## Circular

<table>
<thead>
<tr>
<th>Title</th>
<th>Expression of Interest for Volunteer Rescue Crew Officers – Westpac Lifesaver Rescue Helicopter – North Fremantle and Busselton</th>
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<tbody>
<tr>
<td>Date</td>
<td>6 September, 2017</td>
</tr>
<tr>
<td>Document ID</td>
<td>21, 2017/18</td>
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<tr>
<td>Department</td>
<td>Lifesaving Services – Support Operations</td>
</tr>
</tbody>
</table>
| From | Peter Scott, Lifesaving Services Contracts Manager  
Phone: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)  
Email: pscott@slswa.com.au |
| Audience | All Active Patrolling Lifesavers, Directors of Lifesaving |
| Summary | The Westpac Lifesaver Rescue Helicopters - North Fremantle and Busselton - are seeking suitable applicants to become Volunteer Rescue Crew Officers. |
| Action | Applications are to be submitted to Scott Hardstaff, WLRH Crew Chief shardstaff@slswa.com.au by 1700hrs Wednesday September 27 2017 |
| Attachments |  
- Rescue Crew JDF  
- SLSWA Westpac Lifesaver Helicopter – Volunteer Crew Information  
- Medical Form |

Westpac Lifesaver Rescue Helicopters are an integral part of SLSWA’s services to the community, forming part of the SLSWA Support Operations network, with Westpac Lifesaver Rescue Helicopters located in North Fremantle and Busselton.

Please see the attached “SLSWA Westpac Lifesaver Rescue Helicopter – Volunteer Crew Information” document for more detail about the Westpac Lifesaver Helicopter service.

This Expression of Interest relates to both the North Fremantle (Metropolitan) and Busselton (South West) service.

Limited places are available and only suitable applicants who demonstrate the required behaviors, skill and commitment will be selected.

Successful candidates must be available and committed to participating in training and patrol duties throughout the summer of 2017/18.

Applications are to be submitted to Scott Hardstaff, WLRH Crew Chief shardstaff@slswa.com.au by 1700hrs Wednesday September 27 2017

Attached to this Circular
- Rescue Crew JDF
- SLSWA Westpac Lifesaver Helicopter – Volunteer Crew Information
- Medical Form

James O’Toole  
Chief Executive Officer
## POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

<table>
<thead>
<tr>
<th>Department:</th>
<th>Aviation Services</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Rescue Crew Officer - Westpac Lifesaver Rescue Helicopters</td>
</tr>
<tr>
<td>Position Level:</td>
<td>Volunteer Position</td>
</tr>
<tr>
<td>Location:</td>
<td>Westpac Lifesaver Rescue Helicopter Base, Rous Head, North Fremantle</td>
</tr>
<tr>
<td>Main Purpose of Job:</td>
<td>The role of this position is to contribute to the safe and efficient flying activities of Westpac Lifesaver Rescue Helicopter/s. The Rescue Crew Officer is required to complete coastal surveillance patrol work; perform rescue swimmer duties and perform first responder emergency first aid.</td>
</tr>
<tr>
<td>Subordinate Staff:</td>
<td>Nil</td>
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<tr>
<td>Reporting To:</td>
<td>Crew Chief - Westpac Lifesaver Rescue Helicopters</td>
</tr>
</tbody>
</table>

### Role Summary

The role of this position is to contribute to the safe and efficient flying activities of Westpac Lifesaver Rescue Helicopter/s. Aircrew operate as part of the helicopter’s operations team, consisting of a Pilot, Air Crew and Rescue Crew; and undertake operations in accordance with all Civil Aviation Safety Authority (CASA) statutes and requirements.

This position contributes to the safe and efficient flying activities of the aircraft by utilising the contemporary practices of 'Crew Resource Management' and working in unison with the Pilot and other crew as required. This position is required to complete coastal surveillance patrol work; perform rescue swimmer duties and perform first responder emergency first aid.
Accountabilities / Duties

1. **Rescue Crew:**

1.1 Contributes to the safe, effective and efficient operation of the Surf Life Saving Western Australia (SLSWA) Westpac Lifesaver Rescue Helicopter/s (WLRH) by performing Rescue Crew Officer (RCO) duties in accordance with SLSWA WLRH policy and procedures and Civil Aviation Act and Regulations; and in conjunction with SLSWA Contractor’s operational standards.

