

## **Life Saving Victoria – Aquatic Sport Council & Council Leadership Team**

### **Terms of Reference**

**Approved by:** Life Saving Victoria Board

**Approval date:** 24 March 2026

**Version:** 1.2

### **1. Purpose**

The primary role of the Aquatic Sport Council (ASC) is to inform and drive the delivery of lifesaving sport in Victoria. This includes the delivery of the [LSV Sports Strategy \(2025-2029\)](#), and the development and implementation of competition practices and procedures to achieve the highest standards of Lifesaving Sport competition for Victoria

The ASC supports the development, implementation and continuous improvement of competition practices, participation pathways and member experiences across all lifesaving sport disciplines.

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

The ASC operates in accordance with the LSV Constitution, LSV By Laws, and these Terms of Reference (TOR).

### **2. Scope and responsibilities**

In accordance with Part 9 of the LSV By Laws, the responsibilities of the ASC and Council Leadership Team (CLT) are detailed below:

#### **2.1 Responsibilities of the Aquatic Sport Council**

The Aquatic Sport Council is responsible for:

- a) Growing and fostering sport in life saving clubs
- b) contributing to consultation processes relating to competition rules, calendars, formats, policies and participant experience
- c) facilitating two-way communication between clubs, regions, council committees, working groups and LSV including through structured regional representation where applicable
- d) providing advice to the CLT on proposed changes to rules, handbooks, policies and systems
- e) identifying statewide risks, issues and opportunities for consideration by the CLT elevating club and regional matters to the CLT to support statewide alignment and decision-making
- f) providing statewide insights, feedback and representation on sport development, participation, member pathways and emerging issues

#### **2.2 Responsibilities of the Council Leadership Team (CLT) Sport Development & Technical Governance**

- g) providing expertise, insights and feedback on the development, delivery and continuous improvement of lifesaving sport across all disciplines (beach, pool, IRB, lifesaving events, surfboats, R&R and emerging disciplines)
- h) contributing to the consistent review and continuous improvement of competition rules, handbooks, policies and operational procedures
- i) promoting safe, fair, inclusive and accessible participation across all levels of sport (junior, youth, senior, masters and community sport opportunities)
- j) representing Victorian interests in national sport engagement with SLSA, RLSSA and ILSF to ensure alignment with national frameworks and technical standards
- k) supporting the development of competition calendars, formats, structures and major events, including state championships and series competitions
- l) advising on coaching, officiating and team management pathways, including capability development, accreditation and alignment with Member & Leadership Development (M&LD) volunteer training systems
- m) guiding and supporting council committees and working groups to ensure consistent planning, delivery and volunteer engagement

#### **Strategic Alignment & Governance**

- n) leading the governance, strategic alignment and oversight of all ASC activities ensuring alignment between ASC priorities, the [LSV Sport Strategy 2025–2029](#) and the [LSV Strategic Plan 2026–2030](#)
- o) coordinating ASC recommendations and proposals for consideration through LSV's governance pathways (Council Collaboration Committee, CEO Delegate and Board)
- p) overseeing annual action plans, work programs, strategic priorities and resource considerations for the ASC
- q) ensuring ASC activities, advice and recommendations are consistent with LSV policies, risk requirements, compliance obligations and organisational capacity
- r) considering regional participation insights, volunteer capacity information and member experience data when informing ASC priorities

#### **Operational Collaboration & Safety**

- s) ensuring risk, safety, compliance and resource considerations are embedded in all sport-related decisions and recommendations
- t) working collaboratively with LSV employees to ensure competitions and programs are delivered safely, efficiently and in accordance with organisational policies and risk frameworks
- u) promoting the highest standards of competition and venue safety, including discipline-specific water safety, emergency procedures, equipment standards and compliance requirements

- v) approving or endorsing (as appropriate) proposals relating to systems, innovation, safety and governance before escalating to CEO Delegate (GM Member Engagement & Sport or alternative senior manager) considering operational impacts of ASC recommendations and escalating matters through the CEO Delegate (GM Member Engagement & Sport or alternative senior manager) where required

#### **Volunteer Workforce, Capability & Development**

- w) overseeing the appointment and accountability of council officers, council committees and working groups
- x) supporting recruitment, appointment and development of skilled volunteers for ASC committees and working groups
- y) promoting the wellbeing, capability development and recognition of volunteer officials, coaches, team managers and sport volunteers, aligned with the LSV Volunteer Lifecycle Framework
- z) ensuring clear reporting structures and alignment across the ASC volunteer workforce

#### **Communication, Feedback & Continuous Improvement**

- aa) with the CEO delegate, ensure transparent, consistent and timely communication across the ASC, clubs, council committees, working groups and LSV employees
- bb) maintaining communication with clubs on key sport matters, decisions, updates and future directions
- cc) providing structured feedback loops, gathering member insights and elevating club and regional issues to support statewide alignment
- dd) With the CEO delegate support continuous improvement through evaluation, data insights, consultation processes and review of events, programs, systems and governance documentation
- ee) With the CEO Delegate ensure integrated and transparent communication between the ASC, clubs, regions, council committees, working groups and LSV employees

### **3. Authority and delegation**

- The ASC is established in accordance with Section 31 of the LSV Constitution and By Law 9.
- The ASC (via its CLT) may make recommendations and provide advice to influence policy or decisions but does not hold authority for operational decisions unless specifically designated under these TOR or role position description.

