Important: To be able to apply as a Lifeguard Captain you must hold the following qualifications:

- Bronze Medallion or equivalent
- Advanced Resuscitation Techniques Certificate or equivalent
- Current approved Senior First Aid Certificate or equivalent
- Silver Medallion – Patrol Captains award or equivalent
- Spinal Management
- Current “C” Class drivers licence or equivalent
- Previous lifeguarding experience with the ALS
THE AUSTRALIAN LIFEGUARD SERVICE (WA)

The Australian Lifeguard Service (WA) is an independent division of Surf Life Saving designed to provide paid professional lifeguard services to local government, private corporations, sporting organisations and community groups.

Currently, we provide lifeguard services to Councils in eight (8) Local Government Areas of WA with 17 beaches patrolled. In addition, we provide staff for the external events and SurfCom operations (control room). On average, 50 personnel are employed within the ALS.

The Australian Lifeguard Service is the largest provider of professional lifeguard services in WA. We also work with land managers who provide their own service by providing advice and assistance on qualifications, training, standards and compliance issues.

With more than 25 years’ experience, the Australian Lifeguard Service is in a unique position to offer Land Managers a highly professional and cost effective beach safety system.

Through Surf Life Saving WA, the Australian Lifeguard Service offers nationally recognised qualifications to their staff, ensuring our lifeguards are well-trained and extremely competent.

BEING A LIFEGUARD IS MORE THAN JUST WATCHING THE SURF

The role of a Lifeguard involves much more than sitting on the beach and watching the surf all day. Lifeguards are the frontline of Surf Life Saving, dealing with emergency and non-emergency situations each working moment.

With their specialist knowledge, skills, equipment and resources, Lifeguards manage beaches to ensure the safest and most enjoyable time is had while at the beach. Lifeguards operate a number of different skill levels, from Rookie Lifeguard to Senior Lifeguard with the majority of Lifeguards working beyond the International Lifesaving Federation’s level for lifeguards.

Faced with a range of hazards, Lifeguards are required to assist in all types of situations – rescues, emergency incidents involving children and adults, natural disasters and preventative education. Lifeguards are considered to be an integral part of the emergency management system and work closely with volunteer Lifesavers, Police and Ambulance Officers.

Lifeguards within the ALS may also follow careers in educational roles, frontline supervisors and senior and executive management.

WHO IS THE AUSTRALIAN LIFEGUARD SERVICE LOOKING FOR?

The ALS is looking for people who are good communicators, have a genuine willingness to contribute to the community, possess excellent leadership skills, enjoy working with people from diverse backgrounds, have positive attitudes and are team players.

It is also important that applicants are committed to maintaining and developing their skills and fitness.
WA LIFEGUARD EMPLOYMENT CATEGORIES
The Australian Lifeguard Service (WA) offers more than one category of employment. Options include:

Casual employment: A Casual employee is one who is offered employment on a shift-by-shift basis.

Fixed Term employment: An employee works on a roster for a pre-scribed period of time. This form of employment has a specific end date. Permanent – part time appointments may be for periods of 5 months, 7 months or 12 months. These appointments can be offered with the possibility of an extension.

Permanent employment: An employee who is permanently employed, work the normal rostered hours.

WA LIFEGUARD HOURS OF WORK

Lifeguards are required to work shifts on a rotating basis. The shifts range from 4-10 hours in duration and rosters can include weekends and Public Holidays.

APPLYING TO BE AN ALS LIFEGUARD CAPTAIN

It’s important that you read this Information Guide before you complete the Application Form and the other documents that are required. This Guide provides you with all the information that you need to know. If you still have any questions, you can contact the Beach Services Lifeguard Operations Officer.

Once you have submitted your application, it is checked to ensure that you meet all the requirements. It is particularly important that all you have the prerequisite awards. If your application meets the Selection Criteria, you will be invited to undertake an interview. If you successfully complete the assessment and are deemed suitable for employment, you will be offered to attend the Lifeguard Captain Induction week and thereafter gain employment at this grade.

