



Executive Meeting

Meeting:	Executive Meeting	Date:	24 October, 2017
Venue:	SurfHouse 64 Smith Street, Wollongong	Start Time:	18:33 pm
		Finish Time:	21:30 pm
Attendees:	Peter Evert, President Dan Meehan, Deputy President Matthew Theris, Director of Education Karla Erven, Director of Finance Jayson Norris, Director of Lifesaving Maria Caldwell, Director of Member Services Kevin Starling, Director of Surf Sports		
Visitors:	Nil		
Minute Taker:	Amy Vella, Executive Officer		

MINUTES

1. APOLOGIES Nil	
2. PROXIES Nil	
3. DISCLOSURE OF INTEREST Nil	
4. MINUTES OF MEETING HELD 26 September, 2017 Minutes accepted as a true and accurate record. <i>Moved: Maria Caldwell Seconded: Dan Meehan Carried</i>	
5. BUSINESS ARISING FROM PREVIOUS MINUTES <ul style="list-style-type: none"> • SWSS Round two to be held at Kiama Downs SLSC • Director of Surf Sports appointed to Kevin Starling • Bellambi SLSC holding Junior Development Carnival 	
6. DIRECTORS' REPORTS Lifesaving: A good start to the 2017/18 season so far, with little for me to report. <ul style="list-style-type: none"> • Four Incidents recorded by SOC to date. (Beacon activation WCC, Spinal at North Wollongong, Patrol support activation Jet5 incident in Lake Illawarra and swimmers in trouble at Werrong Beach in national park where HSP IRB and SS1 were tasked) • Corrimal SLSC successful in their request for Saturday patrol exemption. • Received an application for Saturday patrol exemption from Port Kembla, which I have forwarded to Director of Lifesaving NSW for consideration. • Reminder for all clubs that a patrol IRB must be within the LSA patrol area, If clubs are running other events or training, the patrol IRB should not be involved in this activity and other IRB's need to be set up for this purpose. Please refer to your Life Saving Agreement on these boundaries. • Duty Officer meeting to be held Wednesday 8 November @ 6:30pm, SurfHouse <p>Attached is a report from a meeting held for the RWC coordinators regarding patrolling and equipment needs and requirements. Patrol Support RWC Meeting - 5/10/2017 6.00pm Attendance: Jayson Norris, Don Allan, Cameron Rae, Rachel Dixon, Craig Zulian Apologies: Richard Walsh, Rob Deacon, Darren Weidner, Craig Walker, Anthony O'Donoghue. Disclosure of interest – Nil Declared</p>	

6.DIRECTORS' REPORTS cont.

Points of Discussion:

- Equipment required per ski; Lockable storage box, snorkel & mask, swim Fins 3 sets, CMC throw bag, 511 Tactical Gear Belt (including raptor sheers, torch, waterproof note book, tourniquet, lum sticks, dye pacs x 3 + spares for DO's Vehicle and SLSI. Shop Vac x 4. Keys and Bung Plugs. Where did the funds go donated by BlueScope for Ski Beach Trailers – RWC 1, 2 & 3 require one issues in retrieving from beach. RWC 5 no storage atm. Look at replacing the Sleds to Life Sleds through grants. Life sleds better for rescue don't flex like current sleds.
- Personal Protective Equipment, Funds available for clothing, Jackets, new Helmets and hand-held mics for two-way radios. 2 more radios are required for RWC's 4 and 6. Also I would like radios for all DO's (5 or 6). Another PLB required for Jet 6.
- Rostering; Need to be more proactive rostering skis on duty, last couple of weeks we have struggled to meet the SLS Illawarra commitments. Rachel looking at putting a roster together in following format; RWC 1&2 covering RWC 1 – RWC 3&4 covering RWC2 and RWC 5&6 covering RWC 3's commitment.
- Proficiencies; 2 further dates to be organised for proficiencies. 29th Oct for the northern suburbs and 12th of Nov for the southern suburbs. Looking to include 6 hours of logged operation in offseason to maintain your competence.
- Expression of interest for new RWC operators to go out may need to run a BBM for persons interested. Will also include a letter of commitment and what is expected.

