



**SURF LIFE SAVING  
LOWER NORTH COAST BRANCH Inc.**

**Minutes  
Board Meeting  
Held at Cape Hawke SLSC on  
Tuesday 6 October 2020 starting at 6.00pm**

**1. Chairperson opened the meeting at 6.04 pm**

**2. Attendance**

- As per attendance sheet.

**3. Apologies**

Terry Aldridge.

**Resolution 12-2020/21**

Moved: Nathan De Rooy

Seconded: Janne Moran

That apologies be accepted.

**Carried**

**4. Minutes of the Previous Meeting.**

**Resolution 13-2020/21**

Moved: Lorraine Morgan

Seconded: Nathan De Rooy

That the Minutes from the previous meeting held Tuesday 11 August 2020 be accepted.

**Carried**

**5. Matters Arising from the Minutes**

Nil

**6. Reports**

❖ **President**

1. Great to see the season start in such a positive way by all the clubs in the LNC Branch and it certainly has been a warm, windy spring with plenty of people on the beaches.
2. Thank you to Crowdy Head SLSC for hosting the Raising of the Flags marking the start of the patrolling season, which included special guests, the Member for Port Macquarie Leslie Williams and her husband Don, Craig Fuller from Newcastle Permanent, David West from Mid Coast Council, John Edstein OAM, Michael Bartlett OAM, Bruce White the President of Black Head SLSC. The Crowdy members looked fantastic in full patrol uniform and were great representatives of our organisation.
3. Congratulations to both John Edstein OAM and Michael Bartlett OAM on receiving their framed, numbered patrol caps as part of the SLSA Life Members Numbered Cap Project. These were presented by Leslie Williams at the Raising of the Flags at Crowdy Head SLSC and are for recognition of all SLSA Life Members and the valuable contribution these members have made to the organisation over many years.

4. Clubs have been in training with Bronze, SRC, First Aid, IRB and many other awards in the lead up to summer which hopefully will boost their numbers and level of skill on the busy patrols coming up in December and January.
5. The winter has been extremely busy for our facilitator, assessors and trainers just trying to get themselves re-qualified and up to speed with all the changes and has put a huge burden on our Director of Education Janne Moran along with all the club directors and my thanks to everyone for hanging in there and not getting too frustrated.
6. Lifesaving requirements in the “off” season have been very busy as well with compliance with health regulations and changes to the way we patrol. Nathan and his team have been working hard to get everything ready for the expected influx of people for the spring school holidays, with many meetings and communications with the police and other emergency organisations.
7. We have our members once again doing UAV Operations for the Dept. of Primary Industries contract at Forster Beach flying the patrols over the weekends and holidays coming up. It’s great to welcome Lyndsey Ellis on board as our UAV Co-Ordinator with both Gavin Williams and Julie Wilcox training new operators and operating the UAV’s.
8. It is sad to note the tragic drowning of a 17-year-old youth in a rip at Diamond Beach on Wednesday 30/09/2020 in quite rough conditions. His father was tried to rescue him but nearly also drowned and was taken to hospital with secondary drowning symptoms.
9. We are currently working with MC Council to roll out some more rescue tube cabinets in known dangerous locations like Diamond Beach so at least there will be a primary piece of rescue equipment for people to attempt a rescue. It is unfortunate to note that we would have had these already in place before this tragic incident, but have been unable to get MC Council to meet with us and agree to the locations we have asked the cabinets to be placed. SLSLNC Branch proposal was always to fully fund and maintain these cabinets with no cost to council or clubs.
10. Member Services and particularly the nippers’ side of things has had a lot of change this season and once again more oversight on training of individuals in co-ordinating and operating Nippers in a safe and structured manner, and thanks to Lorraine for getting the co-ordinators course together and the communications with the clubs.
11. A lot has changed in the welfare and safety of young people and our age managers and co-ordinators are being given the skills to meet those demands for a positive experience for children and parents/carers. We’ve also had some changes in our member protection area requiring more training for individuals who take on the Member Protection Officer Role. This is also a reflection of the changes in society around conflict and grievance resolution.
12. Unfortunately, Terry and Surf Sports have had to scale down a lot of their plans due to Covid but are pushing ahead with smaller, shorter carnivals and ongoing training sessions. It looks like our branch carnival will go ahead which will be great for our branch and local competitors. Thanks Terry and your team for still trying to provide the competition our members enjoy.
13. Once again, thank you to Tony Summers for handling the finance and administration of the branch in your role as Administration Officer. Tony and I meet every Thursday for a catch up on any issues or projects to be addressed.

