



Surf Life Saving
Lower North Coast Branch Inc



The SLSLNC Strategic Vision is:

“To be the key provider of quality aquatic lifesaving services within the Lower North Coast region of NSW”

Our Values are:

- Professionalism
- Effective
- Ethical
- Accountability
- Friendship
- Community Focused
- Health & Wellbeing
- Responsible
- Sustainability
- Visible

Our Core Business Areas are:

- 1 Lifesaving Services
- 2 Training and Education
- 3 Surf Sports
- 4 Member Services
- 5 Business and Administration

Core Business Area 1: Lifesaving Services

Strategic Goal: Create, implement and support effective patrols which deliver quality lifesaving services to the community.

Action Strategies	Action Items	Responsibility	Target Date	Status
1.1 Ensure all appropriate documentation is in place	1.1.1 Assist Clubs with the review of their Beach Management Plan as required by SLS N.S.W.	Lifesaving	September	
	1.1.2 Review SLSNSW Standard Operating Procedures (Lifesaving Services) and provide feedback to SLSNSW.	Lifesaving	September, May	
	1.1.3 Review need for Branch specific Lifesaving SOP's and implement as necessary	Lifesaving	September	
	1.1.4 Lifesaving Service Agreements submitted annually by all Clubs	Lifesaving	July	
	1.1.5 Support Operations in service day/Pre season meeting	Lifesaving	September	
	1.1.6 Patrol Roster developed by Branch RWC Team	Lifesaving	September	
	1.1.7 Branch wide Emergency Call Out List updated noting Club personnel and RWC operators	Lifesaving	Early Oct	
	1.1.8 Monitor the currency of Club I patrol information being entered into Surfguard	Lifesaving	December April	
	1.1.9 Patrol Logs entered monthly (within 7 days of new month) for Branch RWC Team.	Lifesaving	Ongoing	
1.2 Provide services and development opportunities for members	1.2.1 Conduct Pre season Club Captain / Patrol Captains seminar when required	Lifesaving	Late Sept	
	1.2.2 Conduct Branch Patrol Efficiency Competition	Lifesaving	4 rounds min	
	1.2.3 Provide water safety (by RWC Team) for SLS and external events as approved	Lifesaving	Ongoing	
	1.2.4 Assist Clubs to conduct annual proficiency testing for all active members	Education	Oct-Nov	
	1.2.5 Pursue and maintain representation on local Emergency Management Committees	Lifesaving	July/Nov/April	
	1.2.6 Participate in SLSNSW Rescue of the Month program by awarding a monthly Branch winner	Lifesaving	October to April	
	1.2.7 Conduct Board of Lifesaving Meetings	Lifesaving	Sept,Dec,May	
1.3 Maintain equipment at an optimal level	1.3.1 Service specialist equipment as needed/Remind Clubs re: servicing	Lifesaving	Early Aug	
	1.3.2 Conduct an annual review of the SLSNSW coastal radio network	Lifesaving	August	
	1.3.3 Conduct Gear Inspections at Clubs	Lifesaving	Aug	
	1.3.4 Review equipment needs for the coming season	Lifesaving	Late Aug	
	1.3.5 Organize purchase of necessary equipment for coming season	Lifesaving	Early Sept	
1.4 Maintain Surveillance on beach conditions	1.4.1 Conduct Beach Audits	Lifesaving	Aug/Feb	
	1.4.2 Promote alternative solutions for surveillance			

Core Business Area 2: Training and Education

Strategic Goal: Provide individual training and development opportunities for active patrolling members and key stakeholders.

Action Strategies	Action Items	Responsibility	Target Date	Status
2.1 Ensure all appropriate documentation is in place	2.1.1 Develop Training Calendar for Branch run Courses	Education	Late Sept	
	2.1.2 Facilitator re-endorsement forms submitted to State	Education	Early Sept	
	2.1.3 Review SLSNSW Standard Operating Procedures (Training) and provide feedback to SLSNSW.	Education	April	
	2.1.4 Conduct training needs analysis with CTOs	Education	Early Sept	
	2.1.5 Supply reports to Branch /State meetings	Education	Ongoing	
	2.1.6 Process Proficiencies/Awards within 2 weeks of receipt of appropriate documentation	Education/Clubs	Ongoing	
	2.1.7 Develop proficiency callendar	Education	May	
2.2 Conduct courses and development opportunities for members	2.2.1 Facilitate Senior First Aid courses	Education	As per needs analysis / Training Calendar	
	2.2.2 Facilitate Silver Medallion – Basic Beach Management courses	Education		
	2.2.3 Facilitate Silver Medallion – Advanced Emergency Care courses	Education		
	2.2.4 Facilitate Spinal Management Courses	Education		
	2.2.5 Facilitate Training officer courses	Education		
	2.2.6 Facilitate Assessor courses	Education		
	2.2.7 Coordinate with SLSNSW to conduct a Rescue Water Craft Operator course	Education		
	2.2.8 Conduct Annual Facilitators meeting	Education	August	
	2.2.9 Conduct annual in-service update for all Trainers, Assessors and Facilitators	Education	August	
	2.2.10 Conduct award upgrades as required	Education	Ongoing	
	2.2.11 Conduct Board of Education meeting	Education	September December February May	
2.3 Maintain equipment at an optimal level	2.3.1 Service specialist equipment as needed	Education	Early Aug	
	2.3.2 Review equipment needs for the coming season	Education	Late Aug	
	2.3.3 Organise purchase of necessary equipment for coming season	Education	Early Sept	
2.4 Maintain network with State Centre	2.4.1 Attend State meetings and Conferences	Education	Ongoing	

Core Business Area 3: Surf Sports

Strategic Goal: Provide sporting opportunities to hone rescue skills, assist with membership retention and to enhance club spirit.

