

**NOMINEES DETAILS**

<b>First name:</b>		<b>Surname:</b>	
<b>Phone No.:</b>		<b>Email:</b>	
<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Organisation</b>	
<b>Position / title</b>		<b>State</b>	

**RESIDENTIAL ADDRESS**

<b>Address line 1</b>		<b>Address line 2</b>	
<b>Suburb:</b>		<b>State:</b>	<b>P/Code</b>

**POSTAL ADDRESS**

<b>Address Line 1</b>		<b>Address Line 2</b>	
<b>Suburb:</b>		<b>State:</b>	<b>P/Code</b>

**NOMINEES DECLARATION**

I have read, understand and agree to abide by the National Aquatic Industry Committee’s Terms of Reference and the National Policy associated with the National Aquatic Industry Framework.

<b>Signature:</b>		<b>Date:</b>	
-------------------	--	--------------	--

**ORGANSIATION ENDORSEMENT**

<b>First name:</b>		<b>Surname:</b>	
<b>Title</b>		<b>Signature:</b>	

All nominations shall be forward to:

RJ Houston  
 National Manager - Aquatics  
 Royal Life Saving Society Australia  
[rjhouston@rlssa.org.au](mailto:rjhouston@rlssa.org.au)

**Nomination Close Friday 12 March 2021**

<b>COMMITTEE ROLE AND RESPONSIBILITIES</b>	
<b>Aim</b>	The National Aquatic Industry Committee (NAIC) has the aim of strengthening the health, safety and viability of aquatic facility ownership and operations in Australia.
<b>Objectives</b>	<p>The objectives of the NAIC are to:</p> <ul style="list-style-type: none"> <li>• Improve the understanding of the aquatic industry through coordination, communication and consultation between the aquatic industry, government and peak bodies;</li> <li>• Maintain a robust evidence base for managing risk in aquatic facilities through research and evaluation;</li> <li>• Assess, evaluate, benchmark and report on the safety performance of aquatic facilities;</li> <li>• Enhance the standing and reputation of the aquatic industry through the establishment and enforcement of universal and minimum standards for safe and sustainable aquatic facility operations;</li> <li>• Develop and maintain responsive and effective industry guidelines;</li> <li>• Develop and maintain key programs for aquatic facility viability;</li> <li>• Develop and maintain key programs for community safety in aquatic facilities;</li> <li>• Develop frameworks and resources that improve the capabilities of the aquatic industry;</li> <li>• Proactively seek out and work with disengaged groups and segments of the aquatic industry;</li> <li>• Coordinate and regularly communicate to the aquatic industry; and,</li> <li>• Reduce the consequence and likelihood of drowning incidences across the aquatic industry nationally.</li> </ul>
<b>Scope</b>	<p>The National Aquatic Industry Committee has an established terms of reference which is reviewed every two (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>Responsibilities of the committee</b>	<p>The responsibilities of the committee are:</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;</li> <li>• To develop, review and authorise the Guidelines for Safe Pool Operations;</li> <li>• To respond to emerging issues;</li> <li>• To adjudicate and support the National Aquatic Industry Awards;</li> <li>• To identify best practices related to the design, construction and safe operation of aquatic facilities and their services;</li> <li>• To work in collaboration with RLSSA to gather information, statistics, and research on best practice in aquatic facility design and operations;</li> <li>• To provide a voice for the aquatic industry at a national level;</li> </ul>

	<ul style="list-style-type: none"> <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> <li>• To communicate and advocate the Guidelines for Safe Pool Operations (GSPO) as industry standards developed by industry for industry; and,</li> <li>• To consult with the aquatic industry through the network provided by the NAIC on changes required to the GSPO and take into considerations the range of considerations required so that the Guidelines for Safe Pool Operations are reflective of current and achievable best practice.</li> </ul>
--	--

