



Executive Meeting

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|----------------------|--|---------------------|----------------|
| Meeting: | Executive | Date: | 23 August 2016 |
| Venue: | Surf House 64 Smith Street, Wollongong | Start Time: | 6.30 pm |
| | | Finish Time: | 9:34 pm |
| Attendees: | Val Zanotto, President Peter Evert, Deputy President Bill Seay, President's Advisor Jayson Norris, Director of Lifesaving Maria Caldwell, Director of Finance Matthew Theris, Director of Education | | |
| Visitors: | | | |
| Minute Taker: | Amy Vella, Admin & Marketing Assistant | | |

MINUTES

1. APOLOGIES

Gary Chapman, Director of Member Services
Keith Caldwell, Director of Surf Sports

2. PROXIES

Nil

3. DISCLOSURE OF INTEREST

Nil

4. MINUTES OF MEETING HELD 21 July 2016

Minutes accepted as a true and accurate record.

Moved: Jayson Norris

Seconded: Maria Caldwell

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

6. DIRECTORS' REPORTS

Life Saving

- Meeting with Towradgi SLSC Executive was successful. DOL has sent an email to President & Vice President to review prior to sending to Towradgi on outcome & expectations. (Don Allan to confirm insurance)
- Club Captains & CTO meeting held Saturday 20 August. 11 out of 17 clubs attended. The radio & neck safe components were very interesting & informative.
- Bellambi has requested the DOL send out an email to Branch Clubs to ask for assistance with their Patrol obligations. DOL will also mention this on DOL teleconference on Monday 22 August.
- Duty Officers training has been approved with Risk Response & Rescue. Training will commence on 10 September. Just finalising the list of Duty Officers, with training to be offered to these people.
- 2 x Jetskis have been sold. 1 x Jetski yet to be sold.

Moved: Matthew Theris

Seconded: Maria Caldwell

Carried

Surf Sports

- Recent DOSS teleconference it has been identified that a number of carnivals this season will be used to collect data to assist the powers to be in the ongoing process of competitor safety. Discussion of PFD & Helmets used by surf/craft competitors is high on the agenda to fall in line with surf boats when helmets are required due to the surf rating/conditions identified by Trained Surf Observers (TSO). The 4 rounds of Sydney Water Surf Series have been targeted. So at Branch level we require TSO & IDO personnel. Trained Surf Observer (TSO) is a person that will check on the surf rating during the course of a carnival. Incident Data Officer (IDO) collects data on number of starters, how many people fall off skis/boards in/out of the surf break etc. An expression of interest will be sent out to clubs to identify a short list (4 – 6 minimum) people interested in acting as Incident Date Officer (IDO) at events within the Branch, no

qualifications required. Also identifying 1 – 2 people suitable to attend a TSO Train the Trainer Course (to then go onto to train further TSOs in Branch)

- SLSNSW has released a Safety & Rescue Guide template for Branches to customise and adopt this season
- SLSA Pool Rescue Championships – 6 medals won by Bulli athletes. Holly Homlesby (U12) outstanding winning gold, silver & bronze medals, Kaimana Fittock (U14) winning 2 bronze medals & Alexandra Smiroldo (U19) a silver medal. Illawarra athletes have nominated awaiting confirmation of successful applicants
- Officials Course at start of 2016-2017 season. Still awaiting dates that facilitators are available. Likely date near end of October leading into first round of Sydney Water Surf Series
- NSW Awards of Excellence – CONGRATULATIONS TO Bulli's Open Men's Boat Crew that won Team of the Year
- SLSNSW Board Riding Championships – Summer Simon (Port Kembla) & Darci Air (Thirroul) - 1st & 2nd placing in both the U14 & U15 Rob Lumby 2nd 50+ Longboard & Rob Hatton 3rd 50+ Longboard & 2nd 50+ Short board ...well done to all 4 Illawarra competitors
- Clubs hosting 2016-2017 carnivals – Sydney Water Series 1st Rd 29 Oct at Warilla & 4th Rd 3 Dec at Shellharbour, still looking for 2 SLSI clubs to host rounds 2 & 3. Junior Development 28 Jan 2017 Sandon Point & Branch Championships still asking for clubs to host
- SLSI Development Program – looking at a 2-day clinic to start the season in October School Holidays (6-7 Oct). Then following into training sessions like last season Monday/Wednesday. More details to follow & locations to be confirmed.
- **SLSA Members Portal is useful for access to documents as well including Surf Sports Manual & SLSA Policies**
- **All memo & circulars can be found on the SLSNSW website <http://surflifesaving.com.au/members/circulars-and-memos> Please see below some relevant information re same;**

