

# LS4 OBLIGATIONS & STANDARDS FOR SURF LIFE SAVING CLUBS



# LS4.1 LIFESAVING SERVICE AGREEMENTS/CONTRACTS

## PURPOSE

Lifesaving Service Agreement and Lifeguard Contracts are documents that specify the operations for a particular beach/ service or area to which a lifesaving service operates.

## PROCEDURE

### Lifesaving Service Agreements

Lifesaving Service Agreements have been developed to allow an individual Club, Services, Support Operations, Units and SLST to plan and implement the most appropriate lifesaving services required for their relevant area(s), taking into account the following conditions:

- History of incidents
- Beach visitation numbers
- Prevalent recreational activities
- Weather, climate conditions
- Surf conditions, i.e. high surf
- Existing hazards, i.e. rock platforms
- State and Local Government/Council requirements

### Lifeguard Contracts

Lifeguard contracts are a commercial in confidence document between the client and SLST. SLST staff manage all Lifeguard Contracts and its contents on behalf of the organisation.

All Lifeguard services shall have a Lifeguard Contract or Memorandum of Understanding (MOU) for the provision of services. Lifeguard contracts are negotiated and agreed upon by the delegated staff member and the Chief Executive Officer (CEO).

All Lifeguards and Lifeguard Supervisors shall operate within the parameters of the relevant lifeguard contracts at all times.

### Scope

Lifesaving Service Agreements can be completed and are not limited for the following services:

- Australian Lifeguard Service (ALS) Patrol times
- Surf Life Saving Club Beach Patrols
- Rescue Water Craft (RWC) Operations
- Volunteer Marine Rescue (VMR) Operations
- Jet Rescue Boat (JRB) Operations
- SurfComs



## LS4.1 LIFESAVING SERVICE AGREEMENTS/CONTRACTS

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### Lifesaving Service Agreements

A Lifesaving Service Agreement is issued under the SLST Constitution by the SLST Board of Directors as Regulations for the proper advancement, encouragement, management and administration of SLST. SLST Regulations are binding on all members of SLST. As Regulations, the agreement comprises part of the rules framework of SLST and all lifesaving services are obliged to execute this agreement.

Surf Life Saving Clubs, Support Operations and VMR Units that do not execute an agreement will have contravened SLST Regulations. The agreement is subject to, and will be interpreted in accordance with, the SLST Constitution.

Those Clubs, Support Operations and VMR Units who's Constitution do not comply with the relevant State Constitution and vary from the above, should take the necessary steps to ensure that the constitution does under the SLST Regulations of Affiliation.

The Lifesaving Service Agreements shall be negotiated and endorsed by the State Lifesaving Officer and SLST prior to the commencement of each patrolling season or extended agreed period (as appropriate).

The persons responsible for the negotiation of the Lifesaving Service Agreements on behalf of their relevant committee/ executive shall be the Lifesaving Manager and the Club President/ Service Commander of the affiliating Club/ VMR and Service in consultation with SLST State Lifesaving Officer and Staff.

All Club, Service and VMR Unit Lifesaving Service Agreements shall be sent to SLST and received no later than 31st October of each year of review (agreements may be signed for a period beyond 1 year).

The Lifesaving Executive Committee (LSE) reserves the right to make alterations to minimum service requirements based on special and/ or unforeseen circumstances, provided such is based on evidence or mandated requirements (i.e. change in legislation).

### Special Exemption/Alteration Requests

In special circumstances clubs or services may request consideration of an exemption/ alteration to specified requirements within a lifesaving service agreement. Such a request must be made in writing to the SLST State Lifesaving Officer no later than 31st October of the relevant year and have the signed endorsement of the Surf Life Saving Club President and Lifesaving Manager. A request must be supported by clear evidence/ need and include a specific plan and timeline to re-establish full capacity which is ratified by the SLST Lifesaving Executive. An agreed support plan will be implemented to assist the club to reestablish full capacity (or other agreed outcome).

Note: Exemption/ alteration allowances may have implications on a surf life saving club's surf sports competition involvement or access to other programs for the duration of the exemption period.

### REFERENCE

SLST Lifesaving Service Agreements

Patrol Operation Manuals (POM)

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Lifeguard Contracts (Commercial in Confidence)



## LS4.2 LIFESAVING SERVICE REQUIREMENTS (MINIMUM)

Section: LS4 Obligations & Standards

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### PURPOSE

To outline the lifesaving service requirements of SLST.

Each lifesaving service shall be responsible for patrolling the beach(es) or water areas under its jurisdiction in accordance with their Lifesaving Service Agreement/ Contract, the SLST Standard Operating Procedures and SLSA Policies.

Local operations may set minimum requirements that apply to their local area of operations over and above State and National minimum requirements. No lifesaving service may set minimum requirements beneath the minimums set by State and National bodies (unless endorsed by the SLST Life Saving Executive).

### PROCEDURE

#### Minimum Lifesaving Season - Surf Life Saving Clubs

SLST affiliated Club/ VMR, Services must provide lifesaving services as per the minimum individual Lifesaving Service Agreement. The specific dates for each season are dated in the individual Lifesaving Service Agreements and Service Profile.

