

## Surf Life Saving Sydney Northern Beaches

# Branch Executive Tuesday 23rd November 2010

Branch Headquarters, Unit 9/1 Vuko Place Warriewood 2102

### ATTENDANCE

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director Finance & Administration), Alan Mason (Director of Sponsorship & Marketing), Steve Faddy (Director of Rescue Services), Ross Tester (Director of Surf Sports), Michael Wasley (Director of Education & Assessment), Glenn Langley (Director of Youth & Membership), Steve McInnes (CEO), Jen Huston (Manager), Richard Andjelkovic, John Fahey.

### APOLOGIES:

### PREVIOUS MINUTES

Branch Board Executive 19th October 2010 – Carried

### MINUTES

Item	Area	Discussion	Action Req.	Date
2761	Matters Arising	Director of Finance & Administration asked if the changes to Risk Assessment forms for carnivals had been made, all that is needed is an additional column which should be completed by carnival referee on day of carnival. Director of Surf Sports will ensure this is done prior to the Queenscliff Junior Carnival on 5 <sup>th</sup> December. Director noted he would need to discuss with referees as clubs have already filled in original forms	Director Surf Sports	3 <sup>rd</sup> December
2762	Risk Management	Assistant Director of Rescue Services reported carnivals have been starting without Surfcom being open, most recently Manly Junior Carnival started at 7.30am, Assistant Director noted Surfcom must be open, or who do they call if there is a problem. Discussion followed, ESO is to assume responsibility at carnivals, and this should be on the carnival checklist. It was noted someone can go to Surfcom to open early if needed but Director needs to be advised what time carnival will start. Surfcom is the backup for for patrols on the beach. Policy is ESO takes responsibility; there should be an appointed ESO for each carnival who should then called Assistant Rescue Services Director to advise when carnival is starting. Surfcom must be open when carnival starts as a risk management protocol. This process to be included as a line item in the carnival plan. When Referee does checklist on the carnival day this is to be done in conjunction with the ESO. There needs to be a procedure in place for letting Surfcom know when carnival starts and who is the ESO. ESO to have a copy of the risk assessment form A copy of this will be included with the carnival entries which are picked up from office prior to the carnival.	Director Surf Sports	3rd December
2763	Risk management	Discussion on Tenancy of clubs, Department of Lands Workshop held on Thursday – positive however reverted back to “commercial return on assets”.. The Deputy President reported : Surf Life Saving income streams are under threat. The Crown Lands Department agenda is to obtain incomes from Surf Life Saving clubs in NSW with Terms such as "Commercialisation". Surf Life Saving Clubs are struggling to fund their operations all over the NSW coast. Surf Life Saving provides a free volunteer service to our communities with Education, Beach Safety and Environmental management. Surf Life Saving is the only “Non Operational Funded” rescue service in Australia. Protecting our beaches is a Tourism slogan. Tourism is a big foreign income stream for all State Governments In Australia. It provides jobs, boosts business in small coastal towns, cities and promotes foreign investment. The NSW Government should recognize the contributions of Volunteer	CEO	24 <sup>th</sup> November

