

**SURF LIFE SAVING
LOWER NORTH COAST BRANCH Inc.
MINUTES from the BOARD MEETING
Held at Cape Hawke SLSC on Tuesday 1 December 2020**

1. Chairperson opened the meeting at 6.04pm

2. Attendance

- As per attendance sheet.

3. Apologies

Resolution 24-2020/21

Moved: Nathan de Rooy
That apologies be accepted.

Seconded: Lorraine Morgan
Carried

4. Minutes of the Previous Meeting.

Resolution 25-2020/21

Moved: Terry Aldridge
That Minutes from Board Meeting held 6 October 2020 be accepted.

Seconded: Nathan de Rooy
Carried

5. Matters Arising from the Minutes

Nil

6. Reports

❖ **President**

- Great to see our call out team from Pacific Palms consisting of Jerrad and Janette Allen, Kel Mc Creedy, Dan Morgan and LNC Branch duty officer Richard Ellery honoured with the presentation of a Police Citation on 4th November 2020 for the rescue as described below.
- On Saturday June 22, 2019 a married couple was rescued by surf lifesavers and treated for hypothermia and other injuries after they were washed off rocks at Boomerang Beach near Forster, NSW.
The couple were part of a group of four people rock fishing at around 11.30am on Saturday when a large wave struck the rocks. It swept the man, 31, and the 29-year-old woman out to sea.
Surf Life Saving Duty Officer, Richard Ellery, said the couple were both wearing life jackets at the time the rogue wave swept them off the rocks. The remaining members of their party raised the alarm.
Emergency services responded to a call to Triple Zero, including teams from Lower North Coast Surf Life Saving, Police, NSW Ambulance and the Westpac Life Saver Rescue Helicopter.

Conditions at the time of the incident were cold and very dangerous with high winds and large sea swells.

Duty Officer Richard Ellery rescued the couple by jetski, locating them floating about 100 metres from shore. A Surf Life Saving IRB (inflatable rescue boat) was also deployed as part of Surf Life Saving's response.

The pair were retrieved and taken to the Pacific Palms SLSC at Elizabeth Beach for treatment. The woman suffered a fractured left leg and the man had a badly lacerated arm. Both were treated for hypothermia.

The lifesavers involved in this rescue were recognised for their efforts by NSW Police Commander Manning Great Lakes, Chris Shillt, at a ceremony held at Cape Hawke SLSC on 4/11/2020

- Thank you to Tony Summers for the organisation of the Premiers Citations being presented at the Branch Carnival last Saturday. Unfortunately it was only a small turn out by those receiving awards but we will endeavour to get them to those that could not make it.
- As promised a letter was sent by LNC Branch to the CEO's of SLSA and SLSNSW regarding the dysfunctional state of IT in the organisation particularly the new online bronze and SRC. A reply was received from NSW and some action followed with staff contacting branches to follow up on issues, but nothing from SLSA.
- I have recently forwarded more correspondence to the SLSNSW President and Director of Education regarding the strategic direction of education in NSW asking for some consideration and decisions by the board of SLSNSW to streamline the whole process that has become very onerous and costly to operate.
- We are still battling the with Mid Coast Council to resolve an ongoing safety issue at Tuncurry Rock Pool where people are being swept away in strong currents on the change of tide and we are being asked to assist police regularly and provide safety signage and supervision. We have received a hydrology report from Manly Hydraulics to pass on with a letter of concern to Manning Great Lakes Police as a public safety issue, as Mid Coast Council have this report but have not rectified this safety issue that could very likely result in a fatality, even after notifying them verbally and formally many times.
- I had a Zoom meeting recently with Louise Cooke to talk about the role of the Club Development Officer in our area. I suggested that our clubs really need help with recruitment, retention and community education rather than reports that know body reads. So they are now asking if every club could identify two members preferably not already on the committee to take on this small role to work with Simon Lee, our Club Development officer, to achieve some results in recruitment and retention activities. The community education will be organised by the SLSNSW Community Education officer Kel Pearce.

- This will be an extremely busy summer holidays and I cannot stress more highly to be ready for packed beaches and lots of rescue .You may also be required to extend patrols due to higher than normal patronage on our beaches.

Most importantly, have a wonderful, safe Christmas and new year with your family and friends and enjoy being together on patrol.

Resolution 26-2020/21

Moved: Terry Aldridge
That the President Report as tabled be accepted.

Seconded: Lorraine Morgan
Carried

❖ Administration Officer

N/A

❖ Finance Report

Resolution 27-2020/21

Moved: Nathan de Rooy
That the Finance Report as tabled below be accepted.

