



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

LOCATION: Cape Hawke SLSC

DATE: Tuesday 12 October 2021 starting at 6.00pm

1. Chairperson opened the meeting at 6.03pm

2. Attendance

- Refer attached Attendance Sheet

3. Apologies

- N/A

4. Minutes of the Previous Meeting.

Resolution 08-2021/22

Moved: Nathan de Rooy

Seconded: Susanne Gerrish

That minutes from Board Meeting held 10 August 2021 be accepted as a true and accurate record of the meeting.

Carried

5. Matters Arising from the Minutes

- Nil

6. Reports

❖ President

Great to see everyone has had a smooth start to the season considering the Covid rules and restrictions that everyone is dealing with to get patrols on the beach.

Unfortunately, Nippers and Surf Sports are unable to start until December 2021 which gives everyone more time for planning but in turn hoping that all our members return this season.

We have negotiated a new sponsorship agreement with Newcastle Permanent for 3 years with 2 one-year options, so essentially the next 5 years are secure.

We have an extra \$10,000.00 of sponsorship per year for leveraged products provided by Newcastle Permanent for the benefit of our clubs and members.

This money will go towards items like:

- replacement of A frame beach conditions signs
- provision of marquis for use by JAC's as shade for the nippers.
- Provision of Newcastle Permanent branded pink rashies for all nippers starting next season for most clubs who have already got things in place, but they hopefully will be available this season if needed. You will still be able to honor your existing sponsors on these shirts moving forward.
- Newcastle Permanent branded Age Managers shirts for all clubs

- Newcastle Permanent branded Surf Sports Officials shirts

Other existing obligations from the previous sponsorship agreement are:

- Naming rights for the LNC Branch Awards of Excellence
- Naming rights for LNC Branch Carnival
- Naming rights for Junior Lifesaver of the Year
- Naming rights for all junior carnivals in LNC Branch
- Naming rights and media publicity of Raising and Lowering of the flags.
- Newcastle Permanent branding on all branch correspondence
- Newcastle Permanent branding on LNC Branch web page as major sponsors for 16 years.

All clubs and LNC Branch need to make sure that we cover off on our obligations under this agreement which is pretty easy to do, but we cannot put this long-standing sponsorship agreement in jeopardy due to a lack of understanding our obligations.

If you need to talk to myself about this agreement and expected obligations of your club, please let me know.

Newcastle Permanent are proud of this long-standing sponsorship and are committed to the future as major sponsors of Surf Lifesaving from Central Coast Branch to Far North Coast Branch.

The other major piece of work Tony and I have been working on is Crown Lands Leases.

I have a meeting with Senior Policy Officer for the Crown Lands Commissioner, Rob McGuinness on Friday 8th October to discuss a way forward with policy and models for surf clubs on crown lands in NSW. It's quite obvious to us all that the current model of local councils being in control of leases has been dysfunctional for many years and we must move forward in a way that provides greater security of tenure on crown lands, and a model that will allow funding of regular maintenance and upgrades of facilities to occur.

Tony has been working on documentation on this which will be presented to Rob McGuinness and also Minister for Crown Lands, Melinda Pavey.

Tony has been fundamental in moving this issue forward with his knowledge and experience in legal and crown lands management, thankyou Tony.

We have recently moved all our meetings to Zoom to give clubs a greater opportunity for engagement with the branch directors, and active representation by your club directors for your members on the direction of each portfolio and the branch in general. Thank you to all branch directors for running their pre- season meetings and I know they will be catching up with you regularly to make sure your voice is heard and allow some degree of fellowship with other club directors in the same portfolio.

With the SLSNSW Directors Election being declared illegal as it was not run in accordance with the SLSNSW Constitution, this election will be rerun in November this year under much the same rules with better direction and more transparency than last time. Hopefully we will get a good result that will be run in accordance with the SLSNSW Constitution that everyone will be happy about.

We will be in for a very busy summer of patrols come December, so make sure you have plans in place especially around your rostering of patrols and maintenance of gear and equipment. Your patrols will be working hard so look after them with anything they may need, doing the most important role we have, keeping our beaches safe.

A thankyou from the club Director of Lifesaving or President on patrol is really important to our volunteers on the beach, and don't forget about some social activities where possible for members to enjoy some time together.

Resolution 9-2021/22

Moved Brian: Wilcox

Seconded: Lorraine Morgan

That the Presidents Report as tabled be accepted.