Surf life saving clubs are encouraged to operate over and above the minimum requirements of the official patrol season where local conditions and visitations demand and should confirm the best means to achieve this within their Lifesaving Services Agreement and Patrol Operations Manual.

Any alterations to a lesser minimum patrol season must be authorised by the SLST Lifesaving Executive. Extensions beyond the minimum patrol season must be authorised by the SLST Board. It is expected that surf life saving clubs that have the resource and capacity provide Emergency Response Teams outside of the agreed period as detailed in the Lifesaving Service Agreement.

#### Surf Life Saving Club - Operational Times

Minimum lifesaving service times are determined by the Surf Life Saving Club in conjunction with the Lifesaving Executive, taking into consideration hazards, risks, beach patronage, recreational activities and prevailing environmental conditions etc. The specific times of patrolling for each season shall be listed in the Lifesaving Service Agreement and Service Profile.

Any reduction to patrol times set within the Lifesaving Service Agreement must be approved by SLST State Life Saving Officer.

**Note:** It is pertinent that minimum start and finish times are applied as consistently as possible to all lifesaving services across regions, as it enables these to be advertised to the public and maximise public safety/ communication around supervised swimming locations/ times.



## LS4.2 LIFESAVING SERVICE REQUIREMENTS (MINIMUM)

Section: LS4 Obligations & Standards

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### Lifesaving Personnel/ Qualifications

All club patrols shall at a minimum have on duty the following personnel with the following qualifications, for the duration of the base patrol.

Minimum number of 4 made up as per below:

- 3 x Bronze (Cert II) qualified members (proficient)
- 1 x IRB Driver (proficient)\*
- 1 x IRB Crew (proficient)\*
- 1 x ARTC (proficient)
- 1 x Silver Medallion Basic Beach Management

1 x Proficient Radio Operator or Senior First Aid or Advanced Resuscitation Techniques Certificate or Spinal Management or Bronze Medallion or Surf Rescue Certificate holder.

*\*Note: These awards may not be filled by the same Bronze holder on a patrol.*

Clubs/ Service may set minimum personnel number and qualification requirements above the SLST minimums and such should be reflected in their specific Lifesaving Service Agreement and Patrol Operations Manual.

### REFERENCE

Lifesaving Service Agreement

Patrol Operations Manual



# LS4.3 CLUB PATROL REQUIREMENTS

## PURPOSE

To outline the minimum types and placement of rescue equipment and lifesaving personnel for general operations.

Lifesaving services must operate one of the three core patrol types.

A sub-patrol type must only be established in addition to a core patrol and cannot operate independently of a core patrol.

There is no definition of a 'surveillance patrol' as this is not a recognised patrol type.

## PROCEDURE

### Patrol Types

The three core patrol types and the three sub-patrol types are:

Core Patrols	Sub-Patrols
1. Base Patrol – Between the flags	a. Roving Patrol
2. Stand-by Patrol – inclement weather	b. Outpost Patrol
3. Open beach Patrol	c. Satellite Patrol

### 1. Base Patrol – Between the Flags

**Definition:** A Base Patrol is the core patrolled area for a lifesaving service established at all times and dates as identified in the Lifesaving Service Agreement. A Base Patrol must meet all minimums for personnel and equipment as stated below to be considered 'beach open'.

A Base Patrol may be supported by multiple Sub Patrols to effectively manage the beach operations as identified in the services Patrol Operations Manual.

### Lifesaving Personnel and Qualifications (Minimum)

A volunteer surf life saving club patrol shall consist of the following minimum personnel:

Minimum number of 4 made up as per below:

- 1x Silver Medallion Basic Beach Management
- 3x Bronze Medallion (Cert II) qualified members
- 1x Advanced Resuscitation Techniques (proficient)
- 1x Silver Medallion IRB Driver (proficient) \*
- 1x IRB Crew (proficient) \*

1 x Proficient Radio Operator or Senior First Aid or Advanced Resuscitation Techniques Certificate or Spinal Management or Bronze Medallion or Surf Rescue Certificate holder.

*\*Note: These awards may not be filled by the same Bronze holder on a patrol.*

Should a sub patrol be established, the minimums and resources above must be maintained at the Base Patrol.

### Minimum Equipment

Lifesaving equipment shall be functional, available for immediate use (rescue ready) and in position at the scheduled patrol start time and remain on duty throughout the duration of the operational hours.

## LS4.3 CLUB PATROL REQUIREMENTS

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A surf life saving club on duty should setup the beach with the following:

- a. Red and Yellow Feathered Patrol Flags
- b. IRB (with trailer)
- c. 2x Handheld Radios
- d. Patrol Information Board
- e. Rescue Craft Access Signs (where an IRB is present)
- f. ATV/Vehicle (where applicable)
- g. Tower or Shade (tent)
- h. 1 x Pair of Binoculars
- i. 1 x Rescue Board
- j. 1 x Rescue Tube & Fins
- k. 1 x Defibrillator
- l. 1 x Oxygen Resuscitation Kit
- m. 1 x First Aid Kit
- n. 1x Spinal Equipment (including spinal board and stiff-necks)