14. Welcome to Jerrad Allen as the new president of Pacific Palms SLSC, and we are here to help you whenever you need us.
15. Many thanks to all the club Presidents and board members for all the work you do looking after our members and getting patrols on the beach.

**Resolution 14-2020/21**

Moved: Brian Wilcox

Seconded: Janne Moran

That the President's Report be adopted.

**Carried**

❖ Administration Officer

Administrative Stipend – Refer attached Agenda Item.

**Resolution 15-2020/21**

Moved: Nathan De Rooy

Seconded: Lorraine Morgan

That the the Administrative Stipend be adopted.

**Carried**

Finance Report – refer attachment

**Resolution 16-2020/21**

Moved: Lorraine Morgan

Seconded: Janne Moran

That the Branch Finance Report as tabled be adopted.

**Carried**

- National Emergency Medal – to recognise those emergency respondents during the bushfire crisis in New South Wales.

It is proposed that the five members involved with the rescue be presented with their Citations by the Manning Great Lakes Local Area Commander at the Forster Police Station at a date yet to be determined.

- Police Citations - Bush Fire First Responders

It has been decided that the Citations will be presented on the Saturday morning prior to the Branch Championships. Time to be determined by the Carnival Referee Jarred Allen.

- Club Guide – Version 4.5

Updated version of the Club Guide has been distributed to all Board members for future reference

**Noted**

❖ Director of Life Saving

Since our last meeting, the lifesaving portfolio has been hectic in the lead up to the start of the season. The following outlines what has occurred:

1. Branch Gear Shed – Tony and I spent an entire day at the shed over the Easter long weekend, cleaning it up and sorting paperwork. As a result, 3 trailer loads of rubbish were taken to the tip. As a reminder to all that go to the shed or unpack trailers etc. – the branch executive and Tony are responsible for all WHS aspects of the shed. Nothing is to be stored on the floor of the shed in walking areas. This WILL prevent the likelihood of injury to a member.
2. I have attended numerous DoL meetings with SLSNSW. All club captains and club DoL's have received several emails with updated information for them.
3. September 12<sup>th</sup> & 13<sup>th</sup>, I will be at SLSNSW working through the Emergency Services review among other agenda items. This meeting may be relocated or postponed depending on COVID-19 and Sydney.

4. Initial scouting for the Digital radio upgrade has occurred. Brian and I spoke with SLSNSW and the tech supervisor for the contractor. At present everything seems to be on track. Not further information as yet on this project.
5. Club Lifesaving Equipment Grant has been circulated by state directly to Presidents, Secretaries and DoL's. Please spend your money by the allocated date. The funding won't be around next year.
6. No LNC Board of Lifesaving meeting this year due to tight turn arounds and jobs outstanding from the sudden suspension of last season now that we can open clubs. A briefing email has been sent to all Presidents and DoL's/Club Captains outlining the preseason briefing.
7. In relation to the Support Operations officer comment I made in my briefing – I would like to make it clear due to the confusion my comment may have caused - that the position is still available within our branch. Having said that, the 2020/21 season, I feel we do not need an individual in this position as all tasks within this role, has been completed prior to the season commencing. If jobs do become available and someone is needed in the position – the branch exec will delegate the tasks to the appropriate person.
8. All RWC's have been serviced.
9. LNC branch is in the process of procuring a beach trailer for our RWC located at Pacific Palms. Reason for the expenditure is due to WHS concerns shared by operators, and the regular occurrence of the RWC causing the ATV to get bogged due to the weight. This new trailer should reduce this risk. The new trailer is not suitable for road usage. The road trailer for the RWC will remain at Pacific Palms in case it is needed.
10. The branch will be upgrading the Pontoon, hopefully before the season starts, due to WHS concerns from members. At present the way operators need to launch the ski has resulted in a high risk of member injury. What has been proposed is to replace the jetski slide with one that contains 12 rollers. Therefore, the ski rolls on and off the slide easier. This will also assist in making our response times for the pontoon quicker. It'll also lower the risk of member injury down to low.
11. RWC members are still waiting on lifejackets and wetsuits. The branch is also waiting on some other minimum equipment items. I will continue to work with SLSNSW to get these items asap.
12. An RWC course is being offered, scheduled to start in mid-late October. Any club members wishing to undertake the training and join support operations – please refer them to the branch facebook page where more information has been posted or to contact either myself or Tony Summers.
13. The branch currently has a 2012 Yamaha VX1100B-T Waverunner (jetski) for sale. Details can be obtained from Tony Summers.
14. I am pleased to advise the membership that the branch has gain ownership of another jetski. On Friday July 24<sup>th</sup>, I took collection of a 2016 Yamaha VX1800A-R waverunner from Phil Dunn (Northern Supervisor) from the Australian Lifeguard Service. This came about the need to replace the above mentioned RWC. Due to COVID, we (the branch) felt that it wasn't wise to spend nearly \$20K on a new jetski. As a result, an agreement was developed with Brent Manieri (Public Safety Manager SLSNSW), who oversees the lifesaving, uav and als portfolios at state office, where they will donate an RWC to our branch, in return the ALS guards posted at Elizabeth

