Chief Examiners Annual Meeting Minutes

Date:	Saturday 5th August 2017	
Venue:	Miramar Golf Club, Wellington	
In attendance:	Allan Mundy	SLSNZ Lifesaving & Education Manger
	Belinda Slement	SLSNZ Member Development Manager
	Faron Turner	Northern Region IRB Chief Examiner
	Martine Smith	Coromandel SLA Chief Examiner
	Matt Kerr	Coromandel IRB Chief Examiner
	Danielle Shepherd	BOP SLA Chief Examiner
	Justin Martin	Gisborne IRB Chief Examiner
	Brian Quirk	Hawke's Bay SLA Examiner
	Mike Taylor	Capital Coast IRB Examiner
	Jim Warwick	Capital Coast SLA Chief Examiner
	Adam Fraser	Taranaki SLA Chief Examiner
	Todd Velvin	Taranaki IRB Chief Examiner
	Mike Smith	Canterbury SLA Examiner (stand in)
	Scotty Roberts	Canterbury IRB Examiner (stand in)
	Alex Sutherland	Otago SLA Examiner (stand in)
	John Menzies	Tasman SLA Chief Examiner
	Dave Robb	Tasman IRB Chief Examiner
Apologies:	Johnny Clough	Northern Region SLA Chief Examiner
	Stu Lowth	BOP IRB Chief Examiner
	Jeremy Lockwood	Gisborne SLA Chief Examiner
	Phil Harman	Hawke's Bay IRB Chief Examiner
	Richard Murray	Otago SLA Chief Examiner
	Peter Gibbons	Otago IRB Chief Examiner

Agenda Items

Note: Some of the following agenda items had very in-depth and lengthy discussions. These minutes are only a summary of what was discussed.

1. Welcome

Allan Mundy opened the meeting, welcomed everyone and thanked them for their attendance. The Chief Examiners (CE) group is a subcommittee that sits below the National Lifesaving Committee (NLC).

2. Introductions & Area Reports

Each Chief Examiner gave a brief introduction on their area and a report on their current exam and examiner status.
Examiners gave a report on their succession planning and mentoring future lead examiners.
Belinda read out a written report for the Gisborne SLA area supplied by Jeremy Lockwood.

3. Terms of Reference and JD Update

Discussion on around current terms of reference and job description. No immediate updates requited but there was discussion around SLSNZ staff providing the CE info from the PAM database on current and probationary examiners.

Action:
Belinda to update the Terms of reference and add into the SLSNZ responsibility section the following sentence:
"Prior to the start of the season, provide the CE with an update list from the PAM database of current and probationary examiners.

4. Examiner and Instructor Briefings

Discussion around keeping the national briefing template is a good idea. Clear benefit in ensuring all regions are delivering the same messages regarding updates for SLA and IRB. There needs to be an area in the back of the template for area's to add in specific info relative to them.

Action:
Belinda to update this season's briefing template to reflect any changes in the SLA and IRB space for this season. This to be emailed out to all CE and relevant SLS staff by 1st September.

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5. Probationary Examiner Sing off process

Belinda discussed the process for the probationary examiners sign off process. There have been several issues in some areas during last season with some examines and staff not following the correct process. It was discussed that some of the new CE may not know this process and that we didn't have it clearly documented anywhere.

Action:
Belinda to draw up a clear bullet point list outlining the probationary examiner process and sign off. This to be accompanied with a visual image which is also to be inserted in the front of the examiners workbook.

6. CE Access to PAM Database

This agenda item was raised by Faron around CE not knowing the status of probationary examiners. So when the CE signs off the application form, the CE has no idea if they are a refreshed lifeguard, have a current first aid etc. There was a lot of discussion that checking the database should be the responsibility of the SLS staff, they should then report this info back to the CE.
The current SLSNZ database doesn't have a 'read only' function that CE could have access to, to look up their regions examiners.

Action:
Belinda to investigate the possibility of a read only option for CE in the database. This function may however be a while away from happening, so in the short term Belinda to set up either a google doc or drop box. Belinda to run regular national reports for all current and probationary examiners.
If CE require specific info for their area, their local SLS staff can provide this info from the database.

7. Reviewing of manuals, awards and the process behind this

Faron requested some clarification around the process in which SLSNZ review and update their awards and manuals. Belinda displayed the internal SLS process for reviewing our learning curriculum. The CE were shown the curriculum review spreadsheet which detailed all the SLS training and the schedule of review/update for this training.

