

MINUTES

Membership and Leadership Development Council Meeting

VENUE Microsoft Teams

DATE Thursday, 27 August, at 6:30pm

1. Preliminaries

a. Welcome

Y. Costello commenced meeting at 6:33pm, welcomed everyone to the meeting and acknowledged those attending online and the apologies.

b. In attendance online

M&LD Delegates

Sally Rolfe (Altona LSC), Travis Minns (Apollo Bay SLSC), Mae James (Brighton LSC), Judy Silom (Chelsea Longbeach SLSC), Tahli Langborne (Elwood LSC), Peta Overbury (Frankston LSC), Mietta Fry (Gunnamatta SLSC), Teagan Thom (Inverloch SLSC), Ross Dakin (Kennett River SLSC), Ben Lockwood (Mentone LSC), Gary Squires (Mordialloc LSC), Sophie Veale (Mornington LSC), Leah Andrews (Mt Martha LSC), Lyndie Freestone (Ocean Grove SLSC), Sarah-Jo (Point Leo SLSC), Tim Harrison (Point Lonsdale SLSC), Tate Tregea-Copeland (Port Campbell SLSC), Belinda Gill (Port Melbourne LSC), Gerald Lovell (Portland SLSC), Sas McNamara (Portsea SLSC), Michael Shaw (Sandringham LSC), Jackie Goudy (Seaford LSC), Sue-Ellen Jackson (Seaspray SLSC), Bill Johnson (Torquay SLSC), Robyn Kay (Venus Bay SLSC), Natalie Ashdown (Waratah Beach SLSC), Jacinta Roache (Warrnambool SLSC), Sandra Madeley (Wonthaggi LSC), Ben Wilson (Wye River SLSC).

M&LD Proxies

N/A

Visitors

Lucy Chambers (Inverloch SLSC), Tracie Wilson (Frankston LSC), Dianna McKellar (Point Leo SLSC), Bradley Smith (Aspendale LSC), Sam Dwyer (Hampton LSC), Nicole Dwyer (Port Fairy SLSC), Simon Dale (Point Lonsdale SLSC), Kirsten Cleland (Hampton LSC), Jason Menz (Kennett River SLSC),

M&LD Executive

Angela Malan (M&LD Director), Yvette Costello (M&LD Chair), Robyn Kaye (Council Representative) Sandra Madeley (Junior Activities Coordinator), Teagan Thom (Junior Development Program Coordinator), Rebecca Schot-Guppy (Member Wellbeing Coordinator), Laura Buckley (Female Leadership Coordinator), Rob O'Brien (Masters Development Program Coordinator)

LSV Staff

Emma Atkins (General Manager – People), Shelley Snow (Coordinator – Membership & Leadership Development), Claire Picone (Volunteer Support Officer – Membership & Leadership Development)

c. Apologies

Liam O'Callaghan (Senior Development Programs Coordinator), Nick Abroms (Diversity and Inclusion Coordinator), Paul McMaster (Lorne SLSC)

2. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 21 May 2020.

Confirmed – Sophie Veale, Mornington LSC

Seconded – Tate Tregear-Copeland, Port Campbell SLSC

CARRIED

3. Business arising of the previous minutes/action items

Nil.

4. Topics and Updates


a. Season ahead – A. Malan

- i. Tonight we will discuss what the coming season may look like and what we are preparing for clubs, so that when we do know what we are able to do we are prepared and ready to go.
- ii. When we know information we will pass it on to assist with your planning for the season.
- iii. Guiding Principles
 1. Just because we can do something, doesn't mean that we should be doing it. The safety of members and lifesaving community are of the utmost importance.
 2. Focus on what we can do, Nippers will look different and we will need to work within the restrictions that will be in place. LSV will provide guides and clear scenarios against restrictions, planning for 4 scenarios
 3. Key focus will be quality and not quantity, participation, connection, fun and wellbeing
 4. We know not one size fits all, we need to be practical
 5. Collaboration will be key; we are here to help and we will communicate. We will communicate with you, once we have the information
 6. What we need from you?
 - New thinking, how we can do something
 - Be supportive of state response activities, no loop holes will be involved
 - Provide feedback and engage, we understand this is tough
 - Be cohesive between LSV, clubs and across whole of lifesaving movement
 - Think globally, act locally - local action will need collaboration and relationships with the LGA's and Parks Victoria for some clubs.

