



# Executive Meeting

<b>Meeting:</b>	Executive Meeting	<b>Date:</b>	20 March, 2018
<b>Venue:</b>	SurfHouse 64 Smith Street Wollongong NSW 2500	<b>Start Time:</b>	18:27 pm
		<b>Finish Time:</b>	20:11 pm
<b>Attendees:</b>	Peter Evert, President Dan Meehan, Deputy President Karla Erven, Director of Finance Maria Caldwell, Director of Member Services Gunther Enthaler, Director of Education		
<b>Visitors:</b>	Judith Mahoney, Administration Assistant (observing)		
<b>Minute Taker:</b>	Amy Vella, Executive Officer		

## MINUTES

<p><b>1. APOLOGIES</b> Kevin Starling, Director of Surf Sports Jayson Norris, Director of Lifesaving</p>	
<p><b>2. PROXIES</b> Nil</p>	
<p><b>3. DISCLOSURE OF INTEREST</b> Nil</p>	
<p><b>4. MINUTES OF MEETING HELD 20 February 2018</b> Minutes accepted as a true and accurate record. <i>Moved: Maria Caldwell                      Seconded: Karla Erven                      Carried</i></p>	
<p><b>5. BUSINESS ARISING FROM PREVIOUS MINUTES</b></p> <ul style="list-style-type: none"> <li>Re Member Services: Delivery of JLOTY, YOMS, Leadership College clothing order to be followed up.</li> </ul> <p><i>Motion: Due to actual uniform costs for Surf Boat Interbranch Team being less than forecasted, the Executive have rescinded the \$20.00 levy.</i> <i>Moved: Karla Erven                      Seconded: Maria Caldwell                      Carried</i></p>	<p><b>ACTION:</b> AV</p>
<p><b>6. DIRECTORS' REPORTS</b></p> <p><b>Lifesaving Update:</b> Nil to report</p> <p><b>Lifesaving Defaults from SLSNSW:</b></p> <ul style="list-style-type: none"> <li>Austinmer – 13.01.18 – <b>pending</b></li> <li>Bellambi – 27.01.18 – <b>resolved, no default recorded</b></li> <li>Coalcliff – 30.12.18 – <b>resolved, no default recorded</b></li> <li>Coledale – 12.11.17 – <b>resolved, no default recorded</b></li> <li>Fairy Meadow – 31.12.18 – <b>resolved, no default recorded</b></li> <li>Helensburgh Stanwell Park – 21.02.18 – <b>resolved, no default recorded</b></li> <li>Port Kembla – 06.12, 30.12.17 &amp; 13.01.18 – <b>resolved, no default recorded</b></li> </ul> <p><b>Lifesaving Defaults from SLSI:</b></p> <ul style="list-style-type: none"> <li>Coledale – 28.01.18 – <b>resolved, no default recorded</b></li> <li>Scarborough Wombarra – 28.01.18 – <b>resolved, no default recorded</b></li> <li>Coledale – 12.11.18 – <b>resolved, no default recorded</b></li> <li>Scarborough Wombarra – 12.11.17 – <b>resolved, no default recorded</b></li> </ul> <p><i>NB: Wollongong City Council have issued correspondence in respect of Liquidated Damages to each of the four (4) SLSI defaults above – pending action</i></p> <p><b>Surf Sports Update:</b></p> <ul style="list-style-type: none"> <li>Surf Sports monthly meeting cancelled by DOSS</li> <li>State Championships 2018 held at Swansea Belmont SLSC. Illawarra clubs competed</li> <li>Interbranch Surf Boats this weekend – 24 &amp; 25 March 2018</li> <li>Warilla Bowls Surf Boats Championships finished last weekend 18 March 2018</li> </ul>	<p><b>ACTION:</b></p>

**6.DIRECTORS' REPORTS cont.****Member Services:****1) YOUTH PANEL**

Next meeting will be on Thursday 5 April 2018

Will catch up with Ava, Sean, Meaghan and Kaitlin to talk about their camps and expectations – will ask Shannon to speak to them.

Present clothing to the camp attendees also to Lifesaving Exchange attendees and National Leadership College (Jessica Massih)

Will get a press release sorted out with Anthony Turner

**2) AWARDS OF EXCELLENCE WORKING GROUP**

**Additional awards** - As NSW/SLSA have introduced new awards – Young Lifesaver of the Year, Young Volunteer of the Year, Patrol Captain of the Year and Patrol of the Year, Illawarra will not initiate the new award we have been discussing – Patrol Person of the Year for 2018.

