



# MEMORANDUM

<b>To:</b> Branch Directors of Lifesaving, Branch Presidents, Branch Support Staff
<b>From:</b> Lifesaving Department, Surf Life Saving NSW
<b>Date:</b> 21 December 2015
<b>Subject:</b> 2016-2019 Lifesaving Service Agreement Review Process

## **Background**

Every three years the Lifesaving Service Agreements (LSA) between clubs, branches and SLSNSW is reviewed. It is an excellent opportunity for each club and branch to make adjustments if needed to their LSA which will indicate their patrolling requirements for the next three years.

When reviewing the LSA and setting patrolling requirements it is important to use evidence to make smart decisions. The best available data should be used and considerations of:

- Population growth & movement of population
- Public/community needs & expectations (attendance/visitation)
- Incident occurrence and frequency (rescues, 13SURF, drownings)
- Club capability

## **Review Process and Timeline**

The State Council meeting in November 2015 of all Branch Presidents agreed that the following process should be undertaken for the review of the 2016-2019 Lifesaving Service Agreements. This process was endorsed by the SLSNSW Board.

- Lifesaving statistics/data distributed by SLSNSW (Branch Discussion Document) to clubs and branches (end of February)
- SLSNSW Director of Lifesaving and Branch Director of Lifesaving to meet (March/April)
- Branches and clubs – start negotiating and SLSNSW available to present (April/May)
- SLSNSW Director of Lifesaving to follow up on the progress of lifesaving service agreements with Branch Presidents and Branch Directors of Lifesaving so any issues with clubs can be flagged (end of May)
- All lifesaving agreements out for signing (end of June)
- Agreements due back to the branches (end of July)

*SOP LS4.1 states that all LSA must be received before 1 September, however this does not take into account the appeals/dispute process that should be undertaken in July/August (prior to the commencement of the season)*

## **Specific Considerations**

While the review process will consider the broad parameters outlined above for every club, there will likely be local considerations that require further exploration. Branch Directors of Lifesaving are asked to collate and forward all specific considerations to Shaun Hudson ([shudson@surflifesaving.com.au](mailto:shudson@surflifesaving.com.au)) by **Thursday 31 January 2016**. Data will be collated for each specific consideration and will be included in the Branch Discussion Document that will be distributed by the end of February 2016.

### ***Dispute Process***

If there is a dispute between the club/branch and the SLSNSW Director of Lifesaving that cannot be rectified/resolved during the negotiation process, a dispute resolution process can be pursued where three independent Branch Directors of Lifesaving will form a panel to consider the signing of the existing lifesaving service agreement or an amended agreement (August), subject to approval from the SLSNSW Board.

If a club wishes to enter into a dispute resolution process after endeavouring to negotiate with branch, they must advise their Branch Director of Lifesaving and Branch President in writing by 31 July 2016.

Once again the discussion document specific to each branch will be send to branches during February to start the LSA review process.

If you have any questions please contact Shaun Hudson, Lifesaving Compliance Coordinator on 02 9471 8093 or [shudson@surflifesaving.com.au](mailto:shudson@surflifesaving.com.au).

A handwritten signature in black ink, appearing to read 'John Restuccia', with a horizontal line underneath the name.

John Restuccia // Director of Lifesaving  
Surf Life Saving New South Wales