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Title:	2024/2025 Patrol Operations Manual Update
Document ID:	102.08.2024
Department:	Lifesaving Operations
Audience:	All SLSQ Clubs; All SLSQ Branches; State Lifesaving Committee; Lifesaving Operations Staff
Summary:	Updates to the SLSQ Patrol Operations Manual for the 2024/25 season
Date:	8 th August 2024

The 2024/2025 SLSQ Patrol Operations Manual has undertaken another annual review and is now available online. The Patrol Operations Manual link has been uploaded and is available to view in the SLSQ Members App. This can be found under:

SLSQ Members App - 'Lifesaving'

- link to the app on a desktop - [SLSQ APP](#)
- or Search SLSQ App in Apple or Google Play Stores

Please note that there **will not** be a hard copy of the Patrol Operations Manual provided.

A broad summary of changes is as follows:

Note- *All sections have had the new season dates updated.*

SECTION	CHANGES
1 Introduction & Document Management	Updates were made to the dates & the Club Signature Page for 2024/25 is available.
2 Patrol Season	Changes to dates of the patrolling season (for 24/25) should be noted, including the Public Holidays. The sentence, 'Official patrol days during this period include all Saturdays, Sundays and public holidays. Gazetted show holidays are not included unless included in an individual club's patrol service contract' has been removed.
3 Patrol Times	Changes to dates of the patrolling season (for 24/25) should be noted, including the NQB season dates & extended hours dates.
4 Patrol Strength	In sub-topic 'Numbers on patrol'



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SECTION	CHANGES
	<ul style="list-style-type: none"> Adjustment to wording from “1 x Powercraft Operator i.e., Silver Medallion IRB Driver, IRB Crewperson & RWC Operator” TO “1 x Full Powercraft crew i.e., either one Silver Medallion IRB Driver and IRB Crewperson or one RWC operator.” <p>In sub-topic ‘Proficient Award Members and Observer Qualification’</p> <ul style="list-style-type: none"> We have removed the sentence “and have the award they hold clearly marked on their patrol shirt or hat i.e., ART operators, First Aid holder and Radio Operator etc.”
<p>5 Patrol Service Obligations</p>	<p>In sub-topic ‘Patrol Service Contract’</p> <ul style="list-style-type: none"> Amended this sentence to ‘All Surf Life Saving Clubs in Queensland are required to sign a patrol service contract prior to the start of the season confirming their patrolling obligations.’ This is because SLSQ is introducing the 2-year contracts, so it doesn’t need to be signed prior to start of every season, for some clubs & branches. <p>Sub-topic ‘Quality Assurance’ has been removed.</p> <p>The LSP005 Patrol Service Breach Procedure has been updated.</p>
<p>6 Patrol Hour Obligations</p>	<p>In sub-topic ‘Patrol Hours Compliance’</p> <ul style="list-style-type: none"> A sentence is to be added stating that no members are to get double hours, 1hr of patrolling = 1hr.
<p>7 Patrol Roles & Responsibilities</p>	<p>No major changes, only grammar issues identified have been updated.</p>
<p>8 Patrol Operations</p>	<p>In sub-topic ‘Closing Beaches’</p> <ul style="list-style-type: none"> The following sentence has been added “If an event is being conducted at the beach, the patrol captain will advise the event organiser of the closure and specifics of closure. Internal and external events are not permitted to be conducted on closed beaches as per the local laws.” <p>In sub-topic “Lost/Missing Persons”</p> <ul style="list-style-type: none"> The table has been amended to say the following:



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SECTION	CHANGES		
	Serial	Action	Suggested Time Frame
	1	Information gathering/ Contact Surfcom	0-2 Minutes
	2	Preliminary observation & Contact Surfcom	2-5 Minutes
	3	Initial search	25-10 Minutes
	4	Coordinated search: under eternal agency	Report after 10 minutes: Search continued under direction of QPS
	<ul style="list-style-type: none"> • The following dot points below have been removed and replaced with the sentence, 'Contact Surfcom immediately for any missing/lost person'. <ul style="list-style-type: none"> • There is concern that the person was last sighted in or near the water; • The person missing is suspected to have a mental illness or is neurodivergent (spectrum disorder); • There is reasonable suspicion or evidence that there may be criminal activity involved; • There is any circumstance that suggests the person may be at immediate risk; and • It is better to call additional resources early than have a delayed response to an aquatic incident when it may be too late. <p>Sub-topic 'Marine Stinger Drag Form' has been removed.</p>		
9 Patrol Uniforms	No major changes, only grammar issues identified have been updated.		



