



**THE SOUTH AUSTRALIAN  
SEA RESCUE SQUADRON**  
SEARCH AND RESCUE

## CHARTER FOR THE <.....> FLOTILLA

### OF THE SOUTH AUSTRALIAN SEA RESCUE SQUADRON

The <.....> Flotilla is an operational component of the South Australian Sea Rescue Squadron based at <.....> on the <.....>.

#### **Purpose**

The <.....> Flotilla of the South Australian Sea Rescue Squadron provides a marine safety and rescue service to the users of waters surrounding <.....>. Its principal purpose is to save lives at sea.

#### **Operational Principles**

The <.....> is part of the South Australian Sea Rescue Squadron and is bound by the Squadron's Constitution, By-Laws and Operational Procedures and policies.

Members will not change Standard Operating Procedures (SOPs) without clear justification and seeking approval from the Operations Captain. All Standard Operating Procedures are contained and maintained in PROCMAN.

Members of the <.....> Flotilla undertake their duties in an environment of friendliness, cooperation and honesty. They engage the public with respect and promote the interests of the Squadron. Bias, bullying, prejudicial behaviour has no place in the <.....> Flotilla.

Members of the <.....> Flotilla engage with other members of the Squadron to collectively to achieve its goals in an environment of common purpose and service to the South Australian public. Additionally, the members of the Flotilla work collaboratively with members of other Groups of the Volunteer Marine Rescue organisation to achieve shared outcomes.

The Members of the <.....> Flotilla are well trained, current in operational knowledge and maintain their operational proficiency through practice, training and regular involvement in Flotilla activities.

The Members of the <.....> Flotilla work with the Flotilla Executive and Flotilla Team Leaders in a timely manner to allow the production of rosters and training instructions that provide ample warning of duties.

## Financial Principles

- The Flotilla shall receive an allocation of funds supplied to the Squadron by the Government designated as a “Working Grant”. These funds will be calculated and agreed in advance each Financial year and are intended to provide sufficient funds to manage the maintenance and operation of the Flotilla’s craft, vehicles and premises. Such allocation will be paid quarterly when received by the Squadron from the Government however this is not intended to limit or restrict further amounts required in the event of unforeseen emergencies.
- The Flotilla shall receive membership funds paid to the Squadron for its members and this will be paid in early October each year based upon the renewals received plus those funds for new member paid on a pro rata basis during the year.
- Flotillas are expected to engage in fundraising activities such as raffles, seeking donations and other similar activities as well as applying for “Grants”. Such efforts are encouraged by the Squadron and assistance with Grant activity can be sought by accessing the support and information from the Finance Group’s, Grants officer.
- The Flotilla has the power to spend up to a predetermined amount in its function of running the day-to-day activities of the Flotilla. Such limits shall be decided by a majority of the Flotilla committee and agreed by the Flotilla members at a General meeting and will come into effect once ratified by the Squadron Executive. Any expenditure beyond the limits must receive prior approval from the Flotilla membership before being referred to the Squadron Executive. Limits must not exceed those delegated to the Squadron Executive.
- Members of the Flotilla Committees, in the pursuance of their positions have the authority to incur expenditure up to a predetermined limit without prior approval of their Flotilla Committee. Such limits shall be decided by a majority of the Flotilla committee and agreed by the Flotilla members at a General meeting.
- Flotilla members are not to split purchases over separate invoices to circumvent the listed limits above Flotilla limit must have regard for both Discretionary and Non-Discretionary payments and limits over the set limits must be referred to the Squadron Executive.

- Flotilla Committee members may with the approval of the Flotilla Committee devolve their Delegation in whole or in part to other members of the Flotilla. A list of authorised members is to be maintained by the Flotilla Treasurer.
- A record of all such limits is to be maintained by the Flotilla Treasurer and provided to the Finance Officer at least annually or when changed. This will form part of the ongoing Audit process.
- The Treasurer/s shall not pay any account other than accounts referred to in the Constitution and the By-Laws.

#### **Non-discretionary Payments**

- A non-discretionary payment is any payment that the Flotilla is committed to make as a requirement of any legislation, agreement or contract entered into by the Squadron. Agreements and contracts must be entered into by the Squadron and must be approved by the Executive, or if likely to incur payments in excess of the Squadron Executive limits by the Squadron membership
- In addition, the definition of non-discretionary extends to payments incurred if there is an urgent requirement to maintain operational capability of the Flotilla.
- Payment of a non-discretionary account does not require approval from other than the responsible delegate
- Any non-discretionary payment made above the predetermined limits should be notified immediately to the Executive.

#### **Discretionary Payments**

- The Flotilla has the authority to approve discretionary payments of up to determined limits (ex GST) in its function of running the day-to-day activities of the Flotilla.
- Any discretionary payment in excess of those limits (ex GST) must receive prior approval from the Flotilla membership before being referred to the Executive for ratification. To assist the Executive to make an informed decision, documentation in support of the payment shall be made available to the Executive at least fourteen (14) days before approval is sought.

#### **Management Structure**

The <.....> Flotilla is managed by a Management Committee elected by the Flotilla Membership annually and consists of a:

- Chairperson
- Flotilla Leader
- Secretary
- Treasurer

- Committee members

## **Roles and Responsibilities**

### **Chairperson**

- The Flotilla Chairperson works with the Squadron Commodore to manage the overall administration of the Flotilla.
- The Flotilla Chairperson, presides over all General and Committee Meetings of the Flotilla and makes sure the business of the meetings is conducted according to the Constitution and By-laws of the Squadron.
- The Flotilla Chairperson sets the Agenda and ensures all attendees have an opportunity to raise issues.
- The Flotilla Chairperson is the principal contact for all administrative matters concerning the Flotilla.

### **Flotilla Leader**

- The Flotilla Leader works with the Squadron's Operations Captain to manage the Operational running of the Flotilla.
- The Flotilla Leader chairs all Operational Meetings of the Flotilla.
- The Flotilla Leader assigns roles and responsibilities to Flotilla Members engaged in Operational tasks.
- The Flotilla Leader ensures members are suitably trained for the roles they are assigned.
- The Flotilla Leader is responsible to ensure the operational resources of the Flotilla are functional, maintained and ready for use.
- The Flotilla Leader appoints Flotilla Team Leaders to undertake certain operational functions within the Flotilla, such as a Training Invigilator, and Radio Coordinator.
- The Flotilla Leader may nominate an Assistant Flotilla Leader to assist in undertaking these responsibilities.

### **Flotilla Secretary**

- The Flotilla Secretary works with the Squadron's Secretary (Administration Officer) and the Flotilla Chairperson to ensure the records of the Flotilla proceedings are recorded and preserved.
- The Flotilla Secretary manages all correspondence to and from the Flotilla.
- The Flotilla Secretary records and publishes Minutes of all General and committee meetings.

### **Flotilla Treasurer**

- The Flotilla Treasurer works with the Squadron Treasurer (Finance Officer) and the Chairperson to manage the financial affairs of the Flotilla.
- The Flotilla Treasurer maintains records of all financial transactions involving the Flotilla.
- The Flotilla Treasurer produces reports for meeting as requested by the Flotilla Chairperson.
- The Flotilla Treasurer to assist the Squadron Treasurer as required to maintain the Asset register pertinent to the Flotilla.

### **Committee Members**

- The Flotilla Committee members attend Flotilla committee meetings and assist the Chairperson in execution of the harmonious running of the Flotilla. They may be assigned specific duties from time to time by the Chairperson and are responsible to the Chairperson for execution of those duties.