

Surf Life Saving Sydney Northern Beaches Inc.

Board of Education Meeting

Minutes

15th February 2017

SNB Headquarters, Unit 9/1 Vuko Place, Warriewood 2102

ATTENDANCE: Adrienne Lowe, Director of Education; Belinda Dobson, SNB Lifesaving & Education Co-ordinator; Alex Wye, Nth Curl Curl; Sharon Raper, Nth Palm Beach; Frank Traugott, North Steyne; Justin Utteridge, Long Reef; Ross James, Mona Vale; Kyra Jenkins, North Steyne; Steve Birch, Sth Curl Curl; Mike Le Geyt, Sth Curl Curl; Garry Fox, Queenscliff; Gordy Coburn, Nth Narrabeen; Sarah Robinson, Bungan Beach; Nic Timm, Bungan Beach; Andy Cross, Nth Narrabeen; Angie Thorpe, Nth Narrabeen; Lindsay Davis, Freshwater;

APOLOGIES: Andrew McEwen, Freshwater; Belle Schmidt, Bilgola; Peter Fenley, Bilgola; Joe Mastrangelo, North Steyne; Louise Lindop, Avalon Beach; Allen Lakeman, Dee Why; Richard Donaldson, North Steyne; Warren Howard, Nth Palm Beach; Glenn Smee, Mona Vale; Jessica Menzies, Newport; Ray Merton, Nth Curl Curl; Rob Cook, Narrabeen Beach; Greg MacMahon, Collaroy; Tim Markovitch, Palm Beach; Kath Gunn, Warriewood; Tracey Hare-Boyd, North Steyne; Steve Hagggett, Nth Narrabeen; Fran Brenchley, Manly; Fraser, McTavish, Manly; Karla MacBean, Collaroy; Steven Broderick, Avalon Beach;

PROXIES: Sharon Raper, Nth Palm Beach;

Meeting Opened: 7.00 pm

MINUTES

Item	Area	Discussion	Action	Date
	Welcome	The Director welcomed everyone to the meeting.		
558	Previous Minutes	The minutes from the meeting held on 14 th December 2017 were accepted. Nominated by Alex Wye Seconded by Frank Traugott		
559	Business Arising	Item # 547 The ARTC Assessment Guidelines have been posted onto the SNB website. Please remember that this is a fluid document. If there are changes needed, let us know.		
560	Business Arising	Item # 556 The Certificate II in Public Safety upgrade document can no longer be used at all. Members who need to upgrade their Bronze to the Cert II must complete gap training and attend a Central Venue assessment. Alternatively, they can submit an RPL application. Mike Le Geyt has a member for whom he will be putting together an RPL application as a test. It may be able to be developed into a template.		
561	Business Arising	Item # 554 ARTC to ART [AID] upgrade path that was tested at Sth Curl Curl is still with SLS NSW. We have not yet received an answer with regards to upgrading members holding the older ARC award. It will be followed up.		