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SECTION	CHANGES
<p style="text-align: center;">10 Patrol Equipment</p>	<p>In sub-topic 'Beach Patrol Equipment'</p> <ul style="list-style-type: none"> • In the communication equipment table, point 9 has been amended from 'Powercraft Logbook' TO 'IRB Logbook or RWC logbook where applicable'. • In the rescue equipment table, a point has been added in for 'RWC fully equipped'. • In the rescue equipment table, point 6 4WD was removed. • In the medical equipment table, point 7, 2 litres of vinegar and gloves was removed. <p>In sub-topic 'Example Patrol Set Up' the diagram has been updated to include drone set-up requirements (where applicable).</p> <p>In sub-topic 'Support Gear'</p> <ul style="list-style-type: none"> • In communication equipment table, point 2, 'or RWC logbook' has been added in. • In communication equipment table, point 3, '1 on beach or in radio tower' has been removed. • In communication equipment table, point 7, it has been changed from 'Surf Rescue craft training signs' TO 'Lifesaving Training sign'. • In rescue equipment table, we've added under point 2, 'RWC & 1 where applicable'. • In general table, point 1, 'three southern branches only' was removed & replaced with, '1 where applicable in the minimum required column.' • In Degraded operations equipment table, we've added a point 4 that is for IRL. <p>In sub-topic 'Club Drone Trial'</p> <ul style="list-style-type: none"> • The sentence 'Surf Life Saving Queensland is currently conducting a trial on Drone Operations with Surf Life Saving Clubs' was removed. • The words 'this trial is for' have been amended to 'Drone surveillance patrols are to enable'. • The sentence 'In order for clubs to be eligible for the trial they must have member capability and meeting their patrol service contract. The trial is open to three clubs per Branch, with a maximum of 10 candidates per club' has been removed. • The words 'being selected' have been amended to 'utisilising drone surveillance patrol capabilities.'



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SECTION	CHANGES
<p>11 First Aid Operations</p>	<p>In sub-topic 'First Aid Room Equipment & Supplies'</p> <ul style="list-style-type: none"> In table 1, point 1, we've amended the words 'first (Senior) aid or First Aid [AID] certificate holder and their currency' TO 'current/proficient first aiders within the club'. <p>In sub-topic 'Daily Duties for the First Aid' anywhere it says 'air-viva' has been amended to 'O2'.</p> <p>In sub-topic 'Air bag/oxygen resuscitation daily patrol checks/hygiene & annual service'</p> <ul style="list-style-type: none"> Under equipment, we've added '/ARC guidelines' onto dot point 1. Under start of day checks, we've amended the sentence to say, 'Check all equipment is clean'. Under servicing, we've amended the sentence from 'The equipment should be serviced annually, preferably during non-peak times (winter months)' TO 'The equipment must be serviced annually, by a qualified service provider, preferably during non-peak times (winter months or summer months for NQ clubs).'
<p>12 Patrol Reporting, Forms & Operational Systems</p>	<p>The topic 'Workers Compensation' & sub-topic 'Member Injury Reporting Procedure' have been combined into one.</p> <p>Under the new merged topic 'Workers Compensation & Member Injury Reporting Procedure'</p> <ul style="list-style-type: none"> Point 1 & 2 have been removed about contacting Kerrie Barnes. Point 5 has been amended to say SLSQ not 'your Branch Office' We've added in the sentence, 'Member Injuries are to be reported to the State Operations Communication Centre (SOCC) via phone. Once the injury has been reported the SOCC will create an Incident through LIMSOC which will generate an IRL for completion. Please ensure you have all required information at hand when phoning the SOCC and ensure that all fields are completed as accurately and as detailed as possible in the IRL. The contact number for the SOCC is 5631 7400 and they are open 7 days a week from 7am – 5pm.'
<p>13 Surf Craft Management Guidelines</p>	<p>No Change</p>



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SECTION	CHANGES
<p style="text-align: center;">14 Powercraft Operations</p>	<p>Under sub-topic 'Operations – IRB'</p> <ul style="list-style-type: none"> In point 8 of the second paragraph, we've added in the sentence, 'IRB must be rescue ready and available to be deployed which may include being in use in a close proximity for an approved Lifesaving activity e.g., Nipper Water safety or Award courses within near proximity to the patrol area (excluding special event activities).' <p>Under sub-topic 'Operations – RWC'</p> <ul style="list-style-type: none"> In point 3 the word SLSQ has been amended to SLSA. In point 7 the sentence to be amended to 'Patrol RWC's are to be used in conjunction or as an alternative to IRB operations, for example, for routine roving patrol purposes and for emergency purposes within the defined areas. Patrols can choose to use the RWC in place of an IRB, but the recommendation is to have both RWC & IRB stationed on the beach in the appropriate Powercraft Launch area. In any case where the RWC is used, the back-up Powercraft can be an IRB or RWC and therefore appropriately qualified operators must be in attendance on patrols at all times.' In point 9 the words 'and wearing an approved helmet and PDF' has been added add to the end of the sentence. Point 12 was removed, 'RWC operators are not permitted to use the RWC for buoy setting or for water safety purposes for any event including nippers, carnivals, skills maintenance or external events.' In point 13, the words 'Operations Support' has been removed. <p>Under sub-topic 'Powercraft use for Special Event'</p> <ul style="list-style-type: none"> The paragraph has been amended to say, 'Any craft that is providing water safety for a third-party event/activity or operating outside of their designated bathing reserve must complete a special event application form within the specified timeframe. Approval to conduct the activity must be obtained before the Surf Club/Service can take part. Failure to seek approval may result in further action by the Branch or SLSQ. Refer to SLSQ circular in relation to the timeframes and forms to be submitted.' <p>Under sub-topic 'Towing a Vessel'</p> <ul style="list-style-type: none"> Point 3 was removed, 'Experienced operators under the direction of SLSQ staff/tasking office/lifeguard supervisor/duty officer only may only be used.'