PHYSICAL ASSESSMENTS
The ALS Physical Assessment comprises of a number of tests. These tests are:

- 400 metre Pool Swim in under 7:30 minutes and a desirable 800m swim under 14min will be recorded
- Board Rescue (200 metres out to sea)
- Tube Rescue, (100 metres out to sea)
- Lifeguard Mission (under 25 minutes):
  - 800 metre beach run
  - 400 metre surf swim
  - 800 metre beach run
  - 400 metre board paddle

WHEN DO APPLICATIONS CLOSE?

It is important that your application form, all signed documents and any other supporting information is received by the following closing dates:

Lifeguard Captains: Sunday 31st August 2015
OUR SERVICE LOCATIONS

SOUTH WEST REGION
City of Albany
Middleton Beach

City of Busselton
Smith’s Beach
Yallingup Beach
Meelup Beach
Bunker Bay

METRO REGION
City of Rockingham
Secret Harbour Beach
Penguin Island (pending)

Town of Cottesloe
Cottesloe Beach

Town of Cambridge
City Beach
Floreat Beach
Roving Beach Lifeguard

City of Joondalup
Sorrento Beach
Hillarys Marina
Mullaloo Beach

City of Wanneroo
Quinns Beach
Yanchep Beach

Rottnest Island
The Basin

NORTH WEST REGION
City of Greater Geraldton
Back Beach
LIFEGUARD CAPTAIN PATROL SCHEDULE

<table>
<thead>
<tr>
<th>Council</th>
<th>Induction</th>
<th>Start</th>
<th>Finish</th>
<th>Beaches Responsible</th>
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</thead>
<tbody>
<tr>
<td>Cottesloe</td>
<td>21st-25th Sep</td>
<td>1st October</td>
<td>30th Apr</td>
<td>Cottesloe Beach</td>
</tr>
<tr>
<td>Cambridge</td>
<td>21st-25th Sep</td>
<td>1st October</td>
<td>30th Apr</td>
<td>City beach</td>
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<td>Floreat</td>
</tr>
<tr>
<td>Joondalup</td>
<td>21st-25th Sep</td>
<td>2nd November</td>
<td>30th Apr</td>
<td>Sorrento</td>
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<td></td>
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<td></td>
<td>Hillarys Marina</td>
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<td>Mullaloo</td>
</tr>
<tr>
<td>Rockingham</td>
<td>21st-25th Sep</td>
<td>2nd November</td>
<td>30th Apr</td>
<td>Secret Harbour</td>
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<td>Penguin Island</td>
</tr>
<tr>
<td>Wanneroo</td>
<td>21st-25th Sep</td>
<td>1st December</td>
<td>30th Apr</td>
<td>Quinns</td>
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<td></td>
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<td>Yanchep</td>
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<tr>
<td>*Busselton</td>
<td>21st-25th Sep</td>
<td>23rd November</td>
<td>1st Feb</td>
<td>Meelup</td>
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<td></td>
<td>Bunker Bay</td>
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<td>Yallingup</td>
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<td>Smiths</td>
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</tbody>
</table>

*Act in as casual Lifeguard Captain outside of the Busselton season.

SELECTION CRITERIA
Essential Selection Criteria are those standards that you must have before you apply for a position with the Australian Lifeguard Service. These criteria are found in the Job Description. You should be able to prove that you meet all those criteria – if you are unable to do so, it is unlikely that your application will be successful.

AWARDS
All lifeguards working with the ALS must hold the SLSA Bronze Medallion / Certificate II in Public Safety (Aquatic Rescue) as well as have a current Senior First Aid Certificate, an Advanced Resuscitation Techniques Certificate, Spinal Management and a Defibrillation Certificate. It is essential you have these awards and they are all current at the time of applying. If you are a member of a Surf Lifesaving Club, you can get a copy of your Surfguard record from your club.

