

Branch Council Meeting

ILLAWARRA
NEW SOUTH WALES



Meeting: Branch Council Meeting	Date: 19 January 2016
Venue: Surf House, 64 Smith Street, Wollongong	Start Time: 7.15 pm Finish Time: 8.40 pm

MINUTES

1. ATTENDEES

President	Val Zanotto
Deputy President	Peter Evert
Director of Education	--
Director of Finance	Maria Caldwell
Director of Surf Sports	Keith Caldwell
Director of Member Services	--
Director of Life Saving	Anthony Turner
President's Advisor	Bill Seay
Office Manager	Maria Sewell
Wollongong City	David Forst
Coledale	Anthony O'Donoghue
North Wollongong	Lance Tarrant
Coalcliff	Grant Smith
Corrimal	Graham Yates
Bulli	Keith Caldwell
Bellambi	Craig Kershaw
Woonona	Rachel Dixon
Scarborough/Wombarra	Bindi Adams
Windang	Bill Young
Port Kembla	Luca Rocchi
Sandon Point	--
Fairy Meadow	Tony Chapman
Helensburgh/Stanwell Park	Steven McDonald
Towradgi	Adriana Gervaise
Thirroul	--
Austinmer	Michael Idstein

2. PROXIES

Luca Rocchi, Port Kembla
Graham Yates, Corrimal

3. VISITORS

Tony Haven, President SLSNSW

4. APOLOGIES

Joanne Massey, Director of Education
James Naughtin, SLSI Director of Member Services
David Erskine, Port Kembla
Matt Quince, Windang
Stacey Paddon, Woonona

5. MINUTE TAKER

Maria Sewell

6. DISCLOSURE OF INTEREST

None declared

7. Presentation by Tony Haven, President SLSNSW

Val Zanotto welcomed Tony Haven who then presented all Clubs and Branch with a cheque for \$7,155.00 each being moneys raised by the Foundation and Guardians of Surf Life Saving.

8. ACCEPTANCE OF AGM MINUTES

Minutes of Branch Council Annual General Meeting held 24 November 2015 accepted as a true and accurate record.

Moved: Anthony Turner

Seconded: Lance Tarrant

Carried

9. BUSINESS ARISING FROM MINUTES OF BRANCH COUNCIL AGM MEETING

Item 5 should read "Presentation and Adoption of 2014-2015 Annual Report"

10. ACCEPTANCE OF MINUTES

Minutes of Branch Council Meeting held 24 November 2015 accepted as a true and accurate record.

Moved: Keith Caldwell

Seconded: Grant Smith

Carried

11. BUSINESS ARISING FROM MINUTES OF PREVIOUS BRANCH COUNCIL MEETING

Nil

12. CONFIRMATION OF EXECUTIVE & PORTFOLIO MINUTES

Meeting held immediately prior to Branch Council Meeting so unable to have them typed. Will be presented at next Branch Council Meeting.

13. DIRECTORS' REPORTS

Life Saving

- Request for Support Operations Ski at - Approved by DOL
 - 18 January Bulli - Eckstein nipper clinic
 - 30 January Sandon Point - Jr development carnival
 - 30 January Bulli - Boat carnival
 - 13/14 February Towradgi - Branch Championships
- 2 members from Woonona and 1 from Nth Wollongong attending Life Saving Exchange Program Australia Day Weekend.
- Sandon Point and Austinmer SLSC - expired defib pads replaced.
- Next round of announced patrol audits
 - 6/3/2016 Stanwell Park to Coledale
 - 13/3/2016 Woonona to Fairy Meadow
 - 20/3/2016 Austinmer to Bulli
 - 3/4/2016 North Wollongong to Windang

