

Minutes – Council of Lifesaving Clubs

VENUE: Microsoft Teams (Online)

DATE: Thursday, 14 May 2020
6:30pm - 8:30pm

1) Welcome, Attendance and Apologies

Lisa Curran (Altona LSC), Nik Foon (Aspendale LSC), Andrew McKinnon (Barwon Heads 13th Beach SLSC), Margaret Hewett (Beaumaris LSC), Lloyd Thomas (Bonbeach LSC), Ben Rooks (Carrum LSC), Dean Manns (Cape Paterson SLSC), John Kerr (Chelsea Longbeach SLSC), Lindsay vander Pal (Dromana Bay LSC), David Rylance (Elwood LSC), Darren West (Fairhaven SLSC), Tim Cutrona (Frankston LSC), Yvette Costello (Hampton LSC), Aaron Green (Jan Juc SLSC), Warren Cook (Inverloch SLSC), Angela Malan (Inverloch SLSC), Paul McMaster (Lorne SLSC), Simon Berry (Mallacoota SLSC), Arrow Embleton-Mew (Mallacoota SLSC), Brian Kirk (Mentone LSC), Kelly Parrish (Mornington LSC), Bec Gibbs (Mt Martha LSC), Chris Paterson (Ocean Grove SLSC), Scott McKenzie (Port Campbell SLSC), Ian Powell (Port Fairy SLSC), Stephen Brooks (Port Melbourne LSC), Simon Merrigan (Point Leo SLSC), James Coutie (Point Lonsdale SLSC), Matt Mahon (Portsea SLSC), Wayne Wong (Sandridge LSC), Helen Brown (Sandringham LSC), Darren McLeod (Seaford LSC), Jane Wright (Sorrento SLSC), Dinah Boswell (South Melbourne LSC), Amanda Castle (Seaspray SLSC), Paul Hoffman (Venus Bay SLSC), Michael Artz (Warrnambool SLSC), Paul Sullivan (Williamstown S&LSC), Mark Scott ESM (Wonthaggi LSC), Miranda Bordignon (Wye River SLSC)

Council Officers

Georgie Wettenhall (Director), Adam Alsbury (Director), Ian Fullagar (Chair/Council Representative), Brian Kirk (Council Representative)

Staff

Mevan Jayawardena (Chief Operating Officer), Simon White (GM, Lifesaving Services), Paul Shannon (GM – Government and Industry Relations), Emma Atkins (GM – People), Andy Dennis (GM – Training and Pool Safety), David Potter (Manager, Volunteer Support), Dr. Bernadette Matthews PhD (GM - GM, Media & Communications and Principal Research Associate), Sharyn Brigham (Volunteer Support Officer), Jennifer Pearson (Volunteer Support Officer)

Apologies

Charlie Pitney (Point Lonsdale SLSC), Chad Henry (Aspendale LSC), Rob Tennent (Mordialloc LSC), Robyn Kaye (Venus Bay SLSC)

2) Welcome – I. Fullagar (Chair/Council Representative)

- i. I. Fullagar provided a welcome to the Council of Lifesaving Clubs Meeting solely being completed online. During this time, the work of our members and those who are on the front line of the current COVID-19 Pandemic was recognized and acknowledged in helping to keep Victoria safe. The chair also noted that the meeting attendance will be taken from those who are visible online and if any additional apologies could be sent through to David Potter via email or using the chat function.
- ii. Confirmation of the minutes from the last Council meeting held on Saturday, 11 February 2020. *Due to the online format of the meeting any concerns with the minutes was asked for. As there were no issues received, the previous minutes were taken as confirmed and carried.*

3) Board Report – Adam Alsbury

- a. Since the beginning of this pandemic, the Board decided to arrange several extra meetings to ensure relevant actions could be dealt with as required.

- b. During our March board meeting it was more business as usual, there was a finalisation of the Whistleblower policy, review of the member protection action plan and approval of mental health first planning sessions. Additional discussion also occurred around follow up from the 2019 Port Campbell incident and reviewing funding arrangements for several clubs.
- c. Across this time, we were also discussing how COVID-19 would affect LSV moving forward including the LSV Pandemic plan including the potential financial, governance and services impacts. This has taken up a significant amount of time as everyone involved has worked hard to ensure the organisation tackles the challenge ahead.
- d. The Board would also like to recognise the efforts of all our front-line personnel, members, LSV staff, LSV executives and panel members, along with the Club Leadership teams for their dedication over this challenging period.

4) Current Situation Update [COVID-19] – Simon White

Figures as of 14 May 2020 are detailed within the slide pack attached below.

