



## Surf Life Saving Sydney Inc.

Established October 1907

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TO: Clubs, Presidents, Secretaries, Captains,  
Chief Training Officers, Gear & Equipment Coordinators,  
IRB Captains, Gear Inspection Panel  
CC: SLSS Management, BoL Management

FROM: Director of Lifesaving, Simon Torsellini

SUBJECT: Gear Inspection Information 2014

### General

As per the Standard Operating Procedures, Branches are required to Audit all Clubs and Services gear and equipment as part of occupational health and safety obligations. Inspections need to be done prior to the season so that all equipment is ready to go for the first patrol.

**SLSS will conduct the Annual Gear Inspection for our Clubs on the weekend of 30<sup>th</sup> & 31<sup>st</sup> August 2014.**

This Branch Circular is distributed to Clubs and to be read in conjunction with the SLS NSW Circular 3361 and SLSNSW Gear & Equipment Inspection Manual (copy attached).

**Prior to this inspection, Clubs and Services need to update their Gear and Equipment through the Organisational Management in Surfguard. This is to include deleting any sold or discarded gear and adding any new gear. For details of Surfguard usage, refer to SLSNSW Gear & Equipment Inspection Manual (page 1)**

### Paperwork

**Clubs are advised that the Branch office will print from Surfguard the pre-filled gear and equipment lists for all Clubs/Services on Wednesday 27<sup>th</sup> August 2014.**

Two (2) copies of each Clubs lists will be given to the Branch Gear Inspection Panel from the Branch office for their visits. Each club will be left with a completed set of paperwork at the end of their inspection. The Branch Inspection Panel will keep the second set of papers for Branch records.

**After Inspection Clubs are then required to update Surfguard of the completion of the inspection. This must be completed by Wednesday 17th September 2014. Completion of this step by the required date will result in compliancy with Circular 3358 'Annual Requirements for Clubs and Branches to be Compliant for the 2014-2015 Season'.**

**A Gear Inspection award will be presented at the SLSS Awards of Excellence 2015, with points for the inspection going towards the Champion Club point score.**

Any questions relating to the Gear Inspection should be directed to your Area Lifesaving Supervisor or Branch Director of Lifesaving, Simon Torsellini or the Branch Office.

- Simon Torsellini Ph. 0414 375 508
- Waverley : Peter Quartly Ph. 0409 663 820
- Randwick : Tania Rouse Ph. 0426 263 414
- Cronulla/Sutherland : C/- Simon Torsellini
- RNP : Mark Wood – H: 9520 7927

#### Affiliated Clubs

Garie Era Burning Palms  
Wanda Elouera North Cronulla Cronulla  
Clovelly Coogee Maroubra South Maroubra  
North Bondi Bondi Tamarama Bronte



## SLNSW Gear and Equipment Inspection manual

Clubs are asked to please read and familiarise yourselves with the information contained in this important document. Please ensure this information is given to all people in charge of your Clubs annual gear inspection preparation. Of particular notation for Clubs is the Appendices at the back of the document. Clubs will need these in preparation for the annual gear inspection.

- **First Aid Room** \* (see note below)
- **First Aid Kit**
- **Patrol Equipment (misc)**
- **Oxygen Resuscitation Equipment**
- **Automatic External Defibrillator (AED) Kits**

\* Branch clarified with SLNSW reference to 'First aid kit or supplies appropriate to the workplace' which is the first item on the First Aid Room form. It refers to the First Aid Kit list (Appendice 2), which are based on workcover with some additional outdoor items included).

## Gear Inspection Panel

There will be one Gear Inspection Panel for the entire Branch, made up of the Area Lifesaving Supervisors and members of the BoL Gear Inspection Panel and elected nominees from the Board of Lifesaving.

## Schedule

The inspection will be split up into the following days and order :

<b>Saturday 30<sup>th</sup> August 2014</b> <b>Waverley (am) &amp; Randwick (pm)</b>		<b>Sunday 31<sup>st</sup> August 2014</b> <b>Cronulla Sutherland (am) &amp; RNP (pm)</b>	
<b>Club</b>	<b>Saturday</b>	<b>Club</b>	<b>Sunday</b>
North Bondi	<b>BREAKFAST &amp; 8.00 am START</b>	Wanda	<b>BREAKFAST &amp; 8.00 am START</b>
Bondi		Elouera	
Tamarama		North Cronulla	
Bronte		Cronulla	<b>11.30 am (approx.)</b>
Clovelly			<b>LUNCH BREAK at Cronulla SLSC</b>
	<b>LUNCH BREAK at Coogee SLSC</b>	Era	
Coogee		Garie	
Maroubra		Burning Palms	
South Maroubra			

Clubs are asked to please advise the Branch office

P: 9019 0722 E: [awards@surflifesavingsydney.com.au](mailto:awards@surflifesavingsydney.com.au)

prior to inspection weekend of your Club contact name and phone number for the person responsible for the inspection on the day.

These contact details will assist the Panel Convenor in advising of arrival times to each club on the day of inspections.

## Other references

SLS NSW Standard Operating Procedures (SOP's) [www.surflifesaving.com.au/members/resources/lifesaving](http://www.surflifesaving.com.au/members/resources/lifesaving)

SLNSW Compliancy Circular 3358 Season 2014-2015

SLNSW Circular 3361 Gear & Equipment Inspections

SLSS Circular 06 Gear Inspection Dates

END OF DOCUMENT

Enc. SLNSW Gear & Equipment Inspection Manual

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