

Meeting:	Executive Meeting	Date:	23 January, 2018
Venue:	SurfHouse 64 Smith Street Wollongong NSW 2500	Start Time:	18:45 pm
		Finish Time:	21:55 pm
Attendees:	Peter Evert, President Dan Meehan, Deputy President Matthew Theris, Director of Education Kevin Starling, Director of Surf Sports Maria Caldwell, Director of Member Services Jayson Norris, Director of Lifesaving		
Visitors:	Nil		
Minute Taker:	Amy Vella, Executive Officer		

MINUTES

1. APOLOGIES Karla Erven, Director of Finance	
2. PROXIES Nil	
3. DISCLOSURE OF INTEREST Nil	
4. MINUTES OF MEETING HELD 19 December, 2017 Minutes accepted as a true and accurate record. <i>Moved: Dan Meehan Seconded: Maria Caldwell Carried</i>	
5. BUSINESS ARISING FROM PREVIOUS MINUTES <ul style="list-style-type: none"> • ROM award recipients have not yet received their Hytera radios from SLSNSW • Patrol Ops App to be followed up with SLSNSW and the rollout strategy • Club Conference date to change 	JN JN AV
6. DIRECTORS' REPORTS Lifesaving: <ul style="list-style-type: none"> • We have unfortunately had two drownings over the Christmas period both of these drownings occurred outside patrolled areas, one at Sharky's and the other one at MM Beach. I would like to thank Duty officers and Patrol support persons that assisted in dealing with these two incidents. • We've also had several incidences that has prompted me to put out a general warning again about the use of powercraft and our powercraft code of conduct. Three separate incidents, one with an ATV one with an IRB and one with an RWC. We must all be mindful of our highly visible craft and responsibility to public safety. • On a better note I would like to thank the operators that helped out in last weekend emergency call out regarding the bushfire evacuation from the National Park, Surf life saving Illawarra managed to send four support skis to assist. • After investigating and number of Patrol defaults I have two warning letters to send out and waiting for further information on another. • Some discussion needs to be entered with Port Kembla regarding their Saturday patrols. • An expression of interest will be sent out this week for Patrol support RWC operators. I have already had a number of enquiries from Windang Bulli and Coledale. Director of Education to assist, as joint initiative. • Support ski 4 has broken down mechanically. The IBR has malfunctioned, this should be covered by warranty as less then12 months and only done 36 hours of operation. 	PE/JN JN/MT

6. DIRECTORS' REPORTS cont.

- Last weekend I did some passive surveillance from Bulli down to Windang on all clubs I was very impressed with how most clubs conducted their patrols and setup and would like to thank all the patrolling members for their service especially over the past few weeks of hot weather, it certainly has been a trying time.

Lifesaving Defaults:

- Coledale & Port Kembla

Moved: Matthew Theris

Seconded: Maria Caldwell

Carried

Surf Sports:

Surf Sports Meeting 23-01-2018

Apologies: Gina Crick

Clubs Present: Bulli, Wollongong City, Corrimal

1. Development Carnival is at Bellambi on Saturday 27th. I had a meeting with their committee and they are well advanced in their plans for the event.

2. Branch Championships are at Sandon Point for juniors on Saturday February 10th and at Bulli for seniors on February 11th.

I will be meeting with both clubs before the events to discuss any concerns they may have and the layout of the beach and surf areas.

3. A petition was sent to me from a member of Nth Entrance SLSC regarding clubs applying for refunds from events cancelled at last year's state titles.

The general discussion was that it would not be viable and would set a precedent for anyone missing an event to try to get a refund regardless of the reasons they may have.

4. The branch office will contact our media liaison regarding publicity for upcoming events.

5. I am still looking for anyone that may want to take over surf sports in the future to get a feel for the job to come forward and learn the ropes with some experienced people willing to assist anyone interested in the role.

6. Scrutineering will be done for a few hours at each of the branch championships.

If any of the Illawarra clubs have scrutineers available please contact myself ASAP.

