

# Minutes – Council of Lifesaving Clubs

**VENUE:** Ian Potter Room  
Life Saving Victoria State Centre  
200 The Boulevard, Port Melbourne

**DATE:** Saturday, 12 May 2018 – 10:00 am

## 1. Preliminaries

- a. Welcome  
IF: Welcomed attendees of the Council of Lifesaving Clubs.
- b. In attendance

### 1. Preliminaries – Present

#### **Delegates**

Bonbeach LSC	Lloyd Thomas	Sandridge LSC	Malcolm Freake OAM
Chelsea Longbeach	John Kerr	Sandringham LSC	Bree Ambry
Elwood LSC	David Rylance	Seaford LSC	Darren McLeod
Fairhaven SLSC	Darren West	South Melbourne LSC	Dinah Boswell
Hampton LSC	Yvette Costello	Waratah Beach SLSC	Rob O'Brien
Kennett River SLSC	Ross Dakin	Williamstown S&LSC	Paul Sullivan
Mentone LSC	Russell Rees	Wonthaggi LSC	Mark Scott ESM
Ocean Grove SLSC	David Pavia	Wye River SLSC	Martin McIntosh
Point Leo SLSC	Simon Merrigan		

#### **Proxy Delegates**

Carrum LSC	Catherine Paulsen	Gunnamatta SLSC	Greg Goulet
Edithvale LSC	Dianne Montalto	Half Moon Bay SLSC	Shane Ryan
		Torquay SLSC	Bill Johnson

#### **Remote Delegates**

Altona LSC	Lisa Curran	Mordialloc LSC	Rob Tennant
Black Rock LSC	Rebecca Moncrief	Point Lonsdale SLSC	Matthew Ponsford
Carrum LSC	Catherine Paulsen	Portsea SLSC	Stuart Rayner

#### **LSV Life Members/Officers/Observers**

Director - CLC	David Schultz	LSV History Officer	Prue Weber
Director – CLC	Peter Williams	Wonthaggi LSC	Alan Evers-Buckland
Council Chair	Ian Fullagar	GM – LCD	Andrew Foran
Council Representative	Julian Meagher	GM – People	Emma Atkins
Director – M&LD	Angela Malan	VSO	David Potter
President	Tom Mollenkopf	VSO	Jayden Raab

#### **Apologies**

Altona LSC	Lisa Curran	Lorne SLSC	Carol Fox
Chelsea Longbeach	John Kerr	Portsea SLSC	Stuart Rayner
Gunnamatta SLSC	Greg Goulet	Rosebud & McCrae	Sally Porta
Jan Juc SLSC	Aaron Green		



**2. Minutes of the Previous Meeting held on Thursday, 1 March 2018**

- a. Confirmation of previous minutes
- b. Mover – Lloyd Thomas (Bonbeach)  
    Seconder – Yvette Costello (Hampton)
- c. Business arising from these minutes

**MS:** Discussion of Bi-Laws?

**PW:** Duty of care to be taken to ensure that a person is eligible to be a Director. That's what the nominations committee looks at.

**MS:** Can we see criteria for nominations?

**PW:** Position descriptions list criteria of what is required. The board as a whole should have this, not just the Director. The Board cannot dictate to the Councils in respect to an individual Directors qualification.

**Action:** Circulate what the criteria is prior to nominations.

**MS:** Amendments to Director elected in August, nominations to be discussed in November.

**IF:** Need to abridge gap between nominations by Councils in August and their implementation in November. But this cannot be done with the current Council structure within LSV. Most Directors are elected at the AGM and the previous Directors term expires at the end of the AGM. We do not have this because of our structure. To change the structure is extremely complex.

**MS:** Can we nominate at a separate election?

**IF:** Term commences when elected at the AGM and previous term expires.

**TM:** The Constitution as I currently read it seems very reasonable to me. Having someone commence their duties a couple of months after they have been elected doesn't seem problematic.

**RR:** I don't see there being any issues with system because when you elected someone from a representative group, I think that it is important that there is a transition and not an instant change over.

**IF:** How many board members are there in any period?

**JK:** If there is only one meeting, they are coming up to speed outside of the meeting. Unless constant contact, it is difficult to keep up to date. If there is only meeting, I think that a transition is beneficial.

**MS:** Constitution does talk about inductions. They should be extended the same rights to take charge straight away.

**TM:** All operational issues are not made at the board in the two or three meetings leading into the AGM. The board is focused on long term strategic issues and council is responsible for making immediate decisions regarding the forthcoming season. If we are to change constitution, id suggest we dedicate more time to weigh up the pros and cons.

**JK:** Chelsea Longbeach has moved back AGM to June to bring new committee up to speed in preparation for the upcoming season.