Meeting closed 7.45 pm.

Moved: Dan Meehan

Seconded: Kevin Starling

Carried

Surf Sports:

- Clubs discussed having more contacts available to receive information and agreed that sometimes the notices and emails are not getting to the right people.
- I have requested a list from SLSNSW of accredited coaches and officials.
- It was agreed that agenda items should be submitted at least 48 hours before meetings to allow clubs to discuss the issues before coming to a meeting.
- The club's reps were asked to come up with ideas to attract and retain members in surf sports.
- Barry Lowe (Surf Boat Advisor) provided an update:
 - I am happy to provide support to all clubs in the Illawarra relating to surf boat development and competition.
 - The "Best of the Best" carnival at North Narrabeen 24/3/2018 is the surf boat Interbranch titles. Illawarra will be expected to field 8 crews. (See my previous notes below)
 - We need to look at providing branch sponsored clothing to the successful crews. (Suggest Shirt, rocket hat and competition hat would suffice)
 - We need to seek nominations for an Illawarra Team Manager for the Interbranch team.
 - The first round of the Warilla Boat Series will be held 4 November @ Bulli
 - There is now a clash on the 2/12 between Rd2 of the Warilla Boat Series and the National selection carnival in QLD. We may need to look at how this may affect the branch team.
- Scrutineering of craft will take place before Branch Champs at two locations to be decided.
- Aussie IRB Titles are to be held at Thirroul beach in July 2018.
- Bellambi has been allocated the Junior Development Carnival on 27th January 2018.
- Bellambi expressed an interest in R & R Training. A flyer from Maroubra SLSC was sent to them regarding a training day 28th October 2017, and contacts within Illawarra that may be able to assist.
- We still have no application from any Illawarra club to run the Branch Champs.
- Round 2 of the Sydney Water Series is to be held at Kiama Downs Beach.
- Nine clubs attended the meeting.
- Next meeting is on Tuesday November 14th, 6 to 7 pm.

Moved: Jayson Norris

Seconded: Maria Caldwell

Carried

6.DIRECTORS' REPORTS cont.

Member Services:

1) OPEN DAY Sunday 15 October 2017

- media release to all media contacts - Illawarra Mercury placed a small news story in the paper during the week, Nine News were hoping to do a story, i98 had a short interview with Anthony Turner on Friday
- The schools notice (document and picture) has gone to all State schools in Wollongong and Shellharbour area and all Catholic schools in the Wollongong Diocese (includes Southern Highlands and Campbelltown area) - it would be great to get feedback if anyone saw a notice in any of the school's newsletters
- Information sent to I98, WaveFM, Advertise/Lake Times, Prime community pages.
- Facebook post has been put up and we have done a BOOST campaign on facebook which will go to anyone on facebook in a 40km (as the crow flies - hits Engadine, Campbelltown, Southern Highlands) radius of Wollongong.
- 14 of our clubs have registered with NSW for Open day! - Thank you! great result! SLS NSW website had quite a bit of info on open Day and a map showing all clubs that are open.
- Sent email to presidents before Open Day asking for any feedback – have not received any.
- When I spoke to Dep of Education and Catholic Education Office, I also mentioned to them about adding a surf safe message in their newsletters every week for the season (if we are lucky!!). I have spoken to SLS NSW and they are going produce a newsletter banner to send onto the schools. Once I have the banner I will forward to Dep of Education and Catholic Education Office for them to send out to schools but I will also ask my member services contacts to speak to the office at the schools they are involved in to try and get it placed in as many of the school newsletters as possible.

2) Have sent my meeting notes from Junior Activities meeting on 7 September 2017 to Junior Chairpersons.

3) 2017 Development Network Program for 18-25yrs

Looking at getting SLS Illawarra shirts/jackets etc for 5 attendees.

