



**SURF LIFE SAVING
LOWER NORTH COAST BRANCH Inc.
BOARD MEETING
MINUTES**

LOCATION: Cape Hawke SLSC

DATE: Tuesday 20 April 2021 starting at 6.00pm

1. Chairperson opened the meeting at 6.14 pm

2. Attendance

- As per attendance sheet.

3. Apologies

Jane Moran.

Resolution 54-2020/21

Moved: Lorraine Morgan
That apologies be accepted.

Seconded: Nathan De Rooy
Carried

4. Minutes of the Previous Meeting.

Minutes from Board Meeting held 2 February 2021

Resolution 55-2020/21

Moved: Nathan De Rooy
That Minutes from the Board Meeting held 2 February 2021 be accepted.

Seconded: Lorraine Morgan
Carried

5. Matters Arising from the Minutes

Contact Manager SLS NSW Surf Sports Manager concerning the Pacific Palms SLSC Battle of the Boats.

6. Reports

❖ President

- February 2021, I attended the Local Emergency Management Committee and Local Rescue Board meetings as Nathan was unable to attend due to work commitments. In that meeting I addressed some mental health issues some of our members were having due to the high number of callouts involving search and recovery of deceased individuals, and interaction of our members with the victim's family while on scene. It was discussed of the need for all agencies to manage their members on scene to make sure their exposure to grief is not extreme.

I also reiterated that we do not do body recovery as it is against SLS Policy unless sanctioned by SLS NSW due to extreme circumstances. Police, Fire and Rescue and Ambulance all commended the great work of our volunteers at the many recent incidents attended.

- We have the Newcastle Permanent LNC Branch Awards night coming up on 19th June and all clubs should nominate as many members for awards as possible.

- We have the SLS NSW Directors Elections coming up for us at our meeting on Tuesday 27th April.

All clubs will get to vote and a majority decision will be determined to put forward to SLS NSW from LNC Branch. It is very important that the state organisation is healthy and well run for by qualified and experienced board members for the benefit of our member. I know everyone always says that what happens at that level doesn't really affect us, but they are the policy makers that we operate under so it is extremely important to have your say on getting the best people into these director's roles.

I might know a little something about this topic, which is why you can call me if you're unsure about how this all works.

- SLS NSW Interbranch did not go ahead at all this year but I notice has been advertised again for December 2021.
- Its Annual Report time for clubs and branch so start thinking of what to put in your reports to be forwarded to Tony very soon.
- We have looked at our insurances this year and been able to achieve a better deal and saved some considerable money, thanks to the efforts of Tony.
- We have also streamlined our investments and reinvested money with Newcastle Permanent for a better rate, once again thankyou Tony.
- I would like to thank all of the clubs involved with helping in the flooding incident recently around the Manning Valley. It is a different role for us and at times pretty boring waiting for those in charge to make decisions to task us to jobs, but was very successful and great to work with some of the emergency services, particularly Fire and Rescue who we were buddied up with for most of the 5 days.

It has given us much pause for thought moving forward on how we might be interacting with emergency incidents in the future, and very soon we will be attending the official debrief of this operation conducted by Manning Great Lakes Police Superintendent Chris Shillt, along with the SLS NSW debrief in early May.

Any clubs that have costs for fuel or equipment repairs from this operation need to present them to Tony asap so that they can be forwarded to SLS NSW before 30th April.

- A number of surf club representatives along with Julie and myself will be attending a function to celebrate 10 years in parliament for Steven Bromhead on 30th April at Club Taree.

This is such an important function to attend to represent our organisation in front of some of our regions influential people and to support the role Steve plays in our community.

We need to maintain a high profile in our community so that we remain relevant and are considered essential to the operation of the communities we live in, particularly when it comes to the support we may receive.

I think Steve has done a pretty good job of getting us much needed financial support over his 10 years and especially lately most clubs have benefitted from his advocacy to the ministers of the day.

It would be of great benefit to Surf Lifesaving in our area if branch and all six clubs could send a letter of congratulations to Steve for the time and effort of being our local Member of Parliament for 10 years.

- The season is just about finished and it has been an extremely busy one on patrol, for the call out teams, duty officers, RWC operators and UAV Pilots.

Thank you to everyone that helped in all of these primary roles but also to the many people that do so many roles in our organisation which is so diverse these days.

Resolution 56-2020/21

Moved: Brian Wilcox

Seconded: Nathan De Rooy

That the President Report as tabled be accepted.