		<p>Surf Life Saving around our Coastal regions in Australia and Legislate between the Dept of Sport, Crown Lands, Tourism and Treasury.</p> <p><b>Motion:</b> That the LPMA and Local Governments acting as Reserve Managers on behalf of the LPMA withdraw any clause from any new or existing lease or license for any claim on revenue or assets from the surf clubs whether referred to as commercialisation or otherwise.</p> <p>All forms of revenue and assets owned by surf clubs are exempt from any claim by State or Local Government. The SNB Executive requests SLSA and SLSNSW to actively pursue on behalf of all clubs in NSW to retain revenue.</p> <p>CEO to circulate to Presidents electronically for vote, 5 days to return.</p> <p>Answer by needed before Monday 29<sup>th</sup> November</p>		
	Rescue Services	Director reported GPS trackers had been installed on all three jet skis. Tracking is monitored from Surfcom, this is a trial system and no cost is involved.	Info	n/a
	General Business	President advised Business Plan will be held off until next meeting and asked all Directors to look at prior to the January meeting.	All Directors	18 <sup>th</sup> January
	Surf Sports	Director reported the cocktail party held at Narrabeen Beach SLSC went very well; there was a small balance left over. Executive agreed funds should be held over to be used for end of season function.	Info	n/a
	Surf Sports	Director reported he needed more official's shirts and was waiting on stock take. It was advised Warringah Mall have sponsored another 50 shirts which will be ready before Christmas.	Info	n/a
	Surf Sports	<p>Director advised Interbranch team has been finalised, however there were a few complaints about non-selection. The Interbranch competition is on in three weeks time. A function will be held prior, Director is currently looking for a local motivational speaker to speak to the team, if anyone has contacts please advise Director of Surf Sports. Director to advise President details of the function so he is able to attend. Director also noted there would be an additional charge for transport due to the change of venue; suggestions to cover this were asking for SLSNSW for reimbursement, or use one of the club buses as a shuttle bus.</p> <p>Director also noted he was looking at invoicing clubs who didn't contribute to the golf day. Marcial to send info from who attended Golf Day to Executive.</p>	<p>Director of Surf Sports</p> <p>Surf Sports Co-Ordinator</p>	<p>3<sup>rd</sup> December</p> <p>25<sup>th</sup> November</p>
	Surf Sports	Director of Youth & Membership advised a new representative from Surf Sports was needed for Board of Youth & membership Development as Glenn Stone had resigned.	Director Surf Sports, Director Youth & Membership	3 <sup>rd</sup> December
	Surf Sports	East Coast Surf Festival, Round 3 and 4 are on 3 <sup>rd</sup> and 4 <sup>th</sup> December at Dixon Park, VIP invites are being done – anyone who would to go should let CEO know.	All Executive	3 <sup>rd</sup> December
	Surf Sports	Discussion was held on recent Manly Junior Carnival, Deputy President noted he was at the carnival in no official capacity but spoke to a number of people who were not happy with the running of the carnival. It was further noted there were disparaging comments in the Manly Daily regarding the Carnival, time management issues and the kids being in the sun for long periods of time. John Fahey who was Carnival referee on the day noted there were problems with the PA system at Manly where it cannot be heard in the club tents, three calls were given to announce marshalling. Further discussion followed, if we can shorten the beach time will take our officials off the beach earlier with a lot less stress, should aim	Director of Surf Sports	3 <sup>rd</sup> December

		to have kids off beach by 1pm. Director of Surf Sports will raise at next BoSS meeting and to speak to other Branches who run carnivals well. It was further noted the message needs to be out there about sun safety to keep your kids out of the sun until their event is on, this is a parent responsibility. At recent Carnival Format meeting Director made a point he did not want officials on beach for more than two hours, clubs need to ensure they have enough officials to cover this.		
2764	Surf Sports	Director of Youth & Membership suggested he go with John Fahey to the Queenscliff Junior carnival to do risk assessment and process review on the day.	Director of Youth & Membership	5 <sup>th</sup> December
2765	Finance & Administration	Director presented financial reports for Branch including payments register for September and October. Director noted there were a number of overdue receivables which had now been paid. Director also noted CEO needs to follow up with Westpac re transferring money from interest account to mortgage account with the ability to redraw. Director noted each Director was given an individual P&L for their portfolio; these will be emailed each month prior to the Executive Meeting. <b>Motion:</b> To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Inc. <b>Carried.</b>	CEO  Motion	3rd December  Carried
2766	Finance & Administration	Director presented financial reports for the Surf Life Saving School, Director noted School is travelling well and is showing a profit, it was noted the OceanSeries was now reflected in the school financials. <b>Motion:</b> To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Enterprises <b>Carried.</b>	Motion	Carried
2767	Rescue Services	Director advised the Patrol Caps issues was raised at the National BOL meeting last weekend, National will be doing an extensive survey over the next few months and will advise the outcome.	Info	n/a
2768	Rescue Services	Director referred to Item 2760 from BoM minutes, after investigation other volunteer services obtain Warringah parking stickers exactly the same manner as surf life saving members. CEO advised he has addressed with Council who advised that whis the policy says applications should be received before 28 <sup>th</sup> October - they don't enact that. CEO had advised Council we would like the policy wording changed. It was further noted Warringah Council was looking at transferable sticker system next year	CEO	3rd December
2769	Rescue Services	Director handed our final report from Future Directions panel.	Info	n/a
2770	Rescue Services	Director reported on minutes from Support Operations meeting and noted there is now a two strike policy for conduct of jet ski operators, any irregular conduct a warning is given, any further issues the operator will be dismissed from the service.	Info	n/a
2771	Rescue Services	Director advised he had discussed a while ago having a RWC maintenance contract drawn up and asked this be done urgently. Director also noted he needed to have single point of servicing following problems from last week when no-one could service the skis and they remained un-operational over the weekend.	Director Rescue Services & CEO	3 <sup>rd</sup> December
2772	Rescue Services	Discussions following issues with Gear Inspection at one Club and a dispute between members.. All parties to meet with a mediator to discuss. It was agreed letter should be responded to with the process followed; after the initial inspection which failed boards, two other inspectors inspected and also didn't pass the boards one of these inspectors was the Team leader on the day, the process was explained to the Club on the day	Director Rescue Services & CEO	25 <sup>th</sup> November
2773	Rescue Services	Director reported on an incident at North Steyne last Saturday, persons from the Comedy Channel dressed up in patrol gear and were pretending someone was drowning, Duty officer asked them to leave, they waited until Duty officer left and then returned to their antics. Club Captain also asked	CEO	3rd December

