



Here for good.

SURF LIFE SAVING

LOWER NORTH COAST BRANCH Inc.

BRANCH COUNCIL MEETING

MINUTES

Meeting to be held via ZOOM

On Tuesday 7 December 2021 starting at 7.30pm



1. Chairperson to declare meeting opened at 7.34

2. Attendance

- As per attendance sheet.

3. Apologies

- N/A

4. Proxies

- N/A

5. Minutes of the Previous Meeting

Resolution 41-2021/22

Moved: John Quinn

Seconded: Sue Gerrish

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

Carried

6. Matters Arising from the Minutes

7. Reports

❖ President

- Late Report – Crown Land Leases

To the Honourable Minister
for Water, Property and Housing
MS Melinda Pavey

Dear Minister,

You would be aware that Surf Life Saving Lower North Coast Branch (the Branch) has been, in the last 3 months negotiating with the staff from the Crown Lands Commissioners Office on finding an alternative way forward so that Surf Clubs (the Clubs) in the Branch had a fair and civil process in dealing with the adoption of new Leases for Clubhouses situated on Crown Lands.

The traditional model of signing a lease with MidCoast Council (the Council) has been dysfunctional in this local government area for in excess of 15 years, resulting in one Club being offered a twelve-month Licence while another was forced to accept an unfair version of a lease as a condition in their Development Approval for the extensions on a Clubhouse that Council owns. This has left all Clubs in the Branch in a very unsatisfactory position.

The Council does not have the means nor the appetite to manage the Clubhouse buildings that over time have developed high maintenance schedules which they have obviously

have not been adopted. This has left the Clubs with having to carry out these repairs using their own resource through grants and fundraising opportunities, without having any support from Council

Currently, there are five (5) clubs stretching from the Crowdy Head SLSC to the Cape Hawke SLSC that do not have a current lease with the Council, and given the current circumstances they have no intention of signing any Lease or Licence that the Council is now trying to force on the Clubs. It is an unfair burden being placed on the Clubs when considered that the Clubhouses are Community Halls owned by the Council and would have been identified as an expenditure item in the Council Strategic Plan as well as the Long-Term Financial Plan.

It raises the question on why the Council as Trustee has any involvement with the Lease when considered that the Council provides no benefit to the Clubhouse buildings on behalf of the Crown.

Recently in the Crown Land Commissioners review of leasing, they identified a number of organisations that may benefit from administering leases on behalf of Crown and Surf Life Saving was identified as being one of the main beneficiaries.

This is where discussion between Clubs and the the Commissioner's office first began in trying to find a way for the Branch to assist Clubs and relieve the burden on Council and ultimately the rate payers, by also giving Clubs an opportunity to have a commercial operation within the premises ultimately creating opportunities to be self- sufficient.

Clubs in the Branch have to a certain degree restructured their finances so that they are in a position to carry out major works on each of the clubhouses in the Branch. This should have been the responsibility of the Council, which again identifies the Council on being negligent in their responsibility to maintain the Clubhouse as an asset to the community.

Provided with this information staff in the Commissioner's Office have developed a submission that was presented to the Department three (3) weeks ago to be looked at as being pilot program for the Branch and the Surf Clubs that occupy Crown Land in the local government area.

As yet there has been no response from the department however we are hoping that common sense will prevail and there will be a positive outcome.

We have been frustrated for the past fifteen (15) years with inactivity of the Council, therefore we are seeking to keep you informed of the progress with this project so that you are aware of the situation with not only the Clubs in this Branch but other Surf Clubs in New South Wales.

Resolution 42-2021/22

Moved: Brian Wilcox

That the Presidents Report as tabled be accepted.

Seconded: Gary Curtis

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
29/10/2021	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
Operating Expenses	
Printing Postage & Stationery	71.82
Support Operations equipment	7,381.67
Total Operating Expenses	7,453.49
Net Profit	(1,143.25)

Resolution 43-2021/22

Moved: Brian Wilcox
That the Presidents Report as tabled be accepted.

Seconded: Gary Curtis
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.

Late Agenda Item

The UAV Co-ordinator has requested that the Branch purchase 2 lockers to store UAV equipment at the new sites. The cost would be \$358 at either Forster or Taree Bunnings.