Seconded: Terry Aldridge
Carried

	May	May	June	June	July	July	Aug	Aug	Sept	Sept	Oct	Oct	TOTAL	TOTAL
INCOME	Budget	Actual	Budget	Actual		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Affiliation Fees											\$330.00		\$330.00	\$0.00
Branch Allocations	\$1,179.41		\$54.06		\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00				\$4,233.47	\$1,000.00
Capitation Fees													\$0.00	\$0.00
Donations					\$1,500.00								\$1,500.00	\$0.00
Grants			\$445.50										\$445.50	\$0.00
Insurance Refunds													\$0.00	\$0.00
Interest Received	\$12.81		\$66.80	\$66.15	\$50.30	\$12.44	\$52.72		\$51.84		\$36.88		\$271.35	\$78.59
Profit on Sale of Non-current Assets													\$0.00	\$0.00
Sponsorship			\$550.00				\$29,500.00					\$27,500.00	\$30,050.00	\$27,500.00
Bank Transfer													\$0.00	\$0.00
TOTAL	\$1,192.22	\$0.00	\$1,116.36	\$66.15	\$2,550.30	\$1,012.44	\$30,552.72	\$0.00	\$1,051.84	\$0.00	\$366.88	\$27,500.00	\$36,830.32	\$28,578.59
EXPENSES														
Auditor's			\$2,054.40			\$2,057.00							\$2,054.40	\$2,057.00
Carnival Expenses	\$972.70						\$140.00						\$1,112.70	\$0.00
Computer Expenses	\$1,029.25	\$234.25			\$65.82	\$417.00				\$21.92			\$1,116.99	\$651.25
Development Camp					\$168.00	\$1,800.00	\$231.00						\$399.00	\$1,800.00
DHL Funding		\$699.68				\$699.68	\$11,194.96	\$12,396.30					\$11,194.96	\$13,795.66
Insurance			\$550.00							\$518.00	\$1,618.83		\$2,168.83	\$518.00
Inter Branch Team	\$163.90						\$658.00						\$821.90	\$0.00
Jet Ski Expenses	\$1,130.00	\$231.80	\$304.67		\$2,785.40	\$2,633.48	\$1,119.79	\$4,745.98		\$19.80	\$188.26	\$710.15	\$5,528.12	\$8,341.21
Motor Vehicle Expenses				\$19.80		\$1,020.29			\$25.81				\$25.81	\$1,040.09
Officials & Meeting Expenses					\$1,460.40	\$389.55	\$2,013.58	\$534.80	\$39.90		\$1,863.80		\$5,377.68	\$924.35
Presentation & Award Dinners					\$2,881.50								\$2,881.50	\$0.00
Printing, Stationery & Postage			\$93.50		\$179.50	\$394.00				\$643.25		\$158.00	\$273.00	\$1,195.25
Rent													\$0.00	\$0.00
Repairs & Maintenance													\$0.00	\$0.00
Telephone	\$20.00		\$20.00		\$20.00	\$75.00	\$20.00	\$75.00	\$25.00	\$25.00	\$50.81	\$25.00	\$155.81	\$200.00
Training tools, Competition & Patrol Equipment	\$593.95								\$207.00	\$294.42	\$900.00	\$60.00	\$1,700.95	\$354.42
Trophies & Prizes													\$0.00	\$0.00
Uniforms					\$1,500.00	\$2,106.70	\$90.00				\$1,910.08		\$3,500.08	\$2,106.70
4 Page	\$3,909.80	\$1,165.73	\$3,022.57	\$19.80	\$9,060.62	\$11,592.70	\$15,467.33	\$17,752.08	\$297.71	\$1,500.47	\$6,553.70	\$953.15	\$38,311.73	\$32,983.93
NET PROFIT	-\$2,717.58	-\$1,165.73	-\$1,906.21	\$46.35	-\$6,510.32	-\$10,580.26	\$15,085.39	-\$17,752.08	\$754.13	-\$1,500.47	-\$6,186.82	\$26,546.85	-\$1,481.41	-\$4,405.34
Open Balance	\$2,122.74	\$2,122.74	-\$594.84	\$957.01	-\$2,501.05	\$1,003.36	-\$9,011.37	-\$9,576.90	\$6,074.02	-\$27,328.98	\$6,828.15	-\$28,829.45	\$641.33	
Balance CWFD	-\$594.84	\$957.01	-\$2,501.05	\$1,003.36	-\$9,011.37	-\$9,576.90	\$6,074.02	-\$27,328.98	\$6,828.15	-\$28,829.45	\$641.33	-\$2,282.60	-\$840.08	



	Nov	Nov	Dec	Dec	Jan	Jan	Feb	Feb	March	March	April	April	TOTAL	TOTAL
INCOME	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Affiliation Fees	\$110.00				\$220.00								\$330.00	\$0.00
Branch Allocations	\$11,839.05		\$4,992.38								\$774.89		\$17,606.32	\$0.00
Capitation Fees									\$8,123.50		\$2,348.50		\$10,472.00	\$0.00
Donations													\$0.00	\$0.00
Grants		\$8,197.13									\$10,176.00		\$10,176.00	\$8,197.13
Insurance Refunds													\$0.00	\$0.00
Interest Received	\$22.82		\$24.06		\$24.06		\$23.24		\$18.98		\$23.88		\$137.04	\$0.00
Profit on Sale of Non-current Assets		\$2,921.94											\$0.00	\$2,921.94
Sponsorship													\$0.00	\$0.00
GST		\$2,465.00											\$0.00	\$2,465.00
	\$11,971.87	\$13,584.07	\$5,016.44		\$244.06		\$23.24		\$8,142.48		\$13,323.27		\$38,721.36	\$13,584.07
EXPENSES														
Auditor's													\$0.00	\$0.00
Carnival Expenses		\$276.00					\$379.50						\$379.50	\$276.00
Computer Expenses											\$41.95		\$41.95	\$0.00
Development Camp									\$222.39				\$222.39	\$0.00
DHL Funding													\$0.00	\$0.00
Insurance		\$1,547.33							\$503.02		\$820.00		\$1,323.02	\$1,547.33
Inter Branch Team	\$2,632.00		\$2,014.00						\$3,130.45		\$3,131.45		\$10,907.90	\$0.00
Jet Ski Expenses	\$134.00	\$783.12	\$308.33		\$1,202.24		\$344.61		\$52.47		\$447.34		\$2,488.99	\$783.12
Motor Vehicle Expenses			\$1,006.16						\$639.62		\$99.97		\$1,745.75	\$0.00
Officials & Meeting Expenses (Stipend)	\$1,850.57	\$40.00	\$1,860.92		\$105.12		\$405.00		\$1,246.00				\$5,467.61	\$40.00
Presentation & Award Dinners											\$1,200.00		\$1,200.00	\$0.00
Printing, Stationery & Postage	\$1,498.60		\$709.50						\$1,153.07		\$153.00		\$3,514.17	\$0.00
Rent					\$237.18								\$237.18	\$0.00
Repairs & Maintenance													\$0.00	\$0.00
Telephone	\$25.00	\$50.00	\$25.00		\$25.00		\$25.00		\$25.00		\$25.00		\$150.00	\$50.00
Training tools, Competition & Patrol Equipment	\$518.10	\$460.50	\$105.74		\$1,029.64		\$1,821.00		\$1,399.36		\$699.68		\$5,573.52	\$460.50
Trophies & Prizes											\$2,552.00		\$2,552.00	\$0.00
Uniforms	\$1,827.49												\$1,827.49	\$0.00
	\$8,485.76	\$3,156.95	\$6,029.65	\$0.00	\$2,599.18		\$2,975.11		\$8,371.38		\$9,170.39		\$37,631.47	\$3,156.95
NET PROFIT	\$3,486.11	\$10,427.12	-\$1,013.21	\$0.00	-\$2,355.12		-\$2,951.87		-\$228.90		\$4,152.88		\$1,089.89	\$10,427.12
Open Balance	-\$840.08	-\$2,282.60	\$2,646.03	\$8,144.52	\$1,632.82		-\$722.30		-\$3,674.17		-\$3,903.07		\$249.81	
Balance CWFD	\$2,646.03	\$8,144.52	\$1,632.82	\$8,144.52	-\$722.30		-\$3,674.17		-\$3,903.07		\$249.81		\$1,339.70	

