

**Surf Life Saving Sydney Northern Beaches Inc.**  
**Board of Management Meeting Tuesday 5<sup>th</sup> July 2011**  
 SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

**ATTENDANCE :**

Gordon Lang (President), Phil Cullis (Director Finance & Administration), Steve Faddy (Director Rescue Services), John Fahey (Director of Surf Sports), Michael Wasley (Director of Education & Assessment), Rob Berry (Director of Sponsorship & Marketing), Glenn Langley (Director of Youth & Membership Development), Steve McInnes (CEO), Jen Huston (Manager), Stephen Bennett (Freshwater), Ian Thurgood (North Curl Curl), Simon Moriarty (Dee Why), Doug Lucas (Long Reef), Richard Trim (Collaroy), Rohan Fisher (South Narrabeen), Jason Oakes (Narrabeen Beach), Michael McDermott (North Narrabeen), Matt Sheridan (Warriewood), Jon Dibbs (Mona Vale), Rob Emerson (Newport), Peter Tomkins (Bilgola), Christine Hopton (Avalon Beach), Sam Burton Taylor (Palm Beach), Tracey Lake (Narrabeen).

**APOLOGIES:**

David Murray (Deputy President), Daniel Mulcahy (Manly), Damian O'Shannassy (North Steyne), David Piper (Queenscliff), Bryn Russell (South Curl Curl), Matthew Lloyd (Bungan Beach), Martin Armstrong (Whale Beach), Graham Howard (North Palm Beach)

**PROXIES**

Keith Abraham for Damian O'Shannassy (North Steyne), Craig Susans for David Piper (Queenscliff), Ian Jones for Matthew Lloyd (Bungan Beach ), Michelle Rae for Graham Howard (North Palm Beach) John Lewis for Martin Armstrong (Whale Beach).

**NEW DELEGATES**

**PREVIOUS MINUTES**

**Branch Board of Management Minutes of June 2011 – Carried**

**Note:**

Outstanding actions and Business Arising from Minutes - as per Attached Board of Management Report

Correct Ian Jones in attendance at the June meeting

**MINUTES**

Item	Area	Discussion	Action	Date
3083	Presentation	Jane Richmond from the Cerebral Palsy Alliance gave presentation on health & wellness program full details available at <a href="http://www.cpchallenge.org.au">www.cpchallenge.org.au</a>	Info	n/a
3084	Presentation	President gave a presentation on statistics from the 2010/2011 season (noted all data is from Surfguard)	Info	n/a
3085	Presentation	Director of Rescue Services gave a presentation on the results of the SNB quartered cap survey.	Info	n/a
3086	Risk Management & Important Issues	Discussion on LPMA, Tracey Lake attended the 2 <sup>nd</sup> round workshop on behalf of SNB. Format covered a number of topics identified in the report produced after the first round of consultation. Everyone was broken up in groups with a number of topics to cover and asked to go through the 16 areas of concern and take out any points which did not fall into "Major Category" Category 1 and 2 was taken out. Category 3, 4 and 5 stayed as Major Category Category 5, 6, 7, 8 taken out Category 9, 10, 11 moved into one category. Category 14 taken out	Info	n/a