		them to leave. Director advised we should formally put in writing our displeasure to Foxtel/Comedy Channel and copy SLSNSW, a letter also to be sent to the Editor of Manly Daily apologising and letting people know it had nothing to do with Surf Life Saving.		
2774	Rescue Services	Director raised prospect again of the Surf School possibly providing First Aid at events as mentioned last month and asked if anything had been done. Director requested this is included on the business plan as there is huge potential. It was noted we need to ensure insurance/liability is covered.	CEO	11th January
2775	Youth & Membership Development	Director presented Rookies Program outline which will be ready to launch soon. Will use Patrol Captains mentor program to run the program. Will also meet with the youth co-ordinators to organise launch. President noted to ensure Club presidents are aware of the program.	Director Youth & Membership	11th January
2776	Youth & Membership Development	Patrol Captains mentor program has been moved back from the 3rd of December to 12 <sup>th</sup> December .	Info	n/a
2777	Youth & Membership Development	Director advised there were a number of nominations received for the MOC committee, it was agreed the committee would be Doug Menzies from Newport, Robyn Holt from Queenscliff and Thecla Haven from South Narrabeen with Director of Youth & Membership as the Chair Person, it was noted other people can be included without being on the committee.	Info	n/a
2778	Youth & Membership Development	Director report all JLOTY interviews have been finalised, all interviews were videoed so committee can refer back if needed. Director noted there was one outstanding in male, and a number of outstanding candidates in the female category. Director also noted all candidates were asked about wearing patrol caps, all candidates noted they all saw a reason why they should wear patrol caps. Director added when interviewing Youth patrol people for end of year awards they would be asked the same question.	Info	n/a
2779	Sponsorship & Marketing	Director advised he had put together a rough cut of the budget for next year – there is approximately \$536,000 including sponsorship, grants and CDSE funding, Director will send copy of spreadsheet showing all the things available for sponsorship and asked all directors to come back with a wish list, what you need money for and in what priority. Committee can look at the overall list and see if what they can do. CEO to circulate spreadsheet tomorrow to all Directors. Director of Finance asked directors with big tickets items to obtain quotes.	All Directors	11 <sup>th</sup> January
2780	Sponsorship & Marketing	Director reported on websites review advising the committee had been through a long and detailed process and had reduced list to two tenders, committee interviewed both of these. Committee has now come back and supported the recommendation to proceed with the tender from SMPC, this is subject to what work we can do in-house to reduced the cost. Committee is aiming for delivery by end of February next year. Quote was for \$29300 which is within budget. Discussion followed need to make sure what we are doing will fit in with SLSA programming, it was noted we cannot wait until the SLSA project is finished. Issues raised regarding re-doing websites; need to ensure the new websites interface with existing databases and backend technology and that this is included in the cost. Director noted the Sponsorship & Marketing Committee have gone as far as they can go with this project; the technical side is outside their area. It was recommended President, Deputy President and CEO discuss technical aspects with various parties with a resolution reached within two weeks.	President, Deputy President, CEO	1 <sup>st</sup> December

