

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

**1:00pm - 4:00pm Thursday 4 July 2019
3 Queens Wharf, Wellington**

Present:

Alita Bigwood (NZSAR), Rhett Emery (NZSAR) 1:45pm, Kevin Banaghan (RCCNZ), Peter Theobald (NZ Police), Carl McOnie (LandSAR), Tony Wells (LandSAR), Brad O'Leary (SLSNZ), Rachel McKenzie (NZ Coastguard)

In Attendance:

Vanessa Rankin (TPP) – Observer, Emma Burnett (TPP) Observer, Alannah Taylor (NZSAR minutes)

1. Welcome

Alita Bigwood opened the meeting and welcomed all attendees.

2. Apologies

Peter Theobald (NZ Police)

3. SAR Multi-agency training 2019 - an overview

Alita provided a brief overview of the purchase of training and highlighted that while maximizing the delivery we are improving the good of the SAR sector.

TPP sent out their survey results last year

Action:

Agencies are invited to provide feedback to Alita as to what an ideal training model would look like for the future.

4. SAR Multi-agency Training Programme Advisory Committee Terms of Reference

The Terms of Reference were reviewed.

Quorum of four is to stand.

Actions:

TPP are to be classed as members of PAC.

5. TPP Training delivery 2019

The TPP delivery table was reviewed.

Eight courses have been delivered so far including SAR Managers.

There have been high numbers attending these courses and there have been a low number of dropouts.

CIMS 4 has been redesigned and is currently being carried out.

If attendance is low for Marine SAR technical courses they are cancelled, this is very disruptive when volunteers have taken leave from their day jobs.

It could be beneficial to modifying courses, so they are fit for purpose for Coastguard.

Agreed:

TPP course delivery is satisfactory.

6. Sector enrolment issues

SLSNZ are losing volunteers and regional staff as the enrolment process is a difficult and clunky process.

Part of the welcome pack could be providing demographic information.

Perception is that it is easy to enrol, however this is not the case.

TPP have developed a new online tool for NZSAR, cutting down on paperwork on the day of the course as this is more time efficient.

Carl McOnie suggested LandSAR could open their enrolment portal to include TPP training enrolments.

Action:

Re-enrolment form to be re-developed by TPP

7. Tutor approval and professional development planning

It was confirmed that all tutors go through PAC approval prior to TPP employment and are to obtain Unit Standard 4098.

Actions:

TPP to share their current tutor list with LandSAR

The tutor matrix is to be a standing agenda item and will be reviewed at every meeting.

8. Moderation report and recommendations

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

Agreed:

Alita Bigwood will approach Nick Engelback and Trevor Crozier to be moderators for the ESP course.

9. Student survey results

MMResearch completed an online student survey with a 38% return.

Major concern was shown regarding course materials, this is letting the sector down.

Courses are worthwhile however students want them to be shorter and would like information to read prior to attending.

10. General business

An enrolment issues a contact number is to be added by TPP.

Next meeting 30 October 2019

Meeting close 2:51pm

SAR Multi-Agency Training Programme Advisory Committee Action and Responsibility Table - Meeting of 4 July 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
3	SAR Multi-agency training 2019 - an overview	Agencies are invited to provide feedback to Alita as to what an ideal training model would look like.	All agencies	
4	SAR Multi-agency Training Programme Advisory Committee Terms of Reference	TPP are to be classed as members of PAC.	Alita Bigwood	Completed
5	TPP Training delivery 2019	TPP course delivery is satisfactory.	N/A	
6	Sector enrolment issues	Re-enrolment form to be re-developed by TPP	Vanessa Rankin	
7	Tutor approval and professional development planning	TPP to share their current tutor list with LandSAR	Vanessa Rankin	
		The tutor matrix is to be a standing agenda item and will be reviewed at every meeting.	N/A	Completed
8	Moderation report and recommendations	Alita Bigwood will approach Nick Engelback and Trevor Crozier to be moderators for the ESP course.	Alita Bigwood	Completed