**Note:** Surf Life Saving Clubs may raise the requirements above the State minimums identified above

### Process

1. Refer to SOP LS8.1-8.5
2. Should a Sub-Patrol be required, refer to the Sub Patrol section in following pages.

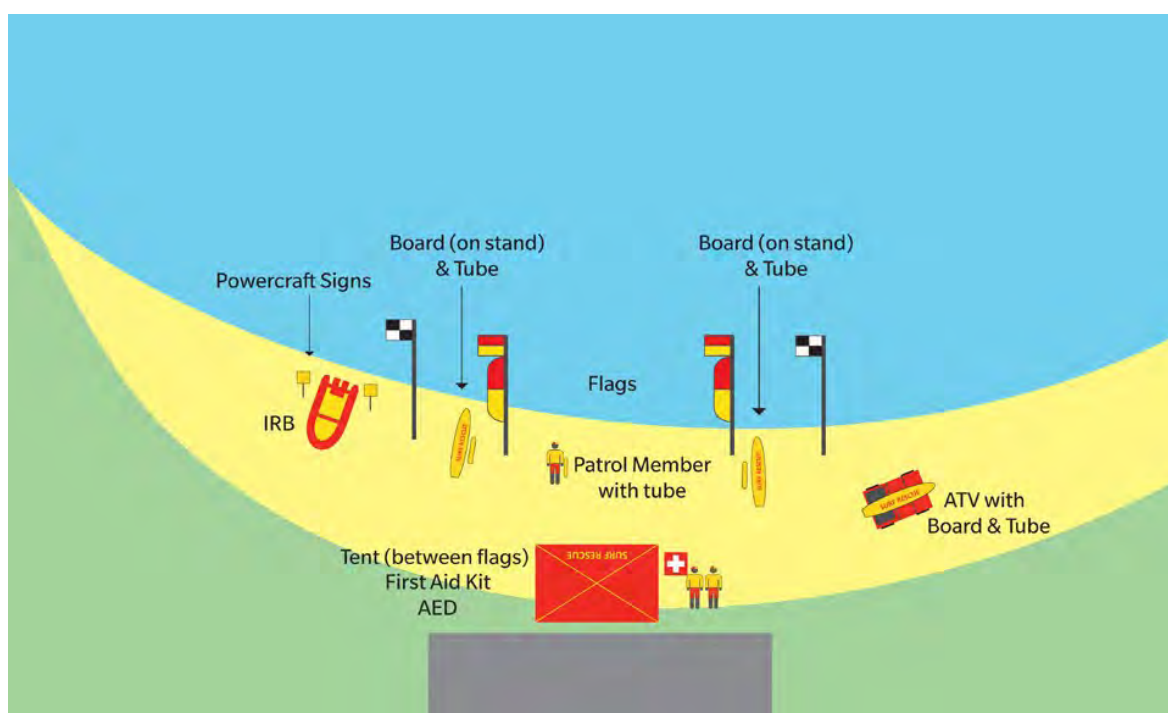


Figure 4.3.1



# LS4.3 CLUB PATROL REQUIREMENTS

## 2. Stand-by / Inclement Weather Patrol

**Definition:** An Inclement Weather Patrol is a ‘downgraded’ Base Patrol, operated when services are exposed to inclement weather conditions, irrespective of the surf conditions.

The purpose of a Stand-by Patrol is to ensure the welfare of the patrolling members and may be temporary in nature.

**Minimum Personnel: As per Base Patrol**

**Minimum Equipment: As per Base Patrol**

**Process:**

1. Patrol Captain to conduct risk assessment to ascertain if an Inclement Weather Patrol is suitable.
2. All equipment (including Patrol Flags) should remain functional, available for immediate use (rescue ready) and in position at the scheduled time and remain on duty throughout the duration of the operational hours.
3. Patrol Captain does not need to advise SurfCom /Duty Officer that the service is now operating a Inclement Weather Patrol.
4. A minimum of 1x lifesaver should maintain in an effective position to provide surveillance of the patrolling area. If an Inclement Weather Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.
5. Other lifesavers may retreat to clubhouse or another suitable position to ensure welfare is maintained; however must be available for immediate emergency response throughout the duration of the Inclement Weather Patrol.
6. At any point during a Inclement Weather Patrol, public may choose to enter the flagged area. When this occurs, a lifesaver must be in a position to provide immediate emergency response.

## 3. Beach Closed Patrol

**Definition:** A Beach Closed Patrol is Base Patrol with a closed swimming area. The swimming area may be closed for situations such as dangerous conditions or an emergency.

A Beach Closed Patrol includes all minimum personnel and all minimum equipment with the exception of patrol flags.

**Minimum Personnel: As per Base Patrol**

**Minimum Equipment: As per Base Patrol with patrol and surfcraft boundary flags removed**

**Process**

1. Patrol Captain to conduct risk assessment to ascertain if a ‘Beach Closed Patrol’ is suitable.
2. All equipment should remain functional, available for immediate use (rescue ready) and in position at the scheduled time and remain on duty throughout the duration of the operational hours.
3. Patrol Flags and Surfcraft Boundary Flags are to be removed from the beach and/or laid flat on the sand in their current locations to signal to the public that the beach is closed.
4. Mobile warning/hazard signage - “Swimming not advised” signage should be displayed in suitable positions including the area where the patrolled swimming area may have been.
5. Patrol Captain to advise SurfCom/Duty Officer that the service is now operating a ‘Beach Closed Patrol’ and why.
6. Lifesavers should maintain an effective position to provide surveillance of the patrolling area. If a Beach Closed Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.





