



## CIRCULAR

SUBJECT	ISSUE DATE	NUMBER
SLSS Duty Officer EOIs Season 2025/26	Thursday, 29 May 2025	34/24-25

To	Clubs, Presidents, Secretaries, Captains, Rescue Services Group Members
From	Rescue Services Manager Duty Officer Coordinator
CC	BOM, LSRSC, EC, SSC, Y&JDC, MSC

Surf Life Saving Sydney is seeking Expressions of Interest for Duty Officer positions to be appointed in the Sutherland Shire / Royal National Park Operational Areas for season 2025/26. The appointments are for a period of one season with further appointments offered if found suitable.

### What do I need?

A successful candidate will meet the following essential criteria:

- Proficient Bronze Medallion holder (Cert II Public Safety Aquatic Rescue)
- Proficient ART and First Aid award holder
- Hold Silver Medallion Beach Management Award or new Silver Medalion Patrol Captain Award
- Hold an active unrestricted drivers licence and be able to drive Branch Duty Officer Response Vehicles and comply with relevant SOP's
- Reside within a short distance to the nominated operation area and have the capability to respond to out of hours' incidents
- Ability to commit to a rotating roster during the season - Expected for patrol approximately 1 x full weekend (or single day on agreement) every 6 weeks. Will also need to commit to a minimum of one public holiday during the patrol season
- Mandatory completion of the 'Control a Level 1 Incident' course with ACIIMS Solutions if appointed. This is 3 x 3-hour night sessions over three weeks online and an assessment online with a workbook to be completed afterwards. This course usually only requires 12-15 hours of your time and at no cost to you with a Unit of competency "PUAOPE012 – Control a Level 1 incident" issued. \*This course needs to be completed by the end of the season unless otherwise approved. \*

The following criteria is also highly desirable:

- Holder of a current Cert III Public Safety Aquatic Search and Rescue or Higher
- Experience with emergency services or similar
- Rescue Services experience e.g., SurfCom, Surf Rescue 30, UAV's, RWC Operator
- Experience as a Patrol Captain
- Safety experience and Critical Incident Management in a work environment

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## Role

Duty Officers will primarily perform their duties whilst rostered on weekends and public holidays, however they are also required to respond to emergency tasking's out of hours and in the off-season. Duty Officers also provide advice and support to Clubs and Patrol Captains during major incidents, liaise with emergency services, conduct debriefs and coordinate lifesaving/rescue services at unpatrolled locations during or after hours.

Suitable candidates will be required to undertake mandatory training and commence operations in a probationary/mentored capacity with a mentor/field training officer.

A full position description can also be found in Public Safety Standard Operating Procedures – [PSS9.3 Branch Duty Officer System](#)

## How to apply?

Applications are to be in writing using the EOI jotform link provided

**[EOI Duty Officer Season 2025-2026 jotform link](#)**

**Closing Date EOIs COB Monday 30 June 2025 4pm**

EOI's should be in the form of a resume type application addressing the pre-requisites and also outlining any other SLS commitments (paid and unpaid). Please use the jotform link to apply.

### Letters of Support from Clubs

Branch will contact your Club President and Club Captain after receiving your EOI (whom you will need to provide details for in your EOI to seek letters of support)

Candidates will be required to attend an interview which will be conducted formally in person that you will need to make yourself available to attend. The interview panel will comprise: Rescue Services Manager – Simon Smith, Duty Officer Coordinator – Charlie Hort, and two other Senior Branch members. It is intended that interviews will be conducted in July 2025 at the Branch Office, Little Bay.

If successful, you will be required to attend the pre-season briefing on the 30<sup>th</sup> of August 2025 at a location yet to be confirmed.

Any questions in relation to this position can be direct to the Duty Officer Coordinator – Charlie Hort at [dutyofficers@surflifesavingsydney.com.au](mailto:dutyofficers@surflifesavingsydney.com.au).

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