562	Business Arising	<p>Item # 475 (Sept '17) Oxygen to be turned off, moved away, or both, when using an AED.</p> <p>There are inconsistencies between the Bronze & ARTC resources with regards to how to handle the Oxygen when an AED is in use. The most recent response received from SLSNSW is as follows and was taken from the September 2017 BoE minutes:</p> <p><i>Item 427</i> NSW have not yet advised a resolution. SNB will advise as soon as an answer is available. See item 498.</p> <p><i>Item 498</i> During the meeting it was clarified that oxygen units must be moved away and turned off when the AED is analysing and shocking, as per the Bronze manual 34th edition. Apparently the resources are being updated to reflect this.</p>		
563	Applications from Members	<p>The following members have been endorsed since the last meeting:</p> <p>Facilitators: Kelly Dobrow, Freshwater, Spinal Management Tracey Hare-Boyd, Nth Steyne, Silver Medallion Communications Centre Operator</p> <p>Training Officers: Susan Hanley, Sth Curl Curl, Bronze</p>		
564	Correspondence	<p>Memorandum 17-18 Oct 2017 Reprint of the PSAR Training Manual</p> <p>Various minor changes have occurred throughout the manual along with changes to some award references to be consistent with recent changes ie. Apply (Senior) First Aid has been replaced with First Aid [AID]; removing the word "Basic" from Silver Medallion Beach Management course. The most notable changes are as follows:</p> <p>Chapter 10, page 93: Removed reference to raising legs slightly when treating severe external bleeding</p> <p>Chapter 10, page 94: Removed reference to elevation when controlling bleeding</p> <p>Chapter 13, page 164: All references to ATV (all terrain vehicle) has been changed to SSV (Side-by-Side vehicle) to be consistent with SLSA terms & definitions</p>		
565	Correspondence	<p>Memorandum – Power Craft Operations Notice</p> <p>Please be advised that Surf Life Saving NSW is granted exemptions by the NSW Roads and Maritime Service (RMS) to allow power craft to operate outside of the New South Wales</p>		

		<p>Marine Safety Act 1998 and its Regulations to allow operators to fully deliver lifesaving services; including training. In particular, this allows operators to operate within 60 metres of swimming areas, but only when undertaking rescues or surf rescue training or patrolling. At all other times SLSNSW power craft must comply with the Act and Regulations and adhere to a minimum of 30 metres from any vessel, land, structures and other things or a distance of not less than 60 metres from any persons in the water or, if that is not practicable, a safe distance and speed.</p>														
566	Correspondence	<p>TAF Endorsement Status emails</p> <p>SLSNSW has sent out emails directly to all TAFs that still need to complete 1 or more annual update activities, including re-endorsing their TAF awards.</p> <p>There are approx. 240 TAFs in the SNB branch. Of those, there are 42 who need to do something:</p> <ul style="list-style-type: none"> • 13 just need to re-endorse. This must now be done on paper as the online form has been closed for the season • 6 need to listen to the pre-season recording, and then re-endorse • 5 need to do Professional Development (PD), and then re-endorse. SLSNSW provided an option for this on the email the TAFs in this category were sent • 18 TAFs need to do all 3 things: listen to the pre-season recording, complete the PD, and then re-endorse. 														
567	e-Learning	<p>There have been a few updates to the e-Learning:</p> <p>Silver Medallion Beach Management Updated course material is now available online</p> <p>Spinal Management Pre-course material has been updated with some minor changes following feedback from SNB branch.</p> <p>Participant Evaluation Forms Online SLSNSW is currently working with e-Trainu to update the feedback forms currently available at the end of the Bronze Medallion online course.</p>														
568	Mid-Season Review	<p>The Director reported that Facilitated Course attendance numbers are tracking ahead of this time last season. The core award numbers, however, are all down (SRC, Bronze, Crew & Driver). Member has remained static. It seems that these numbers are down across the whole branch, not just a few clubs.</p> <table border="1"> <thead> <tr> <th>Award</th> <th>January 2017</th> <th>January 2018</th> </tr> </thead> <tbody> <tr> <td>Spinal M'ment</td> <td>40</td> <td>73</td> </tr> <tr> <td>SM Beach M'ment</td> <td>45</td> <td>95</td> </tr> <tr> <td>Cert IV TAE</td> <td>-</td> <td>32</td> </tr> </tbody> </table>	Award	January 2017	January 2018	Spinal M'ment	40	73	SM Beach M'ment	45	95	Cert IV TAE	-	32		
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Bronze / Cert II	565	495
SRC	363	346
IRB Crew	85	75
SM IRB Driver	42	31

Meeting attendees discussed some of the possible reasons core award numbers are down this season. The following comments were noted:

- Nipper parents don't want to patrol so they won't do their Bronze Medallion
- Long Reef gave priority membership to nippers (new & returning) whose parent/s joined to do their Bronze and patrol. Nth Narrabeen did a similar thing and both clubs have had a bumper season for new Bronze members
- North Steyne has seen the reverse happen. Nipper parents won't do their Bronze as they don't want to patrol and they've seen a drop in numbers
- Queenscliff had water safety issues. They gave nipper parents the option for limited patrols. They defined which events could be classified as "water safety" patrol hours. They'll report on how it works next season.
- One of the issues is marketing. It's getting other kids from schools and getting them involved in surf life saving.
- Duke of Ed generates some activity with participating kids joining and then completing minimal patrol hours before achieving their DoEd award and then leaving
- Marketing SLS through schools as an extra curricular activity rather than a school sport that only happens during school terms
- Each club has different relationships with schools, services they provide and prices they charge. We need to be consistent in our offerings so they don't play each club off each other
 - Frank Traugott will put a template guide together to present at the next Branch BoM meeting
- Don't discount marketing to long day-care and preschools. Parents are generally young and want to get involved
- Sth Curl Curl is seeing a lot more clashes with other sports, especially touch football competitions that is a weeknight and quite cheap. It conflicts with their training night so kids aren't available to do Bronze/SRC training
- Non-accredited, community CPR programs (such as the one with Bendigo Bank – NCC, SCC, FW) generate conversations
- Mona Vale offered SRC programs to nipper parents without surf skills starting in August. They did lots of surf swimming with them and by the time the Bronze course started they were ready to do Bronze instead and happily switched.
- Social side of clubs is a big positive. Nth Narrabeen has

		<p>seen an increase in membership since they've been promoting their social activities such as bands performing on Sunday afternoons.</p> <ul style="list-style-type: none"> • Sometimes the cost to do the Bronze seems prohibitive to joining members but when they see a breakdown of costs they're happier to pay. ie. Cost of manual, certificate, medallion, mask, uniform, membership fee, etc. • Word of mouth works best: Fun, social and supportive 		
569	Gold Medallion Report	Next assessments are on 17 th March at Freshwater & 22 nd April (location tbc)		
570	Bronze Medallion Report	<p>The Director reported that some things are sneaking into training that are not in the manual. The latest are:</p> <ul style="list-style-type: none"> • Lightly kicking the patient on the foot before checking for response • Using the patient's own fingers to clear the airway • Using the hand encircling (aka "Nintendo") method for infant resuscitation • Not wanting to turn the oxygen on for fear of wasting oxygen <p>Please stick to training what is in the manual and nothing else.</p>		
571	SRC Report	<p>Currently, any member completing the SRC including the Radio assessment task, is receiving 2 awards: SRC and Radio Operator's. This means there is double the amount of administrative work for clubs, branch and state. It is being done this way as currently not all clubs, branches and even states are training Radio with SRC and there needs to be some method of determining whether an SRC member holds the radio skills and knowledge. This is particularly important when members transfer between clubs, especially to a different branch/state.</p> <p>SLSNSW is currently contacting all states/branches to find out whether all clubs across the country will be including Radio with SRC training and assessment next season. If so, next season we will be able to go back to the previous system of only issuing the one award. We hope that will be the case and that we will be able to say that anyone completing SRC from the 2018-19 season, hold the radio skills, regardless of whether they hold the separate award or not, or where they gained the award.</p> <p>However, if not, we will need a way of identifying which members have the radio skills and continuing to issue the 2 separate awards is an administrative load that no one needs. The Branch has suggested to SLSNSW that a possible solution is to include the radio unit of competency be added as an elective unit for the SRC award (much like the CPR unit is currently). Then the unit can be added where earned, and not included if it hasn't been trained & assessed.</p> <p>We don't expect to have a final answer until the 2018-19 pre-</p>		