Note: one round of unannounced audits remain for clubs.
- Reminder to clubs to update patrol stats patrols on surfguard.
- Reminder the CODE OF CONDUCT while using ATV AND IRB.
Note: Reminder that no members to ride in back of ATV at any times.
- SLSNSW received recent complaints from public regarding young lifesavers using mobile phones while on patrols. No issues reported in Illawarra, but remind members to be vigilant while on patrol regarding high use of mobile phones in public view.
- Request from NSWSES for SLSI to assist in a training day in February.
 - Spinal management land/water base
 - SES Flood rescue operators, using throw bags and rescue flood boats.
 - Support Operations providing a RWC for rescue work.
 - 4 SLSI members attending.
- Rescue of the month for December - DOL approved application from Bulli SLSC, forwarded to SLSNSW.
- Patrol ops App. Details posted on SLSI facebook page.
 - Some clubs in Illawarra using the app.
- Received good feedback from clubs regarding patrol stats/rescue information on our SLSI facebook page.
- Received funding of \$30,000 to purchase 2 new RWC.
- RWC panel meeting on 6/1/2016
 - Recommendations attached to executive to review and approve.
- Corrimal and Port Kembla SLSC collecting relevant data on crowds' stats throughout the patrol, including photos and information regarding to the Saturday draft patrol call out system.
 - Information to be forward to branch and SLSNSW once Saturday patrols completed.
- Thanks to all the volunteer members that patrolled over the Christmas holidays period, keeping our local beaches safe.

Moved: Anthony O'Donoghue

Seconded: Craig Kershaw

Carried

Finance

Balance Sheet and P&L report as at 31 December 2015 tabled.

Moved: Craig Kershaw Seconded: Graham Yates Carried

Member Services

Nil

13.DIRECTORS' REPORTS cont.

Education

Adriana Gervaise as proxy tabled report from Joanne Massey

- **41 TAF's** currently completed re-endorsement process - 43 still to follow through on (some entered manually so this number will drop). Please see attached.
- Any late **TAF re-endorsements** now go through paper process, please submit to DOE at Branch. Members' portal now closed for re-endorsements this season.
- **Gold Medallion** course cancelled – only 1 participant enrolled.
- **SMAR course** scheduled April 30th/ May 1st – pre reqs 16 years old and Bronze proficient. Email salt.joanne@gmail.com to register.
- **Training Officers Certificate** course scheduled March 19th/ 20th. Please see attached for enrolment and course details.
- **Skills Maintenance Responsible Delegate** process now finished for this season – any outstanding proficiencies must be conducted by a currently endorsed Assessor and are subject to all late proficiency entry criteria.
- **Assessor Uniforms** have arrived and we have had a wonderful response. Please collect at SLSI Office for all who placed an order.
- **Academy Provide First Aid** course calendar 2016. Please see attached.
- **SLSI Provide First Aid** course for members, friends and family. Scheduled for Sunday 28th February, please email salt.joanne@gmail.com to register.
- **Training Officers Certificate** course, first assessment scheduled 30th January – can all mentors and training officer's certificate participants please contact DOE to submit mentor obs and paperwork or advise of progress and expected completion date.
- **Next Education Meeting** – February (just awaiting SA to return from annual leave to confirm date/ time).
- **SLSI Pop up Shop** – initiative to provide fundraiser sunscreen, SLS merchandise and training supplies. Available through SLSI Office, Australia Day Aquathon/Harbour celebrations, Branch championships carnival Feb 13th/ 14th at Towradgi and soon on SLSI website.

2015/16 Pre-season Meeting Attendance

Branch	Attended Meeting	Attended Webinar	Accessed Recording	Attended Nothing	Attended nothing (%)	Total
FNC	36	9	8	40	43%	93
NC	28	10	3	4	9%	45
MNC	26	13	3	3	7%	45
LNC	29	3	2	4	11%	38
HUN	114	0	8	34	22%	156
CC	65	10	13	35	28%	123
SNB	77	78	14	48	22%	217
SYD	42	11	79	125	49%	257
ILL	48	8	5	26	30%	87
SC	26	10	1	15	29%	52
FSC	32	11	2	6	12%	51
STATE	523	163	138	340	29%	1164