b. LSVj Update – Mae James – LSVj Advisory Committee

- i. LSVj Youth Innovation Challenge, make sure to check out the finalist videos on LSV's social channels and vote for your favourite idea
- ii. LSVj's involvement with the Youth Innovation Challenge included planning and giving their perspective and ideas of how it could look online and the guidelines

saving lives, preventing injuries, enjoying the water



for the challenge. Additionally one member presented it to the board and two members were part of the interview process

- iii. Saturday 5 September LSVj will be holding a Club Representative and Youth Forum day online, including discussion on youth mental health, mini innovation challenge and guest speakers. Please pass onto your club reps and youth members. Information in [Circular 042:08:20](#)
- iv. Encourage clubs who have not put forward a club representative to do so in order for area representatives to be appointed.
- v. Innovation Challenge Update
 1. Panel was made up of reps from LSVj, a number of Directors including President Paul James, to evaluate these innovations in addition to going out to the membership.
 2. To date – 6,140 votes have been submitted; over 9,300 views of the 3 videos combined; results will be announced on 1 September and will be a combination of the panel and the membership votes.

c. COVID – 19 Update – E. Atkins

- i. LSV continues to work under the pandemic plan as approved by the Board in March 2020. Continue to work in stage 3b (initial action – widespread ‘community transmission’) and have taken a number of actions from stage 3c to minimise risks to members and community.
- ii. LSV are taking direction from DHHS and continue to work closely with them, including asking questions on behalf of clubs and LSV. As soon as LSV knows information, you will know.
- iii. Club Activity Guide - this is updated weekly or as announcements are made (<https://lsv.com.au/activity-guide/>)
- iv. LSV are working towards 5 pillars of support for clubs
 1. Financial Impact
 2. COVIDSafe Activity “Return to Beach”
 3. Membership Sustainability
 4. PPE and Equipment
 5. Health, Wellbeing and Management
- v. Progress of support – updates presented to presidents on a weekly basis
 1. Financial Impact - fee relief including waiving Nipper Capitation fee for the season; administration grant to be released early this year; business cases to government are in and advocating on behalf of clubs.
 2. COVIDSafe Activity – a plan to provide to clubs across all areas of lifesaving, including COVIDSafe plan template that mirrors LSV’s and LGA / Land manager communications for club.
 3. Membership Sustainability – piece of work the club support team are conducting. Including communicating and consulting with clubs, putting models together and a broader campaign to members and the wider community with how important lifesaving is.
 4. PPE and Equipment – mapped out a base estimate of PPE requirements and are working with government to procure it. Looking at equipment required for COVIDSafe readiness and for activities and how clubs could procure it from LSV.
 5. Health, Wellbeing and Management; Employee Assistance Program is available for volunteers and will continue to promote this to the membership. The government have also released a number of support packages in this space.

- Q. contacting lifeguards in California – LSV operations team are consulting with California and also RLNI

vi. Consultation and Authority

1. LSV taking direction from DHHS, and consulting regularly with Sport and Recreation Victoria (SRV), EMV, SLSA, other State body's, LGA's/land managers and Clubs
2. Kate Simpson (GM Sport and Education) attends weekly meetings with SRV and VicSport
 - Currently there is no roadmap for return to community sport
 - They have a focus on survival funding, mass participation events, advocate for a roadmap and recovery

vii. Updates are sent out weekly within circulars or as restriction updates are released.

d. Nippers Season ahead – S. Snow / E. Atkins

i. Data review occurred of Nippers programs from across Victoria, statewide overview