**MS:** Disagree with Tom, operational issues are decided when coming into these seasons.

**TM:** When appointed you do your job until your term expires. Would be better if the council wants to have discussion.

**IF:** Unless the council wants a discussion, it can be raised at the next Council when we call for Agenda Items.

**MS:** Can a group be formed to address this issue?

**DM:** I think that it is something should be looked at.

**IF:** Can we ask the Presidents to put forward any issues that they may by giving us your questions in advance regarding this.

**MS:** Can we meet with Governance Committee?

**ACTION: Presidents to raise issues that they want considered to the Governance committee to find inconsistency with By-Laws.**

**JM:** Can those that have issues circulate discussion paper to the governance committee?

**IF:** Presidents are going to put in issues that they want considered they need to go to the Governance committee.

**ACTION: VSO to raise to Presidents:**

**PWeber:** Previous surname added to Item 4C in Previous Minutes  
*NOTED*

### 3. Board Update – P. Williams

One Board meeting in March Confirmation of the board for the scholars.  
Good presentation by PTPS conducted by Andy Dennis. Would be worth presenting to the CLC at some stage to give insight into the other half of the organisation. Given briefing of Emergency services infrastructure committee.  
Discussed Strategic Board Meeting in June.

### 4. LSV Governance Review – P. Williams

Last meeting had Governance Review survey. Since then have had presentation by consultants. Their submission came up with 6 alternate structures. Board reduce two options have asked for them to go away and come back with consultation. Once we have DRAFT we will post on the LSV website and be circulated to all council executive members, then released to all members through Circular. Aim to have an evening in July for all members to ask and discuss questions.

**MS:** Will there be a Discussion Paper circulated? Can it also be sent to relevant Councils?

**PW:** Will send to every member of every council executive. It will also go on website and will also be circulated via Social media. If any comments, please send in for consideration.

**MS:** Can we have 4 weeks' notice?

**PW:** If all goes well will have circulated by end of next week.

### 5. Lifesaving Facilities Development – A. Foran

#### a. Condition Audit update

William Shi has met with every club and had face-face meeting to discuss the current Urgent Maintenance Project. Started to work with Land managers and local government for extra funding. There has currently been a 50/50 uptake for increased funding.

We will start managing and structuring some projects. Looking to get most projects underway by start of 2018/19 season. \$1.5 million spending. 32 clubs with maintenance, with 10-15 separate projects within those.

If anyone Presidents have any concerns, please contact William separately.

**MS:** Can you give an overview of how you work through the process to get the funding.

**AF:** Project manager can give an update. Urgent maintenance has been

**PW:** Employed for time that project is taken. He will continue to be engaged with clubs until completion of the project.

**MS:** Need full time staff ongoing.

**AF:** William is employed for the entirety of the Urgent Maintenance Project.

#### b. **Funding bid: Prioritised clubs – D. Schultz**

LSV have had 4 successful bids come through government being Aspendale, Black Rock, Bonbeach, Mentone LS, as well as additional funding for Cape Paterson, Ocean Grove, South Melbourne, Point Lonsdale. Those clubs have been notified by their local members. We have not yet seen the official detail yet in State Centre

**OG:** No detail in the budget papers?

**AF:** it was a budget that was released with an intention for the local member to do the announcements at their own events.

**PS:** Status of other clubs.

**DS:** All other clubs have been put forward in the bid. At least one of those clubs

### 6. Budget – D. Schultz

a. Facilities Development

We have received a Letter from received J. Merlino stating that there has been the establishment of the Emergency Services Infrastructure Authority.

Meeting with the authority occurring on Friday 18<sup>th</sup> May. They will take over project management of the clubs, so we will need to find what involvement LSV will have with the Authority.

Funding is only “seed” funding. If we get to a stage that clubs are fully funded working with what is needed and what level of takeover is needed for LSV.

Clubs will be updated once information is presented to LSV.

**DB:** Not enough info at this point to make a decision yet.

**PW:** Clubs are already doing re-developments it is something to be aware of.

**MS:** Will Government being taken over the running of the running of these budgets?

**AF:** Emergency Services Infrastructure Authority (ESIA) is working under DoJ and they will report to Department Secretary, then to minister of Emergency Services. All we know is that they will be managing the fully funded government projects, but LSV for them is an outlier. We have State Government funding but are not a statutory authority and work outside as an independent organisation. Moving forward will try and influence some positive outcomes on behalf of our clubs to get these projects done.

Unsure of outcomes until we meet them.

b. Lifesaving

State government budget outcomes is very positive. We have been able to receive \$11 million for lifesaving club redevelopment. Lifesaving clubs have strongly advocated and LSV board who have endorsed a bid which was significant. What we have been able to achieve in 12 months is fantastic.