NPB Cash Mgt 982774602 Transactions
 SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED
 For the period 1 August 2020 to 30 November 2020

Date	Source	Description	Reference	Debit	Credit	Gross	GST
NPB Cash Mgt 982774602							
Opening Balance				146,924.96	0.00	0.00	0.00
05 Aug 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		0.00	5,000.00	(5,000.00)	0.00
10 Aug 2020	Receivable Payment	Payment: Pacific Palms SLSC #54935046	00010155	1,955.80	0.00	1,955.80	0.00
12 Aug 2020	Receive Money	SLS NSW		1,000.00	0.00	1,000.00	0.00
24 Aug 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		0.00	15,000.00	(15,000.00)	0.00
31 Aug 2020	Receive Money	New castle Permanent		11.95	0.00	11.95	0.00
22 Sep 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		0.00	8,000.00	(8,000.00)	0.00
30 Sep 2020	Receive Money	New castle Permanent		10.48	0.00	10.48	0.00
20 Oct 2020	Receive Money	ATO		2,465.00	0.00	2,465.00	0.00
31 Oct 2020	Receive Money	New castle Permanent		10.43	0.00	10.43	0.00
09 Nov 2020	Spend Money	ATO		0.00	2,465.00	(2,465.00)	0.00
27 Nov 2020	Receive Money	SLS NSW		8,197.13	0.00	8,197.13	0.00
Total NPB Cash Mgt 982774602				13,650.79	30,465.00	(16,814.21)	0.00
Closing Balance				130,110.75	0.00	0.00	0.00
Total				13,650.79	30,465.00	(16,814.21)	0.00

NPBS Club Cheque 982774207 Transactions
 SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED
 For the period 1 August 2020 to 30 November 2020