Carried

Brian Wilcox
President

❖ Administration Officer

- **Awards of Excellence for season 2020-2021.**

1. Youth Athlete of the year
2. Open Athlete of the Year
3. Masters Athlete of the Year
4. Coach of the Year
5. Age Manager of the Year
6. Trainer of the Year
7. Facilitator of the Year
8. Administrator of the Year
9. Volunteer of the Year
10. Support Operations Member of the Year
11. Youth Surf Life Lifesaver of the Year
12. Lifesaver of the Year
13. Masters Lifesaver of the Year
14. Youth Volunteer of the Year
15. Patrol of the Year
16. Patrol Captain of the Year
17. Services Team of the Year
18. Surf Sports Team of the Year
19. Assessor of the Year

Resolution 57-2020/21

Moved: Lorraine Morgan

Seconded: Brian Wilcox

That the above categories be adopted for the Surf Life Saving Lower North Coast Branch Awards of Excellence for the 2020-2021 Season.

Carried

- **Junior Life Saver of the Year**

It has been suggested that consideration be given to the procedures used for appointing the Junior Life Savers of the Year. In order to waiver concerns and show that there are no pecuniary interests and/or a lack of probity it has been recommended that a panel be appointed by the Board and consist of the following:

1. Three Club members from separate Clubs in the Branch, who must submit an expression of interest to be included on the panel.
2. If insufficient expressions of interest are received, the Board will identify and appoint three panel members who will be representative from separate Clubs in the Branch.
3. The Director of Youth and Member Services who will be appointed to act as chair of the panel.

4. A representative from the Newcastle Permanent, who will have full voting rights, be appointed as an independent member of the panel.

Resolution 58-2020/21

Moved: Lorraine Morgan

Seconded: Brian Wilcox

That a Junior Life Saver of the Year Panel be introduced consisting of the above members.

Carried

• **June 2021 Branch Board Meeting**

Resolution 59-2020/2

Moved: Brian Wilcox

Seconded: Nathan De Rooy

That an extra Board meeting be held on Tuesday 1 June 2021 at the Cape Hawke SLSC, starting at 6.00pm, to deal with the following items:

1. Adopt a projected Cash Flow Budget for the 2021-2022 Season
2. Consider nominations for the 2020-2021 Awards of Excellence.

Carried

❖ **Finance Reports**

Resolution 60-2020/21

Moved: Lorraine Morgan

Seconded: Nathan De Rooy

That the Updated Cash Flow Budget as tabled below be accepted.

Carried

Resolution 61-2020/21

Moved: Brian Wilcox

Seconded: Lorraine Morgan

That the Bank Statements and Reconciliation Reports as tabled below be accepted.

Carried

Resolution 62-2020/21

Moved: Nathan De Rooy

Seconded: Brian Wilcox

That the Updated Profit and Loss Report as tabled below be accepted.

Carried

Resolution 63-2020/21

Moved: Brian Wilcox

Seconded: Lorraine Morgan

That the Insurance Renewals Report as tabled below be accepted.

Carried

Resolution 64-2020/21

Moved: Brian Wilcox.

Seconded: Nathan De Rooy

That the Restructure of Branch Finances as tabled below be accepted.

Carried

INCOME	May		June		July		Aug		Sept		Oct		TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Affiliation Fees													\$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			\$445.50		\$1,500.00								\$1,500.00	\$0.00
Grants													\$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				\$271.35	\$78.59
Profit on Sale of Non-current Assets													\$0.00	\$0.00
Sponsorship			\$550.00				\$29,500.00						\$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	\$11,194.96	\$12,396.30					\$11,194.96	\$13,795.66
Insurance			\$550.00				\$658.00			\$518.00			\$550.00	\$518.00
Inter Branch Team	\$163.90												\$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				\$3,513.88	\$924.35
Presentation & Award Dinners					\$2,881.50								\$2,881.50	\$0.00
Printing, Stationery & Postage			\$93.50		\$179.50	\$394.00							\$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				\$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
Bank Transfers														
NET PROFIT	\$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	\$3,071.07	\$953.15	\$34,829.10	\$32,983.93
Open Balance	-\$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	-\$2,704.19	\$26,546.85	\$2,001.22	-\$4,405.34
Balance CWF	\$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	\$4,123.96	-\$2,282.60
Balance CWF	-\$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	\$4,123.96	-\$2,282.60	\$6,125.18	-\$6,687.94

