



Memorandum

To:	SLSNSW Membership & Staff
From:	Laura Schuetz, Lifesaving Administration Officer
Cc:	Lifesaving Team
Date:	21/6/2022
Project:	Expression of Interest in joining Working Group for the 2022 SOPs Review

SLSNSW are opening up Expressions of Interest from individuals who wish to participate in the 2022 SOPs Review. Successful individuals will participate in the review as a member of a Review Working Group, which will be dedicated to specific area of our operational SOPs.

1. Purpose of the Review

The purpose of the SOP review is to achieve the following:

- Clearly define standards and processes for members, for all aspects of their lifesaving operations through relevant up to date information.
- Ensure that SOPs are presented in the best format to allow for easy access, ability to maintain a 'live' document so it is always up to date.
- Ensure that supporting documentation for SOPs are identified and amended as required.
- The review should include a recommendation(s) on how notification and acknowledgement of receipt could be introduced with further technical development of SLS related IT infrastructure eg Surfguard, Patrol App etc.
- A clear process for tracking and updating SOP supporting documentation.
- Identify for consideration, resources that will assist members operate within the remit of SOPs.

2. Scope of the Review

The scope of review is as follows:

- All SLSNSW Operational SOPs will be included (*apart from exclusions listed below*).
- All relevant stakeholders should be engaged with to provide, including but not limited to Subject Matter Experts (SMEs) such as Individual members, clubs, branches, committees, external agencies eg DPI, NSWPF (MAC).

The following is not in the scope of this project:

- SLSA Policies and/or Procedures
- SLSNSW Member Training and Education SOPs

3. SOP Review Working Group Composition

The working group shall be made up of six (6) members with identified experience and expertise in SLS operations and administration. The working group MAY be supported by project teams developed from individuals deemed as subject matter experts (SME).



The SOP Review Working Group will be supported by Laura Schuetz, Lifesaving Administration Officer and SLSNSW as deemed appropriate by the Public Safety Manager.

4. Working Group Role and Responsibilities

- The SOP Review Working Group will be responsible for overseeing the review and development of the current SLSNSW Standard Operating Procedures.
- The Working Group will oversee the recommendations that have been put forward by the relevant section project teams and present the review outcomes to the Lifesaving Standing Committee for endorsement, who will in turn forward to the SLSNSW Board for acceptance.

Attending Working Group Meetings:

SLSNSW will make remote teleconferencing and document editing options available for Working Group members to allow involvement in meetings.

The Working Group may be required to attend one face-to-face workshop during the period of the review. Costs will be covered by SLSNSW.

5. To apply

Interested parties are to apply using the link below. Applications will close off by COB (5pm) on Monday 11 July 2022.

<https://forms.office.com/r/PA6MjeBpx7>

6. Reference Material

SLSNSW SOPs – <https://www.surflifesaving.com.au/members/resources/lifesaving-standard-operating-procedures-sops-201920/>

Beach Operations Manual

TAF Re-endorsement Checklist/SLSNSW Pre-season Information Pack