



MEMORANDUM

To	Rescue Coordinators & Duty Officers
From	LSEC Executive Team
CC	BOM
Date	Wednesday, 7 July 2021
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Subject	Duty Officer & RCO Workshop August 2021

The Lifesaving Executive Committee Team, comprising of Matt Spooner, Scott Muir, Craig Howie and Jackson Towns, would like to invite you to attend a Rescue Coordinator / Duty Officer Team workshop and social event from **10am on Saturday, 14 August 2021 at Bronte SLSC**.

We have set up the workshop to provide us the opportunity as a team to expand on the feedback provided from the recent survey results and create a future actionable plan and ways of working for our team. We had a very high response rate from the survey, we thank you for completing the survey and providing your feedback, the insights are extremely valuable.

The feedback identified areas of improvement within the team. These key themes have been summarised into the following:

1. Role Clarity
2. Effective use of vehicles
3. Effective use of communication
4. Team collaboration and engagement
5. Responding to future changes

We have acquired the services of an external independent professional facilitator in Felicity Colbourne. This will enable our whole team to actively participate in the workshop activities. Felicity has a wealth of experience facilitating strategy, planning and team ways of working workshops. Felicity is the General Manager, Transformation for ASX 50 listed energy infrastructure company and has been leading enterprise wide transformation and people change programs for the past 10 yrs. Felicity is also no stranger to SLS having fulfilled several roles at SLSA including the People and Culture Manager and Sport Operations Manager. Felicity is also currently on the Board of Athletics NSW as an Independent Director and Chair of the board Risk sub-committee.

Following the workshop, a free social event has been organised for the team at the Clovelly Bowling Club, with lawn bowls, drinks and food to be provided from 2:30pm. Surf Life Saving Sydney will cover the cost of any transport required to and from the day (including ubers, taxi's, public transport). Can you please kindly RSVP and confirm your attendance by 6/8/2021 to branch office lifesaving@surflifesavingsydney.com.au If the current face to face workshop is impacted by COVID-19 we will let you know as early as possible any changes.

Regards,

Matt Spooner – Director of Lifesaving and Education, Scott Muir – Manager Lifesaving, Jackson Towns – Manager Support Operations, Craig Howie – Manager Education

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