

**Minutes of Meeting
New Zealand Search and Rescue SAR Multi-Agency Training Programme
Advisory Committee**

**1:20pm - 3:07pm Wednesday 30 October 2019
3 Queens Wharf, Wellington**

Present:

Alita Bigwood (NZSAR), Vanessa Rankin (TPP), Emma Burnett (TPP) left meeting at 2.36pm, Matthew Wheble (NZ Police), Brad O'Leary (SLSNZ), Rachel McKenzie (NZ Coastguard)

1. Welcome

Alita Bigwood opened the meeting and welcomed all attendees.

2. Apologies

Kevin Banaghan (RCCNZ), Late apology Tony Wells

3. Multi-Agency PAC Minutes and matters arising – 4 July 2019

The minutes for the Multi-Agency PAC meeting 4 July 2019 were confirmed.

Action point 3:

Blended learning model of online modules/webinars supporting face to face training will likely be the way of future SAR course delivery.

Action point 4: Copy of the TOR included in pack – TPP now recognised as a member of PAC

Action point 7a: Sharing current tutor list with LandSAR – One of the TPP tutors does not want their name to be shared with LandSAR.

Action:

NZSAR to ask if LandSAR still requires the names of the consenting tutors.

4. Feedback from the Governance Group – 7 August 2019

Noted: The SAR Multi-Agency Governance Group minutes were noted, and the relevant action points and PAC updates were discussed

Item 6: NZ police will be streamlining entry into advanced Police training pathways, and this will lead to an increase in demand for future SAR training.

Item 8: The importance of the SAR sectors to keep the enrolment numbers up to ensure future government funding.

Item 10: Implementation challenges

A combined training calendar to be made available on the NZSAR website for 2020 and LandSAR will be providing a combined calendar to include all TPP courses that LandSAR are financially supporting their members to attend.

Confirm checking the pre-requisites for the multi-agency courses- The process of checking pre-requisites has been discussed with TPP. NZSAR is satisfied that the process is

SAR sectors need to have a process and procedures to check their volunteer's eligibility and pre-requisites before enrolling in the multi-agency courses. – This is addressed with agenda item 8

Item 11: Moderation

Governance Group agreed that the MTIR and ESP courses should be considered together and align with the SAR guideline. – This is addressed in agenda item 7

5. TPP update

The impact of the New Zealand Institute of Skills and Technology (NZIST) implementation for TPP was discussed.

Noted: From 1 April 2020, TPP will be a subsidiary company of the NZIST. It will be business as usual for TPP. TPP will notify NZSAR of any relevant changes.

6. TPP training delivery 2019

TPP training delivery table was discussed.

Noted: TPP has delivered 25 courses with 426 participants to date.

7. Moderation report and recommendations

The moderation table was reviewed table and a status update was provided.

Action: It was agreed that the CIMS4 course will be moderated in 2020

ESP Moderation report

The ESP moderation report was discussed

It was proposed that a working group should be formed to review the recommendations for both the MTIR and ESP courses

Agreed: To request whether Nick Engelback (LandSAR) and Ants Harmer (NZ Police), agree to be on this working group.

Trevor Crozier will be the project lead/educational adviser for this working group.

The PAC would like the working group to meet before the end of the year, so the updated material will be available for 2020 delivery.

The working group will report to a steering group comprised of the NZSAR secretariat, NZ Police and RCCNZ. A draft Terms of Reference for the steering group was tabled. The steering group will report to the SAR Multi-agency Governance Group.

Action: Recommendation sought from LandSAR for another representative to be part of the working group.

MTMR recommendation review

Action: Upon completion of MTMR recommendation review the course work will be circulated ready for delivery to relevant TPP tutors

8. Sector enrolment issues

The suggestions from the governance group were discussed

The sector registration process diagram was tabled and discussed and adopted with the following change

It was identified that there is a process gap and lag in the reporting of completions with TPP spreadsheet to SAR sectors.

Action: LandSAR to confirm agreement to registration process

Action: TPP will amend the SAR enrolment spreadsheet to confirm pass or fail and provide this report monthly to relevant SAR sectors.

The need to keep a record of all their members training course progression as an essential requirement was discussed. This was identified as a potential health and safety risk as both the coordinating authorities require assurances of SAR sector personnel competencies and this needs to be supported by evidence.

Action: NZ Police to confirm with RCCNZ what the coordinating authorities require for assurance of competencies.

9. Tutor approval process

The tutor matrix was reviewed.

TPP recommended that a call out for tutors for the CIMS 4, MTIR, ESP, MSART and MTMR courses be made to all the relevant SAR sectors.