Date	Source	Description	Reference	Debit	Credit	Gross	GST
NPBS Club Cheque 982774207							
Opening Balance				0.00	635.68	0.00	0.00
05 Aug 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		5,000.00	0.00	5,000.00	0.00
21 Aug 2020	Spend Money	Black Head SLSC	DHL Uniform	0.00	2,099.05	(2,099.05)	0.00
21 Aug 2020	Spend Money	Julie Wilcox	Duty Officer Phone	0.00	25.00	(25.00)	0.00
21 Aug 2020	Spend Money	Forster SLSC	DHL Uniforms	0.00	2,099.05	(2,099.05)	0.00
21 Aug 2020	Spend Money	Cape Haw ke SLSC	DHL Uniforms	0.00	2,099.05	(2,099.05)	0.00
24 Aug 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		15,000.00	0.00	15,000.00	0.00
25 Aug 2020	Spend Money	Taree Old Bar SLSC	DHL Uniforms	0.00	2,099.05	(2,099.05)	0.00
25 Aug 2020	Spend Money	Crow dy Head SLSC	DHL Uniforms	0.00	2,099.05	(2,099.05)	0.00
25 Aug 2020	Spend Money	City Desktop	Wordpress Training	0.00	534.80	(534.80)	0.00
25 Aug 2020	Spend Money	Beachw heels Australia.com	Jet Ski Trailer	0.00	2,804.98	(2,804.98)	0.00
25 Aug 2020	Spend Money	Nathan De Rooy	Radio Bags	0.00	191.00	(191.00)	0.00
25 Aug 2020	Spend Money	Pacific Palms SLSC	DHL Uniforms	0.00	2,099.05	(2,099.05)	0.00
25 Aug 2020	Spend Money	MDE Projects	Jetoll Pontoon	0.00	1,750.00	(1,750.00)	0.00
28 Aug 2020	Spend Money	Brian Wilcox	Duty Officer Phone	0.00	50.00	(50.00)	0.00
02 Sep 2020	Spend Money	AJ & MA Summers	Copy Paper	0.00	11.25	(11.25)	0.00
02 Sep 2020	Spend Money	Ink N Toner Forster	Ink Cartridge	0.00	632.00	(632.00)	0.00
03 Sep 2020	Spend Money	WEX Australia	RWC Fuel	0.00	19.80	(19.80)	0.00
22 Sep 2020	Payable Payment	Payment: Janne Moran	App Pen	0.00	138.00	(138.00)	0.00
22 Sep 2020	Payable Payment	Payment: Surf Life Saving NSW #54935049	Directors Levy	0.00	518.10	(518.10)	0.00
22 Sep 2020	Bank Transfer	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207		8,000.00	0.00	8,000.00	0.00
23 Sep 2020	Payable Payment	Payment: Lindsay Ellis	Drone Hood Cover	0.00	294.42	(294.42)	0.00
30 Sep 2020	Payable Payment	Payment: Brian Wilcox	Support Ops Phone	0.00	25.00	(25.00)	0.00
02 Oct 2020	Payable Payment	Payment: WEX Australia	RWC Fuel	0.00	80.95	(80.95)	0.00
02 Oct 2020	Payable Payment	Payment: Mat Caves Marine Services	RWC Repairs	0.00	155.00	(155.00)	0.00
02 Oct 2020	Payable Payment	Payment: Brendan Guiney	Pontoon repairs	0.00	90.00	(90.00)	0.00
15 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Equipment	0.00	108.87	(108.87)	0.00
15 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Repairs	0.00	35.20	(35.20)	0.00
15 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Repairs	0.00	327.00	(327.00)	0.00
15 Oct 2020	Payable Payment	Payment: Janne Moran	Digital Adaptor	0.00	60.00	(60.00)	0.00
15 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Repairs	0.00	141.03	(141.03)	0.00
15 Oct 2020	Payable Payment	Payment: Ink N Toner Forster	Print & Stationary	0.00	158.00	(158.00)	0.00
15 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Repairs	0.00	79.20	(79.20)	0.00
16 Oct 2020	Payable Payment	Payment: Brian Wilcox	Support Ops Phone	0.00	25.00	(25.00)	0.00
16 Oct 2020	Receivable Payment	Payment: New castle Permanent	INV -202101	27,500.00	0.00	27,500.00	0.00
20 Oct 2020	Payable Payment	Payment: Nathan De Rooy	RWC Charger	0.00	19.90	(19.90)	0.00
03 Nov 2020	Payable Payment	Payment: Marsh Insurance	RWC Hull Insurance	0.00	1,547.33	(1,547.33)	0.00
03 Nov 2020	Receive Money	PayPal		0.14	0.00	0.14	0.00
03 Nov 2020	Payable Payment	Payment: Brian Wilcox	RWC Repairs	0.00	258.99	(258.99)	0.00
03 Nov 2020	Payable Payment	Payment: WEX Australia	RWC Fuel	0.00	197.43	(197.43)	0.00
03 Nov 2020	Receive Money	PayPal		0.10	0.00	0.10	0.00
09 Nov 2020	Receive Money	ATO		2,465.00	0.00	2,465.00	0.00
12 Nov 2020	Receivable Payment	Payment: Joshua Lyttle	INV -202002	2,921.70	0.00	2,921.70	0.00
19 Nov 2020	Payable Payment	Payment: Janne Moran	Thermometers	0.00	161.98	(161.98)	0.00
19 Nov 2020	Payable Payment	Payment: Janne Moran	Stipend	0.00	40.00	(40.00)	0.00
19 Nov 2020	Payable Payment	Payment: Janne Moran	Education Supplies	0.00	460.50	(460.50)	0.00
23 Nov 2020	Payable Payment	Payment: Ebay	Jet Ski Sale	0.00	326.70	(326.70)	0.00
27 Nov 2020	Payable Payment	Payment: Telstra	Support Ops Phone	0.00	50.00	(50.00)	0.00
27 Nov 2020	Payable Payment	Payment: Wireless 2-Way	Radios Branch C'ships	0.00	276.00	(276.00)	0.00
Total NPBS Club Cheque 982774207				60,886.94	24,187.73	36,699.21	0.00
Closing Balance				36,063.53	0.00	0.00	0.00
Total				60,886.94	24,187.73	36,699.21	0.00

Bank Statement							
NPB Cash Mgt 982774602							
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED							
From 1 August 2020 to 30 November 2020							
Date	Description	Date imported	Reference	Reconciled	Source	Amount	Balance
1/08/2020	Opening Balance						\$146,924.96
5/08/2020		5/08/2020	IB TRANSFER TO 982774207 Top up t	Yes	Bank Feed	-\$5,000.00	\$141,924.96
10/08/2020		10/08/2020	PACIFIC PALMS SU:PPSLSC Inv10155	Yes	Bank Feed	\$1,955.80	\$143,880.76
12/08/2020		12/08/2020	SLS NSW:SLS LOWER NORTH CO	Yes	Bank Feed	\$1,000.00	\$144,880.76
24/08/2020		24/08/2020	IB TRANSFER TO 982774207 Transfer	Yes	Bank Feed	-\$15,000.00	\$129,880.76
31/08/2020		1/09/2020	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$11.95	\$129,892.71
22/09/2020		22/09/2020	IB TRANSFER TO 982774207 Transfer	Yes	Bank Feed	-\$8,000.00	\$121,892.71
30/09/2020		1/10/2020	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$10.48	\$121,903.19
20/10/2020		21/10/2020	ATO:ATO005000013590221	Yes	Bank Feed	\$2,465.00	\$124,368.19
31/10/2020		1/11/2020	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$10.43	\$124,378.62
9/11/2020		9/11/2020	IB TRANSFER TO 982774207 GST Refu	Yes	Bank Feed	-\$2,465.00	\$121,913.62
27/11/2020		27/11/2020	SLS NSW:SLS LOWER NORTH CO	Yes	Bank Feed	\$8,197.13	\$130,110.75
	Closing Balance						\$130,110.75

