



## Memorandum

<b>To:</b>	Club Presidents, Club Secretaries, Club Surf Sports Managers, SSC, LSEC
<b>From:</b>	Keith Grima – Director of Administration
<b>CC:</b>	BOM
<b>Date:</b>	22/03/2017
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<b>Subject:</b>	Special Events

The Surf Life Saving Sydney Board of Management have reviewed various aspects of 'External Aquatic Special Events' held in the Branch in recent times related to risk management.

A number of issues were discussed including the approval process for such events.

In relation to endorsement; SLSS will apply due diligence and will not provide a rubber stamp for applications.

Accordingly, the Board of Management have resolved that ***all external aquatic special event applications be signed off by the Life Saving and Education Committee (LSEC) prior to endorsement.***

There is no change to the SLSNSW guidelines i.e. SLSNSW Special Event Application (Public) and SLSNSW Special Event Information Pack.

The effect of the resolution is that, prior to the application being endorsed by SLSS, the LSEC must sign off on the event, in relation to water safety aspects.

Note that the Information Pack specifies a *recommended* and a *minimum* time for lodgement of applications. In most cases the minimum time for lodgement of applications with SLSNSW is 30 days i.e. approval of SLSS must take place prior to that time.

*Please be reminded that endorsement cannot take place without local Council and Maritime Approval (Maritime can take up to 10 weeks to process approval)*

The minimum time for SLSS approval (including LSEC's examination of water safety aspects) is one week.

This memo is for your information, you do not need to take any actions not already detailed in the Information Pack.

Attached: SLSNSW – Revised Special Events Forms  
SLSNSW - Special Event Check List