



Memorandum

To:	Duty Officers & Rescue Coordinators
From:	Support Operations Manager, Matthew Evans
CC:	SLSS Management, BoL Committee
Date:	10 th August 2015
Pages:	1
Subject:	Duty Officer Pre Season Update

Dear Duty Officers

I hope you all had a relaxing winter and are looking forward to the season ahead. With the warm weather almost upon us it is important we are prepared for an increase in taskings before the season proper gets underway. Below is some key information which I ask you to take note of.

- **Availability & Rostering**

Please ensure you notify me if you will be away for an extended period of time. This will assist in knowing what resources are available in a particular area when a tasking comes up. Like last season we will again roster Duty Officers and Rescue Coordinators to ensure we provide coverage to our clubs during the season.

- **Responding to Taskings**

If you are unable to attend a tasking within your Operational Area please ensure you send a text message to the Rescue Coordinator on duty. Lately this has not been happening and needs to be improved. Where you are able to attend please continue to contact the Rescue Coordinator to provide an ETA and to obtain further details.

- **Personnel Update**

Waverley has been appointed an additional Duty Officer for the upcoming season, **Andrew Ugarte**. After Andrew completes an induction he will be assigned the callsign Waverley 13 and will co-respond to incidents. I ask that everyone provides Andrew with assistance whilst he is 'learning the ropes'. The addition of Andrew means that we now have at least 3 Duty Officers per Operational Region (Waverley, Randwick and Sutherland/RNP).

Brent Armitage has made the decision to stand down as Rescue Coordinator at the end of August, a replacement for this position will be confirmed shortly. I would like you to join me in thanking Brent for his contribution to the team.

- **Pre-season Meeting**

A Pre-season Meeting will be held at the Branch Office on **Saturday 12th September, 9:00AM**. This will provide an opportunity for us all to get together and review the season ahead. There will also be new uniforms allocated to all Duty Officers.

If you would like to discuss any of the above or have any items you would like to be considered for the start of season meeting please contact me on 0428 390 922.

Regards

Matthew Evans

Manager – Support Operations

Mob: 0428 390 922

som@surflifesavingsydney.com.au