



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

**BOARD MEETING
Minutes of meeting Held at Cape Hawke SLSC
On Tuesday 29 November 2021**

1. Chairperson opened the meeting at 6.01 pm

2. Attendance

- As per attendance sheet.

3. Apologies

- No Apologies.

4. Minutes of the Previous Meeting.

Resolution 19-2021/22

Moved: Lorraine Morgan

Seconded: Nathan De Rooy

That the Minutes from the Board Meeting held 5 October 2021 be accepted as a true and accurate record of the meeting.

Carried

5. Matters Arising from the Minutes

6. Reports

❖ President

The Chair delivered a verbal report on matters relating to the Board.

Resolution 20-2021/22

Moved: Brian Wilcox.

Seconded: Terry Aldridge

That the Presidents verbal Report as delivered be accepted.

Carried

Brian Wilcox

President

❖ Administration Officer

Nil

❖ Finance Reports

Reports as listed;

1. Bank Statement – Club Cheque Account
2. Bank Reconciliation Report – Club Cheque Account
3. Bank Statement – Cash Management Account
4. Bank Reconciliation Report – Cash Management Account
5. Bank Statement – Term Deposit Account
6. Bank Reconciliation Report – Term Deposit Account

7. Bank Reconciliation Report – N/A

8. Profit & Loss Statement – 01 November 2021 to 31 November 2021

Bank Statement						
NPBS Club Cheque 982774207						
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED						
From 1 October 2021 to 29 November 2021						
Date	Description	Date imported i	Reconciled	Source	Amount	Balance
1/10/2021	Opening Balance					\$2,813.03
8/10/2021	Alan Bawden	12/10/2021	Yes	User	-\$72.70	\$2,740.33
8/10/2021	Karera Pty Ltd	12/10/2021	Yes	User	-\$71.50	\$2,668.83
21/10/2021		1/11/2021	Yes	User	\$5,000.00	\$7,668.83
26/10/2021	Sue Gerrish	27/10/2021	Yes	User	-\$74.18	\$7,594.65
26/10/2021	Marsh Insurance	27/10/2021	Yes	User	-\$2,275.90	\$5,318.75
26/10/2021	Lorraine Morgan	27/10/2021	Yes	User	-\$166.55	\$5,152.20
27/10/2021	ATO	1/11/2021	Yes	User	-\$147.00	\$5,005.20
29/10/2021	Newcastle Permane	1/11/2021	Yes	User	\$24,000.00	\$29,005.20
3/11/2021	Lindsay Ellis	29/11/2021	Yes	User	-\$212.55	\$28,792.65
3/11/2021	Julie Wilcox	29/11/2021	Yes	User	-\$521.85	\$28,270.80
25/11/2021	Telstra	26/11/2021	Yes	User	-\$50.00	\$28,220.80
25/11/2021	SLS NSW	29/11/2021	Yes	User	\$6,941.26	\$35,162.06
26/11/2021	Nathan De Rooy	26/11/2021	Yes	User	-\$3,060.29	\$32,101.77
	Closing Balance					\$32,101.77

Bank Reconciliation Summary			
NPBS Club Cheque 982774207			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 29 November 2021			
Date	Description	Reference	Amount
29/11/2021	Balance in Xero		\$32,101.77
29/11/2021	Statement Balance		\$32,101.77

Bank Reconciliation Summary			
NPB Cash Mgt 982774602			
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED			
As at 29 November 2021			
Date	Description	Reference	Amount
29/11/2021	Balance in Xero		\$37,991.46
29/11/2021	Statement Balance		\$37,991.46

Bank Statement					
NPB Cash Mgt 982774602					
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED					
From 1 October 2021 to 29 November 2021					
Date	Description	Reconciled	Source	Amount	Balance
1/10/2021	Opening Balance				\$17,989.24
1/10/2021	NPBS	Yes	User	\$2.22	\$17,991.46
21/10/2021		Yes	User	-\$5,000.00	\$12,991.46
29/11/2021	Regional Bushfire Grant	Yes	User	\$25,000.00	\$37,991.46
	Closing Balance				\$37,991.46