Carried

❖ Administration Officer

Correspondence was tabled from Old Bar Surf Life Saving Club relating to the use of a private pool in Old Bar to conduct proficiencies. It was decided that a letter be sent to the Club advising that they no longer use the pool as it did not comply with specifications required by SLS NSW.

Resolution 10-2021/22

Moved Lorraine Morgan

Seconded: Nathan de Rooy

That a letter be sent to Old Bar Surf Life Saving Club advising them to cease use of the pool as it was located on private property and did not comply with current specifications.

Carried

A verbal report was given relating to a person sighting a shark while swimming at Elizabeth Beach. When they notified the Patrol Captain the swimmer was told that the Patrol was aware of the shark and its location. The swimmer was further advised that the shark was a regular visitor to the beach and did not require notification to the public. It was decided that the Director of Surf Life Saving investigate the matter further and report to the next Board Meeting

❖ Finance Reports

.Updated Cash Flow Budget

1. Bank Statement – Club Cheque Account
2. Bank Reconciliation Report – Club Cheque Account
3. Bank Statement – Term Deposit Account
4. Bank Reconciliation Report – Term Deposit Account
5. Bank Statement – Cash Management Account
6. Bank Reconciliation Report – Cash Management Account
7. Bank Statement – Term Deposit (2) Account
8. Bank Reconciliation Report – Term Deposit (2) Account
9. Bank Statements – Club Debit Card Account
10. Bank Reconciliation Report – Club Debit Card Account

Bank Statement						
NPBS Club Cheque 982774207						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 10 August 2021 to 2 October 2021						
Date	Description	Date imported into Xero	Reference	Reconciled	Amount	Balance
10/08/2021	Opening Balance					\$6,943.72
20/08/2021		20/08/2021	Invoice No 0056:TFR Mathew Caves M	Yes	-\$398.80	\$6,544.92
20/08/2021		20/08/2021	Invoice No 0058:TFR Mathew Caves M	Yes	-\$475.60	\$6,069.32
20/08/2021		20/08/2021	Invoice No 0059:TFR Mathew Caves M	Yes	-\$320.75	\$5,748.57
20/08/2021		20/08/2021	BPAY: 23796TELSTRA CORPORATION	Yes	-\$50.00	\$5,698.57
26/08/2021		26/08/2021	M Caves Inv 0062:TFR Mathew Caves	Yes	-\$345.25	\$5,353.32
31/08/2021	Karera Pty Ltd	1/09/2021		Yes	-\$852.50	\$4,500.82
31/08/2021	Mathew Caves Marine S	1/09/2021		Yes	-\$290.80	\$4,210.02
31/08/2021	Coastwise Promotions	1/09/2021		Yes	-\$92.40	\$4,117.62
3/09/2021	Ink N Toner Forster	6/09/2021		Yes	-\$316.00	\$3,801.62
3/09/2021	SLS NSW	6/09/2021		Yes	-\$518.10	\$3,283.52
10/09/2021	Surf Life Saving Austral	1/10/2021		Yes	-\$145.95	\$3,137.57
21/09/2021	Nathan De Rooy	1/10/2021		Yes	-\$299.54	\$2,838.03
30/09/2021	Telstra	1/10/2021		Yes	-\$25.00	\$2,813.03
	Closing Balance					\$2,813.03

Bank Reconciliation Summary			
NPBS Club Cheque 982774207			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 2 October 2021			
Date	Description	Reference	Amount
2/10/2021	Balance in Xero		\$2,813.03
2/10/2021	Statement Balance		\$2,813.03

Bank Reconciliation Summary			
NPB Cash Mgt 982774602			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 2 October 2021			
Date	Description	Reference	Amount
2/10/2021	Balance in Xero		\$17,989.24
2/10/2021	Statement Balance		\$17,989.24

Bank Reconciliation Summary			
Club Debit Card Account			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 2 October 2021			
Date	Description	Reference	Amount
2/10/2021	Balance in Xero		\$881.19
2/10/2021	Statement Balance		\$881.19

Bank Reconciliation Summary			
Newcastle Permanent Term Deposit			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 2 October 2021			
Date	Description	Reference	Amount
2/10/2021	Balance in Xero		\$254,170.79
2/10/2021	Statement Balance		\$254,170.79

