



Surf Life Saving Australia - Circular

Title:	35th Edition PSAR Manual Editorial and Advisory Working Group - Expressions of Interest
Document ID:	Circular 68 17-18
Audience:	State Education, Lifesaving and Sport Directors, State Education, Lifesaving and Sport Managers, Active Members, Trainers, Assessors, Facilitators
From:	Pamela Simon, Learning & Development Manager Shane Daw, Coastal Risk & Safety Manager
Date:	30 th May 2018
Summary:	Surf Life Saving Australia (SLSA) is now seeking expressions of interest for the 35th Edition PSAR Manual Editorial and Advisory Working Group (PSARWG35). The objective of this working group is to develop the content of the Surf Life Saving Australia 35th Edition Public Safety and Aquatic Rescue (PSAR) training manual in line with organisation and industry needs, ready for the 2019/20 season.

Overview

Surf Life Saving Australia (SLSA) is seeking expressions of interest for the 35th Edition PSAR Manual Editorial and Advisory Working Group (PSARWG35).

This working group is responsible for the development of the 35th Edition of the SLSA Public Safety and Aquatic Rescue (PSAR) training manual in line with organisation and industry needs, as well as the nationally recognised Cert II Public Safety (Aquatic Rescue).

The PSAR training manual reflects SLSA's commitment to continuous improvement in surf lifesaving training techniques, based on best practice in public safety and the prevention of drowning. The content of this manual is continually evaluated and updated to meet changing demands in lifesaving, new technology, and the latest medical and scientific knowledge. These measures ensure that SLSA maintains its position as the world leader in water safety.

The first meeting for this working group is expected to take place in mid July 2018.

Terms of Reference

Please refer to Appendix 1 for a copy of the working group's Terms of Reference (TOR).

Online Expression of Interest Form

An online expression of interest form has been designed to collect information from members wishing to nominate to be part of the working group.

Expressions of interest received will go to your SLS state/territory centre for endorsement. The personal details of nominees collected by Surf Life Saving Australia are for selecting working group members only. They will be disclosed to the SLSA board, committee chairs and Surf Life Saving Australia staff.

Click [here](#) to submit your expression of interest or enter the below address into your web browser:

https://www.surveymonkey.com/r/PSAR_Training_Manual_Review

Selection Process

1. Completed expressions of interest submitted before **COB Wednesday 27th June 2018** only will be accepted. No late submissions will be accepted.
2. All expressions of interest will be considered by the working group's chairs as per the Terms of Reference.
3. Applicants will be notified of their further involvement by Friday 29th June 2018.

Further information

Please contact the SLSA Learning and Development Coordinator if you have any questions about the process or completion of the online expression of interest form. Email: hjay@slsa.asn.au Phone: 02 9215 8027

Surf Life Saving Australia

Level 1, 1 Notts Avenue t. +61 2 9215 8000
Bondi Beach, NSW 2026 f. +61 2 9215 8180
PO Box 7773 w. sls.com.au
Bondi Beach, NSW 2026 ABN 67 449 738 159



Appendix 1

Surf Life Saving Australia Terms of Reference	
35th Edition PSAR Manual Editorial and Advisory Working Group	
Name	35 th Edition PSAR Manual Editorial and Advisory Working Group (PSARWG35)
Version	30 May 2018
Working group authorised by	SLSA Lifesaving Management Committee (LMC) SLSA Lifesaving Member Advisory Committee (LMAC) SLSA Learning and Development Management Committee (LDMC) SLSA Learning and Development Advisory Committee (LDAC)
Authorised	28th May 2018
Appointed By	SLSA Chair of Lifesaving SLSA Chair of Learning and Development
End date/Review date	July 2019
Context	
Objectives	To develop the content of the Surf Life Saving Australia 35 th Edition Public Safety and Aquatic Rescue (PSAR) training manual in line with organisation and industry needs, ready for the 2019/20 season.
Background	<p>The PSAR training manual reflects Surf Life Saving Australia’s (SLSA) commitment to continuous improvement in surf lifesaving training techniques, based on best practice in public safety and the prevention of drowning. The content of this manual is continually evaluated and updated to meet changing demands in lifesaving, new technology, and the latest medical and scientific knowledge. These measures ensure that SLSA maintains its position as the world leader in water safety.</p> <p>It is the product of more than 100 years of progress in surf life saving, drawing on experience from more than 600,000 recorded rescues.</p> <p>It reflects the input of members from all sections of Surf Life Saving as well as the most current scientific research and literature in drowning prevention, medicine and education.</p> <p>The PSAR training manual is benchmarked against competency standards from the public safety industry, specifically the Certificate II in Public Safety (Aquatic Rescue). The attachment to this sector, that includes police, fire and other emergency services, means we have a responsibility and an obligation to ensure that the standard of our training resources is of a high order and that they meet the demands of our role in public safety and the preservation of life.</p>
Considerations	<p>PSAR training manual considerations:</p> <ul style="list-style-type: none"> • Alignment with the Public Safety and Aquatic Rescue training package • Equipment specified for use across all surf lifesaving clubs in Australia as per SLSA policies and guidelines • SLSA writer’s guidelines • SLSA brand guidelines • Updated legislation and other legal requirements on a national and state/territory level • National SLSA policies and guidelines



