



Circular 058:05:07

To: Lifesaving Operations Council Delegates
Lifesaving Operations Council Executive Members
Lifesaving Operations Council Officers
Club Secretaries
Club Chief Instructors
Regional Officers
Club Captains
District Officers
LSV Assessors

From: Nigel Taylor, Chief Executive Officer

Date: 11 May 2007

Subject: 1. **Notification of LSOC Annual General Council Meeting**
2. **Nominations and Elections for Lifesaving Operations Council**

Action: 1. **Nominations to be received by 4.00 pm Friday 29 June 2007**
2. **Delegates to be notified**
3. **Proxies to be appointed**

1. Notice is given of the Annual General Council Meeting of Lifesaving Operations Council to be held on:

SATURDAY 4 AUGUST 2007
LIFE SAVING VICTORIA HEADQUARTERS
200 THE BOULEVARD, PORT MELBOURNE
MELWAY REF: 56:G3
COMMENCING AT 4.00PM

2. The following documents are enclosed:
 - LSOC Election By-Laws;
 - Nomination Form;
 - Registration form for Club Delegates to the Lifesaving Operations Council;
 - Listing of club's current delegate
 - Proxy appointment form.

You are encouraged to review and familiarise yourself with the enclosed LSOC Election By-Laws to ensure compliance.

4. Nominations are called for the following positions on the Lifesaving Operations Council (By-Law 7.2.2(a)):
- (i) Director – Training and Assessment
 - (ii) Council Representative
 - (iii) Chair
 - (iv) Training and Assessment Representatives (two Positions)
 - (v) Lifesaving Services Representatives (two Positions)
 - (vi) **Training and Assessment Officers**
 - A. District Officers (12 Positions)

Bass	Bayside	Bellarine	Flinders
Gippsland	Kingston	Mornington	Northwest
Otway	Port Phillip	South Barwon	Western
 - B. Training Development Officer
 - C. Assessment Development Officer
 - D. Membership Development Officer
 - E. Secretary (ex-officio, non voting)
 - (vii) **Lifesaving Services Officers**
 - A. Regional Officers (5 Positions)

Central	Far East	South East	Far West	South West
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 - B. Gear and Equipment Officer
 - C. State Emergency Management Officer
 - D. Lifesaving Communications Officer
 - E. Powercraft Officer
 - F. Service Efficiency and Standards Officer
 - G. Operational Vehicle Officer
 - H. Secretary (ex-officio, non voting)
5. Clubs are invited to provide details of Delegates who may vote in LSOC elections as follows:
- Delegate to the LSOC and to the State Committee of Lifesaving Services – who must be the club captain or any other person if there is no club captain; and
 - Delegate to the State Committee of Training and Assessment – who must be an assessor or if there is no assessor, the chief instructor, or any other person if there is no assessor or chief instructor.
- Please update and return the enclosed Register of Club Delegates to the Lifesaving Operations Council.
6. Copies of this Circular are also available at www.lifesavingvictoria.com.au under Member> Club Information>Circulars.
7. Copies of the LSOC Election By-Law are also available at www.lifesavingvictoria.com.au under Members>Members Information> Council Election By-Laws.

Nominations close at 4.00pm on Friday 29 June 2007

**Nomination Forms,
Register of Club Delegates to the Lifesaving Operations Council
and
Proxy Appointment Forms
can be returned via any of the following methods:**

To: Frances Evans
Life Saving Victoria
Mail: PO Box 353
Port Melbourne VIC 3205
Fax: (03) 9676 6947
Email: frances.evans@lifesavingvictoria.com.au

The Life Saving Victoria Constitution is available on request by phoning Frances Evans on (03) 9676 6947 (direct) or on the LSV web site: www.lifesavingvictoria.com.au under Members>Members Information.

**For additional information on this Circular contact: Frances Evans via
Email: frances.evans@lifesavingvictoria.com.au or by phone (03) 9676 6947
Circulars are also available at www.lifesavingvictoria.com.au**

Life Saving Victoria – By Laws

7.2.2 NOMINATIONS FOR LIFE SAVING OPERATIONS COUNCIL (“LSOC”) OFFICERS

- (a) Nominations for LSOC Officers are called for the following Positions:
- (i) Director – Training and Assessment
 - (ii) Director – Lifesaving Services
 - (iii) Council Representative
 - (iv) Chair
 - (v) Training and Assessment Representatives (two Positions)
 - (vi) Lifesaving Services Representatives (two Positions)
 - (vii) **Training and Assessment Officers**
 - A. District Officers (12 Positions)

Bass	Bayside	Bellarine	Flinders
Gippsland	Kingston	Mornington	Northwest
Otway	Port Phillip	South Barwon	Western
 - B. Training Development Officer
 - C. Assessment Development Officer
 - D. Membership Development Officer
 - E. Secretary (ex-officio, non voting)
 - (viii) **Lifesaving Services Officers**
 - A. Regional Officers (5 Positions)