Resolution 11-2021/22

Moved: Nathan De Rooy

Seconded: Terry Aldridge

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

Carried

Profit and Loss	
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED	
For the period 10 August 2021 to 31 October 2021	
Account	
Gross Profit	0.00
Operating Expenses	
Duty Officer phone	22.73
Insurance office bearers	471.00
Interest [60600]	(1.50)
Other equipment maintenance	775.00
Printing Postage & Stationery	287.27
Purchase Uniforms & Clothing	84.00
RWC repairs and maintenance	899.22
Support Operations equipment	45.45
Trophies & Prizes	145.95
Total Operating Expenses	2,729.12
Net Profit	(2,729.12)

Resolution 12-2021/22

Moved: Nathan de Rooy

Seconded: Terry Aldridge

That the Updated Profit and Loss Report as tabled above be accepted

Carried

❖ **Director of Life Saving**

- Season started well with all clubs being able to patrol as per normal.
- Lifesaving catch up went well with all clubs attending the SLSNSW meeting.
- Branch Lifesaving meeting – half of the clubs attended.
- All Branch Lifesaving team members are going well with their areas of responsibility.
- RWC Operators received their briefing via an email with a Face 2 Face meeting being scheduled after the holidays.
- RWC Skills Maintenance is being sorted by Brendan. Information will be circulated to members shortly.
- RWC Course is scheduled for end of October, Early November. Paperwork has been sent to all Club Captains/Dols with Suz forwarding the details to CTO's. Aiming for a minimum of 5 participants. We currently have 2. Induction/Theory will more than likely occur online unless we can get a Facilitator to travel here, but unlikely under current restrictions.

- All Duty Officers and RWC Operators have received a personal @SLS NSW.org email address. This is connected to Deputy, Surfguard and an intranet where members can access SMEAC's, training dates, information etc. This is a step closer in the right direction for SLS members that undertake emergency services work.
- UAV = we have gained 2 more locations, being Black Head and Cape Hawke. This will see an increase in operations for UAV's by volunteers. Paid pilots will operate school holiday periods with volunteers conducting off-peak patrols, matching what is currently the respective clubs LSA. Lindsay and Julie continue to work closely to grow UAV's in the branch. An OPI course is being run within the next 2 weeks (I believe) with an RePL course being run in December by AUAVS. To do the paid work and to train the OPI course, one must have the RePL. Attached is the UAV structure that Julie, Lindsay and Myself believe will be most effective for the season. It will be reviewed at the conclusion of the season by Julie and Lindsay in consultation with the UAV membership. I understand some clubs may want to directly control the UAV at their club, however we need to ensure consistency of delivery against the DPI program and ensure compliance with CASA regulations.
- LNC Branch is yet to receive our Enhanced Funding agreement for the next 2 years, which includes Lifesaving Service Agreement for RWCs, Duty Officers and UAV's. Once this is received the branch lifesaving team will meet to review the documentation and add the data that SLSNSW is requesting. Once this is done, Tony, Brian and I will review the document and sign.

Resolution 13-2021/22

Moved: Nathan De Rooy

Seconded: Susanne Gerrish

That the Director of Life Saving Report be adopted

Carried

Nathan De Rooy

Director of Life Saving

❖ Director Youth and Member Services

Commencement of Nippers

On Thursday 30th September Claire Bevis, Manager of Member Services SLSNSW called a meeting of all Member Services Directors to discuss the commencement of NSW Nippers for the 2021/22 season. As everyone is aware, The New South Wales Government announced during the week the Roadmap for easing restrictions once New South Wales has hit the 80% vaccination target and beyond. It was decided at the meeting in relation to the Roadmap, Nippers will recommence on Sunday 5th December, this correlates with the 80% vaccination rate 1st December changes.

This means that there is to be no Nipper activity at any Lower North Coast Branch Clubs until then. Also, the commencement of Nippers will only happen if there are no changes in the COVID situation in our Local Government Area or any changes in the New South Wales State Government Roadmap pathway.

Please refer to the Junior Activity COVID Information Package and COVID Information Packs provided on the SLSNSW website for any further information. Also, SLSNSW will be forwarding information regarding Nipper Education and Proficiency deadlines in the next few weeks.

All Lower North Coast Clubs Junior Activity Coordinators have been contacted and informed of this pathway.