7. The purchase of 50 x star pickets and caps for surf sports events was recommended and endorsed by the meeting.

8. The next meeting will be on Tuesday the 13th of February 2018 at 6pm.

6.DIRECTORS' REPORTS cont.

Surf Boats

- Some divisions already selected.
- Other divisions will need to wait on the Branch result
- Barry Lowe to take on the Managers job
- This is the crew rankings so far:

Illawarra Branch Team – Surf Boat Pointscore				
Open Men	Bulli 04/11/17	Mollymook 02/12/17	Branch	Points
Bulli Gelcon	1 st – 7pts	Aust selection		14
Bulli Black Sheep	5 th – 6pts	2 nd – 7pts		13
Open Women				
Wollongong	1 st – 7pts	1 st – 7pts		14
Reserve Male				
Bulli Lambs	5 th – 6pts			6
HSP – benches	Not in final	6 th – 6pts		6
Port Kembla	4 th – 7pts			7
Windang Long Shots	Not in final	3 rd – 7pts		7
Reserve Female				
Windang Pelicans	DNS	1 st – 7pts		7
Nth Wollongong – No Street	DNS	3 rd – 6pts		6
U19 Male				
Nth Wollongong – Flamingoes	2 nd – 7pts	2 nd – 7pts		14
U19 Female				
HSP	DNS	DNS		0
U23 Male				
Bulli Basil Spice	2 nd – 7pts	Aust selection		7
U23 Female				
HBS Snack Packs	4 th – 6pts	2 nd – 7pts		13

Moved: Dan Meehan

Seconded: Jayson Norris

Carried

Member Services:

1) YOUTH PANEL

Will organise a meeting with the Youth Panel on Monday 5 February 6pm at Surf House - if anyone (14yrs – 25yrs) is still interested, they are quite welcome to come along to the meeting.

2) AWARDS OF EXCELLENCE WORKING GROUP

- Email gone to Presidents and Executive for any feedback
- Email to working party with lots of reading material – other branch's circulars for feedback
- Have survey results from 2017 AOE
- Will hold meeting with Working Group on Monday 5 February 7pm at Surf House

3) JUNIOR LIFE SAVER OF THE YEAR

- Extended date to this Thursday 25 Jan COB.
- Sent email to all U14 through surfguard
- Sent email to clubs advising extended date and that I had emailed U14.
Hoping to get some nominations by Thursday
- Interviews set down for Wed 31, Thurs 1 and Fri 2. Have emailed people to be on panel.
- JLOTY to be presented at branch at conclusion of Junior March Past.

4) Youth Development

- Have list of 6 applicants for this program.
- Will forward to a panel for selection.

5) CIRCULARS

- **SLS NSW Memo Calling for Development Program facilitators**

For YOM and JLOTY

Moved: Jayson Norris

Seconded: Dan Meehan

Carried

6.DIRECTORS' REPORTS cont.

Education:

- Silver Medallion Beach Management Course run quite successfully at Scarborough Wombarra for 14 participants from throughout the branch. Thanks to Bindi Adams for hosting us and Phil Geary in assisting with the running of the course. Another SMBBM to be run in March @ Fairy Meadow TBC.
- Endorsements are almost finalised, state has just sent through a list of people that still need to complete their endorsements, will be forwarding onto clubs.
- Planned courses will be advertised in the Newsletter moving forward, urging clubs who haven't to subscribe and take important note to its' contents.
- Next Education meeting to be Wednesday the 28th of February at 6:00pm (time TBC will be sent out to CTO's)

Moved: Dan Meehan

Seconded: Kevin Starling

Carried

6.DIRECTORS' REPORTS cont.

