

Coromandel Local Lifesaving Committee - Approved MINUTES

Thursday 11th December 2025 – 7.00pm
(Microsoft Teams Online)

Attending (Staff & Independents)	Attending (Club Delegates)
Chaz Gibbons-Campbell – LM (CGC)	Online
David Cooper – LSO (DC)	Mathieu Reid – Pauanui (MR)
Brianna Norris - NLC (BN)	Gabriella Hughes – Tairua (GH)
	Sandi Lowe - Hot Water Beach (SL)
	Charlize Kerr - Whiritoa (CK)
	Grace Westenberg – Whangamata (BN)
	Maddie Schnackenberg – Waihi Beach (MS)

Apologies (Staff & Independents)	Apologies (Club Delegates)
Hiria Kayes - CSL (HK)	Taimania Hinds – Hot Water Beach (TH)
Nick Wagstaff – CE IRB (NW)	Stella Reid - Pauanui - (SR)
Maddie Scown – CE SLA (MS)	Macayla Lock - Pauanui - (ML)
	Lauren Young - Whiritoa (AW)
	Charlie Toumadj – Onemana (CT)
	Jack Sewell – Onemana (JS)

Time	Discussion	Who
19:00	<p>Welcome & Apologies</p> <p>Apologies from Nick Wagstaff, Hiria (she has provided an update in this agenda), Stella Reid & Macayla Lock, Lauren Young and Taimania Hinds</p> <p>Chair Election A Nomination for Gabby Hughes to be Chair of the LLC.</p> <p>Motion to accept this nomination. Moved: MR Seconded: GW</p>	CGC

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19:05	<p>Previous Minutes 13 November 2025 Motion to accept the previous minutes. Moved: GH Seconded: MR</p>	GH																																	
19.10	<p>ER Rookies Champs Update ER Rookies 2026 Plan Email to all Clubs - re Rookie Challenge</p> <ul style="list-style-type: none"> Email and facebook post went out letting clubs and members know about the ER Rookies Challenge dates, plan and eligibility. Brief draft outline below of how the day will run. Composite teams can be made up if you can't fill a full team. Participants are limited to ages 11/12/13 rookie lifeguards as at the end of February and have participated in over 50% of your clubs rookie programme. There is no top rookie or top rookie team awarded. <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th colspan="3" style="text-align: center;">Saturday 21st March 2026</th> </tr> </thead> <tbody> <tr> <td>8.30am</td> <td>Teams start to arrive and check in</td> <td>30 minutes</td> </tr> <tr> <td>9.00am</td> <td> <ul style="list-style-type: none"> Official welcome/start Karakia H&S </td> <td>10 minutes</td> </tr> <tr> <td>9.10am</td> <td>Icebreakers</td> <td>30 minutes</td> </tr> <tr> <td>9.40am</td> <td> Team Theory Quiz – Quiz night style <ul style="list-style-type: none"> One person in team needs to record their teams' answers. Fun spot prizes </td> <td>45 minutes</td> </tr> <tr> <td>10.25am</td> <td>Morning tea/sunscreen break/wet gear</td> <td>20 minutes</td> </tr> <tr> <td>10.45am</td> <td> Stations start <ol style="list-style-type: none"> CPR / First Aid Amazing race Patrol Scenarios </td> <td>90 minutes Suggest having a tick card for each group & they get a tick after they have completed each station</td> </tr> <tr> <td>12.15pm</td> <td>BBQ lunch (provided)</td> <td></td> </tr> <tr> <td>1.00pm</td> <td>Pathways talk</td> <td>10 minutes</td> </tr> <tr> <td>1.10pm</td> <td>Debrief, Thank you's, towel and ice blocks for all</td> <td>20 minutes</td> </tr> <tr> <td>1.30pm</td> <td>FINISH</td> <td></td> </tr> </tbody> </table>	Saturday 21 st March 2026			8.30am	Teams start to arrive and check in	30 minutes	9.00am	<ul style="list-style-type: none"> Official welcome/start Karakia H&S 	10 minutes	9.10am	Icebreakers	30 minutes	9.40am	Team Theory Quiz – Quiz night style <ul style="list-style-type: none"> One person in team needs to record their teams' answers. Fun spot prizes 	45 minutes	10.25am	Morning tea/sunscreen break/wet gear	20 minutes	10.45am	Stations start <ol style="list-style-type: none"> CPR / First Aid Amazing race Patrol Scenarios 	90 minutes Suggest having a tick card for each group & they get a tick after they have completed each station	12.15pm	BBQ lunch (provided)		1.00pm	Pathways talk	10 minutes	1.10pm	Debrief, Thank you's, towel and ice blocks for all	20 minutes	1.30pm	FINISH		CGC
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	<p data-bbox="277 219 1198 297">BOP/Coro LLC Lifeguard Development Plan Update <u>BOP Coro LLC Lifeguard Development Plan</u></p> <ul data-bbox="325 338 1294 1771" style="list-style-type: none"> ● A draft discussion paper has been started, initially outlining course cost breakdowns, allocations, and overall expenses. ● The cost component has been set aside for now so committees can focus on identifying needs and wants rather than costs. ● Any required funding can be sourced through alternative means if needed. ● The key focus is on planning for 2026–2027 courses and training camps, particularly: <ul style="list-style-type: none"> - Intermediate Guard and Junior Guard Schools (approval has been given for a second IGS) - Adult Guard school was popular and candidates would like to see this a two-day camp similar to IGS - mixture of new lifeguards and some that have been lifeguarding for years - IRB development pathways; two day camp in Raglan ● A draft document exists but is not yet ready for circulation. ● In the meantime, members are asked to consider what courses their club requires. ● This may involve talking with lifeguard committees, club committees, or other relevant people to identify areas where their club may be lacking or need development. ● These ideas and identified needs will be discussed at the next meeting. <p data-bbox="277 1809 405 1843">Action:</p> <p data-bbox="277 1850 1214 1928">Chaz - to prepare and provide discussion paper to LLC for next meeting</p> <p data-bbox="277 1966 1214 2045">Coro LLC - go back to club committees to consider course priorities and present at next meeting</p>	CGC

