

# Memorandum

<b>To:</b>	Club Presidents and Officers
<b>From:</b>	Kate Higginbotham, SLSNSW Member Services Manager
<b>Date:</b>	Thursday 1 October 2015
<b>Pages:</b>	Four (4)
<b>Subject:</b>	SLSNSW Regional Forums

Surf Life Saving had been planning on conducting three Regional Forums in the northern, metro and southern regions of NSW in October and November 2015. Unfortunately, due to a lack of registrations in the Northern and Southern regions, both these forums have been cancelled.

The Forum to be held in Sydney on 7/8 November 2015 will however be going ahead, and Clubs from the Northern and Southern regions are encouraged to join the metro region clubs on this occasion. The subsidy available for these regional clubs has been increased to support attendees to travel to Sydney.

Revised details about the forum can be found below.

## DATE AND VENUE

**DATE:** 7/8 November 2015

**VENUE:** TAFE NSW, St Leonards Campus

## AVAILABLE POSITIONS PER CLUB

Clubs and Branches from the Northern and Southern regions (FNC, NC, MNC, LNC, ILL, SC & FSC) are invited to send two (2) participants. However, for those clubs/branches who have already registered three people, all three are welcome to attend. If any Club or Branch wishes to send more than two people, consideration can be given to this request by contacting the SLSNSW Member Services Manager on [khigginbotham@surflifesaving.com.au](mailto:khigginbotham@surflifesaving.com.au).

Clubs and Branches in the metro region (HUN, CC, SNB & SYD) are invited to send three (3) participants.

## REGISTRATION

Clubs are to register on behalf of their participants. There are breakout/workshop sessions on both Saturday and Sunday. To maximise the benefits of this Agenda, when registering please advise which participant is to attend which session.

Registration will be via the following link: <http://www.surflifesaving.com.au/members/development-programs/slsnsw-club-forum>

**Closing date for registration for the forum will be 9am, Monday 26 October 2015.**

## DRAFT AGENDA

The DRAFT Agenda for the forum is as follows:

<b>Saturday</b>			
9.00 – 10.00am	Registration and Sign-in		
10.00 – 10.30am	<b>Welcome and Overview</b>		
10.30 – 11.30am	<b>Governance for Sustainable Development</b> What is governance? Why is effective governance needed in Surf Life Saving?		
11.35 – 12.30pm	<b>Adapting to Change</b>	<b>Organisational Culture</b>	<b>Understanding the Governance structures within Surf Life Saving</b>
12.30 – 1.30pm	Lunch (provided)		
1.30 – 2.10pm	<b>Planning for Sustainability</b>		
2.15 – 3.45pm	<b>Strategic Planning Workshop</b>	<b>Strategic Planning Workshop</b>	<b>Strategic Planning Workshop</b>
3.45 – 4.00pm	Afternoon Tea (provided)		
4.00 – 5.30pm	<b>Risk Management and Compliance</b>		

<b>Sunday</b>			
9.00 – 9.10am	<b>Day One Re-cap</b>		
9.10 – 10.00am	<b>Building a Sustainable Team</b>		
10.00 – 11.00am	<b>Communication</b>	<b>Conflict Resolution</b>	<b>Mentoring and Empowering</b>
11.00 – 11.15am	Morning Tea (provided)		
11.15am – 12.15pm	<b>Facilitation Skills</b>	<b>Effective Decision making</b>	<b>Networking</b>
12.20 – 1.00pm	<b>Financial Management</b>	<b>Planning for a Cohesive Season</b>	<b>Member Retention and Growth</b>
1.00 – 1.45pm	Lunch (provided)		
1.45 – 2.30pm	<b>Volunteering definitions benchmarking and trends</b>	<b>Fundraising, sponsorships and grants</b>	<b>Supporting Quality Processes</b>
2.30 – 3.30pm	<b>Question and Answer Time</b>		
3.30 – 4.00pm	<b>Wrap-up</b>		

## TRAVEL AND ACCOMMODATION SUBSIDY

Subsidies for travel and accommodation will be available to all attendees from the Northern and Southern areas, as well as for those attending from the Hunter and Central Coast Branches. The subsidies for each Club and Branch are as follows:

Branch Area	Available Subsidy per Person	Total Available Subsidy per Club/Branch
Far North Coast, North Coast, Mid North Coast, Lower North Coast, Illawarra, South Coast, Far South Coast	\$220	\$440
Hunter, Central Coast	\$70	\$210
Sydney, Sydney Northern Beaches	\$0	\$0

Clubs are asked to pay any accommodation and travel costs and then invoice SLSNSW for the available subsidy, along with proof of expenditure.

Following is a list of suggested accommodation:

Best Western Twin Towers – 260 Pacific Hwy, Artarmon Phone 02 9439 1388

Hotel Urban – 94 Pacific Hwy, St Leonards Phone 02 9439 6000

YHA the Rocks – 110 Cumberland Street, The Rocks Phone 02 8272 0900

## SLSNSW CONTACTS

If you have any further questions, please contact the SLSNSW Member Services team on:

T: 02 9471 8000

E: [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au)