Branch Pre-season meeting

TAF Re-endorsement applications (as per 13/01/2016) - Numbers

Branch	Y	AY	AN	N/A	N/A	Total
FNC	40	0	4	35	14	93
NC	31	0	0	8	7	46
MNC	26	0	1	8	14	49
LNC	21	0	0	6	11	38
HUN	89	0	3	50	14	156
CC	57	0	2	43	20	122
SNB	102	0	5	114	7	228
SYD	80	18	57	87	17	259
ILL	32	5	4	43	4	88
SC	11	7	1	30	2	51
FSC	25	1	6	19	0	51
STATE	514	31	83	443	110	1181

TAF Re-endorsement applications (as per 13/01/2016) - Percentage

Branch	Y	AY	AN	N/A	N/A
FNC	43%	0%	4%	38%	15%
NC	67%	0%	0%	17%	15%
MNC	53%	0%	2%	16%	29%
LNC	55%	0%	0%	16%	29%
HUN	57%	0%	2%	32%	9%
CC	47%	0%	2%	35%	15%
SNB	45%	0%	2%	50%	3%
SYD	31%	7%	22%	34%	7%
ILL	36%	6%	5%	49%	5%
SC	22%	14%	2%	59%	4%
FSC	49%	2%	12%	37%	0%
STATE	44%	3%	7%	38%	9%



2 Day Intensive Training Officer Course

Three choices of dates and locations in 2016 (see below).

Register your interest before **31st January 2016.**



Cost of courses subsidised by the Emergency Volunteer Support Scheme (EVSS)

Program Overview

- Dates:** Choose from the below
Bombaderry Bowling Club – Saturday 19th & Sunday 20th March 2016
SLSNSW Headquarters, Belrose – Saturday 2nd & Sunday 3rd April 2016
Panthers, Port Macquarie – Saturday 9th & Sunday 10th April 2016
- Time:** 9:30am (Saturday) to 4:00pm (Sunday)
- Cost:** **With accommodation:** \$100*
Without accommodation: \$50*
- * \$50 will be reimbursed upon Trainer endorsement (see below for further information).
- Note:** The cost of this course has been subsidised by the Emergency Volunteer Support Scheme (EVSS). The cost above includes tea, coffee and lunch on both days and shared accommodation (where required) on Saturday night. Dinner on Saturday night is not included in the above price.

Course Details

The aim of this course is to provide participants with the skills and knowledge to confidently deliver Surf Life Saving awards to new and existing members. The course will be highly interactive, providing participants with the opportunity to practice their own skills in session planning, training delivery and course evaluation in a safe learning environment.

Participants will be required to complete around 4-5 hours of pre-course learning, details of which will be provided at least six weeks prior to the start of the course. Pre-course learning will include reading through the Learner Guide, watching instructional videos on YouTube and planning for a skill demonstration and training session(s) to deliver on the course.

You will need to bring along to the training course:

- Your completed pre-course work
- A laptop or iPad to access SLSNSW resources online and (if you wish) develop visual aids for your presentations/skill demonstrations*

*If you do not have a personal laptop/iPad that you are able to bring to the course, please let us know at the time of booking so that alternative arrangements can be made.

Presentations will be recorded, enabling participants to review their own presentation style following the course through the eyes of a learner.

Participants who successfully complete the course requirements will leave the course as a probationary trainer, having achieved the following nationally recognised units of competency:

- TAEDEL301A Provide work skill instruction
- BSBCMM401A Make a presentation

The knowledge and skills learnt on this course are **highly transferable** outside of Surf Life Saving

Becoming an endorsed Trainer

Following successful completion of this course, probationary trainers are required to deliver a minimum of two courses under the supervision of a mentor before being endorsed by the Branch. The aim of this process

is to ensure that you are comfortable with the course content, the assessment criteria, and with the administrative processes required.

Before you attend this course, your Director of Education will ensure that you have been allocated a mentor and that you have two courses in the diary to be mentored at.

What will I learn?

After completing the pre-course learning and two-day course, you will be able to:

- Locate the policies, procedures and resources relating to Education in Surf Life Saving NSW
- Identify learning needs of the participants and the organisation
- Design training using a range of appropriate learning activities
- Deliver training using effective communication techniques
- Evaluate training to ensure continuous improvement

Is this course for me?