All awards are on a 4 year review cycle. The SLA, IRB and examiners manuals are printed in hard copy each year with small updates made to text or images based on guideline or policy changes.

Discussion was raised about any new or updated instructor's material. Some CE didn't know that our instructor resources were online. It was agreed that these resources should be located under the Instructor award section and the CE to be notified when a new version is released.

Action:
Belinda to load new Instructors resources for SLA and IRB when completed on the website and notify all CE when a new version is released.

8. Pathway transitioning from gaining an award to gaining instructors and then examiners.

Discussion around the pathway to gain an examiners award and the length of time it takes to go through this process. Has this been looked at before?
A lot of discussion around the length of time it specifically takes an IRB examiner to gain their award and potential solutions to help this.
It was agreed that this is multi-faceted and there is not 1 solution to fix this. We had discussion around if you were a current SLA examiner and hold your IRB drivers could you potentially cross over to become an IRB examiner without putting through the 2/4 IRB candidates.
We don't want to compromise our standard of examines but acknowledge the process to become an IRB Examiner is lengthy.

Action:
No action required

9. General Business

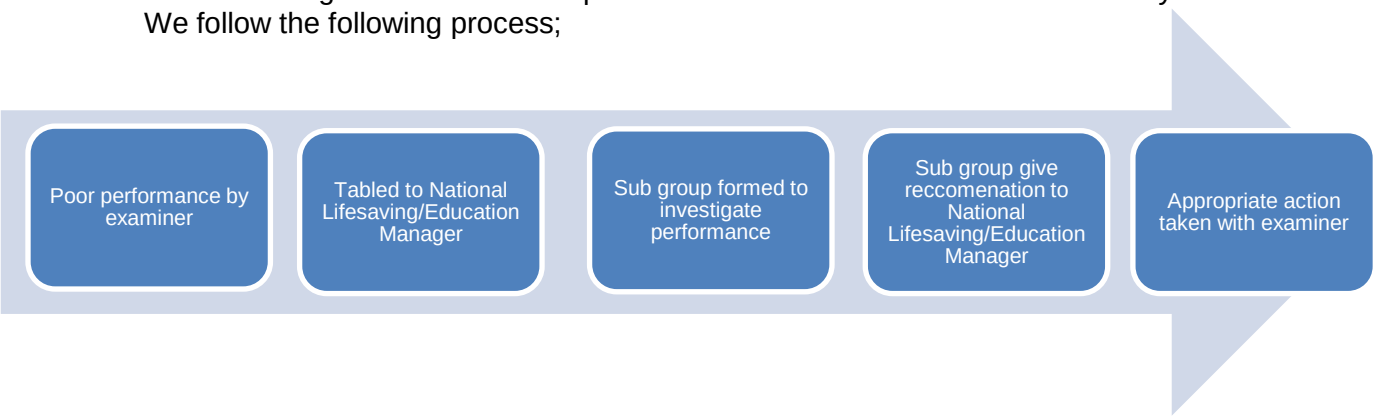
- Do we need a specific IRB and SLA Chief Examiner for each area in the country?
  No we can run an overall Chief or the area with 2 effectively probationary chiefs for SLA and IRB. These probationary chiefs could be people that are being mentored up for future succession planning.

Action:
No action required, this was just a general discussion. Status quo remains

- Currently each Chief Examiner is appointed for a 1 year term. With the current CE role it was tabled for this term to be increased to be in line with the National Lifesaving Committee. Either a 2 or 3 year term. Each region would be on an odd/even roll over.

Action:
Chief examiner group to mirror the term and rotation of the National Lifesaving Committee. CE terms of reference to be updated to reflect this.

- How do we deal with a rouge examiner or chief examiner?
  Currently we don't have a clear process lined out to deal with this if it occurs. We have dealt with rouge examiners in the past which have been dealt with on a case by case basis. We follow the following process;



Action:
Allan to draft up a formal document on how to deal with poor performance for instructors, examiners and chief examiners.

- Trial process for new SLS Equipment
  Allan tabled the process of trialling new equipment. Surf Lifesaving Queensland are currently trailing the SeaBob scooter. The SeaBob can reach speeds of up to 20km and dive up to 5m underwater. We watched a short video on the SeaBob and discussed the possibility of running a trial of these in New Zealand.
  We had discussion that if we were to trial this new equipment, the opportunity would go to the SLA Chief Examiner first. If they didn't' have the time that is fine.

