

NATIONAL AQUATIC INDUSTRY COMMITTEE

# NOMINATION FORM



NOMINEES DETAILS					
Membership Position					
First Name:		Surname:			
Phone No.:		Email:			
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>		Organsiation		
Position		State			
RESIDENTIAL ADDRESS					
Address Line 1		Address Line 2			
Suburb:		State:		P/Code	
POSTAL ADDRESS					
Address Line 1		Address Line 2			
Suburb:		State:		P/Code	

NOMINEES DECLARATION			
I have read, understand and agree to abide by the National Aquatic Industry Committees Terms of Reference and the National Policy associated with the National Aquatic Industry Framework.			
Signature:		Date:	

ORGANSIATION ENDORSEMENT			
First Name:		Surname:	
Title		Signature:	

All nominations shall be forward to:

Craig Roberts  
National Manager, Operations  
Royal Life Saving Society Australia  
[croberts@rlssa.org.au](mailto:croberts@rlssa.org.au)

Nomination Close Friday 22<sup>nd</sup> March 2019

## COMMITTEE ROLE AND RESPONSIBILITIES

<b>Function:</b>	<p>The National Aquatic Industry Committee (NAIC) seeks to improve safety standards and improve the health and enjoyment of aquatic facilities. It does this by facilitating engagement with the aquatic industry and proving leadership on behalf of the aquatic industry on matters such as drowning, injury prevention, workforce development and facility management.</p> <p>The National Aquatic Industry Committee has established terms of reference which is reviewed every 2 years or as required</p> <p>RLSSA provide administrative support to the NAIC and will ensure a record of correspondence, e-mail and decisions of the NAIC together with a written record of any telephone conferences or face to face meetings</p>
<b>Role of the Committee</b>	<p>The Role of the Committee is:</p> <ul style="list-style-type: none"> <li>• To facilitate discussion of future directions and support for the Aquatic Industry in Australia</li> <li>• To facilitate the exchange of information amongst aquatic professionals and review and endorse the Guidelines for Safe Pool Operations</li> <li>• To provide advice and support the judging of the National Aquatic Industry Awards</li> <li>• To identify best practices related to the design, construction and safe operation of aquatic facilities/environment and services.</li> <li>• To work in collaboration with the RLSSA to gather information, statistics, and research on best practice in the Aquatic Industry</li> <li>• To provide a voice for the Aquatic Industry at a national level</li> <li>• To develop and maintain the National Aquatic Industry Strategy</li> <li>• To review and make recommendations to Industry Skills bodies on behalf of the Aquatic Industry</li> </ul>

## INDIVIDUAL MEMBER RESPONSIBILITIES

<b>Role of Individual Committee Members</b>	<p>The roles of individual members of the Committee are to:</p> <ul style="list-style-type: none"> <li>• Attend Committee meetings</li> <li>• Stay up-to-date with meeting agendas, minutes and other related documents</li> <li>• Carry out action items according to agreed responsibility and due dates as outlined in meeting minutes</li> <li>• Facilitate regular and open communication of ideas, queries, concerns related to Committee with their network within the Aquatic Industry</li> <li>• Uphold the National Policy and nominate and manage any conflicts of interest</li> <li>• Use the RLSSA Project Management System, Teamwork, to facilitate the above</li> </ul>
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## COMMITTEE TERMS

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Chair	National Manager, Operations - RLSSA
Membership	<p>5 National Aquatic Industry Representatives</p> <p>2 x NSW Aquatic Industry Representatives</p> <p>2 x VIC Aquatic Industry Representatives</p> <p>2 x QLD Aquatic Industry Representatives</p> <p>1 x WA Aquatic Industry Representative</p> <p>1 x NT Aquatic Industry Representative</p> <p>1 x SA Aquatic Industry Representative</p> <p>1 x ACT Aquatic Industry Representative</p> <p>1 x TAS Aquatic Industry Representative</p>
Timeframe	The committee, its membership and the terms of reference are valid for 2 years
Agenda Items	Agenda items are listed in the Committee Meeting Agenda and relate to the role of the Committee as outlined above.
Minutes and Meeting Papers	Meeting Minutes are prepared and distributed within 14 days following each meeting.
Level of Delegation	Nil
Reporting	The Committee will report back and make recommendations to the ELT against the key action areas of the Aquatic Industry Strategy
Frequency of Meetings	<p>2 x Face to Face Meetings per year</p> <p>4 x Teleconferences per year</p>
Proxy to Meetings	<p>Members of the Committee shall nominate a proxy to attend a meeting if the member is unable to attend. The Chair shall be informed of the substitution at least 3 working days prior to the scheduled nominated meeting.</p> <p>The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the Committee member they are representing, to the attended meeting.</p>
Quorum Requirements	A minimum of 9 members are required for the meeting to be recognised as an authorised meeting for the recommendations, endorsements or resolutions to be valid.

NATIONAL AQUATIC INDUSTRY COMMITTEE

# NOMINATION FORM



	<p>Recommendations, endorsements and resolutions can also be achieved via the 'Comments' and 'Like' functions within Teamwork.</p> <p>The quorum must contain at least the Committee Chair or a representative from the RLSSA National Office.</p>
Dispute Resolution	<p>If the Committee cannot agree on particular items this should be recorded in the Meeting Minutes and reported to the ELT for further discussion.</p>
Conflicts of Interests	<p>The Committee and its members shall be forthcoming and register any and all Conflicts of interest through the Committee Conflict of Interest Register. Failure to do so would be considered a breach of the National Policy.</p>
Induction	<p>All Members of the Committee shall participate in an Induction to the committee prior to their second meeting</p>