After a lot of discussion, criteria for nominations will be as set by SLSA and SLS NSW.

Suggest Directors to make agenda item at each portfolio meeting in May and President to include in discussions at State to try and get State to look at onerous task of nominations due to the criteria.

SLSA AOE to be held 27 October nominations close 31 August

SLS NSW to be held 25 August nominations close 1 July

SLS Illawarra to be held 23 June 2018. Nominations close COB 28 May

Panels to meet week of 4 June.

We need clubs to encourage their members to nominate for panels.

Circular to be out to clubs asap

Venue to be confirmed asap

SLSI will be celebrating 100 years of lifesaving in the Illawarra as well

Please see attached minutes for the AOE Working Party Meeting held Wednesday 14 March @ 7:00pm.

**3) SERVICE AWARDS – SLSA Rewards and Recognition Framework****Members Area**

Assessing Service Certificate

Coaching Service Certificate

Long Service Award

Age Manager Service Certificate

National Medal Award

National Medal Clasp Award

National Patrol Service Award

Officiating Service Award

Either member or club can apply for the above awards through the Members Area – if a member applies, the club has to approve. All evidence to be attached to the file in the members area. State then picks up at their end and approves and SLSA will then approve (if SLSA award)

The above awards MUST go through the members area NOT in Surfguard. Do not mail/email evidence. It must be attached to file in members area.

**4) JUNIOR EDUCATION AWARDS**

SLS NSW have all junior education awards up to date – so clubs should have their certificates for presentation unless they have not put the awards into Surfguard.

**5) CIRCULARS****SLS NSW**

Circular 3536: 2017/18 SLSNSW Awards of Excellence (closes 1 July)

**SLSA**

Circular 47 2018 SLSA National Awards of Excellence

Circular 58 Australian Lifesaving Exchange Expression of Interest (closes 27 April)

*Motion to accept report*

*Moved: Dan Meehan*

*Seconded: Gunther Enthaler*

*Carried*

## **6.DIRECTORS' REPORTS cont.**

### **Education:**

- Nomination accepted 20 February 2018
- SLSI Director induction with Amy Vella (Executive Officer)
- Outgoing Director handover with Peter Evert (President), Steve Allan (SLSNSW Academy) and Matt Theris (Outgoing DoE)
- Next Branch Education meeting 28 March 2018
- Lisa Cox ran a Community Education Program at UOW a couple of weeks ago
- Bomaderry Training Course being run – 24 March 2018

*Motion to accept report*

*Moved: Dan Meehan*

*Seconded: Maria Caldwell*

*Carried*

### **Deputy President:**

- Discussion on status of "Trainee" Lifeguard Program name, training resources and timetable
- Candidates won't be trainees (legal definition in Wollongong City Council), so a new name is required

## 6.DIRECTORS' REPORTS cont.

### Finance:

Summary of February/March payments tabled as follows:

