

# Memorandum



<b>To:</b> Branch Directors of Lifesaving, Branch Duty Officers / Emergency Coordinators & Active Patrol Members with Emergency Service background/experience
<b>From:</b> Andrew Ugarte - Duty Operations Coordinator
<b>Date:</b> 15/03/2018
<b>Subject:</b> Expressions of Interest – Volunteer State Duty Officers

<b>Summary</b>	SLSNSW is seeking expressions of interest from appropriately experienced/interested SLSNSW members for the key volunteer role of State Duty Officer.
<b>Objective</b>	To identify interested and appropriately qualified SLS personnel to join the State Duty Officer team and commence training and induction activities.
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>• Class C Drivers License (or above)</li><li>• Active and financial SLS member</li><li>• SLSA Bronze Medallion/Cert II (proficient)</li><li>• Silver Medallion Basic Beach Management (or equivalent)</li><li>• Branch Duty Officer experience (or emergency services)</li></ul>
<b>Desirable Skills/Qualifications</b>	<ul style="list-style-type: none"><li>• Prior emergency Management experience</li><li>• EMNSW and or equivalent training in emergency management</li><li>• Silver Medallion Radio Controller</li><li>• Certificate III in Public Safety (Beach Management)</li><li>• SurfCom experience</li><li>• IRB/RWC/ORB/JRB experience</li></ul>

The volunteer State Duty Officer (SDO) role is fundamental to the delivery of Surf Emergency Response System and joint operations between SLSNSW and other emergency services.

The Surf Emergency Response System is delivered by the small team of highly experienced SDOs and State Operations Centre Staff who support all SLS/ALS and Council Lifeguard Services in NSW. Since its inception the system has coordinated over 3,000 emergency incidents (mostly at unpatrolled locations/times), resulting in over 1,500 rescues/lives saved.

On average, a SDO is expected to be available for at least 4 shifts per month. SDOs are required to be 100% contactable and able to fulfill the SDO function at all times while on shift (as either 'primary' or 'back-up' SDO). These shifts are normally 7.00 pm to 7.00 am.

A full position description is can be found [here](#).

Suitable candidates will be required to undertake additional training and commence operations in a probationary/mentored capacity initially.

State Duty Officers are appointed by the Board of SLSNSW.

**Applications close on CoB Friday 6<sup>th</sup> April 2018.**

Applications are to be emailed to Andrew Ugarte, Duty Operations Coordinator at [augarte@surflifesaving.com.au](mailto:augarte@surflifesaving.com.au)