

Life Saving Victoria – Lifesaving Operations Council & Council Leadership Team

Terms of Reference

Approved by: Life Saving Victoria Board

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1. Purpose

The Lifesaving Operations Council (LSOC) operates in accordance with the LSV Constitution, LSV By Laws, and these Terms of Reference (TOR). The primary role of LSOC is to promote and enhance the provision of lifesaving services that protect the community and provide safer aquatic environments.

The LSOC provides a structured forum for affiliated clubs and industry stakeholders to act as a conduit for the sharing of information between members, management, specialist advisors, and the LSV Board.

2. Scope and responsibilities

In addition to Part 9 of the LSV By Laws, the LSOC through the Council Leadership Team (CLT) is responsible for, its functional area of lifesaving operations, member training, member capability, standards and assurance, and emergency management, including the following:

- a) Leadership, strategic advice and representation within its remit.
- b) Providing a forum for the conduit and sharing of information with life saving club delegates.
- c) Consulting with life saving clubs to advise and make recommendations to the LSOC Leadership Team on appropriate matters.
- d) Identifying emerging strategic issues, risks and opportunities affecting lifesaving operational delivery.
- e) Receiving reports from the relevant personnel in relation to its remit.
- f) Overseeing, maintaining and continuously improving consistent standards across all functions and operational activities within the LSOC's remit.
- g) Providing advice and recommendations, and ensuring the provision of all activities, supporting LSV's capability through delivery of lifesaving operations, training and qualifications to members.
- h) When delegated, and in consultation with the relevant employees or officers, liaise with emergency services, associated agencies and organisations, allied organisations and national peak bodies.
- i) Provide Collaborate with relevant employees and agencies to provide advice on relevant grants upon request.
- j) Establishing and appointing working groups, council committees and assistant area officers as required.
- k) Providing recommendations and advice on policies and procedure in relation to matters relevant to the LSOC.

- l) Providing oversight of compliance with relevant LSOC policies and procedures.
- m) Working to ensure there is effective and efficient communication and cooperation between all councils and LSV.

3. Authority and delegation

- The LSOC is established in accordance with Section 31 of the LSV Constitution and By Law 9.
- The LSOC (via its CLT) may make recommendations to influence policy or decisions but does not hold authority for operational decisions unless specifically designated under these TORs or role position description.
- Where designated in the TOR, Council members may hold operational responsibilities, including decision-making authority for specific functions, events or activities.
- Financial authority within LSV is exercised in accordance with Board-approved delegations and budget frameworks. Where Council activities or functions have financial or resourcing implications, the relevant employee representative of the CEO is responsible for ensuring decisions are made within those approved delegations and aligned to the Board-approved budget.
- To support strategic and operational planning, the CEO Delegate (or relevant employees) will provide the CLT, Council Committees, and Working Groups with timely and relevant budget information to assist them in planning activities within approved financial parameters.

4. Council officer roles

- a) The Council Leadership Team (CLT) shall establish and maintain additional Council Officer roles to support the delivery of the LSOC's objectives.
- b) Council Officers report to the CLT and are responsible for providing leadership, coordination, and specialist functions within their designated portfolios in consultation with the relevant LSV employees.
- c) The process for nominations, elections, and appointments to Council Officer roles is detailed in By Law 9.4.
- d) The CLT will determine the specific titles, functions, and reporting lines of Council Officer roles relevant to its functional area of responsibility.
- e) Council Officer roles may include, but are not limited to:
 - Portfolio or functional leads
 - Administrative support roles; and/or
 - Any other position approved by the CLT to address operational or strategic needs.

5. Council Leadership Team (CLT)

As set out in By Law 9.1, these TOR shall detail the specific roles and functions of the Lifesaving Operations Council Leadership Team.

5.1 Composition

The composition of the LSOC CLT is illustrated in Appendix 1 and will include:

- The Council Chair;
- Member Training Lead
- Lifesaving Operations Lead
- Standards and Assurance Supervisor
- Capability and Technology Supervisor
- Member Training Supervisor
- Lifesaving Operations Supervisor
- Emergency Management Supervisor
- An employee representative of the CEO (e.g. Chief Operations Officer or other senior management representative).
- Specialist advisors may be co-opted to the CLT who have specific knowledge or skills required to help support key activities.

All volunteer roles are elected or appointed as detailed in By Law 9.4.

6. Meetings

- a) Meeting procedures, quorum, and voting rules are governed by By Law 9.2, which outlines the minimum requirements for Council and CLT meetings.
- b) Should the Council or CLT determine that additional meetings are required beyond the minimums stipulated in By Law 9.2.1, the agreed frequency should be recorded below.
 - (i) Council Meetings: minimum of 3 per year, including the annual council meeting, with online being the preferred format, and one face to face.
 - (ii) Council Leadership Team Meetings: minimum of 8 meetings per year, with online being the preferred format.
- c) Details of any planned in-person meeting (for example, an annual forum or planning session) should be recorded at (i) below
 - (i) Details of other meeting/s to be inserted if required
- d) Approved observers may attend where relevant agenda items warrant additional support from other appropriate persons, subject to notification to the Chair and approval of the employee representative of the CEO.

- e) Relevant employees, as deemed appropriate by the CEO representative, will attend, contribute and work cohesively with the LSOC and CLT, ensuring alignment to LSV's purpose, vision, values, and strategic goals.

7. External appointments

Where an appointment is required to a national or external advisory committee (e.g., SLSA or RLSSA committees), the LSOC Chair, LSV President and CEO (or their delegate) will liaise to appoint the most suitable person(s), consistent with the requirements of the relevant entity's Terms of Reference [e.g. SLSA advisory committees need not be a Director].

Appointments will consider:

- operational and/or training and/or other relevant expertise
- alignment to the LSOC governance structure
- capacity to represent relevant Victorian operational and training interests
- organisational expectations for conduct, compliance and capability

Representatives to external bodies will be required to provide updates and report back to the CLT and/or LSOC as soon as possible following each meeting in a format as agreed (ie meeting notes or minutes).

8. Review and evaluation

These Terms of Reference will be reviewed annually, or as required, informed by the CLT and Management, and in consultation with the LSV Governance Committee and/or Nominations Committee for Board approval to ensure relevance, consideration of resourcing, and alignment with LSV's purpose and strategic direction.

Appendix 1 – LSOC Council Leadership Team structure