Bank Statement
NPBS Club Cheque 982774207
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED
From 1 August 2020 to 30 November 2020

Date	Description	Date imported	Reference	Reconciled	Source	Amount	Balance
1/08/2020	Opening Balance						\$359.16
5/08/2020		5/08/2020	IB TRANSFER FROM982774602 Top up t	Yes	Bank Feed	\$5,000.00	\$5,359.16
6/08/2020		8/08/2020	BPAY: 23796TELSTRA CORPORATION	Yes	Bank Feed	-\$25.00	\$5,334.16
6/08/2020		8/08/2020	RWC Fuel:TFR Wright Express Pty L	Yes	Bank Feed	-\$11.08	\$5,323.08
6/08/2020		8/08/2020	Support Ops Radios:TFR National Wi	Yes	Bank Feed	-\$958.76	\$4,364.32
24/08/2020		24/08/2020	Telstra	Yes	Bank Feed	-\$25.00	\$4,339.32
24/08/2020		24/08/2020	IB TRANSFER FROM982774602 Transfer	Yes	Bank Feed	\$15,000.00	\$19,339.32
24/08/2020		24/08/2020	Wordpress Training:TFR CityDeskto	Yes	Bank Feed	-\$534.80	\$18,804.52
24/08/2020		24/08/2020	DHL Uniform:TFR Taree-Old Bar SLSC	Yes	Bank Feed	-\$2,099.05	\$16,705.47
24/08/2020		24/08/2020	Radio Bags:TFR Nathan de Rooy	Yes	Bank Feed	-\$191.00	\$16,514.47
25/08/2020		25/08/2020	DHL Uniforms:TFR Crowdy Head SLSC	Yes	Bank Feed	-\$2,099.05	\$14,415.42
25/08/2020		25/08/2020	DHL Uniforms:TFR Forster SLSC	Yes	Bank Feed	-\$2,099.05	\$12,316.37
25/08/2020		25/08/2020	Jet Ski B'wheels:TFR Beachwheels A	Yes	Bank Feed	-\$2,804.98	\$9,511.39
25/08/2020		25/08/2020	Jet Roll Pontoon:TFR MDE Projects	Yes	Bank Feed	-\$1,750.00	\$7,761.39
26/08/2020		26/08/2020	DHL Uniforms:TFR Pacific Palms SLS	Yes	Bank Feed	-\$2,099.05	\$5,662.34
26/08/2020		26/08/2020	DHL Uniforms:TFR Black Head Surf L	Yes	Bank Feed	-\$2,099.05	\$3,563.29
26/08/2020		26/08/2020	DHL Uniforms:TFR Cape Hawke SLSC	Yes	Bank Feed	-\$2,099.05	\$1,464.24
3/09/2020		4/09/2020	RWC Fuel:TFR Wright Express Pty L	Yes	Bank Feed	-\$19.80	\$1,444.44
10/09/2020		10/09/2020	Copy Paper:TFR AJ & MA Summers	Yes	Bank Feed	-\$11.25	\$1,433.19
10/09/2020		10/09/2020	Duty Officer Phone:TFR B & J Wilco	Yes	Bank Feed	-\$50.00	\$1,383.19
10/09/2020		10/09/2020	Copier Toner:TFR Ink n Toner Forst	Yes	Bank Feed	-\$632.00	\$751.19
22/09/2020		22/09/2020	IB TRANSFER FROM982774602 Transfer	Yes	Bank Feed	\$8,000.00	\$8,751.19
22/09/2020		22/09/2020	Directors Levy:TFR Surf Life Savin	Yes	Bank Feed	-\$518.10	\$8,233.09
22/09/2020		22/09/2020	App Pen-Education:TFR Janne E Mora	Yes	Bank Feed	-\$138.00	\$8,095.09
23/09/2020		23/09/2020	Screen cover drone:TFR Lindsay Ell	Yes	Bank Feed	-\$294.42	\$7,800.67
30/09/2020		29/09/2020	Support Ops Phone:TFR B & J Wilcox	Yes	Bank Feed	-\$25.00	\$7,775.67
2/10/2020		3/10/2020	Pontoon Keys:TFR Brendan Guiney	Yes	Bank Feed	-\$90.00	\$7,685.67
2/10/2020		3/10/2020	RWC Fuel:TFR Wright Express Pty L	Yes	Bank Feed	-\$80.95	\$7,604.72
2/10/2020		3/10/2020	Pontoon Repairs:TFR Mathew Caves M	Yes	Bank Feed	-\$155.00	\$7,449.72
15/10/2020		15/10/2020	Digital Adaptor:TFR Janne E Moran	Yes	Bank Feed	-\$60.00	\$7,389.72
15/10/2020		15/10/2020	RWC Equipment:TFR Nathan de Rooy	Yes	Bank Feed	-\$691.30	\$6,698.42
15/10/2020		15/10/2020	Printing Cartridge:TFR Ink n Toner	Yes	Bank Feed	-\$158.00	\$6,540.42
16/10/2020		16/10/2020	NCLE PERMB/SOC :NPBS	Yes	Bank Feed	\$27,500.00	\$34,040.42
16/10/2020		16/10/2020	BPAY: 23796TELSTRA CORPORATION	Yes	Bank Feed	-\$25.00	\$34,015.42
20/10/2020		21/10/2020	RWC Charger:TFR Nathan de Rooy	Yes	Bank Feed	-\$19.90	\$33,995.52
3/11/2020		5/11/2020	BPAY: 3269JARDINE LLOYD THOMPS	Yes	Bank Feed	-\$1,547.33	\$32,448.19
3/11/2020		5/11/2020	RWC Fuel:TFR Wright Express Pty L	Yes	Bank Feed	-\$197.43	\$32,250.76
3/11/2020		5/11/2020	PAYPAL AUSTRALIA:1010957645298	Yes	Bank Feed	\$0.10	\$32,250.86
3/11/2020		5/11/2020	RWC Equipment:TFR B & J Wilcox	Yes	Bank Feed	-\$258.99	\$31,991.87
3/11/2020		5/11/2020	PAYPAL AUSTRALIA:1010957645299	Yes	Bank Feed	\$0.14	\$31,992.01
9/11/2020		9/11/2020	IB TRANSFER FROM982774602 GST Refu	Yes	Bank Feed	\$2,465.00	\$34,457.01
12/11/2020		12/11/2020	PAYPAL AUSTRALIA:1011068491632	Yes	Bank Feed	\$2,921.70	\$37,378.71
19/11/2020		20/11/2020	Education Supplies:TFR Janne E Mor	Yes	Bank Feed	-\$662.48	\$36,716.23
23/11/2020		23/11/2020	eBay	Yes	Bank Feed	-\$326.70	\$36,389.53
27/11/2020		27/11/2020	Telstra	Yes	Bank Feed	-\$50.00	\$36,339.53
27/11/2020		27/11/2020	Radio Branch Champ:TFR Wireless 2-	Yes	Bank Feed	-\$276.00	\$36,063.53
	Closing Balance						\$36,063.53

