

Endorsement Form Branch Duty Officer



This form is to be completed by Probationary Duty Officers and their appointed mentors to recognise them as a confirmed Duty Officer until their position is due for re-endorsement.

Note: Members seeking endorsement will be required to complete formal training and accreditation requirements as and when they are developed and made available to the member to undertake.

Failure to achieve that accreditation may result in the loss of this endorsement.

Applicant details		
Name:	Member Number:	Date:
Club:	Branch:	

- ✓ I have demonstrated the ability and competence to perform the Branch Duty Officer role within SLSNSW, in line with the criteria outlined in the attached pages.
- ✓ The following Incident and/or exercises and/or Training substantiated where I have performed in the Branch Duty Officer role (list details you are relying on to validate your claim):

Incident Number/Exercise Name/ Course Name	Date	Location

Signature:	Date:
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Mentor 1 Endorsement	
In my capacity as a Duty Officer Mentor, I can verify the information provided in this application is true and correct and have personally witnessed/overseen their performance in the Branch Duty Officer role.	
Endorsed? Yes No ☐ ☐	
If no, why? (specify criteria numbers)	Recommended actions
Additional Comments:	
Name:	Position:
Signature:	Date:

Mentor 2 Endorsement	
In my capacity as a Duty Officer Mentor, I can verify the information provided in this application is true and correct and have personally witnessed/overseen their performance in the Branch Duty Officer role.	
Endorsed? Yes No ☐ ☐	
If no, why? (specify criteria numbers)	Recommended actions
Additional Comments:	
Name:	Position:
Signature:	Date:

Branch Endorsement			
In my capacity as a Branch Director of Lifesaving, I can verify the information provided in this application is true and correct. Therefore, I believe they have met all requirements of their probationary period and recommend SLSNSW confirm their appointment.			
Endorsed?		RPL Included?	
Yes	No	Yes	No
☐	☐	☐	☐
Name:		Position:	
Signature:		Date:	

Submitted to SLSNSW by:	Date:
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SLSNSW Endorsement	
Name:	Position:
Signature:	Date:

Part A

On The Job Requirements

(To be completed by the applicant and their mentor. Endorsing officer to initial every page.)

1. Has completed an in-depth induction relevant to your branch.		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

2. Has completed a minimum of 2 shifts accompanied by an endorsed Branch Duty Officer. During which they have completed the checklist in appendix A.		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

3. Has completed member injury paperwork (For an Incident or Simulated incident).		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

4. Has conducted a post-incident briefing according to the Critical Incident Management Support Procedures (For an Incident or Simulated incident).		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

Endorser's initials:

5. Has been the Forward Incident Commander for at least one incident (with support from a mentor).		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

6. Has in-depth experience using a radio.		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

7. Has an in-depth understanding of the Surf Emergency Response System (13SURF) works		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

8. Has an in-depth understanding of SLISA and SLNSW Standard Operating Procedures (SOPs), Guidelines and Practices.		Applicant's Declaration Yes ☐ No ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

Endorser's initials:

Part B

Training/professional development requirements

NOTE: Probationary Duty Officers can select RPL if they have previously completed any of the requirements or have prior experience in their career or other volunteer roles. To be recognised for prior learning, please complete the form attached as appendix A.

1. Completed Resilience NSW course – NSW Emergency Management Program. (Online, self-paced).		Applicant's Declaration Yes ☐ No ☐ RPL ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions
2. Has participated in at least 1 SAREX (desktop or practical).		Applicant's Declaration Yes ☐ No ☐ RPL ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions
3. Has completed the Control a Level 1 Incident course provided by SLSNSW.		Applicant's Declaration Yes ☐ No ☐ RPL ☐
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

Endorser's initials:

Part C

Generic Requirements

(To be completed by the applicant and their mentor. Endorsing officer to initial every page.)

1. Models ethics, inclusiveness and good governance	- Acts in alignment with organisational frameworks - Employs compelling communication to deliver critical messages with integrity - Treats others with respect - Applies governance processes and procedures for the greater good - Displays courage in making difficult decisions
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?
Recommended actions	

2. Monitors and manages self for symptoms of stress and fatigue	- Maintains focus and remains grounded under pressure - Uses coping strategies to manage under sub-optimal conditions - Self-regulates emotions under the pressure of challenging circumstances - Monitors own behaviour and its impact on others
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?
Recommended actions	

3. Recognises own strengths and limitations	- Appreciates limitations and avoids arrogance and hubris - Accepts feedback or criticism and adjusts appropriately and objectively - Objectively evaluates what went well and what did not - Critically reflects on own performance and takes responsibility - Demonstrates learning from feedback and experience - Seeks opportunities to extend knowledge, skills and experience - Enacts plans for continued professional development
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?
Recommended actions	

4. Displays resilience and agility		- Engages in a realistic assessment of predicted tough days - Copes with flux, the unexpected and incomplete information - Recovers quickly from setbacks and perseveres to get things done despite difficulties - Is flexible when faced with sub-optimal or novel conditions and improvises in response - Accepts that things do go wrong and sometimes there are limits to what can be controlled - Acts promptly to signs that action is not producing the desired outcomes
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

5. Manages an incident in accordance with AIIMS doctrine		Appropriately applies AIIMS to manage incidents
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

6. Demonstrates understanding of broader stakeholder EM arrangements		Demonstrates significant understanding of emergency management arrangements, as well as organisational capabilities and limitations
Mentor/Director of Lifesaving Yes ☐ No ☐ Not observed ☐	If no, why?	Recommended actions

Appendix A

Mentored Shifts Log		
Date:	Name of Mentor:	Mentor Signature:

Task	Tick
Vehicle induction (including Pre and Post Operational checks)	
Shown how to use any equipment that member is unfamiliar with	
Shown the Duty Officer tablet provided to each response vehicle.	
Informed of blackspots within the branch and those that are on the border of branches.	
Shown locations of support operation throughout the branch (within reason*)	
Informed of the assets that are in neighbouring branches.	

*Within reason: It is not expected for branches of significant size to drive from one end to another to complete this task.

Appendix B

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