

**Minutes of NZSAR Multi- Agency Governance Group Meeting
1.30pm – 4.30pm Wednesday 7 August 2019
Room 1, 3 Queens Wharf, Wellington**

Present:

Duncan Ferner -NZSAR, Patrick Holmes – Coastguard, Paul Dalton – Surf Lifesaving NZ, Nick Brown – NZ Police, Kevin Banaghan, RCCNZ

In Attendance:

Alita Bigwood – NZSAR Training Coordinator

1. Welcome

The chairman opened the meeting and welcomed all attendees and provided attendees with a brief outline of the meeting.

2. Apologies

Vanessa Rankin, TPP and Patrice Nilsen

3. Item 3 Minutes and actions from Previous Governance Group

The minutes from the SAR Training Governance Group meeting on 21 November 2018 were reviewed the relevant action points as the Multi- Agency Governance Group is a different entity from the previous SAR Training Governance Group.

Agenda item 9: Terms of Reference for the Land Governance Group was circulated in early May.

Parking Lot reminders:

Rhett to review recommendations from the Aviation Engagement Project with respect to Air Observer delivery and discuss with RCCNZ and Police.

RCCNZ to meet with Rhett to address issues relating to points 8 and 11.1 of MoU Appendix 14 Air Observer Training

These recommendations will be reviewed as part of the Aviation workshop scheduled in October 2019. There has been no urgency to complete these action points as the next Air Observer course is scheduled for November 2019.

4. Item 4 SAR Multi-agency Draft Governance Group Terms of Reference

The Multi-Agency Governance Group adopted the Terms of Reference

5. Item 5 Interim Funding model

Discussion was held around the interim funding model with TEC NZSAR is endeavouring to get TEC and Ministry of Education engaged in this process as the current funding arrangements, while improved over the previous funding mechanism, the funding arrangements are still not ideal and suboptimal.

The Governance Group were advised of the FED proposal for future training funding.

6. Item 6 SAR Multi-agency Training 2019 – an overview

Discussion was held around the SAR training model. It was agreed to keep to this model.

Discussion was held around the SAR training Multi-Agency diagram as a reminder of where the Governance Group sits and their remit of:

- Manages relationships
- Approves the collated training needs
- Sets priorities
- Approves programmes
- Approves training materials and tutors

NZ Police will be streamlining entry into advanced Police training pathways, this will lead to an increase in demand for SAR training.

7. Item 7 Student Survey results and demonstration

The NZSAR student survey results were demonstrated and the feedback discussed.

Action: Student survey results and sector tables to be circulated to the SAR sectors.

8. Item 8 Training delivery 2019

A summary table of the training delivery to date was discussed. Comparison graphs of SAR sector requested courses versus sector uptake of courses were presented.

The governance group were advised that they need to ensure that their sectors are enrolling in the SAR courses to ensure future government funding.

9. Item 9 PAC minutes – Matters arising

The Governance Group **noted** the PAC minutes

10. Item 10 Implementation challenges

Discussion was held around the following topics:

- Timetable access – feedback has been received about the difficulty of being able to access the TPP timetable as well as having visibility of the LandSAR and TPP courses in one place.
- Invoicing and reporting challenges – course completion data not available from the end of month courses. This has incurred retrospective payments as the timeframe of reporting of delivery of courses and the invoicing does not align with month-end reporting.
- Sector enrolment issues – engagement issues have been raised that sectors are losing enrollees for courses due to the TPP enrolment process being too difficult. Feedback has been that the same information must be entered by an enrollee for each TPP course they attend.

TPP developed an online enrolment specifically for SAR enrolments and the information sought is compliant for NZSAR and TEC reporting as well as their own enrolment procedures. TPP has offered to re-develop the re-enrolment form to streamline the process. TPP is constrained with working with an older IT system for enrolments.

It was suggested that a combined training calendar could result from the future training planning and scheduling of the PAC in October 2019.

Discussion was held around the checking the pre-requisite requirements for the multi-agency training courses. As SAR volunteers can enrol directly with TPP, the SAR sectors find it difficult to track who has enrolled, whether they are eligible and/or appropriate enrolments and whether the enrollees have completed the relevant pre-requisites.

Action: NZSAR to check with TPP what the process is for checking the pre-requisites. NZSAR to check with TPP whether they can supply a list of the enrollees to the relevant SAR sectors before the courses to assist the tracking of their volunteer eligibility.

SAR sectors need to have a process and procedures to check volunteer's eligibility and pre-requisites before enrolling in multi-agency courses.

11. Item 11 Moderation report and recommendations

The Governance Group were advised of the recommendation to delay the recommendation review of the Manage the Initial Response moderation report until

the moderation of the Extended Search Planning (ESP) course takes place in September 2019 as the MTIR recommendations will dovetail with the recommendations for the ESP course.

Action: The Governance Group agreed with this recommendation and requested that the moderation recommendations align with NZSAR guidelines.

12. Item 12 General Business

Discussion was held around how to improve future SAR training.

SLS -have found the blended training model of online and face to face delivery works

NZ Police – have received feedback the trainees prefer face to face training more than online training modules

Coastguard currently have a review of training underway.

LandSAR utilise the blended training model

Action: The Governance Group were requested to supply an additional resources or suggestions they might have access to for the NZSAR START library

Meeting closed: 2.30pm

NZSAR Multi Agency Governance Group Action and Responsibility Table - Meeting of 7 August 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/ Status
	8	Student Survey and sector tables to be circulates to relevant SAR sectors	NZSAR	Completed
	10	Pre-requisite process checked with TPP. Can TPP provide lists of course enrolees to SAR sectors to assist in tracking volunteer eligibility?	NZSAR	Completed
	11	Review moderation recommendations for MTIR and ESP courses together	NZSAR	In progress
	12	Request START resources from the different SAR sectors	NZSAR	On-going

Next meeting:

20 November 2019

1.30pm -4.30pm

Room 1, NZSAR office

3 Queens Wharf

Wellington