



**SURF LIFE SAVING
LOWER NORTH COAST BRANCH Inc.
Minutes
Executive Meeting
Held Electronically via Zoom Conferencing on
Tuesday 31 March 2020 starting at 6.00pm**

1. Chairperson opened meeting at 6.05pm

Resolution 23-2019/20

Moved: Jim Tyrpenou

Seconded: Janne Moran

That the format and conduct of the meeting be accepted and that any challenge arising from any procedural irregularity in, or to, the conduct of the meeting be waived. **Carried**

2. Attendance

Attendance sheet to acknowledge attendees as listed via Zoom

3. Apologies

Apologies for Lorraine Morgan.

Resolution 24-2019/20

Moved: Jim Tyrpenou

Seconded: Janne Moran

That apologies be accepted.

Carried

4. Minutes of the Previous Meeting.

Resolution 25-2019/20

Moved: Paul Scott

Seconded: Nathan de Rooy

That Minutes from previous meeting be accepted.

Carried

5. Matters Arising from the Minutes

- Letter to MidCoast Council accepting offer for space to be made available in the new club house for emergency response depot.
- Letter to Stephen Bromhead advising of the decision and thanking him for his interaction in this matter.

6. Reports

❖ **President**

- This report unfortunately is being written in unprecedented times with the closure of just about all community services, businesses, social activities, and freedom of movement of individuals due to COVID 19 or the Corona Virus.
- On the 26th March 2020, SLSNSW Board made a decision that all 129 clubs and 11 branches will cease patrolling, training and any social events, and lock up all clubhouses for the safety and wellbeing of their members.

It has rarely happened in our long history that we could not patrol the beaches, but we are not alone with New Zealand and Britain along with all the states in Australia making the same decision.

With this in mind I would like to thank the clubs and their members for the support they have shown to myself and the executive in LNC Branch in a very difficult season which has now come to a premature end.

- LNC Branch will still be operating in an administrative function and holding meetings via ZOOM so that you have an opportunity to represent your club and keep in some form of contact within our branch.
- We are still hoping to hold our EGM and adopt our new constitution for the coming season along with our scheduled council meeting.
- It is extremely important for branch and clubs to keep their administration functioning so that we are ready for next season, so we can start in total compliance with all our legislative reporting and an executive elected to run the clubs.
- The past few months have seen the drafting of a new SLSNSW Constitution at the request of the NSW Government.

It will include greater representation of the members and have greater transparency and inclusion of clubs and members in the election of directors for the board of SLSNSW.

The 11 Branch Presidents along with the current board have had many meetings and much input into this document, after a full external review by The Australian Institute of Company Directors who handed down 33 recommendations to be implemented.

The NSW Government were happy with the recommendations handed down and asked that they be implemented in full before June 30, 2020.

Hopefully this process will be concluded in April/May 2020 as it is now almost in final draft form.

This will be voted on at an EGM by the 11 branches and must achieve 75% of the vote to be adopted.

- It was unfortunate that our Newcastle Permanent Branch Championships at Pacific Palms could not go ahead due to adverse conditions on both weekends set aside for the event, but I thank the Pacific Palms SLSC for all the preparation that went in to hosting this event and also their involvement in the Cinema Under the Stars where they represented surf lifesaving and hopefully made a few dollars from the bbq.
- It was great that the palms got to host once again the Battle of the Boats and a huge effort from those organising and running this premier event on the NSW Surf Sports calendar.
- Congratulations and thankyou to all those that got to compete, officiate or perform water safety at the Country and State Championships.

Well done to anyone that got a medal, but most importantly it is great that you were participating and representing your club

- Thanks to the Executive of LNC Branch and our Administration Officer Tony Summers for all the valuable work you do and the mountain of time spent on Surf lifesaving.

Resolution 26-2019/20

Moved: Brian Wilcox

Seconded: Paul Scott

That President's Report be accepted.

Carried

❖ Vice President

- Nil

❖ Administration Officer

- Agenda items as listed below.

