



# Minutes Surf Club Council Meeting

Monday 6:00pm 3 April 2021  
Port Kembla Surf Club

David Erskine, Nathan Boscaro, Gary Staples, Dan Meehan, Erika Saines, Robbie Rodwell, Daniel Pretzler, Noel Gracie, Brett Mclean

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## Previous Minutes

- Moved NB second DM that previous minutes be accepted – carried

## Incoming Correspondence

- Moved GS second ES the correspondence (listed below) be accepted and the invoices listed be paid - carried

**Apologies** Jessica Grozdanov,

## President's Report (David Erskine)

- Provided brief update of legal review of EOI process and thanked all involved.

## Secretaries Report (Nathan Boscaro)

- Provided update of EOI status which include the following
  - o DA is currently being prepared.
  - o DE will be taking over NB responsibilities
  - o DE to start looking into Lease agreement arrangements
- Joined a working group for SLSI to review this year's Councils Life Saving Agreement

## Financial Report (Daniel Pretzler)

- Review of current position compared to same time last season
  - o 160k Grant
  - o 6k fundraising
  - o Carnival fee's are down last year.
  - o Thanks for Nathan for handling all the grant sponsorships

## Motion –

- Add Nathan Boscaro as signatory to all Club's account with the ANZ Bank
- Update approved signatory register to ONLY include:
  - o David Erskine
  - o Noel Gracie
  - o Daniel Pretzler
  - o Nathan Boscaro
- All other signatories on the account to be removed effective immediately

Moved DE, seconded NG

## Life Saving Report (David Edwards)

- Nil

## Education and Member Services Report (Dan Meehan)

- Gold Medallion was held on Sunday 11<sup>th</sup>
- Still need to organize office refurbishment
- Working with new members to complete bronze
- Working on awards for SLSI of excellence
- SLSI is working on an event at Bulli surf club for Women is surf.
- Collected new gear from North Wollongong (boards and ski). Dan to review short term storage.



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- Dan provided notes on ideas for long term commercial. Forwarded to DE for consideration
- Trainer award is now updated.

### Social Event (Erika Saines)

- 26<sup>th</sup> June 2021 Trivia Night – Erika Saines to organize
- 30<sup>th</sup> April 2021 Golf Day – David Edwards
- 7<sup>th</sup> May 2021 Presentation night – Facebook and SMS notification to be sent out and

**Motion** - Club to subsidise half price of food – Erika Saines to organize.

### Grants Report (Nathan Boscaro)

- Solar Grant has request PKSLSC to confirm \$10,457 to Proceed

**Motion** - Jessica Grozandov to proceed moved NB, seconded BL

- Received confirmation from NSW Government for approval of PKCIF grant for approx. 100k

### Nippers Report (Brett McLennan)

- Season has finished
- Numbers reduced throughout the year
- Conditions where challenging and Fishos where used

**Motion** - Requesting the approval to procure a new BBQ – Moved NB seconded DP

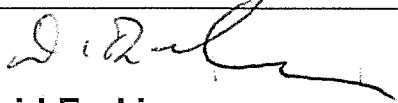

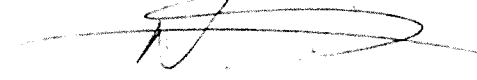

### Hall Hire Management (Nathan Boscaro)

- PKSLSC currently has three events in the period between September and December which conflicts on the EOI/Commercial opportunity commencing.

**Action** – David Erskine to liaise with vendor to determine way forward

### General Business

- DEwd to arrange for the gym door and access cards to be fixed

 <b>David Erskine</b> <b>PKSLSC President</b>	 <b>Noel Gracie</b> <b>PKSLSC Assistant Secretary</b>
 <b>Nathan Boscaro</b> <b>PKSLSC Secretary</b> 3/05/2021	 <b>Daniel Pretzler</b> <b>PKSLSC Treasurer</b>



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## External Correspondence For March 2021

	<u>Date Sent</u>	<u>Subject</u>	<u>From</u>
21/023	1-Mar-21	JJ's Waste & Recycling FEB-2021 Invoice for Customer 07003966	JJ Richards
21/024	2-Mar-21	Google Workspace: Your invoice is available for portkembblasurfclub.com.au	Google
21/025	3-Mar-21	JJ's Waste & Recycling - Overdue Account - Friendly Reminder for Customer 07003966	JJ Richards
21/026	9-Mar-21	JJ's Waste & Recycling - Overdue Account - Service Suspension Warning for Customer 07003966	JJ Richards
21/027	9-Mar-21	Query for Port Kembla Surf Club from Club website	Amy Zivkovich
21/028	9-Mar-21	Port Kembla SLSC Payment Receipt	Benard Ryan
21/029	11-Mar-21	Invoice 00049984; From Surf Life Saving New South Wales	SLSNSW
21/030	11-Mar-21	Starcard	Kei Campbell
21/031	12-Mar-21	PKCIF Round Four Update #3	Department of Regional NSW
21/032	16-Mar-21	JJ's Waste & Recycling - Overdue Account - Your Services have been Suspended for Customer 07003966	JJ Richards
21/033	17-Mar-21	New compliance rules for organisations – Check the Check	Office of the Childrens Guardian
21/034	19-Mar-21	PKCIF Round Four - Successful Projects announed.	Department of Regional NSW
21/035	22-Mar-21	Salary Package Contact	Harvey Norman
21/036	25-Mar-21	PKCIF Round Four Successful Projects - Next Steps	Department of Regional NSW
21/037	25-Mar-21	PKSC Letter	Brett Diggins
21/038	26-Mar-21	Girls Can't Surf – Screening Opportunity	Mimi LaMontagne

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Brett Diggins  
14 Hill Street  
Port Kembla 2505

The Committee  
Port Kembla Surf Life Saving Club

I thank you for asking me to review the Tender Process relating to the "Expression of Interest Port Kembla Surf Club". I have had the opportunity of reviewing the process and I have come to a number of conclusions.

Prior to setting out my conclusions I have to advise the Committee of a number of caveats that attach to this advice.

- (i) I have been an Admitted Solicitor since 1995. Nearly all of my practice involves Criminal Law, but I have had experience in General Practice and during years of Practice I have been exposed to the Principles of Natural Justice and procedural fairness.
- (ii) I cannot give this advice as an expert in Contract, Tender or Civil Law but it is based on my years of experience as a Solicitor in NSW.
- (iii) My advice does not come to any conclusions about which party should or should not have been awarded the Tender/s that are the subject of this advice. My advice is based solely on the process used and followed by the Committee Members of the Port Kembla Surf Life Saving Club.

In my view the Tender Process and the steps taken, by the committee and sub-committee, have been fair and equitable to all persons who have taken part in the process. I would suggest that the Surf Club Committee has taken a number of steps to allow all parties to present their cases in a way that allows them to show their tender in the best possible light. I would even go so far as to say that the committee and sub-committee have allowed the persons involved in the Tender process to provide further information relating to their Tender, after the initial application period had expired.

I have not detected any acts or omissions by the Committee that would indicate that any of the parties have been disadvantaged or received an advantage over another party that submitted tenders in this process.

The Committee should be commended on their actions throughout this process. They have taken active steps to make the process as fair and equitable for all, an example of this being the separation of the decision-making process with the use of a separate sub-committee to consider the individual tenders. This, in my view, demonstrates good governance.

I can indicate that I have no personal affiliations with any of the parties either on the committee or involved in the Tender Process, other than my knowing some of them through my membership in the surf club and my time living in the local area.

Brett Diggins

Honorary Solicitor

Port Kembla Surf Life Saving Club.

25 March 2021