Bank Statement				
Newcastle Permanent Term Deposit				
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED				
From 1 November 2021 to 29 November 2021				
Date	Description	Date imported i	Amount	Balance
1/11/2021	Opening Balance			\$254,170.79
	Closing Balance			\$254,170.79

Bank Statement					
Club Account					
SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED					
From 1 October 2021 to 29 November 2021					
Date	Date imported i	Reconciled	Source	Amount	Balance
1/10/2021					\$881.19
31/10/2021	1/11/2021	Yes	Bank Feed	\$0.72	\$881.91
					\$881.91

Profit and Loss

SURF LIFE SAVING LOWER
NORTH COAST BRANCH

For the month ended 30 November 2021

Account **Nov 2021**

Trading Income

Grants	6,310.24
Total Trading Income	6,310.24

Gross Profit	6,310.24
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Operating Expenses

Printing Postage & Stationery	71.82
Support Operations equipment	7,381.67
Total Operating Expenses	7,453.49

Net Profit	(1,143.25)
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Resolution 21-2021/22

Moved: Sue Gerrish
That the Finance Report as tabled be accepted.

Seconded: Nathan De Rooy
Carried

❖ Director of Life Saving

1. Patrols are going well at all clubs. Reminder Pacific Palms needs assistance with 2 teams as they don't have IRB Driver position filled anymore. Contact Jerrad Allen for more details.

2. Enhanced Funding Agreement has been signed for the next 2 years. Items identified as needing to be purchased, will be done over the coming months.
3. Enhanced funding KPI's:
 1. UAV 30 x members by 2022/23,
 2. 12 x Duty Officers by 2022/23,
 3. 25 x RWC by 2022/23.
4. All Support operations recruitment is being done by SLSNSW moving forward as agreed by both Brian and myself. This will assist in some of the administrative burden on directors. So those interested in UAV, Do or RWC keep an eye out.
5. RWC Trainees - Tom Riley (TOB) Anita Hodgkinson (Pac palms) will join Darren Moses in RWC training over the coming months across various locations. This will bring a few more members within the team.
6. LNC Branch was successful in getting \$25000 grant from FRRR. This funding is going towards additional Duty Officer PPE, P25 radios, and additional medical equipment. All items have been ordered, with some items already arriving.
7. Xmas day roster - advertising should've started. Please get EOI sheets on your sign on desk so members can nominate their availabilities. Remember its 10am to 3pm minimum, with all minimum requirements in place as per LSA.

UAV Update

1. We have completed fourteen patrols this season since the end of the holidays, many with three or more operators on each patrol.
2. We have run two OIP courses with twenty-five new operators completing the course. Most are from Black Head and Cape Hawke.
3. No shark sightings so far.
4. I don't know how many OIP members are doing paid shifts as the AUAVS team handles this.

RWC Update

1. RWC roster released for season
2. Some members haven't patrolled yet or nominated on roster.
3. Autofill for rostering will be occurring shortly, to ensure all unfilled shifts are allocated.
4. RWC catch up BBQ is roughly set for Saturday December 4th at Palmgrove Park, One Mile Beach.
5. All RWC members have a state issued email address and access to intranet. Reminder to update deputy to ensure SurfGuard and deputy talk to each other come end of January.
6. Many 2 hour shifts currently open for weekend of Country Champs - claim shifts today!
7. As mentioned above, training of 2 new members and 1 member from previous season will start to occur.

Resolution 22-2021/22

Moved: Nathan De Rooy
That the Director of Life Saving Report as tabled be accepted.

Seconded: Sue Gerrish
Carried

Nathan de Rooy
Director of Life Saving

❖ Director Youth and Member Services

1. Lower North Coast Junior Development Programs: Nippers

All Lower North Coast Nipper Programs will be commencing this season on Sunday 5th December. All Lower North Coast Nipper Program JACs have been constantly informed with the latest NSW Health COVID 19 Road Map Updates and will implement the latest COVID 19 strategies as required. by the NSW Health Dept/ NSW Government, via Surf Life Saving NSW.

