

# DEE WHY SURF LIFE SAVING CLUB

## MANAGEMENT COMMITTEE MINUTES FOR MEETING

WEDNESDAY 10 FEBRUARY 2010

Betty Barry Room

Commencing 7.05 p.m.

**Attendance:** Dave Lang, Phil Thomas, Kate Berry, Sue Cheney, Marianne Troop, Gary Beauchamp, Matt Molinia, Craig Barnes, Adrienne Lowe, Steve Haggett, Allen Lakeman, Gary Yabsley, Martin Quinn, Steve Scott, and Greg Punch.

**Also in attendance:** Rob Stephens.

**Apologies:** Peter Hatfield, Denise Gammie, Mike Crawford, Sam Skinner and Simon Moriarty.

**Chair:** Adrienne Lowe.

**1. Adoption of Minutes of meeting 13 and 20 January 2010.**

Haggett/Barnes carried without dissent.

**2. Matters arising from the minutes 13 January 2010**

**Item 7 – Education Report** Gary Beauchamp advised that he had had discussions with Craig Barnes and put forward the resolution contained at paragraph 1 (c) at page 2 of his report tabled at the last meeting.

*Motion “All senior active members and senior competitors of DYSLSC must hold the Bronze Medallion, and be proficient in a minimum of two other SLSA awards. New awards can be gained over a two year period, one per year. Exemptions may be requested upon application in writing to the Club Executive.” Proposed Gary Beauchamp/Craig Barnes.*

Phil Thomas speaking against the motion said that the minimum requirements have already been set out in SLSA policies.

Adrienne noted that other clubs had passed similar resolutions.

The motion was put and carried 6 votes to 2.

### 3. Reports

**Layne Beachley Report** – Phil Thomas speaking on behalf of Mike Crawford said that the event would be held over six days from 21 April to 26 April 2010 and called for support for the BBQ and for volunteers to assist. Club access would be improved for the Club Captain and Patrols. The new sponsor Aquanaut could market their Sharkskin and Neptune products. There would be a raffle for a new surfboard.

Gary Beauchamp noted that there was usually a patrol event on 26 April.

David Lang noted that the terms of the agreement are yet to be agreed.

Adrienne Lowe had noted the price had not been agreed.

Gary Beauchamp noted that there had been damage to the Club including blue tack and the removal of photographs and that the damage should be repaired.

**Tim Seeney/Ed Selby** – Adrienne Lowe read a letter from South Curl Curl SLSC. Discussion took place concerning the concept of ‘the rescue of the month’ as opposed to ‘outstanding rescue’. Adrienne advised that she had spoken to the Branch President, Gordon Lang and they are looking at ‘Outstanding Rescue’ rather than ‘Rescue of the Month’.

### 4. REVIEW OF THE ACTION REGISTER

**Item 1 (a)** – Phil Thomas advised that he had taken steps to preserve the award and asked the Executive to make a decision as to where the award should be placed.

**Item 1 (b)** – Board of Australian and State medallists would be considered by Phil.

**Item 1 (c)** – Done

**Item 1 (d)** – to be considered by the Executive

**Item 2** - to be considered by the Executive

**Item 3** - Spreadsheets for competing members:

Gary Beauchamp noted major problems with the accuracy of SurfGuard and advised that a spreadsheet was necessary.

Phil Thomas advised that he relied on SurfGuard in preparing the competition entries.

Dave Lang advised that the spreadsheet should include the Nippers.

Marianne Troop advised that the information for carnival entries must have supporting documents.

Phil advised that the list of entries had been circulated to all competitors and that he didn't sign off until he checked off the entries.

Steve Haggett advised that the lists of entries should be provided to section heads.

Phil advised that he had given the Executive the list of competitors and offered to provide a further copy of that list to the Executive.

**Item 6** – Surf Boat. Dave Lang noted that a request had been made to DYRSL to store the boat at the North Curl Curl bowling club.

**Item 7** – Membership of Sponsorship Committee. Still being considered.

**Item 8** – Bayfield Sponsorship – Done

**Item 9** – Accommodation Fees. Dave Lang advised that all but one member had paid.

**Item 10** – Ocean Swims Website. Adrienne Lowe advised that she had followed that up with the relevant parties.

**Item 11** – Adrienne noted that there had been branch nominations for officials and assessors and that this had been done.

