

Broulee Surfers Surf Life Saving Club Inc



Subject:	Minutes of May 2020 Committee Meeting (AL1)	
Location:	Broulee Surf Club (via Zoom)	
Date:	Tuesday 2nd June 2020	Meeting opened: 7:05pm
Meeting Chaired by	Al Veness	
Attendees:	Allan Veness, (President), Andrew Edmunds (Club Captain), Gary Pettigrove (Secretary), Lynda McKay (Treasurer), Peter McKay, Geoff Wells, Jason Domeny, Rob Wildman, Claire Forbes, Steve Corcoran, Kirsty Campbell, Darren Drewsen, Kerry Evans, Nat Browning, Andrew Mizzi, John Edmunds, Gordon Harris.	
Apologies:		

	ACTION ITEM	For Action By:
1	<i>Opening.</i> The Acting President welcomed all attending.	
2	<i>Previous Minutes.</i> Available electronically. There has been two meetings held each on the 5 th May 20 and the 13 th May 20. Request for acceptance of the Minutes from these meetings.	
2.1	Motion: <i>The Previous Minutes of 5th May 2020 be accepted.</i> Moved: Kirsty Campbell. Seconded: Geoff Wells. Carried	
2.2	Motion: <i>The Previous Minutes of 13th May 2020 be accepted.</i> Moved: Lynda McKay. Seconded: Kirsty Campbell. Carried	
3	<i>Business arising from previous Minutes.</i> 3.1/3.2 Broulee Strategic Plan and risk assessment drafts for review. Discussion held last year for the development of a strategic plan and associated risk assessment for the club. This is a living document that gives strategic direction to guide the Club for the next five years. It is reviewed and updated annually or at periods decided by the committee. Committee is requested to read/review the overarching SLSA strategic plan and other documents that sit below it, that link to the plan, along with ideas for workshops that could be done as a club. Decided to leave until July for discussion. The Acting President reinforced that we need some planning tools within the club, with emphasis upon planning and looking forward. It is being pushed by SLSA. He said that Gary, Wendy, himself and one other went to a Good Governance Workshop that SLSNSW ran for the Branch.	CF & GP

These documents tie in with this. The documents are not finalised. Input and ideas are welcome to improve the documents.

3.3 Resignations of the President, Secretary, First Aid Manager and Boutique Member. Discussions evolved around whether a motion was required to cover the resignations. It was decided the resignations needed to be formally accepted.

Motion: *To accept the resignations of the President, Secretary, First-Aid Manager, Boutique Member.*

Proposed: John Edmunds.

Seconded: Gordon Harris.

Carried.

3.4 Appointment of Acting Secretary. The Committee heard that Gary had been operating in this appointment for the last two weeks. A few days later Rob asked to be nominated for the Secretary position. It was highlighted that the Secretary position, at the end of year, is a large job and that Gary had probably started preparing the Annual Report and the Annual Return. At this late stage in the year, it was proposed that the committee continue with Gary in the Acting Secretary position and consider Rob for Secretary next year. It was noted that Rob's nomination was late and that Gary had nominated within the prescribed time.

Motion: *To approve the appointment of Gary Pettigrove as the Acting Secretary through to the Club's AGM.*

Moved: Gordon Harris.

Seconded: John Edmunds.

Carried.

3.5 First-Aid Manager. One person has nominated for the position – Kym Fletcher. Kym was the First-Aid member before Melinda Brogan. She has been involved with the Club for many years.

Motion: *To approve the appointment of Kym Fletcher as the Acting First-Aid Manager through to the Club's AGM.*

Moved: Andrew Edmunds.

Seconded: Kerry Evans.

Carried.

3.6 Building Committee Appointments. Following the last Club meeting, the Acting President asked for nominations for the building committee. The following nominations were put forward Al Veness, Gary Pettigrove, Andrew Edmunds, Lynda McKay and Andrew Mizzi.

Motion: To accept the nominations of Al Veness, Gary Pettigrove, Andrew Edmunds, Lynda McKay and Andrew Mizzi. As the building committee members.