Profit and Loss

SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED

For the 7 months ended 30 November 2020

Account	May-Nov 2020
Trading Income	
First aid courses	(100.87)
Freight Charges	(14.00)
Fuel Reimbursement	280.97
Grants	9,270.12
Interest Received	820.21
Jet Ski	4,358.26
Other [41500]	0.01
Sale of patrol uniforms	(636.07)
Sponsorship	25,000.00
Training Courses	(486.18)
Total Trading Income	38,492.45
Cost of Sales	
DHL Funding to Clubs	12,085.45
Total Cost of Sales	12,085.45
Gross Profit	26,407.00
Operating Expenses	
Accounting & audit fees	1,870.00
Bank Charges	(0.24)
Branch Carnival Expenses	492.72
Competition Expenses	(136.36)
Computer Hardware [60720]	270.91
Computer Software	379.09
Council fees	59.55
Course meals	37.74
Duty Officer phone	113.64
Education resources	691.34
Floral Tributes	45.45
Fuel Management Fee	13.50
Insurance	927.54
Insurance office bearers	471.00
Internet	212.95
Jet Ski No.1	67.00
Jet Ski No.2	67.00
Motor Vehicle maintenance	72.72
Other [62800]	36.36
Post box rental	87.27
Printing Postage & Stationery	728.42
Purchase Uniforms & Clothing	1,272.50
RWC equipment	5,087.05
RWC Fuel and Oil	695.88
RWC registration & insurance	1,467.57
RWC repairs and maintenance	1,836.84
Support Operations equipment	1,270.98
Support Operations Training	16.35
Trailer Maintenance	8.17
Trainers and assessors uniform	542.68
Training tools	54.55
Youth Development Camp	1,636.36
Total Operating Expenses	20,396.53
Net Profit	6,010.47

❖ Director of Life Saving

Since our last meeting, the lifesaving realm has been busy.

- Branch DoL is regularly attending LEMC fortnightly meetings via Zoom. In the holidays these will become weekly meetings.
- MCC has given approval for 20 more public rescue devices to be distributed. We are now seeking funding for this initiative that Julie Wilcox and Tony Summers is looking after.
- Attendance at all beaches were huge in the spring holidays. Over the long weekend we saw Xmas numbers on all locations.
- ALS is putting through 4 lifeguards as RWC operators for the Xmas period. This will enable a response only asset being available for the palms district as we head into the busy time.
- SLSNSW have been working closely with Deputy, allowing both systems (surfguard and deputy) to communicate and transfer data. This will make paperwork obsolete next season for support operations. At present I am still inputting shifts into surfguard but in April this will begin automatically overnight.
- Thanks to Julie, Gav and Lindsay for putting through another 10 UAV operators. This will not only strengthen the current team, but alleviate pressure by sharing the volunteer shifts.
- Due to the lack of interest the RWC course was meant to start end of October/early November has been cancelled.
- Thanks to Club CTO's for process BM and ARTC awards for support ops members. This will enable me to process IRB and RWC proficiencies for support ops members in the coming week.
- We have seen an increase in 13 SURF taskings over the past month, both week days and weekends. All incidents have either been false alarms or had positive outcomes. A massive thank you to all those that have assisted with these.
- On Saturday November 28th, all members that assisted with the bushfires received their citations. Congratulations to all of you. The Mayor spoke very highly of the organisation and of our members. Those of you that couldn't attend the ceremony, your award was provided to either a member of your club or an executive of your club to hand to presidents or DoL's for distribution.
- Thank you to all those members that assisted Pacific Palms with the branch carnival.

Resolution 28-2020/21

Moved: Nathan de Rooy

Seconded: Terry Aldridge

That the Director of Life Saving Report as tabled be accepted.

Carried

Agenda Items as listed below:

1. LNC UAV Coordinator received a complaint from the public about the drone at main beach. This was given by Paul Hardy at SLSNSW straight to Lindsay. The complaint was not submitted to the exec to then investigate and push down the line accordingly. The contents of this complaint I am unsure of.

Resolution 29-2020/21

Moved: Nathan de Rooy

Seconded: Lorraine Morgan

That the incident as reported above be noted.

Carried

2. Request for UAV support for club events where club receive's payment by organising company. We need to develop a new policy or adjust the previous one pertaining to RWC to include UAV.