1.2 Maintains currency in all facets of Rescue Crew Officer Qualification as specified in the SLSWA WLRH Crew Training Manual.

1.3 Contributes to the effectiveness of operations by maintaining current rating as a rescue swimmer.

1.4 Contribute to the SLSWA WLRH Safety Management System and SLSWA Contractor Safety Management System and contribute to achieving Safety objectives, including a safety culture.

1.5 Contribute to the SLSWA Contractor Drug and Alcohol Management Plan, in accordance with CASA requirements; and comply with requirements of same (random testing regime).

1.6 Be capable of fulfilling the Service’s Fitness Assessment at any given time.

1.7 Maintain a high level of proficiency in lifesaving skills including Advanced Resuscitation, Defibrillation, Pain Management and Senior First Aid.

1.8 Ensures that all safety equipment on SLSWA WLRH is checked daily and is maintained in a serviceable condition.

1.9 Ensures that any matters affecting the operation of SLSWA WLRH are brought to the attention of the Crew Chief, Contractor Base Manager or Lifesaving Services Contract Manager by maintaining regular liaison with those positions.

1.10 Contributes to the efficiency of the SLSWA WLRH by ensuring all administrative responsibilities associated with the position are completed in a timely and accurate manner.

1.11 Take an active role educating the public on public safety issues through informal discussions with the community or formal presentation to groups.

1.12 Maintain good public relations and maintenance of the Service “image” while on duty. The uniform is worn in full and correctly when on duty.

1.13 Attend meetings, functions and training sessions as required by the Service.

1.14 Maintain an active approach to assisting with the achievement of the Service’s OH&S, EEO and Anti-Discrimination and environmental objectives.

1.15 Carry out specific tasks as required by the Crew Chief.
### Position Deliverables

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>The safe and efficient operation of the Westpac Lifesaver Rescue Helicopter/s in accordance with all SLSWA WLRH Policy and Procedures; and Civil Aviation Safety Authority (CASA) statutes and requirements.</td>
<td>Number of hours flown and missions conducted</td>
</tr>
<tr>
<td>Maintain preparedness to respond to emergencies in conjunction with SLSWA and other Government agencies.</td>
<td>Enable safe, rapid and reliable responses to emergency incidents</td>
</tr>
<tr>
<td>Maintain all currencies and role specific currencies in accordance with SLSWA WLRH and SLSWA Contractor requirements.</td>
<td>Qualified and proficient Aircrew (CASA and SLSWA requirements)</td>
</tr>
<tr>
<td>Contribute to the SLSWA WLRH Safety Management System and contribute to achieving Safety objectives, including a safety culture.</td>
<td>Functional Safety Management System in place and operating.</td>
</tr>
<tr>
<td>Contribute to the SLSWA Contractor Drug and Alcohol Management Plan, in accordance with CASA requirements; and comply with requirements of same (random testing regime).</td>
<td>Compliance with testing regime and negative testing results return.</td>
</tr>
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#### Fitness Requirements:

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<td>Proficiently</td>
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<tr>
<td>100m Tube Rescue</td>
<td>Proficiently - No time limit</td>
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## Selection Criteria

### Experience
- Be a financial, active member of a SLSWA club
- Have completed at least 2 years of duty as a patrolling lifesaver

### Skills
- Meet the services fitness requirements as outlined in the SLSWA Crew Training Manual (as per previous page)
- Experience and technical knowledge of surf lifesaving and / or lifeguarding
- Ability to work in a small team in a challenging environment
- A proven ability in determining priorities, making sound judgements and the ability to respond appropriately when under pressure
- A proven commitment to safe work practices
- Ability to effectively communicate and be assertive.
- Ability to work with volunteers, media, corporate supporters, community and government.
- Ability to work unsupervised as well as in a team environment.

