

**SAR Training Program Advisory Committee**  
**Meeting notes**  
**9.30am – 3.30pm, Thursday 3<sup>rd</sup> March 2016**  
**Tim Robson Meeting Room**  
**Antartic Centre, Christchurch**



- 1. Present**           Rae Tailby (chair)  
Ashlee Ilton (minute taker)  
Hamish McLean  
Jo Holden  
Allan Mundy  
Rhett Emery  
Mark Whitehouse  
Phil Pollero  
Karen Walker  
Kevin Banaghan
- 2. Apologies**       Pete Corbett, Mike Hill, Phil Simmonds
- 3. Introduction**    Welcome from Rae.
- 4. Chair**            PAC agreed for Rae to continue as Chair, in Rae's absence Hamish or a representative from TPP will Chair.
- 5. Matters arising from previous minutes 12<sup>th</sup> November**       Minutes from previous meeting approved.

Skills Organisation have a review of CIMS standards under way, working group met on 17<sup>th</sup> – 18<sup>th</sup> February. Gerard Moore from TPP attended this meeting. CIMS 2 will remain much the same, CIMS 4 standard will significantly change. Skills are looking to move this through ASAP.

Investigative Interviewing course is ready for delivery. Coastguard would like to send some of their volunteers on the pilot course to see if the course is suited for Coastguard.

START Material/SAD SAC quiz - no action has been taken, potentially superseded by the SAR Technical course. START quiz may no longer be required.

Action: Jo and Mark to confirm with Martin whether this needs to be removed from the parking lot.

Manage the Marine Response has to be CIMS 4 as a pre-requisite.
- 6. Update from TPP**       Hamish McLean is the new SAR Lead Tutor at Tai Poutini. Julie Taylor-Morris has replaced Fran as the SAR administrator, Rob Van Lent has resigned.  
No health and safety to report.
- 7. 2016 Tutor forum**    Tai Poutini held their annual 2016 tutor forum at the end of the January. This was very successful with 28 attendees. Action points from the tutors have been collated and will be addressed over the coming months. This year the forum was held at the start of the year so that tutors could work on 2016 course delivery. Feedback was extremely positive from the tutors.
- 8. Course moderation summary**    Rhett presented the Moderation Summary and Moderation process to PAC. Appendix 1.

  - The last three boxes of the process are slowing the process down. (Appendix 1)
  - Ideally course reports need to be prepared in time for PAC and then Governance meetings.
  - Overdue moderation is a major issue, especially from 2014/2015.

Course	Action to be taken	Person responsible/timeframe
Tracking Core Skills	This course has now been resolved and material is with Ashlee and needs formatting.	Ashlee to have this material ready by 21 March
Manage the Initial Response	Unsure of where this material is at present. Was last with Pete Corbett. TPP's developer has finished her work and passed it back to the working group.	Karen to follow up with Pete as to where the material is at. Recalibrated material to be available by 18 <sup>th</sup> March.
CIMS 4	Review of CIMS 4 in 2015. Recommendations were made to course material before going to Governance for approval.	Changes have been made and the work is complete.
Search Techniques	Pete and Hamish have completed joint sector report. This is yet to be approved by PAC.	Hamish to circulate report to PAC. PAC to approve and be available at Governance meeting for approval.
Training for Delivery	Joint sector report to be completed by Hamish and Trevor.	Due by end of March
Investigative Interviewing	Remove as the course has not been delivered	

- PAC agreed for SAR Leadership be moderated. SARL will be moderated 6-8 May.
- Rae asked that Train the Trainer be referred to as Training for Delivery and Training for Assessor.
- Manage the Initial Response Marine – name change Manage the Marine Response.

## 9. SAR ACE Calendar

Rhett presented PAC with the calendar summary. SARL was originally calculated at 19 credits, is only 14 credits which has dropped the overall EFT's. The calendar is light and has capacity for additional courses.

TPP asked how they address course enquiries for additional SARACE funded courses that aren't already scheduled.

**Action:** TPP to refer Police course enquiries to Jo Holden

## 10. NCAE L4 Training

Coastguard approached TPP to continue running NCAE Training for 2016. Were told this agreement will no longer be continuing. This is a huge shame for Coastguard as volunteers are halfway through doing this training and some are due to start. What are the options now to continue this training?

Rae spoke about NCAE being under SAC funding under Training for Industry. No SAC funding available within the EMSAR Department. SAR ACE funding is not for qualifications, it's for skills acquisition.

NZSAR - The purpose of ACE funding is not to get qualifications. We can offer Training for Delivery and Training for Assessor courses within SARACE funding.

## 11. Course Development

ESP Land – Pilot ran last year, feedback was received and changes are currently being worked through at the moment.

- A course is scheduled in April, Trevor requires SME input.
- Material will not be ready in time for April Course.
- Course to be rescheduled for a date after July.
- LandSAR website to be "TBC" until a date is set.

## Investigative Interviewing – Ready for delivery

Air Observers/Team Leader – On track for completion with RCCNZ.

