

# Memorandum

<b>To:</b>	<b>Branch Presidents, Branch DOLs, Branch Admin / Development Officers</b>
<b>From:</b>	<b>Markus Meier-Lindner, Lifesaving Support Officer</b>
<b>Cc:</b>	<b>Lifesaving Team</b>
<b>Date:</b>	<b>16 September 2022</b>
<b>Project:</b>	<b>Expression of Interest - 2022 SOP Review Working Group</b>

## 1. Background

The SLSNSW Lifesaving Standard Operating Procedures (SOPs) provide members who participate in the delivery of lifesaving frontline services with a governance and reference framework that outlines standards and regulations for general lifesaving operations as well as incident responses. Their intent is to provide clarity of operational procedures and to articulate minimum standards to promote safe, effective and capable working environments. A concise, relevant and current set of SOPs enable and protect our members and the organisation.

## 2. Purpose of the Review

Purpose of this review is to maintain relevance and currency of the SOPs moving forward by:

- Defining minimum standards and processes for members to provide lifesaving frontline services safely
- Ensuring that new and emerging processes, tools and solutions are appropriately incorporated
- Ensuring that SOPs are presented in a user-friendly manner
- Ensuring that relevant supporting documentation is identified and implemented as required
- Ensuring clear communication to members about the content of updates
- Following an effective process for tracking and updating SOP supporting documentation
- Identifying, for consideration, resources that will assist members to operate within the remit of the SOPs

## 3. Scope of the Review

In scope of this review are:

- All SLSNSW Lifesaving SOPs
- Engagement with all relevant stakeholders to provide feedback, including Subject Matter Experts (SMEs) such as Individual members, clubs, branches, committees, external agencies e.g. DPI, NSWPF (MAC)

Out of scope of this review are:

- SOPs that are not Lifesaving SOPs
- SLSA Policies and/or Procedures

#### 4. SOP Review Working Group Composition

The working group shall consist of six (6) members with demonstrated experience and expertise across 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 Markus Meier-Lindner, Lifesaving Support Officer and SLSNSW as deemed appropriate by the Operations Manager, Public Safety.

#### 5. Working Group Role and Responsibilities

Each member will be asked to coordinate the gathering, collation and provision of feedback for one of six streams of the SOP review. This may also include the coordination of Subject Matter Experts (SMEs) from within SLSNSW and externally where required. Members of the SOP Working Group do not necessarily have to be SMEs themselves, however they should be experienced and confident in the coordination of gathering, collating and providing feedback.

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 via Microsoft Teams 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.

#### 6. To apply

Interested parties are invited to express their interest via this [e-form](#).

Applications will close at 11:59pm on Sunday 16 October 2022.

#### 7. Reference Material

- [SLSNSW SOPs 2019, Version 6](#)
- [TAF Re-endorsement Checklist](#)
- [SLSNSW Pre-Season Information Pack](#)