This course has been designed to maximise the amount of time participants have to practice and receive feedback on their skills in a safe learning environment. As such, this course would be ideal for those starting out as a trainer with no previous presentation or training delivery experience. It would also be ideal for those with some informal presentation/training experience who are keen to develop their skills and utilise them to support training within their Club and/or Branch.

To commence training for the Training Officer Certificate you must meet the following course prerequisites:

- be at least 16 years of age on the date of final assessment;
- be proficient in the award in which you wish to train; and
- have held the award you wish to train for a minimum of 12 months.

How to book

To book, contact education@surflifesaving.com.au or call Caitlin Millauro, Academy Education Officer on 02 9471 8003 before 31st January 2016.

Please ensure that you speak with your Chief Training Officer and/or Branch Director of Education before booking as they will need to ensure that you are allocated a mentor prior to attending and that where possible, you have two dates in the diary to be mentored in the delivery of you chosen course(s)

In the event of the courses being fully booked, priority will be given to Clubs with low Trainer to New Member ratios, with a maximum of 3 places for any one Club.

Moved: Keith Caldwell

Seconded: David Forst

Carried

Surf Sports

- Sydney Water Surf Series completed in December– over 1100 competitors. Series went well supported by Sydney Water, FINZ Swimwear & Hayden Surf Craft. Massive thanks to all clubs that participated, officials , water safety & the hosting clubs
- SLSI Branch Team did well at Inter-Branch Championships December in Forster. Placed 5th with improved performances across the whole team in skills. Congratulations to Blake Drysdale & Hannah Minogue on making the NSW Inter-State Team.
- Surf Sports Development Program – Starts back again at Bulli Beach this Wednesday 20 January at 5pm. Had a Xmas break BBQ & paddle at Wollongong City in December
- Next Surf Sports meeting is this Thursday 21 January 6.30pm Surf House

- SLSI Junior Development Carnival 30 January Sandon Point SLSC – circular out
- Warilla Bowls Boat Series Carnival 30 January Bulli SLSC
- Blue Scope WIN Community Branch Championships 13/14 February Towradgi SLSC – circular out
- Carnival referees have/will be meeting with Sandon Point, Bulli & Towradgi prior to the above 3 carnivals sorting through logistics & requirements. SLSI RWC's being sorted by Anthony Turner for these events
- Scrutineering of craft prior to the major championships – dates being sorted will advertise soon
- Shannon Eckstein clinic happened at Bulli SLSC yesterday (Monday 18 January). Well attended close to 70 kids enjoyed the experience
- State Championships – memo has been sent out to clubs for qualifying events at Aged Championships (Board Rescue & Iron-person)

Moved: Craig Kershaw

Seconded: Tony Chapman

Carried

Deputy President

- **December 2015 WCC SLSI Liaison meeting.**

Capital Works:

Bulli – Clubhouse refurbishment on schedule for April 16 commencement.

Austinmer – Await acknowledgement of 50% funding from club before proceeding.

Woonona Lifeguard – Access granted 14th December.

Woonona Tower – New tower expected by 30th June 16.

North Wgong – Concepts for core lifesaving functions of refurbishment completed, construction drawings in progress, QS then to be completed to understand budget cost for refurbishment versus new.

Maintenance:

No issues.

Dune Management Strategy:

Fairy Meadow & Corrimal: Discussions with clubs to commence Jan16....start work in April / May 2016.

General Business:

Coalcliff: No solution to erosion problem. Club encouraged not to risk member harm (don't attempt to take IRB onto beach if conditions are risky).

2017 and 2018 NSW State Surf Lifesaving titles – Three venues proposed – Towradgi & Fairy Meadow (joint), North Wollongong, and Wollongong City. SLSNSW to inspect venues during January 16...

Beach bookings: Issue with Sydney Water carnival bookings – Dates were communicated to WCC; however no documentation was provided, e.g. Traffic Management plan.

