

<b>DEPARTMENT: Lifesaving</b>	<b>SUBJECT: Marine License Policy</b>	
<b>AUTHORISED BY: Lifesaving Committee</b>		
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<b>Endorsed By: Club Council</b>	10/04/16	<b>PAGES: 2</b>
<b>Endorsed By: Board of Directors</b>	03/06/20	<b>PAGES: 2</b>
<b>Endorsed By: Club Council</b>	09/12/20	<b>PAGES: 2</b>

## SCOPE

This policy applies to members of Noosa Heads SLSC who are financial and proficient Bronze Medallion holders and who wish to claim reimbursement for fees associated with obtaining a Recreational Marine Licence in order to obtain their Silver Medallion IRB Drivers Award.

## OBJECTIVES

The objective of this Policy is to provide an incentive for current IRB Crew qualified, Active patrolling members, to become IRB Drivers, and to take on the responsibilities of the IRB Driver position within their patrol teams.

The incentive offered shall be a full reimbursement of costs associated with obtaining a Recreational Marine Licence.

## SPECIFICATIONS

1. Members wishing to take advantage of this Policy must meet all of the following prerequisite conditions:
  - a. Hold a current IRB Crew qualification and be an Active patrolling member rostered to a regular patrol
  - b. Not currently hold a Recreational Marine Licence
  - c. Be a minimum 17 years of age on or before the final date of assessment of the IRB Driver's course
  - d. Be eligible and able to obtain a Recreational Marine Licence from Queensland Department of Transport and Main Roads (TMR)
  - e. Enrol in an IRB Driver's Course by submitting an Expression of Interest (EOI) form to Life Saving Administration as soon as practicable after obtaining a Recreational Marine Licence
  
2. Marine Licence Fees include the following:
  - a. The cost of enrolling and participating in a BoatSafe course. A BoatSafe course is a requirement of TMR
  - b. The TMR Marine Licence Fee

3. Members must obtain approval to apply this Policy before submitting claims for reimbursement. Approval shall be obtained from either the Chief Training Officer (CTO), or Director of Life Saving (DOL).
4. There shall be a 50% reimbursement upon obtaining a Recreational Marine Licence and subsequent enrolment in an IRB Driver's Course.
5. The remaining 50% shall be reimbursed after the completion of a season as a nominated IRB Driver in a rostered patrol team, or as determined by the CTO and/or DOL.

#### PROCEDURE

1. The Member shall seek approval from either the CTO or DOL to participate in this incentive scheme. Approval, or otherwise, shall be communicated to Life Saving Administration and to the IRB Captain (Mobile Services Officer).
2. A copy of this Policy signed by the Member and CTO or DOL shall suffice as approval for the reimbursement to be applied. The signed copy shall be attached to the relevant IRB Course documentation kept on file by the Club.
3. If approved, the Member shall enrol in an appropriate BoatSafe Course conducted by a TMR registered training provider. Noosa Heads SLSC currently recommends NeedaLicence as the preferred training provider. NeedaLicence are sponsors of NHLSC and offer discounts to Club Members.
4. The Member shall submit an initial Expenditure Reimbursement Form to Life Saving Administration, for an amount equal to 50% of the associated costs, with the original tax invoices from the BoatSafe training provider and TMR attached. Copies of the tax invoices should be kept by the Member to substantiate and be attached to the final reimbursement request to be submitted at a later date.
5. The Director of Life Saving shall approve the Expenditure Reimbursement form, and the reimbursement shall be paid into the Member's nominated bank account.
6. The member must submit a final Expenditure Reimbursement form, with copies of the original tax invoices attached, for approval at the conclusion of a season as the nominated IRB Driver of a patrol team, or as previously determined by the CTO and/or DOL. The final 50% reimbursement shall be paid into the Member's nominated bank account.
7. Life Saving Administration shall verify IRB driver patrol hours to ensure requirements have been met.

Signed by the Member:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed by CTO or DOL:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_