International lifeguards will need the equivalent awards. However, you will be required to complete the above awards during induction training (fast track). If applying from overseas please check with your area lifeguard manager if there is a current exchange programme setup with the SLSWA. If there is no exchange programme available please refer to www.immi.gov.au for information on working holiday visas.

NATIONAL POLICE CERTIFICATE
Because you are employed you are required to submit a National Police Certificate from your respective state or territory. Forms can be obtained from your local post office or www.police.wa.gov.au. International applicants will need to supply a valid police check from their country.

LIFEGUARD INDUCTION
Each year, the ALS conducts Induction Training to induct and train lifeguards that are employed by the Australian Lifeguard Service. The inductions are usually held in late November, early December. Attendance is part of the compulsory initial training. The Induction is conducted over 5 days. Successful applicants will be advised of the details of the Induction as part of their employment confirmation letter.

APPLICATION FORM
The Lifeguard Application Form is an online form which can be found on the following website: www.lifeguards.com.au/myjobs
Surf Life Saving Western Australia is an independent volunteer based community service organisation, whose core purpose is to Save life, Care for life, Building lives. This is achieved through:

- Minimising risk on Western Australian beaches by coordinating the efficient operation of beach patrol services, and promote best practices to surf lifesaving clubs and government.
- Facilitating and encouraging youth development, education, training, health and safety of surf lifesavers and the community.
- Providing a range of services and events to engage broader member and community involvement in surf lifesaving and the beach.

**Position Purpose**

The Lifeguard Captain is responsible for the safety of people at beaches through accident prevention and rescue, and educating the public on water safety. The Lifeguard Captain is also responsible for the mentoring, training and supervision of lower graded lifeguards and liaising with the Lifeguard Operations Officer.

**Organisational Relationships**

The Lifeguard Captain will work within the Coastal Safety program and report directly to the Lifeguard Operations Officer for the purpose of advice and guidance on specific issues that are contained within the SLSWA strategic and business/operational plans. This can include staffing issues, equipment damage, additional resources required etc.

**Scope**

The main duties of this position include (but not limited to):