Moved: Kerry Evans

Seconded: Claire Forbes.

Geoff Wells also informed that he had nominated. Geoff was also invited to join the Geoff, however, in the end agreed to observe from the side to inform about the bar development.

Carried.

4.

Correspondence & Business Arising

4.1 Some of the correspondence sent around with latest information for the meeting. List of Correspondence attached.

4.2 Inwards.

*Received a dollar for dollar grant for a further defibrillator.

*Correspondence concerning late completion of shed fit-out. Date was never communicated to Jason. Club went back to Aus Industry and agreed to a 31 Aug finish date. This is also a dollar spent for dollar awarded grant.

*Pride of Lifesaver mardigras information

*Change of Bank details and signatories to I&B.

*Emails from Gary Griffiths and Marin Roberts concern about four resignations.

*Email Steve Corcoran confirming Peter Loutit was not a current member.

*Steve Corcoran for \$5000 donation from Capital Chemist.

*Email Geoff Wells on building the clubhouse better.

*On watch fire services have been suspended. Alarm service has been continued.

John Edmunds also informed he received a letter from Liquor and Gaming, saying they had waived the annual licence fee for this year. This has saved the Club approximately \$500.00.

4.3 Outwards.

*The Acting President, in response to the enquiries, sent two notices to inform the Club members of the resignations. No further emails requesting information about the matter were received. Gordon Harris stated that what a lot of people may not have understood is that despite the fact that four people have resigned, the rest of the committee, with some of these members having held executive positions for much longer than any of those people who resigned, are still active and working in the club. Fuzz and Linda McKay, John and Andrew Edmunds, Geoff Wells and Gordon himself were cited as examples. Many of the members of the committee at tonight's meeting have been here for a substantial amount of time and committed a lot of time. He indicated that the letters to the President have been a slur on the Acting President and the other members of the committee. The President indicated that no further letters have been received and no further replies were received from the concerned Club members. He suggested that a letter be placed into Club Notices informing the vacated positions have been filled, there is an experienced committee running the club and the club is running smoothly. The President was requested to draft this letter. Jason Domeny also added background to Martin Robert's email informing the Club that he has been a long-standing member of the Club, since nippers. He also asked about the Boutique Manager position being filled. Darren Drewson informed that Lauren Tyrrell had approached him. She was interested in nominating for the position for the coming season. Jason advised that a suitable nominee, expressing interest, had also approached him. It was discussed how this position would benefit from multiple people being involved. The President also recommended leaving the position of Radio Manager vacant until the AGM. He had people interested in performing these roles. The Club Captain will follow up.

5

Treasurer's Report - (Lynda McKay)

5.1 Available balance	\$33039.19
Investment account	\$55457.95
Redevelopment fund	\$250,000.00
Bay to Breakers Account	\$2112.90

5.2 There will be a further \$6395.00 from the loan repay and donation to the Club from the Bay to Breakers event. There will also be approx \$4000.00 required for the office fit-out and the amount for the shed fit to match dollar for dollar grant.

5.3 With the changes to the committee, there also needs to be a change of signatories for the banking. At the moment, signatories are Lynda McKay, Geoff Wells, Al Veness and Wendy Law. Wendy Law to be removed and Kirsty Campbell to be added new signatory.

Motion: *To approve the new signatories to be Al Veness, Lynda McKay, Geoff Wells and Kirsty Campbell.*

Moved: Lynda McKay

Seconded: John Edmonds

Carried.

5.4 Membership fees are due in the second half of the year. It was recommended that the fees remain the same as last year.

Motion: *That membership fees for the 20/21 season remain the same as the 19/20 season.*

Moved: Lynda McKay.

Seconded: Kirsty Campbell.

Carried.

5.5 It was asked if the keys held by the resigning members had been returned. Melinda was returning her keys Al; Lynda was going to email Todd after the meeting to request his key and Wendy has returned her keys; along with a folder of information. As an aside; Kirsty has one set she has handed back and retained another set for the roller door.

