



# Executive Meeting

<b>Meeting:</b>	Executive Meeting	<b>Date:</b>	20 February, 2018
<b>Venue:</b>	SurfHouse 64 Smith Street Wollongong NSW 2500	<b>Start Time:</b>	18:35 pm
		<b>Finish Time:</b>	20:21 pm
<b>Attendees:</b>	Peter Evert, President Karla Erven, Director of Finance Maria Caldwell, Director of Member Services Jayson Norris, Director of Lifesaving Kevin Starling, Director of Surf Sports		
<b>Visitors:</b>	Nil		
<b>Minute Taker:</b>	Amy Vella, Executive Officer		

## MINUTES

<p><b>1. APOLOGIES</b> Nil</p>	
<p><b>2. PROXIES</b> Nil</p>	
<p><b>3. DISCLOSURE OF INTEREST</b> Nil</p>	
<p><b>4. MINUTES OF MEETING HELD 23 January 2018</b> Minutes accepted as a true and accurate record. <i>Moved: Maria Caldwell                      Seconded: Kevin Starling                      Carried</i></p>	
<p><b>5. BUSINESS ARISING FROM PREVIOUS MINUTES</b></p> <ul style="list-style-type: none"> <li>ClubsNSW Directors Governance Course to be held on Thursday 17 May 2018</li> <li>SLSNSW 2018-2021 Strategic Plan rollout by Steven Pearce to be held on Tuesday 29 May 2018</li> </ul>	
<p><b>6. DIRECTORS' REPORTS</b></p> <p><b>Lifesaving:</b></p> <ul style="list-style-type: none"> <li>Wollongong City submitted a Rescue of the Month</li> <li>Lachlan Wild is investigating the outstanding Outboard Motors for Corrimal, Fairy Meadow &amp; Windang</li> <li>Power Crafts Operations Notice came out from SLSNSW just reminding all IRB &amp; RWC operators of the proper procedures and regulations when operating a vessel</li> <li>Patrols Audits getting back on track</li> <li>Reminder sent out to clubs regarding the Beach Safety Equipment Fund Invoices that are overdue</li> <li>Looking into a Meritorious Award Nomination for the member of the public that did the rescue at Fairy Meadow on 6 February 2018</li> <li>SLSNSW Director of Lifesaving Conference call yet to be scheduled</li> <li>Hytera radios that were missed from the Rescue of the Month awards last year will be purchased and supplied to Helensburgh Stanwell Park, North Wollongong &amp; Windang. Lachlan Wild from SLSNSW is following up.</li> <li>There have been some issues around oxy viva's and Defib units. I am comfortable with them being in the life guard tower or patrol rooms, where there is a patrol member that can respond with these items, patrol towers/rooms must be open and reasonably accessible. I don't like these being in patrol areas and ATV's due to the damage they can sustain from elements and rough conditions but if the clubs wish to take this risk this is also acceptable.</li> </ul>	<p><b>ACTION:</b></p>

## 6.DIRECTORS' REPORTS cont.

- Patrol App – have had some response about the app:
  - Multiple windows opening
  - Logs disappearing
  - Cannot log on while someone logged in
  - Send button too small
  - Some patrol captains don't have members area access
  - Club logins rather than personal logins

### Lifesaving Defaults from SLSNSW:

- Austinmer – 13.01.18 – **pending**
- Bellambi – 27.01.18 – **resolved, no default recorded**
- Coalcliff – 30.12.18 – **resolved, no default recorded**
- Coledale – 12.11.17 – **resolved, no default recorded**
- Fairy Meadow – 31.12.18 – **resolved, no default recorded**
- Helensburgh Stanwell Park – 21.02.18 – **resolved, no default recorded**
- Port Kembla – 06.12, 30.12.17 & 13.01.18 – **pending**

*Motion moved that Port Kembla letter, dated 12 February 2018, be sent to SLSNSW for review and comment*

*Moved: Maria Caldwell      Seconded: Kevin Starling      Carried*

- Wollongong City - 06.01.18 – **resolved, no default recorded**

### Lifesaving Defaults from SLSI:

- Coledale – **resolved, no default recorded**
- Scarborough Wombarra – **resolved, no default recorded**