	<ul style="list-style-type: none"> • Cost, ownership, accuracy and longevity of images and videos. <p>Bronze Medallion course considerations:</p> <ul style="list-style-type: none"> • Blending face-to-face learning with online learning • Barriers to entry and learning • Learning pathways and recognition of prior learning • Critical aspects for assessment and evidence required to demonstrate competency • Online content to meet required knowledge.
Roles and Responsibilities	
Responsibilities of working group	<ul style="list-style-type: none"> • Review literature provided by working group members and other stakeholders. • Consider feedback received on current manual from stakeholders and consult with subject matter experts. • Attend face-to-face meetings and contribute between face-to-face meetings as agreed by the working group. • Ensure information covered in the PSAR training manual reflects current national and international best practice. • Work in teams to draft, read and review the manual text on their nominated topic(s) in line with SLSA writing and branding guidelines, ARC guidelines, SLSA national policies and guidelines. • Consider the format and layout of the PSAR training manual and make recommendations on this. • Ensure information in the PSAR training manual is clear and easy to understand for the target audience. • Provide a brief of images required for the PSAR training manual. • Assist in the collection of images required for the online Bronze Medallion course. • Provide ongoing feedback as requested. • Complete tasks and meet project deadlines as per project timelines.
Responsibilities of individual members	<ul style="list-style-type: none"> • Answer correspondence. • Attend face-to-face and teleconference meetings as required. • Actively participate in the group's work. • Provide regular updates of draft copies. • Respect privacy and confidentiality of information obtained. • Ensure wide consultation in the best interest of Surf Life Saving without personal bias. • Be an advocate for the working group's outcomes.
Level of delegation	<p>The working group has no delegation for approval of expenditure. The working group is not intended to replace the decision-making authority of SLSA or stakeholders or replace the associated accountabilities of their respective boards or staff.</p> <p>The working group can make recommendations on:</p> <ul style="list-style-type: none"> • Modifications to the content and format of the 35th Edition PSAR training manual.
Composition	<ol style="list-style-type: none"> 1. SLSA Chair of Lifesaving 2. SLSA Chair of Learning and Development 3. SLSA Learning and Development Manager



	<ol style="list-style-type: none"> 4. SLSA Coastal Safety and Risk Manager 5. SLSA Learning and Development Coordinator 6. Up to eight (8) member representatives, inclusive of a lifeguard and sport representative. <p>Note:</p> <ul style="list-style-type: none"> • Other visitors may be included in the working group as required. • The working group shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters as required.
Consultation	National advisors and committees, Australian lifeguard working group, external emergency and medical service representatives, other interested stakeholders across the organisation and subject matter experts as required.
The chairs	<p>The working group will be chaired by the SLSA Chair of Lifesaving and the SLSA Chair of Learning and Development. Meetings will be convened by the chairs and supported by both the SLSA learning and development staff.</p> <p>The chairs are responsible for making sure that the working group is conducted according to these terms of reference and that matters are dealt with in an orderly, efficient manner. They will remain objective at all times.</p>
SLSA staff	In collaboration with the chairs, SLSA staff will work to meet the needs of the organisation and remain objective at all times. SLSA staff will report on behalf on the working group to the SLSA General Manager Capacity and Capability, retaining overall responsibility for the PSAR training manual review.
Quorum	A quorum will be half the regular membership plus one.
Voting	<ul style="list-style-type: none"> • Matters will generally be resolved through discussion and consensus view. • Email vote may be taken when appropriate. • On voting, a majority must be achieved either for or against the motion for it to stand. • If this is not achieved, the unresolved matter will be put to the chairs of the working group for a final resolution. • SLSA staff will not participate in voting.
Review	The effectiveness and membership of the working group will be reviewed after each meeting.
Meetings	
Agenda items	All agenda items will be forwarded to the working group by close of business five (5) working days prior to the next scheduled meeting.
Minutes and meeting papers	<p>The minutes of each working group meeting will be prepared by SLSA. Full copies of the minutes, including attachments, will be provided to all working group members no later than five (5) working days following each meeting.</p> <p>By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meetings.</p>
Frequency of meetings	The working group shall meet as required face-to-face or by alternate to progress the review within the project timeframes. Engagement outside of agreed meetings may also be required.