6

Club Programs

6.1 Stage Two Extension. The Acting President informed that the modified Development Approval (DA) goes back to 2014 when plans were drawn. There have been changes to the plans over the last couple of years. The change made in May 2019, was put into Council. There was an email reply from council with concerns and it seems, from the records returned by Wendy, that no further progress was made since then. There are no records of further work being done. There are now a number of things that need to be done before a contract can be signed. Work is being done to have the modified plan from last year passed through council; a survey of the building site needs to be completed so that the Club does not inadvertently build into adjoining Crown Land parcels. Liquor Licence agreement covers an area very close to clubhouse. The Club needs to be sure the area of the Club's licence is the area being built upon, so a survey has to be done. Don Ferguson, who is the building certifier, is going through the plan that was put out to tender to ensure Building Code of Australia (BCA) requirements are met. Once he has looked through the plan and advised of necessary compliance changes, a further set of plans will need to be drawn as the template for the builder to start on. What went to tender was a concept plan and the Club now needs to produce construction ready plans with the confirmed specifications from Don Ferguson.

6.2 Developments since the resignation of the Committee Members.

Since the resignations, the Club has sent all of the documents including tenders, evaluations from the review committees and analysis documents to Phil Ayres, who is the Chief Operating Officer (COO) for Surf NSW. He is

having one of his associates review the information, in order to confirm or otherwise, whether the club selection process has been acceptable. The documents were sent to Mr Ayres on Friday 29 May 20. The committee executive is hoping this will be resolved later this week, to aid the direction of the club. The catalyst for the committee taking this action was a member had provided, without the Club's authority or approval, some documentation in relation to the tender process. The executive thought it prudent to provide a complete information package to SurfNSW. The Acting President also stated that he considered this a good idea anyway, to get our process and decision-making checked; but confirmed the catalyst was that a member had sent a selective amount of material to SurfNSW. The Club Captain reiterated this was done without the authority of the Committee. The Acting President indicated that he had been in communication with the Branch President and Director of Operations. They had been extremely supportive with advice about the process and supported the idea of sending the material to the SLSNSW COO. The Minutes writer asked about the process that has led to the plans requiring to be redone and reviewed to BCA requirements. There seemed to be a rush to get the process through. The question was asked what this has done to the whole process. The committee was informed that Wendy was the 'mover and shaker' at that stage and instigated most of the planning with the previous building committee's approval. In hindsight, the plans should have gone through this process first and it would have prevented much of the angst since then. The Acting President said we didn't know this because building experience was limited in the building committee group, as none were builders. The President said he honestly believed they had a DA in place and that despite the plans being light on detail, they were acceptable. The Treasurer, also said she had queried a number of times whether the plans needed to be redrawn following changes. She was informed the changes were only aesthetic, did not require plans to be redrawn and could be done in house afterwards. It was queried whether the DA need to be reviewed, given the changes were all within the confines of the plan. The Committee was informed that the DA from 2014 was still valid because work was started within the time period and covered plans for stage one and stage two. The problem came with the last modification when the ground floor was expanded beyond the original footprint of the building. What was on the plan as a first-aid and storage room, extended out further than the original plans showed, so it required a modified DA. Had the footprint stayed within the original plan, we essentially would not have had to take this path. The end result is that the modified DA has not been approved yet and in reality, the Club did not have an approved DA in place. A construction certificate from the certifier was also required, along with the whole tendering process to be finalised. Without this clarification from SLSNSW, the Acting President was not comfortable to proceed to contract. A further question was asked about the doors. Andrew Mizzi informed that the doors were not going to initially fit to start with. There were structural issues down stairs, which were going to cause problems. The doors have been cut down and now should fit. He indicated that when the doors were organised to be installed six months earlier, they were not going to fit. He suggested it was not a perfect build. The roof structure on the veranda is cantilevered and not done properly. To install to Australian building code, it would have required considerable changes to truss and roof structure. It was deemed less expensive to cut the doors down than to modify the roof truss structure. It was pointed out our clubhouse is a mishmash of builds, which makes it difficult. While the doors will be shorter than they were, there will be six doors instead of eight and the two doors remaining will be used

elsewhere in the club.