Action Strategies	Action Items	Responsibility	Target Date	Status
3.1 Ensure all appropriate documentation is in place	3.1.1 Prepare coaching / competition calendar	Surf Sports	March	
	3.1.2 Develop and maintain a database of active Officials, Coaches and Boat Sweeps	Surf Sports	August	
	3.1.3 Develop a Carnival Agreement	Surf Sports	September	
3.2 Conduct events and development opportunities for members	3.2.1 Conduct Senior Branch Championships	Surf Sports	February	
	3.2.2 Conduct Junior Branch Championships	Surf Sports	February	
	3.2.3 Select, develop and take a team to Interbranch Champs	Surf Sports	Select /Sept Compete/Dec	
	3.2.4 Conduct a Level 1 Officials course	Surf Sports	November	
	3.2.5 Promote State run L1 Coach, L2 Coach, L2 Officials courses to members	Surf Sports	September	
	3.2.6 Conduct Board of Surf Sports meetings	Surf Sports	March August November	
	3.2.7 Conduct annual Junior Board Coaching Clinic	Surf Sports	Sept/Oct	
3.3 Maintain equipment at an optimal level	3.3.1 Conduct Gear Scrutineering at Clubs	Surf Sports	Late Aug	
	3.3.2 Review equipment needs for coming season	Surf Sports	Late Aug	
	3.3.3 Organise purchase of necessary equipment for coming season	Surf Sports	Early Sept	

Core Business Area 4: Member Services

Strategic Goal: Provide opportunities to develop members and recognize their achievements.

Action Strategies	Action Items	Responsibility	Target Date	Status
4.1 Ensure all appropriate documentation is in place	4.1.1 Assist Clubs to conduct their Annual Safety Inspection of Clubhouse	Safety Officer	December	
4.2 Conduct Events and development opportunities for members	4.2.2 Prepare a full Branch Calendar inclusive of all activities and events	Deputy President	Early Oct	
	4.2.2 Conduct Annual Age Manager Info Seminar	Member Services	Early Sept	
	4.2.3 Conduct a Branch wide promotion and recruitment drive	Member Services	September	
	4.2.4 Conduct Junior Development Camp (U13-U14)	Member Services	November	
	4.2.5 Conduct selections for Junior Lifesavers of the Year	Member Services	December	
	4.2.6 Develop and inplement a Branch Youth Panel	Member Services	October	
	4.2.7 Conduct Awards of Excellence	President	June	
	4.2.8 Nominate members for State Awards of Excellence	Secretary	June	
	4.2.9 Promote State/National Programs to members	Member Services	November	
	4.2.10 Conduct Board of Member Services meetings	Member Services	September May	
	4.2.11 Plan and conduct annual Branch Conference / Seminar	President	August	

Core Business Area 5: Business and Administration

Strategic Goal: Perform the routine tasks which underpin the operations of the Branch.

Action Strategies	Action Items	Responsibility	Target Date	Status
5.1 Ensure all appropriate documentation is in place	5.1.1 Have Branch books audited and Financial Report prepared	Treasurer	June	
	5.1.2 Prepare Annual Report	Administration	June	
	5.1.3 Submit Affiliation form to State	Administration	August	
	5.1.4 Issue Annual Report to members, Patrons, and SLSNSW	Administration	July	
	5.1.5 Update Branch Contact List in Surfguard and advise SLSNSW	Administration	July	
	5.1.6 Submit annual submission to Fair Trading	Public Officer	July	
	5.1.7 Update Asset Register annually in Surfguard	Treasurer	September	
	5.1.8 Prepare Budget	Treasurer	March	
	5.1.9 Conduct annual review of the Constitution	President	February	
	5.1.10 Present monthly financial reports to the Branch Council	Treasurer	Ongoing	
	5.1.11 Issue minutes of Monthly meetings to all members	Administration	Ongoing	
	5.1.12 Conduct Annual Review of Management Plan	President	Early Jun	
	5.1.13 Develop and implement a Branch Policy folder	Administration	November	
	5.1.14 Prepare a list of Binding Motions passed during the previous season for recommitment	Administration	June	
	5.1.15 Maintain a Branch Website including monthly updates / content review	Administration	Ongoing	
	5.1.16 Develop and distribute newsletters to local Councils and State /Federal Members	President	October February May	
5.2 Conduct events to facilitate the running of the Branch	5.2.1 Conduct AGM	President	July	
	5.2.2 Conduct Annual Sponsors Day	President	February	
	5.2.3 Conduct regular Branch Council meetings	President	8 per season	
	5.2.4 Conduct an annual Surfguard training session	Registrar	September	
	5.2.5 Conduct Board of Administration meetings	Administration	September, May	
	5.2.6 Conduct Board of Finance meetings	Finance	September, March	