Finance:

Summary of December/January payments tabled as follows:

SUMMARY OF PAYMENTS - December 2017/January 2018				
ID#	Date	Memo/Payee	Amount	Notes
EFT	14/12/2017	Beau Wheeler - Sydney Water Prizemoney	\$ 550.00	Sydney water prize money
EFT	14/12/2017	Brock Scrivener - Sydney Water Prizemoney	\$ 300.00	Sydney water prize money
EFT	14/12/2017	Chad Poland - Sydney Water Prizemoney	\$ 150.00	Sydney water prize money
EFT	14/12/2017	Danielle Katzos - Sydney Water Prizemoney	\$ 100.00	Sydney water prize money
EFT	14/12/2017	Davina Strauss - Sydney Water Prizemoney	\$ 250.00	Sydney water prize money
EFT	14/12/2017	Emily Maythers - Sydney Water Prizemoney	\$ 250.00	Sydney water prize money
EFT	14/12/2017	Hailey Lane - Sydney Water Prizemoney	\$ 450.00	Sydney water prize money
EFT	14/12/2017	Jack Carberry - Sydney Water Prizemoney	\$ 1,100.00	Sydney water prize money
EFT	14/12/2017	Jasmine Yew - Sydney Water Prizemoney	\$ 800.00	Sydney water prize money
EFT	14/12/2017	Joe Halsey - Sydney Water Prizemoney	\$ 200.00	Sydney water prize money
EFT	14/12/2017	Jordan White - Sydney Water Prizemoney	\$ 850.00	Sydney water prize money
EFT	14/12/2017	Kirra Laughlin - Sydney Water Prizemoney	\$ 600.00	Sydney water prize money
EFT	14/12/2017	Lauren Stone - Sydney Water Prizemoney	\$ 2,000.00	Sydney water prize money
EFT	14/12/2017	Matt Sperring - Sydney Water Prizemoney	\$ 1,050.00	Sydney water prize money
EFT	14/12/2017	Meg Fox - Sydney Water Prizemoney	\$ 150.00	Sydney water prize money
EFT	14/12/2017	Paul Buttel - Sydney Water Prizemoney	\$ 100.00	Sydney water prize money
EFT	14/12/2017	Tim Burgmann - Sydney Water Prizemoney	\$ 500.00	Sydney water prize money
EFT	14/12/2017	Tim Schofield - Sydney Water Prizemoney	\$ 1,450.00	Sydney water prize money
EFT	14/12/2017	Zara Sharman - Sydney Water Prizemoney	\$ 300.00	Sydney water prize money
Ddebit	18/12/2017	Telstra Corporation	\$ 590.46	Phones
Ddebit	19/12/2017	Caltex	\$ 687.96	Petrol
EFT	21/12/2017	Anne Walton	\$ 512.60	Interbranch team expenses
EFT	21/12/2017	Maria Caldwell - Reimb Cubic Promotions	\$ 276.10	Maria Caldwell – Reimbursement Cubic Pro SWSS
EFT	21/12/2017	The Flagstaff Group	\$ 74.25	Christmas cards
EFT	21/12/2017	Woonona SLSC	\$ 1,375.00	Woonona SLSC – SWSS Host fee
EFT	22/12/2017	Karla Erven - Reimb Amy Present	\$ 102.00	Karla Erven – Staff present
EFT	22/12/2017	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	28/12/2017	Bookkeeping Matteredz	\$ 660.00	Bookkeeping
EFT	2/01/2018	Surf Life Saving Australia	\$ 11.72	Payment gateway fees
Ddebit	16/01/2018	Telstra Corporation	\$ 575.59	Phones
EFT	19/01/2018	Australia Post	\$ 251.80	Postage for annual reports
EFT	19/01/2018	Boat Doctor NSW Pty Ltd	\$ 690.80	Jet pump impeller & tool
EFT	19/01/2018	BOC Limited	\$ 11.68	Oxygen
EFT	19/01/2018	Chubb Fire & Security Pty Ltd	\$ 124.28	Fire equipment annual service
EFT	19/01/2018	Illawarra Production Services	\$ 990.00	Sydney water: Audio for carnivals
EFT	19/01/2018	Illawarra Production Services	\$ 990.00	Sydney water: Audio for carnivals
EFT	19/01/2018	Illawarra Production Services	\$ 990.00	Sydney water: Audio for carnivals
EFT	19/01/2018	Illawarra Production Services	\$ 990.00	Sydney water: Audio for carnivals

6.DIRECTORS' REPORTS cont.