6.3 Shed Renovation. Jason won the contract for the shed interior build. Waiting for fabricated products to be delivered in the next week and installed. Fabricated products going upstairs for balustrade and steel products along the ATV side. Once installed, the shed can be handed back for the Club to be used. The planned completion date is late June / early July. Requires photos and valuation to be completed and sent to Aus Industries to finalise the dollar for dollar grant.

6.4 Defibrillator Grants. There were two defibrillator grants, both of which have been finalised.

6.5 Office Fit-out. Everything has been organised for completion next week. Gordon advised he started clearing the office area today and will finish this week. It was asked whether the hardcopy files needed to be kept? Could they be turned into electronic information? Advised hardcopy still required.

7

Annual General Meeting

7.1 Proposed AGM Date. The AGM has been proposed for the 8 August at 3pm in the vicinity of the gear shed. Option to fall back to the 5th Sep 20 or running a Zoom Meeting on the 8 Aug with proxy voting.

7.2 Nominations close 01 Aug 20.

7.3 AGM Agenda will be circulated once approved by this committee Annual reports to the Acting Secretary by 30 June 20 and circulated electronically 01 Aug 20, with a vote to follow for the AGM.

Motion: *To accept the AGM plan as proposed by the Acting Secretary.*

Moved: Gary Pettigrove.

Seconded: Lynda McKay

Carried.

8

Lifesaving

8.1 Club Captain's Report – (Andrew Edmunds)

Thankyou to Peter Hazelton and Scott Chemist for their help with an incident callout yesterday.

8.2 Power Craft Report - (Peter McKay)

8.2.1 The side by side vehicles require servicing before the commencement of the new season. Request was made to have the services done by the local service centre. The treasurer has indicated that the older vehicle is being replaced with a new vehicle, so only one should be serviced.

Motion: *To have the newer side by side vehicle serviced.*

Moved: Lynda McKay.

Seconded: Kerry Evans.

Carried.

Motion: *To sell the old Side by Side vehicle when the new replacement vehicle arrives.*

Moved: Lynda McKay.

Seconded: Gary Pettigrove.

Carried.

8.2.2 A request was made to also have the outboard engines of the IRB craft serviced.

Motion: *To have the four IRB engines serviced in series to ensure there would be engines available for callout.*

Moved: Andrew Mizzi

Seconded: Nat Browning

Carried.

8.2.3 A request was made for the club to purchase up to \$500 for tools to assist the maintenance of the club's power craft.

Motion: *For the club to approve expenditure of not more than \$500 for the purchase of replacement tools necessary for servicing and repairing of club equipment.*

Moved: Rob Wildman.

Seconded: Nat Browning.

Carried.

8.3 First Aid Report - (Kym Fletcher)

No report.

8.4 Radio Report – (Vacant)

As of this weekend, all radios have been moved to the gear shed and located in the cupboard that was relocated from the upstairs patrol room.

8.5 Training Report – (Vacant)

Lynda informed she had been speaking with Mike Evans, who indicated he would like to nominate at the upcoming AGM.

8.6 Cadets Report - (Vacant)

Nil to report.

8.7 Nippers Report – (Jason Domeny)

All quiet on the Nipper front. Exception is the upcoming training planned for the new season's SRC members (last year's U13 nippers). Need access to the training manuals. Advised they should be in the cupboards in the training room and also on line. There will be enough available for use.

8.8 Canberra Nippers Report

8.8.1 Capital Chemists sponsoring for another 12 months with \$5000.00. Should meet cost of pool hire and for purchase of some new equipment.

8.8.2 Have quite a few U13's so should have about 18 candidates between the two locations for the SRC course. May also need to look at purchasing a couple more long boards. Requested to keep the Club committee up to date with training needs.

