



Executive Meeting

Meeting:	Executive	Date:	19 January 2016
Venue:	Surf House 64 Smith Street, Wollongong	Start Time:	6.00 pm
		Finish Time:	7.00 pm
Attendees:	Val Zanotto, President Peter Evert, Deputy President Anthony Turner, Director of Lifesaving Maria Caldwell, Director of Finance Keith Caldwell, Director of Surf Sports Bill Seay, President's Advisor Maria Sewell, Office Manager		
Visitors:	Nil		
Minute Taker:	Maria Sewell, Office Manager		

MINUTES

1. APOLOGIES

Joanne Massey, Director of Education
James Naughtin, Director of Member Services

2. PROXIES

Nil

3. Disclosure of interest

Nil

4. MINUTES OF MEETING HELD 14 December 2016

Minutes unavailable.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

• DIRECTORS' REPORTS

Surf Sports

- Sydney Water Surf Series completed in December– over 1100 competitors. Series went well supported by Sydney Water, FINZ Swimwear & Hayden Surf Craft. Massive thanks to all clubs that participated, officials, water safety & the hosting clubs. Meeting with Sydney Water – try to lock them in for 2 years as well as FINZ.
- SLSI Branch Team did well at Inter-Branch Championships December in Forster. Placed 5th with improved performances across the whole team in skills. Congratulations to Blake Drysdale & Hannah Minogue on making the NSW Inter-State Team.
- Surf Sports Development Program – Starts back again at Bulli Beach this Wednesday 20 January at 5pm. Had a Xmas break BBQ & paddle at Wollongong City in December
- Next Surf Sports meeting is this Thursday 21 January 6.30pm Surf House
- SLSI Junior Development Carnival 30 January Sandon Point SLSC – circular out
- Warilla Bowls Boat Series Carnival 30 January Bulli SLSC
- Blue Scope WIN Community Branch Championships 13/14 February Towradgi SLSC – circular out
- Carnival referees have/will be meeting with Sandon Point, Bulli & Towradgi prior to the above 3 carnivals sorting through logistics & requirements. SLSI RWC's being sorted by Anthony Turner for these events
- Scrutineering of craft prior to the major championships – dates being sorted will advertise soon
- Shannon Eckstein clinic happened at Bulli SLSC yesterday (Monday 18 January). Well attended close to 70 kids enjoyed the experience
- State Championships – memo has been sent out to clubs for qualifying events at Aged Championships (Board Rescue & Iron-person)

Moved: Anthony Turner

Seconded: Maria Caldwell

Carried

Member Services:

Nil

Life Saving:

Report Tabled as follows:

- Request for Support Operations Ski at - Approved by DOL
 - 18 January Bulli -Eckstein nipper clinic
 - 30 January Sandon Point - Jr development carnival
 - 30 January Bulli - Boat carnival
 - 13/14 February Towradgi - Branch Championships
- 2 members from Woonona and 1 from Nth Wollongong attending Life Saving Exchange Program Australia Day Weekend.
- Sandon Point and Austinmer SLSC - expired defib pads replaced.
- Next round of announced patrol audits
 - 6/3/2016 Stanwell Park to Coledale
 - 13/3/2016 Woonona to Fairy Meadow
 - 20/3/2016 Austinmer to Bulli
 - 3/4/2016 North Wollongong to Windang

Note: one round of unannounced audits remain for clubs.

- Reminder to clubs to update patrol stats, patrols on surfguard.
- Reminder the CODE OF CONDUCT while using ATV AND IRB.

Note: Reminder that no members to ride in back of ATV at any times.

- SLSNSW received recent complaints from public regarding young lifesavers using mobile phones while on patrols. No issues reported in Illawarra, but remind members to be vigilant while on patrol regarding high use of mobile phones in public view.
- Request from NSWSES for SLSI to assist in a training day in February.
 - Spinal management land/water base
 - SES Flood rescue operators, using throw bags and rescue flood boats.
 - Support Operations providing a RWC for rescue work.
 - 4 SLSI members attending.
- Rescue of the month for December - DOL approved application from Bulli SLSC, forwarded to SLSNSW.
- Patrol Ops App. Details posted on SLSI facebook page.
 - Some clubs in Illawarra using the app.
- Received good feedback from clubs regarding patrol stats/rescue information on our SLSI facebook page.
- Received funding of \$30,000 to purchase 2 new RWC.
- RWC panel meeting on 6/1/2016
 - Recommendations attached to executive to review and approve.
- Corrimal and Port Kembla SLSC collecting relevant data on crowds' stats throughout the patrol, including photos and information regarding to the Saturday draft patrol call out system.
 - Information to be forward to branch and SLSNSW once Saturday patrols completed.
- Thanks to all the volunteer members that patrolled over the Christmas holidays period, keeping our local beaches safe.

