

Meeting:	Executive Meeting	Date:	26 September, 2017
Venue:	SurfHouse 64 Smith Street, Wollongong	Start Time:	05:51 pm
		Finish Time:	06:41 pm
Attendees:	Dan Meehan, Deputy President Matthew Theris, Director of Education Maria Caldwell, Director of Member Services		
Visitors:			
Minute Taker:	Amy Vella, Executive Officer		

MINUTES

<p>1. APOLOGIES Peter Evert, President Karla Erven, Director of Finance Jayson Norris, Director of Lifesaving</p>	
<p>2. PROXIES Nil</p>	
<p>3. DISCLOSURE OF INTEREST Nil</p>	
<p>4. MINUTES OF MEETING HELD 22 August, 2017 Minutes accepted as a true and accurate record. <i>Moved: Matthew Theris Seconded: Maria Caldwell Carried</i></p>	
<p>5. BUSINESS ARISING FROM PREVIOUS MINUTES</p> <ul style="list-style-type: none"> WCC Service Level Agreement has been signed by SLSI 	
<p>6. DIRECTORS' REPORTS</p> <p>Lifesaving:</p> <ul style="list-style-type: none"> Good effort with most clubs successfully completing their gear inspection. There are a couple of clubs with a few minor outstanding issues to get resolved but not interfering with their patrol start and one club yet to be finalised with their gear inspection and is currently working with the gear inspection officer and myself to resolve this but still can successfully meet their life saving requirements. Our Duty Officers were activated around 6 times this last month and there was an unfortunate incident at Wollongong City where a good Samaritan lost his life attempting to assist others. This really shows all the education and resources around beach safety is still not received by the public and we need to be vigilant in our endeavours to keep the public safe. One club has a complaint about where their Defib was being left, I have made contact with the council coordinator regarding this and hope there will be a satisfactory resolution. If any other clubs are having similar problems please let me know and I will endeavor to sort this out. I would like to thank all our people who participated in the Michael "HUMBO" Humberstone ashes ceremony, Dean Mercer swim and Bill Seay Funeral for their commitment and compassion for these three individuals they will be sadly missed and I believe it was a very fitting way to see our comrades off for one last time my thoughts and condolences go out to their families. Club captains Meeting was held on the 6th of September. There was good attendance with only 1 apology and 3 clubs not showing. I was a bit disappointed with the tardiness of surf NSW to forward us the Pre-Season Information Pack, but did arrive a couple of days before the club captains meeting. We went through the life saving section with very little change to previous years. Main points discussed were: <ul style="list-style-type: none"> Be good idea for clubs to purchase Lifesaving Operational Procedure Guides if they don't already have them and make them accessible to all patrol captains, even purchase and issue one to every patrol captain on regular rostered patrols. Samsung tablets are not ready to be issued yet so paper logs need to be kept and will need to be maintained until December at the moment. I am lead to believe that they will be set up with some data but will be closely monitored and any inappropriate use will be investigated. Safety tags haven't shown up as yet, waiting for SLS NSW to send them through but from my understanding clubs still have a number of these from previous seasons. Scrutineers have been going through clubs and I have been receiving good reports. 	

6. REPORTS cont.

- Clubs have been asked to prepare a list of competent operators that may be called out for search and rescue operations on and on call basis. Skills and experience need to be considered so that the State Operations Centre can use in case of emergencies. This is over above the Patrol Support Group.
- Accurate Reports (Patrol Log entries) on beach attendance need to be taken this season especially start up and finish times, so we can review this data at the end of the season. This will impact on our next life saving agreement regarding start/ finish times and may also have an impact on Saturday patrols. I even suggest to the clubs that don't currently perform Saturday patrols that if possible take some stats so that we do incur more hours of a Saturday than we are currently required to do.
- We also discussed a patrol breach penalty matrix where I put some options on the table to discuss and a reasonable concise was reached among the people in attendance. See attached.
- Corrimal SLSC have requested an exemption for Saturday Patrols via letter to SLSNSW
- Illawarra Club Breaches: 0

Moved: Matthew Theris

Seconded: Maria Caldwell

Carried

Surf Sports:

- Sydney Water Surf Series – Round 2 remains unallocated to a club
- Two clubs have nominated for Development Carnival 2018: Bellambi & Sandon Point
- Development Program running well
- Sydney Water Surf Sports Circular has been sent and entries are open

Member Services:

- **SLSA IT Systems Training** was held on 5 September with 12 people attended (7 Clubs and Amy). Very informative. Thank you to Rebecca and Josh from SLSA who attended. Rebecca forwarded her notes to us which have gone out to the participants.
- **CLUB REGISTRATION DAYS INFORMATION SHEET**
Info has been put up on website under "Get Involved" and put on facebook a couple of times. If your club had not filled in sheet, web address was put under your club.
- **SPRING INTO CORRIMAL**
Corrimal (Lisa Cox) coordinated a display at Spring into Corrimal and invited their neighbouring clubs to help out on the day. Towradgi sent along some members. Great display with CPR demonstrations, handing out sunscreen etc. Illawarra produced a brochure advertising Club registrations and directing people to the "Get Involved" page on website as well as Open Day on 15 October. Also had a colour in page for the kids! Over 600 handed out. Still have some left which Lisa will use during Community Education days. We will update the brochure after Open day with No Flags, No swim message.
If any clubs want some to hand out at community education days/nippers etc, contact Amy! Thank you to Lisa for coordinating the day.
- **OPEN DAY Sunday 15 October 2017**
Reminder to clubs that we will be advertising this day as recruitment day and that all clubs will be open from 10am to 12noon. If you have registered with State you should have received flyers etc. I would like a "media push" to occur the week of Open Day! I will add some detail re Open Day to the press release I circulated to the executive and would like it to be sent out the week leading into Open Day.
- **MEMBER SERVICES MEETING** on Thursday 7 September. We had 13 people (11 clubs) attend. The meeting was targeted to Junior Chairpersons as we focused on junior activities. Notes from the meeting will be emailed out to all clubs. Clubs that were not in attendance should have also received the handouts. I hope the clubs got some useful information from the meeting.
- **2017 Development Network Program for 18-25yrs**
We have 5 members applied for the program and have endorsed all 5. The nominees are:
 - 1) Gemma Weidner Coledale
 - 2) Hayden Enthaler Austinmer
 - 3) Jessica Massih Austinmer
 - 4) Kieran McKay North Wollongong
 - 5) Morgan Clarke WoononaSLSNSW have confirmed that all nominees have been accepted.
- **EOI LIFE MEMBERSHIP**
Circular to be sent out as soon as possible – to be announced at SLSI AGM in November. EOI for Life members to go on selection panel will also be sent out.

- **RIDING THE WAVE**

Thirroul have come on board and we have invited Shellharbour SLSC. They had expressed interest during the off season. It will allow the program to service families from the south. We will be having a 6-week program with the last week being a combined day with carnival atmosphere and activities. This year the participants will pay \$25 to cover membership with the club and covers insurance etc.

- **AWARDS OF EXCELLENCE**

An EOI will be sent out for anyone that may be interested in being on a working party looking at our AOE.

- Participated in **State Member Services telephone conference** with other Directors on 14 September.

Discussion included NSW Strategic Plan should be released soon, NSW updating website – also should be released soon, Member Protection – importance of WWCC but also not going overboard – Office of Children looking at fines for overuse!!, AOE – other branches are looking forward to what our working party comes up with!!, Pre-season pack released.

- **Next Member Services** meeting to be held on **12 October at 7pm** and will be for our **YOUTH** Further details will be sent out soon.

Moved: Matthew Theris

Seconded: Maria Caldwell

Carried

Education:

- Monthly Education meetings have been well received with the Pre-Season meeting kicking off the season in strength and the First Aid updated being completed for our TAFs tomorrow evening.
- The next IRB session is currently being scheduled, we have had a gap between these sessions to facilitate clubs starting off the season. Clubs are reminded that these courses are not just being run by SLSI, but in conjunction with other club's resources. Once a participant has started the course, they must continue their driving/crewing at their club to gain experience outside of the planned sessions. There will be opportunity for assessment at the session after next.
- Expressions of interest will be going out for the RWC certificate next month. This will be coordinated between the DOL and DOE.
- Next Education meeting to be the 25th of October. We will be covering uses of SurfGuard and the Members Area with and Education focus.

Moved: Maria Caldwell

Seconded: Matthew Theris

Carried

6.REPORTS cont.