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	<ul style="list-style-type: none"> The words, 'and any apparatus used to tow a vessel' were added into point 5 'after towing a vessel.' <table border="1"> <thead> <tr> <th>INFRINGEMENT</th> <th>PENALTY (subject to change & reviewed annually)</th> </tr> </thead> <tbody> <tr> <td>Unlicensed driving</td> <td>On the spot \$533 Marine Infringement Notice \$619</td> </tr> <tr> <td>Unsafe operations</td> <td>To be determined by the court – with maximum penalty \$77,400</td> </tr> <tr> <td>Unsafe operations causing grievous bodily harm or death</td> <td>To be determined by the court – with maximum penalty \$77,400 or 2yrs imprisonment</td> </tr> <tr> <td>Failure of Club to report any incident to QLD Transport within 48 hours of incident occurring</td> <td>\$400 (imposed directly to club) Marine Infringement Notice \$464</td> </tr> <tr> <td>Failure of Master to report any incident to QLD Transport within 48 hours of incident occurring</td> <td>Marine Infringement Notice \$464 On the spot \$400 (imposed on operator)</td> </tr> <tr> <td>Owner/master fail to display correct registration numbers</td> <td>On the spot \$266 (can be issued to both owner and master) Marine Infringement Notice \$309</td> </tr> <tr> <td>Owner of commercial ship fails to register ship</td> <td>On the spot \$452 (imposed on club)</td> </tr> <tr> <td>Exceeding 6 knots within 30 meters of people in water</td> <td>On the spot \$400 (imposed on operator) Marine Infringement Notice \$464</td> </tr> <tr> <td>Interfering with Shark Control Equipment</td> <td>\$26,900 (imposed on operator)</td> </tr> </tbody> </table>	INFRINGEMENT	PENALTY (subject to change & reviewed annually)	Unlicensed driving	On the spot \$533 Marine Infringement Notice \$619	Unsafe operations	To be determined by the court – with maximum penalty \$77,400	Unsafe operations causing grievous bodily harm or death	To be determined by the court – with maximum penalty \$77,400 or 2yrs imprisonment	Failure of Club to report any incident to QLD Transport within 48 hours of incident occurring	\$400 (imposed directly to club) Marine Infringement Notice \$464	Failure of Master to report any incident to QLD Transport within 48 hours of incident occurring	Marine Infringement Notice \$464 On the spot \$400 (imposed on operator)	Owner/master fail to display correct registration numbers	On the spot \$266 (can be issued to both owner and master) Marine Infringement Notice \$309	Owner of commercial ship fails to register ship	On the spot \$452 (imposed on club)	Exceeding 6 knots within 30 meters of people in water	On the spot \$400 (imposed on operator) Marine Infringement Notice \$464	Interfering with Shark Control Equipment	\$26,900 (imposed on operator)
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15 Surf Boat Operations	No Change																				
16 Radio Communications	No Change																				
17 Junior Activities & Water Safety	No major changes, only grammar issues identified have been updated.																				
18 Vehicle Operations	Under sub-topic 'Procedure for towing of SLS equipment on trailers' <ul style="list-style-type: none"> A sentence has been added under 'towing practice' stating that each club is to refer to their manual for their SSV. A sentence has been added under 'vehicle specifications' stating that the maximum recommended towing speed is vehicle dependant. 																				
19 Animal Control	Under sub-topic 'Dog Control' <ul style="list-style-type: none"> Instead of the sentence 'The distance is at the discretion of the patrol captain' it now says, 'To be erected as per Council by laws.' Under sub-topic 'Snake Control' <ul style="list-style-type: none"> Duty Officers have been removed as a contact, as clubs are to only contact Surfcom. 																				



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SECTION	CHANGES
20 Dangerous Marine Creatures	No Change
21 Adverse Weather & Disaster Management	No Change
22 WH&S	No Change
23 Risk Management	No Change
24 Skills Maintenance	No Change
25 Peer Support	No Change
26 Media Procedures	<p>In sub-topic 'Communication Chain – Responding to Media Enquiries' all processes have been updated.</p> <p>The sub-topic 'Communication Chain – Incident Examples' has been removed.</p> <p>In sub-topic 'Appropriate Club/Branch Spokespeople' all information has been updated.</p> <p>In sub-topic 'Resources and Contacts' the table has been updated to reflect the 2024/25 season and staff.</p>
27 Operations Support	No major changes, only grammar issues identified have been updated.
28 Local Operating Procedures	No Change



**SURF LIFE SAVING
QUEENSLAND**

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Kind regards,

A handwritten signature in black ink, appearing to read 'Simon Richards'.

SIMON RICHARDS

State Lifesaving Officer

A handwritten signature in black ink, appearing to read 'Natalie Edwards'.

NATALIE EDWARDS

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