- a. It was noted that Victoria, along with Australia, are not having the same level of caseloads compared with other countries around the world. This means we are not seeing the increasing demand on ventilators. At this stage, we still have limited community transmission, however DHHS is monitoring this very closely.
- b. The indication from EMV and AV is that there is no guarantee numbers will not increase during the colder months and/or whilst there is no vaccine available. Our support role with AV is still being worked through, with changes in timeframes and requirements under review by AV as have this meeting.
- c. During this time, there is also large-scale concern around mental health and what the stay-at-home restrictions are causing. We are currently working with DHHS to develop a strong mental health system which can be rolled out to clubs and volunteers.
- d. The state of emergency has been extended until 31 May, however there has been a 5th reason to leave home added to the appropriate reasons: *“to visit friends and loved ones while adhering to the rules”*. The key message though is that the restrictions will be eased very cautiously, to ensure continuous safety. For further information on this, please refer to DHHS and for further LSV information, the activity has also recently been updated.
- e. AV Support EOIs – As indicated we are working with AV to understand what their requirements are. Once this is known we will work forward with the EOIs and endorsements.
- f. If your club is having difficulty gathering first aid equipment or items like hand sanitizer, please get in contact with your Club’s VSO. It is more efficient to gather it locally, but if you are having trouble LSV can help.

5) LCARR Update – Dr. Bernadette Matthews

- a. Dr. Bernadette Matthews gave an overview of the Lifesaving Capability and Resourcing Review to ensure all attendees were across the project.
- b. We are now in the consolidation phase, with feedback and recommendations to follow prior to the start of the season.
- c. A key number of statistics were achieved through the discovery phase (captured in the attached slides). With over 2000 responses for each of the mini-census and survey, we achieved our 10% response rate.
- d. A note of thanks to all the Clubs in helping us promote the project, mini-census and survey. This has given LSV great data to work with from our members, government, industry, and business.
- e. Our teams are now working through the data and compiling a draft report. The report will include information such as: What our typical member looks like and then a breakdown per Club. This will then be provided to Clubs to help them understand their members’ breakdown.
- f. We are currently on track with our timelines, with final release by November this year.
- g. Any questions, please send through to lcarr@lsv.com.au or to Bernadette.matthews@lsv.com.au

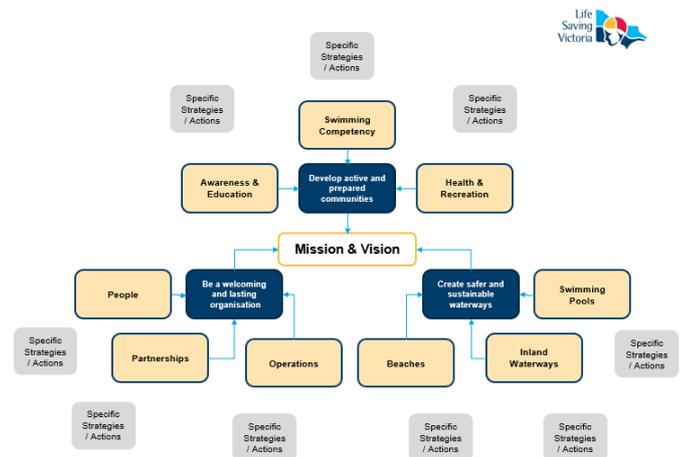
6) LSV Strategic Plan – Georgie Wettenhall

- a. Georgie provided an update on the current actions from the LSV Strategic plan, along with the guiding principles which is driving the discussion. With the current plan due to expire at the end of this year, the board is undertaking the review and scoping for the next 5-year plan. Over the



next few months, there will be a range of engagement sessions run with each council (including regional CLC meetings) to ensure that we gather the information and feedback required.

- b. An overview of the work completed so far was given. Under the mission and vision of our organisation we have three clear goals. Branching from these we have the 9 strategic areas which help drive these goals. For each of these 9 strategic areas, work is current underway to work through the itemised specific actions. Beside you will see extract from the presentation.
- c. The actual strategic plan will not be split into each council until the whole organisation have finalised the plan. Once this occurs, each of the actions will be divided up amongst the council as appropriate.
- d. As the timetable indicates, there will be a lot of consolidation over the next 3 months, with a first draft during September and then finalisation at the start of summer.



