

MEMORANDUM

To	Club Presidents, Club Secretaries and Standing Committees
From	Elissa Hancock, Director of Administration
CC	BOM
Date	Friday 8 October 2021
Pages	6
Subject	Expressions of Interest for the positions within the SLSS Lifesaving & Support Operations and Education Committees

I wish to advise that as per the recent update to the SLSS Constitution & By-Laws to split the Lifesaving & Education Committee and form the Lifesaving & Support Operations and Education Committees, Expressions of Interest are now called for the following positions;

- **Director of Lifesaving & Support Operations**
- **Manager Lifesaving**
- **Duty Officer Coordinator**

- **Director of Education**
- **Manager Branch Education**

The Roles for each of the above mentioned positions can be found on the following pages as well as the attached SLSS By-Laws. Expressions of Interest close at 11.59pm on Sunday 7 November 2021.

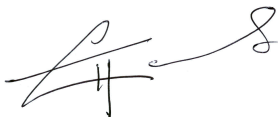
In accordance with the SLSS Constitution (attached), all Expressions of Interest's received by the Board of Management for the two (2) vacant Director positions will be presented at the next Branch Council Meeting on Tuesday 7 December 2021 for election. The elected candidates will assume duties on Wednesday 8 December 2021.

In accordance with the SLSS By-Laws (attached), all Expressions of Interest's received by the Board of Management for the two (2) vacant Manager positions & one (1) vacant Coordinator position will be presented at the next Branch Council Meeting on Tuesday 7 December 2021 for endorsement. The endorsed candidates will assume duties on Wednesday 8 December 2021.

All Expressions of Interest should be addressed to the Director of Administration SLSS and marked "confidential". Email to director_administration@surflifesavingsydney.com.au

Members who wish to express an interest in any of the above positions should contact me for further information.

Warm Regards



Elissa Hancock

Director of Administration
Surf Life Saving Sydney

BY-LAW 4 LIFESAVING AND SUPPORT OPERATIONS COMMITTEE (LSOC)

4.1 The Lifesaving and Support Operations Committee (LSOC)

- 4.1.1 LSOC is authorised by the Constitution of Surf Life Saving Sydney and its membership shall be as defined in By-Law 4.

4.2 The Role of LSOC

- 4.2.1 To assist the Director of Lifesaving & Support Operations in the implementation of all SLSA and SLSNSW policies relating to lifesaving and Support Services;
- 4.2.2 The LSOC reports to the SLSS Council and to the SLSS BOM via the Director of Lifesaving & Support Operations or their nominee
- 4.2.3 The LSOC shall be responsible for the development and implementation of the strategic lifesaving business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.
- 4.2.4 The LSOC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Council are the subject of recommendations to the SLSS Council for endorsement or otherwise.
- 4.2.5 The LSOC may create and regulate Sub-Committees, to achieve the purposes of the LSOC and SLSS.

4.3 Responsibilities

- 4.3.1 Be responsible for the development and implementation of strategic lifesaving plans aligned with the SLSS Strategic Plan.
- 4.3.2 Review, develop and maintain lifesaving rules, policies, standards and lifesaving manuals for SLSS.
- 4.3.3 Review, develop and maintain the annual patrol obligations for SLSS.
- 4.3.4 Encourage members, groups and teams to realise their potential.
- 4.3.5 Review, develop and conduct lifesaving events for SLSS.
- 4.3.6 Encourage the expansion of services including professional lifeguarding.
- 4.3.7 Attend to matters referred by the SLSS Council or the Board of Management.
- 4.3.8 Shall approve or reject all applications for Lifesaving Service awards submitted by members.

4.4 Composition of LSOC

- 4.4.1 **Director of Lifesaving & Support Operations (who shall act as LSOC chairperson)**
- 4.4.2 **Manager Lifesaving**
- 4.4.3 **Manager Support Operations**
- 4.4.4 **Area Lifesaving Coordinators (4 positions)**
- 4.4.5 **ORB Coordinator**
- 4.4.6 **RWC Coordinator**
- 4.4.7 **Duty Officer Coordinator**
- 4.4.8 **UAV Coordinator**
- 4.4.9 **Emergency Management Coordinator**

1.5 Director of Lifesaving and Support Operations

- 1.5.1 As minimum, shall hold Surf Lifesaving awards Certificate II in Public Safety (Aquatic Rescue) (Bronze Medallion) and Silver Medallion Beach Management or equivalent;