Resolution 30-2020/21

Moved: Nathan de Rooy`

Seconded: Terry Aldridge

That all Support Operation equipment can only be used when prior written notice (minimum 14 days) has been given to the Director of Life Saving seeking use of the equipment, and further that such equipment can only be used by Clubs and/or other organisations on a not for profit basis, and not benefit from any third party contributions. **Carried**

3. Australian UAV service expects branch or members to purchase UAV uniforms when they are undertaking DPI contract. This is ridiculous.

Resolution 31-2020/21

Moved: Nathan de Rooy

Seconded: Terry Aldridge

That the Australian UAV Service be advised that Branch will not accept any responsibility for providing uniforms for UAV operators under contract with Department Primary Industries. **Carried**

4. Communication from Terry Barber regarding Shells resort Diamond beach about rescue equipment. I've CC'd Tony into this.

Resolution 32-2020/21

Moved: Nathan de Rooy

Seconded: Lorraine Morgan

It be noted that SLS LNC Branch in conjunction with MidCoast Council will install Remote Rescue devices at Diamond Beach as well as other locations identified as being potentially dangerous for swimmers. **Carried**

5. Concerns over the current Education process. Awards not properly being processed by SLSNSW and the pressure on members. Most members that are TAF's hold more than 1 hat in regional areas. If things don't change they could walk completely, which'll directly effect all clubs committees not just simply loosing a TAF. Lifesaving concerns are that if the system is changed ASAP then minimum requirements under current LSA's will not be met, which will directly impact the entire organisations approach to offering our service. If a two Tier system isn't in place by end of season ready to implement next season, then we MUST de-register as an RTO to save the organisation. Waiting for SLISA or State Edu staff isn't an option. They will take forever as it's their job they will loose.

Resolution 33-2020/21

Moved: Nathan de Rooy

Seconded: Terry Aldridge

That the Agenda Item 5 as tabled be noted. **Carried**

6. Pacific Palms has asked for re-imburement of \$760 for moving power closer to RWC and a radio cabinet. (Will forward email from Jerrd and what I initially said to Jerrad).

Resolution 34-2020/21

Moved: Nathan de Rooy

Seconded: Loraine Morgan

That Branch policy on any major purchase must have by resolution the written approval of the Branch Board prior to acquisition. In this circumstance no approval was obtained prior to the expenditure of \$760.00, therefore Pacific Palms SLSC is not entitled to any reimbursement. **Carried**

❖ Director Youth and Member Services

Age Manager Shirts

- All clubs have now been issued with The Blue Age Manager Shirts .

Junior Activities Coordinators Course

- All JACS have attended the course. I have sent a list of our JACS to SLSNSW for award status for entry to SURFGUARD

Age Managers Proficiencies Online Course

- At the moment all clubs are focusing on getting all their Age Managers proficient and will be sending names of all their Age Managers who have completed their course to me, I will be sending all names to SLSNSW and for entry to SURFGUARD

Junior Lifesaver of the Year 2020

- The Junior Lifesaver of the Year Circular has been sent out to all clubs early November when issued by SLSNSW. The applications have to in to me by the 5th December with the interviews being held on Saturday 12th December at The Black Head Surf Club at 9.30 am . Emails have been sent out to Craig Fuller from Newcastle Permanent and Paul Scott from Cape Hawke SLSC, asking them if possible to be on the interview panel.

Note: The JLOTY presentation will be held at Cape Hawke SLSC on Thursday 4 February 2021 starting at 6.00pm.

Covid 19 Restrictions

- All Junior Activities Programs are running well in accordance to the current
- COVID restrictions and none of the clubs have had any problems at the moment.
- As per COVID 19 Junior Activities Information Pack

Water Safety Rashies

- I have informed all LNC JACS that all members who are doing Water Safety must have the regulation FLOURO rashie according to SLSA regulations. It is good to see this is happening, faded rashies or are not acceptable.

Youth Opportunity Makers Workshop (15 to 17 years) 2020

- Due to the COVID restrictions placed on Surf Lifesaving last season the JLOTY and the YOMS Development Programs had to be postponed. The Interviews for JLOTY finalists had to be organised via ZOOM. All of last seasons Branch JLOTY finalists are now been given the opportunity to attend the YOMS Development Program in April 2021 with those juniors who were picked to go to YOMS in April 2020 too. At present SLSNSW are finding out who are still able to attend and will then be offering positions to others who are interested in attending in April. I am currently contacting all LNC YOMS nominees and JLOTY winners from last season if they are able to attend in April.

COVID Updates and Resources

- From Tuesday 1st December up to 50 people can gather outdoors in a public space (currently 30). the COVID 19 Information Pack for Lifesaving (and Summary of Changes) will be updated to reflect on this on 1st December
- Also small hospitality venues (up to 200 square metres in size) will be allowed to have one person per 2 square metres indoors . Clubs are encouraged to update their COVID 19 Safety Plans to reflect these new requirements.

Safeguarding Feedback Forum

- The forum has been postponed until next year and I will attend same . December far too busy and this will encourage more to attend.

Resolution 35-2020/21

Moved: Lorraine Morgan

Seconded: Terry Aldridge

That the Director of Youth and Member Services report as tabled be accepted.

Carried

❖ Director of Surf Sports

- Level 1 official's course now all online go to SLSA members follow links.
- Candidate's need to print of certificate of completion and forward to Director of Surf Sports
- Inter branch team nomination forms for coaches & Team manager have been distributed to clubs.

Resolution 36-2020/21

Moved: Terry Aldridge

Seconded: Nathan de Rooy

That Kellie Connolly be appointed Assistant Director Surf Sports and who's duties will include those of Officials Liaison Officer.

