



Club Procedure MARGOV012

Operations Support Committee

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| Endorsement Date: | 9 th November 2020 |
| Guideline Topic: | Operations Support Committee |
| Guideline Number: | MARGOV012 |
| Document Version Control: | DRAFT 1.1 |

1. Purpose and Background

- 1.1 To guide the Operations Support Committee in conducting the Club's operations, recording and reporting its meetings; and
- 1.2 To guide the Director of Operations Support as the Chairperson of the Operations Committee regarding their responsibilities to conduct the Club's operations and record and report the committee's meeting outcomes.

2 Policy Statement

- 2.1 The Operations Support Committee is responsible for the administration of all lifesaving support services: including: first aid and equipment; gear and equipment; the powercraft and IRB's; all vehicles and trailers; and communications.
- 2.2 Advance the lifesaving operations to meet the objectives of the Club's Strategic Plan.

3. Applicability

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Operations Support Committee under the supervision of the Board.



4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 33 of the Constitution; By-Laws 5.1.

5. Considerations

- 5.1 The Operations Support Committee shall consist of the following members;
- 5.1.1 Director Operations Support;
 - 5.1.2 First Aid Officer;
 - 5.1.3 Gear and Equipment Officer;
 - 5.1.4 Powercraft Officer
 - 5.1.5 Mobiles Officer;
 - 5.1.6 IRB Officer;
 - 5.1.7 Health and Safety Officer
 - 5.1.8 Communications Officer; and
 - 5.1.9 Any other member as appointed by the Board.
- 5.2 The Lifesaving Committee shall be responsible for:
- 5.2.1 Ensuring all support equipment is available and in good working order to meet Patrol Services Agreement;
 - 5.2.2 Adequate supply and allocation of first aid equipment to all areas of the club including First Aid Room, Arena and support vehicles;
 - 5.2.3 Maintenance of all club vehicles, trailers, IRB's and powercraft;
 - 5.2.4 Conducting training, instructional and proficiency programs for members in the use of support services;
 - 5.1.6 Supervision of Communications services across the club;
 - 5.1.7 Dealing with matters referred to it from the Board or Council; and
 - 5.1.8 Making recommendations relating to Operations to the Board.



6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Operations Committee shall conduct a regular meeting on a monthly basis.
- 6.2 The Director of Operations shall be the Chairperson of the meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.
- 6.3 The Operations Committee Agenda (Template T010) for meetings shall be:
 - 6.3.1 Opening
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Attachments;
 - 6.3.5 Disclosure of Interest;
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising / Matters Bought Forward;
 - 6.3.8 Correspondence;
 - 6.3.9 Reports;
 - 6.3.10 Agenda Items;
 - 6.3.11 General Business;
 - 6.3.12 Next Meeting Date; and
 - 6.3.13 Closure of meeting.
- 6.4 The Operations Committee shall report to the Board within seven days of their meeting on the required Minutes Template (T012).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.



- 6.7 Resolutions or recommendations for consideration by the Board shall include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.7.1 Requests for new equipment;
 - 6.7.2 Maintenance expenditure not within budget or discretionary spend limits;
 - 6.7.3 Budget approvals; and
 - 6.7.4 Current activities designated in the Strategic Plan.
- 6.8 Dissemination of lifesaving information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

Peter Hourn
President