- Support Operations experience and time served on LSEC or LSOC is desirable. Should have a minimum of 7 years patrolling experience.
- 1.5.2 Shall ensure the implementation of all SLSA and SLSNSW policies relating to lifesaving.
 - 1.5.3 Shall ensure Clubs develop and implement effective Beach Management Plans;
 - 1.5.4 Shall oversee the management of Support Operations
 - 1.5.5 Shall ensure effective management of the Lifesaving and Support Operations Committee in all of its operations and chair its meetings as well as chair any other appropriate meetings relating to Lifesaving and Support Operations as required.
 - 1.5.6 Shall prepare monthly reports for presentation and approval at BOM and SLSS Council Meetings and represent the Lifesaving and Support Operations Committee at such meetings;
- 4.5.4.1 The Director of Lifesaving & Support Operations will be elected at the Branch Council Election meeting from nominations received from appropriately qualified members.

4.13 Manager Lifesaving

4.13.1 Qualifications

- 4.13.1.1 Shall hold a certificate II Aquatic Rescue (Aquatic Rescue) (Bronze Medallion)
- 4.13.1.2 Shall have a proven knowledge and ability in Lifesaving Operations
- 4.13.1.3 Shall have a minimum of three years patrolling experience

4.13.2 General Responsibility

- 4.13.2.1. Shall be responsible to the Director of Lifesaving & Support Operations
- 4.13.2.2. Shall ensure SLSS Lifesaving matters align with the Branch Strategic Plan.
- 4.13.2.3. In conjunction and consultation with appropriate members of the Lifesaving Sub-Committee liaise and advise LSOC on matters relating to lifesaving operations and management.
- 4.13.2.4. Act as chairperson of the Lifesaving Sub-Committee
- 4.13.2.5. Be responsible to maintain a satisfactory level of communication and liaison with Clubs, officers and committees of SLSS.

4.13.3 Duties

- 4.13.3.1 Submit a written report on all activities to the Lifesaving and Support Operations Committee as required
- 4.13.3.3 Manage the Operational Area Lifesaving Coordinators of SLSS.
- 4.13.3.4 Shall negotiate the 'Lifesaving Service Agreements' with all Branch Clubs and affiliated bodies. The outcome of negotiations will then be delivered to LSOC for endorsement and forwarded to the BOM and Branch Council for adoption.
- 4.13.3.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to lifesaving is maintained.
- 4.13.3.6 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.13.3.7 Shall implement all SLSA, SLSNSW and SLSS Policies, Procedures and Circulars and Bulletins relating to lifesaving.

4.19 Duty Officer Coordinator

4.19.1 Qualifications

- 4.19.1.1 Shall hold a Cert II Aquatic Rescue (BM)
- 4.19.1.2 Shall be a financial and proficient member of a SLSS Club

4.19.1.3 Hold or have held the position of Duty Officer

4.19.2 General Responsibility

4.19.2.1 Shall be responsible to the Manager Support Operations on matter relating to the development, operation, technical specifications of surf lifesaving Duty Officer and Rescue Coordinator operations and the instruction and qualifications of Duty Officers and Rescue Coordinators.

4.19.2.2 Provide leadership to Duty Officers and Rescue Coordinators and have the authority to run the day-to-day operations of the Duty Officers and Rescue Coordinator team under the guidance of the Manager Support Operations.

4.19.2.3 Act as the Duty Officers and Rescue Coordinator liaison for clubs and other support operations areas.

4.19.2.4 Manage Duty Officers and Rescue Coordinator vehicles

4.19.2.5 Manage the resources of the Duty Officers and Rescue Coordinator team with functional equipment

4.19.2.6 manage the appointment, recruitment, termination, and training of the Duty Officers and Rescue Coordinator team under the guidance of the Manager Support Operations

4.19.3 Duties

4.19.3.1 Manage, compile, and disseminate operational requests and information from internal and external agencies to Duty Officers and Rescue Coordinators.

4.19.3.2 Manage Duty Officer and Rescue Coordinator compliance with Standard Operating Procedures and Branch expectations.

4.19.3.3 Provide recommendations to SLS assets and external agencies following incidents, if required, to achieve the best possible outcome.

4.19.3.4 Collate and disseminate (for filing) accurate operational incident logs from Rescue Coordinators and Duty Officers if required following incidents.

4.19.3.5 Complete Duty Officer and Rescue Coordinator rostering and ensure compliance with agreed staffing levels (or LSA requirements).

4.19.3.6 Monitor and review WHS reports from Rescue Coordinators or Duty Officers for SLSS personnel following activities if required.