1. Timeframes: programs are run from October – April
2. Program Models: Extended (63%), Holiday (31%), Blended (6%)
3. Program sizes: Small <100 (17%), Medium <300 (57%), Large >300 (26%), state wide nippers numbers 12,256

ii. What we have done so far

1. Update – general weekly updates through circulars; initial touch based direct emails to clubs with request to join Nipper collaboration groups
2. Review – information shared other sports and other SLS state, in particular NSW as have had guidelines prepared for their programs
3. Collaborate – 4 x nipper collaboration groups involving 26 members, ongoing meetings with SRV, SLSNSW, other sports. 1 x Starfish Nippers Collaboration Group coming up Thursday 3 September.
4. Resources – starting to map out what resources we'll require for the season, commenced initial work on scenarios, guides and resources.

iii. Collaboration groups

1. Aim of groups to provide an overview, see where clubs are at, get information for assist us in putting guidelines together and make sure everyone is on the same page.
2. Key Emerging Trends from collaboration groups, full list of notes will be shared with minutes.
 - Where clubs are at
 - i. On hold till further information is known
 - ii. Starting to plan and will adapt as necessary
 - iii. Putting out holding statements to members
 - iv. Want to be able to deliver something
 - Challenges
 - i. Gathering of nippers
 - ii. Negative reactions from local communities
 - iii. Members living in metro, running regional programs
 - iv. Volunteer involvement – extra considerations/roles



- v. Preliminary swims – not being able to utilise pools
 - vi. Beach space / limiting public interaction
 - vii. Dealing with symptomatic members
 - viii. Social distancing / younger age groups
 - Solutions – which will assist with building guidelines for clubs
 - i. Zoned nippers areas
 - ii. Limiting session numbers and times
 - iii. Running sessions earlier in the day / avoiding busy beach
 - iv. Different age groups on different days
 - v. Use of IT for contact tracing/ check in and outs
 - vi. Sanitising stations for equipment
 - What's needed from LSV
 - i. Clear guidelines / rules – no interpretations
 - ii. Signage for members and community notification
 - iii. Procurement of PPE / Extra Equipment – 'shopping list'
 - iv. Communication packs for members, LGA's, media.
3. Out of the feedback and looking what we can and can't do this season, we know, despite restrictions; some key elements
- We will
 - i. Get in, play, get out – minimising contact
 - ii. Straight into age groups – no big group start or walking to beach together
 - iii. Information prior to arrival – clear areas of where to go
 - iv. Personal packs – bring own drink bottles, caps
 - v. Wellness tracking – if they aren't feeling well, do not attend
 - vi. Division on the beach – minimise public interaction
 - vii. Contact tracing – looking at how to integrate into nipper app
 - viii. Pre-registering / capping of numbers – no turning up on the day
 - ix. Designated role in designated areas – ie parent helpers
 - x. One parent only in attendance and where possible to assign to roles -
4. This season - we won't
- Have BBQ's after sessions
 - Changerooms – minimise use of these by turning up ready to go
 - Start en masse
 - Share caps, rash vests and drink bottles
 - Casual rock up, helpers or join on the day
 - Hugging, high fiving and handshaking

- Spectators
- Cross pollination from area to area

iv. Scenarios – working off

1. Worst case = No activities – (Stage 3 or 4 restrictions)
2. Operating Case = planning for modified program delivery – 3 different scenarios here.

v. Roles for 2020/21

1. Age managers
2. Age manager assistants – likely to need extra volunteers to help on the beach, as per May Council meeting and looking to get U16's and U17's involved. SS has been liaising with SLSQ on their Age Manager assistants program and will look to provide from training around this.
3. Water safety officers
4. COVIDSAFE Coordinator – new role, LSV will provide training
5. Safety officers – can act as a public liaison and reminders