❖ Director of Finance

- Refer to attached report

Resolution 27-2019/20

Moved: Jim Tyrpenou

Seconded: Nathan de Rooy

That Director of Finance Report be accepted.

Carried

Resolution 28-2019/20

Moved: Jim Tyrpenou

Seconded: Janne Moran

That the account from Mystic Soul for shirts to be used on Pink Patrol Day be paid.

Carried

Pink Patrol Day has been cancelled to a date yet to be determined.

❖ Director of Life Saving

- Thanks to all members for the season that has been. We have all assisted our communities at large through fire, flood and now a pandemic. Each member should be extremely proud of themselves for their efforts.
- 1 have received 3 boxes of masks via SLSNSW. Some of these will be allocated to the branch car and state car. Each jet ski will be given some as well. These are to be used during call outs if our response members get in contact with anyone with flu like symptoms.
- Pink patrol is now postponed. The day set forward will be 1st patrol date of the 2020/21 season.
- Along with Janne's request for tourniquets – we will need 8 for Support Operations. 1 per vehicle and 1 per jet ski.
- Assessment of IRB C and D on Sat 21st – both myself and Jerrad were the trainers. The outstanding members will complete training once this pandemic is finished.
- RWC assessment – in discussions with Henry. The need for Brendan Guiney and Jeanette Allen on the call out list is huge, especially in the Palms area. More information to come.
- Actions clubs need to take due to the cessation of patrols have been communicated. I want to thank all club captains/DoL's and club presidents in their ongoing support of branch in relation to this matter.
- Massive thank you for the ongoing support to me in the lifesaving realm by Tony Summers. His assistance in communicating to clubs on my behalf whilst I've been flat out at work has been of massive assistance. Couldn't do what I do without your help Tony.
- SLSNSW DoL workshop postponed until May. State will reassess and advise in the coming weeks.

- Tony and I will be attending the branch shed in the holidays (at this stage) and rearranging the lifesaving equipment. This is to ensure the shed is WHS compliant and our response equipment is easily accessible.
- Tony and I have been chasing both SLSNSW, State member and council in relation to our proposed plan for a response base. No new information at hand yet. Tony - Update??
- LEMC meeting postponed. Emergency LEMC meeting met on Monday 23rd. I was unable to attend however received a briefing afterwards by Stuart Small (LEMO). Nothing of importance to report from that briefing.
- I am still chasing up the installation of Draws in the state car. this was meant to be done when Tony was at the office, then changed to early April when I'm meant to be at the office. This has all changed. Will advise when I know more.
- Delay in handing out the Lifesaving Equipment Grant. This was an agenda item by state office for our DoL workshop/meeting, however due to the meeting being delayed, the grant has been as well.

Resolution 29-2019/20

Moved: Nathan de Rooy

Seconded: Janne Moran

That Director of Life Saving Report be accepted.

Carried

❖ Director Youth and Member Services

- Junior Lifesaver of the Year 2020

This year's nominees being interviewed for The Junior Lifesaver of the Year 2020 Lower North Coast were:

- Sam Beavis Pacific Palms SLSC
- Zoe Allen Pacific Palms SLSC
- Grace Romer Forster SLSC
- Camden Ceccato Cape Hawke SLSC
- Brooke Hosgood Crowdy Head SLSC

With this year's winners being ...Camden Ceccato from Cape Hawke and Grace Romer from Forster.

Would like to thank Black Head and Cape Hawke Surf Club for hosting the interviews this year and to Craig Fuller from Newcastle Permanent, Paul Scott and Julie Wilcox, assisting with the interviews.

Also, due to the pandemic COVID-19 the Development Camp this year in Sydney has been postponed until further notice. The interviews for Junior Lifesaver of the Year New South Wales will be conducted via a Video Link.

- Youth Opportunity Makers Workshop (15 to 17 years) 2020

This year, the following juniors were selected by SLSNSW to attend the Youth Opportunity Makers Workshop (15 to 17 years) Also has been postponed until further notice due to the pandemic COVID-19.