SLSNSW Circular 3457 – Surf Boat Sweep School Program

SLSNSW Circular 3463 – Junior Development Academy Program (closed & has been sent out)

SLSNSW Circular 3467 – 2017 NSW Surf Boat Interstate Selection Carnivals

SLSNSW Circular 2468 – 2016 SLSNSW Beach Development Clinic

SLSNSW Memo – 2017 SLSNSW Championships Officials Quota

SLSNSW Memo – 2017 SLSNSW Aged Championships Restricted Events

Moved: Matthew Theris

Seconded: Jayson Norris

Carried

Member Services

Nothing to report

Education

Courses

3rd of August: Education Meeting

26 people attended, including our Academy Support Officer Steve Allan and our Director of Lifesaving Jayson. Covered introduction and changes to this season to a small degree, courses that were upcoming and noted recent Trainer endorsements in the branch. 15 clubs were represented.

9th/11th of August: Spinal Course

16 candidates successfully completed the course from 7 different clubs. A big thanks to Phil Geary from Woonona for facilitating the course.

13th of August: IRB Crew

We had a list of 20 candidates wishing to complete the course, unfortunately due to the inability to source TAFs the course didn't run, a lot of the people have joined in on other courses and details have been collected to organise a replacement of this course in October/November.

14th of August: Silver Medallion Beach Management

We had 8 people wishing to complete this course, however similar to the IRB Crew, this course didn't run. However, the candidates were notified and all but a couple have moved to join the other course on the 27th of August.

20th/21st of August: Advanced Resus/Spinal

15 candidates from 8 different clubs took part in and successfully completed the ART and Spinal awards at Austinmer during this course. We had some individuals unable to attend but those who could have moved onto the other ART course. A huge thanks to Gunther Enthaler and Jessica Massih from Austinmer for training the ART course and to Phil Geary again for assessing the ART course and facilitating the Spinal course.

27th of August: Silver Medallion Beach Management

We have 15 people enrolled to complete this course at Bellambi, there is a few spots still open for this course. Thanks in advanced to Phil Geary for facilitating this course. Any facilitators wishing to have a mentoring session for this course please e-mail education@slsillawarra.com.au.

6th & 8th of September: Advanced Resus

We have 12 people enrolled to complete this course at Surf House, spots are still available for this course as well. Thanks again to Phil Geary for being our facilitator in this course. Any Trainers or Assessors wishing to have a mentoring session for this course please e-mail education@slsillawarra.com.au.

16th – 18th of September: IRB Training Weekend

We have this course locked in @ Fairy Meadow SLSC with 20 candidates wishing to begin training in either IRB Crew or SM IRB Driver. Resources for this course are being finalised and will be sent to candidates as soon as possible. We have a number of Trainers expressing their interest to help out with this course. If you would like to help out or are a Trainer that wishes to undergo mentoring for IRB Crew or SM IRB Driver please e-mail education@slsillawarra.com.au. This course is full, however we are taking names for a waiting list for this and future courses.

Skills maintenance work cards have been sent from State and are now available for pick up in each clubs document tray and Surf House.

Invitations to the Education Pre-season workshop (11th of September @ Wollongong City) will be sent out very shortly to all CTO's and TAFs in the branch one the invitation document is fixed and finalised.

State is handling re-endorsement and will be sending out information to all TAFs regarding what is required of them to re-endorse this season.

Preliminary Blackspot program meeting on 25th of August at North Wollongong SLSC, all parties that helped have been invited along with myself in the DOE role. This program is being coordinated from the Lifesaving Academy.

