



Type:	SLSNR SLT Appointed Advisory Group
Title:	TRAINING ADVISORY GROUP (TAG)
Objective:	To advise the SLSNR SLT in the establishment, maintenance and management of lifeguard training strategy, policies, procedures, processes, programmes and plans.
RESPONSIBLE TO:	SLSNR SENIOR LEADERSHIP TEAM (SLT)

1. COMMITTEE STRUCTURE & FORMATION

- 1.1. The Senior Leadership Team will appoint the members of the TAG.
- 1.2. Members will be appointed for an initial period not exceeding three years, after which they will be eligible for extension or re-appointment after a review of their performance.
 - 1.2.1. SLSNZ/NR IRB, RWC, and Surf Lifeguard Award Chief Examiner(s) will be appointed for the term of their position. Where two Chief Examiners are appointed, only one is required to represent the role on the committee at any given time.
- 1.3. TAG members will retire and be appointed by 30 May each year.
- 1.4. To ensure continuity of the committee's knowledge and experience, the appointment process should be structured so that no more than three members retire at a time.
- 1.5. The TAG will nominate who is to Chair their committee within 30 days of their first meeting. In the absence of the nominated Chair, the members present shall appoint one of their number to act as Chair for that meeting.
- 1.6. **Role of the Chair**
 - 1.6.1. If required, the Chair of the TAG will also be a representative on any National committees and working groups relevant to their role.
 - 1.6.2. Ensure meetings are planned effectively and deals with matters in accordance with the terms of reference.
 - 1.6.3. Ensure matters on the agenda are dealt with in an orderly and efficient manner. Develop and implement an annual committee work programme within one month of appointment.
 - 1.6.4. Be the spokesperson for the committee.
 - 1.6.5. The Chair is expected to demonstrate strong interpersonal and facilitation skills, including the ability to lead meetings in an open-minded, impartial, and inclusive manner. The Chair shall foster constructive dialogue, encourage diverse perspectives, and ensure that all members are given a fair opportunity to contribute to discussions.

2. COMPOSITION

- 1.2. The TAG will consist of at least five appointed members.
- 1.3. The committee shall also include:
 - 1.3.1. One SLSNZ/NR IRB Chief Examiner
 - 1.3.2. One SLSNZ/NR RWC Chief Examiner



1.3.3. One SLSNZ/NR Surf Lifeguard Award Chief Examiner

1.3.4. SLSNZ/NR Lifesaving Training and Development Manager (Ex-Officio)

1.3.5. Any additional members appointed by the SLT

3. QUORUM:

3.1 A quorum shall be 50% of all voting members. When this is not a whole number, it should be rounded up to the nearest whole number. The TAG may transact no business if a quorum is not present.

4. RESPONSIBILITIES:

The Committee is responsible for providing advice and input to the Lifesaving Training and Development Manager and Senior Leadership Team regarding the establishment, maintenance, and management of lifeguard training strategies, policies, procedures, processes, programmes, and plans.

- 4.1.** The committee will establish an annual workplan that will include key areas of focus, project work and individual responsibilities
- 4.2.** Being accountable for the delivery of their annual workplan. To provide quarterly updates to the Lifesaving Training and Development Manager and SLT on progression of workplan.
- 4.3.** Reviewing and advising on the Lifesaving Capabilities Matrix (LCM) monthly.
- 4.4.** Reviewing and providing feedback for the Award of Excellence nominations annually.

5. RELEVANT CONSIDERATIONS FOR DIRECTOR RECOMMENDATION PROCESS:

5.1 Diversity of members is encouraged to include all perspectives and make informed decisions on behalf of the membership.

5.2 Where possible a balance of representation is sought from:

- Geographic spread across the region.
- Female and Male representation from within Surf Life Saving NR.
- Youth representation from within Surf Life Saving NR.
- Collective member experience across all elements of lifeguard training and development in SLSNZ/NR:
 - Learning and Development.
 - Training Assessment.
 - Relevant Surf Life Saving practical knowledge and experience.
 - Health and Safety standards relevant to a Surf Life Saving Environment.
 - Capacity and Capability Development.



6. AUTHORITIES

- 6.1. The TAG has the authority to create working groups to assist with completing their duties and responsibilities.
- 6.2. The Senior Leadership Team authorises the TAG to carry out the core responsibilities and functions detailed above. It also has the authority to seek any information it requires from any officer or employee of SLSNZ/NR or its member clubs.
- 6.3. The committee will recommend to the Senior Leadership Team on all matters requiring a decision.
- 6.4. The committee does not have the power or authority to decide on behalf of Senior Leadership Team, unless specifically delegated to do so.
- 6.5. The Chair of the TAG will be responsible for immediately bringing any material matter to the Senior Leadership Team's attention.

7. MEETINGS

- 7.1. Generally, the TAG will meet monthly, having regard to the organisation's operations, reporting and annual cycle.
- 7.2. The committee may have in attendance such members of SLSNZ/NR management, SLSNZ/NR officers, and such other persons including the member club directors or officers, as it considers necessary to provide appropriate information and explanations.
- 7.3. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee.
- 7.4. Any member of the committee may request a meeting at any time if they consider it necessary.
- 7.5. The TAG may meet in person, by telephone or by video conference.
- 7.6. From time to time as required the Chair of the TAG may present to SLSNZ/NR General Meetings.

8. REVIEW OF THE COMMITTEE

- 8.1 The committee will undertake an annual self-review of its objectives and responsibilities.

9. REPORTING PROCEDURES

- 9.1. After each meeting the Chair will report on the committee's business and recommendations to the Senior Leadership Team.
- 9.2. The TAG will also maintain formal reporting pathways to the relevant SLSNZ national committees – including the National Lifesaving Committee (NLC), Search, and the National Powercraft Committee (NPC). Reporting may occur through formal written communication (such as letters or briefing papers) and/or through attendance of a TAG representative at national committee meetings.

10. CONFLICT OF INTEREST

- 10.1. Members of the TAG shall declare any conflicts of interest and not participate in the consideration or voting of the matter of conflict. Notwithstanding this, members of the TAG shall comply with the TAG protocols in conducting the business and performing the duties of the TAG.

11. PROCEDURE:

- 11.1. Except as otherwise provided in these Rules, the TAG will regulate its own procedure.