



### Secret Harbour Surf Lifesaving Club Inc

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club will be held on Friday 3 August 2018 at the Secret Harbour SLSC Club rooms.

The meeting will commence at 6:00 pm for a 6:30pm meeting start time.

Apologies can be forwarded to the meeting secretary Sharon Phillips (Club Administrative Officer) at [admin@secretharbourslsc.com](mailto:admin@secretharbourslsc.com) or 9524 7092.

The club office is attended on Monday to Thursday between the hours of 10:00 am to 2:00 pm.

### Agenda

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#### **1.0 Meeting Opening and Apologies**

#### **2.0 Confirmation of Minutes.**

Minutes from 2017/18 Annual General Meeting

Minutes are located on the club [website](#) or a hard copy can be obtained from the club administration officer.

The 2017/18 Board of Management Register for Conflict of Interest is provided in attachment 1 for the information of members.

#### **3.0 Business Arising from Previous AGM Minutes**

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### General Business

#### **4.0 Secret Harbour SLSC 17/18 Season Achievements**

- 4.1 Overview by Club President
- 4.2 Building Project – Vice President

#### **5.0 Presentation of 2017/2018 Season Annual Report and Audited Financial Statements**

Reports and documentation are available from the Club [Website](#) or hard copies will be available at the meeting & posted on the club notice board.

#### **6.0 Motion: Affiliation with Surf Life Saving WA**

Affiliation is sought for the 2017/2018 season with Surf Life Saving Western Australia Inc.  
The Club President, be the Club Delegate at General meetings of the Association.

## **7.0 Motion: Approval of the Revised Club Constitution**

The draft constitution was circulated to the membership in April 2018 for review and comment. Changes and objections have been reviewed and incorporated where appropriate. The draft constitution has been reviewed by the Dept of Racing, Gaming and Liquor. The final version can be downloaded from the [Club website](#).

Upon approval from the membership at this annual general meeting, the revised document will be forwarded to the Dept of Commerce.

### **Items for Noting**

## **8.0 Member Fees and Charges**

The member fees and charges for the 2018/19 season were approved by the Board of Management and ratified at the July 2018 Meeting of the Board of Management. The schedule of fees and charges are provided in attached 2.

### **Election of Officers**

## **9.0 Nominations for Board, Office and Committee Positions**

The following BoM positions are declared open and vacant for a period of 2 years:

- Vice President;
- Director of Surf Sport;
- Directors Youth;
- Director of Sponsorship;
- Director of Lifesaving; and
- Director of House and Social.

All other Club committee positions (refer attachment 3) are declared open and vacant for a period of 1 year.

Nomination forms can be obtained from the club website or the club administrative officer.  
All nominations received will be posted on the club notice board and website prior to the AGM.

## **10.0 Other Business**

## **11.0 Meeting Closed**

**Attachment 1**

**2017/18 Season Board of Management Conflict of Interest Register**

Name of board member	Description of interest	Has the board been notified of the interest?	Date of disclosure	Steps taken by board for dealing with the conflict	Actions taken by the board member to address the conflict
Ron Wade	Company undertakes contract services for CoR	Yes	24 August 2017	Noted	Noted and conflict no longer exists effective 20 September 2017
Ron Wade	Family member undertaking management role for club canteen/kiosk	Yes	24 August 2017	The Vice President will not be part of discussions & decisions pertaining to the Club canteen/kiosk	Noted
Steven Pescud	Family member undertaking employment for club canteen/kiosk	Yes	18 October 2017	Noted disclosure	Noted
Rick Lowe	Expression of interest for lease of café space	Yes	17 January 2018	The President will not be part of any discussions, review or decisions pertaining to this request	Noted and actioned

**Attachment 2 – 2017/18 Season Member Fees and Charges**

<b>Membership Category</b>		<b>Amount</b>
<b>Nippers</b>		
General Parent (nipper parent)	Nipper Parent	\$145.00
General Parent (2nd nipper parent)	2nd Nipper Parent	\$105.00
Junior member (nipper aged 5 - 13)	Child 1	\$75.00
	Child 2	\$65.00
	Child 3 & subsequent children	\$55.00
<b>General Membership</b>	For members who have previously been nipper parents and now do not have nippers	\$140.00
<b>Cadets</b>	13 - 18 years of age including students in full time study	\$120.00
<b>Award members</b>	(member may hold a SRC, SFA or other award & undertake patrols)	\$150.00
<b>Active Member 18 +</b>	Patrolling members	\$150.00
<b>Active Patrolling Member Discounts</b> Members are only eligible for 1 x discount per active member Patrolling members must have completed the 24 rostered patrol hours for 16/17 season (this will not include water safety hours) Eligible patrolling members will receive a gym membership to Fine Tune Fitness	General Patrolling discount	-\$40.00
	IRB Driver Discount	-\$50.00
	Patrol Captain Discount	-\$50.00
<b>Long Service</b>		\$130.00
<b>Social Membership</b>	Nomination Fee - For members not previously a member of the club. The fee will be placed on the nominees member card for club purchases	\$50.00
	Annual Membership Fee	\$105.00
	Membership Fee - Seniors 60+	\$55.00