INCOME	Nov		Dec		Jan		Feb		March		April		TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Affiliation Fees	\$110.00				\$220.00	\$550.00	\$550.00	\$330.00					\$880.00	\$980.00
Branch Allocations	\$11,839.05		\$4,992.38	\$8,197.13							\$774.89		\$17,606.32	\$8,197.13
Capitation Fees						\$7,723.10	\$5,135.90		\$3,996.30				\$12,567.00	\$16,855.30
Donations		\$8,197.13							\$6,100.00				\$0.00	\$6,100.00
Grants									\$235.33				\$10,176.00	\$8,197.13
Insurance Refunds			\$24.06	\$10.84	\$24.06				\$18.98		\$23.88		\$0.00	\$10.84
Interest Received	\$22.82												\$0.00	\$2,921.94
Profit on Sale of Non-current Assets		\$2,921.94											\$0.00	\$4,897.79
Sponsorship				\$4,897.79									\$0.00	\$2,465.00
GST		\$2,465.00											\$0.00	\$2,465.00
TOTAL	\$11,971.87	\$13,584.07	\$5,016.44	\$13,105.76	\$244.06	\$8,273.10	\$11,613.24	\$5,465.90	\$1,545.98	\$10,331.63	\$10,974.77	\$0.00	\$41,366.36	\$50,760.46
EXPENSES														
Auditor's													\$0.00	\$0.00
Carnival Expenses		\$276.00		\$491.48			\$379.50						\$379.50	\$767.48
Computer Expenses								\$129.00		\$1,314.00	\$41.95		\$41.95	\$1,443.00
Development Camp						\$2,798.72		\$699.68	\$222.39	\$699.68			\$222.39	\$0.00
DHL Funding		\$1,547.33							\$503.02	\$2,590.00	\$820.00		\$0.00	\$4,198.08
Insurance			\$2,014.00						\$3,130.45		\$3,131.45		\$1,323.02	\$4,137.33
Inter Branch Team	\$2,632.00		\$308.33	\$333.63	\$1,202.24	\$997.90	\$344.61	\$1,750.00	\$52.47	\$391.90	\$447.34		\$10,907.90	\$0.00
Jet Ski Expenses	\$134.00												\$2,488.99	\$4,256.55
Motor Vehicle Expenses			\$1,006.16	\$32.68		\$0.00			\$639.62		\$99.97		\$1,745.75	\$32.68
Officials & Meeting Expenses (Stipend)	\$1,850.57	\$40.00	\$1,860.92	\$120.00	\$105.12	\$80.00	\$120.00	\$40.00	\$1,246.00	\$40.00			\$5,182.61	\$320.00
Presentation & Award Dinners											\$1,200.00		\$1,200.00	\$0.00
Printing, Stationery & Postage	\$1,498.60		\$709.50		\$237.18				\$1,153.07		\$153.00		\$3,514.17	\$0.00
Rent													\$237.18	\$0.00
Repairs & Maintenance				\$33.42									\$0.00	\$33.42
Telephone	\$25.00	\$50.00	\$25.00	\$25.00	\$25.00	\$50.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		\$150.00	\$175.00
Training tools, Competition & Patrol Equipment	\$518.10	\$460.50	\$105.74	\$314.55	\$1,029.64		\$1,821.00		\$1,399.36		\$699.68		\$5,573.52	\$775.05
Trophies & Prizes				\$70.00		\$0.00					\$2,552.00		\$2,552.00	\$70.00
Uniforms	\$1,827.49			\$792.00		\$0.00							\$1,827.49	\$1,149.50
Support Ops Expenses						\$98.46		\$136.75						
GST								\$3,399.00						
NET PROFIT	\$8,485.76	\$3,156.95	\$6,029.65	\$2,212.76	\$2,599.18	\$4,025.08	\$2,690.11	\$6,179.43	\$8,371.38	\$5,418.08	\$9,170.39	\$0.00	\$37,346.47	\$17,358.09
Open Balance	\$3,486.11	\$10,427.12	-\$1,013.21	\$10,893.00	-\$2,355.12	\$4,248.02	\$8,923.13	-\$713.53	-\$6,825.40	\$4,913.55	\$1,804.38	\$0.00	\$4,019.89	\$33,402.37
Balance CWFD	\$9,611.29	-\$6,687.94	\$9,611.29	\$3,739.18	\$8,598.08	\$14,632.18	\$6,242.96	\$18,880.20	\$15,166.09	\$18,166.67	\$8,340.69	\$18,880.20	\$10,145.07	\$18,880.20
		\$3,739.18	\$8,598.08	\$14,632.18	\$6,242.96	\$18,880.20	\$15,166.09	\$18,166.67	\$8,340.69	\$23,080.22	\$10,145.07	\$18,880.20	\$14,164.96	\$52,282.57