Moved: Jayson Norrisl

Seconded: Peter Evert

Carried

6. DIRECTORS' REPORTS cont.

Finance:

Summary of July/August payments tabled as follows:

SUMMARY OF PAYMENTS - July/August 2016

| ID# | Date | Memo/Payee | Amount |
|--|-------------|---------------------------------------|--------------------|
| EFT | 5/08/2016 | BOC Limited | \$ 10.97 |
| Ddebit | 8/08/2016 | Fuji Xerox Australia | \$ 247.50 |
| EFT | 12/08/2016 | Iconic Creative | \$ 55.00 |
| EFT | 12/08/2016 | Iconic Creative | \$ 55.00 |
| EFT | 28/07/2016 | bank fees | \$ 5.00 |
| EFT | 19/08/2016 | Payment: Wollongong City Council | \$ 660.00 |
| EFT | 28/07/2016 | Surf Life Saving Australia | \$ 300.00 |
| Bpay | 22/07/2016 | Sydney Water | \$ 27.31 |
| EFT | 5/08/2016 | The Document Business Centre | \$ 138.40 |
| EFT | 5/08/2016 | The Flagstaff Group | \$ 264.00 |
| EFT | 28/07/2016 | Wollongong City Surf Life Saving Club | \$ 160.00 |
| EFT | 5/08/2016 | Wollongong Pure Water | \$ 17.00 |
| | | | <hr/> |
| | | | \$ 1,940.18 |
| | | Administration | \$ 4,974.53 |
| | | Fees | \$ - |
| | | | <hr/> |
| | | | \$ 6,914.71 |
| TOTAL PAYMENTS for July/August 2016 | | | \$ 6,914.71 |

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

(Date)

Signed: _____
Position: _____

Moved: Peter Evert

Seconded: Matthew Theris

Carried

Deputy President:

WCC SLSI Liaison meeting.

Next Meeting Wednesday 24th August 8:30 am.

Executive Performance Review Proposal:

As per Directors Handbook Page 24 "The Executive shall review its performance at least annually".

Process:

The comments below under each point of the Evaluation Guidelines of the Directors Handbook below are to give the executive / board an idea of what will need to be done. The executive will need to finalise and adopt the scope. Three approaches will be called for depending upon what is being reviewed:

1. Some stages will be covered off by reviewing documentation.
2. Others by the process of reviewing the who, what, why, when.
3. And lastly by reviewing what, who, internal review (check), amend targets, re-implement, review and signoff. By the very nature of the performance measures many of the processes will overlap.

Primarily it must be noted that:

- as a review the auditor will be looking at the plans and guidelines already established by the committee – the role, is not to initiate but to review, recommend and report on existing plans, processes and procedures.

- Strategy documents and plans not signed off by the committee can't be evaluated – although if there is a requirement from SLS NSW that something exists and SLS Illawarra hasn't addressed it or completed it by the due date this could be an issue to be reported.
- At no time will the auditor comment on an individual, only on process and procedure.

Evaluation:

"The Executive will assess its performance against the following:"