		Director noted the decision to be deferred until technical issues have been resolved.		
2781	Sponsorship & Marketing	Director advised there is a Committee meeting tomorrow night, if anyone wants anything raised please advise him beforehand.	All Executive	24th November
2782	Sponsorship & Marketing	Director noted the recent article in Daily Telegraph which had a picture of North Steyne nippers. This is the second time we've seen national sponsor grabbing our IP– is this State initiative; do we want to be associated? This also impacts on our ability to support our local sponsors, question to asked of SLSNSW on what the procedure is for this? Director further noted the new Australian for life advertisements on TV and the image represented – there is a guy with no hat, no cap and a white t-shirt with “lifeguard” on.		
2783	Sponsorship & Marketing	Director reported on the presentation from SLSNSW on Club Development program given at the last BoM. Presidents were not comfortable with the program, should we as a Branch writing to state saying we don't support, or should we write to other Branches to have their opinion? SNB is the largest branch in Australia and should have a say. Any club that wasn't a major or larger club wouldn't been seen as a Gold Club, saying one club is better than others is not right. There was no consultation; the program offers no benefit to clubs to strive to do better. <b>Motion:</b> Write letter to SLSNSW advising SNB does not support to proposed Accreditation program. <b>Carried</b>	CEO	1 <sup>st</sup> December
2784	Sponsorship & Marketing	CEO advised he received advice from McDonalds re placemats, apparently the incorrect store code was put on placemats and they will be destroyed.	Info	n/a
2785	Sponsorship & Marketing	Support Officer was asked to provide details of all Club sponsorships involving financial institutions for SLSA on request from Westpac. It was agreed that this was the commercially confidential information of each Club and the Branch would not be providing this information.	Info	n/a
2786	Education & Assessment	Discussion on Manly IRB issues, Director has obtained more information from Waterways who has advised us not take any action.	Info	n/a
2787	General Business	President reminded executive of the Official opening of Branch next Wednesday and advised partners are welcome to attend.	Info	n/a
2788	General Business	Discussion on naming of building, a number of submissions had been received. It was agreed to keep to Surf Life Saving Sydney Northern Beaches.	Info	n/a
2789	General Business	Discussion on changes to Life Membership criteria; Remove: <b>1.d</b> Thirty (30) years , special service to a club or clubs or clubs shall qualify as a special service for consideration. <b>Motion:</b> Refer changes to Life Membership criteria to BoM for voting. <b>Carried</b> CEO to format criteria with change and circulate to Executive via email, if no issues put to the BoM meeting in January	CEO	3 <sup>rd</sup> December
2790	General Business	CEO advised he has received a template to compile a Risk Register following a meeting with Westpac. Need to categorise risks and develop a plan. CEO will look at in the new year and report back.	CEO	18th January
2791	General Business	President and Director of Youth & Membership Development to discuss SNB Scholarship As mentioned at the 50 year Function	President, Director Youth & Membership	3 <sup>rd</sup> December
2792	General Business	Discussion on the submission to hold 2013/14 Australian Titles, President noted he had a call from Queenscliff President who said they are not supportive of the submission. President reported Sunshine Coast Branch have also put forward a submission. Need to move forward with this, it appears the State Government are keen to give money to the event but	President CEO	11 <sup>th</sup> January

		unsure what area will be favoured. Need to push the fact our members have had to travel and pay costs for last 15 years. Suggested we should have a professional presentation done to the people we need to influence.		
2793	General Business	Question asked on progress of Future Fund, Director of Finance & Administration and Director of Sponsorship and Marketing to discuss and report back.	Director Finance, Director Sponsorship & Marketing	18 <sup>th</sup> January
2794	General Business	Discussion regarding upgrade of Surfcom, concerned about spending money on Surfcom if it will be closed or combined with another Branch - need to ensure it is going to be still be there. Director Rescue Service reported Warringah Council will not go to a distant council to operate the radio room. Director further noted there had been three recent incidents where Surfcom needed had to takeover from Sydney Branch, one incident was when base was unmanned. President noted all these incidents should be listed and highlight what Surfcom does, log books need to be filled out correctly. It was further noted Surfcom is the logical place, however there needs to be a lease from Department of Lands, State own frequency. Director of rescue Services commented SLSNSW cannot tell us what lifesaving services we run.	Info	n/a
2795	General Business	President noted last weekend there were no jet skis in the water when there were a number of major events. A decision needs to be made on whether we run the jetskis or walk away from it. Director of Rescue Services advised a decision have been made to run the service however we don't have the equipment to back it up. President noted there needs to be a replacement plan and a spare jetski as a backup – must be operational skis at all the times. Director of rescue Services needs to review plan and advise what money is involved so a budget is allocated for the service..	Director Rescue Services	3 <sup>rd</sup> December
2796	General Business	CEO advised he was meeting with SLSNSW tomorrow to discuss new jetski, CEO will look over MoU and advise accordingly.	CEO	24 <sup>th</sup> November
2797	General Business	CEO advised the TAFE Scholarship offer had gone out to clubs, there are five available, submissions close 17 <sup>th</sup> December,	All Clubs	17 <sup>th</sup> December
2798	General Business	Director Youth & Membership advised SNB sent in five nominations for the Leaders Course, four nominations were accepted however due to time constraints only three candidates are able to attend.	Info	n/a
2799	General Business	It was reported I Phone has released Beach safe as an app.	Info	n/a
2800	General Business	President advised the next Executive meeting is scheduled 21 <sup>st</sup> December, it was agreed this meeting will be held off until January 2011, any urgent business which arises will be emailed.	Info	n/a

Meeting closed at 10.10pm