Bank Statement						
NPBS Club Cheque 982774207						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 26 January 2021 to 15 April 2021						
Date	Date imported into Xero	Reference	Reco	Source	Amount	Balance
26/01/2021						\$44,572.70
26/01/2021	26/01/2021	Support Ops Meals:TFR Pacific Palm	Yes	Bank Feed	-\$58.50	\$44,514.20
26/01/2021	26/01/2021	DHL Uniforms:TFR Pacific Palms SLS	Yes	Bank Feed	-\$699.68	\$43,814.52
26/01/2021	26/01/2021	Support Ops Meals:TFR Nathan de Ro	Yes	Bank Feed	-\$39.96	\$43,774.56
29/01/2021	29/01/2021	Pacific Palms Su:PPSLSCINV-0009	Yes	Bank Feed	\$2,019.60	\$45,794.16
1/02/2021	2/02/2021	Inv 0007	Yes	Bank Feed	\$110.00	\$45,904.16
2/02/2021	2/02/2021	Australian Taxation Office	Yes	Bank Feed	-\$3,399.00	\$42,505.16
2/02/2021	3/02/2021	INV-0003	Yes	Bank Feed	\$110.00	\$42,615.16
11/02/2021	16/02/2021	January Stipend:TFR Janne E Moran	Yes	Bank Feed	-\$40.00	\$42,575.16
11/02/2021	16/02/2021	BPAY: 23796TELSTRA CORPORATION	Yes	Bank Feed	-\$25.00	\$42,550.16
11/02/2021	16/02/2021	IB TRANSFER TO 539606508 Computer	Yes	Bank Feed	-\$1,500.00	\$41,050.16
11/02/2021	16/02/2021	DHL Uniforms:TFR Crowd Head SLSC	Yes	Bank Feed	-\$699.68	\$40,350.48
11/02/2021	16/02/2021	Jest Ski Pontoon:TFR MDE Projects	Yes	Bank Feed	-\$1,750.00	\$38,600.48
11/02/2021	16/02/2021	Support Ops Meals:TFR Nathan de Ro	Yes	Bank Feed	-\$136.75	\$38,463.73
15/02/2021	16/02/2021	Black Head Surf Life Saving Club	Yes	Bank Feed	\$110.00	\$38,573.73
16/02/2021	16/02/2021	Inv 0010 - Capitation	Yes	Bank Feed	\$957.30	\$39,531.03
17/02/2021	8/03/2021	Inv 0010	Yes	Bank Feed	\$2,500.00	\$42,031.03
21/02/2021	8/03/2021	INV-0014	Yes	Bank Feed	\$1,678.60	\$43,709.63
6/03/2021	8/03/2021	RWC Fuel:TFR Pacific Palms SLSC	Yes	Bank Feed	-\$255.58	\$43,454.05
6/03/2021	8/03/2021	Msoft Office Sub:TFR Janne E Mora	Yes	Bank Feed	-\$129.00	\$43,325.05
9/03/2021	11/03/2021	153984:TFR AIS Broking Account 2	Yes	Bank Feed	-\$300.00	\$43,025.05
9/03/2021	11/03/2021	153988:TFR AIS Broking Account 2	Yes	Bank Feed	-\$830.00	\$42,195.05
9/03/2021	11/03/2021	153985:TFR AIS Broking Account 2	Yes	Bank Feed	-\$1,070.00	\$41,125.05
11/03/2021	12/03/2021	Black Head Surf Life Saving Club	Yes	Bank Feed	\$3,996.30	\$45,121.35
11/03/2021	12/03/2021	154266:TFR AIS Broking Account 2	Yes	Bank Feed	-\$390.00	\$44,731.35
18/03/2021	20/03/2021	SLS NSW:SLS LOWER NORTH CO	Yes	Bank Feed	\$6,100.00	\$50,831.35
19/03/2021	20/03/2021	DHL Uniform:TFR Forster SLSC	Yes	Bank Feed	-\$699.68	\$50,131.67
19/03/2021	20/03/2021	IB TRANSFER FROM 539606508 Insuranc	Yes	Bank Feed	\$117.87	\$50,249.54
20/03/2021	21/03/2021	Monthly Stipend:TFR Janne E Moran	Yes	Bank Feed	-\$40.00	\$50,209.54
31/03/2021	31/03/2021	INSURANCE AUST L:02214066890521	Yes	Bank Feed	\$117.46	\$50,327.00
31/03/2021	31/03/2021	JOLTY Uniforms:TFR Coastwise Promo	Yes	Bank Feed	-\$357.50	\$49,969.50
31/03/2021	1/04/2021	Service NSW (Haymarket - Head Office) : Haymarket, NSW	Yes	Bank Feed	-\$68.00	\$49,901.50
2/04/2021	6/04/2021	Meals for Floods:TFR Nathan de Roo	Yes	Bank Feed	-\$143.20	\$49,758.30
2/04/2021	6/04/2021	BPAY: 817528Mid Coast Council	Yes	Bank Feed	-\$240.00	\$49,518.30
7/04/2021	8/04/2021	IB TRANSFER TO 539606508 General	Yes	Bank Feed	-\$500.00	\$49,018.30
15/04/2021	15/04/2021	DEPOSIT-CASH	Yes	Bank Feed	\$54,274.24	\$103,292.54
						\$103,292.54

Bank Reconciliation Summary			
NPBS Club Cheque 982774207			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 15 April 2021			
Date	Description	Reference	Amount
15/04/2021	Balance in Xero		\$103,292.54
15/04/2021	Statement Balance		\$103,292.54

Bank Statement						
Newcastle Perm. Term Deposit						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 26 February 2021 to 15 April 2021						
Date	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
26/02/2021						\$53,647.23
15/04/2021	15/04/2021		Yes	User	\$627.01	\$54,274.24
15/04/2021	15/04/2021		Yes	User	-\$54,274.24	\$0.00
						\$0.00

Bank Reconciliation Summary			
Newcastle Perm. Term Deposit			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 15 April 2021			
Date	Description	Reference	Amount
15/04/2021	Balance in Xero		\$0.00
15/04/2021	Statement Balance		\$0.00

