



SURF LIFE SAVING®
NEW ZEALAND

Bay of Plenty Local Lifesaving Committee
Meeting Minutes

16th October 2024, 6:00pm, Papamoa SLSC

Present: Karyn Leach (Papamoa), Nikyla Halls (Omanu), Duncan Bentley (Pukehina), Fergus Reiger (MMLS), Poppy Crouch (Chair)

Online: Cat Manning (Whakatane), Caroline Trapski (Maketu), Fiona Gault (Opotiki), Liam Shanahan (MMLS)

Attending: Chaz Gibbons-Campbell - Lifesaving Manager, Eastern Region (Online)
Robynne Cabusao - Club Development Officer, Bay of Plenty

Apologies: Christian Richardson (Omanu)

Meeting Minutes:

1. Welcome

The Chair opened the meeting at 6:04pm and welcomed everyone both online and in person.

2. Apologies - nil

3. Previous Minutes

The minutes of the previous meeting held on 4th September 2024 have been previously circulated by email. It was resolved to adopt the minutes as a true and correct record of the meeting.

Moved: KL | Second: DB

4. Action Items/Updates

PRE - Pukehina waiting on SignBiz to install it. Mt/Omanu/Papamoa waiting on Tauranga City Council go ahead. Opotiki waiting on a photo to be supplied. Maketu waiting for the installation.

SLGA Exams - Pukehina waiting on confirmation for March date

5. Lifesaving Update

a. Opening Weekend -



In it for life

- b. MMLS have done 3 refreshers so far. All looking good for start of patrolling at Labour Weekend
- c. Omanu - no refreshers yet. Mass one on 16/11. Just waiting on flag bases.
- d. Papamoa - mass refresher this weekend and beach blessing. All ready to go at Labour weekend.
- e. Pukehina are doing a refresher Labour Weekend but not patrolling.

f. Media & Comms & DO

On call media persons from now on, to deal with critical incidents etc or if clubs are getting enquiries from the media.

g. Duty Officer Roster - DO roster 24/7. Contact Surf Comm for help

Flag Stand update

Signbiz are working on these as we speak, aiming for delivery week of the 21st Whakatane we have yet to collect, will arrange a temp swap for the beginning of the season.

Uniforms - can still wear old ones on patrol but if clubs are doing photos, please wear the new AON shirts - if clubs don't have any AON shirts for photos please get in touch with the media team.

Patrol Audits - aim to get 3 audits per club for the big clubs and 2 for the small ones. Will look for a couple more auditors and if necessary will look to use staff. Generally the first 2 weekends in each month for audits. Need a couple in Eastern and Western Bay.

h. Radio Network - Dove Comm should have been out and updated all your club radios. The network has had upgrades which should improve coverage. Bit of an issue with Maketu but Surf Comm can hear them fine. All moving assets (IRB, RWC, ATV) are to use radios on Channel 1.

i. Refresher Progress - see "opening weekend" update above

j. Safeswim has been updated - if you find any discrepancies please let Chaz know

k. CSOP's and NSOP's will be printed and delivered next week.

6. Club Development Update

a. Surf Lifeguard Exam update

The exam went really well at the weekend, some great feedback. Theory was taking a lot longer this year, some close to two hours. **FR** could we look to get theory completed sooner? Time constraints. Please make sure reader writer forms are completed, this helps alot with planning.

We will likely need two exams again in November, and need to assess where candidates are coming from to determine the venue. Opotiki has 4 lifeguards and 3 patrol support, Whakatane 20, Pukehina have approx 10, Pap 13, Omanu 20, MMLS 8.

Currently have Whakatane booked as the venue which can only cater to a max of 20 candidates so we need another venue on the same day.

Reader/writers will need to make an appointment for a private one of one session with an examiner at the Rescue Centre, prior to the main theory exam date.

Clubs need to ensure they keep track of their registered candidates and if they are not attending an exam their registration needs to be withdrawn so we can allow for exact numbers. Clubs to register candidates in correct Course Instance on PAM (SLA or PS).

b. Development Calendar updates

- Sunday 20th October - JS Group Leaders Course at Omanu Beach SLSC
- Sunday 20th October - PC Course at MMLS (open to all clubs)
- JS Briefing online Tuesday 22nd October
- Rookies Briefing online Thursday 24th October
- SLA Exam #2 Saturday 23rd November. Will like registrations asap as it sounds like it will be another big one.
- SFA 20/21st December at MMLS
- ILGS - May 2025 at MMLS. Encourage people to come along as helpers/camp Mum or Dad etc. Will take extra candidates.
- Junior Guard School - July 2025(on calendar but not yet advertised)