**Item 12** – Review of Caretakers Position – Done.

**Item 13** – Ocean Thunder Roster. Outstanding.

**Item 14** – Sunday Morning Event Prizes – Done.

**Item 16** – Swan Lounge Function – Done. Matt Molinia advised that he has the functions book.

**Item 20** – Club Storage – Gary Beauchamp **tabled** a policy for the training of storing training documents.

**Item 21** – Website Update. Gary Yabsley and Sue Cheney to liaise.

**Item 24** – Noticeboard fixed.

**Item 25** – Club signage had been ordered.

**Item 26** – Honour boards to be updated.

**Item 27** – Jock Ewing Trophy – to be located.

5. **Forthcoming Events** – Marianne Troop asked that the lodging of the Functions License with the Liquor Administration Board should be added to the list. Allen and Kate Berry to look at the liquor licensing requirements.

6. **Centenary Report**

Adrienne advised that the Centenary Committee is planning to scan historical photos onto disk on 21 and 28 February 2010. The photos will later be put on exhibition. Adrienne requested members of the committee with old photos to bring them along for scanning.

7. **Boat Report**

Steve Scott advised that the crews would be rowing the new boat on Friday. A Christening date for the boat was set for 6 March 2010 and the rowers will organise a social event for that day.

8. **Donation - O'Reilly & Sons Food Services**

Steve Scott noted the donation of \$3,500 from Steve O'Reilly from O'Reilly & Sons Food Services. Steve Haggett and Adrienne Lowe to send a letter.

**9. Club Service Awards**

Adrienne advised that nominations had been received for 'Prominent Service', 'Distinguished Service' and 'Outstanding Service' awards and that award nominations are to be voted on at the March management meeting. Nominations have been received from Craig Barnes, Gary Beauchamp and Adrienne Lowe.

**10. Sponsors' Lunch**

Steve Scott advised that a lunch leading into next season, preferably in early October would be better than a lunch late in the season. A tentative date was made for the Sponsors Lunch for Sunday 10 October 2010 at 12:30pm

**11. Facilities' Manager**

Matt Molinia **tabled** a document entitled 'Function Room Requirements'. Discussion took place as to the priority of expenditure on the functions room. Craig Barnes noted a quotation for tables (both indoor and outdoor) for \$264 per table. Dave Lang advised that there was \$9,300 in the Swan Lounge account. Martin Quinn advised of a quotation for gyprocking of \$10,000. Gary Beauchamp advised the priority was for the tables and chairs.

**12. Competition Entries**

This item of business had already been dealt with as Item 3 in the Action Register. Phil Thomas questioned the validity of proficiencies obtained from other clubs.

**GENERAL BUSINESS**

**13. Surf Life Saving Australia Policy.**

Steve Scott wanted the Club to write to Surf Life Saving Australia

questioning the policy concerning rowers over the age of 15 training on inland waterways under the supervision of qualified sweeps. Gary Beauchamp advised that the operation procedure should be looked at first before the letter is sent.

**14. Branch Championships Results**

Greg Punch commented on the good results at the Branch Championships.

**15. Request for Leave of Absence.**

Craig Barnes tabled a request for leave of absence for Matt Burgess which was accepted by the meeting.

**16. Nipper Touring Team Budget**

Matt Molinia provided David Lang with the costing of the Nipper touring team budget for t-shirts and the team dinner.

**17. Dee Why Ocean Swim - IRBs**

Matt Molinia noted that 5 or 6 IRBs were required for the Dee Why Ocean Swim and that the Club had only 3 available. Craig Barnes suggested that a flotilla of other craft might assist with shark sightings. Martin Quinn noted the need for more water safety.

**18. Club Bar**

The locks to the bar area have been changed. Dave Lang advised that he will hand out keys to five authorised individuals.

**19. Coke Refrigerator**

The downstairs coke fridge is in need of repair. Dave Lang and Steve Robb offered to look at a replacement.

**20. Social Functions**

Marianne Troop advised that fifty people attended the last social event at the Dee Why RSL and thanked Steve Haggett for his input into the night. She advised that a flyer for the Italian night would go out soon. She noted that a flyer had been circulated for three “Valentines Heart Throb” defibrillation sessions.