EFT	19/01/2018	Jayson Norris	\$	139.15	Jayson Norris – Fuel reimbursement
EFT	19/01/2018	JRB Horticulture	\$	357.50	JRB Horticulture – Lawns (12months)
EFT	19/01/2018	Lizzy-Annes Cleaning Services	\$	44.00	Cleaning
EFT	19/01/2018	RMB Lawyers	\$	11,880.00	Legal fees
EFT	19/01/2018	Scarborough Wombarra SLSC	\$	165.00	Course lunch reimbursement
EFT	19/01/2018	The BMS Group	\$	372.08	Photocopier
EFT	19/01/2018	Wollongong Pure Water	\$	8.50	Water
				<u>\$ 34,064.47</u>	
		Administration	\$	4,537.34	
		Fees	\$	15.00	
				<u>\$ 38,616.81</u>	

TOTAL PAYMENTS for December 2017/January 2018 \$ 38,616.81

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

29/1/18

(Date)

Signed: 

Position: Director of Finance

Motion: as per 20 June 2017 Executive Minutes, SLSI will move their bank accounts from Illawarra Credit Union to Westpac

Moved: Dan Meehan

Seconded: Maria Caldwell

Carried

Deputy President:

Wollongong City Council _SLSI Liaison meeting 23rd Jan 2018

- **Capital Works:**

No change to previous minutes except-

North Wollongong SLSC development working towards construction starting May 2019.

Scarborough SLSC – Funding received through DPI (Shark Grant) for Portable tower.

- **Service Level Agreement:**

Extra patrol audits have been scheduled to provide makeup days for 5 recent missed audits.

Discussion on club / branch actions surrounding recent ATV rollover incident.

Discussion on non-availability of learnings from recent South Coast branch member finger amputation incident. WCC to circulate once received from SLSNSW.

- **General Business:**

Australia Day – WCC will have one northern, and one southern lifeguard supervisor to support patrols. In the central area a lifeguard on an ATV will be available for LGA issues.

Rookie lifeguard program-Rookie pathway strategy to be discussed at joint meeting on 12th Feb.

Surf Club leases – Negotiation of leases has been on hold as WCC rep is on leave – on behalf of clubs an extension to the closing date of 25/01/18 has been requested.

7.OFFICER REPORTS

Media Officer:

- Extensive media coverage on the 2 drownings at Sandon Point and MM beach Port Kembla.
- Media Briefing at Woonona 9/1/2018
 - Rip Current demonstration using ocean dye. Rip current safety talk
 - Surf Safety information & awareness talk
 - RWC Rescue in surf
 - SLSNSW CEO Steven Pearce talk to media
 - President of SLSI Peter Evert talk to media
- Media outlets covering extensive surf safety information after the media briefing at Woonona with SLSI and SLSNSW CEO Steven Pearce
- Wave FM and I98 FM running hourly safety messages last 2 weekends, always swim at patrolled beaches, between the red and yellow flags, know your limitations and abilities in the surf.
- Regular updates on SLSI public page with rip current and surf safety tips.
- Thanks to media below
 - Win News Illawarra
 - 9 news Illawarra
 - Illawarra Mercury
 - The Advertiser
 - ABC FM radio
 - Wave FM
 - I98 FM
- The local media have been very active in providing surf safety information out to the public this month.

Moved: Jayson Norris

Seconded: Dan Meehan

Carried

Executive Officer:

Club Leases

- **Towradgi SLSC:** Attended meeting at Towradgi SLSC, club now drafting a letter to council regarding a few concerns they have with Lease Draft #6. Graham Lancaster to draft a letter regarding these items.
- **Due Date for Club Leases:** 25 January 2018 – can this be extended, as clubs will require legal assistance. Branch is happy to help with negotiations.