The PAC tutor approval process was discussed and accepted with the noted changes

- An application form to be produced
- The two referees are to be a SAR sector referee and the Police District SAR coordinator, they are to confirm the applicant's skills, knowledge base and experience.

Actions:

NZSAR to produce an application form and circulate for PAC approval out of session.

NZSAR to arrange call out to all SAR sectors for recommendations for course tutors for the following courses:

- CIMS4
- Manage the Initial Response
- Extended Search Planning
- Marine Search and Rescue Technical
- Manage the Marine Response

Tutor forum/workshop

PAC requested that TPP provide a tutor forum

- early next year whether it be face to face or a ZOOM session –Could bring the tutors together for an overnight in Wellington (at the very least the lead tutors) They could have dinner together and then do an 11am – 3pm session the next day with them.
- provide updates around the CIMS third edition,
- the SAR guidelines.
- remind the tutors of the need to do their pre-course preparation
- the course materials are not to be altered
- Have a process for managing the revision updates (urgent/non-urgent for a quarterly revision process) Remind the tutors that the course materials are not to be altered
- An assessment process review
- Succession planning – share how the tutors are training their assistant and shadow tutors

Action: NZSAR to discuss this with TPP on 11 November 2019

TPP tutor survey

PAC requested that TPP tutor survey results be presented to next PAC

Action: TPP will provide the tutor survey results 2019 at next PAC meeting in 2020

Tutor application

Nicole Harris' tutor application was review and approved for recommendation to the governance group

The Bay of Plenty District SAR coordinator verbally agreed by telephone to endorse her application with the NZ Police representative.

Action: PAC recommends Nicole Harris for governance group approval as a tutor for TPP

10. 2020 SAR training calendar

SAR training calendar planning process was discussed

Action: NZSAR will consult the relevant SAR sectors to produce the SAR training calendar for 2020.for governance group approval before 20 November 2019.

Noted: In 2021 there will be a drop in Police training numbers for course uptake due to work commitments for the APEC events (November 2020 – November 2021) and the America's Cup (6-21 March 2021).

11. Student Training Feedback Survey

Discussion was held around the questions for the MMResearch online student survey for 2019.

Agreed:

One generic survey to be produced but to ensure ability to separate out both providers information

12. Sector Updates

Coastguard had it's AGM and is currently going through a major restructure.

Action: If available for circulation at the next PAC meeting, Coastguard will share training report findings.

13. General business

Multi agency SAR PAC meeting dates agreed for 2020.

20 February 2020

21 July 2020 TBC

A date for the last quarter of 2020 to be agreed at a later date

Action:

NZSAR to send meeting invitations to be sent out for 2020 meetings

21 July 2020

Next meeting 20 February 2020

Meeting closed at 3.07 pm

SAR Multi-Agency Training Programme Advisory Committee Action and Responsibility Table - Meeting of 30 October 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
3	TPP tutor list to share	Confirm if LandSAR still requires names of TPP tutors	NZSAR	In progress
7	Moderation	CIMS 4 course to be moderated in 2020	NZSAR	In progress
7	Moderation	MTIR and ESP recommendation review working group to be organised. Confirm with suggested participants	NZSAR	In progress
7	Moderation	MTMR course updates to be circulated to TPP tutors	NZSAR	In progress
8	Sector enrolment	Confirm with LandSAR agreement to registration process	NZSAR	In progress
8	Sector enrolment	TPP will provide an updated sector enrolment spreadsheet monthly to relevant SAR sectors	TPP	In progress
9	Tutor approval process	NZSAR to produce an application form and circulate for PAC approval	NZSAR	In progress
9	Request for tutors	Call out for SAR sector recommendations for course tutors	NZSAR and all SAR sectors	In progress
9	Request for TPP tutor forum	Discuss with TPP options for delivery	NZSAR/TPP	In progress
9	TPP tutor survey report	Agenda item for next PAC meeting 20 February 2020	TPP	In progress

9	Tutor recommendation	PAC recommendation for Nicole Harris to be approved by governance group as tutor for TPP	NZSAR	Completed
10	2020 Training calendar	Training calendar to be confirmed for governance group approval before 20 November 2019	NZSAR and all SAR sectors	In progress
11	2019 student survey	One survey to be organised but to ensure that separate provider information can be extracted	NZSAR	In progress
12	Coastguard training report	To be an agenda item for next PAC meeting	NZSAR	In progress
13	2020 Meetings	Meeting invitations to be sent out for 2020	NZSAR	In progress