The product details are as follows:

https://www.bunnings.com.au/montgomery-1830-x-760-x-380mm-2-door-metal-cabinet_p2760593

As this is an item that will be purchased under Enhanced Funding there will be a requirement to have this expense be reallocated.

Given that the expense exceeds current procurement guidelines it is recommended that the purchase be approved by the Board.

Resolution 44-2021/22

Moved: Gary Curtis

Seconded: Adam Eady

That the recommendation by the Director of Life Saving to purchase Lockers for the purpose of storing UAV equipment be approved.

Carried

Resolution 45-2021/22

Moved: Nathan De Rooy

Seconded: Ross Blowers

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

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 46-2021/22

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.
- SLSA have announced that the Australian Championships have been relocated to the Gold Coast and will held on the 2nd through to the 10th April 2022

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 47-2021/22

Moved: Terry Aldridge

Seconded: Gary Curtis

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

Resolution 48-2021/22

Moved: John Quinn

Seconded: Adam Eady

That the Director of Education Report as tabled be accepted and approval be given for the purchase of an Education Kit to include the items as listed in the table above. **Carried**

Suzanne Gerrish
Director of Education

❖ Club Reports

Crowdy Head SLSC

Verbal Report

Taree Old Bar SLSC

Verbal Report

Black Head SLSC

- The club has continued to patrol without incident.
- Inclusion of new Bronze/ SRC going well. Adding depth to each patrol.
- Many in the Club have received Club led awards. Keen for education on IRBs.
- The Black Head board and ski team have worked around the training restrictions and have already had success in the early competitions.
- Recent AUV course was well attended and most enjoyable. We now have 8 trainee pilots, keen to work in with the patrols.
- The public toilets will be completed in time for the school holidays. This means the Council toilets will go from 2 toilets to 5 toilets and 2 change rooms.
- Fireworks will be on this year at 9.00pm.

- Further contact with Council regarding signage.

Bruce White
President
Black Head
Surf Life Saving Club

Forster SLSC

- **SIPS**

Hopefully we can stay away from future lockdowns and members can continue to enjoy Friday nights and have a nice relaxing start to the weekend.

- **Joe Mungovan – Hump Day – Music – BBQ**

A nice little midweek fundraiser was conducted Wednesday 17 November 2021

- **New Clubhouse**

Acting PM visited the club recently and is looking forward to seeing the realization of our plans in 2022/23



Clearing of trees has been completed and earthworks for new track for access to the beach will be completed prior to Christmas. Steel boat shed (100 sqm) to be constructed prior to demolition of club.

Tenders hopefully in March and construction to commence in April 2022

Remember bricks and mortar doesn't make a club people do.

- **Nippers**

Everyone had great first Nippers Day on the 5th December. The Nippers team worked very hard with this late start to the season and whilst numbers are down due to Covid

John Quinn
President
Forster
Surf Life Saving Club

Cape Hawke SLSC

Verbal Report

Pacific Palms SLSC

No report.

❖ General Business

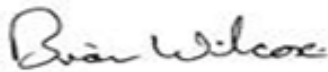
N/A

❖ 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 8.20pm.



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Brian Wilcox – Chairperson

	ATTENDANCE SHEET	
BRANCH COUNCIL	ZOOM Meeting	7 December 2021
NAME	CLUB	POSITION
Brian Wilcox	Forster	Chairperson
Nathan De Rooy	Cape Hawke	Director of Life Saving
Lorraine Morgan	Forster	Director of Youth and Member Services
Terry Aldridge	Black Head	Director of Surf Sports
Suzanne Gerrish	Black Head	Director of Education
Tony Summers	Cape Hawke	Administration Officer
Dr Bruce White	Black Head	President Black Head SLSC
Gary Curtis	Cape Hawke	President Cape Hawke SLSC
Jane Lynch	Taree Old Bar	President Taree Old Bar SLSC
John Quinn	Forster	President Forster SLSC
Adam Eady	Crowdy Head	President Crowdy Head SLSC
Ross Blowers	Black Head SLSC	Visitor