		season meetings.		
572	ART Report	<p>Recently, all ART Assessors were contacted to determine their preference for continuing to schedule the monthly ART assessment on the last Wednesday of the month, or move it to the last Tuesday.</p> <p>Overwhelmingly, the Assessors prefer to move this monthly assessment to the last Tuesday of the month. Nth Curl Curl will remain as a back-up venue however, clubs wishing to host this assessment may request this via the Branch office. Clubs may also request assessments on other dates.</p> <p>The February assessment will remain on Wed 21st Feb. The date change will occur from March 2018.</p>		
573	Facilitated Course Report	<p>All CTOs that have members on the waiting list have been asked to review the status of those members and confirm that they should remain on the list. 3 CTOs have yet to respond.</p> <p>2 sets of Training Officer Certificate course dates have been offered to the waiting list recently. 24/25 March in Bomaderry and 17/24 March in SNB. 2 members have taken up the opportunity to complete the course in Bomaderry. 10 members are confirmed on the SNB course.</p> <p>There are currently 26 members remaining on the waiting list. All were emailed the dates for the above courses and 21 have yet to respond.</p> <p>Any places remaining on the SNB course scheduled for 17/24 March will be opened up to members after this BoE meeting.</p>		
574	General Business TAF Activity	<p>Following the previous discussion about TAF update status (item # 566), it was noted that there are a number of Assessors that have not assessed this season, and perhaps last season as well. This will mean that when they go to re-endorse they will not have met the requirement of "remaining active" in their role. It may be that they are busy in other roles, such as training courses, or other activities such as officiating.</p> <p>It was suggested that the Branch sets an expectation of what is expected from Assessors, such as the number of assessments they should attend each season, to encourage Assessors to help share the load more.</p> <p>It was also suggested that we look at the list of TAFs that are inactive and how long they have been endorsed. Possibly they are no longer interested in assessing or they are now busy doing other things.</p> <p>It was noted by the attendees that part of the onus should be on the CTOs to manage their team and make sure they are contributing to the workload of assessing.</p>		
575	General Business BoE Advisers at Meetings	Attendees requested that BoE Advisers ensure that they are either present at meetings or submit a report that can be included with the agenda for future meetings. Attendees would like to have the opportunity to ask the Advisers		

		questions that are relevant to their portfolio, at the meeting. The Director will follow up.		
576	General Business Meeting Frequency	<p>The Director raised a suggestion that the BoE meeting becomes a bi-monthly meeting. (Note: the branch constitution states that there must be a minimum of 4 per year.) By holding the BoE every 2 months, it would allow for specific portfolio meetings to be held without causing those members to have double the number of meetings that month. For example; CTO meetings, AIC meetings, Advisor meetings, Facilitators meetings, Mentor meetings or even Powercraft meetings could be held during the off-month in place of the BoE.</p> <p>There were no objections to less meetings, with the following comments received:</p> <ul style="list-style-type: none"> • It's OK to have less at the back-end of the season but should be monthly during the pre-season and start of season • Meetings could be held when necessary rather than when scheduled • Make sure the meeting has a purpose so that we retain the engagement <p>It was agreed that the meetings will be held bi-monthly following the end of this season. The next meeting will be March as currently scheduled. The April meeting will not go ahead as key personnel will be away.</p>		
577	General Business Professional Development	The Director asked members to consider future topics for Professional Development sessions. These will be a topic of conversation at the annual State Combined Portfolio Conference in May so please forward any suggestion to the Director for the March BoE meeting.	TAFs to make suggestions	15/3/18
578	General Business Education Newsletter	<p>The Director plans to develop an Education newsletter that will highlight training and assessment, filter information from SLSNSW and SLISA, have member profiles and stories on rescues, etc. It will be a semi-regular communication that will go out when there is available content so it will not be particularly time-sensitive, and it will be able to be sent out beyond the TAF community.</p> <p>Please send any stories and photos you may have to the Director.</p>		

Meeting Closed: 8.38pm

Next Meetings: BoE Meeting, 15th March 2018