Media/Social Media

- Tuesday 9 January 2018, a media call was held with WIN News, 9 News Illawarra, Illawarra Mercury in attendance at Bulli Beach (south end). Steve Pearce (SLSNSW), Peter Evert (SLSI) & Anthony Turner (SLSI) all talking to camera regarding surf safety messaging.
- WIN News posted to Instagram a teaser of what would be on the news that night.
- WIN News also posted the segment onto facebook, which has been shared to the SLSI public page.
- Just waiting for 9 News Illawarra to be posted so we can share.
- A fair amount of media coverage over the weekend of 6 & 7 January from the drownings – articles have been printed.

Australia Day Celebrations

- Placed an EOI in the newsletter in December, unfortunately nobody came back to confirm their availability.
- Propose to cancel the marquee at the Harbour

Administration Assistant Advertisement

- Position Description reviewed and updated for the Administration Assistant role.
- Seek.com.au ad started on Monday 15 January and expired Friday 19 January

7.OFFICER REPORTS cont:

Administration Assistant Advertisement continued

- Over 250 applications received
- In the process of culling

Newsletter

- Was meant to be sent out last week, will be sent out this week

Grievances

- 2 confidential grievances received over the summer period – investigation pending.

Community Building Partnership Grant

- Successful with a new Duty Officer vehicle.
- We received \$29,861.00 from Paul Scully MP, Ryan Park MP & Lee Evans MP, all three allocated out of their funding budgets in as the DO vehicle covers all electorates.

IRB Championships 2018

- Thirroul have been contacted and will continue to keep the branch in the loop re: meetings etc

Miscellaneous

- Participated in the Multicultural Programs at Towradgi & Corrimal SLSC
- Updated Patrol Audit roster
- Entries for the Junior Development Carnival at Bellambi SLSC
- Letters sent to all SLSI Patrons: Hon. Sharon Bird MP, Paul Scully, MP, Ryan Park MP, Lord Mayor Gordon Bradbery OAM, Bruce Gordon, Gareth Ward MP & Lee Evans MP

Moved: Dan Meehan

Seconded: Matthew Theris

Carried

7. GENERAL BUSINESS

ACTION

• Wollongong City Council Leases:

Standard Lease document received 19/12/2017 from WCC. Document provided to SLSNSW and comments have been provided back to SLSI. Status of club leases? SLSNSW legal available to assist with queries.

ALL

• WH&S “Reportable Incidents” to SafeWork NSW:

Reminder: Important – Preserve incident site. Notifiable incidents include: Conduct of SLS – near miss, Visitor hurting themselves in the club, ATV running into someone, fire in surf club, injury from SLS equipment failing. Call 131050 by a responsible person.

• Club Conference:

That a conference is to be held *on now a date TBA 2018* to enable presentation by Clubs NSW on Governance, and SLSNSW Strategic Plan 2018 – 2020 to be rolled out. Club Presidents, and Club Captains to attend, Club proxies accepted.

PE

• “Businesses on the Beachfront – a balancing act”

After the recent SLSNSW / Illawarra Mercury media on the topic: The future of Surf Lifesaving Club Development Opportunities, Matt and I have met with CARDNO in respect to the 2012 report prepared for the Planning Institute of Australia. Currently looking at other branch “showcases”, and planning “best practices” for the Illawarra surf lifesaving clubs, and potentially branch office.

ALL

- SLSI (branch and club) responsibilities under the SLSA Member Protection Policy, specifically **Member reporting and Complaints guidelines**. All SLS entities must keep records for 3 years (CASE 2 & 3) – 7 years (CASE 1) of all complaints (hard copy & soft copy) secure and confidential,

as per template. Serious Criminal Conduct (CASE 1) must be immediately reported to SLSNSW, and not handled by a club or branch.

MC/AV

- SLSS holding a **18-25 Development camp** in North Wollongong on the 17th / 18th February. Good opportunity for our future leaders to meet and network.
- **Social Media:**
Discussion on current and future requirements of SLSI Facebook pages. Agreed 2 pages are required: **Public & Members ONLY**. Administrator rights to be finalised.

8. NEXT MEETING

Tuesday 20 February 2018 @ 6.30pm

FINAL