<table>
<thead>
<tr>
<th>KRA</th>
<th>Responsibilities</th>
<th>KPI</th>
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| Environment, Quality, Health & Safety | • Ensure work activities are conducted in accordance with relevant regulations and internal procedures.  
• Recognise and appreciate the importance of all organisational policies, objectives and targets set by SLSWA.  
• Maintain an active approach to assisting with the achievement of SLSWA Occupational Health and Safety, Environment and Quality Objectives and Targets.  
• Ensure all work is performed in a manner that gives due consideration to the health and safety of state officers, members and the community.  
• Ensure activities are conducted in a manner that provides minimal impact to the environment.  
• Ensure qualifications and licences required for the position remain current.  
• Participate in accident/incident investigation where required.  
• Participate in procedure reviews and development where required. | Contribute to a clean and safe working environment.  
Policy compliance. |
<table>
<thead>
<tr>
<th>KRA</th>
<th>Responsibilities</th>
<th>KPI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Management, Reporting, IMS</strong></td>
<td>• Participate in development and implementation of the Integrated Management System (IMS).&lt;br&gt;• Participate in IMS audits when required.&lt;br&gt;• Update and maintain action lists and procedures.&lt;br&gt;• To maintain daily logs, provide written reports and keep a log of all incidents, ensuring all paperwork is completed correctly.&lt;br&gt;• Be thoroughly conversant with the lifeguard service Standard &amp; Local Operating Procedures.&lt;br&gt;• Responsible for conducting daily &amp; weekly maintenance of the equipment and completing the relevant documentation.</td>
<td>Jobs met within timeframes.</td>
</tr>
<tr>
<td><strong>Teamwork</strong></td>
<td>• Work in a manner that promotes teamwork and cooperation.&lt;br&gt;• Work with individual clubs and volunteer lifeguards to promote and develop lifesaving and to encourage voluntary lifeguard activities.</td>
<td>Active, positive participant and contributor.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>• Provide relevant officers with timely and accurate information.&lt;br&gt;• Liaison with third parties such as Council Rangers, Police and Ambulance.&lt;br&gt;• Educating public on beach safety.&lt;br&gt;• Notify the Lifeguard Operations Officer of any faulty equipment.</td>
<td>Clarity with respect to direction and purpose.&lt;br&gt;Strong understanding and respect between all parties.</td>
</tr>
<tr>
<td><strong>Beach Services</strong></td>
<td>• Assist in the effective delivery of lifeguard contracts.&lt;br&gt;• Delivery of training to the lifeguards&lt;br&gt;• Local law enforcement and advice.&lt;br&gt;• Assist in determining service compliance to lifeguard contractual obligations, organisational policy and relevant adopted industry standards&lt;br&gt;• Assess the prevailing conditions and to place zone flags / warning signs in appropriate positions on the beach so as to minimise the risk of the public getting into difficulties in the sea.&lt;br&gt;• Position rescue equipment adjacent to the patrol zones and to advise the public as to the correct zone for their particular activity.&lt;br&gt;• Closely monitor all persons bathing or surfing in the sea.&lt;br&gt;• Carry out the rescue of any persons seen to be in difficulty in the sea and to inform other services if backup is required.&lt;br&gt;• Carry out other duties such as: first aid, lost children, giving advice, reporting of hazards etc.&lt;br&gt;• Ensure there is appropriate equipment to run the beach service.&lt;br&gt;• Maintain a personal training log of all training activities.</td>
<td>Public perception.&lt;br&gt;Service reliability.</td>
</tr>
<tr>
<td><strong>Development</strong></td>
<td>• Provide support and advice to other lifeguards.&lt;br&gt;• Be capable of fulfilling the Australian Lifeguard Service Fitness Assessment at any given time</td>
<td>Timeliness and accuracy.</td>
</tr>
</tbody>
</table>
4. **Scope of authority**

- The role requires informing and shaping the decision making process through providing continuous critical feedback.
- The role requires consultation and approval from the Operations Manager on any issues of policy and modification to specifications or procedures, and financial decisions outside the approved budget.
- The role is unable to approve the purchasing or sale of the organisation’s assets.
- The role is unable to bind the organisation to contracts or agreements.

5. **Position Parameters**

**Behavioural Competencies**
- High level of professionalism and composure under pressure.
- Integrity and trustworthiness.
- Flexible and able to work irregular hours, including weekends.
- Support, advise and mentor Lifeguards

**Knowledge**
- Thorough knowledge of aquatic and emergency service industry.
- Thorough knowledge of first aid and resuscitation techniques.
- An understanding of surf lifesaving procedures, practices and policies.
- An understanding of WHS and Equal Opportunity principles and practices.
- An understanding of risk management principles and practices.

**Skills and Abilities**
- Good liaison skills.
- Ability to work with volunteers.
- Ability to work unsupervised as well as in a team environment.
- Excellent supervision skills
- Training and assessment skills

**Fitness Skills**
- 400 metre Pool Swim in under 7:30 minutes and a desirable 800m swim under 14 min
- Board Rescue (200 metres out to sea)
- Tube Rescue, (100 metres out to sea)
- Lifeguard Mission (under 25 minutes):
  - 800 metre beach run
  - 400 metre surf swim
  - 800 metre beach run
  - 400 metre board paddle

**Experience**
- Minimum of 2 season Lifeguarding / Lifesaving patrol experience.
- Experience in first aid.
- Critical Incident Management experience
- Training and assessment
- Supervising/mentoring staff

**Licences and Qualifications (or Equivalent)**
- Bronze Medallion/Cert II
- Advanced Resuscitation Techniques
- Current approved Senior First Aid Certificate
- Silver Medallion – Patrol Captains award
- Current “C” Class drivers licence
- RWC Drivers Qualification (preferably Trainers qualification)
- Training and Assessment (or equivalent)