## LS4.3 CLUB PATROL REQUIREMENTS

7. During a Beach Closed Patrol, public are to be advised that the swimming area has been closed and for their own safety they should not enter the water.
8. Patrol Captain to conduct risk assessment to ascertain if a 'Beach Closed Patrol' is suitable.
9. Patrol Captain to advise SurfCom as soon as the service establishes a "Base Patrol" and the beach is open e.g. "SurfCom this is Boat Harbour Beach, be advised we are now have an open beach and are no longer operating a Closed Beach Patrol, over".

### Sub Patrol Types

The following Sub Patrols may only be implemented in addition to a Base Patrol.

#### a. Roving Patrol

**Definition:** A transient patrol method whereby a mobile lifesaving unit sourced from the Base Patrol, travels along the coastline (via land or water) surveying adjacent areas of water/beach as per services Patrol Operations Manual.

**Process:**

Any one or a combination of the following Roving Patrols may be established as per the needs of the service during patrol operations and at the discretion of the Patrol Captain.

- Minimum requirements – Foot Patrol
  - 1x Bronze Medallion member and 1 other patrolling member
  - Radio + aqua-bag
  - Rescue tube and fins
  - Basic First Aid Kit
- Minimum requirements – ATV Roving Patrol
  - 1x Bronze Medallion member and 1 other patrolling member
  - 1x Rescue Board
  - Radio + aqua-bag
  - Rescue tube and fins
  - First Aid Kit
  - Defibrillator
  - Oxygen Resuscitation Kit
  - Adherence to maximum capacity (as per ATV owner's manual)
- Minimum Requirements – IRB Roving Patrol
  - Qualified Silver Medallion - IRB Driver (proficient)
  - Qualified IRB Crewperson (proficient)
  - Radio
  - 1x PFD for each person

#### b. Outpost Patrol

**Definition:** An Outpost Patrol is established at other areas of coastline. This sub patrol type has no patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk.

**Process**

An Outpost Patrol may be established at the discretion of the Patrol Captain. Typically, it will replace the need for a roving patrol to the same location and may be established during times of high beach attendance in area with a high risk.



## LS4.3 CLUB PATROL REQUIREMENTS

If an Outpost Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.

- Minimum Requirements
  - 2x Bronze (Cert II) members (proficient)
  - 1x Rescue Tube + Fins
  - 1x Board
  - First Aid Kit
  - 1x Handheld Radio
  - Shade

Note: All outpost patrols must be in radio communication with the main patrol at all times.

### c. Satellite Patrol

**Definition:** A Satellite Patrol is a sub patrol type with patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk. A Satellite Patrol may operate almost independently of a Base Patrol due to similar minimum requirements.

#### Process

A Satellite Patrol may be established on a needs basis (sunny, high patronage days) – as determined by the Patrol Captain and services Patrol Operations Manual or as a consistent service provision (with minimum patrol dates and times) as stipulated within the services Patrol Operations Manual.

Lifesaving personnel and qualifications (minimum)

- 2x Bronze Medallion (Cert II) qualified members

#### Minimum Equipment

- a. Red and Yellow Feathered Patrol Flags
- b. Black and White Checkered Surfcraft Boundary Flags
- c. 2x Handheld Radios
- d. Tower or Shade (tent)
- e. 1x Pair of Binoculars
- f. 1x Rescue Board
- g. 1x Rescue Tube and Fins
- h. 1x First Aid Kit

#### Patrol Uniform

- Uniform must meet the SLSA minimum standards (SLSA shirt, shorts, quartered cap and peak cap/wide brim hat). Members wishing to wear a jacket on patrol are to wear an approved SLSA jacket.
- Members are advised that at no time are heavy clothing to be worn whilst in an IRB (unless wearing a PFD). The rash shirt is recommended.



## LS4.3 CLUB PATROL REQUIREMENTS

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### Equipment Placement

Equipment should be placed as follows:

- Patrol flags shall be placed no more than 15 metres from the water at any stage.
- Rescue Tubes are to be placed on Rescue Board stand (or on Rescue Board), at the waters edge. They should also be available at the lifesaving base and vehicle.
- Rescue Tubes must also be carried on the ATV when on roving patrols.
- Rescue Boards are to be placed on the water's edge in board-stands in the most appropriate area and in the 'rescue ready' position.
- First Aid Kits, Oxygen Resuscitation Kit, Spinal Equipment, and the Defibrillator Kit are to be kept in the Patrol Area/ATV – easily accessible at all times (this should include splints and other accessories).
- Other equipment should be placed with consideration to local operational requirements as set in the service Patrol Operations Manual.
- Tent in-between flags.
- Radios with Patrol Captain and IRB Driver when in operation.

### Inflatable Rescue Boat (IRB) specific

- The IRB should be positioned on the beach near the water's edge in such a position that it can be launched & recovered quickly without posing a risk to beach visitors and/or lifesaving personnel.
- Unless necessary IRBs shall be left on a trailer with the stern facing the ocean. If necessary to position the IRB on the sand for a long period of time the trailer should be removed from the beach.