Action:
Allan to continue investigates into the SeaBob, costs and the trial by SLSQ.

- Patrol Support Role
  In the current Patrol Support Role policy, it doesn't allow for an ex SLA holder who previously was an experienced Patrol Captain to be a Patrol Captain the Patrol Support Role.
  We discussed that there should be a set of criteria or an RPL process that would allow a Patrol Support Member to be a Patrol Captain on Patrol.

Action:
Belinda to look into the current Patrol Support policy and a possible RPL criteria and present this to the National Lifesaving Committee for sign off and/or discussion.

10. SLA & IRB Group Splits

Surf Lifeguard Award Discussion items

1. Online Learning – SLA Theory Refresher

   Belinda outlined and talked through the new online learning platform through Sport NZ. Discussed the process we have taken with Sport NZ and how the new platform will operate. Our plan is to roll out the SLA theory refresher first for this season, test it and see how it goes.
   Following on from this in the winter of 2018, start to roll out online learning for the rest of our training in the lifesaving and sport space as per our roll out plan.
   The online theory refresher will pull 20 questions from a possible 50 so every person who does their refresher online will get a different set.
   We are still currently working on linking this platform up with the current SLSNZ database.

   We discussed that when you are doing the online refresher, when you get to the end it should give you a second chance on the questions you got wrong the first time.
   It could have links to the correct section in the manual to source the answer or just not let you submit the test until you have 90% correct.

Action:
Belinda to update SLA Chief Examiners once refresher is online ready to go.

2. SLA Manual & First Aid Update 2017/2018 Season

Belinda talked through all the text changes that will be made to this season's print run for the manual. 90% of the changes have come from the SLSNZ Medical Director in relation to emergency care and first aid wording changes.
All Chief Examiners were happy with these changes.

Action:
Belinda to check with Medical Director on a few specific points in the first aid section and check with radio expert regarding the use of pro-word "roger".

3. SLA Examiner Manual Update

Belinda talked through the small updates to the examiners manual. These include:

- Adding in Patrol Support Award and the details around this
- A comparative table that shows the clear module difference between the SLA and PS.
- In the Challenging Conditions section: Remove the word 'marginal' and replace with……..'If conditions are at an increased risk to the candidate, and the water component is to go ahead, the Surf Lifeguard candidate ratio must increase to 1:2. Consideration for a positive outcome for the candidate must come first'.
- In the theory test section, adding in the exact pass/fail score for the theory test. Candidates must correctly answer 40 questions correct out of a possible 50 to pass the test (80%). Follow up oral questions may be asked for scores between 35-40.
  Any scores of 34 and below are considered a fail and the candidate must re-test the paper at a later date.
- Updated wording in the special circumstances section for the theory test. This includes ESOL students, reader/writer etc. This must be identified by the club at the time of registration for the SLA exam.

Action:
Belinda to update SLA Examiners manual as per the above points and distribute this out to all SLA Chief Examiners.
SLS Regional Staff to print out hard copies of the updated manual and distribute these to their Chief Examiner to hand out at the examiners briefing.

4. SLA Theory exam Update

With the new SLA theory exams only being in circulation for 1 season, there are a few amendments and tweaks to questions that need to be made. These new exams are a big leap forward for SLS in the candidate learning area. We expected there may be a few changes required for this season.
Allan talked through some of the question changes. The group discussed some of the tricky questions and made a decision whether to amend it or keep it as is.
Dani kept a track changes record of the discussed changes as Belinda was with the IRB group during this item.

Action:
Dani to send Belinda tracked changes document of theory papers for review. Belinda to update all papers and distribute these to SLS Regional staff to be rolled out for this season.

IRB Discussion items

1. Trial of new IRB Hull

   Allan outlined the process for trailing a new IRB Hull. This hull will be offered to IRB Chief Examiners first to have the opportunity to trial in their areas.

Action:
SLS Regional Staff liaise with area Chief IRB Examiner to co-ordinate a trial schedule.