Also received lifesaving capability and intervention. 4 years of bids for funding to give for Public Safety, Increased capacity in education sector and increased funding for lifesaving with 8.3 million to deliver drowning prevention strategies. Budget has come out with detail and now LSV need to discuss with EMV and DoJ and the Minister office to see how this can be delivered.

Over the next two years we would expect to see an increase in volunteer support within lifesaving clubs. Additional funding for Lifeguard services and RWC services. Meets the needs the organisational values for additional services and flexible lifesaving to work towards drowning prevention.

For the CLC, Life Saving Victoria gets \$774k funding for VESEP. Annually typically get about \$1.2 mill per year.

**DR-** We want clubs to put in a bid. This will re enforce our proposal for future bids.

**AF:** If any clubs have outstanding funds touch base with VSOs. where clubs have used SLSF to utilise GSU.

**DB:** South Melbourne went through the process of working with the GSU to assist in putting together and they were fantastic in providing support.

**SR:** How do allocations work?

**MS:** Graded in order to OHS, Gear Equipment, facilities. Clubs who put in for jet skis won't be approved as an example. Also need to utilise state projects, which is quite complex. Previous grant allocations are also considered.

**DP:** How do clubs maintain such equipment?

**MS:** I would encourage clubs to put a bid in every year. New equipment doesn't necessarily last as long as it could, but if clubs put in for equipment each year the list will continue to grow and increase likelihood of being successful in the future.

**IF:** Any questions regarding the VESEP are to go through Lifesaving Operations.

## 7. LCD Departmental Review – D. McLeod

### a. Lifesaving Operations Council

Beach Attendance – ↑ 21.2%

Preventative Actions- ↑ 17.4%

First Aid: Just over 1000

Recue stats: ↑ 37.5 % with 8-year average at 366

Fatal drowning: 23 reported drownings 1 Dec 17 – 28 Feb 2018.

Year to date: 37 reported drowning deaths.

Total Awards: Increase in all active awards. Well done to Volunteer Training.

Patrol defaults: 274 defaults. 44 clubs defaulted. Over half had between 1-5 defaults.

This includes not meeting requirements for 2/3 of the day.

**DMc:** We can only present data that is provided to us. We would like to think that clubs are providing credible information.

**LT:** I would like to think that majority of clubs are honest with their information as it could become detrimental to the club if a potentially fatal event were to occur.

**DS:** Clubs are held accountable if information is falsified and something goes wrong. You as individuals are held accountable to that through the Court of Law.

**DB:** Were any audits held to look over patrol books?

**DMc:** No completion held, but some audits were held. This didn't get a great snapshot of information.

**DB:** It is understandable that clubs do struggle with to meet patrols. There are circumstances which can make it difficult.

**DMc:** From LSOC perspective, we are looking at where the issues are and how we can assist in eradicating those issues.

**DM:** Will money be carried over to next year as there wasn't a competition held?

**DMc:** Funding will be held over until next season but not in its entirety as some funds were used for those audits that were conducted.

**PWeber:** Can it be recorded that there was no Patrol Comp for season 17-18.

NOTED

*DMc presented graphic of Clubs that have Defaulted vs. Number of Active Members*

**DMc:** Will meet with the 19 clubs that had large defaults with both the VSOs and LSOC to find where/ why these issues occur and support them to minimise the re-occurrence.

**ACTION: VSOs to send out End of Season Report statistics to each of the clubs.  
Default report to be circulated with the Minutes**

### b. Radio Network:

Confident that rollout will occur in due time. Currently have trial clubs Woodside and Seaspray will be used as a pilot by end of June. They have been chosen as they cover off all areas of Lifesaving. Rest of sites will roll out in August. Have a plan in place to re-allocate radios on a needs basis.

### c. Enhancements of Apps & Tools / Patrol

Surrounding Gear Inspection, Patrol Audit and further development of LIMSOC Applications.

### d. Review and Upgrade of Patrol and Lifesaving Programs

**YC:** Will there definitely be audits conducted in 2018/19?

**DMc:** Yes, there will be Audits conducted at all Clubs next year.

### e. Further Development into Emergency Management Sector

This includes taking part in a more active role in the State Control Centre (SCC), management of regional Lifeguard sites,

LSV has had a Liaison Officer at EMV in the SCC for the hot days during the Summer period which seemed to work well from an integration perspective. We receive positive feedback for the other agencies.

**DB:** Can we please call patrol competition the “Patrolling Competition”. This will cause less confusion about the sport issue.