*Motion to accept report*

*Moved: Maria Caldwell      Seconded: Kevin Starling      Carried*

## Surf Sports:

### Minutes of Surf Sports Meeting 13-2-18 at 6:00pm

1. Present: Bulli, Wollongong City, Corrimal, Sandon Point, North Wollongong.
2. Apologies; Scarborough Wombarra, Barry Lowe.
3. Endorsement of previous minutes, carried.
4. Branch Champs went well with a full program completed for the first time in a few years. Both, Sandon Point and Bulli are to be commended for running a successful event split between two beaches for the first time.
5. Boat selection for interbranch has been completed and eight teams have been selected. A \$20 levy has been proposed on each rower to cover the cost of clothing for the team.
6. Qualifying events for state championships selection is continuing and will be sorted soon depending on availability of competitors in the Iron Man and Board Rescue events.
7. The tube races will be cut from next year's Branch Champs as they are no longer at State or Aussie events.
8. The State Champs are on in a few weeks followed by the Aussies and good luck to all those competing and a big thankyou to the Officials that are attending.
9. Scrutineering for craft going to State and Aussies will take place at Bulli Beach next Wednesday at 5:30pm.
10. Thank you to Larry, Mick & Tim Jennett and Maria Caldwell for their assistance in making themselves available to conduct scrutineering for Illawarra clubs at Bulli SLSC last Wednesday
11. Peter Hammersley did his first referring job at the Junior Branch Championships
12. Every single event was completed for the first time in the last several years.
13. An idea was proposed that we hold a second development carnival next season before Christmas. Any club interested in doing so should apply when we ask for expressions of interest in hosting a carnival in the 2018/19 season.
14. **Next meeting is on Tuesday 13th March 2018 at 6pm**

For full 2018 Branch Championships results, they are available on the website

[www.slsillawarra.com.au](http://www.slsillawarra.com.au)

*Motion: SLSI to provide uniforms for the Surf Boat Interbranch team at \$2800 spend*

*Moved: Maria Caldwell      Seconded: Karla Erven      Carried*

**ACTION:**

**AV**

## 6.DIRECTORS' REPORTS cont.

Motion: To spend \$500 for the Surf Boat Interbranch Team on competition caps & vests which remain the property of SLSI

Moved: Maria Caldwell

Seconded: Karla Erven

Carried

Motion: Members of the Surf Boat Interbranch Team to contribute a \$20 levy for the purchase of said uniforms

Moved: Maria Caldwell

Seconded: Karla Erven

Carried

Motion to accept report

Moved: Jayson Norris

Seconded: Maria Caldwell

Carried

### Director of Surf Sports on a leave of absence from mid-March to mid-May 2018

#### Member Services:

##### 1) YOUTH PANEL

See minutes attached.

Shannon Fox to be Youth Advisor to SLS Illawarra

1<sup>st</sup> Activity – team building challenge for EOI, YOMs, JLOTY, DNP

##### 2) AWARDS OF EXCELLENCE WORKING GROUP

2 meetings held so far

List of awards below:

SLSA	SLS NSW In addition to SLSA awards	ILLAWARRA In addition to NSW & SLSA awards
Lifesaver of the Year	Youth Athlete (15-18yrs)	Junior Activities Volunteer
Youth Lifesaver of the Year	Masters Athlete	<del>Age Manager</del> <b>discontinue</b>
Volunteer of the Year	Surf Sports Team	Junior Athlete (8-14yrs)
Club of the Year	Services Team	Patrolling Club
Athlete of the Year	Initiative (could be innovation??)	
Coach of the Year	Facilitator	Patrol Person of the Year - <b>add</b>
Official of the Year	Administrator	
Assessor of the Year		
Trainer of the Year	Branch of the Year	
Community Education	Rescue of the Year	
Innovation		

Gunther Enthaler to write up criteria for Patrol Person of the Year

Kevin Crick and Peter Evert to write up history of Ted Marshall

Maria Caldwell to speak to John Meehan and Larry Jennett to find out original criteria for the Ted Marshall Award

Look at reducing criteria for Illawarra awards – then after our AOE, nominees to State add additional information as per State criteria.