# LS4.4 MAINTAINING MINIMUM LIFESAVING STANDARDS

Section: LS4 Obligations & Standards

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## PURPOSE

To outline the framework regarding delivery, compliance checks and issue resolution for lifesaving services in Tasmania.

As providers of key public water safety services, SLST has established minimum service expectations in partnership with its membership, State/ Local Government, Emergency Service partners and the public.

Ensuring minimum obligations are met is fundamental to Surf Life Saving from a public safety, member safety and credibility perspective.

All active patrolling members/clubs/VMR/services have an obligation to ensure individual and club/VMR/ service minimum standards are reached and maintained consistently.

## PROCEDURE

### Framework

The following programs/initiatives complement each other and facilitate clear expectations and ongoing quality assurance measures at club/service/branch/state levels.

- Lifesaving Service Agreements (club/VMR/service specific)
- SLST Standard Operating Procedures
- Club/VMR/Service Patrol Operations Manual (POM)
- Annual Gear and Equipment Inspections
- Patrol Assessment/Quality Assurance Program
- SurfGuard Compliance Audits (state delivered)

### Breaches of Minimum Standards

Refer to SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

## REFERENCE

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Lifesaving Service Agreement

Patrol Audit Program

SLST Constitution



## LS4.5 LIFESAVING SERVICE SHORTAGE

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### PURPOSE

To outline the immediate procedure to mitigate risk when a lifesaving service fails to meet the minimum standards as set in the Lifesaving Service Agreement/Contract.

In the event that a lifesaving service does not have the minimum number of qualified personnel or equipment to establish a patrol, it is vital that immediate action is taken to:

- Meet minimum standards and establish a patrol;
- Mitigate/manage risk as best able in the interim, in order to protect the bathing public.

Personnel and equipment (including signage) already on-site shall be actively engaged in surveillance, roving patrols, preventative actions and rescues even though minimum standards are not yet met to open a flagged patrol area.

The State Duty Officer (via SurfCom or 13SURF) shall be notified to assist in coordination of any resources to assist in the short term.

Such assistance may include:

- Additional personnel from neighboring lifesaving services;
- Support Operations positioned in the area (RWC, JRB, VMR, Duty Officer);
- Lifesaving Service Support/ Emergency Response Teams being activated.

The SLST State Life Saving Officer shall be notified within 48 hours



## LS4.6 LIFESAVING SERVICE EXTENSION OF HOURS

### PURPOSE

To provide guidance for lifesaving services in extending their operational hours past their minimum obligation standard.

Lifesaving service times are allocated based on an averaged risk management approach which takes into account lifesaving operations, weather, time of year, beach visitors and the like. However, these times are a minimum and may need to be extended depending on the conditions on the day (i.e. a very hot day may cause the public to remain longer at the beach in the afternoon).

### PROCEDURE

When a lifesaving service is due to finish its operations the person in charge of the lifesaving service should conduct an assessment of the level of risk present.

Given this risk assessment it may be deemed a 'high risk' to close the patrolled area and go 'off-duty' and thus the need to extend services may be warranted. If this is the case the following should occur:

1. The Patrol Captain is to consult team members to discuss extension of hours and requirement to meet minimum lifesaving standards to do so.
2. SurfCom/Duty Officer is to be contacted and informed of the situation.
3. Relevant Support Operations are considered to assist (i.e RWCs) to either complement or substitute the patrol.

If extended hours are agreed:

1. Minimum lifesaving standards shall be required for the continuation of a patrol (including the number of Bronze Medallion holders, equipment etc).
2. The lifesaving service is to continue operations and monitor/evaluate every half an hour until making a decision to complete operations and notify Duty Officer on completion.

### REFERENCE

Lifesaving Service Agreement



## LS4.7 PATROL/SERVICE ASSESSMENT

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### PURPOSE

To outline the system for quality assuring lifesaving services.

### PROCEDURE

**Definition:**

**Patrol Assessment:** The standardised process of assessing compliance of patrols/services to lifesaving service agreements and operations policies/procedures for quality assurance and professional development.

**Patrol Assessor:** State appointed Officer who conducts/delivers Patrol Assessment.

**State:** Surf Life Saving body responsible for administration/delivery of Patrol Assessment Program in the State.

All lifesaving services shall be 'assessed' by a State appointed 'Patrol Assessor', within a State administered patrol/service assessment program, at least four times per patrolling season.

Delivery of patrol assessments shall abide with the standard SLST Patrol Assessment Form/Process. Patrols/services must reasonably participate with a patrol assessment.

SLST may conduct patrol/service assessments as it deems appropriate with prior approval of the State Lifesaving Officer.

Regions may choose to 'assess' components/items in addition to the minimum requirements of the SLST Patrol Assessment Form/process (as it deems necessary). However, these shall be delivered on State forms (not included in any SLST standardised 'scoring' system).