8.8.3 Steve requested access to Surfguard for entering nipper proficiency updates etc. Form to be sent to Steve.

8.8.4 Kirsty also asked if there was an option for young members requiring the Bronze qualification to also join in the course. Advised that in previous years trainers have run the course pre-season, so that by October long weekend, they have their qualification. Following on, there is a further Bronze course, which includes those SRC candidates who were unable to participate pre-season and those seeking Bronze qualification.

Steve advised that the numbers for the pre-season SRC may preclude inclusion of extra Bronze candidates. There are also a number of parents keen to do their Bronze as well.

8.9 Branch Report

8.9.1 Discussion about fees for next year. Believed that Branch will also keep Capitation fees the same as last year

8.9.2 Club has submitted nominations for the Branch awards. Wished nominees well. Planned for Branch presentation to be done electronically.

8.9.3 SLSA have also released a female leadership, mentoring program for female members. Circular has been distributed and for inclusion in notices.

8.9.4 There is a Support Operations and Emergency Service Framework Review. Consultant coming to Bermagui to talk with Branch Members on 13 June. It is for people who had an interest with how things developed

	during the fires and how they can be progressed with Surf NSW being part of the wider emergency response system.	
9	<p>Member Welfare</p> <p>9.1 WHS Manager – (Vacant)</p> <p>9.2 Judiciary Committee. One issue unresolved from the swim day. Hopefully it will be resolved shortly, without involving the whole committee.</p> <p>9.3 Social Committee</p> <p>9.3.1 Request for a notice up on our website informing that no further bookings are being taken until December at the earliest.</p> <p>9.3.2 Request for direction on the level of formality required for the re-opening of the club facilities following the build. Committee members asked to provide thoughts at July meeting.</p> <p>9.4 Publicity Manager Report – (Natalie Browning) Quiet on the media front. Next week the social media manager of SLSNSW. Will be doing interviews for media plug post fire recovery and also filming items for Branch awards. Anyone wishing to be involved in the media interview let Nat know. Hoping to speak on Wednesday. President was speaking to Todd Haywood about running the website. Happy to continue but also recommended giving passwords. Nat informed she had the password and happy to take on.</p> <p>9.5 Boutique Manager Report – (Vacant) No Report.</p>	
10	<p>House</p> <p>10.1 Bar Manager Report – (Geoff Wells). Cool Room for Stage 2 revisited.</p> <p>10.2 Maintenance Report – (Peter Halkett) Nil Report.</p>	
11	<p>Competition</p> <p>11.1 Boat Report - (Gary Pettigrove.) Nil to report.</p> <p>11.2 Board and Ski manager Report – (John Costin) Nil Report.</p> <p>11.3 Surf Sports Report – (Darren Drewson) Far South Paddlers’ is on again this weekend.</p>	
12	<p>General Business</p> <p>12.1 Covid Plan. Need to have a Covid plan for the next AGM – signs, markings, sanitiser etc. – and a plan going forward. Suggested we come up with a plan in the July meeting. Need to be sure that our new building plans also include COVID mitigation strategies.</p> <p>12.2 Club Awards. This year will be different because most of the patrols had been stopped. The Club Member of the Year will flow out of the far South Coast Awards, as will the Lifesaver of the Year. Same with the Junior Lifesaver of the Year. There is a services’ team recognition for the team that worked on the fire day. They will be done in November, or at the start of patrols in October. Not having 100 percent patrollers, because of the fires impact and Covid isolation that followed on.</p> <p>12.3 Nominations for New Life Members: calling for new life members to be considered at the July meeting. Three members have been put forward. The AGM requires two thirds of the attending members support for the life membership to be awarded. The nominated people will have a CV built for presentation at the next meeting.</p>	

12.4 Canteen Lease Planning; Once we have a completed building, the café space will go out to tender. Question asked if it was possible to do the tender for the café concurrently with the build to maximise opportunity for the café to be open for business across the Christmas period. There will also need to be a shop fit-out as well. Once at lock-up, they could possibly start their fit-out. Committee advised the Club will also need to include the council in the leasing arrangement. The committee was advised the original negotiations with council were not written down and we still do not have a lease for the café finalised. Negotiations have been ongoing without any resolution being achieved with council about sub leasing.