### Qualifications/Endorsements
- Possess (and be current in) the following qualifications:
  - SLSA Bronze Medallion
  - Provide First Aid or SLSWA equivalent
  - Advanced Resuscitation Techniques Certificate (SLSWA or HLT)
  - Spinal Management (SLSA)
  - National Police and Working with Children Checks applicable

### Special/Desirable Requirements
- Hold current HUET and Dangerous Goods awareness certificates
- Possess advanced medical skills
- Knowledge and application of Search and Rescue (SAR) techniques
- An understanding of OH & S and Equal Opportunity principles and practices
- An understanding of risk management principles and practices
- Commitment to the service
- Ability to work public holidays and weekends

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Prepared by: Peter Scott

Position title: Lifesaving Services Contract Manager

Date: September 1, 2017
Westpac Lifesaver Rescue Helicopter

Volunteer Rescue Crew Information
SCOPE

This document provides potential Westpac Lifesaver Rescue Helicopter Volunteer Crew with the relevant information that will assist them in their decision to make the commitment to be a member of the Surf Life Saving WA Support Operations network.

Please read the following information carefully and note any questions that you have along the way. It is essential that those looking to commit their time and efforts to this team fully understand the responsibilities of involvement.

The dedication required to be a contributing member of the Westpac Lifesaver Helicopter Volunteer Crew is substantial.

INTRODUCTION

Surf Life Saving Western Australia (SLSWA) is the leading provider of Coastal Safety in Western Australia with a core purpose of ‘Saving Lives and Building Great Communities’.

Westpac Lifesaver Rescue Helicopters are an integral part of SLSWA’s services to the community, forming part of the SLSWA Support Operations network, with Westpac Lifesaver Helicopters located in North Fremantle and Busselton.

The purpose of SLSWA Westpac Lifesaver Rescue Helicopters is to contribute to SLSWA core purpose by:

1. Provide a safer coastal environment through proactive coastal surveillance patrols;
2. Undertaking Search and Rescue missions;
3. Integrating into SLSWA coastal public safety management solutions; and
4. Working alongside Emergency services

The Westpac Lifesaver Rescue Helicopter Metropolitan is a daytime operation utilising an Airbus AS350 ‘Squirrel’ helicopter which operates from the Westpac Lifesaver Rescue Helicopter base at Rous Head, North Fremantle. The North Fremantle service operates 8 months of the year and achieves approximately 450 hours of flight time per year in providing services to the community. The area of coverage is from Yanchep in the north, Rottnest Island to the West and south to the Dawesville Cut.

The Westpac Lifesaver Rescue Helicopter South West is a daytime operation which operates from the Busselton Airport. It operates across the peak summer months and covers the coastal strip from Bunbury to Margaret River, utilising an Airbus AS350 ‘Squirrel’ helicopter. This service currently achieves some 450 hours of flight time in providing services to the community.

The SLSWA Westpac Lifesaver Rescue Helicopters are owned and operated by Helistar Aviation Pty Ltd of South Australia. Helistar are contracted by SLSWA to provide aircraft, pilots and engineering services. SLSWA is the
program owner and determines how the program is structured, tasks undertaken and number of hours flown. Essentially SLSWA runs the program and Helistar provide the staff and assets to allow us to do this safely and expediently.

SLSWA employs a Crew Chief and 2 x Air Crew Officers in the North Fremantle service; and the South West service is staffed by Air Crew and Rescue Crew on casual employment contracts. These positions are supplemented by volunteer Rescue Crew Officers.

SLSWA Westpac Lifesaver Rescue Helicopters conduct aerial operations within the regulatory regime of the Civil Aviation Safety Authority under an Air Operators Certificate held by Helistar Aviation Pty Ltd.

Note: All Westpac Lifesaver Helicopter crew (Paid and Volunteer) are subject to the Helistar Drug and Alcohol Management Plan, in accordance with CASA requirements; and must comply with requirements of same (random testing regime).

As we move into a new season, SLSWA Westpac Lifesaver Rescue Helicopters are looking to induct a number of new volunteers and provide them with the appropriate training to become Rescue Crew Officers at both of our services – North Fremantle and Busselton.

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**Role of the Westpac Lifesaver Rescue Helicopter**

Westpac Lifesaver Rescue Helicopter tasks are:

- **Providing coastal surveillance patrols:**
  - part of the State Governments ‘Shark mitigation strategy’;
  - providing real time intelligence on local conditions for beach management at all levels for Greater metropolitan and South West SLSWA Clubs; SLSWA professional services, local authorities (lifeguards);
  - undertaking preventative actions

- **Undertaking search and rescue missions:**
  - Responding to emergency incidents, with a primary focus on coastal areas;
  - Incident response examples include unconfirmed shark sightings; suspected missing persons in the water; persons in distress, major first aid event (i.e. shark attack);
  - Ability to respond to community emergency management incidents as required