Central	Far East	South East	Far West	South West
---------	----------	------------	----------	------------
 - B. Gear and Equipment Officer
 - C. State Emergency Management Officer
 - D. Lifesaving Communications Officer
 - E. Powercraft Officer
 - F. Service Efficiency and Standards Officer
 - G. Operational Vehicle Officer
 - H. Secretary (ex-officio, non voting).
- (b) The term of office for the Positions in **By-Laws 7.2.2(a)(i) and (ii)** shall be two years, elected in alternate years. All other Positions shall be for a term of one year.
- (c) Nominations are called for annually in the month of June or earlier as determined by the Board and must be in the registered office of Life Saving Victoria no later than 4.00pm on the 30 June each year, or the last working day immediately prior to 30 June on which the office is open.
- (d) Nominations for all Positions must be in writing, proposed and seconded and on the nomination form prescribed by the Board.
- (e) Proposers and seconders must be either:
- (i) Officers of, or Delegates to the LSOC; or
 - (ii) a member of the committee of management (or equivalent body) of an affiliated Life Saving Club;
 - (iii) a member of the State Committee of Training and Assessment;
 - (iv) a member of the State Committee of Lifesaving Services, but may not be the nominee.

- (f) The nominee must be a Member of the Company and accept the nomination by signing the 'Acceptance of Nomination' for the Position.

7.2.3 DELEGATES TO THE LIFESAVING OPERATIONS COUNCIL

- (a) Each affiliated Life Saving Club may appoint:
 - (i) one Delegate to the LSOC and to the State Committee of Lifesaving Services who must be a member of the affiliated Life Saving Club who is:
 - A. the club captain; or
 - B. if **By-Law 7.2.3(a)(i)A** cannot be satisfied, any other person; and
 - (ii) one Delegate to the State Committee of Training and Assessment who must be a member of the affiliated Life Saving Club who is:
 - A. an assessor; or
 - B. if **By-Law 7.2.3(a)(ii)A** cannot be satisfied, the chief instructor; or
 - C. if **By-Laws 7.2.3(a)(ii)A and B** cannot be satisfied, any other person.
- (b) An appointment made by an affiliated Life Saving Club in accordance with **By-Law 7.2.3(a)** remains current until further notice.

7.2.4 ELECTION OF LIFESAVING OPERATIONS COUNCIL OFFICERS

- (a) Elections for Positions are held at the Annual General Council Meeting, usually in the month of July. A quorum for LSOC meetings is fifteen Delegates present in person or by their proxy.
- (b) In the event of there being more than one nomination for a Position, an election will be held. The election result will be determined as follows:
 - (i) where two nominations are received, the nominee with the majority of votes must be declared elected; or
 - (ii) where there are more than two nominations, the election will be determined by an elimination ballot.
- (c) A person may only be elected to a maximum of two contested Positions. Upon being elected to two contested Positions, all nominations for the person for other contested Positions are deemed to be withdrawn.
- (d) If:
 - (i) no nominations are received for a Position by the closing date in **By-Law 7.2.2(c)**; or
 - (ii) the only nomination received is deemed to be withdrawn in accordance with **By-Law 7.2.4(c)**,then the Chair shall call for nominations from the floor which comply with **By-Laws 7.2.2(d) and (e)** (other than the requirement for writing).
- (e) If no nominations are received in accordance with **By-Law 7.2.4(d)**, a nomination deemed to be withdrawn in accordance with **By-Law 7.2.4(c)** may be reinstated.
- (f) If:
 - (i) only one nomination is received for a Position; or
 - (ii) only one nomination is reinstated for a Position in accordance with **By-Law 7.2.4(e)**,then the nominee will be declared elected.
- (g) Elections for Positions must be held in the same order as the Positions are listed in **By-Law 7.2.2(a)**.
- (h) Delegates referred to in **By-Law 7.2.3(a)(i)** are eligible to vote in elections for Positions in **By-Law 7.2.2(a)** except for the Positions in:
 - (i) **By-Law 7.2.2(a)(i)**;
 - (ii) **By-Law 7.2.2(a)(v)**; and
 - (iii) **By-Law 7.2.2(a)(vii)**.

- (i) Delegates referred to in **By-Law 7.2.3(a)(ii)** are eligible to vote in elections for Positions in:
 - (i) **By-Law 7.2.2(a)(i)**;
 - (ii) **By-Law 7.2.2(a)(v)**; and
 - (iii) **By-Law 7.2.2(a)(vii)**.

7.2.5 VACANT POSITIONS ON THE LIFESAVING OPERATIONS COUNCIL

- (a) If
 - (i) at the conclusion of the Annual General Council Meeting a Position remains vacant; or
 - (ii) a casual vacancy arises in a Position,
 then the vacancy may be filled at the next LSOC Executive meeting.
- (b) The LSOC Executive, at its discretion, will:
 - (i) call for nominations to be voted on by the LSOC Executive for; or
 - (ii) make an appointment to,
 the vacant Position.
- (c) The election result or appointment will be digested as an agenda item for ratification at the next Council meeting.
- (d) A person may occupy more than two Positions if the person is nominated and elected or appointed to the Position in accordance with this By-Law or **By-Law 7.2.4(f)**.