- Amber Kellerher Taree Old Bar SLSC
- Charlise Everett Pacific Palms SLSC

- Nelson Jackson Black Head SLSC
- Olivia Williams Forster SLSC
- Junior Activities Check List Trial

I will be contacting all the JACs to gather their comments regarding the Junior Activities Check List used by all clubs this year. This information will assist with the formulation of a permanent checklist hopefully for next season. The checklist is going to assist all clubs in setting up their Junior Activities Program every Sunday, so they can demonstrate they are abiding by the guidelines and requirements of Surf Lifesaving New South Wales and Surf Lifesaving Australia in providing a safe environment for all our Nippers. Also, the checklist will assist new Junior Activity Coordinators as a quality teaching tool in setting up their Nippers Program.

- Newcastle Permanent Lower North Coast Branch Junior Development Camp

The Junior Camp was going to be held at the Black Head Surf Club in May has been cancelled due to the Pandemic COVID-19.

Resolution 30-2019/20

Moved: Janne Moran

Seconded: Jim Tyrpenou

That Director of Youth and Member Services Report be accepted.

Carried

❖ Director of Surf Sports

- Not much to report with the cancelation and postponement of all of SLSLNC competition for the foreseeable future.
- Their still maybe an opportunity if the virus problem subsides, to conduct the 2020 branch championships late October or early November 2020.
- New officials' shirts are in branch shed

Resolution 31-2019/20

Moved: Terry Aldridge

Seconded: Paul Scott

That Director of Surf Sports Report be accepted.

Carried

❖ Director of Education

- Training Courses Suspended till further notices with exception of finalising IRB C and D, RWC that have commenced and at assessment status. No SMAR nor SMBM in June.
- All BM, SRC, FA and ARTC for season completed and processed.
- IRB C and D completed Saturday 21st Jerrad Allen trainer and Brian Wilcox Delegated assessor Jim Wills indirect Supervision of the assessment.
- Leigh Croker has completed sufficient trainer events to be awarded Trainer IIRB.
- Michael Connolly from Crowdy, trainers award IRB almost complete. Brendan to forward paperwork.
- We have a few IRB D and C across branch to finalise, Nathan and Jerrad are sorting these.
- 2 RWC awards ready for assessment Nathan in contact with Henry Scrutton to best assess. Keen have these two on call out team.

- Branch DoE Forum Saturday 7th March Sydney
- I attended this with most branches being represented, good for me to catch up with Far North Geoff and North Coast Sue as we have much in common and have formed a support between the three of us.
- Discussion focussed on preseason meeting and the fundamentals involved in training and assessing, the recognition of prior learning, adult learning and flexibility in delivery and assessment.
- The CERT IV and how we can get assessor awards and facilitators given the government requirements of hours of study and presentation of written assessment tasks that are complex and seem irrelevant to Surf Lifesavers who want to be volunteers, share their knowledge and enjoy time at the beach. The Record of Supervision document and the model of indirect supervision is working for us currently.
- TAFS uniform was shown, new shirts I have ordered for us State paying for first roll out. Discussion at a later stage getting Branch and or club and names on to shirts.
- We then did a session on developing and re affirming our personal commitment to SLS Education and the changes and the directions we will need to move in. Given the changes that then happened in the next two weeks post the Forum change will be a given.
- Zoom meeting for all Branch DoE Wednesday 25 March
- Updated the new BM and SRC, we had done these as part of pilot program at Forster Jim Wills and Palms myself and Jerrad Allen.
- Should be ready for roll out May. So, we can all see the new Assessment and Delivery, and Learner guides. Increased recognition of nipper skills for SRC and the transition SRC to BM smoother.
- SRC has industry Unit codes for Radio, CPR 001, participate in surf rescue and Surf awareness.
- BM all above plus Spinal Management and First Aid AID.
- To prepare and upskill TAFs there will be 5 sessions that need to be done these will be put out by SLSNSW in the elearning portal.
- Jim and I can run these as we were in the pilot. I would run an initial zoom for all TAFs. We will be able to track which TAFs complete the sessions. I am thinking we could start this with just the assessors and then use them at each club to induct their trainers. OR bring Brendan Pieschel in on the Branch Champions for SRC and BM Group (new name for those who can do the induction for TAFs) and we each take two clubs and support them across the process. That may give Jim Forster and Cape Hawke, Janne Palms and Black Head (BH keen to use Rookie model next season) and Brendan Crowdy and TOB with us also assisting him at times.
- Needs to be addressed new to BM
- Tourniquet training for all TAFs can use Youtube and SLS sessions will need to ensure all clubs have the correct equipment. Proposed we purchase a tourniquet for each club. Each IRB should have one do we look at a bulk order and have clubs purchase some as well.
- Spinal Training is now part of BM, trainers need to be upskilled and if do not have the award it needs to be gained. Beginning of next season or preseason / early season