Moved: Keith Caldwell

Seconded: Maria Caldwell

Carried

Education

Report from Joanne Massey accepted as tabled.

- **41 TAF's** currently completed re-endorsement process - 43 still to follow through on (some entered manually so this number will drop). Please see attached.
- Any late **TAF re-endorsements** now go through paper process, please submit to DOE at Branch. Members' portal now closed for re-endorsements this season.
- **Gold Medallion** course cancelled – only 1 participant enrolled.
- **SMAR course** scheduled April 30th/ May 1st – pre reqs 16 years old and Bronze proficient. Email salt.joanne@gmail.com to register.
- **Training Officers Certificate** course scheduled March 19th/ 20th. Please see attached for enrolment and course details.
- **Skills Maintenance Responsible Delegate** process now finished for this season – any outstanding proficiencies must be conducted by a currently endorsed Assessor and are subject to all late proficiency entry criteria.
- **Assessor Uniforms** have arrived and we have had a wonderful response. Please collect at SLSI Office for all who placed an order.
- **Academy Provide First Aid** course calendar 2016. Please see attached.
- **SLSI Provide First Aid** course for members, friends and family. Scheduled for Sunday 28th February, please email salt.joanne@gmail.com to register.
- **Training Officers Certificate** course, first assessment scheduled 30th January – can all mentors and

training officer's certificate participants please contact DOE to submit mentor obs and paperwork or advise of progress and expected completion date.

- **Next Education Meeting** – February (just awaiting SA to return from annual leave to confirm date/ time).
- **SLSI Pop up Shop** – initiative to provide fundraiser sunscreen, SLS merchandise and training supplies. Available through SLSI Office, Australia Day Aquathon/ Harbour celebrations, Branch championships carnival Feb 13th/ 14th at Towradgi and soon on SLSI website.
- at Towradgi and soon on SLSI website.

2015/16 Pre-season Meeting Attendance

Branch	Attended Meeting	Attended Webinar	Accessed Recording	Attended Nothing	Attended Nothing (%)	Total
FNC	36	9	8	40	43%	93
NC	28	10	3	4	9%	45
MNC	26	13	3	3	7%	45
LNC	29	3	2	4	11%	38
HUN	114	0	8	34	22%	156
CC	65	10	13	35	28%	123
SNB	77	78	14	48	22%	217
SYD	42	11	79	125	49%	257
ILL	48	8	5	26	30%	87
SC	26	10	1	15	29%	52
FSC	32	11	2	6	12%	51
STATE	523	163	138	340	29%	1164

Branch Pre-season meeting

TAF Re-endorsement applications (as per 13/01/2016) - Numbers

Branch	Y	AY	AN	N/A	N/A	Total
FNC	40	0	4	35	14	93
NC	31	0	0	8	7	46
MNC	26	0	1	8	14	49
LNC	21	0	0	6	11	38
HUN	89	0	3	50	14	156
CC	57	0	2	43	20	122
SNB	102	0	5	114	7	228
SYD	80	18	57	87	17	259
ILL	32	5	4	43	4	88
SC	11	7	1	30	2	51
FSC	25	1	6	19	0	51
STATE	514	31	83	443	110	1181

TAF Re-endorsement applications (as per 13/01/2016) - Percentage

Branch	Y	AY	AN	N/A	N/A
FNC	43%	0%	4%	38%	15%
NC	67%	0%	0%	17%	15%
MNC	53%	0%	2%	16%	29%
LNC	55%	0%	0%	16%	29%
HUN	57%	0%	2%	32%	9%
CC	47%	0%	2%	35%	16%
SNB	45%	0%	2%	50%	3%
SYD	31%	7%	22%	34%	7%
ILL	36%	6%	5%	49%	5%
SC	22%	14%	2%	59%	4%
FSC	49%	2%	12%	37%	0%
STATE	44%	3%	7%	38%	9%



2 Day Intensive Training Officer Course

Three choices of dates and locations in 2016 (see below).