### Assessment Planning/Preparation

Prior to the commencement of the patrol season, Regions and State shall:

- Establish a Patrol Assessment Team, of appropriately experienced SLS members.
- Appoint/endorse the Patrol Assessors.
- Confirm reporting structure to the SLST State Life Saving Officer and identify whether a Patrol Assessment Coordinator shall be appointed.
- Conduct a briefing/induction with all Patrol Assessors, including issuing appropriate resources and uniform/equipment.
- Develop an 'assessment roster' to ensure appropriate number/spread of assessments over the season.
- Communicate Patrol Assessment process/expectations/information to all clubs/services.
- Provide to State Lifesaving Executive written confirmation of Patrol Assessment preparedness prior to season commencing.



## LS4.7 PATROL/SERVICE ASSESSMENT

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### Assessment Delivery

Patrol Assessments shall be delivered as per the 'SLST Patrol Assessment Guide' and shall utilize the standardised forms. Patrol Assessors shall wear uniform to identify them as SLST State Patrol Assessors.

Should 'excessive' patrol/service activity (public safety focused) at the time of an assessment (significantly heavy workload/rescues) mean that an assessment may compromise effective beach management (create an unacceptable risk) then the Patrol/Service Captain (or Patrol Assessor) may reasonably decline participation in components which may hinder service delivery.

Note: The Patrol Assessor having recorded the details, may continue to assess the 'other' components as able (i.e. equipment/beach setup/uniform etc).

Should surf conditions at the time of an assessment be deemed too dangerous for in-water activities (must include beach being closed to the public for swimming) then the Patrol/Service Captain (or Patrol Assessor) may cancel in-water components and land-based only activities shall be undertaken.

In both above cases a patrol/service shall be attributed the same % of points for the water components as achieved for the land-based components (i.e. If 80% of land-based points are achieved, the patrol/service shall be attributed 80% of the water-based points automatically, rounded up to the next point).

Should the Patrol Assessor witness any clear breaches of lifesaving standards, which are creating immediate unacceptable risk to the public or members, the Patrol Assessor shall inform the Patrol/Service Captain. Should no action be undertaken to remedy the issue, the Patrol Assessor shall notify either the State Duty Officer or SLST State Life Saving Officer (directly or via SurfCom).

### Assessment Reporting

- Following the completion of an assessment, the Patrol Assessor shall inform the Patrol Captain of the result and provide feedback/advice as appropriate.
- Any issues requiring immediate support shall be communicated to the Duty Officer and SLST State Life Saving Officer.
- A copy of the Assessment Form shall be sent to State within 1 week of being conducted.
- A copy of the Assessment Form shall be retained with the Patrol Assessment Logbook.
- SLST shall input the date/score/relevant information into a central spreadsheet and retain a copy of the Assessment Form on file.
- Assessors shall send progress reports (spreadsheet) to SLST and submit a final report/spreadsheet once all SLSC/Services are assessed for that month. The feedback/results should be fed back into regional and state lifesaving meetings and where relevant support continuous improvement for Trainer & Assessor moderation and annual skills maintenance of members.
- SLST may request copies of specific or all patrol assessment forms if required at any stage over the year, with reasonable notice.

### REFERENCE

SLST Patrol Assessment Guide

SLST Patrol Assessment Form Patrol Assessor – Job Description

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Annual Compliancy Circular





## LS4.8 GEAR AND EQUIPMENT INSPECTIONS

Section: LS4 Obligations & Standards

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### PURPOSE

To outline annual gear inspection requirements for all surf life saving clubs, services and support operations. The purpose of gear and equipment inspections is to maintain equipment to safe and working order.

All services are required to ensure they maintain a safe environment and meet their responsibilities in regards to gear and equipment inspections.

### PROCEDURE

A circular will be issued by SLST annually and shall be forwarded to the regions and clubs outlining the key dates and actions.

Each year all volunteer surf lifesaving equipment may be inspected prior to the commencement of the patrol season by nominated regional supervisors/inspectors, in accordance with the annual Gear and Equipment Inspection program.

All equipment shall be recorded by the 'inspector'.

Clubs/services shall ensure gear and equipment information is regularly updated in SurfGuard and reviewed/updated prior to commencement of gear and equipment inspections. Clubs must also add, remove or update equipment status as soon as possible throughout the season.

Gear and equipment that has not passed inspection must be removed from service until it is either repaired to an approved status.

### REFERENCE

Guidelines to Safer Surf Clubs

Surfguard

Gear and Equipment Specifications (Lifesaving)

Annual Compliancy Circular



## LS4.9 PATROL OPERATIONS MANUALS

Section: LS4 Obligations & Standards

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### PURPOSE

To outline the purpose of Patrol Operations Manuals (POM's) within SLST.

Specific local beach management/response plans are essential for appropriate planning/preparation, response and recovery operations for clubs.

All SLST clubs/services shall have developed, implemented and endorsed annually (by Club/Region) a Patrol Operations Manual that is submitted to SLST as part of annual compliancy requirements.

As part of annual season planning these manuals shall be reviewed and updated (if necessary) to reflect the Standard Operating Procedures and communicated to the patrolling membership.

At a minimum each club/service POM shall include:

- Communication – SLS & Emergency Service contacts, radio network information.
- Hazard/Risk Management – Map, hazard/risk management plan, emergency response areas.
- Beach Management – Patrol requirements, patrolling types, patrol/club procedures.
- Emergency Operations Plan – Emergency beach closure, tsunami plan, flood plan, emergency rally point.
- Standard Operating Procedures – Reference of current SLST Standard Operating Procedures.