		<p>Category 15 and 16 remained as major items 5 Major categories in total.</p> <ul style="list-style-type: none"> <li>- Stage 3 is draft policy; there should be minutes from last meetings which have not arrived as yet Tracey advised he came away with the view this Branch has a much better understanding than other Branches. More than one model for the long term leases, will get recognition, no commercial return, share of revenue will get back to what suits each area.</li> </ul> <p>Once this policy comes out in will be in a draft form and sent to stakeholders.</p>		
3087	Risk Management & Important Issues	President asked for feedback on the 2020 Vision socialisation presentation held at SLSNSW last week:	Info	n/a
3088	Risk Management & Important Issues	<p>CEO spoke on the role and appointment of the Support Officer. The role has been discussed a number of times since the original Support Officer left.. CEO noted he would prefer have the role of a Support Officer as part of the Branch office as the branch is here to support the clubs. SLSNSW rejected this proposal</p> <p>CEO proposed hiring a Member Services Officer doing what the Support officer originally did for clubs, SNB would control performance and activity of this person who would come under the direction of Youth &amp; Membership director. Clubs noted they wanted to see job descriptions from SNB and from SLSNSW. SNB Position Description to be circulated to Club Presidents, SLS NSW to be requested to supply their job description. Presidents need to give feedback to Executive before next meeting which is 19<sup>th</sup> July.</p>	CEO All Club Presidents	8 <sup>th</sup> July 18 <sup>th</sup> July
3089	Surf Sports	Director advised the Australian Titles would be held on 24 <sup>th</sup> - 25 <sup>th</sup> March (Masters) and Opens from 26 <sup>th</sup> – 1 <sup>st</sup> April .	Info	n/a
3090	Surf Sports	Director reminded all clubs of the SNB golf day being held on 16 <sup>th</sup> September, details have been published in Week In Review and booking forms are available from SNB website. Director encouraged those clubs with interbranch competitors to support.	Info	n/a
3091	Rescue Services	<p>Director advised uniforms are back on the agenda, SLSA will be doing another review and redesign following feedback, the next full supply of uniforms is due for start of 2012/13 season which is another 12 months. Following the results from the patrol cap survey there has been discussion on having caps supplied with uniforms. SLSNSW will be asking SLSA to supply patrol caps with shirts and shorts as part of the mandatory uniform.</p>	Info	n/a
3092	Rescue Services	<p>Director reported on National Board of Lifesaving Updates</p> <p><b>IRB Review</b></p> <ul style="list-style-type: none"> <li>- Only Class 1 design (soft hull, mono-hull) will be approved. No date has been set as yet.</li> <li>- Still doing review of motors, footstraps</li> </ul> <p><b>Training Manual</b></p> <ul style="list-style-type: none"> <li>- Reprint needed. Opportunity to provide feedback to SLSNSW Education Manager.</li> </ul> <p><b>ATV</b></p> <ul style="list-style-type: none"> <li>- <i>Kawasaki Mule</i> and <i>Polaris 400</i> have been approved.</li> </ul>	Info	n/a

		<ul style="list-style-type: none"> <li>- Rules regarding quad bikes do not apply to ALS Lifeguards.</li> </ul> <p><b>Inflatable Rescue Board</b></p> <ul style="list-style-type: none"> <li>- C4 Waterman in Size 10' only</li> <li>- Avalon Beach President advised they had these available if other clubs wanted to trial and would bring a couple down on the AGM night</li> </ul>		
3093	Rescue Services	Director advised SLSNSW providing all clubs in NSW with patrol flags and feathers which are mandatory. SLSNSW will also be providing black and white quartered buffer zone flags as they have changed from the current blue and white.	Info	n/a
3094	Rescue Services	Director reported on coastal radio network frequency changes; Some radios will not work on new frequencies and will have to be replaced. SLSNSW will advise. Band width change will take place on 31 Aug 2012.	Info	n/a
3095	Rescue Services	Director advised the 2011/12 season will run from Saturday 24 Sep 2011 to Wednesday 25 Apr 2012.	Info	n/a
3096	Rescue Services	Director advised the Beach Management Plan is to be made mandatory. SLSNSW will supply a state-wide template and assist with technical aspects, it will not be a labour intensive process. Discussion followed with a number of clubs commenting on this being additional paperwork for them to do advising there would be a problem putting a beach management plan in place which doesn't take into account changing conditions. Director advised the plan was for equipment and known hazards which can use as a guide for patrol captains.	Info	n/a
3097	Rescue Services	Director gave update of proficiency cards, next year's cards will be blue; Proficiency cards will not be required for nippers. Clubs should be print off Surfguard listing and have examiner sign and club to keep the paperwork. Surfguard still needs to be updated with proficiency details. Discussion followed from clubs asking why we need to keep paper copies when we have a database. Director advised they need the signed copy of proficiency card. Clubs noted we need to look at ways of reducing paperwork. Further discussion on using ipads to record patrol information, it was noted this wouldn't be admissible as evidence if needed.	Info	n/a
3098	Rescue Services	Director advised he attend a Local Emergency Services management meeting, Superintendent Doreen Cruickshank asked Director to pass on her thanks and sincere admiration for the job the lifesavers do on the northern beaches.	Info	n/a
3099	Rescue Services	Director advised he would hold a club captain and patrol captain day with one session in the morning, a lunch break and the second session after that - date hasn't been set as yet but will advise asap.	Info	n/a
3100	Rescue Services	Director advised Gear inspection will be on 21 <sup>st</sup> August, clubs asked if paperwork can be sent out in advance, Director advised all paperwork is available from Surfguard as per previous years, go into operational equipment in	Info	n/a