Time	Discussion	Who
19:20	<p>Correspondence</p> <p>No correspondence submitted.</p>	
19:21	<p>Lifesaving Update</p> <ul style="list-style-type: none"> ● Patrol activity so far <ul style="list-style-type: none"> ○ 13 days of patrol completed, mainly at larger beaches (Hot Water Beach, Whangamata, Waihi). ○ Some smaller clubs have patrolled on key weekends; one club assisted during a road closure. ○ Stats to date: 113 preventative actions, 4,000 people involved, 4 minor first aids, 30 assists, 2 rescues, no major incidents or searches. ● Coastal conditions & risk <ul style="list-style-type: none"> ○ Significant rips and holes across most beaches, even in moderate swell (0.5–1.5m). ○ Highest activity seen during outgoing tides in the afternoon/evening. ○ Emphasis on using forecasts to plan patrols, increased vigilance, and being prepared to extend patrol hours if required. ○ Example: Paid lifeguards in the Bay completed 20+ rescues during big swell with outgoing tide. ● Patrol numbers <ul style="list-style-type: none"> ○ Generally good coverage, with a few low-number days (luckily during flat conditions). ○ Last weekend saw strong turnout across clubs. ● Refreshers & compliance <ul style="list-style-type: none"> ○ About 50% of members/IRB operators on patrol are not refreshed, which is a concern. ○ Main barriers <ul style="list-style-type: none"> - Online theory not completed. - Lack of swell to sign off IRB driver practicals. ○ Encouragement to contact Chaz/staff if swell appears and assessors/instructors are needed - support can be organised. ○ Area wide refresher days have been successful; supervisors are being trained to sign off refreshers, including midweek when surf is 	CGC

Time	Discussion	Who
	<p>available.</p> <ul style="list-style-type: none"> ● Future improvement idea <ul style="list-style-type: none"> ○ Reintroducing preseason development + refresher/exam days (e.g. Raglan model). ○ Strong support for calendarised, annual refresher/development days, especially for existing drivers. ● Radio comms & SurfCom <ul style="list-style-type: none"> ○ Reminder that SurfCom must collect key patient info (conscious, breathing, etc.) to request ambulances. ○ Need clearer, timely updates from IRBs and towers to avoid delays. ○ Education material to be circulated. ● Radio network issues <ul style="list-style-type: none"> ○ No official outages, but some issues reported with handheld radios ○ Base sets generally working. Clubs asked to report handheld issues so technicians can investigate. ● Surf Patrol App <ul style="list-style-type: none"> ○ Known issues with patrol data disappearing or duplicating. ○ Developers have released updates—members should ensure the app is up to date. ○ If issues occur, call SurfCom; they can record details manually. ○ Data is checked daily and corrected if needed. ● Overall <ul style="list-style-type: none"> ○ Positive start to the season with good outcomes so far. ○ Key focus areas: managing risk during outgoing tides, improving refresher compliance, clearer comms with SurfCom, and supporting clubs with practical solutions. <p>Paid Lifeguard Update</p> <ul style="list-style-type: none"> ○ Paid lifeguarding commencing from Monday at main beaches: Hot Water Beach, Whangamatā and Waihi. ○ Remaining Coromandel sites (e.g. Tairua, Pauanui, Whiritoa) to follow mid-next week. ○ Onemana to commence from 22 December. 	