2. Health and Safety strategy for IRB's

   This item was raised on the agenda by Faron. It was noted that Faron had raised some great points in relation to H/S practices for our:
   - IRB Crew and Driver training
   - IRB Refreshers
   - IRB SAR and Patrolling (Daily business)

   The above was discussed around the increased risk with IRB's. Ross Merrett (SLSNZ) provided the group with a written statement and update on H/S which included our first priority to review our 2015 Health and Safety plan in conjunction with our Health and Safety Manual. It is expected that these review will be completed by end of August 2017, with the publication of a revise plan and manual by October 2017.

Action:
When the new Health and Safety Plan and Manual is released, Ross to investigate the required elements of these plans that need to be included in the IRB and SLA Examiner Manual and Training.

3. Clarification of IRB Crew and Driver Exam wave height.

This item has been raised to the agenda following several issues within some areas on their interpretation of the current statement around exam surf condition in the examiners manual. The current manual says:

Surf Conditions
The practical test component of the exam shall be performed in a minimum of 1 metre of challenging surf.

The NLC endorsed the IRB Chief Examiners to re-word this statement to provide less examiner interpretation within regions. It was discussed that examiners seem to be measuring a 1m wave differently and assessing the work 'challenging' differently. The following statement was agreed upon to replace the current one.

Surf Conditions
The practical test component of the exam shall be performed in a minimum of 1 metre of surf. The surf size must be measured from the front of the wave, from the trough of the wave to the top.
The surf size measurement must apply in the areas in which the IRB is being driven/crewed for the exam assessment.

Action:
Belinda to update IRB Examiners manual and distribute this out to all IRB Chief Examiners.
SLS Regional Staff to print out hard copies of the updated manual and distribute these to their Chief Examiner to hand out at the examiners briefing.

4. IRB Crewperson's Module Update and Review

Prior to the CE meeting, all IRB CE has been sent the updated draft IRB C module resources. Dave Pontin was invited to attend this section of the meeting as he was heavily involved in the development and pilot of the IRB C Module pilot course.

Dave outlined to the CE the process of the review which started back in 2015. He outlined the pilot course which was held in April 2017 and how that rolled out. As part of the initial CE feedback around this, they wanted to see all the associated crew resources before this was rolled out to the clubs.
Belinda has updated the IRB Instructors resources with the new lesson plans and updated the practical exam components.
Discussion was held that moving the IRB C Module to this format was the correct move, but there were some concerns raised about how this would roll out.

It was suggested that regions should hold some 1 day IRB C Module days to deliver the module from start to finish. Invite all IRB instructors from area clubs to attend so they can see how this should be delivered. That way clubs are not just expected to know how to teach it from the resources.
Refreshed IRB examiners still have to conduct the examination but they can be from the same club as the candidates they are examining.

The clarification of the surf conditions and wave height as discussed previously in this meeting also aids to clarify some of the exam practical components of the IRB C Module.

Action:
Belinda to re-send new IRB Crewperson's Module Resources to all IRB Chief Examiner for feedback. IRB CE to read over the instructor's resources and examiner manual and provide any suggested changes via email to Belinda by Monday 14th August 2017.
Upon feedback, Belinda to finalised new IRB instructors resources and examiner manual as per changes and distribute these to IRB CE and SLS Regional staff.

5. IRB Manual, Workbook and Driver Exam Update

   Belinda talked through the small updates to the IRB Training manual and workbook. These include:

- Re-checking the Maritime rules and guidelines
- Removal of right foot strap from IRB Images
- Adding in some extra Health and Safety points in the fuel section
- Adding in re-boarding an IRB in line with the new IRB Crewperson's resources
- Ament the workbook to remove all references and content for Crew. This workbook will become a driver only workbook.

Given the removal of mixing fuels from the IRB Crew Module, there will be a new theory question added to the IRB Driver's theory exam. It was discussed that this exam will also be looked at to re-word any questions that could be clearer.

Action:
Belinda to updated IRB Workbook, IRB Training manual and Drivers exam.

6. Declining skills of IRB Drivers ad instructors. How can we address this?
   This point was raised by Justin after considerable observation of IRB Drivers and Instructors. This item was discussed at length with several idea present to aid this problem. We talked about have a probationary driver's award and then you complete you full award. We also discussed how the development of the Advanced IRB driver's award may in advertinarly help pull up the standard.

11. Meeting Close

Although several CE had to depart early, the meeting was closed at 3.30pm. Allan thanked everyone for their contribution for the day and their attendance.