Register your interest before **31st January 2016.**



Cost of courses subsidised by the Emergency Volunteer Support Scheme (EVSS)

Program Overview

- Dates:** Choose from the below
Bombaderry Bowling Club – Saturday 19th & Sunday 20th March 2016
SLSNSW Headquarters, Belrose – Saturday 2nd & Sunday 3rd April 2016
Panthers, Port Macquarie – Saturday 9th & Sunday 10th April 2016
- Time:** 9:30am (Saturday) to 4:00pm (Sunday)
- Cost:** **With accommodation:** \$100*
Without accommodation: \$50*
- * \$50 will be reimbursed upon Trainer endorsement (see below for further information).
- Note:** The cost of this course has been subsidised by the Emergency Volunteer Support Scheme (EVSS). The cost above includes tea, coffee and lunch on both days and shared accommodation (where required) on Saturday night. Dinner on Saturday night is not included in the above price.

Course Details

The aim of this course is to provide participants with the skills and knowledge to confidently deliver Surf Life Saving awards to new and existing members. The course will be highly interactive, providing participants with the opportunity to practice their own skills in session planning, training delivery and course evaluation in a safe learning environment.

Participants will be required to complete around 4-5 hours of pre-course learning, details of which will be provided at least six weeks prior to the start of the course. Pre-course learning will include reading through the Learner Guide, watching instructional videos on YouTube and planning for a skill demonstration and training session(s) to deliver on the course.

You will need to bring along to the training course:

- Your completed pre-course work
- A laptop or iPad to access SLSNSW resources online and (if you wish) develop visual aids for your presentations/skill demonstrations*

*If you do not have a personal laptop/iPad that you are able to bring to the course, please let us know at the time of booking so that alternative arrangements can be made.

Presentations will be recorded, enabling participants to review their own presentation style following the course through the eyes of a learner.

Participants who successfully complete the course requirements will leave the course as a probationary trainer, having achieved the following nationally recognised units of competency:

- TAEDL301A Provide work skill instruction
- BSBCMM401A Make a presentation

The knowledge and skills learnt on this course are **highly transferable** outside of Surf Life Saving

Becoming an endorsed Trainer

Following successful completion of this course, probationary trainers are required to deliver a minimum of two courses under the supervision of a mentor before being endorsed by the Branch. The aim of this process

is to ensure that you are comfortable with the course content, the assessment criteria, and with the administrative processes required.

Before you attend this course, your Director of Education will ensure that you have been allocated a mentor and that you have two courses in the diary to be mentored at.

What will I learn?

After completing the pre-course learning and two-day course, you will be able to:

- Locate the policies, procedures and resources relating to Education in Surf Life Saving NSW
- Identify learning needs of the participants and the organisation
- Design training using a range of appropriate learning activities
- Deliver training using effective communication techniques
- Evaluate training to ensure continuous improvement

Is this course for me?

This course has been designed to maximise the amount of time participants have to practice and receive feedback on their skills in a safe learning environment. As such, this course would be ideal for those starting out as a trainer with no previous presentation or training delivery experience. It would also be ideal for those with some informal presentation/training experience who are keen to develop their skills and utilise them to support training within their Club and/or Branch.

To commence training for the Training Officer Certificate you must meet the following course prerequisites:

- be at least 16 years of age on the date of final assessment;
- be proficient in the award in which you wish to train; and
- have held the award you wish to train for a minimum of 12 months.

How to book

To book, contact education@surflifesaving.com.au or call Caitlin Millauro, Academy Education Officer on 02 9471 8003 before 31st January 2016.

Please ensure that you speak with your Chief Training Officer and/or Branch Director of Education before booking as they will need to ensure that you are allocated a mentor prior to attending and that where possible, you have two dates in the diary to be mentored in the delivery of you chosen course(s)

In the event of the courses being fully booked, priority will be given to Clubs with low Trainer to New Member ratios, with a maximum of 3 places for any one Club.

