

Surf Life Saving NSW - Circular 3847

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| Title: | Club Lifesaving Equipment Grant (CLEG) 2024/2025 |
| Attention: | Branch Presidents, Branch Directors of Lifesaving, Branch CEO's, Branch Secretaries, Club Presidents, Ordering Delegates, Finance Delegates |
| Department: | Lifesaving |
| Date: | 15/8/2024 |
| Contact: | Laura Schuetz, Lifesaving Administration Officer lschuetz@surflifesaving.com.au |

Club Lifesaving Equipment Grant (CLEG) Overview

The Club Lifesaving Equipment Grant (CLEG), proudly funded by the NSW Government and facilitated by Surf Life Saving NSW, is once again available to all NSW Surf Lifesaving Clubs (SLSC). The CLEG aims to provide financial assistance to each club to promote maintaining and upgrading operational gear and equipment items which are essential to lifesaving operations. A total pool of \$300,000 (excl GST) has been allocated to clubs across NSW for the purchasing of lifesaving equipment.

The CLEG again will be hosted via an online store. CLEG can be used to purchase the desired equipment required by your club, from a selection of essential rescue and patrolling equipment. The online store will be open for ordering from 19 August to 16 September 2024, with no extensions.

SLSNSW will continue to provide bulk purchasing processes to obtain competitive discounts on top quality operational equipment for clubs from SLSNSW's preferred suppliers.

Club Lifesaving Equipment Grant Guidelines

The CLEG will be dispersed via an online store. A detailed email will be sent out to the nominated Ordering Delegate, providing greater explanation on the following:

- Access to Online Store
- Delivery Information
- Payment of Deposit
- Payment of Freight Invoices

Eligible Equipment List

Only equipment from the online store can be supplied. The list has been developed to target primary rescue and patrolling equipment items essential to lifesaving services and adhere to Surf Life Saving equipment specifications.

Obligations for the Club Lifesaving Equipment Grant

Nominate Delegates

- Clubs will be required to nominate an Ordering Delegate, and a Finance Delegate as a priority. A Microsoft Form will be sent out to all Club Presidents to streamline this process. The Ordering Delegate will be the *only* person able to place orders, make enquiries, etc, and ideally be tech savvy with some prior knowledge of online ordering. The Finance Delegate will be the contact point for invoicing, and payment of deposits and freight invoices. As clubs will not be able to access the online store until this information is received by SLSNSW, this part of the process is a priority.

Adhere to CLEG Timeline

- Clubs will need to adhere to the below timelines, with no extensions being given. If clubs do not submit their completed orders prior to 16 September 2024, they may lose allocated funding and it will be made available to their Branch to assist with purchasing equipment for their operations or other clubs within the same Branch. This rigidity is due to strict timeframes to meet reporting requirements against this allocated funding.

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| May 2024 | Delegate Nomination Form to be sent to all Club Presidents |
| August 2024 | Circular to be emailed to all clubs |
| 19 August 2024 | Online store will open for ordering |
| 16 September 2024 | Final day for online ordering |
| As ordered | Equipment orders will be placed by Surf Lifesaving Services |

Pay Surf Life Saving Services Deposit (if required)

- **Important Note: CLEG cannot pay for GST nor delivery costs.**
- Surf Life Saving Services will calculate the total deposit required on the final equipment order. *Surf Life Saving Services will allocate \$2,325.00 ex GST as the first deposit on the equipment order and send your Finance Delegate a request for any additional deposit (if required) direct to the club.*
- Note, the remainder may include GST payable. As CLEG cannot be allocated to GST payable, your club can claim back from the ATO through your BAS.