Time	Discussion	Who
	<ul style="list-style-type: none"> ● Club site inductions <ul style="list-style-type: none"> ○ Club inductions underway and being well coordinated. ○ Waihi induction completed successfully; further inductions scheduled across remaining clubs. ○ Focus on team-based training and familiarisation at each site. ● Regional Staff induction <ul style="list-style-type: none"> ○ Two-day paid lifeguard induction held in Mount Maunganui with very positive feedback. ○ Teams worked in their own patrol groups, rotating through water-based and land-based scenarios. ○ Improved format compared to previous year; strong engagement and team cohesion reported. ○ Coromandel teams demonstrated particularly strong technical skills and scenario performance. ● Training outcomes <ul style="list-style-type: none"> ○ Notable difference in technical proficiency, with Coromandel guards excelling in tube rescues, board rescues and scenarios. ○ Feedback supports continued refinement of the induction model for future seasons. ● Welfare & support <ul style="list-style-type: none"> ○ LLC representatives encouraged to check in regularly with paid lifeguard teams. ○ Peer supporters and SAR coordinators to visit sites and introduce themselves to teams. ○ Positive engagement already occurring with local emergency services (Fire, Police, St John). ● Attendance expectations <ul style="list-style-type: none"> ○ Regional induction attendance is a condition of employment, though some non-attendance noted. ○ Discussion held around strengthening expectations (e.g. contracts conditional on induction attendance). ○ Option to review timing (weekday vs weekend) to improve attendance in future seasons. 	
20:00	<p>CSL Update</p> <p>SLA</p> <ul style="list-style-type: none"> ● Next SLA 13 December at Waihi Beach - very low numbers at 14 candidates. 	HK

Time	Discussion	Who
	<ul style="list-style-type: none"> • Next exam 17 January at Whangamata - can we please have an update from clubs how many candidates they think will be put through this exam. <p>IRB Exams and Development 6-7 December IRB New Drivers cancelled due to lack of numbers. Changed it to one day new drivers and next day refreshers but little or no interest.</p> <p>Exam on 24 January has been moved to a camp weekend to include Saturday "New Drivers training day" and Sunday IRB Exam on February 14-15 2026, hopefully at Raglan (have sent request to Raglan). Will also invite their clubbies to join in.</p> <p>IRB Crew Modules</p> <ul style="list-style-type: none"> - Discussed at last meeting that I put a google excel sheet together for LLC members so they can put in suitable dates their club would like to run crew modules. Here is link again. <p>IRB Scheduler</p> <ul style="list-style-type: none"> - Met with the CE (Nick Wagstaff) and decided to forge ahead with original dates as only received feedback from Whiritoa. <p>Dates in Calendar: 19 Dec (Whangamata), 8 Jan (Waihi Beach) and 18 Jan (Pauanui)</p> <ul style="list-style-type: none"> - Have received an email from Whangamata if 19th can be possibly changed to 22nd if we don't get any registrations. - Are there any other clubs that think the above dates will suit and approx how many candidates. <p>First Aid Courses</p> <p>ASFA 5-7 December at Waihi Beach</p> <ul style="list-style-type: none"> - Course full. <p>SFA Full only - 13-14 December at Pauanui</p> <ul style="list-style-type: none"> - Was at full capacity but had 6 drop off last week and now down to 13 candidates. <p>ASFA - 19-21 December at Pauanui</p> <ul style="list-style-type: none"> - good numbers <p>SFA - 30-31 January at Whiritoa</p>	

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	<p>- Building numbers slowly still plenty of time</p> <p>Rock Instructors</p> <p>- 14 December at Whangamata. 7 confirmed, 1 pending</p> <p>Feedback from LLC re numbers at the SLA 17 January exam: Waihi Beach - have 12 registered for their camp, probably put 2 through for SLA</p> <ul style="list-style-type: none"> • Tairua - 4 in course instance • Pauanui - possibly 15-20? • Whiritoa - possibly 1 • Whangamata - unsure at this stage <p>Feedback from LLC re numbers at the IRB exam 24 January:</p> <ul style="list-style-type: none"> • Pauanui - probably 4 • Tairua - 2-3 • Whangamata - couple of potentials • Hot Water Beach - a couple <p>LLC would like to still hold this exam on 24 January either East or West Coast and look at theory day/night exams been held on 18 January.</p> <p>CGC - During December January will be running theory days for IRB Drivers and Crewpersons so that when swell is good candidates are ready to do their practical exam. Since this meeting offered 19th at Whiritoa and 22nd at Whangamata and had one candidate from Tairua register for drivers theory exam.</p> <p>Action: LLC members put in suitable dates into google sheet their club would like to run crew modules.</p> <p>IRB Scheduler</p>	