Bank Statement						
NPB Cash Mgt 982774602						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 26 January 2021 to 15 April 2021						
Date	Date imported	Reference	Reconciled	Source	Amount	Balance
26/01/2021						\$127,838.32
31/01/2021	31/01/2021	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$10.55	\$127,848.87
28/02/2021	8/03/2021	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$9.81	\$127,858.68
31/03/2021	1/04/2021	INT-CREDIT THIS ACCOUNT	Yes	Bank Feed	\$10.86	\$127,869.54
						\$127,869.54

Bank Reconciliation Summary			
NPB Cash Mgt 982774602			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 15 April 2021			
Date	Description	Reference	Amount
15/04/2021	Balance in Xero		\$127,869.54
15/04/2021	Statement Balance		\$127,869.54

Bank Statement						
Newcastle Permanent Term Deposit						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 26 January 2021 to 15 April 2021						
Date	Description	Date imported	Reconciled	Source	Amount	Balance
26/01/2021	Opening Balance					\$53,955.56
	Closing Balance					\$53,955.56

Bank Reconciliation Summary			
Newcastle Permanent Term Deposit			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 15 April 2021			
Date	Description	Reference	Amount
15/04/2021	Balance in Xero		\$53,955.56
15/04/2021	Statement Balance		\$53,955.56

Bank Statement						
Club Account						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 26 January 2021 to 15 April 2021						
Date	Date imported	Reference	Reconciled	Source	Amount	Balance
26/01/2021						\$0.00
11/02/2021	10/03/2021	IB TRANSFER FROM 982774207 Computer	Yes	Bank Feed	\$1,500.00	\$1,500.00
12/03/2021	12/03/2021	Harvey Norman (Forster) : Forster, NSW	Yes	Bank Feed	-\$1,314.00	\$186.00
17/03/2021	18/03/2021	COMMUNITY BROKER:CBN/ SM INSURE	Yes	Bank Feed	\$117.87	\$303.87
19/03/2021	19/03/2021	IB TRANSFER TO 982774207 Insuranc	Yes	Bank Feed	-\$117.87	\$186.00
7/04/2021	6/04/2021	Fuel for floods:TFR Bruce Higgs	Yes	Bank Feed	-\$68.32	\$117.68
7/04/2021	6/04/2021	BPAY: 23796TELSTRA CORPORATION	Yes	Bank Feed	-\$25.00	\$92.68
7/04/2021	8/04/2021	IB TRANSFER FROM 982774207 General	Yes	Bank Feed	\$500.00	\$592.68
						\$592.68

Bank Reconciliation Summary			
Club Account			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 15 April 2021			
Date	Description	Reference	Amount
15/04/2021	Balance in Xero		\$592.68
15/04/2021	Statement Balance		\$592.68

Profit and Loss	
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED	
For the period 26 January 2021 to 30 April 2021	

Account	26 Jan-30 Apr 2021
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Trading Income	
Insurance refunds and claims	106.78
Interest Received	658.23
Total Trading Income	765.01

Cost of Sales	
DHL Funding to Clubs	636.07
Total Cost of Sales	636.07

Gross Profit	128.94
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Operating Expenses	
Computer Hardware [60720]	1,194.55
Computer Software	117.27
Course meals	89.51
Donations [61651]	(6,100.00)
Gear Repairs & Maintenance	192.55
Gear shed insurance	865.58
Insurance	354.55
Motor Vehicle Fuel & oil	62.11
Motor Vehicle rego & insurance	1,027.28
Purchase Uniforms & Clothing	325.00
Registration Fees	212.95
Rent	218.18
RWC equipment	1,850.26
RWC Fuel and Oil	232.35
Stipend Payments	72.72
Support Operations equipment	45.46
Trailer registration & insuran	136.00
Total Operating Expenses	896.32

