



**South
Australia**

Surf Life Saving South Australia

Standard Operating Procedures (SOPs) Working Group – Terms of Reference

Establishment	<p>1.1 The Standard Operating Procedures (SOPs) Working Group (“the Working Group”) is established to consider and make recommendations, and assist with the development of, Standard Operating Procedures (“SOPs”), in relation to operational areas of Surf Life Saving SA.</p> <p>1.2 The Working Group is established as a subcommittee of the Lifesaving Advisory Committee as per section 1.3(g) of the SLSSA By-Laws.</p>
Authority	<p>2.1 The Working Group has the authority to make recommendations for Standard Operating Procedures and associated documents, without prejudice to other Working Groups, Committees, or processes.</p> <p>2.2 The Working Group has the authority to recommend the implementation, amendment, or deletion of Standard Operating Procedures, via the Working Group Chair.</p>
Approval	<p>3.1 The Lifesaving Advisory Committee has endorsed the Terms of Reference. The Lifesaving Advisory Committee may approve updates and amendments to the Terms of Reference.</p>
Role of the Working Group	<p>4.1 The role of the Working Group is to consider and make recommendations, and assist with the development of, Standard Operating Procedures, in relation to operational areas of Surf Life Saving SA by:</p> <ul style="list-style-type: none"> • (a) Contributing to the review, development, and implementation of Standard Operating Procedures, as directed by the Working Group Chair • (b) Providing subject matter advice as required • (c) Providing insights and recommendations, relating to Standard Operating Procedures, to the Board, Committees of the Board, and other teams, via the Working Group Chair • (d) Ensuring the ongoing development and quality improvement of SLSSA lifesaving operations, services, activities, and development are supported by Standard Operating Procedures

	<ul style="list-style-type: none"> • (e) Working with other SLSSA Committees, Working Groups, and teams to meet the role of the Working Group, at the direction of the Working Group Chair • (f) Supporting the rollout of Standard Operating Procedures through training and development
<p>Composition and Structure</p>	<p>5.1 Standard Operating Procedures shall be developed in conjunction with the Working Group as directed by the Lifesaving and Emergency Operations Manager, Lifesaving Advisory Committee or Chair. Some procedures will not be required to developed by the Working Group. However, all Standard Operating Procedures shall be reviewed before they are implemented, amended or deleted.</p> <p><u>Composition</u></p> <p>5.2 The Working Group shall comprise:</p> <ul style="list-style-type: none"> • Chair – State Officer, Communications (ex-officio) • State Officer, Aerial Services (ex-officio) • State Officer, Powercraft (ex-officio) • State Medical Advisor (ex-officio) • Lifesaving and Emergency Operations Coordinator • Up to four (4) general members, with demonstrated experience in Surf Life Saving, emergency management or other relevant discipline <p>5.3 The Working Group Chair is appointed by the Lifesaving Advisory Committee.</p> <p><u>Appointments</u></p> <p>5.4 All appointments shall be for a period of two (2) years, unless otherwise approved by the Lifesaving Advisory Committee and Chair.</p> <p>5.5 The Working Group Chair shall appoint all positions upon endorsement from the Lifesaving Advisory Committee.</p> <p>5.6 Appointments shall ensure an appropriate balance across skills and experience, specialist areas, gender, representation, geography, and inclusivity.</p> <p>5.7 Applicant interviews shall be conducted by the Lifesaving and Emergency Operations Manager and Chair, as required.</p> <p><u>Reapplication</u></p> <p>5.8 Working Group members that have an expiring term may reapply, subject to the conditions of the Working Group appointments.</p> <p><u>Removal or Resignation</u></p> <p>5.9 Working Group members shall serve until voluntary cessation, the expiration of their term or earlier if replaced.</p>

	<p><u>Secretary</u> 5.10 There is no requirement for a Working Group secretary as meeting functions shall be recorded by the Working Group Chair as required.</p> <p><u>Guests</u> 5.11 Guests may be approved by the Working Group Chair.</p>
<p>Meetings of the Working Group</p>	<p>6.1 The Working Group shall meet as frequently as required. The Working Group Chair may call such additional meetings as are necessary for the Working Group to fulfill its duties.</p> <p>6.2 The Working Group shall meet when requested to do so by the Lifesaving Advisory Committee</p>
<p>Quorum, Voting and Resolutions</p>	<p>7.1 Recommendations for the implementation, amendment or deletion of a Standard Operating Procedure must be by unanimous vote of the quorum. The vote may be at a meeting or by electronic vote.</p> <p>7.2 A quorum shall comprise of at least 50% of the Working Group members present when a vote is required or submit an electronic vote by the closing date.</p> <p>7.3 The Working Group Chair may defer a vote if, in the opinion of the Working Group Chair, there is insufficient representation of the relevant portfolio.</p> <p>7.4 General meetings do not require a quorum unless directed by the Working Group Chair.</p> <p>7.5 Decisions of the Working Group may be reversed at the discretion of the Lifesaving and Emergency Operations Manager or Chair where there is a perceived or actual benefit to Surf Life Saving.</p> <p>7.6 The Working Group Chair may nominate a proxy Chair in the event they are unavailable.</p> <p>7.7 Members that hold a State Officer or State Advisor position may nominate a proxy, with suitable qualifications or experience in their portfolio, in the event they are unavailable.</p> <p>7.8 Members of the Committee, their proxies, and guests shall not participate in discussions and will not vote on any issue in respect of which there is an actual or perceived conflict of interest.</p> <p>7.9 The deliberations and recommendations of the Working Group are confidential, except as directed by the Lifesaving and Emergency Operations Manager or Chair.</p>

Reporting to the Lifesaving Advisory Committee	8.1 The Working Group Chair shall report to the Lifesaving Advisory Committee, through the Working Group Chair, on the following matters: <ul style="list-style-type: none"> • (a) Key updates • (b) SOP recommendations • (c) Changes to composition of the Working Group • (d) Any other matters relevant to the Lifesaving Advisory Committee or the Board
Independent External Advice	9.1 The Working Group, through the Lifesaving and Emergency Operations Manager or their proxy, may engage an independent external advisor in relation to Standard Operating Procedure matters.
Review of the Terms of Reference	10.1 The Working Group Terms of Reference are subject to review by the Working Group annually. Recommended changes must be endorsed by the Lifesaving Advisory Committee.