7) Upcoming Council Elections Update – Ian Fullagar

- a. Scheduled for 8 August, the call for nominations and personal statement submissions will be sent out very soon.
- b. As these meetings will be held online only, direct voting forms will be required to be complete by each delegate and due in to LSV by 5:00pm Thursday prior to the ACM, with no voting occurring during the meeting itself. Electronic voting was considered not be as secure by the governance committee. Successful candidates will be read out during the normal council meeting times.
- c. In terms of Club AGMs, its ultimately a decision each club as to whether to delay or still run the AGM electronically. We will seek guidance on this from the Governance team however we would also refer you to the notes for SLS entities linked below.
- d. Returning officers will be appointed to each council from the Governance committee to oversee the ballots.
- e. Further information on timelines are included in the slides and will be released as the call for nominations is released.

Action: Governance committee to provide advice to club as to whether they should delay or continue with electronic AGMs.

8) Mallacoota: 2019/20 Bushfires – Simon Berry, Arrow Emblerton-Mew and Bryce Watts-Parker

- a. Simon gave an overview of the Mallacoota SLSC, identifying who they are, and their membership demographics. Following this an overview of the situation of the far east Gippsland fires over the 2019/20 fire season, including insights into the local emergency management response and how the Club was involved.
- b. Arrow Emblerton-Mew and Bryce Watts-Parker then provided an overview from an ‘on the ground perspective’ during the fires, including oversight into the Club’s operational response and support to other emergency services e.g. logistics, communications and helping with evacuations of the local area.
- c. Throughout both presentations it was highlighted that this has put significant mental strain on their volunteers and on the local community.
- d. Following the emergency, it was vitally important that our Club returned to normality including restarting patrols. This helped our community re-group following the large scale emergency event.
- e. Simon Berry then provided thanks to LSV Staff, Executive Members and other Clubs who had provided a range of personnel and fundraising support. Simon’s Quote: “Please thank your members for their contributions on the Club’s behalf”.
- f. Although this has been a significant event on the Club, they are now looking to build on this and ultimately create facilities, including a lookout and first aid room. The Club will also be looking to continue with their plans for a Marine Rescue Facility alongside the SES.



g. Full details of this presentation are in the meeting recording.

9) Electronic and Remote AGMs - Miranda Bordignon (Wye River SLSC)

- a. This year Wye River SLSC conducted its AGM solely online. Overall, it was a good experience with positive feedback coming from the Club's members. In future, the Club will look to have a remote option for AGMs to ensure as many as possible can attend.
- b. Key Advice from the presentation on Clubs holding electronic AGMs:
 - i. Check your constitution to ensure it allows this (and in accordance with the act). If not, work through this with your committee and membership. If there is some contention about holding your AGM online, the SLS notes provide some useful points around this.
 - ii. Check that minimum age and numbers (quorum) for voting purposes. It is recommended that you confirm the number of people you have attending prior to ensure you have the minimum.
 - iii. Along with the quorum, it was suggested that you share administration of the online meeting, chair and minute taking to ensure an even spread of working during it.
 - iv. Check whether there is a time limit on the online forum you are using. Zoom (free version) has a time limit of 40 minutes. *Note: Contact LSV if you would like to any questions around Microsoft teams or other online forums.*
 - v. Instructions that are to be sent out must be clear for all members, including how to download the application and show your video on screen.
 - vi. A decision on whether you record the meeting should also be decided prior too.
 - vii. Ensure any documents which are required for the meeting are circulated well in advance.
- c. Full details on this presentation are in the meeting recording.

10) Keeping a Club Connected – Matt Mahon (Portsea SLSC)

- a. Matt provided a small background into the Portsea SLSC, including how the Club has grown over the last year.
- b. Since the outbreak of COVID-19, the Club has ensured constant communication with its members through (at least) weekly emails. Although, the Club noted it is not the primary source of information.
- c. Given the limited ability to get the membership together because of COVID-19, the Club wanted to do something to ensure its members can celebrate the season. To help with normality, we therefore decided to run a live Facebook event to announce our awards winners. Club members are being asked to host their own parties within their own households to help celebrate. A promotional video can be seen the slide deck for the meeting.
- d. In addition, we have offered our facility to the council for use during this time and are also compiling a E-Boomer (Club mail) special edition newsletter showcasing sponsor and other local business offers
- e. For details on how Portsea is keeping connected with its members, please see the meeting recording.

Meeting Close at approximately 8:00 pm

Next Meeting

The next State Council of Lifesaving Clubs meeting will be held on Saturday, 8 August 2020. Please note this is the Annual Council Meeting.

As discussed, further information on the regional CLC meetings to be held across June will be circulated when available.

Attachments

- [May 2020 – Slide Deck](#)
- [LSV General Information on AGMs – A Practical guide](#)
- [Notes for SLS entities on conducting AGMs](#)
- [Meeting recording](#)