Time	Discussion	Who
20:15	<p>General Business</p> <p>Club Delegates</p> <ul style="list-style-type: none"> ● CGC to talk about roles and responsibilities and attendance. Terms of Reference ● Each club has one elected representative on the committee, with the option to co-opt additional members if required. ● Ongoing non-attendance at meetings creates challenges. ● Where a representative is regularly unable to attend, clubs are encouraged to consider nominating an alternative delegate. ● Occasional absences are understood however, repeated apologies should prompt a club-level discussion about ensuring the right person is representing the club. ● Aim is to ensure consistent attendance and effective representation from all clubs. <p>IRB Development/Training/Exam Camp Timing</p> <ul style="list-style-type: none"> ● 14-15 February not supported due to clashes with uni move in, start of school year, and travel challenges. ● Consensus to align camps with school or university holiday periods. ● Suggestion to run an early-year area development camp, with a second camp (e.g. Raglan) during the mid-year break. ● Support for structured, regional IRB driver induction/development model. ● Concept includes scheduled regional workshops (flat water + surf), issuing workbooks, then returning members to clubs to complete training. ● Acknowledgement that swell limitations impacted delivery this season; expected to improve as programme becomes more established. <p>Action: Hiria to send out proposed dates to LLC</p>	All

Time	Discussion	Who
	<p>Increasing participation in camps, modules and exams</p> <ul style="list-style-type: none"> ● Communication is challenging due to multiple platforms (email, Facebook, WhatsApp, Instagram). ● Word of mouth and personal messaging are seen as most effective. ● Engagement improves when known instructors or senior members commit early. ● Social media platforms used by younger members (Instagram, group chats, potentially TikTok) seen as more effective than Facebook. ● More personalised, one-on-one conversations recommended to encourage development and course uptake. ● Patrol-team or mentor/buddy approach suggested to guide members through awards and pathways. ● Parents remain a key communication channel for younger members, especially for transport and planning. <p>Development pathways</p> <ul style="list-style-type: none"> ● Value in clearly showing progression pathways (e.g. junior → intermediate → advanced lifeguard). ● Encouragement for clubs to actively discuss development plans with newer members rather than relying on passive sign-ups. <p>Action: to locate and recirculate a visual pathway/flowchart outlining required awards and courses.</p> <p>Club licensing & alcohol compliance (Whangamatā)</p> <ul style="list-style-type: none"> ● Strict no under-18 drinking on club premises at any time, regardless of whether the bar is open or closed. ● Breaches risk loss of the club's liquor licence and significant revenue impacts. ● Under-18s remain welcome at social events, but alcohol consumption must not occur on site. ● Message to be reinforced across clubs; no tolerance approach confirmed. <p>Respect for clubs & facilities</p>	

Time	Discussion	Who
	<ul style="list-style-type: none"> ● Reminder to respect all club rules, property and facilities. ● No removal or damage of club property - past incidents noted. ● Strong emphasis on inclusivity, respect and looking after each other and club assets. <p>Next LLC meeting</p> <ul style="list-style-type: none"> ● Proposed for 17 January at Whangamatā Surf Club, 5.00pm, followed by dinner at KraftHaus. ● In-person meeting encouraged, especially for new LLC members; online option available if needed. ● Date conflicts identified (Leo Morley's 21st, other events). <p>Action: A poll will be sent with alternative weekday and weekend dates to confirm a suitable time.</p>	
20:30	Meeting Closed	All

Action Point	Who	When by
<p>Hiria send link to google excel sheet that LLC members can put in suitable dates their club would like to run crew modules.</p> <p>IRB Scheduler</p>	HK	<i>COMPLETED</i>
<p>Chaz - to prepare and provide discussion paper to LLC</p> <p>Review LS capability matrices</p>	CGC	
<p>Decide course priorities at the next meeting based on need and available budget</p>	LLC	
<p>Next LLC Meeting</p> <p>A poll will be sent with alternative weekday and weekend dates to confirm a suitable time.</p>	HK	
<p>Development Pathways</p> <p>Locate and recirculate a visual pathway/flowchart outlining required awards and courses.</p>	HK	
<p>IRB Development & Exam Camp</p> <p>Hiria to send out proposed dates to LLC around start or end of uni and school holidays</p>	HHK	