Member Services ZOOM Meeting held on Thursday 23rd September

Lower North Coast Club Junior Activity Coordinators for 2021/22 Season

Forster: Nova Grosvenor, Troy Brookes and Jen Lyndsay

Crowdy Head: Chantelle Mobbs

Cape Hawke: Ben Forrester

Black Head: Tania Mc Clone

Taree Old Bar: Kristy Franc

Junior Development Fees

Reference: SLSNSW Website: If fees are taken. It is recommended that clubs have a clear policy on membership cancellation/refund/credit processes and under what circumstances any refunds might be applied. Capitation fees will be charged on any membership accepted this season, including those which have archived with the season.

Junior Activities Coordinators Course

All new JACs and Assistant JACs to attend, Doug Hawkins from Coogee SC coordinated it via Zoom on the 28th and 29th September. With positive feedback from LNC JACs attending.

Changes to SLSA Policies: STATE, BRANCH and CLUB Member Protection, Child Safe and Complaints.

Resourced from Safety and Wellbeing

Online Child Safe Awareness Course:

This is the updated Safeguarding Course, there are no changes just the name.

Circular 14/21-22 Junior Development Resource Review and Release

All JACs and Member Services Officers to inform all members involved with Nippers to complete the course.

Circular 15/21-22 Age Manager Resources Review and Updates

Both Can be Resourced from Members Area Document Library in PDF for downloading Both Circulars have been sent to all JACs and was discussed at the meeting.

Junior Lifesaver of the Year Award

The Junior Lifesaver of the Year Under 14s will still go ahead, All JACs are aware of this Branch has set a date for the 9th December for the Interviews. Application forms will be sent out to the JACS when released.

COVID Vaccinations

Re SLSNSW Highly recommended only at this stage

Members vaccination status is private, and any intimidation or harassment regarding this is not acceptable. Please refer to SLSNSW Website for the latest information, especially for members living in high risk areas.

SLSNSW Critical Incident Management Support Procedures

This document was sent out to all clubs. Also, The Lower North Branch will provide all members with adequate counselling sessions they require who are involved in a Critical Incident Situation.

SLSA Rewards and Recognition Framework and Recognition Framework

Can be Resourced in Members Area Document Library SLSNSW website.

All Clubs executive members to familiarise with the above documents and to continue to prioritise member recognition.

Working With Children Check Renewal Applications

More working with Children Check extensions announced. Working with Children's Checks due to expire between 27th September 2021 and 26th January 2022 have been extended for three months. People who have been granted an extension will be advised by email and the system will be automatically updated. As restrictions are extended due to COVID-9 The primary concern for the Office of the Children's Guardian is the safety of the children. There are more than 80,00 clearances in NSW that are due to expire in the the next four

months. This includes teachers and medical staff and volunteering people, who require a clearance and may be restricted in their capacity to go to a Service NSW centre to finalise their renewal application.

Resolution 14-021/22

Moved: Lorraine Morgan

Seconded: Susanne Gerrish

That the Director of Youth & Member Services Report be adopted.

Carried

Lorraine Morgan Director Youth & Member Services

❖ Director of Surf Sports

- The Interbranch carnival is run by NSW SLS where teams from each branch in NSW are made up of 3 male and 3 female competitors in each age group from U/12 to open ages. All state branches compete against each other over one weekend in early December.
- The Lower North Coast team will be made up from any LNC competitor who has competed at State and or Aussies in the previous year. Consideration will also be given to competitors who are consistently training under the guidance of an accredited surf sports coach with a specific training plan within their own club and wishes to be considered for water and beach disciplines. Team selectors and coaches will consider past State and National performances as well as commitment to training sessions set by team coaches. All competitors must attend at least 90 percent of the training sessions planned consisting of 2 x board, 1 x Iron sessions per week as well as 2 x ski sessions for U/17 to open water competitors. In the beach team the best sprinter will be chosen followed by the flag's competitor. In the water the best Iron person will be selected followed by the best swimmer. The best placed swimmer at the Interbranch Championships will be the swimmer in the Cameron event.
- All U/12 – open competitors from Pacific Palms SLSC, in the south, to Crowdy SLSC, in the north who meet the above criteria are invited for consideration.
- The Interbranch carnival is considered an elite level of competition and all competitors must be actively training in surf sports covering all disciplines.
- All LNC Carnivals cancelled until new year. All clubs have postponed start of nippers in accordance with NSW Health order meaning that clubs will only get a few weeks in club competition before Christmas break.
- Fast 5s
 - Black Head SLSC 30th October 2021 - CANCELLED
 - Cape Hawke SLSC 13th November 2021 - CANCELLED
 - Black Head SLSC 8th January 2022 - STILL SCHEDULED subject to Covid-19 restrictions
 - LNC Branch Championships - Postponed until 13th February 2022, subject to Covid-19 restrictions. The venue will be Crowdy Head SLSC if it fits their calendar.
- Jeff Horn & Gary Curtis have completed the theory part of their Senior (level 2) officials' course. Practical component to be done next just need some carnivals.
- Inter-branch Championships to be held after NSW State Championships.