From enquiry at Presidents meeting, I spoke to State re club endorsement – the nominee must put a club persons name to endorse the nomination – if there is no name, State will ring the club. State checks all nominees that they are financial etc. and then send to branch to prioritise nominees. Clubs need to advise their members who can endorse nominations for any programs.

4) LIFE MEMBERSHIP

Circular 1717 for Life Membership nominations has been sent out. Closes COB Monday 6 November.

Circular 1718 for Life members to go on selection panel will also be sent out. Closes COB Wednesday 1 November.

5) MEMBER SERVICES MEETING – YOUTH

Was held on 12 October. Will finalise minutes this week. Main point coming out of the meeting was to form a Youth Panel. EOI to go out soon.

6) **AWARDS OF EXCELLENCE** – Working Party looking at our AOE. Would like to get an EOI out soon.

7) **CLUB SUSTAINABILITY** – From our discussions with Sean Hendry (SLS NSW) and also coming from IT Systems training – we would like to have an Administration Workshop – to work through procedure of how to do, what to do, when to do in the IT systems effectively and efficiently. We would like feedback from clubs before the Workshop what they wish to be covered. Suggest the week of 20 November. I am happy to facilitate.

8) **RIDING THE WAVE** – 6 clubs involved: Coledale, Thirroul, Bulli, Woonona, Bellambi & Shellharbour. Enrolments close Wednesday 1 November. Once collated into spreadsheet, participants to receive confirmation email containing all details for their designated club.

9) **APPEALS WEEK** – 4 November to 11 November. Will do media release, facebook campaign etc.

10) **Next Member Services meeting** – Hopefully will have out Member Protection Information meeting – just trying to arrange speakers and what dates they are available. Further details to come.

Moved: Dan Meehan

Seconded: Jayson Norris

Carried

6.DIRECTORS' REPORTS cont.

Education:

- Support Operations and Cert IV proficiency day was well attended. Thanks to Woonona for hosting us at their club.
- Courses being planned for the upcoming months.
- SMAR to be organised for February
- Gold Medallion to be held in March
- Chief Training Officer bulletin to be sent out to all CTO's from Surf Lifesaving NSW
- VET Funding – Trainer, Assessor and Facilitator Update to be sent out end of October/November from Surf Lifesaving New South Wales
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- Work is ongoing at a State/Aussie level about the upgrade process from SRC to Bronze Medallion
- Training Officer Course dates currently being advertised by State, will be sent out to clubs Wednesday the 25th October
- VET funding has come through and been confirmed, SLS NSW will be distributing the funds at a state level to run more programs, streamline processes and boost our TAF skills and numbers.
- NSW Lifeguard Education Coordinator has been established at State. They are asking for all current Surf Safety Education programs that are being run at a branch and club level so that they do not allocate resources and time to something that may have already been developed.
- Upcoming courses:
 - a. Silver Medallion Beach Management
 - b. ART
 - c. Spinal
 - d. Asking clubs to open up their IRB training to other clubs, collaboration over these courses makes it much easier to run larger numbers.

Moved: Dan Meehan

Seconded: Maria Caldwell

Carried

6.DIRECTORS' REPORTS cont.

Finance:

Summary of September/October payments tabled as follows:

SUMMARY OF PAYMENTS - September/October 2017

ID#	Date	Memo/Payee	Amount	Notes
Ddebit	18/09/2017	Telstra Corporation	\$ 657.91	Phones
Ddebit	19/09/2017	Caltex	\$ 232.25	Petrol
EFT	28/09/2017	Bookkeeping Matterz	\$ 660.00	Accounting
EFT	28/09/2017	Robert Watson Lawyers	\$ 275.00	Legal Fees
EFT	28/09/2017	The BMS Group	\$ 246.64	Photocopier
EFT	28/09/2017	Add-Tech Pty Ltd	\$ 166.96	Oxy vivas
FEE	3/10/2017	Surf Life Saving Australia	\$ 4.99	Payment gateway fees
EFT	6/10/2017	Brookes Engraving Pty Ltd	\$ 1,760.00	Honour boards
EFT	6/10/2017	Peter Cugaly	\$ 77.55	Petrol (reimbursement)
EFT	6/10/2017	Brookes Engraving Pty Ltd	\$ 60.50	Honour boards
EFT	6/10/2017	Wollongong Pure Water	\$ 55.00	Water
EFT	6/10/2017	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	6/10/2017	BOC Limited	\$ 11.30	Oxygen
EFT	6/10/2017	Wollongong Pure Water	\$ 8.50	Water
Bpay	13/10/2017	Jardine Lloyd Thompson Pty Ltd	\$ 1,952.50	Insurance (Marine Hull x 6)
Bpay	13/10/2017	Jardine Lloyd Thompson Pty Ltd	\$ 1,081.85	Insurance (Motor vehicle and public liability)
EFT	13/10/2017	Promotions Only	\$ 863.50	Sydney water armbands
Bpay	13/10/2017	Wollongong City Council	\$ 101.20	Rates
EFT	13/10/2017	Officeworks Superstores	\$ 69.80	Stationary
EFT	13/10/2017	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
Ddebit	17/10/2017	Telstra Corporation	\$ 660.43	Phones
Ddebit	19/10/2017	Caltex	\$ 401.06	Petrol
			\$ 9,434.94	
		Administration	\$ 4,348.40	
		Fees	\$ -	
			\$ 13,783.34	
TOTAL PAYMENTS for September/October 2017			\$ 13,783.34	

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

24/10/17
(Date)

Signed: 

Position: Director of Finance

Moved: Kevin Starling

Seconded: Dan Meehan

Carried

Deputy President Report:

- CAPITAL WORKS PRIORITIES**

- Bulli SLSC Extensions and Refurbishment**

Club using downstairs. The front outside section needs AHIP approval.

- Austinmer Shared Facilities**

Council's Executive Management Committee have supported 50% of funding towards this project. It is anticipated works will commence winter 2018. Club have been informed.

- North Wollongong SLSC**

Council is still working with the club on draft concept designs on the internal layout, and have now reached a point where the concept design will progress to construction drawings then through the DA process. Club have advised that they are seeking the inclusion of a balcony on the western side which they will need to fund as this is a commercial element of the project. DA drawings completed and Council will meet with surf club representatives prior to DA being lodged. It is anticipated that once works commence, the club will be operating out of a site shed. The club will pursue State Government grant funding options once the DA is approved.

- Scarborough SLSC**

Council officers are currently working through the process of acquiring the parcel of land where the surf club resides this will then enable the project to move forward with the internal fit out.

6. DIRECTORS' REPORTS cont.

Bellambi SLSC

This project has now progressed with the preparation construction drawings. The next stage will be tendering and construction that is expected to take place during February 2018

- **SURF CLUB BUILDING MAINTENANCE ISSUES**

Nothing to report, clubs continue to progress through the customer service team on issues.

- **DUNE MANAGEMENT STRATEGY**

Council is seeking an updated REF for Port Kembla to move a large volume of sand further down the beach. These are interim works to alleviate the problems with the walkway. Public consultation to occur once the designed are approved.

Concept designs are underway for Bellambi.

Works are progressing well at City Beach.

Woonona requires flattening works.

- **SERVICE LEVEL AGREEMENT**

SLAs endorsed by SLSI and submitted.

- **COAST SAFE REPORT**

New beacon was installed at Puckey's and Coniston beaches and Council is hoping to install a unit at Corrimal as well.

SLSI requested video on how to use the new beacon which can be forwarded to all surf clubs so they can make themselves familiar on the use of this.

Council Lifeguards delivered a successful Surf Education session on the beach to Burmese Refugees with the help of an interpreter.

- **GENERAL BUSINESS**

Surf Club Licensing - Bulli Surf Club is now under a license.

A number of clubs are making enquiries to pursue a license.