Moved: Anthony Turner

Seconded: Keith Caldwell

Carried

Finance

Summary of payments tabled as follows:

SUMMARY OF PAYMENTS - December 2015/January 2016

ID#	Date	Memo/Payee	Amount	
CHQ	9/12/2015	Sydney Water Prizemoney	\$ 300.00	
CHQ	9/12/2015	Sydney Water Prizemoney	\$ 600.00	
CHQ	9/12/2015	Sydney Water Prizemoney	\$ 850.00	
EFT	11/12/2015	Surf Life Saving Australia	\$ 34.22	bank fees
CHQ	11/12/2015	Sydney Water Prizemoney	\$ 150.00	
EFT	11/12/2015	Wicked Memorabilia & Framing	\$ 165.00	Syd Water
EFT	11/12/2015	JRB Horticulture	\$ 176.00	lawns
EFT	11/12/2015	Neotech Information Technology	\$ 363.00	computers
EFT	11/12/2015	BTW Communication Pty Ltd	\$ 443.52	Syd Water
EFT	11/12/2015	Rebel	\$ 600.00	Syd Water
EFT	11/12/2015	Illawarra Production Services	\$ 990.00	Syd Water
EFT	11/12/2015	Thirroul Surf Life Saving Club	\$ 2,750.00	Syd Water
Bpay	13/12/2015	BOC Limited	\$ 10.55	
Ccard	14/12/2015	Gigis Restaurant	\$ 242.90	Exe dinner
CHQ	14/12/2015	Sydney Water Prizemoney	\$ 500.00	
CHQ	14/12/2015	Sydney Water Prizemoney	\$ 925.00	
EFT	14/12/2015	Forster Motor Inn	\$ 6,514.00	Branch team
CHQ	17/12/2015	Sydney Water Prizemoney	\$ 400.00	
CHQ	17/12/2015	Sydney Water Prizemoney	\$ 600.00	
EFT	18/12/2015	Forster Motor Inn	\$ 44.00	Branch team
Ddebit	18/12/2015	Telstra Corporation	\$ 559.69	
EFT	18/12/2015	Surf Life Saving NSW	\$ 1,036.00	Branch team
EFT	18/12/2015	Akele Kinnas and Co Pty Ltd	\$ 1,100.00	Audit
EFT	18/12/2015	Warilla Barrack Point SLSC	\$ 1,375.00	Syd Water
Ddebit	19/12/2015	Caltex	\$ 592.11	petrol
CHQ	21/12/2015	Sydney Water Prizemoney	\$ 25.00	
CHQ	21/12/2015	Sydney Water Prizemoney	\$ 100.00	
CHQ	21/12/2015	Sydney Water Prizemoney	\$ 400.00	
EFT	22/12/2015	Surf Life Saving NSW	\$ 50.40	stickers
CHQ	22/12/2015	Sydney Water Prizemoney	\$ 100.00	
EFT	22/12/2015	Scott Jones	\$ 1,400.00	Coaching
EFT	22/12/2015	North Wollongong SLSC	\$ 2,846.96	LSA

EFT	22/12/2015	Hayden Surfcraft Pty Ltd	\$	5,800.00	Syd Water
CHQ	23/12/2015	Sydney Water Prizemoney	\$	25.00	
CHQ	23/12/2015	Sydney Water Prizemoney	\$	100.00	
CHQ	23/12/2015	Sydney Water Prizemoney	\$	100.00	
CHQ	23/12/2015	Sydney Water Prizemoney	\$	125.00	
CHQ	23/12/2015	Sydney Water Prizemoney	\$	125.00	
CHQ	24/12/2015	Sydney Water Prizemoney	\$	125.00	
CHQ	24/12/2015	Sydney Water Prizemoney	\$	125.00	
CHQ	24/12/2015	Sydney Water Prizemoney	\$	200.00	
CHQ	24/12/2015	Sydney Water Prizemoney	\$	300.00	
EFT	28/12/2015	Bookkeeping Matterz	\$	660.00	
CHQ	29/12/2015	Sydney Water Prizemoney	\$	500.00	
CHQ	29/12/2015	Sydney Water Prizemoney	\$	600.00	
CHQ	30/12/2015	Sydney Water Prizemoney	\$	100.00	
CHQ	30/12/2015	Sydney Water Prizemoney	\$	300.00	
CHQ	31/12/2015	Sydney Water Prizemoney	\$	250.00	
CHQ	31/12/2015	Sydney Water Prizemoney	\$	400.00	
Ddebit	4/01/2016	Surf Life Saving Australia	\$	4.39	bank fees
Ddebit	4/01/2016	Surf Life Saving Australia	\$	10.64	bank fees
CHQ	4/01/2016	Sydney Water Prizemoney	\$	100.00	
CHQ	5/01/2016	Sydney Water Prizemoney	\$	1,100.00	
CHQ	7/01/2016	Sydney Water Prizemoney	\$	100.00	
EFT	8/01/2016	Iconic Creative	\$	55.00	internet
CHQ	8/01/2016	Sydney Water Prizemoney	\$	100.00	
CHQ	8/01/2016	Sydney Water Prizemoney	\$	150.00	
Ddebit	8/01/2016	Fuji Xerox Australia	\$	247.50	photocopier
CHQ	8/01/2016	Sydney Water Prizemoney	\$	400.00	
CHQ	12/01/2016	Sydney Water Prizemoney	\$	400.00	

