

Month	Date	Event	Resp.	Venue	Status
July 2008	10 27	Organise RWCO Induction and Part 1 Training Conduct AGM Conduct Annual Club Conference Facilitate Annual Constitution Review	DoL Pres Pres Pres	Kempsey Hotel	Complete Complete Complete Complete
August 2008	14	Lifesaving Agreements submitted by all Clubs Lifesaving Agreement submitted by RWC Team Conduct preseason Board of Education Meeting Conduct Junior Activities Information Night L1 Surf Coach Course (by SLSNSW) organised Prepare Budget for next season Conduct Branch Council Meeting	DoL DoL DoE JAC DoSS DoF Pres	Port Macquarie Tacking Point Branch Office	Complete Complete Complete Complete Not this season Complete Complete
September 2008	11	Conduct preseason Board of Lifesaving Meeting Beach Management Plans reviewed for all Clubs Patrol Rosters received from all Clubs Patrol Roster created for RWC Team Emergency Call Out List received from all Clubs Conduct preseason Board of Surf Sports Meeting Preseason Newsletter to key stakeholders Conduct Branch Council Meeting	DoL DoL DoL DoL DoL DoSS Pres Pres	Kempsey	Complete Complete Complete Complete Waiting on some Clubs Complete Complete
October 2008	9	Conduct Patrol Inspection Round 1 Conduct Branch Council Meeting Conduct in-season Board of Education Meeting	DoL Pres DoE	Branch Office	Complete Complete Complete
November 2008	13	Conduct L1 Officials course Conduct Junior Lifesavers of the Year selections Conduct Branch Council Meeting	DoE JAC Pres	Kempsey	Complete Complete Complete
December 2008	13+14 11 5/6/7	Conduct Patrol Inspection Round 2 Take Branch Team to Interbranch Championships Conduct Branch Council Meeting Conduct annual U13/14 Leadership Program	DoL DoSS Pres JAC	Port Macquarie	In progress Complete Complete Complete
January 2009	22	Mid Season newsletter to key stakeholders Conduct Branch Council Meeting	Pres Pres	Kempsey	Complete
February 2009	14/15 12 15 12	Conduct Patrol Inspection Round 3 Conduct Branch Championships Conduct in-season Board of Education Meeting Recognise Junior Lifesavers of the Year Conduct Branch Council Meeting Conduct annual Sponsors Lunch / Dinner	DoL DoSS DoE JAC Pres DoF	Bonny Hills Office Bonny Hills Port Macquarie	
March 2009	12	Conduct Branch Council Meeting	Pres	Kempsey	
April 2009	9	Conduct Patrol Inspection Round 4 Conduct post season Board of Lifesaving Meeting Conduct post season Board of Surf Sports Meeting Conduct post season Board of Education Meeting Conduct Branch Council Meeting	DoL DoL DoSS DoE Pres	Branch Office	
May 2009	14	Conduct Branch Awards of Excellence End of Season newsletter to key stakeholders Conduct Branch Council Meeting	Pres Pres Pres	Kempsey	
June 2009	11	Conduct annual Presidents Dinner Complete Annual Report Complete Audited Financial Report Conduct Branch Election Meeting	Pres DoA DoF Pres	Branch Office	

Actions in Green have been completed or addressed

Actions in Blue are still in progress, but under control

Actions in Red are not complete

Actions in Black have not occurred yet