### PROCEDURE

- POM reviewed and updated (if necessary) as part of annual season planning.
- POM endorsed by Surf Life Saving Clubs then submitted to SLST as part of annual compliancy requirements.
- Key contact information, including emergency callout teams are to be kept up to date in SurfGuard.
- All new patrolling members are recommended to be provided a copy of the POM.
- All new/existing Patrol Captains are to be provided a copy of the POM.
- The POM should form the bases for annual pre-season briefings/inductions with Patrol Captains and key patrolling members.

### REFERENCE

Patrol Operations Manual - Template

Lifesaving Service Agreement



## LS4.10 SLS RESCUE VESSELS

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### PURPOSE

To provide policy and procedure for the function of marine rescue vessels in lifesaving operations in Tasmania.

Surf life saving marine rescue vessels are required to comply with the obligations outlined in the relevant Government Regulations, operating procedures, licensing specifications and Lifesaving Service Agreements.

### PROCEDURE

A marine rescue vessel is defined as a rescue vessel that operates both short and long range in both surveillance and response operations.

#### Types of SLS Marine Rescue Vessels, but not limited to:

- Jet Rescue Boat (JRB)
- Offshore Rescue Boat (ORB)
- Rigid Hull Inflatable Boat (RIB)
- Volunteer Marine Rescue (VMR)
- Inflatable Rescue Boat (IRB)
- Rescue Water Craft (RWC)

#### Scope of Operation – Patrol Season/Patrol Hours

A marine rescue vessel shall perform normal rostered patrols on Saturdays, Sundays and Public Holidays within the lifesaving season as outlined in each units Lifesaving Service Agreement and endorsed by the State.

A marine rescue vessel shall patrol, as a minimum, the State patrol hours as outlined in the units Lifesaving Service Agreement.

#### Scope of Operation – After Hours/Out of Season

Marine rescue vessels shall be on call for response to emergencies 365 days a year and be able to be “on-water” within the shortest operation time.

### REFERENCE

Lifesaving Service Agreement



# LS4.11 POWERCRAFT CODE OF CONDUCT

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## PURPOSE

To outline the Code of Conduct for powercraft operators within Surf Life Saving Tasmania (SLST).

All powercraft operators are expected to adhere to the requirements of the Powercraft Code of Conduct as outlined by Surf Life Saving Australia (SLSA).

## PROCEDURE

### Code of Conduct

#### Safety

Ensure the safety of yourself, your crew and the public. Regularly assess risk while operating powercraft and promote safety at every opportunity.

#### Limitations

Understand the limitations of your craft and crew in different conditions. Always aim to maintain a high level of competency.

#### Search and Rescue

SLS powercraft are part of emergency service operations. Always have your craft ready to respond and follow standard operating procedures.

#### Craft

Your craft is highly visible. Always demonstrate a culture of safety and respect the rights of others in the water.

## REFERENCE

SLSA Powercraft Code of Conduct



# LS4.12 EMERGENCY MANAGEMENT & RESCUE COMMITTEES

Section: LS4 Obligations & Standards

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## PURPOSE

To outline the process for Surf Life Saving representation at local and district emergency management, and rescue committees.

SLST as a peak-body in inland, inshore and offshore volunteer search/rescue operations, and as a 'support agency' within the Tasmanian Emergency Management Plan 'TEMP' (Tsunami, Flood and Storm), supports consistent and quality representation and input into the local and regional joint-agency committees.

## PROCEDURE

Forums at which emergency service and stakeholder partners meet are structured under the State Emergency Management Arrangements and occur within Southern, Northern and North West Police Search and Rescue volunteer meetings. Generally, the SLST Lifesaving and Services Manager will represent SLST with relevant technical volunteer experts (or authorized delegates).

SLST representatives should be prepared to represent SLST, update the relevant committee on SLS capabilities and not commit the organization to anything not previously agreed to. Notes and reports should be generated to be circulated to relevant SLS committees, officers and advisors.

LS4 Obligations & Standards

### Regional Emergency Management and Rescue Committee Meetings (Joint Meetings)

Regional	Meetings p/a	Delegates
Southern District	1-3	SLST, SES, Police Search and Rescue, Hobart Walking Club.
Northern District	1-3	SLST, SES, Police Search and Rescue, Launceston Walking Club
North West District	1-3	SLST, SES, Police Search and Rescue

Figure 4.12.1



## LS4.13 JUNIOR ACTIVITIES & PATROLS

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### PURPOSE

To outline the SLST requirements for staging junior activities (including training).

‘Training’ means authorised junior training conducted in accordance with the SLSA Water Safety Policy.

All surf life saving clubs shall adhere to the requirements stipulated in this document and additional policies/ procedures regarding junior activities.

### PROCEDURE

Juniors (and like activities) shall adhere to the SLSA Water Safety Policy at all times.

Junior activities (not including training) shall be delivered during the scheduled patrol season.

Should the beach be closed due to dangerous conditions, or for other reasons, no in-water junior activities shall take place.

On-duty lifesaving personnel may be tasked to assist with junior water safety only if doing so does not reduce patrol capacity below minimum patrol standards. Should juniors training lack sufficient water safety personnel to meet the requirements of the Water Safety Policy, then in-water junior activities should not proceed.