4.19.3.7 Complete reports, as required, to the Support Operations Manager of activities identifying any issues, incidents or process improvements reported from Rescue Coordinator's and Duty Officers.

4.19.3.8 Immediately escalate any major incidents or serious injuries to the Manager Support Operations

4.19.3.9 Manage the allocation, access to, logistics, servicing, operational equipment (First Aid Kits, base radios etc), vehicle diaries and any other vehicle related tasks for Duty Officer and Rescue Coordinator Vehicles.

BY-LAW 5 THE EDUCATION COMMITTEE

5.1 The Education Committee (EC) is authorised by the Constitution of Surf Life Saving Sydney and its membership shall be as defined in By-Law 5.

5.2 The Role of EC

- 5.2.1 To assist the Director of Education in the implementation of all SLSA and SLSNSW policies relating to Education and Training;
- 5.2.2 The EC reports to the SLSS Council and to the SLSS BOM via the Director of Education or their nominee
- 5.2.3 The EC shall be responsible for the development and implementation of the strategic education business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.
- 5.2.4 The EC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Council are the subject of recommendations to the SLSS Council for endorsement or otherwise.
- 5.2.5 The EC may create and regulate Sub-Committees, to achieve the purposes of the EC and SLSS.

5.3 Responsibilities

- 5.3.1 Be responsible for the development and implementation of strategic education plans aligned with the SLSS Strategic Plan.
- 5.3.2 Review, develop and maintain education rules, policies, standards and manuals for SLSS.
- 5.3.3 Review, develop and maintain the annual training and assessment obligations for SLSS.
- 5.3.4 Encourage members, groups and teams to realise their potential.
- 5.3.5 Review, develop and conduct education events for SLSS.
- 5.3.7 Attend to matters referred by the SLSS Council or the Board of Management.
- 5.3.8 Shall approve or reject all applications for Education Service awards submitted by members

5.4 Composition of EC Committee

- 5.4.1 **Director of Education (who shall act as EC chairman)**
- 5.4.2 **Manager Branch Education**
- 5.4.5 Area Education Coordinators (4 positions)

1.6 Director of Education

- 1.6.1 As minimum, shall be a current Trainer and Assessor holding a Surf Lifesaving Award and shall hold a Certificate IV Training & Assessment or a relevant degree qualification. Should have minimum of 5 years experience in managing adult teams in the workplace and high level communication skills.
- 1.6.2 Shall prepare monthly reports for presentation and approval at BOM and SLSS Council Meetings and represent the Education Committee at such meetings.
- 1.6.3 Shall ensure effective management of the Education Committee in all of its operations and chair its meetings as well as chair any other appropriate meetings relating to Education as required
- 1.6.4 Ensure SLSS Education matters complies with and aligns with the Branch Strategic Plan.
- 1.6.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to education is maintained.
- 1.6.6 Manage the recruitment, selection, training and performance of SLSS Education Team.

- 1.6.7 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 1.6.8 Ensure that the Branch Education structure meets the needs of the Branch.
- 1.6.9 Work with Branch President, Club Presidents, the Education Committee, Chief Instructors and SLSNSW Academy Support Officers to develop a Branch Education Development Plan using outcomes from Club sustainability process, Educheck process, Trainer, Assessor & Facilitators (TAFs)
- 1.6.10 Ensure attendance at annual State Education Meeting and at state Education teleconferences, as required.
- 1.6.11 Ensure that new TAFs are inducted into their role through the mentoring process.
- 5.12.1 The Director of Education will be elected at the Branch meeting from nominations received from appropriately qualified members.

5.13 Manager Branch Education

5.13.1 Qualifications

- 5.13.1.1 As minimum, shall be a current Trainer and Assessor holding a Surf Lifesaving Award.
- 5.13.2 Desirable Experience in the following;
 - 5.13.2.1 Certificate IV Training & Assessment or a relevant degree qualification
 - 5.13.2.2 Demonstrated minimum 5 years experience in managing adult teams in the workplace
 - 5.13.2.3 Ability to work as part of a team
 - 5.13.2.4 High level communication skills
- 5.13.3 General Responsibility
 - 5.13.3.1 Shall be responsible to the Director of Education.
 - 5.13.3.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.
- 5.13.4 Duties Generally
 - 5.13.4.1 Manage the Operational Area Education Coordinators of SLSS.
 - 5.13.4.2 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.
 - 5.13.4.3 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Education regarding changes in the teaching and application of lifesaving training and assessment.
 - 5.13.4.4 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.