## **8. M&LD Departmental Review – A. Malan**

The U13 camp was held in Phillip Island and the U15 camp held in Mount Eliza at Camp Mangung. Both camps were a success with positive feedback received from all participants. It is through these camps that we hope to get kids through the door and push into committee/operational roles within their clubs. We will be another U18 camp as we recognise that it is very important to keep them involved in clubs. Bruce Robertson currently doing research on what clubs have not yet taken up LSV programs and he will be in touch to discuss further opportunities.

**MS:** How can we utilise these skills?

**EA:** When people attend cross agencies, we want to bring them back to LSV to discuss their learnings which can then be passed to Presidents. Kane Treloar invited all BLS, NLC to LSOC to have input and understand how executives/ council’s work and to give them exposure into those lifesaving environments.

**BA:** Are there any plans for 30+ programs?

**AM:** Yes

Member Protection programs are of high importance and we want to give a high level of knowledge back to the clubs.

Marina Mateos – Learning and Development Manager has been working on a L&D framework for pathways to development.

Next steps forward are to run review of existing programs of what has worked and what has not as well as looking at skills gaps through a matrix and have found that there are gaps that need to be worked on. Broader focus has been focused on members and whole organisation. Narrow focus on coaches official and team manager executive.

### **Outcomes:**

- Hoping to empower clubs to deliver their own programs.
- High priority placed on governance and safeguarding children.
- Develop partnerships with external program providers

### **Development programs 2018/19**

- Nippers and Welfare
- Junior Members
- Senior Members
- Grey Medallion – Will be developing a ‘Train the Trainer’ for clubs to implement the program in their individual clubs.
- General Governance and Executive Development – Interpersonal skills, Networking, Conflict Management

From previous seasons we have found that clubs are looking to increase their Interpersonal skills and networking, so we will look to enhance this for members.

**MS:** Any Support Officers available for MLD Department?

**EA:** Have invested in M&LD Manger and have invested in a more holistic approach. Once this is all developed we can look at potentially getting further support in this space.

**BA:** Has there been any thoughts about having Regional meetings for those that struggle to make these meetings? We could then stream them directly into the Council meeting. This will allow for greater input discussion from across the state.

*NOTED: Potential opportunity to hold regional forums for M&LD meetings.*

**LT:** What is happening with the report to be sent to Clubs regarding Safeguarding Children?

**EA:** Ready to go and will be circulated.

**BA:** Can we have people who have had experience in BLS.

**MS:** Can we include more people to be involved in communication that is sent out clubs? I know that there are members/ parents who have an invested interest in topics

**DP:** Can we get goals set for those that have developed skills through taking part in these camps?

**JK:** We had those attendees present at the Club AGM in front of 50+ members and it was great to be able to have the club

## **9. Club Development Manual – J. Raab /P. Williams/ D. Schultz**

**JR:** 12 months of work into the CDM so far to get it to this point. It is still a working progress. The idea is to bring information into new and old committee to ensure they are working through the output of high quality information and services.

**JR:** Presented the current table of contents.

**PW:** Remember that this information, is more guides etc. This is meant for those new committee members who need assistance in where to go. Ultimately each club is different, and this cannot be hard rules etc for every club. It gives you a guide to where to find things to ensure that items (when updated) can be found appropriately.

**JR:** Looking for a working group that may like to have input into the document to ensure that it is the most appropriate for clubs.

**MS:** Worth approaching some of the people who have done our programs to have input into this?

**JR:** Opportunity there.

## **10. General Business**

**SR:** Wish to cover the appendix that was sent to Presidents and Secretaries re: Training and Assessment. This was sent to Presidents and Secretaries as a minimum requirement for patrolling needs. Have to make sure that we are making the needs of training that are under the RTO to meet the obligations.

**AF:** Designed around learning outcomes. Hours stated are reflective of someone who will be confident of delivering that skills. Please be aware that what is critical to our clubs and organisation is that clubs do follow this guideline. There have been situations where people have delivered courses and have not had the skill set needed.

**DR:** Minimum times are set to deliver outcomes to a satisfactory level. If members are not appropriately trained, they are putting both themselves and their members at significant risk. There are opportunities to recognise prior learning and experience.

**MS:** LSOC consider relevance of having some of these awards with competencies attached.

**IF:** Encourage all members who are happy to discuss please get in touch with David Rylance.

**LT:** Can we also get names of Directors and Board Members, so they know who everyone is at the next AGM.

**YC:** Paying teenagers for Coaching roles at Clubs. Can this please be added as an item at the next meeting.

*NOTED*

**Action: Names of Directors placed around each table at August AGM**

**Meeting Close 12:20pm**  
**Next Meeting**

The next Council of Lifesaving Clubs meeting is scheduled for Saturday, 11 August 2018.

UNCONFIRMED