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 CLT shall establish and maintain additional Council Officer roles to support the delivery of the ASC's objectives.
- b) Council Officers report to the CLT and are responsible for providing leadership, coordination, and specialist functions within their designated portfolios.
- 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 Aquatic Sport Council Leadership Team.

##### **5.1 Composition**

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

- The Council Chair
- Winter sports lead
- Summer sports lead
- Recruitment and development lead
- Participation, innovation and growth lead
- Risk and safety lead
- An employee representative of the CEO (GM Member Engagement & Sport or alternative senior manager).
- Specialist advisors may be co-opted to CLT 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 ASC 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.

Council Meetings at least two annually

Council Leadership Team Meetings at least four annually

- c) Details of any planned in-person meeting (for example, an annual forum or planning session) should be recorded at (i) below.
  - (i) *insert if required*
- d) Approved observers may attend where relevant agenda items warrant additional support from other appropriate persons, subject to approval of the Chair.
- e) Relevant employees, as deemed appropriate by the CEO representative, will attend, contribute and work cohesively with the ASC and CLT, ensuring alignment to LSV's purpose, vision, values, and Strategic Plan.

## 7. External appointments

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

Appointments will consider:

- relevant discipline expertise
- alignment to the ASC governance structure
- capacity to represent relevant Victorian sport interests
- organisational expectations for conduct, compliance and capability

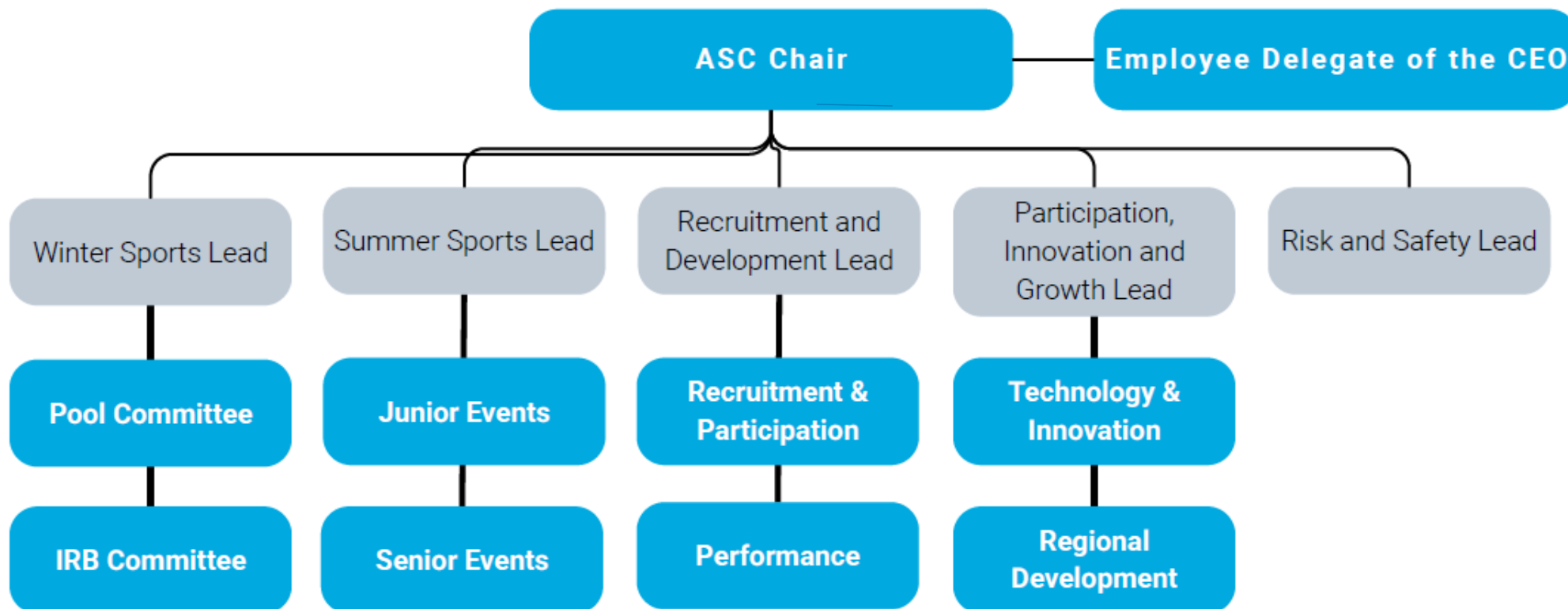
Representatives to external bodies will be required to provide updates and report back to the CLT and/or ASC as soon as possible following each meeting in a format as agreed (ie meeting notes or minutes).

## **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 –ASC Council Leadership Team (CLT) Structure**

(note the structure below provides an overview of indicative Council Committees, but will be subject to approval and establishment by the CLT).



*Council Officer* means the elected or appointed officers of each Council, as set out in By Law 9.4 including the Council Leadership Team, working groups and council committees, and does not include Council Delegates.