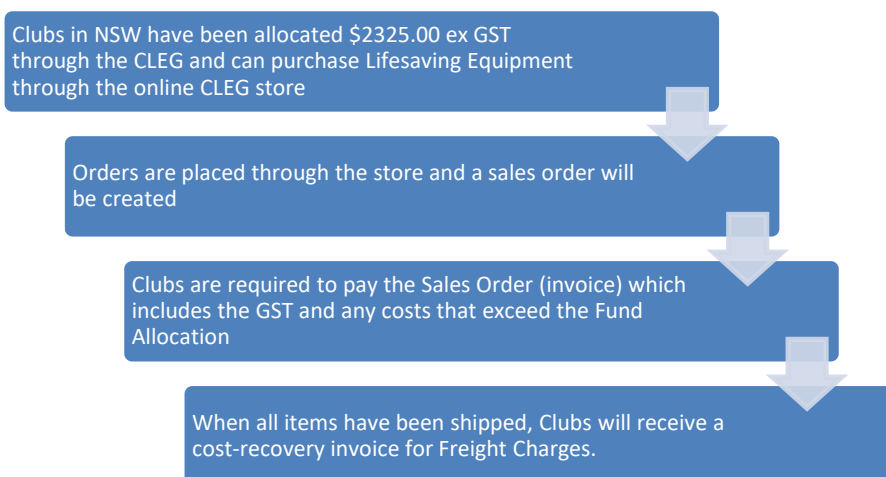
Surf Life Saving Services will issue Invoices as Equipment is sent to your Club

- As equipment is sent to your Club, Surf Life Saving Services will issue your Finance Delegate with an invoice for what has been sent. This will help you track what you have received from various suppliers.

Surf Life Saving Services will issue you a Freight Invoice when all your Equipment has been sent

- As CLEG cannot pay for delivery costs, Surf Life Saving Services will send your Finance Delegate a freight invoice once all their equipment has been shipped. This freight invoice is on a cost recovery basis.

How does it work?



FAQs

Who do I ask questions to about the CLEG?

- All ordering enquiries to be directed to Karle Codd kcodd@surflifesaving.com.au
- All enquiries regarding store access please contact Karle Codd kcodd@surflifesaving.com.au
- All invoicing enquiries to be directed to finance@surflifesaving.com.au
- Any enquiries about who the Ordering Delegate at your club is, please contact your Club President in the first instance

I'm not the Ordering Delegate, however I want to place the order on behalf of my club, how can I do this?

- Only the Ordering Delegate can place orders, discuss existing orders, etc. If you are not sure who the Ordering Delegate is for your club, please contact your Club President.

Can I order items that are not listed on the online store?

- No, only items in the online store can be purchased using CLEG monies.

We've already ordered some items on the list – can we use the CLEG to pay for these?

- No, only items purchased via the online store, in the period it is open, can be covered by the CLEG.

Where can I find the list of items and pricing?

- Once signed into the online store, ordering delegates will be able to see all items and pricing.

Why have I received multiple invoices?

- SLSS will send an invoice for each equipment item that is shipped. If the total order contains multiple suppliers, then multiple invoices will be issued. This will help your club track what they have received. When all items have been shipped, Clubs will receive a cost-recovery invoice for Freight Charges.

Is this the Beach Safety Equipment Fund (BSEF)?

- No, the BSEF is run through SLSA, and all enquiries should be directed to them.

Can we use our local supplier?

- No, only suppliers listed on the grant can be used to supply items and can only be ordered via the online store.

Can I change my mind once my order is submitted?

- No, all orders are considered final at checkout stage.

When will I receive my order?

- Deliveries will occur at any time, but most likely Monday-Friday, 9am-5pm. Please choose a delivery address that where goods can be left safely, if unattended. **Goods CANNOT be delivered to PO Boxes.**

Where is the online store located?

- All Ordering Delegates will be sent an email advising them exactly how to access the store. Please wait for this email to come through (don't forget to check your junk mail too) and follow the instructions. The username is the email address that was supplied for the Ordering Delegate. **Please do not use the SLSA Members store to place orders.**

What happens if there is an issue with my delivery?

- If you are concerned that your delivery hasn't arrived, arrives damaged, incomplete, etc please contact Karle Codd immediately via email, kcodd@surflifesaving.com.au or call 02 9471 8000.