Rock Pool Works

Austinmer Rock Pool – Works are continuing.

Woonona Rock Pool – Investigating options for inlet pipes to be replaced from the couplings under the concrete.

Coalcliff Rock Pool – Works are nearing completion.

Gents Pool – access to this pool will be closed from 5 March 2017 as works to the tramway have commenced and are ahead of schedule.

Bellambi – Awaiting approval of concept designs. Wombarra Rock Pool – Nearing completion of maintenance drawings with works scheduled to start in May.

Sandon Point Beach Access

Council seek vehicular access to Sandon Points north side at McCauley's Beach. Prior notification to Aboriginal Elders needs to occur before any vehicular access occurring.

Bulli and Thirroul surf clubs are to be advised of this protocol.

Season Launch – Launch of the 2017/18 swimming season went well with good media coverage.

Coalcliff Works – have progressed to the next stage to rectify the sea wall as a result of the storm event.

Trainee Lifeguard Program

Draft document and discussion was had on what are Council's minimum requirements and qualifications.

Council's Human Resources to meet later that day to work through issues. SLSI wish that this program be aligned to Saturday patrol obligations.

Follow Up – Council contacted SLSI with wish to have Cert II intake and SLSI to assist in certification to Cert III of concept and to work towards a December trial 2017.

Next Meeting Date: Tuesday, 14 November 2017 Surf House at 8.30am

Moved: Maria Caldwell

Seconded: Kevin Starling

Carried

7. GENERAL BUSINESS

- Akele, Kinnas & Co, who have been our auditors for many years, dissolved their partnership earlier in the year. As such the audit could no longer completed by them. After reaching out to both Akele and Partner (John Akele) and KH Accounting & Financial Group (Lou Kinnas) to complete the audit, we were informed that Akele & Partners no longer complete audits and we did not receive any response from KH Accounting & Financial Group.

Mudgee Tax & Accounting were recommended to us by our bookkeepers as they had worked with them previously and found them to be very professional and efficient. Due to time constraints, we took the advice of our bookkeepers and engaged Mudgee Tax & Accounting to complete our audit for season 2016-2017.

Mudgee Tax & Accounting to complete our audit for season 2016-2017.

Moved: Maria Caldwell

Seconded: Karla Erven

Carried

ACTION

<ul style="list-style-type: none"> • Club Sustainability reviews: An SLSI executive review of the current version of the 17 club reports was completed with Sean Hendry SLSNSW QC officer. Four (4) clubs to be contacted by Sean to arrange meetings with the respective club executive / management committees to discuss health strategies and offer support from SLSNSW and SLSI. • A snapshot of the key learnings from the recent AICD course on “Governance Foundations for Not-for-Profit Directors” was provided by the President to the SLSI exec. Updates to the current version of the SLSI Directors Handbook to be made and provided for ratification to the Branch Council. • An update from the recent SLSNSW “Branch Presidents Strategic Discussion Workshop” was provided by the President to the SLSI exec. Topics discussed included: Quality Club Program structure, Introduction to the SLSNSW Strategic Plan 2018 – 2021, Current SLSC Leasing Arrangements, SLSNSW Constitution Review, Political Advocacy, ACNC club AIS non-compliances. • SLSI President provided confidential update to exec on current court case. • For noting, upcoming meetings for SLSI President: SLSNSW AGM 3rd November 2017 at Belrose. State Council meeting 4th November 2017 at Belrose. • Coledale Camping Reserve Sponsorship letter received and sponsorship gratefully accepted. • K38 proposed sponsorship presented and held over to the next Executive Meeting for consideration. Further clarification on RWC training, qualification/accreditation and insurances required. • Patrol Audits – Joint WCC/SLSI “Announced Patrol Audits” date schedule will be advertised on the SLSI website page, audits commence Sunday 5 November 2017. Still require auditors to assist. 	<p>PH/MC/AV</p> <p>PE</p>
<p>8. NEXT MEETING Tuesday 21 November 2017 @ 6.30pm</p>	