Beach will be able to utilize our RWC over the xmas period for response purposes for incidents at Boomerang and Bluey's beaches. The donated ski is marked with both Surf Rescue and Lifeguard branding. Once the branch obtains this new beach trailer, this jetski will be moved down to Pacific Palms. The ALS guards in this area, through Phil Dunn will be invited to undertake the RWC course starting in October or undertake the training with him at Port Stephan's later in the season. Through this agreement, our branch should see us gaining some new support ops members but also reduce the ALS being reliant on our operators to attend call outs when their guards need assistance over the xmas period. Phil and I also agreed that members of our support ops team that are also ALS employees will be the only ones allowed to operate the rwc during the contract period (weekdays). Any guard from out of the area, will be required to undertake an induction with the appropriate branch representative (Brian or Myself). Our volunteers will still do weekends/public holidays.

15. Preseason dates have been issued via Tony. August 15<sup>th</sup> and 16<sup>th</sup> for Lifesaving equipment inspections. Other compliancy details as per circular. The branch also requires a full season patrol roster for each club. That way the duty officer has the information they require for the season. I must stress the branch needs a FULL season roster NOT partial season.
16. August 2<sup>nd</sup>, SLSNSW held an information session with all club presidents and DoL's relating to LSA's and Coastal Risk assessment which is similar to the old Blueprint project the NSW Government commissioned a few years ago.
17. Forster Main Beach is once again a DPI location for the drone program under the shark mitigation project/funding. We will have 2 drones located here. One for Volunteers and one for paid pilots. The branch will be putting on a UAV course early in the season. If you have anyone 16yrs or older (membership type is irrelevant and no awards required) who is interested – please refer them to the SLSNSW UAV page for registration. The branch UAV Coordinator is yet to be announced.
18. Season started well with raising of the flags at Crowdy Head. We have seen a steady rise in beach attendance at the start of the season as visitors arrived to the area.
19. During the first week of the holidays we saw a drowning at Diamond beach, with 2 members of the same group in hospital due to water inhalation. As a result, Julie has contact MCC to obtain permission for the branch to roll out another few public rescue boxes along our coast line. Both Julie and I will meet next week with MCC to identify these locations. It would be nice for these to roll out prior to Summer holidays, however we will need to wait for production. Nathan, Leigh and Rod attended the drowning.
20. Jetski at palms had issues with its battery. As a result, the battery has been reported as being 'fried'. ALS and Branch are going 50/50 with repairs. We are also adding a trickle charge connection onto the battery so support ops members just need to plug the cable in after every shift. The ski should be back in the next 2-3weeks. Once returned, I will check out the charger system it has, and look at rolling this out across the fleet.
21. We have signed on another Duty Officer this season. Congratulations Jerrad Allen (Pacific Palms) who will shadow both Brian and Julie this year. Aim is for Jerrad to be mentored through a season before he takes over by himself. The addition of Jerrad to the southern zone means that the branch does have backup options for emergencies if Dave is busy or if someone from town cannot get out to Palms.