Resolution 15-2021/22

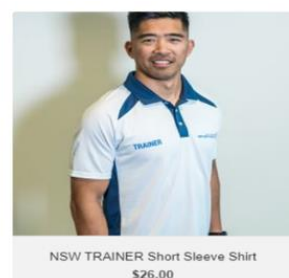
Moved: Terry Aldridge
That the Director of Surf Sports Report as tabled be adopted.

Seconded: Lorraine Morgan
Carried

Terry Aldridge
Director of Surf Sports

❖ Director of Education

- Pre Season PD Day had been scheduled for Sunday, August 15th at Black Head Surf club but COVID put a stop to that.
- We conducted a Zoom meeting for TAF's that needed to be re-qualified in the upgraded HLT components on Advanced Resus and First Aid to be able to deliver both awards.
- The response from the TAFs that needed the upgrades and the feedback for the Zoom was very encouraging.
- LNC Branch now has our own Trauma Bleed and Haemostatic Wound Kit for training purposes, which I currently have at my place as we only have one unit for the 6 clubs to utilise.
- Julie and Lindsay will be running a UAV course on 9th Oct and we already have 16 participants enrolled which is so great – especially as Black Head and Cape Hawke will be the new drone sites added this season – we need all the pilots we can get. They are looking at splitting into 2 courses with 4 trainers
- I have put out an EOI for the following courses to be run at Branch Level and so far, have had a great response from most clubs.
 1. Silver Med Beach Management
 2. SMAR's
 3. Gold Medallion – of which I have already had enquiries from 4 willing participants
 4. IRB both Driver and Crew
 5. Advance Resus Tech
 6. Provide First Aid
- TAF's shirts and caps seem to be ok with most of our trainers and assessors, as last season Belrose gave us "freebies" but new trainers and assessors will be requiring shirts this season.
- I also think trainers having the NSW caps would be beneficial. I would like to order some more for people that members that are currently being mentored as trainers or missed out last year and have mentioned they require new ones.
- I believe the system is for me to order and pay for them and the branch to reimburse me.
- Based on the information above it is proposed that a motion be put forward that the SLS LNC Branch Board approve the purchase of TAF uniforms to the value of \$500.00.



Resolution 16-2021/22

Moved: Susanne Gerrish

Seconded: Nathan De Rooy

That the Director of Education Report as tabled be adopted.

Carried

Resolution 17-2021/22

That the Director of Education be approved to purchase uniforms for TAF officers to the value of \$500.00.

Carried

**Suzanne Gerrish
Director of Education**

❖ General Business

Resolution 18-2021/22

Moved: Susanne Gerrish

Seconded: Nathan De Rooy

That the Deputy Director of Life Saving be authorised to purchase shirts to the maximum value of \$500.00 being suitable for UAV Pilots to wear while conducting patrols for and on behalf of SLS LNC Branch.

Carried

Resolution 19-2021/22

Moved: Lorraine Morgan

Seconded: Terry Aldridge

That the Director of Youth and Member Services be authorised to purchase shirts to the maximum value of \$500.00 for Board Members for the 2021-2022 Season

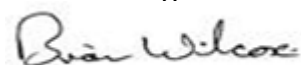
Carried

❖ Next Meeting

Date to be advised starting at 6.00pm at Cape Hawke Surf Life Saving Club.

❖ Close

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



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Brian Wilcox Chairperson

Attendance Sheet - Branch Board Meeting held at Cape Hawke SLSC starting at 6.00pm on 12 October 2021.

NAME	CLUB	POSITION
Brian Wilcox	Forster	President
Nathan de Rooy	Cape Hawke	Director Lifesaving
Suzanne Gerrish	Black Head	Director Education
Lorraine Morgan	Forster	Director Youth & Member
Terry Aldridge	Black Head	Director Surf Sports
Tony Summers	Cape Hawke	Branch Admin Officer