*Other Fees and Charges over page*

<b>Other Fees and Charges</b>	<b>Members</b>
Membership Registration late charge This fee will be charged for all registrations after the 28 October (excluding social memberships)	\$50.00
Senior First Aid	\$80.00
Senior First Aid Refresher	\$45.00
Bronze Medallion	adults - \$100
	cadets - \$60
SRC	no charge
	no charge
Training Officer Course	no charge
Assessors course	no charge
SLSA Officials Course: Level 1 & 2	no charge
All other club training courses	no charge
Under 14 / SRC club sleepover	\$65.00
Cadet Camp (April)	\$100.00
Toad Camp	50% of prescribed SLSWA charge Club covers 50% of cost
Rise Up Camp	50% of prescribed SLSWA charge Club covers 50% of cost
WA Sport Development Camp	50% of prescribed SLSWA charge Club covers 50% of cost
Surf Sports Competition fees	Fees as prescribed by SLSWA

### **Explanatory Notes**

- 1.0** Membership is current from 1 October to 30 September and all fees are payable by the 30th September 2016. A late fee of \$50 will be charged for all registrations received after the 28 October (including social memberships)
- 2.0** All nipper & junior members aged 15 & under must be accompanied by a parent membership
- 3.0** Original Driver's License or Birth Certificates need to be sighted for all new members and members transferring.  
Note: Ages are taken as at midnight on September 30th at the beginning of each season  
Member screening is performed by the Club's Members Screening Officer, as per SLSWA Policy as required.
- 4.0 Membership Refunds**
- 4.1 Membership refund requests must be received in writing.
- 4.2 A full refund of membership fees will be granted to junior members who do not pass their swimming proficiency and as such, are unable to participate in the nipper program.
- 4.3 All other requests will be referred to the Director of Finance and Administration for review on a case by case basis.
- 5.0 Membership Categories**
- 5.1 Active Member (15-18): Cadet Membership (Crusaders)**  
Age 15 to 18 (as at 30 September each season)  
Required to complete Bronze Medallion and annual proficiency  
Required to complete Patrolling duties
- 5.2 Active Member: 18+**  
Aged 19 or over (as at 30 September each season)  
Required to complete Bronze Medallion and annual proficiency  
Required to complete Patrolling duties
- 5.3 Cadet 13-15 years: Under 14 Membership**  
Age 14 (as at 30 September each season)

Required to complete Surf Rescue Certificate or Bronze Medallion and annual proficiency  
Required to complete Patrolling duties

**5.4 Long Service:**

Minimum of 10 years patrolling history & required to hold Bronze Medallion

**5.5 Life Membership**

Awarded for service to the club

**5.6 Junior (Nipper) Membership**

Aged from 5 to 13 (as at 30 September each season)

**5.7 General Membership**

No qualifications or awards. Usually a nipper parent

May undertake club awards to change membership category and become a patrolling member of club or assist with water safety and other junior activities.

**5.8 Award Member**

Has obtained one or more of the following qualifications:

SRC, First Aid, Radio, Resuscitation Certificate and Advance Resuscitation Certificate

**5.9 Social Membership (18+) - associate membership**

New social member applications must be accompanied by a \$50 nomination fee (this will be allocated to the club member card for use within the club for club purchases).

Is limited to house functions and does not permit the use of any club equipment or shower facilities. A social member may upgrade their membership at any time to achieve an award by paying the difference of an Individual Adult Membership and the scheduled Award fee.

**6.0 Payment Information:**

Secret Harbour SLSC member fees and charges may be paid by eftpos, direct credit, cheque or cash.

Current Members are strongly encouraged to renew their registration using the SLS Member Portal at:

<https://portal.sls.com.au/wps/portal/member/>

**Attachment 3 – Secret Harbour SLSC Committee Roles**

<b>Finance &amp; Administration</b>	<b>Life Saving Committee</b>
Treasurer	Patrol Officer
Archive Officer	Gear Officer
Constitution & By-Laws Officer Archive Officer	IRB Officer
IT Officer	Vehicle Officer
	First Aid Officer
<b>Sponsorship &amp; Public Relations Committee</b>	
Marketing Officer	<b>Education Committee</b>
Fund Raising Officer	Bronze Medallion Coordinator
Grants Officer	Surf Rescue Certificate Coordinator
Publicity Officer	First Aid Awards Coordinator
Communications Officer	Power Craft Awards Coordinator
<b>House &amp; Social Committee</b>	<b>Surf Sports &amp; Coaching Committee</b>
Building Officer	Coaching Convenor
Bar Manager	Interclub Competitions Officer
Functions Officer	Surf Boat Captain
Social Convener	Ski Captain
Canteen Officer	Board Captain
Health & Safety Officer	Swimming Captain
	March Past Captain
<b>Youth Development Committee</b>	Gymnasium Officer
Junior Education Officer	
Cadet Manager	
Junior Gear Officer	
Water Safety Officer	
Junior Beach Coordinator	
Junior Competition Coordinator	