Net Profit	(767.38)
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SLS LNC Branch - Property Plant and Equipment					
Surf Sports Equipment	Purchase Date	2020 Asset Value	2020 Premium	2021 Asset Value	2021 Premium
Swim Line Anchors	2019	\$479.00			
Swim Cans - 9 Off	2014	\$4,335.00			
Sand Anchors - 10 off with rope	2005	\$1,800.00			
PVC Marker Poles					
6 off orange	Unknown	\$560.00			
34 off white	Unknown	\$400.00			
Ploughshare Anchors - 2 off	2001	\$180.00			
Orange Inflatable Float:					
50cm - 1 off	2018	\$95.00			
35cm - 2 off	2018	\$70.00			
20cm - 2 off	2018	\$60.00			
Float Foam - 1 off	2013	\$30.00			
Orange Craft Buoys 3 off	2019	\$90.00			
Dreadnaught Anchors - 2 off	2019	\$838.00			
TOTAL		\$8,937.00		\$10,000.00	
Life Saving Equipment					
Redback Microphone system	2011	\$4,176.00			
Benetech GM816 Anemometer X 2	2020	\$74.00			
Defibrillator	2019	\$1,570.00			
First Aid Kit - Nissan	2018	\$90.00			
Life Jackets X 27	2016	\$1,750.00			
Manikin X 3	2019	\$3,170.00			
Oxygen Resuscitator X 1	2019	\$600.00			
Binoculars X 11	2016	\$1,870.00			
Support Ops tent (1.5m2)	2020	\$180.00			
Patrol Uniforms X 54	Unknown	\$1,188.00			
Personal Locator Beacons X 11	Unknown	\$2,750.00			
Hytera PD78 Two-way Radio X 9	2018	\$5,400.00			
Base Radio GME TX3800 (Forster)	2019	\$380.00			
Base Radio GME TX3800 (Harrington)	2019	\$380.00			
RWC Rescue Mat X 9	2009	\$10,800.00			
Rescue Flippers X 3	2020	\$195.00			
Rescue Tubes X 15	2010	\$2,250.00			
Search & Rescue Dummies X 2	2010	\$2,580.00			
TOTAL		\$39,403.00		\$40,000.00	
SLS LNC Branch - Administration Equipment					
Data Projector	2006	\$500.00			
Data Projector	2006	\$500.00			
Digital Camera	2007	\$800.00			
ASUS Notebook Computer	2013	\$1,283.00			
Satellite Pro Laptop Computer	2016	\$1,090.00			
Lenovo Model 81HN SN R90RH8V5	2020	\$1,200.00			
HP Laptop SNCND8245VNT	2018	\$899.00			
TOTAL		\$6,272.00		\$7,000.00	
SLS LNC Branch - Gear Shed					
Shed 18 Dee Crescent Tuncurry	2007	\$36,000.00			
Electrical equipment Install	2008	\$577.00			
Sectional Door Entry	2009	\$1,645.00			
Concrete Apron	2009	\$2,141.00			
TOTAL		\$40,363.00	\$820.00	\$45,000.00	\$830.00

SLS LNC Branch - Surf Life Saving					
Yamaha VX1100B Jet Ski	2012	\$8,500.00			
Yamaha VX1050C-S Jet Ski	2017	\$14,500.00			
RWC - SRNSW8N	2019	\$15,000.00			
Yamaha VX1050C-S Jet Ski	2018	\$15,500.00			
Yamaha VX1800A-T Jet Ski	2018	\$15,500.00			
Gath Surf Helmets X 29	2019	\$1,850.00			
RWC Trailer X 6	2018	\$12,000.00			
TOTAL		\$82,850.00	\$1,618.00	\$85,000.00	\$1,547.33
Branch Vehicle					
Nissan Navara	2016	\$32,450.00			
Emergency LED Bar	2016	\$927.00			
CTP	2021		\$410.00		\$348.00
TOTAL		\$33,377.00	\$1,020.00	\$30,000.00	\$1,070.00
Gear Trailer	2018	\$4,222.00	\$191.10	\$5,500.00	\$300.00
Pontoon	2021	\$11,000.00	\$0.00	\$18,500.00	\$390.00
Public Liability		\$50 mil	\$518.10	\$50 mil	\$518.10
O/A TOTAL ASSET		\$237,424.00		\$264,500.00	
TOTAL INSURANCE			\$4,577.20		\$5,003.43
		Refunds	\$0.00		-\$235.33
		TOTAL	\$4,577.20		\$4,768.10

Account Summary 15 April 2021			
Total Expenditure 2020-2021			\$55,344.29
Total Income 2020-2021			\$66,246.68
Account Number	650-000 982774207		
Account Type	Club Cheque Account		
Date	Description		Balance
15/04/2021	Balance		\$49,018.30
Account number	650-000 982774602		
Account type	Business Cash Management Account		
Date	Description		Balance
15/04/2021	Balance		\$127,869.54
Account number	650-000720764607		
Account type	Term Deposit		
Date	Description		Balance
15/04/2021	Balance		\$53,647.23
Account number	650-0007308000907		
Account type	Term Deposit		
Date	Description		Balance
24/04/2021	Balance		\$53,955.56
Account Summary 24 April 2021			
Account Number	650-000 982774207		
Account Type	Club Cheque Account		
Date	Description		Balance
15/04/2021	Balance		\$29,018.30
Account number	650-000 982774602		
Account type	Business Cash Management Account		
Date	Description		Balance
15/04/2021	Balance		\$27,869.54
Account number	650-000720764607		
Account type	Term Deposit		
Date	Description		Balance
15/04/2021	Balance		Closed
Account number	650-0007308000907		
Account type	Term Deposit		
Date	Description		Balance
24/04/2021	Balance		Closed
Account Number	New Account		
Account Type	Term Deposit		
Date	Description		Balance
24/04/2021	Balance		\$256,729.90

❖ Director of Life Saving

Since our last meeting the lifesaving area has remained in full swing.

