

SURF LIFE SAVING WESTERN AUSTRALIA INC.

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CIRCULAR

No 17, 2008/2009

SurfGuard Data Entry

Audience: Presidents, Club Captains, Administrators, Lifesaving Directors
Date: July 28, 2008
Distributed by e-mail to: All Clubs
Contact: Josh McCleery; Lifesaving Officer

Ph: 9243 9444 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)

Summary:	Action:
<i>SurfGuard Data Entry</i> As of 2007 all clubs have been required to input required data into surfguard and have been paid administration costs to do this.	<ol style="list-style-type: none">1. Clubs to assign responsibility of data entry to a Club official(s)2. Clubs to complete data entry as per attached timelines3. Contact SLSWA IT Officer if unsure of access codes

Surf Life Saving Australia and the States are committed to using a national and centralised database to manage member information and awards. Each Club around Australia has access to this database to manage their own Club affairs through the use of discrete access codes.

The function of this database has grown strategically to allow other aspects of Surf lifesaving operations and information to be uploaded, stored and retrieved via the SurfGuard database.

These other aspects include:

- Organisational details and management
- Patrols and patrol statistics
- Member and patrol incidents/accidents

These modules enable Clubs to better manage gear and equipment, committees, patrols and incidents and accidents. It enables easy and efficient access to information so that periodic analysis of Club activity can be completed and used to develop targeted strategies to improve performance and increase operational efficiencies.

Through the use of SurfGuard, SLSWA will be able to better represent and report to external stakeholders the status of coastal safety and commitment of resources the organisation puts into keeping Western Australian coastline safe. Further, the reporting function will allow SLSWA to analyse incident information and ensure that program development and resources are targeted to areas of need rather than undertaking a "shotgun" approach.

SLSA is funded from the Federal Government is directly linked to the use and performance of SurfGuard. One third of the funding SLSWA receives from SLSA is dependant upon information derived from SurfGuard. Where incomplete data exists on SurfGuard a reduction in SLSA funding will result. The poorer the performance the less funding is available to SLSWA.

There are a number of requirements within SurfGuard that have been issued to States/Clubs from SLSA that need action. These are:

1. Organisation Management

All entities within the Organisation need to completely fill in the Organisation Management area of SurfGuard. This area will be used for all contacts to Clubs such as newsletters, circulars and other information as well as a centralised information area able to be used by all parts of the Organisation.

Timeframe to Complete: *Wednesday 20th August, 2008*

2. Officers and Committees

In the Organisation Management area, Clubs must fill in their position information after their elections so that this information can be collected in real time rather than through forms etc.

Timeframe to Complete: *Sunday 7th September, 2008*

3. Gear and Equipment

All Clubs need to list within this module all equipment (assets) maintained by them. By completing this module entities will be able to review what equipment they may or may not have as well as State Centre/SLSA being able to review equipment levels for funding etc. This will also assist with annual Gear and Equipment checks.

Timeframe to Complete: *Monday 4th August, 2008*

4. Patrol Positions

Patrol positions and organisation of patrol rosters can be completed via SurfGuard. As the minimum Patrol Positions must be established within this module of SurfGuard. Completion of patrol rosters through SurfGuard is not mandatory as this module does not suit all Club strategies/requirements for patrol rosters.

Timeframe to Complete: *Four (4) weeks prior to commencement of patrols (as per LSA)*

5. Patrol and Rescue Statistics

Clubs and Services must enter all data collected on patrol logs and associated incident report forms so that statistics and information can be collected as close to real time as possible and to reduce time in manual collection of information from the Clubs.

Timeframe to Complete: *Within seven (7) days of each patrol month concluding*

Attached to this Circular

1. Organisation Management Module – User Guide
2. Incident Report Database – User Guide
3. Patrol Database – User Guide