- 1) Compliance with SLSI's 'governance style'**
 - a. Review of minutes of the board against SLS NSW Standards
 - b. Review of Correspondence between members of the board
- 2) Compliance with Directors' 'Code of Conduct'**
 - a. Review of minutes of the board
 - b. Review of Correspondence between members of the board
- 3) Setting strategic direction and goals**
 - a. Copy of the Strategic plan of the Board detailing:
 - a. What are the specific targets of the Plan?
 - b. Who is responsible for doing those – ie an individual or a subcommittee?
 - i. Contact details of those people
 - c. Details of how will the progress to the targets be measured
 - i. Are there any Key Performance Indicators or waypoints
 - d. When are the results to be delivered?
 - e. Who (on the committee) will review?
- 4) Formulating strategy**
 - a. Review of the minutes to see what strategies were put forward
 - b. Review minutes to see what strategies were approved
 - c. Review documentation of the strategies
- 5) Reviewing and initiating strategic analysis**
 - a. Review appropriateness of the Strategy to the stated goals of SLSNSW and SLS Illawarra
 - b. Review implementation, 'ownership', reporting and timeliness
- 6) Approving budgets**
 - a. Review budget for current year
 - b. Review proves of developing the budget
 - c. Ensuring budget is in line with the Strategic Plan
 - d. Review reporting to the committee and transparency in the numbers presented
 - e. Review minutes for budget acceptance and signoff
- 7) Monitoring budget control and corrective actions**
 - a. Review monthly board financial reporting
 - b. Review transparency of the numbers
 - c. Review board interaction (from the minutes) with the Financial Director
 - d. Review responsiveness to Queries
 - e. Review additional reporting
- 8) Critical assessment of external reports (e.g. auditors) and monitoring of implementation of agreed recommendations**
 - a. Review auditor's reports
 - Review auditor's recommendations and the boards response to those recommendations
 - b. Review Insurance
 - Review Insurance brokers recommendations and the boards response to those recommendations
 - c. Review Legal
 - Review Insurance brokers recommendations and the boards response to those recommendations
 - d. Review interaction with Wollongong City Council
 - Ensure compliance with WCC requirements
 - Responsiveness to documentation etc.
 - e. Overall review of documentation and transparency/ reporting to the board
- 9) Establishment of high level Risk Management Plans**
 - a. Review of Plans identifying
 - What is the process of identifying risk?
 - Review of known risks
 - Responsiveness to risk (by authorised people or the board if necessary)
 - Reporting to the board of risk and analysis
 - Incident reporting and recording
- 10) Monitor conformance with statutory/regulatory compliance**
 - a. Review Statutory records
 - b. Review Financial Statutory records
 - c. Review ATO records
 - d. Review insurances records
 - e. Review WCC records and responses

11) Review monthly Committee reports

- a. Review

12) Periodically audit/review strategically important programs

- a. Simple oversight review with the program owner to review progress against previous performance standards
b. Report to the board

13) Carry out constituent and stakeholder satisfaction surveys and review the results regularly against baseline parameters established at the beginning of the term

- a. Will establish a series of surveys

14) Present an end-of-year report card comparing actual performance against planned and present to Branch Council

- a. Will be a letter and grid detailing findings against the agreed KPI's that the Board wish to be judged against and the agreed performance standards.
b. Grid will be a simple Exceed, Satisfactory, Unsatisfactory response
c. Only Unsatisfactory will be accompanied by a further comment highlighting the short comings

Auditor:

Bradley M.T. Ryan-Agnew J.P. CPA
C.F.O. & HR Soto Group
bradley.ryan-agnew@sotogroup.com.au

Availability:

Currently working fulltime 4 days' week...is able to devote Fridays and weekends to the project.

Compensation:

As a current surf-lifesaving member Brad is willing to provide his services on a voluntary basis, during the first stage of investigating, developing and finalising the extent of the scope. Once the scope is approved by the executive, depending upon the estimated hours to complete, Brad will in order to complete the 1st year requirements continue on a voluntary basis, and/or will submit a quotation / invoice, and/or will agree to a financial retainer.

Next Steps:

Will need the following:

- Board motion accepting the evaluation concept and outlining the scope
- Brief of what is to be done
- An 'authority' to speak to people outside of the board framework
- A reporting time frame

Motion:

That Brad Ryan Agnew is appointed as a consultant to scope up an executive performance review as per the Evaluation Guidelines of the Directors Handbook.

Moved: Matthew Theris

Seconded: Maria Caldwell

Carried

7. GENERAL BUSINESS

- Warilla Bowls Surf Boat Series – resolved to approve endorsement
- Pg. 24 from Branch & Directors Handbook – see Deputy President report
- Life Membership Criteria – send out an EOI for Life Membership Committee. Executive resolved to obtain further clarification from SNB in regards to criteria.
- SLSI Club Leases – Branch will liaise with Wollongong City Council to draw up license agreements for all clubs.
- Riding the Wave Project (Special Events) – 23 attendees registering on Sunday 28 for the TAFE Course being offered. Branch to do the application for Special Events for the two sessions
- Education Conference – Sunday 11 September @ City Beach @ 9:00 am.
- Club Conference – Sustainability Reports – will we receive them prior to meeting. Sean Hendry to attend. To commence at 12:30pm, following the Education Conference on Sunday 11 September. All clubs invited. Roles & responsibility of the Duty Officers and how they will work in with the clubs.

8. NEXT MEETING

20 September 2016, 6.30pm

DRAFT