Club based

- Patrols are due to finish on Anzac Day. A massive thank you goes to each member of our branch for their ongoing support and commitment to keeping our coast line safe.
- Very few member injuries this year which is fantastic. However, just a friendly reminder that if this is the case, then a duty officer via Surfcom need to be aware, as they do or at times ask clubs to then complete WHS notification of injury forms. So, make sure it's all documented in the FA log or under incidents on the operations app.
- Reminder that SLS NSW requires all patrol logs to be entered into the system within generally a month after the season closes. Please ensure this occurs so members hours are recognised accordingly.

Support operations

- A massive shout out to all support operations members for their ongoing commitment to additional duties.
- We have seen a rapid increase in call outs since January. This is inclusive of possible suicides, missing persons, floods, etc. All those that assisted with any call out did so with the utmost professionalism.
- Duty officer conference will occur on May 1st and 2nd at the SLS NSW Northern Operations office in Port. Dave, Jerrad and Nathan in attendance. Other DO's will receive information they miss. Another Duty Officer conference is meant to occur prior to the start of the next season, so DO's be aware of correspondence.
- Duty Officers have been asked to review the Support Operations and Emergency Service review. This review outlines areas of improvement for the organisation. Other than that, the review has been marked as confidential. When more information can be released, the branch will ensure this occurs via Tony.

Search and Rescue Exercise

- Search and Rescue exercise is set for May 22nd. This event will be a multi-agency response to an incident somewhere south of the Forster Township. It is requested that each club sends representatives to this. The SAREx is a great way to network, learn and refine our skill set but also put our skills and organisation on display. It is anticipated that all agencies will be present. In the past Border Force and Defence Force have made an appearance. Dave Ellis will be the Duty Officer in charge for this event. Club members will receive an invite to the event shortly via branch asking those involved to RSVP via a quick click. This will assist me in being able to plan ahead with Dave and SLS NSW. Apologies, it is the same weekend at the Forster Tri, however, the event cannot change dates (weekends or day).
- We will also have some State Duty Officers and/or Surfcom operators sent from Belrose to this SAREx. It is the aim for these staff members to learn local knowledge and structure of things here. They will then return and pass on the information to the remainder of the Surfcom staff and SDO's. Over the SAREx day - Dave will be in charge of the entire day and everything SLS.

Flood Assistance - TAREE

- Monday 19th April, Tony Summers sent a letter on behalf of the branch to Manning Great Lakes Police in response to our involvement in the recent flooding event. I thank Tony and Brian in assisting me in writing the letter. I also want to acknowledge the efforts of 25 members that consistently reported for duty across the 5 days. I'd like to extend that thanks to Surf Life Saving Central Coast who responded with a strike force to relieve our crews, in case we needed to back up for a second weekend.
- A survey has been created for members that responded to the floods, to provide feedback to the branch in terms of equipment, PPE, WHS etc. The survey was emailed out directly to these members. I urge them to take the 5 minutes to complete it, as it'll assist the branch executive in our strategic planning moving forward.
- SLS NSW will be holding an online meeting, on May 4th from 530 - 730. The aim is for an after-action review/discussion to occur to assist SLS NSW moving forward in terms of emergency service MOU's.
- Clubs that have incurred any expense due to the floods i.e. damage to equipment, fuel, etc need to claim against the branch ASAP. The branch must claim against SLS NSW by April 30th 2021.

Combined Conference

- May 21st to 23rd SLSNSW will be holding the annual combined conference. This is for branch DoL, DoE, DoSS, DoYMS. This year in the lifesaving portfolio, we will be looking at some strategic planning and recommendations from a review into support operations. Therefore, no agenda items can be taken forward on behalf of the clubs. The Lifesaving meeting starts on the 21st at 1pm as we have 2 days of work to do.

Awards of Excellence

- This year there are a few new awards, including Support Operations member of the year. Please ensure you read the correspondence from Tony relating to the Branch AoE carefully. The information he sends out, will advise what awards clubs are able to nominate for and which ones the branch nominates.

Resolution 65-2020/21

Moved: Nathan De Rooy

Seconded: Brian Wilcox

That the Director of Life Saving report as tabled below be accepted.

Carried

❖ Director Youth and Member Services

Nippers

All Nipper Programs have finished for the 2020/21 season, with all presentations being held. All six club JAC's, their committees, parent helpers and water safety members assisting have done an amazing job, with COVID strategies and with Pacific Palms and Crowdy Head not sure if they were going to have a Nipper Program before the season started. Both these clubs were able to run Nippers and doing an absolute fantastic job as well. Congratulations to all clubs in completing the season as well as they did.

Youth Opportunity Makers Workshop (15 to 17 years) 12th to 15th April.

This year's Lower North Coast Representatives were Olivia Williams, Forster SLSC and Amber Kelleher, Taree Old Bar SLSC. Both girls had a great time at the Camp.