**INDIVIDUAL MEMBER RESPONSIBILITIES**

<b>Responsibilities of individual committee members</b>	<p>The responsibilities of individual members of the committee are to:</p> <ul style="list-style-type: none"> <li>• Attend and prepare for 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 responsibilities and due dates as outlined in meeting minutes;</li> <li>• Facilitate regular and open communication of ideas, queries, concerns related to the committee with their network within the aquatic industry;</li> <li>• Uphold the National Policy, declare any conflicts of interest and act in the interest of the aquatic industry as a whole; and,</li> <li>• Use any RLSSA IT systems as needed to facilitate the work of the committee.</li> </ul>
---	---

**COMMITTEE TERMS**

<b>Chair</b>	National Manager – Aquatics, Royal Life Saving - Australia
<b>Membership</b>	<p>The NAIC is a multi-stakeholder body made up of targeted segments of the aquatic industry.</p> <p>Membership reflects the depth, breadth and width of the aquatic industry.</p> <p>Stakeholders must represent a cross-section of industry that accounts for:</p> <ul style="list-style-type: none"> <li>• Aquatic facility geographical locations and realities</li> <li>• Aquatic facility ownership and management structures and models</li> <li>• Aquatic facility uses (public vs private / communal vs commercial)</li> <li>• Recognised industry peak bodies representation</li> <li>• Research and advocacy capabilities</li> <li>• Expertise in aquatic facility design, management, operations and safety</li> <li>• Recognised industry training organisation status</li> <li>• Sport of swimming (and related) bodies</li> </ul>

	As a result of the need to advise the committee on a number of subject matter areas, the NAIC will in 2021 introduce formal taskforces under its structure titled National Aquatic Industry Taskforces.
<b>National Aquatic Industry Taskforces</b>	The National Aquatic Industry Taskforces will cover four subject matter areas: <ul style="list-style-type: none"> <li>• Swimming and Water Safety Education Taskforce</li> <li>• People and Workforce Development Taskforce</li> <li>• Safe Design and Technical Operations Taskforce</li> <li>• Research and Advocacy Taskforce</li> </ul>
<b>Taskforce membership</b>	<p>Taskforce members are subject matter experts in a given area.</p> <p>Taskforce members may be members of the NAIC and appointment on a taskforce or the NAIC is not mutually exclusive. Member may also be selected / appointed by the NAIC and/or RLSSA depending on the level of subject matter expertise required and the availability of that expertise.</p> <p>The Chair of each taskforce will report to the NAIC on the activities of the taskforce and provide recommendations to the NAIC for review / endorsement.</p>
<b>Timeframe</b>	The committee, its taskforces, their membership and the terms of reference are valid for two (2) years from March 2021 at which point they will be reviewed.
<b>Agenda items</b>	Agenda items are listed in the committee meeting agenda and relate to the role of the committee as outlined above.
<b>Minutes and meeting papers</b>	Meeting minutes are prepared and distributed within 14 days following each meeting.
<b>Level of delegation</b>	Nil
<b>Reporting</b>	The committee will report back to their respective organisations and make recommendations against the key action areas of the National Aquatic Industry Strategy.
<b>Frequency of meetings</b>	<p>The NAIC will meet:</p> <ul style="list-style-type: none"> <li>• Two (2) x face-to-face meetings per year.</li> <li>• Four (4) x teleconferences per year.</li> </ul> <p>Taskforces will meet as required - determined by the NAIC and/or RLSSA.</p>
<b>Proxy to meetings</b>	Members of the committee and its taskforces 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>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>
<b>Quorum requirements</b>	<p>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.</p> <p>Recommendations, endorsements and resolutions can also be achieved via the functions of IT systems (meeting chat 'comments', 'likes', etc.).</p> <p>The quorum must contain at least the committee Chair or a representative from the RLSSA national office.</p>
<b>Dispute resolution</b>	<p>If the committee cannot agree on a particular item(s) this should be recorded in the meeting minutes and revisited at the next meeting for further discussion. If necessary for industry operating and / or business certainty, the Chair will make an interim determination and produce an RLSSA interim position statement if appropriate under the circumstances.</p>
<b>Conflicts of interests</b>	<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 and result in termination of committee membership for the member.</p>
<b>Induction</b>	<p>All Members of the committee shall participate in an induction to the committee prior to their second meeting.</p>