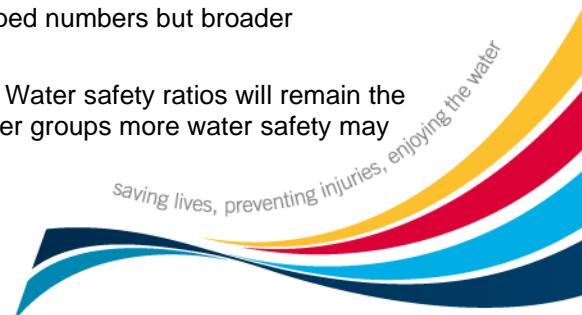
vi. What's Coming

1. Phase 1- for release mid September
 - Guidelines – delivery, safety, activities – including the Nipper Education Program with modified activities against the different scenarios
 - Scenarios – worst case and operational
 - Protocols – case management, area and equipment cleaning, PPE
 - Templates – COVIDSafe plan, delivery and beach plan
2. Phase 2 – for release later September /October
 - Communications – eg. For stakeholders
 - Checklists- for nippers, age managers, beach set up
 - Tools – enhancing nipper app for contact tracing; online resources (worst case scenario/ bad weather) resources for nippers to continue their learning including Nippers @ Home and VR, Nipper Workbooks
 - Training – Junior Coordinators, Age Managers, Safety Officers, Members

vii. Scenarios – work in progress

1. A – stage 4 – self progress activities only – Sport team are working with health professionals for fitness and conditioning resources– what clubs could do to meet scenario's ie. Engage through apps,
2. B – no contact activities – what this may look like – limited groups and time ie 80 for one time and 80 for next time
3. C – non intentional contact – not flag, point to point, capping numbers – to limit not only participants but people on the beach
4. D – contact activities – protocols, capped numbers but broader groupings.

viii. Q – What about water safety during this time? Water safety ratios will remain the same, however if need to break down to smaller groups more water safety may then be required.



- ix. Examples from other sports with guidelines, highlighting the clear information, quick reference and zoning.
- x. Nippers – LSV will provide guidelines and then clubs can make plans from here
 1. What is coming
 - Council and community communications
 - Beach zoning
 - Restrictions – numbers - unknown
 - Games and alternate activities – non-contact based
 - Equipment and cleaning – sanitisation and cleaning
 - Case management protocols – looking at other services and how they react – have all contingencies in place
 - Regional travel – how will this look like for holiday program clubs – plan for contingencies
 - Safety officer training
 2. Next Steps
 - Progressing 3 operational scenarios
 - Decision on a start date – mid September
 - More collaboration
 - Release of scenario, guidelines and templates – mid September
 - Challenging without roadmap – may change
 - Sharing and refining is very important
- xi. SS – will circulate slides tomorrow, any feedback please provide to SS

e. Season calendar

- i. M&LD Season Calendar, general roadmap for programs upcoming programs

Area	Program	Date	Status
Junior Development Programs	Champion Junior Lifesaver	Feb TBC	As normal or will run modified
	U13 Camp 1	16 – 18 April	Pending restrictions
	U15 Camp 1	7 – 9 May	Pending restrictions
	U18 Camp 1	TBC	Pending restrictions
	LSVJ Advisory Committee	Ongoing	Online
	Innovation Challenge	Current	Online
Senior Development Programs	18 – 25 Mentor Program	November	Commence Online
	2021 Building Leaders Scholarship	TBC	Modified
	SLSA National Leadership College	Feb TBC	Pending restrictions
Masters Development Programs	SLSA Leaders Masterclass	Postponed till November	Pending restrictions
	Blue Connections	Ongoing	Ongoing online
	Online Member PD Series	Current	Online



Area	Program	Date	Modifications
Diversity and Inclusion	Starfish Nippers Carnival	TBC	Pending restrictions
	Pride March	February	Pending restrictions
	Midsumma Carnival	January	Pending restrictions
Female Leadership Network	Networking Sessions	Ongoing	Ongoing Online
	Ready 2 Lead	Current	Online
	Pink Patrol	Various	Pending Restrictions
	International Women's Day Breakfast	8 March	Modified / Pending Restrictions
Member Wellbeing	Welfare Warriors	September	Online
	Mental Health First Aid	TBC	Online
	Psychological First Aid	October	Online

- ii. Season calendar of training to be offered for the upcoming season

Area	Program	Date	Modifications
Season Training	Safeguarding Children & Young People	October / November	Online
	MPO	October / November	Online
	Bullying and Harassment	September / October	Online
	New President Overview	September / October	Online
	Negotiation and Conflict	September / October	Online
	Covid Safe Training	October	Online
Nippers	Junior Coordinators	November	Online
	Age Managers	November	Online
	Safety Officers	November	Online