Directors to have agenda item at Portfolios conference to try and reduce/change criteria of State awards

President also to raise at State level

Amy looking into venues for function

**Next meeting:** Wednesday 14 March at time to be advised.

##### 3) JUNIOR LIFE SAVER OF THE YEAR

Ava Rushton (HSP) and Sean Ritter (SW) announced at Junior Branch as our representatives.

5 nominations from 4 clubs.

Shannon Fox announced as a facilitator

Have spoken to Anthony re media release.

Amy ordering clothes.

## 6.DIRECTORS' REPORTS cont.

### 4) Youth Development

Meaghan Fox, Thirroul and Kaitlin Hearne, Wollongong City, selected  
All nominees went through to State – we may get a couple more on camp depending on uptake from other branches.  
6 nominations from 5 clubs.  
Will also look at press release.  
Amy ordering clothes

### 5) Multicultural and Indigenous Scholarship for the 2018 National Leadership College –

Jessica Massih, Austinmer, successful in receiving this scholarship  
Amy ordering clothes

### 6) SLS Sydney Branch 18-25yrs Enrichment program was held in Wollongong last weekend.

Shannon Fox and Gunther Enthaler attended and spoke to the group also answered many questions. Peter Evert and myself also attended. I stayed for an extra session on retention – vary ideas but no magic solution – communication, make it fun, value youth members was the main mention. The group also attended Bellambi SLSC on Sunday. Thank you to Bellambi for hosting them.

## 7) CIRCULARS

### SLS NSW

Circular 3535 Beyond My Club (26yrs+) Development Program 2018

### SLSA

Circular 47 2018 SLSA National Awards of Excellence  
Circular 64 Call for Nominations Honours Panel  
Circular 65 Call for nominations Hall of Fame Panel

*Motion to accept report*

*Moved: Karla Erven*

*Seconded: Kevin Starling*

*Carried*

### Education:

NIL

### Deputy President:

NIL

## 6.DIRECTORS' REPORTS cont.

### Finance:

Summary of January/February payments tabled as follows:

SUMMARY OF PAYMENTS - January/February 2018			
ID#	Date	Memo/Payee	Amount
VISA	22/01/2018	Services NSW	\$ 167.73 Trailer registration: Support Ski 1
VISA	22/01/2018	Services NSW	\$ 167.73 Trailer registration: Support Ski 4
Ddebit	24/01/2018	Caltex	\$ 810.95 Petrol
EFT	25/01/2018	Jake Hogarth	\$ 500.00 Coaching: Dev Squad (Oct - 5 sessions)
EFT	25/01/2018	Jake Hogarth	\$ 600.00 Coaching: Dev Squad (Nov - 6 sessions)
EFT	25/01/2018	Jake Hogarth	\$ 600.00 Coaching: Dev Squad (Dec - 6 sessions)
EFT	25/01/2018	New Millenium Trophies & Gifts	\$ 4,012.50 Medals for Branch Champions 2018
EFT	25/01/2018	Seek	\$ 302.50 Job posting
EFT	25/01/2018	Skye Group Pty Ltd	\$ 550.00 Sydney Water: Prize packs
Bpay	25/01/2018	Sydney Water	\$ 12.24 Water
VISA	29/01/2018	Australia Post	\$ 21.70 Postage
EFT	29/01/2018	Bookkeeping Matterz	\$ 660.00 Bookkeeping
VISA	29/01/2018	Services NSW	\$ 65.29 Trailer registration: Support Ski 3
VISA	31/01/2018	Whitworths Nautical World	\$ 66.90 Seamarker Dye pac for Support Ski #3
EFT	1/02/2018	BTW Communication Pty Ltd	\$ 133.06 Radios: Junior Dev carnival
EFT	1/02/2018	Kiama Downs SLSC	\$ 1,375.00 Sydney water: Hosting fees
EFT	1/02/2018	Officeworks Superstores	\$ 25.78 Stationary
EFT	1/02/2018	Surf Life Saving NSW	\$ 1,049.10 Interbranch entries
EFT	1/02/2018	The BMS Group	\$ 1,004.77 Photocopier
BPay	1/02/2018	Wollongong City Council	\$ 101.20 Rates
Ddebit	1/02/2018	Surf Life Saving Australia	\$ 0.97 Payment gateway fees
VISA	2/02/2018	Create/send.com	\$ 28.71 Postage
EFT	8/02/2018	BOC Limited	\$ 11.68 Oxygen
EFT	8/02/2018	Lizzy-Annes Cleaning Services	\$ 44.00 Cleaning
EFT	8/02/2018	Small Business Clearing	\$ 1,421.06 Superannuation
Bpay	15/02/2018	Wollongong City Council	\$ 101.20 Rates
			\$ 13,834.07
		Administration	\$ 3,586.72
		Fees	\$ 0.02
			\$ 17,420.81