meeting. It will not be a part of BM Proficiency till season 2021-22 so we have all next season to upgrade everyone.

- First Aid upgrades to be decided on.
- Silver Medallion Patrol Captain (SMBM) new name, upgrade coming as is the new course. Tony Waller promises it is not onerous for those current PCs.

Proposal

- I propose that Branch purchases 6 tourniquets for use by TAFs in training in BM 2020 version. Cost approx. \$22 each.

Resolution 32-2019/20

Moved: Janne Moran

Seconded: Nathan de Rooy

That Director of Education Report be accepted.

Carried

It is to be noted that the purchase of six (6) tourniquets has been put on hold until SLS NSW advises how many tourniquets will be provided for each Branch. Apart from the six required for the Director of Education, extras will also be required by the Director of Life Saving Support Operations.

7. Agenda Items

7.1 Surf Life Saving Lower North Coast Branch Constitution Amendments.

Resolution 33-2019/20

Moved: Jim Tyrpenou

Seconded: Janne Moran

That the amendments as recommended in the report to the proposed Surf Life Saving Lower North Coast Branch Constitution be accepted.

Carried

7.2 Cancellation of Nominations and LNC Branch Awards of Excellence.

Resolution 34-2019/20

Moved: Paul Scott

Seconded: Terry Aldridge

That the recommendation for the Surf Life Saving Lower North Coast Branch Nominations and Awards of Excellence for the 2019–2020 season be cancelled due to the Covid-29 virus as listed in the report be accepted.

Carried

Letters be written to sponsors, VIPs and Life Members advising them of the Awards of Excellence being cancelled and thanking them for their support throughout the 2019/2020 season.

7.3 Purchase of Navy-Blue T-shirts – Support Operations Group.

Resolution 35-2019/20

Moved: Nathan de Rooy

Seconded: Terry Aldridge

That the recommendation to purchase of 50 Navy Blue Bullet T-shirts for the Support Operations group be accepted subject to suitable quotes being provided.

Carried

8. General Business

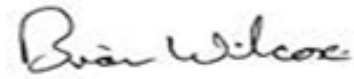
- Nil

9. Next Meeting

Next Branch Executive Meeting to be held on 18 May 2020 at a venue yet to be determined.

10.Close

Meeting declared closed at 6.34pm



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Brian Wilcox - Chairperson

SURF LIFE SAVING LOWER NORTH COAST BRANCH EXECUTIVE MEETING ATTENDANCE SHEET		
Meeting:	Branch Executive	Meeting Date: 31 March 2020
Chairperson:	Brian Wilcox	Place/Room: Zoom Video
NAME	POSITION	SIGNATURE
Brian Wilcox	President	Present
Paul Scott	Vice President	Present
Jim Tyrpenou	Director of Finance	Present
Nathen de Rooy	Director of Life Saving	Present
Terry Aldridge	Director Surf Sports	Present
Lorraine Morgan	Director Youth and Member Services	Apology
Janne Moran	Director of Education	Present
Tony Summers	Branch Administration Officer	Present