Finance:

Summary of August/September payments tabled as follows:


SUMMARY OF PAYMENTS - August/September 2017

ID#	Date	Memo/Payee	Amount
Ddebit	21/08/2017	Caltex	\$ 259.97 petrol
EFT	25/08/2017	Add-Tech Pty Ltd	\$ 2,383.53 oxy vivas
EFT	25/08/2017	Australian Tax Office	\$ 13,922.00 BAS
EFT	25/08/2017	Jim's Test and Tag Shellharbour	\$ 188.54 elect tagging
EFT	25/08/2017	Lizzy-Annes Cleaning Services	\$ 44.00 cleaning
EFT	28/08/2017	Bookkeeping Matterz	\$ 660.00 accounting
EFT	1/09/2017	Lizzy-Annes Cleaning Services	\$ 44.00 cleaning
EFT	8/09/2017	Add-Tech Pty Ltd	\$ 401.35 oxy vivas
EFT	8/09/2017	BOC Limited	\$ 11.68 oxygen
EFT	8/09/2017	Energy Australia	\$ 512.22 electricity
EFT	8/09/2017	Wollongong City Council	\$ 675.00 rent
EFT	8/09/2017	Wollongong Pure Water	\$ 8.50 water
EFT	15/09/2017	iCare Workers Insurance	\$ 1,049.43 insurance
EFT	15/09/2017	Lizzy-Annes Cleaning Services	\$ 44.00 cleaning
EFT	15/09/2017	Robert Watson Lawyers	\$ 275.00 solicitors
			\$ 20,479.22
		Administration	\$ 4,348.40
		Fees	\$ -
			\$ 24,827.62

TOTAL PAYMENTS for August/September 2017 \$ 24,827.62

This report has been tabled and approved at the executive committee meeting held on

26/9/17
(Date)

Signed: 
Position: Director of member services

Moved: Maria Caldwell

Seconded: Matthew Theris

Carried

Deputy President Report:

Wollongong City Council Liaison Meeting:

Bulli Extensions and Refurbishment

As an update, the planned handover has occurred and the Club have an Interim Occupation Certificate which allowed the club to operate from downstairs.

There was little discussion on the state of the other matters as the new Council was yet to be sworn in.

Austinmer Shared Facilities

No discussion.

North Wollongong

The DA drawings have been completed and have been sign off by a Quantity Surveyor.

Scarborough

No Change.

Bellambi

No Change.

Fairy Meadow

No Change.

Dune Maintenance.

Work has commenced at Port Kembla and Wollongong this week. This will be interim work and the main dune movement and reshaping will occur in May 2018. In Nov or Dec Council should have detailed consultant drawings and can the go to tender.

Service Level Agreements.

These have been signed and submitted. Council were at NSW State and are not involved in Saturday commitments and do not wish to be. They did however get the opinion that State and other branches are not sympathetic to Illawarra clubs not doing them.

Coast Safe Report

Council are investigating listing East Corrimal and Puckeys under the Black Spot grants with the SLS NSW.

Licensing.

Council investigation on this matter are well under way. Clubs are reminded that DA must be submitted regarding non-approved use of surf club buildings.

Clubs are reminded that activities such as hall hire which are controlled by the clubs themselves are acceptable.

However, those clubs who authorise any external contractor other than the club, must submit a DA for this as an approved usage.

There is a DA process and this must be entered by any club who considers allowing a contractor to utilize its buildings other than the club itself.

Council stressed that this requirement is not about clubs hiring its halls for a function, it is about clubs out sourcing its amenities to a commercial operator who uses that club house facility.

The Council advised that they are not against this outsourcing, but that a DA consent must be approved as an altered use of the buildings.

The message Outsourcing for Commercial activities must have a DA submitted to Council.

Building Condition Reports

Progressing.

Rock Pool Works.

Austinmer - works progressing

Woonona – inlet pipes need to be replaced.

Coalcliff – Nearing Completion.

Gent Pool – access is closed due to tramway works.

Wombarra Pool – Nearing completion.

Shark Spotting

Council have signed a contract with Touch Down Helicopters in partnership with DPI.

They will be spotting on Sundays.

Alteration if sharks are spotted use Surf Com as the contact and they will contact the Lifeguard Supervisor on that day.

A helicopter and jet ski will be dispatched to assess the situation.

Council are investigating trialing shark deterrent devices that emit a radio wave to deter shark presence.

Trainee Lifeguard Program

This was discussed with NSW State Centre who support a trial scheme to be trialed this season. Concept is to have Cert II entry with the outcome being a Cert II on completion.

Moved: Maria Caldwell

Seconded: Matthew Theirs

Carried

6. GENERAL BUSINESS

- SLSI to support the selection of an annual SLSI Branch Surf Boat Interbranch Team using the results from the current Warilla Bowls Surf Boat Series as the selection Criteria.

Moved: Maria Caldwell

Seconded: Mathew Theris

Carried

- Surf Club Lease arrangement, information required 12 October
- Nomination for office: Director of Surf Sports received by Kevin Starling

ACTION

AV

7. NEXT MEETING

Tuesday 24 October 2017 @ 6.30pm