required;
- The Lifesaving Development Program Steering Committee or Lifesaving Development Program are not authorised to generate funds from SLA or SLSNSW intellectual property.

11. PERFORMANCE AND CONTINUOUS IMPROVEMENT

The Lifesaving Development Program Steering Committee will undertake an annual self-assessment in consultation with the SLSNSW Director of Lifesaving, Lifesaving Manager and General Manager Public Safety. This process will include a review of the terms of reference and project deliverables, in conjunction with the organisational strategic plan and budget.