Gary Pettigrove asked about the governance of the process; whether it is within the ability of the building committee or whether a commercial leasing specialist should be sought. Kirsty Campbell asked if it was viable for the Surf Club to fit out the canteen area in order to attract a higher rent?

Consensus was that the area is best left to the lessee because it would put the build well over budget and with no guarantee that the design would be suitable to the people taking on the lease. The committee members were asked if they were happy with this level of planning being continued by the executive. General consensus was, yes.

12.5 Constitution Review. Current Constitution is dated July 1993. A constitution draft was completed in July 2019. The draft was going to be presented at the AGM. It was pulled prior, because the SLSNSW were changing their Constitution and hence a desire to align it. There is no immediate urgency but will need to establish a Sub-committee from approx September to review and to present at a special meeting in the first quarter next year.

12.6 Broulee Email Account. Club Password has been changed. Thankyou to Gordon who spent time on the phone with Telstra. No access to emails in the account before the 12 May 20. Issue resolved.

7

General Business without notice

Nil discussion.

MEETING CLOSED – 9:25 PM

NEXT MEETING:

GENERAL MEETING – Next general meeting Tuesday 7th July 2020

SIGNED:

MINUTES SECRETARY: ROB WILDMAN

PRESIDENT:

BSSLSC CORRESPONDENCE

Inwards

Broulee Inwards Correspondence June Meeting 2020

4.	Correspondence	<p><i>Inwards (see Extract attached)</i></p> <ul style="list-style-type: none"> • Grant Funding Approved New Defib for Club \$1234 NSW Sport • AusIndustry Grants Hub – Status of Shed renovation and Grant money spent to date. Agreed completion date was 30 April. • Pride Lifesavers Information and Scholarships • IMB new bank account and cheque ready • Garry Griffiths – Concerns over committee resignations • Martin Roberts – Concerns over committee resignations • Steve Corcoran noting Peter Louttit is not current a member. • Steve Corcoran – Capital Chemist donation of \$5000 to Little Nippers at Broulee – Invoice Requested • Kozi Swim Gear now available online • Services NSW – COVID items being eased • Geoff Wells – Building specification details requested. Refer to Building Sub-Committee. • NSWLSA Sean Hendry - Hand Sanitiser and support stands advice. • OnWatch Fire services suspended until December at Broulee Club. • OnWatch Alarm services on shed and club to continue <p><i>Outwards(see Extract attached)</i></p> <ul style="list-style-type: none"> • South Building Co – Unsuccessful Tender notice • P&L Louttit – Successful Tender notice • AusIndustry Grants Hub – Seek an extension until 31 August. Reported project costs \$14K to date allocated. No invoice received yet. Project Delay caused by COVID delivery and supply issues. • Garry Griffiths email with copy of Note to all members • Martin Roberts email referring to note to all members • Newsletter note to all members from President (attached) • DA Clarification question to ESC from Acting President
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Garry Griffiths 18 May 2020

To Everyone concerned

CLEARLY with four resignations of extremely valuable members rings alarm bells. I am in no way best mates with these valuable members so there is no favouritism here but I will say this , they are all club friends and myself and many others hold these people in very high regards. I won't beat around the bush knowing this problem arises and finishes with the new building works . This money is more valuable then gold to this once great club , my own kids , nieces , nephews even myself contributing so much time , effort , sponsorship etc etc etc to help keep a great thing moving forward. What our club has achieved in the 12 years I have been involved has been incredible to be a part of . From years of nippers helping in anyway possible to running water safety for 4 seasons , helping with demolition of old gear shed , helping carnival preparations the list goes on. Volunteer volunteer volunteer. What I am getting at is now HUGE MONEY comes into the equation crossed with GREED and you get a club divided. This money was given to a club not an individual and all members need to be informed where and how that money is spent. These four members who worked extremely hard for our club and one in particular lets not play dumb who we all know was the driving force behind this to become reality. I cannot believe the people directly involved with this problem are prepared to sit back and let four members whom are so valuable to this club resign because of nothing more then plain out GREED. Before this committee rush in and sign contracts etc have a real good think about what is going to happen to that money and how far it will go . Put all the facts out to all of us members and see what the response is as we are the reason the club exists , our fees our contributions etc etc . Without all of us NO CLUB.

