

# Memorandum

**To: Branch and Club Executive and SLSNSW Patrolling Members**

**From: SLSNSW Director of Lifesaving**

**Date: November 2023**

**Pages: 3**

**Subject: Patrol Support Program Information and Responsibilities**

## Clubs identified as requiring patrolling assistance

CLUB	BRANCH
Brunswick Heads SLSC	FNC
Minnie Water-Wooli SLSC	NC
Red Rock-Corindi SLSC	NC
Bellinger Valley-North Beach SLSC	NC
Nambucca Heads SLSC	NC
Macksville-Scotts Head SLSC	MNC
South West Rocks SLSC	MNC
Hat Head SLSC	MNC
Camden Haven SLSC	MNC
Crowdy Head SLSC	LNC
Taree-Old Bar SLSC	LNC
Pacific Palms SLSC	LNC
Tea Gardens-Hawks Nest SLSC	HUN
The Entrance SLSC	CC
Corrimal SLSC	ILL
Woonona SLSC	ILL
Bellambi SLSC	ILL
Fairy Meadow SLSC	ILL
Windang SLSC	ILL
Shoalhaven Heads SLSC	SC
Nowra-Culburra SLSC	SC
Narooma SLSC	FSC

## Branch 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 communication with the visiting patrolling members to ensure confirmation 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 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 Club Responsibilities

- Provide appropriate accommodation information or options for visiting members e.g. details of accommodation nearby or utilization of club facilities if available.
- Provide full access to all club patrolling equipment and provide appropriate induction.
- 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 confirmation of commitment for the allocated patrolling dates.

### Member Eligibility to be considered

- All members must be 2023/24 financial members.
- All members must hold current proficiency for the 2023/24 season.
- 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/childsaf/>

### Patrolling Member Reimbursement arrangements

- All road travel will be reimbursed via a per kilometre arrangement of \$0.95 cents per KM from their place of residence or base surf club (whichever is the lesser) to the host surf club.
- This travel subsidy will be capped at 250km for individual members or 400km for those vehicles that have 2+ members assisting and carpool together.
- A daily meal subsidy of \$80.00 will be paid per day, to cover breakfast, lunch, and dinner.
- No accommodation reimbursements will be provided.
- No other reimbursements for incidentals will be provided.
- All claims to be submitted in the '[2023/24 Volunteer Patrolling Capability Reimbursement Form](#)', submitted to Laura Schuetz, Lifesaving Administration Officer, [lschuetz@surflifesaving.com.au](mailto:lschuetz@surflifesaving.com.au)

### Pre-Existing Support Arrangements

- If clubs already have pre-existing support arrangements with other clubs on weekends/public holidays, 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 weekends/public holidays, 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 document and EOI.

#### Surf Life Saving New South Wales

3 Narabang Way Belrose | PO Box 307 Belrose NSW 2085 Australia

T +61 2 9471 8000 F +61 2 9471 8001 E [info@surflifesaving.com.au](mailto:info@surflifesaving.com.au)

Fundraising Authority No. CFN11033 ABN: 93 827 748 379

[www.surflifesaving.com.au](http://www.surflifesaving.com.au)

## Contact

Questions relating to the 2023/24 Patrol Support Program should be directed to Laura Schuetz, Lifesaving Administration Officer, [lschuetz@surflifesaving.com.au](mailto:lschuetz@surflifesaving.com.au)

### Surf Life Saving New South Wales

3 Narabang Way Belrose | PO Box 307 Belrose NSW 2085 Australia

T +61 2 9471 8000 F +61 2 9471 8001 E [info@surflifesaving.com.au](mailto:info@surflifesaving.com.au)

Fundraising Authority No. CFN11033 ABN: 93 827 748 379

[www.surflifesaving.com.au](http://www.surflifesaving.com.au)