\$ 38,745.88

Administration \$ 8,154.78

Fees \$ -

\$ 46,900.66

TOTAL PAYMENTS for December 2015/January 2016 \$ 46,900.66

This report has been tabled and approved at the executive committee meeting held on

(Date)

Signed: _____

Position: _____

Moved: Anthony Turner

Seconded: Maria Caldwell

Carried

Deputy President

- **December 2015 WCC SLSI Liaison meeting.**

Capital Works:

Bulli – Clubhouse refurbishment on schedule for April 16 commencement.

Austinmer – Await acknowledgement of 50% funding from club before proceeding.

Woonona Lifeguard – Access granted 14th December.

Woonona Tower – New tower expected by 30th June 16.

North Wgong – Concepts for core lifesaving functions of refurbishment completed, construction drawings in progress, QS then to be completed to understand budget cost for refurbishment versus new.

Maintenance:

No issues.

Dune Management Strategy:

Fairy Meadow & Corrimal: Discussions with clubs to commence Jan16....start work in April / May 2016.

General Business:

Coalcliff: No solution to erosion problem. Club encouraged not to risk member harm (don't attempt to take IRB onto beach if conditions are risky).

2017 and 2018 NSW State Surf Lifesaving titles – Three venues proposed – Towradgi & Fairy Meadow (joint), North Wollongong, Wollongong City. SLSNSW to inspect venues during January 16...

Beach bookings: Issue with Sydney Water carnival bookings – Dates were communicated to WCC; however no documentation was provided, e.g. Traffic Management plan.

Next Wollongong City Council_SLSI Liaison meeting – to be held 9th February 16 at 845am.

- **Club Sustainability Indicator reports**

Reports for season 2014/15 will be available shortly from SLSNSW. Reports will provide data from surfguard which can be used as an indication of a clubs health. (For example, Administration: Adherence to annual compliance, committee members – turnover / people who hold more than one position, Education: No of Bronze medallion trainers, assessors, facilitators, trends of proficient members by award, trend of aquatic rescue awards delivered, Participation: Membership trend over 5 seasons, retention rates, Lifesaving: active patrolling members vs the need, patrol hours vs beach attendance. etc.).

Data/statistics alone won't provide the whole story as such in Phase Two SLSNSW and SLSI will meet with clubs who are identified as having some risk factors.....by identifying your needs SLSNSW and SLSI can be in a better position to support clubs.

Phase one is for SLSI to meet with SLSNSW to discuss our thoughts on the report results, to discuss with SLSNSW the Clubs we have identified as priorities, to make some decisions in relation to the provision of support for these Clubs, and confirm the next steps in regards to the reports.

Moved: Anthony Turner Seconded: Maria Caldwell Carried

7. GENERAL BUSINESS

Australia Day

North Wollongong doing water safety. Duty Officer vehicle and jet ski will be on display. Joanne Massey will have a stall next to the vehicle. Will need helpers to set up marquee and assist on the day.

Business Chamber

Agree not to renew membership.

Australia Day Awards Dinner

Val received invitation from WCC and will attend.

8. NEXT MEETING

16 February 2016, 6.00pm