

Memorandum

To: Branch and Club Executive, Administrators, and All SLNSW Patrolling Members
From: SLNSW Board
Date: 2nd December 2022
Pages: 2
Subject: Patrolling Capability Uplift Responsibility Matrix

SLNSW Head Office Responsibilities

- Identify funding to support capability uplift to reimburse visiting lifesavers. NOTE this is a *one-off* project to address a specific identified risk, and will not be considered a precedent for any future reimbursements
- Collate data base of clubs requesting patrolling capability support
- Issue organisational EOI to all active patrolling members
- Collate EOI responses, check proficient qualifications and forward to respective Branches for coordination with affected clubs
- Facilitate reimbursement/payments to supporting patrolling members

Branches Responsibilities

- Utilise Branch administration support to manage notifications between clubs requesting support and visiting patrolling members. Branches will become the central point of contact between all stakeholders.
- Branches are strongly encouraged to ensure continuous comms with the visiting patrolling members to ensure conformation of commitment for the allocated patrolling dates
- Identify additional 'in Branch' support if not adequate number of EOIs are received
- Liaise with affected clubs to determine number of patrolling members required; dates required; awards required
- Ensure clubs provide appropriate accommodation options to visiting patrolling members.
- Ensure clubs provide full access to all club facilities as required and all club equipment as required
- Ensure visiting patrolling members are aware of what Support Operations are available to them operationally as and if required

Surf Clubs Responsibilities

- Provide appropriate accommodation options for visiting members
- Provide full access to all club patrolling equipment and undertake appropriate induction/s as required
- Provide full access to all required club building facilities
- Provide at least 1 x local member on each patrol to ensure 'local knowledge' for visiting patrolling members who has access to the Operations App for the club to ensure all club members and visiting members are logged against the patrol as per the SOPs
- Ensure all club members are aware of the visiting patrolling membership arrangements to negate any confusion or embarrassment
- Clubs are strongly encouraged to ensure continuous comms with the visiting patrolling members to ensure conformation of commitment for the allocated patrolling dates

Member Eligibility to be considered

- All members must be financial members
- All members must hold current proficiency
- Members should ensure any proposed out of area patrolling support does not negatively impact their own club's patrolling capability
- Where larger club groups are volunteering, it will be the responsibility of the volunteering club to ensure all U/18 attendees have evidence of permission from their parent/carer to undertake the trip/patrolling which is being conducted under the responsibility of a designed senior club member (i.e. over 25 years of age). That person and the U/18's in their care should be noted on the EOI.
- Clubs who are taking groups of U/18's must have the usual protocols in place including arrangements for sufficient chaperones to be present, including if one needs to accompany a minor offsite (e.g. medical attention). For more information on club responsibilities when hosting camps for children and young people please refer to the child safe resources at: <https://sls.com.au/childsafef/>

Patrolling Member Reimbursement arrangements

- All road travel will be reimbursed via a per kilometre arrangement \$0.91 cents per KM from their place of residence or base surf club (whichever is the lesser) to the host surf club. We would encourage car-pooling and note only the member whose car is being used shall be eligible for the milage reimbursement.
- A daily meal subsidy of \$80.00 will be paid per day, to cover breakfast, lunch dinner.
- No accommodation payments will be provided.
- No other reimbursements for incidentals will be provided.
- All claims to be submitted in the '2022/23 Volunteer Patrolling Capability Reimbursement Form', submitted to Laura Schuetz, Lifesaving Administration Officer, lifesaving@surflifesaving.com.au

Pre-Existing Support Arrangements

- If clubs already have pre-existing support arrangements with other clubs on particular weekends/days, we will be requesting these clubs DO NOT complete the EOI as this may develop a duplication of data. However, if they wish to nominate for additional days/weekends, then we would encourage that.
- SLSNSW will honour payments to volunteer lifesavers who have already made pre-existing arrangements to travel and support these identified clubs as identified within the EOI.