1. High Visibility Lycra Vests

As a reminder to all JAC's and Junior Coaches and Junior Water Safety Personnel

High visibility vests are mandatory for all water activities to ensure visibility in and under the water. No Nipper shall take place in an organised water activity without wearing a high visibility vest.

As per Water Safety Policy and Procedure the use of hi-visibility lycra vests was made compulsory for all competitors and handlers entering the water beyond knee depth, at carnivals and/or any SLSA/LNC SLS sanctioned events.

2. WATER SAFETY SUPERVISORS AND PERSONNEL

For SLS junior activities, surf sport competition, member training and SLS sanctioned/special events, water safety supervisors and personnel must be wearing a clearly identified uniform.

WSP uniform must consist of a cap (secured under the chin) and rash shirt.

This maybe either:

1. Surf Rescue uniform
 2. SLS red and yellow quartered patrol cap secured under the chin;
 3. SLS SURF RESCUE rash shirt;
 4. Where appropriate, SLS SURF RESCUE wetsuits and stinger suits. **Or**
1. High visibility (water safety) uniform
 2. A high-visibility (fluorescent) orange cap secured under the chin;
 3. A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY' on the front and back of the shirt.

All Hi Vis garments that are faded, are not to be considered HI Vis and are not acceptable.

**Please refer SLSA Water Safety Policy and Procedure for more information.

3. Junior Lifesaver of the Year Award: Under 14s

All JAC's and Member Services Officers and Clubs are aware that SLSNSW have informed all clubs that the Junior Lifesaver of the Year Award will go ahead this season as normal and the JLOTY Development Camp will go ahead in April 2022 as planned. All club JAC's have been sent the current application forms. Interview date is the 15th January at the Black Head Surf Club at 9 am.

4. Youth Opportunity Makers Workshop Development Camp (Under 15 to 17 years)

YOMS 2021/22 will be going ahead as planned next April. All clubs have been notified and the application forms have been sent out to all LNC junior members 15 to 17 years and all executive members of each club.

Resolution 23-2021/22

Moved: Lorraine Morgan

Seconded: Terry Aldridge

That the Director of Youth and Member Services Report as tabled be accepted. **Carried**

Lorraine Morgan

Director Youth & Member Services

❖ Director of Surf Sports

- Fast Fives are still scheduled for 8th January 2022 subject to Covid.
- Branch Board Riding Saturday 12th February. Venue Cape Hawke or Black Head
- LNC Branch Championships postponed until 13th February 2022 again subject to Covid. Venue Crowdy Head if it fits their calendar.

Officials Liaison Report

- Jeff Horn & Gary Curtis Practical component to be done next just need some carnivals.
- Emailed clubs with list of their officials that need to re-accredited
- Inter Branch Carnival cancelled

Resolution 24-2021/22

Moved: Terry Aldridge

Seconded: Sue Gerrish

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

Carried

Terry Aldridge

Director of Surf Sports

❖ Director of Education

- Branch Education has conducted 3 weekends of training in PFA and ART – the updated versions and had a great success in putting through many members – my thanks to Ross and Dave Ellis in helping me deliver these.
- Also thank you to Curto and Darren Moses for the use of their clubs training facilities and the wonderful support they offered.
- **ART Upgrades**
- Old course holders can be assessed for Skills Maintenance but they remain on their OLD awards not the HLTAID015.
- **ALL clubs please be aware that TAF re-endorsements for 2021 are not to be done at club level – although the SLS website is still not accessible for the TAFS (soon they promise). They must be processed through at a Branch and State level.**
- **Powercraft Review**
- State have done a review of the Manual and the next release will be divided into 2 manuals – IRB and RWC.