Next Wollongong City Council_SLSI Liaison meeting – to be held 9th February 16 at 845am.

Lance stated he had requested the matter of Remondis charging their club for garbage collection be flagged at the next WCC Liaison Meeting. Peter & Val noted it had not been brought to their attention but would address the matter at the next meeting.

Club Sustainability Indicator reports

Reports for season 2014/15 will be available shortly from SLSNSW. Reports will provide data from surfguard which can be used as an indication of a clubs health. (For example, Administration: Adherence to annual compliance, committee members – turnover / people who hold more than one position, Education: No of Bronze medallion trainers, assessors, facilitators, trends of proficient members by award, trend of aquatic rescue awards delivered, Participation: Membership trend over 5 seasons, retention rates, Lifesaving: active patrolling members vs the need, patrol hours vs beach attendance. etc.).

Data/statistics alone won't provide the whole story as such in Phase Two SLSNSW and SLSI will meet with clubs who are identified as having some risk factors.....by identifying your needs SLSNSW and SLSI can be in a better position to support clubs.

Phase one is for SLSI to meet with SLSNSW to discuss our thoughts on the report results, to discuss with SLSNSW the Clubs we have identified as priorities, to make some decisions in relation to the provision of support for these Clubs, and confirm the next steps in regards to the reports.

Moved: Grant Smith

Seconded: Adriana Gervaise

Carried

14. CLUB REPORTS.

Bulli

Put in Rescue of the Month

Held last Sydney Water Round held

Competition going well, boats going strong

Taking part in Disability Program

Shannon Eckstein Clinic held – good attendance

Port Kembla

- Patrols going well

- Big attendances on Sundays

15. CLUB REPORTS

Windang

Patrols going well

Helensburgh-Stanwell Park

- Good patrols
- Saturday patrols started
- Blake Drysdale made NSW Team

Corrimal

- Rescue a couple of weeks ago, child could not find his father. Thank you from the Club to Towradgi, Bellambi and Duty Officer
- Usually have a lifesaving beacon but apparently it is currently being serviced. Secretary sending out letter.

Coalcliff

- Patrols going okay
- Disappointed at number of members putting their names down for proficiencies/training and then not turning up

Fairy Meadow

- Patrols down from 6 to 4, managing ok

Coledale

- Patrols going okay
- 250 scouts after Christmas
- Participating in Riding the Wave

Bellambi

- Good having more patrolling members
- Large number of preventables due to campers running down stairs and straight into the water
- Participating in Riding the Wave
- Project 291 held again

Wollongong City

- Patrols going okay
- Pre Christmas training day for seniors, 16 SRC, 9 BM

Scarborough-Wombarra

- People put their hands up and then don't show
- Thank you for help on Christmas Day
- Hope to get up to 8 patrols soon
- Still down to half a committee
- Some new parents on board

Austinmer

- Still got 5 patrols
- Impressed with calibre of Patrol Captains
- Proficiency delegates work well
- Saturday patrols meeting with Steve from the Lifeguards went well
- Would like an ambulance bay being a part of the carpark area. Michael advised WCC have a chain on the left hand side and the ambulances have a key to the lock so they can then drive on to the grass.
- Pool open but a lot of cut feet – making sure it is in SurfGuard

Woonona

- Patrols going well
- Busy December and January with groups of people visiting (groups of aboriginals from Dubbo as well as an Afghan Community Day). Plan to run it every second year.
- Helping Bellambi with Riding the Wave

Towradgi

- Patrols are fine
- Looking forward to Branch Championships

North Wollongong

- Christmas and New Year went well for patrols
- Nippers started again
- Concerned about Club's roof, leaks everywhere after last lot of rain

11. GENERAL BUSINESS

YOM

On line procedure carried out – question asked as to what happens next. State will send names to Branch for endorsement.

Australia Day

Branch will have marquee, duty officer vehicle and jet ski together with a “pop up” shop. Volunteers sought to assist on the day.

Junior Development Carnival

Reminder that entries close Thursday, 21 January 2016.

12. NEXT MEETING

19 January 2016 at 7.15pm