Martin Roberts 19/5/20

To whom it may concern:

Further to my email to Geoff this morning and having thought about it more and based on the calibre of people who have resigned from their posts requires an extraordinary general meeting for the Committee to explain what is going on.

Please advise how members will be appropriately informed?

Regards, Marty

On 19 May 2020, at 8:48 am, Martin Roberts <martybroberts@yahoo.com.au> wrote:

Geoff,

Is there any more information as to why all these people have resigned? Seems a bit sudden? Is there some problem in the club?

Some advice to members would be useful.

Regards, Marty

To Executive 28 May 2020

I am writing to you all because I have a few concerns/suggestions re the design of the new build, some of which are a serious concern if not fixed. I raised most of these with Wendy, but felt as if most of what I was saying was 'fobbed off'. Some of what I'm saying you may already be considering, but will include anyway - just to be sure. Also, while some of what I proposed will not affect the build cost, some will but should be considered. I understand the final plans are being drawn up now, so these issues are pressing.

I'll start **upstairs** first:

- **The Bar**

- The bar opening (ie counter) as drawn on the plans is facing the wrong way. The serving area should be facing the ocean and not the narrow opening facing towards the boutique. A narrow opening would greatly limit the number of staff behind the bar, limit the number of beer taps and exclude the view of patrons of the stock in the fridge. The shutter opening along the front of the bar should be at least 5 metres and preferably longer. Because of its length, the shutter may have to have a removable partition/joiner between two halves. *(Could add slightly to cost as the builder will need to supply a longer counter and grill shutter)*
- The bar area should be extended slightly, with the end wall to be in line with outside wall from the office. We need as much space as possible.
- An access door needs to be included in the end wall.
- There has been discussion about a serving counter out to the deck area. I'm uncertain about this because we would lose wall space. We need wall space because of the current fridge and (in time) a new fridge for wines. I'm hoping to put the 'weights' on Robert Oatley to give/sponsor/loan us a wine fridge. We also need bench space for work space, a till, chips & nuts, and wall space for shelving for wines, glasses, glass washer, spirits dispenser, ice machine etc

- **Boutique & Kitchen**

- The kitchen needs to be significantly larger and the boutique can be much smaller. In time we may be able to get another grant to completely refurbish the kitchen and lift it to commercial standard. *(Should be no extra cost to build)*
- There needs to be a separate access to each area.

Downstairs:

- **1st Aid Room.**

- The 1st Aid Room appears far too small (narrow). The simplest solution would appear to be to move the wall separating it and the Storage Room out a bit further. We need to remember that there is a need for significant storage (shelving/cupboards) in the 1st Aid Room. There has also been discussion previously of two gurneys. I hope this can still be achieved. We also need space for an ambulance crew to bring their gurney into the room. *(Should add no extra cost)*

