



Circular 060:05:08

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

From: Nigel Taylor
Chief Executive Officer

Date: 30 May 2008

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 Monday 30 June 2008
2. LSV Confidentiality Deed Original and Duplicate (completed and signed)
3. Delegates to be notified
4. Proxies to be appointed

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

**SATURDAY 9 AUGUST 2008
LIFE SAVING VICTORIA HEADQUARTERS
200 THE BOULEVARD, PORT MELBOURNE
MELWAY REF: 56:G3
COMMENCING AT 5.00PM**

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;
 - Alternative Delegate appointment form;
 - Proxy appointment form;
 - LSV Confidentiality Deed – original and duplicate.

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

3. Nominations are called for the following positions on the Lifesaving Operations Council (By-Law 7.2.2(a)):

- (a) Nominations for LSOC Officers are called for the following Positions:
 - (I) Director – Lifesaving Services
 - (II) Council Representative, subject to **By-Law 7.2.4(j)**
 - (III) Chair, subject to **By-Law 7.2.4(j)**
 - (Iv) State Membership Development Officer
 - (v) Training and Assessment Officers
 - (A) State Training Supervisor
 - (B) State Assessment Supervisor
 - (C) District Officer – Bass
 - (D) District Officer – Bayside
 - (E) District Officer – Bellarine
 - (F) District Officer – Flinders
 - (G) District Officer – Gippsland
 - (H) District Officer – Kingston
 - (I) District Officer – Mornington
 - (J) District Officer – Western
 - (K) District Officer – Otway
 - (L) District Officer – Port Phillip
 - (M) District Officer – South Barwon
 - (vi) Lifesaving Services Officers
 - (A) State Emergency Management Officer
 - (B) State Lifesaving Communications Officer
 - (C) State Powercraft Officer
 - (D) State Service Efficiency and Standards Officer
 - (E) State Gear and Equipment Officer
 - (F) State Operational Vehicle Officer
 - (G) Regional Officer – Far West
 - (H) Regional Officer – South West
 - (I) Regional Officer – Central North
 - (J) Regional Officer – Central
 - (K) Regional Officer – Central South
 - (L) Regional Officer – South East
 - (M) Regional Officer – Far East
 - (vii) Two Lifesaving Services Representatives, subject to **By-Law 7.2.4(k)**.

4. Delegates to the LSOC
- (a) Each affiliated Life Saving Club may appoint one Delegate to the LSOC who must be a member of the affiliated Life Saving Club.
 - (b) Despite **By-Law 7.2.3** and only for the purposes of **By-Law 7.2.4(m)**, each affiliated Life Saving Club may appoint an Alternate Delegate who:
 - (i) must be a member of the affiliated Life Saving Club; and
 - (ii) is either:
 - (A) the chief instructor (or equivalent position, eg. director of development) within the affiliated Life Saving Club: or
 - (B) an Assessor.
 - (c) Appointments made by an affiliated Life Saving Club in accordance with **By-Laws 7.2.3(a) and (b)** remains current until further notice.
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-Laws are also available at www.lifesavingvictoria.com.au under Members>Members Information> Council Election By-Laws.

Please Note:

**Nominations close at 4.00pm on Monday 30 June 2008.
All Nomination form/s must be accompanied with the LSV Confidentiality Deed –
original and duplicate (completed and signed by the nominee),**

**Club Committees are requested as a matter of urgency to forward to Life Saving
Victoria the following paperwork.**

- **Registration form of Club Delegate to the LSOC;**
- **Alternative Delegate appointment form;**
- **Proxy Appointment Form;**

These 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.

Important Note: It is the responsibility of the nominee, proposer and seconder to ensure that the nomination submitted to LSV is a complete and valid nomination. The LSV election coordinator and other LSV staff are not in a position to obtain signatures of nominees, proposers or seconders.

For additional detail on this Circular contact:

Email frances.evans@lifesavingvictoria.com.au or by phone (03) 9676 6947

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

LSOC NOMINATION FORM

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

MONDAY 30 JUNE 2008 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.

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.

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. I attach the LSV Confidentiality Deed (original and duplicate) completed and signed and understand that within seven (7) days of election, I must produce a copy or receipt of my Working with Children Card check.

NOMINEE'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

RECEIVED BY

PRINT NAME AND SIGN _____



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

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 (or equivalent body) of the Delegate's affiliated Life Saving Club.

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.