22. The branch has received a support operations analysis which outlines expenses and other data. The main information coming out of the report is the 10 hotspots for rescues (both patrol and emergency taskings). The 10 places include areas around Palms to Seal Rocks, Forster/Tuncurry and Black Head.
23. The LEMC is now having weekly meetings during the holiday periods and fortnightly throughout the school terms. This is part of Operation Summer Safe. Each fortnight I am supplying beach attendance data to the LEMC. As such, I need all clubs to ensure patrol data is inputted into the system if the operations app is off line or a PC still uses paper forms. Likewise, the ALS data will be made available to me on a fortnightly basis during their contract periods. The data will help shape how an all agency response will work and if needed, where we as SLS can get support if required to control beach numbers. Any information that is pertinent coming out of these meetings, will be passed onto Club Presidents and Dols/Club Captains from either myself or Tony.
24. Life Saving Structure Lower North Coast Branch – Refer attached matrix.

**Resolution 17-2020/21**

Moved: Nathan De Rooy

Seconded: Janne Moran

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

**Carried**

**Resolution 18-2020/21**

Moved: Nathan De Rooy

Seconded: Lorraine Morgan

That the Life Saving LNC Branch matrix as tabled be adopted.

**Carried**

❖ Director of Surf Sports

- Minutes from Surf Life Saving NSW Surf Sports have been distributed to Clubs.
- The 1st fast 5 carnival at Forster was cancelled.
- Next scheduled ones is now at Black Head SLSC on 8th November 20230 as Crowdy Head SLSC club doesn't want to host due to Covid-19 concerns.

**Resolution 19-2020/21**

Moved: Nathan De Rooy

Seconded: Janne Moran

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

**Carried**

❖ Director of Education

Branch CTOs/DoE meeting

Will be held at Black Head SC 6.00pm 13th October. As a follow up to the Preseason Virtual meeting. Agenda is as below.

1. Assessing App use for skills maintenance a, BM and SRC courses. Run over how app works. **BRING YOUR CLUBS IPAD** – I have purchased an apple pencil and HDMI adapter facilitate demonstration of the assessing app, PSAR35 and new BM SRC. \$198:00.
2. Skills Maintenance work cards hand out, skills changes.
3. Endorsed delegates for Skills Maintenance- proficiency vs award to be explained. Palms and Cape Hawke have done
4. Training tourniquets hand out to each club for Skills Maintenance and courses. Demo on how to train in COVID times.
5. Induction New BM SRC all TAFS – Forster and Palms done , Forster has courses in surfguard.

6. First Aid Courses- as part of new BM all candidates will do First Aid HTLAID 002 or 003. Better option is 003. We have 4 facilitators in Branch Janne- Branch course for support operations, Jim- Forster and Cape Hawke, Brendan-Crowdy and TOB; and Dave- Palms. Black Head has new member Ross and Nick can be probationary as he holds a CERT IV. We will only be doing the BM courses this season as volunteers unless the facilitator is happy to do club members. You need to let us know when you wish to do the First Aid AID HTLAID003 course and we will plan with you. Manuals for this course are \$10 each money to be paid to Branch once course is confirmed. All TAFs can do the award or proficiency funded by SLSNSW, Janne only to facilitate through State. Groups of 10 or more required. All Patrol Captains and Call out crews Branch will fund and again Janne will facilitate through State. Groups of 10+. These courses will be run by the Academy.
7. ARTC protocols for this season
8. DRSABCD- COVID 19 poster
9. Resuscitation AID HTLAID001 – reaccreditation of the award is required.
  - 3 ways!
  - If candidate does not require a certificate then process as a proficiency Resuscitation AID.
  - If candidate holds the award and they want the certificate then process as both an award selecting Provide CPR HTLAID001 from list and drag across and as a proficiency Resuscitation AID.
  - If candidate does not have the award run the full course Resuscitation AID and pull across Provide CPR HTLAID001 as a create new award and do all relevant paperwork as per Branch guidelines.
10. TAFs shirts
  - Paperwork requirements
  - Branch DOE -Janne requires digital copies of
  - Training Enrolment Form for each candidate in a course.
  - Invite or information you have sent to candidates prior to the course. Including timing for the award.
  - Assessment Portfolio sign off pages for the award.
  - Training Course Report
  - I do not require Form 14; I can see it on surfguard no signatures needed.
  - Keep in your club all records digital or paper all evidence – certificates, timed swims... Branch will keep minimal digital records of club-based courses.