New South Wales Junior Lifesaver of the Year Development Camp 20/21.

Last week from the 12th to the 15th April with James Williams from Forster SLSC and Hannah Carmichael from Cape Hawke SLSC. Both these junior members represented us well and had a fantastic time, and made new friends. The winners were Vivek Sirkari from the Warriewood SLSC and Taylah Moffit from the Kempsey-Crescent Head SLSC. Congratulations to both these winners and we all wish them well in their future pathways in Surf Lifesaving.

Surf Lifesaving New South Wales Combined Portfolio Conference 2020/21.

The Conference is on Saturday 22nd and 23rd May at Ingleside Conference and Training Centre. The aims of the conference are to collaborate on items of strategic and operational importance, with agenda items such as:

- Review the season past,
- Plan for the season ahead. Also,
- the new SLS NSW Strategic Plan 2021-24

Resolution 66-2020/21

Moved: Lorraine Morgan

Seconded: Brian Wilcox

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

Carried

❖ Director of Surf Sports

NIL

❖ Director of Education

Education Committee meeting, Suzanne Gerrish attended in Janne's place as proxy for LNC much appreciated. Common areas across branches from meeting notes:

- TAFS an area of concern, TOC canvas enabled and then the follow on to endorsement process is not happening quickly, short on assessors and trainers, requests for more courses, VET issues and justification, concern for the sustainability of TAFs in next 5 years.
- Andrew and Louise to look at justification as to why SLS NSW should remain in vet system as requested by DOEs
- Reinstate a mentor program in education and training as a way to sustain interest was requested by the DOEs.

April 28th State zoom meeting Janne and Suz to be online. Any questions or request we need to ask or discuss.

Janne, Suz and Ross have meet to discuss the upcoming SMBM and SMAR, Black Head SC April 23rd, 24th and 25th. Numbers are to come in as of Sunday 11th 4 SMBM and 8 SMAR. SMBM could run with 4 if Ross, Suz and Stuart are happy with this and SMAR minimum 12. We need to respect the time our volunteers put in.

Clubs are wrapping up awards, the online components and the replacement of FA with a hard copy workbook has made things difficult, getting candidates to complete and return in timely fashion has seen a small group recorded as NYC. Follow up with their clubs is in progress. I am hoping awards, certificates and medallions will be issued timely for

presentations as Tiffany Chapman has moved on to a new job and has not been replaced leaving this role to possibly only Sam Jefferies.

I have been working on a LNC Education doc to support all TAFs in how LNC run Education and training, a general outline that may assist new people. Please refer to the attached Report.

Reindorsement of TAFs we had 8 people who had not reindorsed for the season, of these three have complete the necessary paperwork.

Resolution 68-2020/21

Moved: Brian Wilcox Seconded: Lorraine Morgan
That the Director of Education report as tabled be accepted.

Carried

❖ General Business

1. Surf Life Saving Australia have entered into a new partnership with Isuzu which has provided the opportunity for Branches in New South Wales to submit expressions of interest to obtain one of four new vehicles available for distribution. Given the response from SLS LNC Branch during the recent disasters in the Manning Valley-Great Lakes Region it was considered that strategically it would benefit the Branch to submit an expression of interest.
2. Currently the Director of Life Saving and the Director of Youth and Member Services are using their own personal laptop computers when dealing with business concerning SLS LNC Branch. Given that when dealing with these matters there is a necessity to store data that is of a personal nature and combined with the role that Branch played during the recent floods and the need to interact with other emergency agencies it was decided that two computers be purchased for each of the portfolios concerned.

Resolution 69-2020/21

Moved: Nathan de Rooy Seconded: Lorraine Morgan

That in line with the new computer recently purchased for the Director of Surf Sports that a further two Microsoft Surface Laptops be purchased for the exclusive use by the Director of Life Saving and Director of Youth and Member Services respectively.

Carried

❖ Next Meeting

Next Branch Board Meeting to be held on Tuesday 1 June 2021, at Cape Hawke SLSC starting at 6.00 pm.

❖ Close

There being no further business the Chair declared the meeting closed at 7.20pm

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Brian Wilcox - Chairperson



Meeting: BRANCH BOARD MEETING	Meeting Date: 20 April 2021 at 6.00pm
Chairperson: Brian Wilcox	Place/Room: Cape Hawke SLSC

NAME	CLUB	POSITION	PROXY FOR	SIGNATURE
Brian Wilcox	Forster	President		<i>Brian Wilcox</i>
Nathan de Rooy	Cape Hawke	Director Lifesaving		<i>N de Rooy</i>
Janne Moran	Pacific Palms	Director Education	<i>Alacey.</i>	<i>J Moran</i>
Lorraine Morgan	Forster	Director Youth & Member Services		<i>L Morgan</i>
Terry Aldridge	Black Head	Director Surf Sports		<i>T Aldridge</i>
Tony Summers	Cape Hawke	Administration Officer		<i>T Summers</i>