



## Memorandum

<b>To:</b>	Rescue Coordinators / Duty Officers
<b>From:</b>	Joel Wiseman, Support Operations Manager
<b>CC:</b>	BOM, LSEC
<b>Date:</b>	26 April 2017
<b>Pages:</b>	1
<b>Subject:</b>	End of Season Duty Officer Meeting June 2017

Dear Rescue Coordinators, Duty Officers

The Branch will be conducting an end of season Support Operations – Duty Officer debrief to close out yet another successful and busy season for Surf Lifesaving Sydney.

At this meeting, we will also be taking your feedback on what you would like to share with your peers for professional development days planned throughout the offseason. These Professional Development Sessions will commence in July 2017.

We are looking forward to hearing your feedback on what worked well, what you believe we can improve and what gaps in training you believe need to be addressed. We would also like to confirm the dates that are convenient to hold the Professional Development Sessions.

All Rescue Coordinators and Duty Officers are asked to attend.

**DATE:** Saturday 3<sup>rd</sup> June 2017

**TIME:** 9am – 11am (approx)

**VENUE:** Surf Life Saving Sydney Branch Office  
16 Murra Murra Place Little Bay

**RSVP :** By Friday 12 May 2017  
**E:** lifesaving@surflifesavingsydney.com.au

Regards

**Joel Wiseman**  
**SUPPORT OPERATIONS MANAGER**