- **Cool Room Store**

- As previously agreed the cool room is essential for the club to run an efficient bar. However, it does take up significant space. I propose that we split the Kiosk Storage Room in half and allocate the cool room to this space (immediately below the bar). The new cool room store would house the cool room, spare kegs (full and empty), gas bottles (and spares) for the keg beer, and a tap & sink (stainless steel tub style). The tap & sink are essential to be near the cool room wherever we place it to allow flushing of beer lines. *(limited extra cost to build small partition wall and add plumbing)*
- The space we have allocated to the kiosk is now much larger than originally proposed. Taking away half the storage area should not impinge too much (if at all) on the ability to run a cafe.
- **Storage Room**
 - By shifting the cool room to a new Cool Room Store as described above, we free up the Storage Room. I'm unsure of what other usage was planned for this space, but I'm sure if we did a good clean up and used the mezzanine level of the shed for storage, we could plan other uses for this space. *(No immediate extra build cost - future cost to the club to fit out as required)*. This could include:
 - An additional Training/Community/Meeting Room (could rent the space out as we do our main Training Room).
 - We could build fold up bunks along each wall, giving us a 'Bunk Room'. A common feature in other clubs, particularly in Old & Vic. This would be particularly useful for encouraging Canberra Patrollers.
 - We could build a small gym. This would probably be my least favoured option. The space would be too small and there could be club access issues to consider. A better option probably would be to consider a stand alone gym.
- **Disabled WC**
 - There is a need to include a shower in this room. We need to find a way to achieve this. We don't want to move this room into the Kiosk Storage Room or we would then lose the Cool Room Store. A shower can be placed in this room without a partition around it or the toilet. It is all one room and doesn't need to be separated (look at other such rooms). *(small extra cost for shower fitting - increased cost if moved elsewhere)*
 - Could we approach Council about removing one of the toilets on either the male or female side of the public toilets, and then punching a door through to their internal control room instead of coming through the surf club. It is a huge pain every time they need to access this space because someone needs to go down to let them in. If they would agree to this we could improve the ability to place a shower in the Disabled WC and improve the change room space in both the male & female change rooms.
- **Kiosk**
 - There doesn't appear to be any plumbing considered for the kiosk. I know that any new owner would fit it out, but they would surely need plumbing and power available. *(small extra cost for plumbing but would be offset if plumbing for Cool Room Store and Kiosk were placed on either side of the same wall)*

I believe most, if not all, of what I've discussed is doable and would improve the build to create a better and more user friendly clubhouse. Obviously, some of what I proposed can't go beyond the club. The bunk room for example would be something we would do down track and not mention to council. I don't believe Council would approve such a room. Also, as far as the grant is concerned, it was primarily given to allow the new change rooms to be built, and not a new bar & cool room. However, these are the ideas we need to consider internally.

Hope this all makes sense, I wrote in a bit of a hurry. I'm happy to discuss further, and in fact would be happy to be included on the building committee. I am going away, but not our normal trip to north QLD thanks to Covid. I'll be away from 27 June to 27 July and then from the 5th to 14th of August. Other than that for this year I should be around for any proposed meetings.

Sorry for the intrusion in your thoughts, but I have a vested interest in ensuring we get it right, both for the whole club but particularly in my case in ensuring the bar can operate efficiently.

Kind Regards Geoff Wells

Sent: Wednesday, 27 May 2020 11:33 AM

To: 'brosslsc@bigpond.net.au' <brosslsc@bigpond.net.au>

Cc: SCP5contracts <SCP5contracts@industry.gov.au>

Subject: STCO79738- Date variation approved [DLM=For-Official-Use-Only]

AusIndustry Grants Hub Series

27 May 2020

Your Shed Grant completion date variation has been approved.

Your final report and contract end dates have been adjusted in line with your revised project end date, as per the revised attached schedule.

Please note: it is a requirement of the Stronger Communities Programme and a condition of your grant agreement that the Commonwealth can only fund up to 50% of eligible project costs. Your organisation needs to meet the matched funding requirements to have this project completed by the new agreed project end date. If you are unable to meet this obligation, please contact us immediately to discuss options that may be available to you.

22 May

Thank you for your below update. If your project has been affected by COVID 19 we can offer extensions up to 31 December 2020 if required.

Please provide the answers below so that I may put forward a request for you:

1. Update on the circumstances surrounding the impact of COVID-19 on your project
2. New anticipated completion date for your project – *please note, all projects will need to be completed by 31 December 2020*
3. Funds spent/committed on your project to date
4. What actions are being taken to ensure completion by the new end date?
5. Confirmation that your organisation has match funding available to complete this project, as required in accordance with the Grant Opportunity Guidelines

21 May