- **Integrating into SLSWA coastal public safety management solutions:**
  - Supporting beach services – Volunteer SLS services, lifeguards, Wesfarmers Emergency Jet ski teams, Drone patrols;
  - Collection of data including photographs and beach user statistics;
  - Providing ‘real-time’ intelligence on beach conditions

- **Working alongside Police, Ambulance, Fire and Emergency Services**
  - Providing support to local emergency services wherever possible;
  - Part of the St. John’s Ambulance ‘First Responder’ program
Roles and Responsibilities of Rescue Crew Officers

The role of this position is to contribute to the safe and efficient flying activities of Westpac Lifesaver Rescue Helicopter/s. Rescue Crew Officers operate as part of the helicopter’s operations team, consisting of a Pilot, Air Crew and Rescue Crew; and undertake operations in accordance with all Civil Aviation Safety Authority (CASA) statutes and requirements.

This position contributes to the safe and efficient flying activities of the aircraft by utilising the contemporary practices of ‘Crew Resource Management’ and working in unison with the Pilot and other crew as required. This position is required to complete coastal surveillance patrol work; perform rescue swimmer duties and perform first responder emergency first aid.

A typical day in summer may consist of a 7.00am start at Rous Head base; check aircraft and equipment; crew brief; refresher training; coastal surveillance flight; admin duties (recording data); aircraft husbandry; coastal surveillance flight; debrief; stow aircraft and equipment and finish duty at 5.00pm.
Training and Development

To be considered for induction as a member of the SLSWA Westpac Lifesaver Rescue Helicopter crew, there are a number of pre requisite qualifications which are required prior to being considered for the role.

Beyond initial training and competency, on-going training throughout the year is essential for Rescue Crew Officers to obtain and maintain a high standard of safety, care and service delivery.

Full requirements and a list of accountabilities / duties for Rescue Crew Officers are listed in the attached Job description.

Pre – requisites - Essential

- Possess (and be current in) the following qualifications:
  - SLSA Bronze Medallion
  - Senior First Aid (SLSWA or HLT)
  - Advanced Resuscitation Techniques Certificate (SLSWA or HLT)
  - Spinal Management (SLSA)
  - National Police and Working with Children Checks applicable

Must be able to complete the following at any time:

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</table>

For training in any required qualifications, please contact your local surf life saving club Training Coordinator for details.

Continuing Professional Development

Beyond initial training and competency, on-going training throughout the year is essential for Rescue Crew Officers to obtain and maintain a high standard of care and service delivery.

A structured framework for training is in place and includes aviation safety; crew resource management; Helicopter underwater escape training (HUET); and other specific role related courses.

All qualifications and awards must remain current.
**Personal Requirements**

Given the nature of the operation, there is a significant investment made in the training and development of Rescue Crew Officers. In return for this investment, we require a minimum two-year commitment from volunteers.

The North Fremantle service operates 8 months per year and there is a requirement for Rescue Crew Officers to complete a minimum of 1 shift every 8 weeks. These shifts are predominantly on weekends but mid-week shifts are also available. Summer shifts are ten hours; with the start time 0700hrs but variable dependent upon planned operations and availability. Split shifts can be worked by volunteers.

The Busselton service operates 8 months per year – but only operates daily between November 18th and January 30th. The remainder of the season is based upon school holidays, public holidays and long weekends. These shifts are predominantly on weekends but mid-week shifts are also available. Summer shifts are ten hours; with the start time 0700hrs but variable dependent upon planned operations and availability. Split shifts can be worked by volunteers.

The commitment required as a member of the Westpac Lifesaver Helicopter Team is significant, as this role requires commitment to undertaking duties on weekends/public holidays alongside Club operations.

**Note:** All Westpac Lifesaver Helicopter crew (Paid and Volunteer) are subject to the Helistar Drug and Alcohol Plan, in accordance with CASA requirements; and must comply with requirements of same (random testing regime).

A Rescue Crew Officer must also be committed to initial training with further commitment to ongoing professional development.

Involvement in the Westpac Lifesaver Helicopter team is not a decision to be made lightly. Due to the high standard of safety, ability and fitness we require for involvement in the team, each team member is required to maintain a strong commitment to the initial and ongoing training process. Furthermore, there are limited entry positions and thus the selection process is very competitive.