- State are currently conducting a “Trial” Duty Officers course with 25 state wide participants before releasing it in the new year. This is a course we have fought long and hard for and I for one am extremely happy they have finally developed it.
- The course is outsourced to ACIMS and they are endeavoring to tailor content to suit the needs of SLS – Look forward to it being released.
- LNC Branch now has TWO Trauma Bleed and Hemostatic Wound Kit for training purposes, both of which are stored with me for the 6 clubs to utilise.

ALBERT Training

- State are delivering IRB training for people who already hold the award - purely an enhancing skillset for members such as Trainers and Assessors - Call Out Operators, to ensure skills are kept up to date.
- 3 methods of the Albert Training are as follows:
 - Full Weekend 2-day program – covers S&R Night ops and an overnight stay
 - 4 hours Trainers and Assessors – questions for technical SME
 - S & R - one day program working with helicopter’s etc call out operators

Recommendations

- I would like to put forward an expression of MAJOR interest in updating the current Branch DoE Laptop. It is not only very slow and old, but also out of date with the Microsoft applications etc. meaning that some documents are not accessible. I am still using my personal desk top computer with a portable hard drive for Surf but I would like to ask for the purchase of an up to date laptop for Education.

Resolution 25-2020/21

Moved: Sue Gerrish

Seconded: Nathan De Rooy

That a new Surface Laptop computer be purchased to replace the existing Education computer at a cost of no more than \$1,500.00. **Carried**

- I would also ask that we construct a BRANCH Training Kit with everything in it for any club or trainer to deliver any course from, to be located at Branch.
- It would consist of one of the Trauma Kits paperwork and equipment required to deliver and be on a sign out sign in basis.
- We would need to purchase mannequins and some Oxy products but that can be discussed further should the committee agree with this option as listed in the table below.

SLS LNC Branch Education Training Kit				
LNC 001	Adult Manikins QCPR	LNC Branch Office	\$ 375.00	\$375.00
LNC 002	Adult Manikins QCPR	LNC Branch Office	\$375.00	\$375.00
LNC 003	Adult Manikins QCPR	LNC Branch Office	\$375.00	\$375.00
LNC 004	Adult Manikins QCPR	LNC Branch Office	\$375.00	\$375.00
LNC 005	Adult Manikins Bag	LNC Branch Office	Included with 4 pack	\$0.00
LNC 006	Infant Manikins	LNC Branch Office	\$225.00	\$225.00
LNC 007	Infant Manikins	LNC Branch Office	\$225.00	\$225.00
LNC 008	Infant Manikins	LNC Branch Office	\$225.00	\$225.00
LNC 009	Infant Manikins	LNC Branch Office	\$225.00	\$225.00
LNC 010	Infant Manikins Bag	LNC Branch Office	Included with 4 pack	\$0.00
LNC 011	Pocket Mask	LNC Branch Office	\$22.00	\$22.00
LNC 012	Resus Disposable Mask Tubing Bag and Valve	LNC Branch Office	\$30.00	\$30.00
LNC 013	Tourniquet	LNC Branch Office	\$69.00	\$69.00
	Hemostatic Wound Display	LNC Branch Office	\$0.00	\$0.00
	Major Bleed Wound Display	LNC Branch Office	\$0.00	\$0.00
	Defib Trainer	LNC Branch Office	\$0.00	\$0.00
	Halo Oxygen Cylinder	LNC Branch Office	\$0.00	\$0.00
				\$2,521.00

**Suzanne Gerrish
Director of Education**

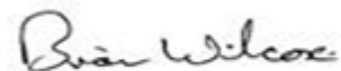
❖ General Business

❖ Next Meeting

The next Branch Board meeting will be held on Tuesday 8 February 2022 starting at 6.00pm at Cape Hawke Surf Life Saving Club. The next Branch Council meeting will be held on Tuesday 15 February via **ZOOM** starting at 7.30pm.

❖ Close

There being no further business the meeting was declared closed at 7.24pm



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Brian Wilcox – Chairperson

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 Services
Terry Aldridge	Black Head	Director Surf Sports
Tony Summers	Cape Hawke	Administration Officer