- iii. If you have any feedback on this season calendar please provide feedback to SS

f. M&LD Conference – A. Malan

- i. Call went out to all council delegates for preference on style of this year's conference; two options were given.
- ii. The preference was to deliver area specific information sessions.
- iii. Each council to deliver 2020/21 season information at preferred time
- iv. M&LD will deliver short online sessions over October and November and packs will be sent out to clubs covering related activities.
- v. Session Overviews – full session overview available in slides
 1. Tuesday October 6 – Covid Safe Update 1

2. Thursday October 22 – General Season Updates (Council meeting) and Nippers Part 1
 3. Thursday October 29 – Nippers Part 2
 4. Thursday November 12 – Diversity & Inclusion
 5. Tuesday November 24 – Covid Safe Update 2
- vi. M&LD Packs Delivered to Clubs**
1. General – M&LD Handbook
 2. Covid Safe Packs – Templates, checklists, guides, signage, protocols
 3. Diversity & Inclusion - Guide
 4. Member Safety – Safeguarding Children and Young People, WWCC/VIT Updates
 5. Member Welfare – Mental Health, MPO Guide
 6. 2020/21 M&LD Programs – Junior, Senior, Masters Programs, FLN / Blue Connections
- g. Member Wellbeing – R. Schot-Guppy**
- i. Goals for the season ahead to continue member protection and training and support members due to COVID**
 1. Mental Wellbeing Strategy – Working groups to be finalised shortly and present this at the next council meeting
 2. Enable clubs to support each other
 - ii. Upcoming for the season ahead**
 1. Mental Wellbeing Mondays – has occurred throughout lockdown and will be ongoing
 2. Welfare Warriors – presented by Love Me Love You– youth program to launch in the September Holidays, Senior and Masters programs will be following the youth program
 3. Mental Health First Aid – not just for patrolling members, but build from the top down ie. with Club Committees having access to training.
 - LSV can assist with wording for grant writing
 4. Psychological First Aid, assist with the peer support program
 - iii. Support**
 1. Employee Assistance Program – available to all members
 2. Leadership support – especially around COVID and how to manage situations
 3. Club capacity building
 4. Targeted grouping – key areas within the club
 - iv. Behaviour Training and Support – to be delivered through October and November**
 1. Bullying, harassment and discrimination training - identified need to step up in this area through executive, delegates and presidents some
 2. Club culture
 3. Member Protection
 4. Complaints Handling
 5. Upskilling – negotiation, conflict management

6. Member induction update – committees, members – expectation and who to go to, additionally Governance 101

h. Upcoming Dates

i. Key Dates

1. Wear It Purple Day – 28 August
2. LSVj Club Representative Day – 5 September
3. National Child Protection Week – 6-12 September
4. FLN Session – Building Female Capacity and Capability Panel – 10 September
5. R U Ok Day – 10 September
6. Emergency Management Conference – 29-30 September and 6-7 October
7. Online Member PD Series – ongoing
8. Blue Connections – Building a Wellbeing Culture – 1 October

5. Meeting Close – 7.52pm

- a. Next Council Meeting will be October 22th TBC

CONFIRMED



Membership and Leadership Development Key Dates

Date	Program/Event
5 September 2020	LSVj Club Representative and Youth Forum
6-12 September 2020	National Child Protection Week
10 September 2020	R U Ok Day
10 September 2020	FLN – Building Female Capacity and Capability Panel
29 – 30 September & 6-7 October	Emergency Management Conference
1 October 2020	Blue Connections: Building a Wellbeing Culture with Tony Walker ASM, CEO Ambulance Victoria
6 October 2020	Conference Session #1 – Covid Safe Update 1
22 October 2020	M&LD Council Meeting – Conference Session #2 - General Season Updates - Nippers Part 1
29 October 2020	Conference Session #3 – Nippers Part 2
12 November 2020	Conference Session #4 – Diversity & Inclusion
24 November 2020	Conference Session #5 – Covid Safe Update 2