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

Confidentiality Deed

Parties	Recipient and LSV	
Recipient	Name	
	Address	
LSV	Name	Life Saving Victoria ABN 21 102 927 364
Governing law	Victoria	
Date of deed		

1. Obligation of confidence

- 1.1 The Recipient acknowledges that during the Recipient's period of Work for LSV, Confidential Information will come to the attention of the Recipient.
- 1.2 The Recipient agrees that it will:
- (a) maintain the confidential nature of the Confidential Information;
 - (b) not, without the prior written consent of LSV, disclose any of the Confidential Information to any person; and
 - (c) not use or reproduce any of the Confidential Information for any purpose other than in connection with the Recipient's Work.
- 1.3 Clause 1.2 does not apply to:
- (a) any Confidential Information:
 - (i) which is in or becomes part of the public domain other than through breach of this deed;
 - (ii) which the Recipient can prove by contemporaneous written documentation was already known to it at the time of disclosure by LSV;
 - (iii) which was developed by the Recipient independently of the disclosure by LSV; or
 - (iv) which the Recipient acquires from a third party entitled to disclose it; and
 - (b) any Confidential Information to the extent which it is required to be disclosed by the Recipient under any law.
- 1.4 The Recipient agrees, when the Recipient's Work ceases, or on request from LSV, to:
- (a) promptly return to LSV the Confidential Information; and
 - (b) delete any Confidential Information that has been entered into a computer, database or other electronic means of data or information storage by the Recipient, provided that the computer, database or other electronic means of data or information storage is not the property of LSV.

- 1.5 The Recipient acknowledges that disclosure of any Confidential Information other than in accordance with this deed:
- (a) may cause irreparable injury to LSV, accordingly LSV may seek and obtain relief; and
 - (b) may result in termination of the Recipient's Work:
 - (i) as an employee of LSV for serious misconduct in accordance with the terms of relevant employment contract; or
 - (ii) as a director or officer of LSV in accordance with the LSV Constitution and the By-Laws.

(c) Definitions

The following words have these meanings in this deed unless the contrary intention appears.

Confidential Information means all Information disclosed to the Recipient by LSV for or in connection with the Recipient's Work including information which is designated or indicated as being the proprietary or confidential information of LSV.

Information means any technical knowledge, concepts, ideas, designs, programs, processes, procedures, innovations, inventions, and other information (including financial, market intelligence and data base information) and supporting or associated documents.

LSV means Life Saving Victoria Limited ABN 21 102 927 364 and its employees, directors and officers.

Work means the performance of duties and/or the provision of services by a Recipient as required by to the Recipient's position or role as:

- (a) an employee of LSV remunerated on a full time, part time or casual basis; or
- (b) a director or officer of LSV elected or appointed by members of LSV on a voluntary basis without monetary compensation or reward.

Executed as a Deed

SIGNED by the **Recipient** in the presence of:

.....)
Signature of witness)	Signature of Recipient
.....)	
Name of witness)	

SIGNED by **LIFE SAVING VICTORIA** by its authorised representative:

)
)	Signature of authorised representative
)	
)	Name of authorised representative



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

Confidentiality Deed

Parties	Recipient and LSV	
Recipient	Name	
	Address	
LSV	Name	Life Saving Victoria ABN 21 102 927 364
Governing law	Victoria	
Date of deed		

2. Obligation of confidence

- 1.1 The Recipient acknowledges that during the Recipient's period of Work for LSV, Confidential Information will come to the attention of the Recipient.
- 1.2 The Recipient agrees that it will:
- (a) maintain the confidential nature of the Confidential Information;
 - (b) not, without the prior written consent of LSV, disclose any of the Confidential Information to any person; and
 - (c) not use or reproduce any of the Confidential Information for any purpose other than in connection with the Recipient's Work.
- 1.3 Clause 1.2 does not apply to:
- (c) any Confidential Information:
 - (i) which is in or becomes part of the public domain other than through breach of this deed;
 - (ii) which the Recipient can prove by contemporaneous written documentation was already known to it at the time of disclosure by LSV;
 - (iii) which was developed by the Recipient independently of the disclosure by LSV; or
 - (iv) which the Recipient acquires from a third party entitled to disclose it; and
 - (d) any Confidential Information to the extent which it is required to be disclosed by the Recipient under any law.
- 1.4 The Recipient agrees, when the Recipient's Work ceases, or on request from LSV, to:
- (c) promptly return to LSV the Confidential Information; and
 - (d) delete any Confidential Information that has been entered into a computer, database or other electronic means of data or information storage by the Recipient, provided that the computer, database or other electronic means of data or information storage is not the property of LSV.

1.6 The Recipient acknowledges that disclosure of any Confidential Information other than in accordance with this deed:

(d) may cause irreparable injury to LSV, accordingly LSV may seek and obtain relief; and

(e) may result in termination of the Recipient's Work:

- (i) as an employee of LSV for serious misconduct in accordance with the terms of relevant employment contract; or
- (ii) as a director or officer of LSV in accordance with the LSV Constitution and the By-Laws.

(f) Definitions

The following words have these meanings in this deed unless the contrary intention appears.

Confidential Information means all Information disclosed to the Recipient by LSV for or in connection with the Recipient's Work including information which is designated or indicated as being the proprietary or confidential information of LSV.

Information means any technical knowledge, concepts, ideas, designs, programs, processes, procedures, innovations, inventions, and other information (including financial, market intelligence and data base information) and supporting or associated documents.

LSV means Life Saving Victoria Limited ABN 21 102 927 364 and its employees, directors and officers.