**21. Australian Championships Accommodation**

Martin Quinn noted accommodation for the Australian championships was being organised.

**22. Marty’s White Tent**

Martin Quinn asked the Club to note the white tent is not to be used for BBQs as it belongs to him.

**23. Branch Results**

Martin Quinn noted the results at Branch were the best in the last six to seven years and the surf riding events are yet to be run.

**24. Surf Ski Series**

Martin Quinn noted the Surf Ski Series is to be state-wide.

**25. Balmain Commercial Sponsorship**

Martin Quinn advised that Neville Miller should receive a letter of thanks for the donation from Balmain Commercial.

**26. Centenary Ball**

Martin Quinn requested a separate account be opened for the Centenary Ball.

**27. Board Training**

Marty noted that 28 people attended the board training which he said was a good turnout.

**28. Ocean Thunder Assistance**

Martin Quinn has requested assistance for the Ocean Thunder Series.

**29. Dee Why Grand – Banner**

Phil Thomas advised that the banner had been obtained. Phil was thanked for his efforts.

**30. Branch 50 Year Anniversary**

Steve Haggett advised that 11 people were going at this stage.

**31. Account records**

Gary Beauchamp requested a list of outgoing cheques. Dave Lang advised that his working papers gave those details and that they could be circulated.

**Tabled documents:**

- |    |           |                                     |
|----|-----------|-------------------------------------|
| 1. | Item 4/20 | Training Records management Policy. |
| 2. | Item 11   | Functions Room Requirements.        |

The meeting closed at 9.45pm.

Signed as a correct record.

Adrienne Lowe

10 March 2010

The next meeting will be held on 10 March 2010.

# **DEE WHY SURF LIFE SAVING CLUB**

## **TRAINING RECORDS MANAGEMENT POLICY**

### **Aim**

To ensure that systems are in place for recording details of course participants and training and assessment programs including participant details, enrolments, attendance, evidence of assessment, competencies achieved and records of assessment.

### **Policy**

DEE WHY SURF LIFE SAVING CLUB is committed to the principles of accurate and confidential record keeping practices, in conjunction with Sydney Northern Beaches Branch and Surf Life Saving New South Wales Training Standard Operating Procedures.

### **Procedure**

#### **3.1 Record Maintenance**

- 3.1.1 DEE WHY SURF LIFE SAVING CLUB is committed to keeping accurate and confidential training records in relation to course participants, staff, commercial clients and the activities conducted on their behalf. All records are maintained through a combination of manual and computer based systems designed to ensure DEE WHY SURF LIFE SAVING CLUB provides detailed and timely information in conjunction with records maintained at Sydney Northern Beaches Branch and Surf Life Saving New South Wales.
- 3.1.2 DEE WHY SURF LIFE SAVING CLUB is obligated under the Privacy and Personal Information Protection Act of 1998 to protect the collection, storage, use and disclosure of participant personal information.
- 3.1.3 DEE WHY SURF LIFE SAVING CLUB shall maintain participant confidentiality and will not disclose personal information to a third party unless written permission has been obtained from the participant or required to do so by law.
- 3.1.4 Only authorised DEE WHY SURF LIFE SAVING CLUB personnel and auditors shall have access to participant records held both in hard and soft copy. All authorised DEE WHY SURF LIFE SAVING CLUB personnel are required to ensure information is kept confidential and is only accessed in the execution of their duties.

#### **3.2 Participant Records**

- 3.2.1 Participants may access their own training and assessment records by submitting a written request to the Chief Instructor or the Education Director as per SLS NSW Training SOP. Within fourteen (14) days of the receipt of the request, and after verification that the records are for the individual submitting the written request, records will be made available to the participant.

#### **3.3 Change of Personal Details**

- 3.3.1 Participants are required to inform DEE WHY SURF LIFE SAVING CLUB of any change of personal details as per SLS NSW Training SOP

#### **3.4 Assessment Records**

- 3.4.1 Records of Assessment for individual competencies are to be updated after the completion of assessment to ensure information is available to participants and authorised clients on request.
- 3.4.2 Assessment results of qualifications / competencies assessed by Assessors, Facilitators will be retained for 30 years as per Australian Quality Training Framework (AQTF) 2007 requirements in soft copy (electronic) form.