		Surfguard and printout. Clubs asked if there was an alternative date as it felt the season is getting longer and longer and there hasn't been a break.		
3101	Rescue Services	Question was asked of Director if the single footstrap on IRB is this mandatory yet? Director will check and report back.	Info	n/a
3102	Rescue Services	South Narrabeen President asked for an update on a Meritorious award nomination, Director advised he was waiting on the Meritorious Awards committee decision and would advise asap	Director Rescue Services	15 July
3103	Sponsorship & Marketing	Director advised he had sent out a report prior to the meeting which was attached. Director reported on one problem being Bing Lee has withdrawn sponsorship of the OceanSeries, new proposals being sent out and he was waiting responses. Director advised Coke indicated they want to continue their sponsorship and was waiting on confirmation.	Info	n/a
3104	Finance & Administration	Director advised no financials were available as the files are still with accountant for end of year reporting, there is a meeting with accountant next Monday to finalise and reports will be available at the next BoM. Director advised the finance committee would be meeting next Thursday and will confirm where meeting will be held. All club presidents are welcome to attend.	Info	n/a
3105	Surf Sports  6.14 from Surf Sports Minutes	Question was raised on the appointment of ESO's at Carnivals. It was noted that once the Coronial enquiry is released we may need to do many things differently. It was noted the Executive made the decision that the ESO is appointed by the Director of Rescue Services to minimise risk. Director of Rescue Services advised he is trying to get Emergency Management Event planning to run some courses for SNB to ensure all ESO's are qualified. Question was asked if Clubs can nominate their preferred ESO with the rationale being to use someone who knows the beach the carnival is being held on. It was noted the host club is able to recommend who they want to be ESO, the Director of Rescue Services will check if the person has the necessary qualifications and advise accordingly.	Info	n/a
3106	General Business	Question was raised on how clubs are invoiced for carnivals. It has been agreed that all carnivals entries are pre-paid. Monies due to clubs will go to host club within days - at present some clubs wait for a long time to receive payments and SNB also waits a long time. If carnivals are pre-paid it will help cash flow for both host clubs and SNB office. It will also save time and effort for clubs chasing up money. This change of system is not designed to penalise only trying to reduce paperwork - competitors pay online, host club get 60% of money within a week and the balance shortly after. A number of clubs noted it would be difficult as there needs to be two people to sign off on payments. It was noted that this system already exists for State and Aussies.	Info	n/a

3107	General Business	<p>North Curl Curl President advised he had sent letter out re conflict between North Curl Curl and Queenscliff carnival dates and noted the North Curl Curl 3 Points Challenge is the club's major fundraising event which has been running on the same date for seven years. North Curl Curl President proposed a motion:</p> <p><b>Motion:</b> Any Special calendar events held for two or more consecutive on a regularly scheduled date, run by any of the Surf Life Saving Sydney Northern Beaches branch member clubs, should exclude any other member club from holding a conflicting carnival or similar event on the same date; unless the said member club have sought and received written permission from the original club holding the regularly scheduled event, and prior to requested the required endorsement from Surf Life Saving Sydney Northern Beaches. <b>Carried</b></p> <p>Director of Surf Sports advised as Director of Surf Sports he would support the Queenscliff carnival.</p> <p>Question was asked on why Queenscliff had changed their carnival dates? Queenscliff delegate advised the club wanted to try something different, Queenscliff went to BoSS and there was not compliant made earlier.</p>	Motion	Carried
3108	Surf Sports	<p>Director of Surf Sports advised there has been no response from clubs to hold the Branch Carnival , it was noted clubs can clubs can apply for just part of carnival.</p>	Info	n/a
3109	General Business	<p>President reminded clubs AGM will be held on Wednesday 3<sup>rd</sup> August, 7.30pm at SNB Headquarters</p>	Info	n/a

10.05pm

**Executive Meeting: 16<sup>th</sup> July 2011, 6.30pm SNB Headquarters**  
**AGM: 3<sup>rd</sup> August 2011, 7.30pm SNB Headquarters**  
**Board of Management Meeting: 6<sup>th</sup> September, 2011 SNB HQ**