Work means the performance of duties and/or the provision of services by a Recipient as required by to the Recipient's position or role as:

- (c) an employee of LSV remunerated on a full time, part time or casual basis; or
- (d) a director or officer of LSV elected or appointed by members of LSV on a voluntary basis without monetary compensation or reward.

Executed as a Deed

SIGNED by the **Recipient** in the presence of:

.....
Signature of witness

.....
Name of witness

)
)
)
)

.....
Signature of Recipient

SIGNED by **LIFE SAVING VICTORIA** by its authorised representative:

)
)
)
)

.....
Signature of authorised representative

.....
Name of authorised representative

Life Saving Operations Council Delegates, Proxy and Alternate Delegate

Club	Council Delegate*	Proxy	Alternate Delegate Name ^
Altona	John Kotsakis		Thom Korab
Anglesea	Ryan Hartshorne	David Marsh	Emily Watsford
Apollo Bay	Bob Wood		Chris Ward
Aspendale	Dawn Clark		Brad Taylor
Bancoora	Nathan Morton	Edward Pope (4Aug07)	Ben Pope
Barwon Heads/13th Beach	Peter Sutas	Phil Hughes	
Beaumaris	Marg Hewett	Mark Scott	
Black Rock	Chris Bryant		Matt Bryant
Bonbeach	Mike Booker		Caroline Nagal
Brighton	Colin Ellicott	Danielle Smith	Danielle Smith
Cape Paterson	Kendall Brown		Jess Bowman
Carrum	Philip McEvoy		David Hyde
Chelsea Longbeach	Helen Kelly		
Dromana Bay	Lindsay vander Pal		Peter Doyle
Edithvale	Lesley McGurgan	Dianne Montalto	Kerry Bell
Elwood	Chris Baker		David Rylance
Fairhaven	Nancy Joseph	Stewart Jacques	Vanessa Lewanski
Frankston	Craig Stoodley		Craig Stoodley
Geelong	Rebecca Kearney		Megan Linklater
Gunnamatta	Greg Goulet	Joe Watt	TBA
Half Moon Bay	Soren Luckins		Soren Luckens
Hampton	Darren McLeod		Darren McLeod
Inverloch	Harvey Jones		
Jan Juc	Geoff Thompstone		Luke Van Meel
Kennett River	Brett Johnston		Ross Dakin
Lakes Entrance	Cameron King		Jane Ireland
Lorne	Scot Kerr		Scot Kerr
Mallacoota	Kathleen Cator		
Mentone	Justin Grant		Jim Stott
Mildura	Greg Rhodes		
Mordialloc	Michael Barbarino	Rob Tennant	James Evans
Mornington	Bernadene Hansen		Derrick Wilkinson
Mt Martha	Tim Harper	Gary March/Craig Hood	Mark Nugent
Ocean Grove	Sean McGee	Geoff Waters	Katie Soldani
Point Leo	Simone Williams		Simone Williams
Point Lonsdale	James Symon		James Coutie
Port Campbell			
Port Fairy	Alan King		Helen Finnigan
Port Melbourne	Brett Armstrong		Darrel Gill
Portland	Phil McGibbon		Katrina Antony
Portsea	Charles Carter	Richard Fisher/Simon Wilson (4 Aug07)	Emma Ronald
Rosebud	David Matthews		
Sandridge	Mia Garidi		Alistair Thom
Sandringham	Andrew Gluth		Brent Law
Seaford	Tony Seals	Darren McLeod (4 Aug07)	
Seaspray	David Morgan		David Morgan
Sorrento	Ken de Heer		Stefan Bagg
South Melbourne	Alison Porter		David Porter
St Kilda	Barton Roberts		Trevor Hall
Torquay	Alan Dell		Lizzie Johnson
Venus Bay	Alan Lotto		Kimberley Stewart
Waratah Beach	Mark Wallace	Lisa O'Brien	Michelle Burnes
Warrnambool	Rebel Noter		Rebel Noter
Williamstown	Sebastian Phoenix		Iain Dickson
Wonthaggi	Joan Scott	Michelle Sterchi	Margaret Fry
Woodside Beach	Rebecca Michau	Roger Lloyd	
Woolamai Beach	Peter Moate		Michael Pearce
Wye River	Jo Nelson		Lisa Knight

* previously referred to as Life Saving Services Delegate

^ previously referred to as Training and Assessment Delegate

Refer By-Law 7.2.3



Register of Club Delegates to the Lifesaving Operations Council

Club Details	Club		Postal Address		Suburb	Postcode
	Phone		Melways Reference		Email	
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	
Alternate 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: LSOC By-Law extract: **7.2.3 Delegate to LSOC**

(a) Each affiliated Life Saving club may appoint one Delegate to the LSOC who must be a member of the affiliated Life Saving Club

(b) Despite By-Law 7.2.3 and only for the purposes of By-Law 7.2.4(m) and (o), each affiliated Life Saving Club may appoint an

Alternate Delegate who:

(i) must be a member of the affiliated Life Saving Club; and

(ii) is either:

(A) the chief instructor (or equivalent position, eg. director of development) within the affiliated Life Saving Club); or

(B) an Assessor