The Junior Activities Coordinator (JAC - person in charge of juniors on the day) shall have delegated ‘command’ of their water safety delivery requirements – as per the SLSA Water Safety Policy. The Junior Coordinator and the Patrol Captain (if during patrol hours) should conduct a risk assessment and agree for junior activities to take place, however the command role is undertaken by the Patrol Captain as necessary and this means that the Patrol Captain has final authority on whether junior activities can proceed or not.

An ongoing line of communication should be maintained between the Patrol Captain and JAC, including a pre-activity briefing. The junior area shall be in contact with the patrol via radio at all times.

Non-club based junior (or similar) programs shall hold a surf life saving club/ state endorsed safety plan and consistently meet the requirements of the SLSA Water Safety Policy and Guidelines for Safer Surf Clubs.

### RESCUE EQUIPMENT:

1. Rescue equipment used for the purposes of water safety must be SLSA approved and can include:
  - ALL equipment listed on the SLSA approved lifesaving gear and equipment list.
  - SLSA approved racing boards.
2. It is highly recommended that an IRB be used for water safety (where safe and applicable).
3. If an IRB is used for water safety, the IRB accounts for 2 members of the water safety supervision ratio (IRB driver and crew).
4. During the activity rescue equipment must be readily available and operational. The IRB should be on the water rather than stationary on the beach.
5. If the patrol IRB is used (at the direction of the Patrol Captain) then it should be in radio contact with the patrol at all times. If an IRB that is not the patrol IRB is used, it should also be in radio contact.

### REFERENCE

SLSA Water Safety Policy

SLSA Water Safety App (iPhone and Android)

Guidelines to Safer Surf Clubs



## LS4.14 SLSA POLICIES

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### PURPOSE

To outline the requirements of Surf Life Saving Tasmania (SLST) to adhere to the minimum standards set out by Surf Life Saving Australia (SLSA).

### PROCEDURE

SLSA policies are combined with the SLSA Constitution and Regulations to form our National Policy Framework. Policies are periodically reviewed by the relevant National Boards and changes are implemented accordingly.

All personnel within SLST must be aware of their obligation to comply with the policies of SLSA. The master copy of these policies can be found on the SLSA Members Portal and some of these policies are listed below:

- 1.1 WATER SAFETY
- 1.10 SHARK SAFETY POLICY
- 1.11 CROCODILE SAFETY
- 1.14 SHARPS
- 1.15 PEER GROUP SUPPORT
- 1.16 TSUNAMI POLICY
- 1.2 USE OF SLSA EQUIPMENT
- 1.3 BODY RETRIEVAL
- 1.4 OFF-DUTY AMBULANCE OFFICERS ON SLSA RESCUE CRAFT
- 1.5 PATROL UNIFORMS
- 1.6 NEW & MODIFIED EQUIPMENT
- 2.01 SUN SAFETY
- 2.3 OCCUPATIONAL HEALTH & SAFETY
- 2.4 REHABILITATION AND RETURN TO DUTIES
- 3.03 PREGNANCY & THE SURF LIFESAVER - COMPETITION & PATROLS
- 3.6 SEIZURES AND EPILEPSY
- 3.7 DEFIBRILLATION
- 3.09 ASTHMA
- 3.12 PAIN MANAGEMENT
- 5.1 SPORTS BETTING, RESULT FIXING AND CORRUPTION
- 5.2 ANTI-DOPING POLICY
- 5.4 PROFICIENCY & PATROL HOUR REQUIREMENTS – COMPETITION ELIGIBILITY
- 5.5 SELECTION POLICY
- 5.7 DESIGN AND MANUFACTURE OF SURF BOATS
- 5.8 COMPETITION SPONSORSHIP



## LS4.14 SLSA POLICIES

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- 5.9 MASTERS COMPETITION
- 5.10 TRANSGENDER/TRANS-SEXUAL ATHLETE
- 6.1 INTELLECTUAL PROPERTY
- 6.2 PRIVACY
- 6.3 LIMITING AND PERMANENT DISABILITY
- 6.5 MEMBER PROTECTION
- 6.6 GRIEVANCE PROCEDURE
- 6.7 ARCHIVES AND MUSEUM
- 6.8 GOVERNANCE
- 6.9 RISK MANAGEMENT
- 6.10 AUSTRALIAN REPRESENTATIVE RECOGNITION POLICY
- 6.11 ECOSURF
- 6.14 IT ELECTRONIC ACCEPTANCES
- 6.15 YOUTH POLICY
- 6.16 DEALING WITH POLICE INVESTIGATIONS
- 6.17 CORONIAL INQUESTS
- 6.18 CHANGE MANAGEMENT
- 6.19 SLSA IT TERMS OF USE
- 6.20 USE OF SOCIAL MEDIA
- 6.21 SLSA PHOTOGRAPHY POLICY
- 6.22 INCLUSIVE ORGANISATION POLICY
- 6.23 ILLICIT DRUGS IN SPORT
- 6.24 COMPETITIVE RIGHTS AND TRANSFERS
- 6.25 NON-POLITICAL AND NON-SECTARIAN
- 6.26 VISITS AND TOURS

### REFERENCE

SLSA Members Portal