#### MIGRANT SURF AWARENESS PROGRAM

I have received the following email request – discussion please

*Hi Janne,*

*I hope this email finds you well. We have been approached with an enquiry regarding potential surf safety/awareness programs for migrants in the Manning Valley. We do not have firm details on learning objectives, availability and numbers so really seeking if there is any appetite to support. For planning purposes, it may be during the week (Mon-Fri), male and female/male or female, mainly dry with opportunity for swim, and rip*

*demonstration. Plan for group of up to 20 with translator support provided. Would not include CPR, meals, sit down activities or use of club rescue equipment by participants. Obviously as details get finessed this could change but I hope these details are sufficient to seek expressions of interest from clubs. Would not expect any costs to be incurred by the clubs.*

*I may be able to assist in program delivery as I am based in Coffs and are able to travel  
Thanks for your assistance. Kel*

**Kel Pearce**

**Community Education Officer - North Coast and South Coast| Surf Life Saving NSW**  
**M 0437 501 306 W [surflifesaving.com.au](http://surflifesaving.com.au) | FB [fb.me/surflifesavingnsw](https://fb.me/surflifesavingnsw)**

### Directors of education network zoom meeting September 23rd

Pamela Simon National Development Officer Education spoke, NSW has some catch up to do. A virtual course for the assessing app has been available but was not released in NSW to our TAFs. We are being encouraged to use the app for skills maintenance, BM and SRC this season. I have been using for Palms so far, no glitches.

We have been reassured that the problems in surfguard have been sorted this is not the case for all the NSW ones. We still have many assessments from last season that have not been processed including the endorsement of Jim Wills and myself. This is frustrating us both as we have had numerous emails trails and phone calls only to be told we are on the list of jobs to be done. Aim eventually to have all courses on the assessing app.

HTLAID 001 consultation Option 2/3 were chosen by our TAFs that State process what is now a reaccreditation for all BM, SRC and First Aid award holders of the award HTLAID 001 provide CPR. As in agenda for CTOs it is a multiple award vs proficiency log in surfguard. I will be credited with this by state as will my First Aid reaccreditation, so I can be put in the assessors' box. I have been told to type it in the next assessment task comments box.! Things are a mess in Surfguard land and I find I am checking awards for members frequently. LNC will process its own awards this season till Sate sorts out what is happening ...luckily, we are a small branch I feel for the Sydney, Central Coast and Hunter Branches though they have full time paid administrators and education managers.

### Training officer Course

Facilitated and delivered by State , Jo Massey, we have 5 candidates Palms 3 , TOB 1 RPL, Forster 1 . This was put out to all clubs.

### First Aid AID

Courses need to be facilitated will October and November for Patrol captains and Call out crews and TAFs who's awards are expiring. Dan Gafney at State to be contacted and facilitate.

### SMBM

November 22nd Jim Wills at Forster Stuart at Black Head. New SMBM out next May.

### TAFS reindorsement

Mid-October, all TAFs need to deliver all courses endorsed for annually now, previously every two years. Another load on our volunteers.

### **Resolution 20-2020/21**

Moved: Janne Moran

Seconded: Nathan De Rooy

That the Director of Education's Report as tabled be adopted.

**Carried**

❖ Director of Youth and Member Services

### Age Managers Proficiencies:

All LNC JACs are now busy organising their Age Managers for the 20/21 season. Age Managers who need to do the course will have to do it online this year due to the COVID restrictions, also the Age Managers who have done the course and have been signed off as proficient may need to have their details entered into Surfguard as well. This is to be done by the start of Nippers.

### Age Manager Shirts:

Have been ordered. All clubs are to have all their Age Managers this year in the Blue Age Manager Shirts

### Jac Hi Vis Vests:

This year all our JAC's will wear a hi-vis vest for easy identification when on the beach this season.

### COVID RESTRICTION UPDATE RE: JUNIOR ACTIVITIES

The COVID matrix update came through at the end of September with only a few changes made.

