



Surf Life Saving Sydney Inc.

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ISSUE DATE: 9 th November 2009		CIRCULAR NO: 34/09-10	
TO: SLSS Assessors and Trainers		FROM: Marissa Jank Education Manager SLSS	
CC: Clubs, SLSS Management, Captains, Chief Instructors, Presidents, Secretaries			
SUBJECT: CODE OF CONDUCT – ASSESSORS AND TRAINERS			

REMINDER:

This Circular is a reminder to all Assessors and Trainers within Surf Lifesaving Sydney (SLSS) that we are obligated to meet the code of conduct set by SLSS, Surf Life Saving NSW (SLSNSW) and Surf Lifesaving Australia (SLSA).

The Trainer and Assessor Position Descriptions outline the roles and responsibilities of these positions within Surf Life Saving. Conducting training and assessment under Surf Life Saving demonstrates an individual's acceptance of the position requirements and responsibilities. The position requirements and responsibilities for each trainer and Assessor includes adhering to the SLSNSW Standard Operating Procedures (Training Division) and all relevant legislation.

SLSS would like to remind all members involved in training and assessment of their personal obligation to comply with these said requirements. *Please refer to the relevant position description for further details.*

As an example, the following activities are not only a serious breach of SLSS, SLSNSW and SLSA policy, but are also in breach of our statutory obligations (legislation):

- (a) recording a candidate as successfully completing an assessment (including proficiency) when the candidate has not attended or participated in the assessment or proficiency, or has not demonstrated competency;
- (b) allowing a candidate to pose as another member and having their performance recorded as the intended candidate;
- (c) signing off an assessment and/or proficiency when the Assessor was not in attendance.

Carrying out any of the above activities would bring Surf Life Saving into disrepute and expose Surf Life Saving to unnecessary risks which includes and is not limited to:

- (i) exposing Surf Lifesaving to legal proceedings for claims for damages as a result of breach of duty of care, negligence, fraud and willful misconduct;
- (ii) potentially exposing SLSS, SLSNSW and SLSA to legal, operational and financial risk;
- (iii) allowing for the coroner to investigate the individual, the relevant Club and Branch;
- (iv) personal liability of the Assessor or Trainer;
- (v) bringing the entire SLS organisation into disrepute and investigation;
- (vi) loss of Registered Training Organisation (RTO) status and breaching the requirements of any Government funded program or grant;
- (vii) exposing SLS to a media frenzy.

The SLSNSW HR1.5 Operations Breach policy outlines the process of handling such breaches, which states that consequences may include revoking or temporarily suspending the endorsement of an individual Trainer or Assessor or termination. Copy attached and you can find a copy of this policy at www.surflifesaving.com.au/www/463/1001127/displayarticle/standard-operating-procedures--1001236.html#Book_3

Should you have any queries or concerns regarding this circular or unsure about your obligations, please feel free to send an email to Marissa at awards@surflifesavingsydney.com.au . Either Marissa or Ann Stevenson, Academy Quality Officer of SLSNSW will respond to you and are happy to discuss any compliance queries.

Marissa Jank

Encl.

Position Description for Trainer
Position Description for Assessor
SLSNSW HR1.5 – Operations Breach policy