However, the rewards are great and this opportunity will provide the individual with significant development opportunities.

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**Personal Safety**

All members of Westpac Lifesaver Helicopter are covered by Surf Life Saving WA’s insurance policies.

SLSWA WLRH conduct operations within a Safety Management System and all activities are risk assessed and strictly follow standard operating procedures Members are not required to undertake activities they believe will compromise their own safety. This is why commitment to initial and ongoing training is essential to maintain a high level of competency so that a high safety standard and standard of care can be provided to the community.
Recognition

When undertaking official duty as a Rescue Crew Officer, this time will be recognised by SLSWA as official patrol hours and recorded into SurfGuard. These hours of service may be used by members as accumulation of patrol hours to satisfy minimum patrol requirements for competition purposes.

These activities and time contributed may not however diminish the requirements of patrolling duties each member may have with their own Lifesaving club in relation to the completion of patrols (rostered or voluntary). Members are advised to discuss this with their respective club.

Selection Process

Stage 1: Submit CV; Statement of Claim and Medical form (details below)
Closing Date: 1700hrs Wednesday September 27th 2017

Stage 2: Shortlisting of Applicants

Stage 3: Shortlisted Applicants – Fitness Assessments and Interview:
Tuesday 10th October 7pm Challenge Stadium; or
Thursday 12th October 7pm Challenge Stadium

Stage 4: Selection of Successful Applicants

Stage 5: Induction of Successful Applicants
Saturday October 28th 8am SLSWA WLH Base, Rous Head, North Fremantle

Applicants wishing to nominate for a position as a Volunteer Rescue Crew Officer for the Metropolitan and/or South West service must provide the following:

1. CV outlining experience – Surf Life Saving and any relevant life experience. Maximum 2 pages

2. Statement of Claim – 1-page Statement of claim telling us what you have to offer SLSWA WLHR and why you should be selected. Please nominate which service you are applying for (Metropolitan or South West).

3. Medical Declaration form

Applications are to be submitted to Scott Hardstaff, WLRH Crew Chief shardstaff@slswa.com.au by 1700hrs Wednesday September 27th 2017

Any inquiries are to be directed to Scott Hardstaff, WLRH Crew Chief shardstaff@slswa.com.au.
Applicant Details

A: GENERAL

NAME: _________________________________________________________________

ADDRESS: ______________________________________________________________

________________________________________________________________________

TELEPHONE: (H)_________________________________ (W) ________________

(M)________________________________________ E-mail _________________

DATE OF BIRTH: _______________ MALE: D FEMALE: D

Next of Kin: ___________________________ Relationship: ___________________

Contact No: ____________________________ OR ________________________

B: MEDICAL DETAILS

[All information contained here is considered confidential and will be kept on file during employment]

Do you suffer from any health or medical problems? (If yes, please state):

_____________________________________________________________________

_____________________________________________________________________

I have been immunised against (please show year immunised if known):

_____________________________________________________________________

Date of last anti-tetanus injection: _____/____/____

I suffer from asthma (please tick) Yes [ ] No [ ]

Medication available:

_____________________________________________________________________

I am known to be allergic to: (e.g. penicillin)

_____________________________________________________________________
Do you have any conditions that will prevent you from participating in any physical activities? Please specify: (e.g. lower back, wrist injury)

________________________________________

________________________________________

C: MEDICAL HISTORY AND AUTHORISATION

Medicare No: ____________________________________________________________

Private Health Insurance: ________________________________________________

Are you insured against accident/injury for competitions and associated activities (e.g. training, travel, etc.) other than the SLSA Insurance Policy?

Name of Company (if insured): Yes [ ] No [ ]

________________________________________

Have you made any Workers Compensation Claims? Yes [ ] No [ ]
If yes, please give details:

________________________________________

________________________________________

Any other relevant medical history:

________________________________________

Do you suffer from an injury or condition which is likely to be aggravated by the physical activities? Yes [ ] No [ ]
If so, please give details:

________________________________________

I hereby authorise the obtaining on my behalf of such medical assistance as I may require in the event of accident or illness. I authorise the administering of such medical treatment including the use of anesthetic, as may be deemed necessary by the Medical Officer attending.

Name: ________________________________

Signed: _____________________________ Date: ____/____/_____