TOTAL PAYMENTS for January/February 2018 \$ 17,420.81

This report has been tabled and approved at the executive committee meeting held on 20/2/18.

21/2/18

(Date)

Signed:

Position:

Director of Finance.

### Aged Receivables Surf Life Saving Illawarra Inc. February 2018

	Current	January	December	November	Older	Total	For
<b>Receivables</b>							
Austinmer SLSC	\$0.00	\$0.00	\$0.00	\$0.00	\$3,973.10	\$3,973.10	16 and 17 capitation
Risk Response Rescue	\$0.00	\$0.00	\$0.00	\$0.00	\$1,375.00	\$1,375.00	Sponsorship
Scarborough Wombarra Surf Lif	\$0.00	\$0.00	\$0.00	\$0.00	\$939.40	\$939.40	17 capitation
Wollongong City SLSC	\$0.00	\$0.00	\$0.00	\$0.00	\$5,139.30	\$5,139.30	16 and 17 capitation
<b>Total Receivables</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,426.80</b>	<b>\$11,426.80</b>	
	0.0%	0.0%	0.0%	0.0%	100.0%		

Motion to accept report  
Moved: Kevin Starling

Seconded: Jayson Norris

Carried

**6.DIRECTORS' REPORTS cont.****President:**

A: President attended the following opportunities:

	Date	Event	Venue	Opportunity
1	30.01.18	NSW Government Wollongong Community Building Partnership Grants Presentation	City Diggers	Paul Scully
2	01.02.18	Junior Lifesaver of the year (JLOTY) interview panel	Surf House	Member services
3	04.02.18	Patrol audits cw WCC Lifeguards Supervisor @ Windang SLSC, Port Kembla SLSC, Wollongong City SLSC, North Wollongong SLSC	Beaches	Lifesaving
4	05.02.18	SLSI Youth Panel meeting	Surf House	Member Services
5	10.02.18	WIN BlueScope WIN Community Partners Junior Branch championships	Sandon Point	Junior Lifesaver of the year presentation
6	11.02.18	WIN BlueScope WIN Community Partners Senior Branch championships	Bulli	Surf Sports
7	17.02.18	Surf Life Saving Sydney branch 18-25 Development Program	Novotel North Wollongong	Member Services
8	18.02.18	NSW Government Surf Club Facility Grant announcements at Bulli SLSC, Towradgi SLSC, Thirroul SLSC	Surf Clubs	Gareth Ward
9	19.02.18	Interviews of prospective candidates for SLSI office Administration Assistant	Surf House	SLSI Office
10	19.02.18	SLSI Awards of Excellence working group meeting	Surf House	Member Services
11	20.02.18	Wollongong City Council _SLSI Liaison Meeting	Surf House	Networks

B: Future meetings/current networking opportunities:

	Date	Event	Venue	Opportunity
1	11.03.18	SLSNSW State Championship Luncheon	Swansea-Belmont Surf Life Saving Club.	Networks
2	12.03.18	SLSNSW CEO / SLSI President / SLSI EO / Wollongong City Council meeting re Surf Club Leases	Council Chambers	Surf Clubs Infrastructure
3	24.03.18	SLSNSW Branch Presidents Workshop	SLSNSW HQ at Belrose	Networks
4	27.03.18	SLSNSW Lifesaving Service Level Agreement Working Group consultation session cw Matt du Plessis SLSNSW Lifesaving Manager, Stuart Harvey SLSNSW DOL.	Surf House	Lifesaving
5	05.05.18	SLSNSW Branch Presidents Workshop	SLSNSW HQ at Belrose	Networks
6	06.05.18	State Council Election Meeting	SLSNSW HQ at Belrose	Networks
7	17.05.18	Clubs NSW Directors Governance Course	Surf House	Member Services
8	29.05.18	SLSNSW Strategic Plan 2018 – 2021 Presentation – roll out by SLSNSW CEO Steven Pearce	Surf House	Member Services

*Motion to accept report  
Moved: Maria Caldwell*

*Seconded: Kevin Starling*

*Carried*

## 7. OFFICER REPORTS

### Media Officer:

- Surf Safety/Hazardous Surf Warning to i98 FM radio 17/18 February
- WIN News interview on the city to country Lifesaving Exchange Program in Sydney

### Executive Officer:

#### Club Leases

- **Club Leases:** meeting with Wollongong City Council (Mark Bond & Peter Coyte), SLSNSW (Steven Pearce) & SLSI (Peter Evert) on Monday 12 March to discuss leases

#### Media/Social Media

- Our presence is growing on both Instagram & facebook
- Audiences are seeing our surf safety messages
- Insights from Facebook: 40-45yr male is our largest audience

#### Administration Assistant

- Position has been filled. New team member will commence March 2018.

#### Newsletter

- Newsletter to go out week commencing 26 February 2018

#### Grievances

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

#### Grants

- Currently working on BlueScopeWIN Community Partners grant

#### IRB Championships 2018

- Nothing new to report

#### Miscellaneous

- Attended both Junior & Senior Branch Championships. Shared photos to social media  
Currently working on:
- Rookie Lifeguard Program training package
- Patrol Audit data entry
- Awards of Excellence venue
- Education assessments
- Surf Sports Carnival entries
- Ordering of items to prepare successful participants in JLOTY, YOMS, Lifesaving Exchange Program etc
- Riding the Wave Program Certificates – program ends Sunday 25 February 2018

*Motion to accept report*

*Moved: Kevin Starling*

*Seconded: Maria Caldwell*

*Carried*

## 8. GENERAL BUSINESS

**ACTION**

### • Director of Education Nomination:

Motion: to accept Gunther Enthaler nomination for Director of Education

*Moved: Jayson Norris*

*Seconded: Karla Erven*

*Carried*

### • Directors Handbook:

Motion: to accept changes to Directors Handbook published as version "February 2018". Changes made:

- Update of version from May 2014 to February 2018
- Amendments added to front cover

- Page 2: Updated Contents listing: Schedule 1, 2 & 3
- Page 3: Forward updated with “References are made to “The Rules” contained within the current version of the Surf Life Saving Illawarra Constitution dated 27 May 2014 – this Directors Handbook has been prepared under the guidelines of Rule 44”.
- Page 3: Updated to current President
- Page 5: Included Media Advisor under the Advisors heading
- Page 6: Directors’ Code of Conduct updated:
  - SLSI is a “not-for-profit” charity
  - I.E. To act in good faith, and act with duty of care and diligence (added to first point)
  - Meet statutory duties as set out in legislation: Corporations Act 2001 and relevant Acts affecting operations, eg: WHS, environmental law (new point added)
  - A Director must exercise their powers and discharge their duties with the degree of care and diligence of a reasonable person. (Section 180 (1) of the Corporations Act 2001) (added to 3<sup>rd</sup> point)
- Page 10 & 11: Presidents Position Description updated:
  - Shall preside as State Councilor representing the branch at SLSNSW convened State Council meetings
  - Delegate to SLSNSW State Council
- Page 35: Created and added Schedule 2: Life Membership of Surf Life Saving Illawarra Criteria
- Page 36: Created and added Schedule 3: Capitation Fee Criteria

*Moved: Maria Caldwell      Seconded: Karla Erven      Carried*

**9. NEXT MEETING**

Tuesday 20 March 2018 @ 6.30pm