SUMMARY OF PAYMENTS - February/March 2018				
ID#	Date	Memo/Payee		Amount
Ccard	16/02/2018	Australia Post	\$	127.00 Post box annual fee
Ccard	16/02/2018	Secure Parking	\$	5.50 Parking (Staff meeting)
Ddebit	19/02/2018	Caltex	\$	699.78 Fuel
Ddebit	19/02/2018	Telstra Corporation	\$	575.59 Phones
EFT	22/02/2018	BTW Communication Pty Ltd	\$	532.22 Radio hire: Branch champs
EFT	22/02/2018	Illawarra Production Services	\$	1,980.00 Sound System hire: Branch Champs
EFT	22/02/2018	Jayson Norris	\$	165.80 Reimbursement: Fuel
EFT	22/02/2018	Lizzy-Annes Cleaning Services	\$	44.00 Cleaning
EFT	22/02/2018	Sandon Point SLSC	\$	1,650.00 Hosting fee: Junior branch
EFT	22/02/2018	Skye Group Pty Ltd	\$	2,233.00 Sydney Water prizes
EFT	1/03/2018	Amy Vella	\$	19.60 Reimbursement: Fuel
EFT	1/03/2018	Officeworks Superstores	\$	57.55 Stationary
EFT	1/03/2018	Officeworks Superstores	\$	14.47 Stationary
DDebit	1/03/2018	Surf Life Saving Australia	\$	8.72 Payment gateway fees
EFT	1/03/2018	Tim Burgmann	\$	500.00 Sydney Water Prizemoney
EFT	1/03/2018	Jack Williams	\$	50.00 Sydney Water Prizemoney
EFT	1/03/2018	The BMS Group	\$	304.19 Photocopier
EFT	9/03/2018	BOC Limited	\$	10.87 Oxygen
EFT	9/03/2018	JRB Horticulture	\$	220.00 Lawn maintenance (4 weeks)
EFT	9/03/2018	Lizzy-Annes Cleaning Services	\$	44.00 Cleaning
EFT	9/03/2018	New Millenium Trophies & Gifts	\$	30.00 Perpetual trophies (Junior Lifesaver)
EFT	9/03/2018	Officeworks Superstores	\$	53.50 Stabonary
EFT	9/03/2018	United Mitre 10 Home & Trade	\$	426.50 Branch championships: fence pickets and caps
EFT	9/03/2018	WB Sports & Promotional Wear	\$	880.00 Interbranch uniforms (boaties)
EFT	9/03/2018	Wollongong Pure Water	\$	3.00 Water
EFT	15/03/2018	Australian Owned Fineprint	\$	391.60 Interbranch competition caps
Bpay	15/03/2018	Energy Australia	\$	351.25 Electricity bill (quarterly)
EFT	15/03/2018	Jake Hogarth	\$	400.00 Coaching: January (4 weeks)
EFT	15/03/2018	Jake Hogarth	\$	400.00 Coaching: February (4 weeks)
EFT	19/03/2018	Australian Tax Office	\$	1,691.00 Quarterly BAS
EFT	19/03/2018	Bookkeeping Matterz	\$	660.00 Bookkeeping
Ddebit	19/03/2018	Telstra Corporation	\$	575.59 Phones and internet
			\$	15,104.73
		Administration	\$	3,586.72
		Fees	\$	-
			\$	18,691.45
		<b>TOTAL PAYMENTS for February/March 2018</b>	\$	<b>18,691.45</b>

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

23/3/18

(Date)

Signed:

Position:

*Director of Finance.*

#### Motion to accept Payment Summary

Moved: Maria Caldwell

Seconded: Gunther Enthaler

Carried

- Discussion on replacement Duty Officer phone and use of spare as-new mobile phone from the office
- All tax invoices to be sent through to Director of Finance for submission to the bookkeepers
- All invoices for Capitation and Affiliation have been sent to clubs, payments have started coming in

#### Motion to accept Finance report

Moved: Dan Meehan

Seconded: Maria Caldwell

Carried



## 6.DIRECTORS' REPORTS cont.

### President:

A: President attended the following opportunities:

	Date	Event	Venue	Opportunity
1	04.03.18	Patrol Audits cw WCC Lifeguards Supervisor @ Austinmer, Thirroul, Sandon Point & Bulli	Beaches	Lifesaving
2	11.03.18	SLSNSW Life Membership Presentation (Don McAlister, Corrimal SLSC)	Swansea Belmont SLSC	State wide Networks
3	11.03.18	SLSNSW State Championship VIP function	Swansea Belmont SLSC	State wide Networks
4	12.03.18	SLSNSW CEO/SLSI President/SLSI EO/Wollongong City Council meeting re: Surf Club Leases	Wollongong City Council – Council Chambers	Surf Clubs Infrastructure
5	12.03.18	SLSI Education portfolio Director handover and Induction meeting cw Steve Allan, SLSNSW Education Support Officer	SurfHouse	Education
6	13.03.18	Wollongong City Council/SLSI Liaison Meeting	SurfHouse	Local Networks
7	14.03.18	SLSI Awards of Excellence working group meeting	SurfHouse	Member Services
8	20.03.18	SLSI Executive Meeting	SurfHouse	Chairperson

B: Future meetings/current networking opportunities:

	Date	Event	Venue	Opportunity
9	24.03.18	SLSNSW Branch Presidents Workshop	SLSNSW HQ at Belrose	Networks
10	27.03.18	SLSI Branch Council Meeting	SurfHouse	Chairperson
11	10.04.18	Wollongong City Council _SLSI Liaison Meeting	SurfHouse	Local Networks
12	17.04.18	SLSI Executive Meeting	SurfHouse	Chairperson
13	04.05.18	SLSNSW Branch Presidents Workshop	SLSNSW HQ at Belrose	Networks
14	05.05.18	SLSNSW 2018 Election Meeting	SLSNSW HQ at Belrose	Networks
15	17.05.18	Clubs NSW Directors Governance Course	SurfHouse	Member Services
16	29.05.18	SLSNSW Strategic Plan 2018 – 2021 Presentation – roll out by SLSNSW CEO Steven Pearce	SurfHouse	Member Services

C. Surf Lifesaving Illawarra Strategic Planning:

17	Member Exit Survey	To further understand reasons for members joining surf and leaving our surf lifesaving clubs in conjunction with SLSNSW a Member Survey (via survey monkey) has been compiled. The survey as a trial, has been sent out to 32 members of one Illawarra club who have recently exited surf. Await feedback.
18	SLSNSW 3-Year Service Level Agreement	SLSNSW will be conducting a whole of LSA process review. Will affect all NSW clubs and at the end (mid-May) we will have updated process and evidence-based procedures to follow in setting up LSAs. The current system does not allow evidence-based patrol requirements and therefore we are forcing clubs that are not capable to provide patrols as per SLSNSW requirements, and therefore continue the downward spiral with member burnout. The updated LSA process is not based on opinion/history but rather on the club's capability and location need. Consultation to occur Mid-

		May to 31 July when it is expected that signed Lifesaving Agreements will be submitted by clubs.
19	Grant Funding	Have discussed with SLSNSW CEO the NSW Surf Club Facilities \$4M Grant Program current process, lack of visibility of club applications by SLSI, and the assessment criteria. WCC has also suggested that a letter of support is required from the land owner for the grant application process.
20	SLSI Constitution	Changes to the model constitution need to be reviewed as required by NSW Department of Fair Trading. Looking for suggestions for other constitutional changes, and approval to form a constitution sub-committee to review SLSI Constitution May 2014 version.
21	Surf Club Projects	WCC has requested that SLSI review a process whereby surf club (construction/refurbishment) projects have funding/budgeting prioritised by the branch. Considerations may include existing infrastructure condition need, and appropriate functionality of the club. Looking at sporting club models now in use.
22	Surf Club Leases	WCC to forward the most recent lease template to SLSNSW who will have Legal Counsel review it. Based on the SLSNSW_SLSI_WCC discussions on 12 <sup>th</sup> March, it sounds in principle that this is a good document to move forward with.

*Motion to accept report*  
*Moved: Dan Meehan*

*Seconded: Maria Caldwell*

*Carried*

## 7.OFFICER REPORTS

### Media Officer:

1. Near drowning/rescue at Austinmer Beach on 3/3/2018 at 8:35pm Surf safety messages and warnings issued regarding dangers of swimming at night in the ocean.

4/3/2018 - Illawarra Mercury online interview

5/3/2018 - Illawarra Mercury paper article

5/3/2018 - ABC FM radio interview

2. Media release from SLSNSW and emergency services minister Tony Grant on coastal drownings increase over summer. Surf safety messages and warnings issued and statistics on tragic drownings in Illawarra

7/3/2018 - Illawarra Mercury online story

8/3/2018 - Illawarra Mercury paper article

8/3/2018 - ABC FM radio interview 4 mins

3. Surf safety messages on predicted heatwave conditions.

18/3/2018 - i98fm radio

4. Surf Lifesaving Illawarra posted surf safety messages on SLSI Facebook and Instagram pages leading up to hot weekend 17/18 March.

### Executive Officer:

#### Club Leases

- **Club Leases:** meeting with Wollongong City Council (Mark Bond & Peter Coyte), SLSNSW (Steven Pearce) & SLSI (Peter Evert)

#### Media/Social Media

- Our presence is growing on both Instagram & facebook
- Audiences are seeing our surf safety messages

#### Administration Assistant

- Judith Mahoney started on Monday 12 March 2018
- Employee Induction completed
- Currently getting up to speed all things Surf Life Saving

#### Newsletter

- Newsletter to go out week commencing 26 March 2018
- Introduction to Judith Mahoney
- Update of the Awards of Excellence venue

#### 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

Currently working on:

- Patrol Audit data entry
- Awards of Excellence venue
- Entering of Duty Officer hours

*Motion to accept report*

*Moved: Maria Caldwell*

*Seconded: Gunther Enthaler*

*Carried*

<p><b>8. GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>Tathra Bushfire Update – Suggestion of \$1,000.00 per SLSNSW branch donation made by South Coast Branch President. To be discussed at Branch Presidents workshop this weekend  <i>Motion: Pledge up to \$1,000.00 to the Tathra Bushfire Appeal</i>  <i>Moved: Dan Meehan                      Seconded: Karla Erven                      Carried</i></li> <li>Nomination Circular for vacant officer positions as per the SLSI Constitution to be sent out</li> <li>IlluminARTE Festival – Saturday 5 May 2018. Expressions of Interest for members to participate in SLSI promotion on the day to be sent out in newsletter.</li> <li><b>Director of Surf Sports on a leave of absence from mid-March to mid-May 2018</b></li> </ul>	<p><b>ACTION</b></p>
<p><b>9. NEXT MEETING</b>  Tuesday 17 April 2018 @ 6.30pm</p>	

**FINAL**



**AWARDS OF EXCELLENCE  
WORKING PARTY  
MEETING held 14 March 2018**

**Present:** Maria Caldwell (Chairperson), Peter Evert, Gunther Enthaler, Amy Vella, John Meehan

**Apologies:** Tara Robinson, Kevin Crick, Larry Jennett

<b>SLSA</b>	<b>SLS NSW In addition to SLSA awards</b>	<b>ILLAWARRA In addition to NSW &amp; SLSA awards</b>
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	<del>Patrol Person of the Year</del> <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		

\*Outstanding contribution to the Branch – up to discretion of President/Executive.

**Additional awards** - As NSW/SLSA have introduced new awards – Young Lifesaver of the Year, Young Volunteer of the Year, Patrol Captain of the Year and Patrol of the Year, Illawarra will not initiate the new award we have been discussing – Patrol Person of the Year for 2018.

**Ted Marshall** – John Meehan gave a quick history on Ted Marshall and the introduction of the Ted Marshall award –

Ted was described as the “ultimate lifesaver” - consensus was to continue with the Ted Marshall award being the Lifesaver of the Year.

**Criteria for awards** – after many discussions in regard to the criteria for awards which is an onerous task for clubs if nominations are done correctly – we conceded that we need to stay with the current criteria that NSW and SLSA have set for their awards.

Suggest Directors to make agenda item at each portfolio meeting in May and President to include in discussions at State to try and get State to look at criteria.

SLS Illawarra Circular to be sent out to clubs as soon as possible.

**PANELS**

We need commitment from club members to go onto judging panels at Branch level – not rely on the usual few that put their hands up.

Put together judging guidelines for each panel – can only use info that is in front of you, point system, declare conflict of interest.

Encourage club members to go on panel not just club executive etc

**TIMELINE - All dates are now confirmed**

SLSA AOE to be held 27 October nominations close 31 August

SLS NSW to be held 25 August nominations close 1 July

SLS Illawarra to be held 23 June 2018. Nominations close COB 28 May

Panels to meet week of 4 June

**VENUES**

**Amy looking into venues.** Will come back to executive.

**Budget**

\$5000 for prizes

Break even for dinner – expectation that we may lose on the event due to the number of free tickets etc.

**EVENT**

Need to get through awards “fast and snappy” – do as NSW do and just have Director up for their portfolio awards and then photos to the side.

### **100yr celebration – Suggestions**

- Guests – high profile – invite former Surf Sports athletes.
- VIPs – SLSA, SLS NSW, politicians, life members, other branches, patrons, sponsors.
- Send invites to previous major award winners – eg LSOTY
- MC – someone who is “surf” – **Peter to follow up**
- Video of Life Members – **Amy to follow up**
- Publicity
- Booklet
- Talks – past. Present, future
- Photos, memorabilia, displays - ask members for any memorabilia etc that they may have on the branch.
- Need photographer

For those that are available and interested, we will meet on Saturday 31 March from 9:30am to approx. 12:30pm to go through photos etc that are at SLS Illawarra.

AOE working party has probably completed its terms of reference. Executive to take up now on any matters concerning Awards of Excellence.

Thank you to the members of SLS Illawarra that have committed time to this Working Panel.