

Circular 012:01:10



To: Active Members
Patrol Captains
Club Captains

Cc: Club Presidents
Club Secretaries

From: Toby Borella – Support Officer, Club Services

Date: 28 January 2010

Subject: Return of Logs and Reports to State Centre

Action: Please note which logs need to be returned to State Centre and what should be retained by each Club

For additional details on this Circular please contact:
Lifesaving Operations on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

The table below outlines which logs and reports need to be entered into SurfGuard and returned to State Centre:

Log/Report type	Complete Hard copy	Enter into Surfguard	Return original to LSV
Patrol Logs	Yes	Yes	No (retain original for 7 years)
First Aid Reports	Yes	No	Yes
Incident Report	Yes	Yes	Yes
Radio Logs	Yes	No	No (retain original for 7 years)
Powercraft Logs	Yes	No	No (retain original for 7 years)

Patrol Logs

Once each Patrol Log has been entered into SurfGuard it must then be filed by the Club. The original must be retained for seven (7) years.

First Aid Reports

A First Aid Report should be completed for anyone (both members of the public and members of a Life Saving Club) who requires medical assistance.

Once a First Aid Report has been completed the original must be returned to LSV (this is related to privacy issues concerning the third party information contained in these reports).

Incident Reports

An Incident Report should be completed for any major first aid or other major incident that occurs. When a member of a Life Saving Club receives medical attention (regardless of how serious or minor) an Incident Report must be completed.

Once the report has been entered into the SurfGuard Incident Report Database (IRD) the original must be returned to LSV (this is related to privacy issues concerning the third party information contained in these reports).

Radio Logs

The original of each Radio Log must be retained by the Club for seven (7) years.

Powercraft Logs

The original of each Powercraft Log must be retained by the Club for seven (7) years.

Please note: First Aid and Incident Reports being returned to State Centre should be marked to the attention of:
Lifesaving Operations - PO Box 353, South Melbourne DC VIC 3205.