7. General Business

a. Future TCC Lifeguard Service Module Working Group

We need to set up a working group with a rep from each of the town clubs working with staff to determine the future lifesaving needs/footprint for the TCC Annual / Long Term Plan 2025

Area Mt Maunganui - Papamoa East

Future patrol locations

Future patrol modules

Future funding needs

Report back to this group by January 28

Papamoa to put forward - Matt Daveron, Omanu - Dennis Mundy, MMLS to confirm nominated rep (needs to be someone who understands lifesaving requirements/patterns/trends now and future)

b. Chief IRB Examiner Update

PAG Report on Instructor / Examiner numbers - a lot of clubs do not have refreshed IRB Instructors or examiners which is raising concerns that there is not capability to instruct/refresh drivers. All clubs need to ensure that their IRB instructors and examiners are refreshed.

All IRB Instructors/Examiners/Candidates should look at the videos on the website under resources.

IRB Stats for 23/24 Season v Years to Date 24/25 Season (upto 26/9/24)														
	Endorsed IRB Refresher Assessor		IRB Examiner Award		IRB Examiner Refresher		IRB Instructors Award		IRB Instructors Refresher		IRB Driver Refresher		IRB Driver Award	
	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25
Mt Maunganui Lifeguard Service	1				4	2			4	2	12		3	
Omanu SLSC											20		1	
Opotiki SLSC											5		4	
Pauanui SLSC	1				1				1		8		3	
Pukehina Surf Rescue					1				4	1	8		1	
Whakatane SLSC	1						2		1	1	18	1	4	
Maketu SLSC											1			

All Examiners & Instructor Awards	Examiners Award - IRB	Instructors Award - IRB
Midway SLSC		1
Mt Maunganui Lifeguard Service		5
Onemana SLSC		2
Pauanui SLSC		2
Pukehina Surf Rescue		2
Whakatane SLSC		7
Maketu	0	1

c. Patrol Audits

LSM to share audit plans for the season. Need to check availability of current auditors on the audit dates and will likely require an EOI for some additional auditors. Audit calendar to be shared with existing auditors asap.

d. Questions from Papamoa regarding restricted and learner drivers in ATVs.

The beach has the same rules as on the road. Preference would be that someone with a full license is required to drive if you are taking passengers, restricted can drive with an adult supervising and on completion of a full vehicle induction. Learner drivers are not recommended. Check insurance policies for different class drivers.

e. Awards Feedback update from Dom Sutton:

Tēnā koutou,

On behalf of SLSNZ I'd like to formally acknowledge the feedback received regarding the Regional Awards & Honours processes, dated 01 August 2024.

This afternoon (7th Oct 2024) I met with Sheryl McLay (National Honours & Award Committee Chair) and Chris Emmett (GM Club Support & Capability) to discuss this and other feedback regarding the awards processes.

We'd like to thank you for the time spent preparing the feedback and the committees combined efforts throughout the honours and awards process.

Whilst we don't have any formal response to the feedback provided, I'd like to assure you this will be carried forward and discussed with the National H&A committee as we review the processes ahead of award nominations opening in 2025.

Should we require any further information I will reach out to you directly.

I look forward to sharing the reviewed processes at a later date.

Action Point Register	Whom	Timeframe
Nov exam will be large so registrations will close early. Clubs to register ALL candidates directly into CRM/PAM (no manual registration option). Also ensure you register into either PS or SLA event.	All club instructors	
Audit plan - check availability of current auditors on scheduled dates, do roster, possibly need EOI for new auditors to fill gaps.	Chaz	
Establish a working group to determine additional funding needs from the council for paid lifeguard service. Clubs please recommend people who could be part of this group	Fergus/Liam, Christian, Karyn	
ACC funded PRE equipment - clubs to follow up with progress on this	MMLS - Fergus	

	Omanu - Christian Papamoa - Karyn Pukehina - Duncan Opotiki - Fiona	
Engage probationary examiners after the season briefing and set them some tasks for their first exams of the season	CE SLA/IRB & Robynne	In progress
Staff to run reporting on SLA & IRB refreshers monthly and email to club's lifesaving committees so they have a named list of who still needs to complete their refresher (active guard reports)	Staff	On going
Follow up on NLC workplan - Skin Protection Policy	Chaz	Completed
Whakatane / Opotiki / Pukehina - need info on SLA examiner/instructor briefing	Robynne	Completed
Whakatane - needs info on IRB examiner / instructor briefing	Robynne	Completed
SLA Exam - 12th & 13th February – 5pm starts. Papamoa - TBC	Karyn	Completed
SLA Exam - Saturday 15th March – Pukehina - TBC	Duncan	In progress

Next meeting: Wednesday 20th November at Papamoa SLSC or online.

Meeting closed: 7.20pm