1. All Nippers don't have to Socially Distance themselves whilst participating in Nippers.
2. Parents/Spectators have to still Social Distance themselves whilst Nippers are on.
3. All Nipper equipment used will only have to be cleaned after Nippers finishes every Sunday and not after every event.
4. Everyone, Nippers, Parents, Spectators need to move on after Nipper finishes every Sunday and not hang around.
5. Must abide by the boundaries of SLS COVID restrictions that are currently placed on all SLS Clubs.

### JAC COURSE LNC

This year all JACs have had to do The Junior Activities Coordinators Course on Wednesday 16th September. All Clubs JACs attended where Crowdy Head, Taree Old Bar, Black Head, Cape Hawke. Forster JAC will attend the course next Thursday 15th October run by Doug Hawkins from Coogee SLSC.

### COVID UPDATE FORUM

This forum was provided by SLS NSW for all members who are involved in all LNC Junior Activities in September who wanted to be further informed or ask questions regarding the COVID restrictions. This was organised by Claire Bevis< Member Services Manager and Jemma James Development Officer SLS NSW. We had a great attendance with a good representation from all our clubs.

Claire just explained the COVID Matrix to everyone as well. Also informed members where they could seek further information for the SLS NSW website.

### PACIFIC PALMS JUNIOR DEVELOPMENT PROGRAM

At the moment Pacific Palms may not have a program this year. They are having difficulty getting positions filled and one of them being the Junior Activities Chairperson. Hopefully in the next few weeks they are successful and are able to have Nippers this year.

### JUNIOR ACTIVITIES PROFICIENCIES GUIDELINES:

These guidelines have been sent by Claire Bevis, SLS NSW and have been sent to all JACs to ensure all guidelines regarding all Nippers are doing their proficiencies in acceptable swimming conditions.

**Resolution 21-2020/21**

Moved: Lorraine Morgan

Seconded: Janne Moran

That the Director of Education’s Report as tabled be adopted.

**Carried**

**General Business**

- ❖ In line with due diligence and and best practice as Directors of Surf Life Saving Lower North Coast Branch each Director was provided with the following:
  - Letter of Appointment to the Board
  - Directors Declaration
  - Declaration of any Pecuniary and Conflict of Interest
- ❖ In accordance with the Constitution the following Officers of the Branch have been appointed:

Assistant Director of Life Saving:  
 UAV Officer:  
 Gear Steward:  
 Branch Registrar

Julie Wilcox  
 Lindsay Ellis  
 Rob Chappell  
 Bernadette Nicholson

**Resolution 22-2020/21**

Moved: Nathan De Rooy

Seconded: Janne Moran

That the Officers so named above be endorsed.

**Carried**

- ❖ Following a report from the Director of Life Saving which described the events of a mass rescue at south Bluey’s Beach carried out by Jarred Allen that involved eleven (11) swimmers, it was decided that the incident should be nominated for Rescue of the Month.

**Resolution 23-2020/21**

Moved: Nathan De Rooy

Seconded: Janne Moran

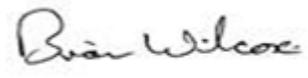
That following the mass rescue of eleven swimmers at south Bluey’s Beach, that Jarred Allen be nominated for Rescue of the Month.

**Carried**

**Next Meeting**

Next Branch Board Meeting to be held on Tuesday 1 December 2020, at Cape Hawke SLSC starting at 6.00 pm.

**Meeting Declared Closed at 7.45 pm**



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**Brian Wilcox – Chairperson**



**SURF LIFE SAVING LOWER NORTH COAST BRANCH  
EXECUTIVE MEETING ATTENDANCE SHEET**

<b>Meeting:</b> Board Meeting		<b>Meeting Date:</b> 6 October 2020
<b>Chairperson:</b> Brian Wilcox		<b>Place/Room:</b> Cape Hawke SLSC
NAME	POSITION	SIGNATURE
Brian Wilcox	President	
	Director of Finance	
Nathen de Rooy	Director of Life Saving	
Terry Aldridge	Director Surf Sports	
Lorraine Morgan	Director Youth and Member Services	
Janne Moran	Director of Education	
Tony Summers	Branch Administration Officer	