Carried

Lower North Coast Branch Carnival dates:

- Forster Weekend of Sports
 1. Saturday 4 and Sunday 5 October 2020
- Proposed dates LNC Branch Championships
 1. Aged Open & Masters - November 21& 22 at Crowdy Head SLSC
 2. 2020 SLS NSW Inter Branch Championships - 5 & 6 December 2020
- Australia Day weekend Manly Freshwater carnivals
 1. 2021 Battle of Boats - 20 & 21 February Pacific Palms
- Ocean Swims
 1. Rock 2 Rock - 4 April 2021 Pacific Palms
 2. Club 2 Club - 11 April 2021 Cape Hawke to Forster

All Surf Sports events will only go ahead subject SLS NSW approval and lifting of current Government restrictions.

Resolution 37-2020/21

Moved: Terry Aldridge

Seconded: Nathan de Rooy

That the Director of Surf Sports Report as tabled be accepted.

Carried

At this point permission was granted for Mr Aldridge to leave the Meeting.

❖ Director of Education

- Training:- TAF's are being reminded to stay endorsed they need to be part of at least one course for each award they wish to Train , Assess or Facilitate annually as of this season. SMBM two courses, Jim facilitated one at Forster with 3 candidates and second at Palms with 5 candidates by Stuart and Janne. A third planned for February facilitated by Ross and Sue. IRBC and D weekend to be held 5th and 6th December at Palms with team of TAFs from across branch. To date no one has enrolled. Jane Lynch at TOB interested but needs course at her club due to her club commitments. Will approach IRB team and

see what they can do. TOC Facilitator invitations have been sent , Ross Blowers, Suzanne Gerrish and myself have replied as interested in becoming TOC Facilitators. New program is run both virtually and as a face to face. January 2021 actioned. Clubs have commenced courses

1. Crowdy : BM and SRC,
 2. Forster: BM SRC ARTC IRBC and FA as part of BM ,
 3. Cape Hawke: BM and SRC ,
 4. Black Head: BM,
 5. Pacific Palms: BM SRC IRB C FA as part of BM and ARTC .
 6. TOB new director focus is on Proficiencies.
- Clubs are slowly increasing awareness of the changes and applying these to their education plans. Many questions still being asked and problems with technology and programs at State and National levels. Digital paperwork is Endorsed delegates al clubs have created and had approved. Proficiencies progressing.

SLS NSW visit

Samantha Jefferies Member Training & Education Administrator will be at Pacific Palms SLSC with Janne Branch Director of Education Friday December 4th 9am – 4pm (lunch break 12-1pm) Saturday December 5th 9am -1pm. To resolve any endorsement or training and assessment needs by TAFS . Invite has been sent no TAFS have confirmed need to meet with Sam and to date have a list of around 6 problems so I have changed her visit to only Saturday 9-3.

Education Network Meeting Nov 25th

- New SRC and BM inductions, LNC has 4 TAFS to be inducted all have been offered virtual course if they do not do this then face to face will be required. Reminding inductees to complete online survey to finalise induction and have recorded into surfguard. HTLAID 001 awards continue to be delivered as a stand alone and update for all members BM, SRC and Resusc. This as a part of BM / Cert 11 will change for in early Dec and National will incorporate this into the BM award could be a time lag in getting this into awards on surfguard. If we find irregularities we have been asked to report them to education@surflifesaving.com.au
- RWC facilitators to be appointed 1st week December by SLSNSW selection, do we have someone in our Branch ?
- Gold medallions and SMAR no proficiencies this season, National proficiency processing. DoE has let all LNC GM and SMSR award holder know this is happening and to inform of any irregularities, time frame mid Dec for GM and end Dec SMAR.
- Online endorsements by TAFS problematic for some people I have referred them to state via email or logging a ticket.
- Assessing App clubs are having a go, training is required and is in the works with State. Skills Maintenance this season number of clubs using. Can be used for BM and SRC assessments.
- Educheck jot forms will be sent to a selection of LNC clubs for feedback 32 questions across sls areas.
- Funding support offer - I was asked what our area of greatest need was and I have focussed on gaining more Assessors (fully qualified not endorsed) . Andrew Chan will

keep funding for us for next February so we can get 3- 4 people upskilled I am thinking Annette Sanders (is at Endorsed assessor level), Jerrad Allen for IRB D and C plus 2 more?

Resolution 38-2020/21

Moved: Lorraine Morgan
That the Director of Education as tabled be accepted.

Seconded: Nathan de Rooy
Carried

❖ General Business

Resolution 39-2020/21

Moved: Lorraine Morgan
That the printer being used by the Director of Youth and Member Services be replaced, at a cost of no more than \$250.00.

Seconded: Nathan de Rooy
Carried

❖ Next Meeting




Next Branch Board Meeting to be held on 2 February 2021, Cape Hawke SLSC.

❖ Close

There being no further business the Chairperson declared the Meeting closed at 7.17 pm

Brian Wilcox

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Brian Wilcox - Chairperson

SURF LIFE SAVING LOWER NORTH COAST BRANCH EXECUTIVE MEETING ATTENDANCE SHEET		
Meeting: Board Meeting		Meeting Date: 1 December 2020
Chairperson: Brian Wilcox		Place/Room: Cape Hawke SLSC
NAME	POSITION	SIGNATURE
Brian Wilcox	President	<i>Brian Wilcox</i>
Nathen de Rooy	Director of Life Saving	<i>N de Rooy</i>
Terry Aldridge	Director Surf Sports	<i>T Aldridge</i>
Lorraine Morgan	Director Youth and Member Services	<i>L Morgan</i>
Janne Moran	Director of Education	<i>J Moran</i>
Tony Summers	Branch Administration Officer	<i>T Summers</i>

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