- 3.4.3 Hard copy individual assessment records are retained by DEE WHY SURF LIFE SAVING CLUB Headquarters until the period for appeal against assessment has lapsed or for a minimum of two years after the completion of the relevant course, whichever is longer. Participant results shall only be released to the individual course participant, authorised client or for legal or educational purposes were necessary.

### 3.5 Proficiency

- 3.5.1 Proficiencies for each award will be conducted in conjunction with Sydney Northern Beaches Branch and Surf Life Saving Training SOP.
- 3.5.2 Records of proficiency will be for season of proficiency. After entry on Surf Life Saving NSW Surf Guard, and verified correct at the conclusion of season the proficiency records will be destroyed.

### 3.6 Attendance Records

- 3.6.1 The Multi-Day Attendance Record or Single Day Attendance Record shall be used to record attendance. Records should be completed using the participant's signature or initials.
- 3.6.2 Attendance Records of courses conducted are to be maintained by DEE WHY SURF LIFE SAVING CLUB in conjunction with Sydney Northern Beaches Branch and Surf Life Saving NSW.

### 3.7 Document Archive

- 3.7.1 All DEE WHY SURF LIFE SAVING CLUB hard copy documentation that is to be archived, such as assessment papers or attendance records, shall be stored in an electronic form ie scan document placed in a secure location not on/at DEE WHY SURF LIFE SAVING CLUB premises accessible only to authorised staff. All archived documents shall be recorded on an Archive Register. The register includes a description of the record, the archive box number and the location in which it can be found.

## FUNCTION ROOM REQUIREMENTS

### IMMEDIATE

- Clean all windows and glass (eg balcony)
- Implement a thorough weekly cleaning schedule including, kitchen, toilets, tables and chairs, ashtrays, stairs etc.

### FOYER

- Thorough clean including removal of all rubbish from tanbark, window frames and bars and carpet on stairs

### SWAN LOUNGE

- Replace tables and chairs
- Thorough clean including removal of residual sticky tape and streamers and wash down walls

### BALCONY

- Provide ashtrays
- Steam clean floor

### KITCHEN

- Replace fridges
- Thorough steam clean of EVERYTHING!
- Replace handle on one of the drawers
- Replace matting (many trip hazards)

### LADIES ROOM

- Paint (fix up) door in entry

### 3 MONTHS

#### FOYER

- Get rid of tanbark, fill in and add pot plants
- Cover (gyprock) all walls and conduits
- Move plaque and put 'Swan Lounge' sign on wall facing entry (much more classy)
- Repaint bars on windows (or strip and powdercoat – longer lasting)
- Attend to ceiling
- Cover walls in stair well
- Remove curtain at top of stairs, cover wall (panel or gyprock). Perhaps add a mural to hide door to caretakers room.

#### SWAN LOUNGE

- Cover all walls
- Remove curtains and replace with suitable covering
- Attend to carpet – refresh and fix trip hazards
- Drop ceiling to beam level
- Remove stage and replace with mobile stage half the size
- Create partitioned area where stage currently is for storage of tables and chairs
- Sand and polish dance floor

#### KITCHEN

- Replace stove and oven with industrial model
- Replace warming oven
- Upgrade microwave to industrial model
- Upgrade dishwasher

(Package deal should be available for all of above)

#### 6 MONTHS

##### SWAN LOUNGE

- Install picture window

##### KITCHEN

- Replace glass above doors (does not comply with fire code)
- Replace bench tops
- Replace grill with shutters

#### 12 MONTHS

##### SWAN LOUNGE

- Resurface balcony floor
- Install wall or secured floor ashtrays

#### MAJOR EXTENSIONS

- Replace carpets
- Extend over toilet block

#### BETTY BARRY ROOM

In regard to special events such as Beechley Classic, weddings and conferences

- Paint stairwell
- Cover conduits
- Replace/fix ceiling fans
- Fix ceiling (council?)

- Steam clean floor
- Clean/repaint walls (particularly section below bar)
- Install curtain rail to cover photo wall (eg Beechley Classic)