7.2.6 PROXY VOTING

- (a) A proxy appointed to attend and vote for a Delegate at a Council Meeting has the same rights as the Delegate:
 - (i) to speak at the meeting; and
 - (ii) to vote; and
 - (iii) to join in a demand for a poll.
- (b) For an appointment of a proxy to be valid:
 - (i) it must be signed by:
 - A. the Delegate; or
 - B. a member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club as notified to Life Saving Victoria from time to time; and
 - (ii) received at the registered office of Life Saving Victoria or by the Chair:
 - A. prior to the notified commencement time of the meeting; or
 - B. if the meeting has been adjourned, prior to the notified commencement time of the resumption of the meeting.
- (c) Unless LSV or the Chair has received written notice of the matter before the start or resumption of the meeting at which a proxy votes, a vote cast by the proxy will be valid even if, before the proxy votes:
 - (i) the appointing Delegate dies;
 - (ii) the Delegate is mentally incapacitated; or
 - (iii) the Delegate revokes the proxy's appointment
- (d) If a Delegate and her/his proxy are at the same meeting, only the Delegate may vote.
- (e) A person may not exercise more than two votes at any Council meeting.

7.2.7 PANELS

- (a) The Council, the LSOC Executive or a State Committee may establish Panels.

- (b) Subject to calling for expressions of interest, Panel members may be appointed by the Council upon the recommendation of the LSOC Executive or relevant State Committee.
- (c) Panel members will be managed by the relevant staff member, who will be ex-officio, non-voting at Panel meetings.

7.2.8 CONFLICT OF INTEREST – DECLARATION AT TIME OF NOMINATION

A person nominating for any Position on the LSOC shall declare any interest in any contract, agreement, activity or other matter in which a conflict of interest arises or may arise as detailed in the Conflict of Interest Policy.



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Port Melbourne Vic 3207
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www.lifesavingvictoria.com.au

LSOC NOMINATION FORM

THIS NOMINATION FORM MUST BE RECEIVED AT THE REGISTERED OFFICE OF
LIFE SAVING VICTORIA BY

FRIDAY 29 JUNE 2007 BY 4.00PM

NOMINATION FOR POSITION OF: _____

NOMINEE'S NAME (in block letters) _____

ADDRESS _____

_____ Postcode _____

CONTACT: (H) _____ (B) _____

DETAILS (M) _____ (F) _____

(EMAIL) _____

PROPOSER'S NAME (in block letters) _____

Must be either: LSOC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or member of the State Committee of Training and Assessment or the State Committee of Lifesaving Services

PROPOSER'S SIGNATURE _____

SECONDER'S NAME (in block letters) _____

Must be either: LSOC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or member of the State Committee of Training and Assessment or the State Committee of Lifesaving Services

SECONDER'S SIGNATURE _____

ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability and understand that once elected may be requested to undergo a Police check

NOMINEE'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

--

RECEIVED BY

PRINT NAME AND SIGN _____



Register of Club Delegates to the Lifesaving Operations Council

Club Details	Club		Postal Address		Suburb	Postcode
	Phone		Melways Reference		Email	
Lifesaving Operations & Lifesaving Services Delegate (see note a)	Title	First Name	Last Name	Address	Suburb	Postcode
	Mr / Mrs / Miss / Ms / Dr					
	AH Phone	BH Phone	Mobile	Fax No	Email	
Training & Assessment Delegate (see note b)	Title	First Name	Last Name	Address	Suburb	Postcode
	Mr / Mrs / Miss / Ms / Dr					
	AH Phone	BH Phone	Mobile	Fax No	Email	
Completed and signed by:	Position President / Treasurer / Secretary	Signature		Printed Name	Date ____/____/____	

NOTE: (a) Must be Club Captain - if no Club Captain, any other person nominated by the Club

(b) Must be Club Assessor - if no Club Assessor, then Chief Instructor, if no Chief Instructor, any other person nominated by the Club



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LIFE SAVING VICTORIA Council Proxy Appointment Form

I, _____

of _____
(insert name of affiliated Life Saving Club)

being a Delegate or a member of the committee of management (or equivalent body) of the above-named Life Saving Club, hereby appoint:

(insert name of proxy)

of _____

or, failing that person, _____

of _____
(insert name of alternative proxy)

as Proxy to vote on behalf of the above named Life Saving Club's Delegate to:

(insert name of Council or State Committee (as applicable))

at a meeting of the Council, to be held on _____,
(insert date of meeting)

and at any adjournment thereof, or until further notice.

Signed by the Delegate or member of the committee of management:

Date: _____
(insert date signed)

The above named Proxy is instructed to vote in favour of[#] / against[#] any meeting resolution.
Strike out whichever is not applicable.

Unless otherwise instructed, the Proxy may vote as the Proxy thinks fit.