### 12. New Courses

- Trevor is managing the course development. RCCNZ will manage the participants for this course which will drive the courses where needed.
- TPP will fund tutor and delivery of the course.
- Development of standards and AB approval required for this course

Marine SAR Technical course

- Material will be made available for Mark and Martin to review.
- This course will be the pre-requisite for MTMR course.
- Close to completion.
- Development of standards and AB approval required for this course.

**Action point:** TPP to go back to Coastguard with dates for SAR Technical and MTMR courses.

**Action point:** TPP to develop standards for SAR Technical course, put through Academic Board for approval.

TPP course feedback

### 13. Course feedback

- Issue came when TPP moved from paper surveys to online.
- Trevor worked with TPP to increase the response rate of the online survey.
- Tutors at the tutor forum expressed dissatisfaction around lack of feedback available to tutors due to online survey.
- To increase compliance and participation, TPP were to get iPads to use on course, the request for iPads has stalled and is currently pending.
- Ashlee is working with Lisa (academic consultant) at TPP to get 10 questions to replace the current survey questions.

### 14. Tutor Development

LandSAR - 18 months ago, a draft process was put on the table at PAC by TPP but nothing has been finalised. Can a finalised copy please be made available?

Rae - The process; Tutors come to TPP recommended from the sector, they shadow a course, tutors on the course then provide feedback to TPP. If they are no good, TPP disengages with them, if they are great they continue as an assistant tutor. We look for competency, operational experience, ability as a leader and manager, academic quality assurance and credibility within the sector.

**Action:** TPP to provide a flow chart of tutor development process.

### 15. Student privacy disclosure

LandSAR requested the easiest way to gain student approval so that GTO's and GSO's can access student records with TPP.

Refer to appendix 2. (example/template for use)

### 16. Updates

Police

- Health and Safety - introduction of new app in a month time, this is a big priority within the Police
- ESP, MTIR Land and SAR Managers – We are confident members attending will have the required pre-req.
- Dip flat is looking good with numbers
- SAREX with helicopter support now no longer have helicopter support. SAREX happening this weekend at Arthurs Pass.

#### LandSAR

- Steve Caldwell is now on board as the new CEO.
- Response to training has been really underwhelming. 17 revised courses and 2 cancelled to date.
- Conference and AGM coming up in Rotorua, LandSAR is busy organising this.
- Assessor nominations for Training for Assessor course are coming in thick and fast
- Curriculum and competency alignment project planned to be in place by this time next year.

#### NZSAR

- Australasian NZSAR conference is 1<sup>st</sup> June. Major draw for a UAV prize. NZSAR has come on board as a support for the conference. 2 key note speakers; Dean Lawrence and Duncan Ferner and Dene Duthie have been selected to run a workshop.
- More START material available on the NZSAR website, general SAR knowledge video has been added along with SAREX reports.
- NZSAR will be moving offices to Statistic House.

#### RCCNZ

- Moving office in April
- Mike is currently at the IMA, heading over to the islands to do some scoping analysis for further training.
- Operations room is business as usual.
- Air Observer's is with Trevor and Paul.
- Heavily involved with OSH changes.

#### Coastguard

- Phil Pollero will be replacing Mark Whitehouse at PAC meetings in future. Mark will continue to be available as an SME.
- Coastguard is working closely with Police and RCCNZ on Health and Safety.
- How long will SARACE courses continue for? Is funding for foundation training and not continuing training?

Mark thanked the PAC.

#### Surf

- Busy season.
- New data system is being rolled out. Some clubs are still continuing to use the old paper system.
- New in-house courses are being developed; Rescue Boat Drivers course, Intermediate Lifeguard course.
- Need for a major review in water rescue craft, this is currently under way.

### **17. General Business**

Health and Safety – Coastguard, LandSAR and Police are all equipped, what is TPP doing to ensure they are going to comply.

Rae – TPP is currently going through a health and safety revamp also, once this is completed internally PAC will be notified.

Research – published research on NZSAR website; understanding messages and looking at expectations of SAR. Research is currently being done via focus groups to gain public expectations.

Rhett asked if there should be a forum for training managers. Could potentially follow PAC meetings.

NZSAR Awards have been confirmed and accepted. The awards will be held at parliament 24<sup>th</sup> May.

It was suggested that for next PAC, each agency put together a 5 minute presentation of what they do in their agency.

Next PAC 7<sup>th</sup> June 2016.

Meeting closed 12.45pm

Incomplete actions from last meeting: <ul style="list-style-type: none"> <li>• There is no incomplete tasks</li> <li>•</li> </ul>		
<b>TASKS</b>	<b>Meeting date 3<sup>rd</sup> March 2016</b>	
<b>Action</b>	<b>Person responsible</b>	<b>Due</b>
Confirm with Martin whether this needs to be removed from the parking lot.	Jo and Mark	Next meeting 7 <sup>th</sup> June
TPP to refer SAR Police course enquiries to Jo Holden	Ashlee	Ongoing
TPP to go back to Coastguard with dates for SAR Technical and MTMR courses	Ashlee	ASAP
TPP to develop standards for SAR Technical course and Air Observer courses, put through Academic Board for	Hamish	Next meeting 7 <sup>th</sup> June
TPP to provide flow chart of tutor development process	Hamish	Next meeting 7 <sup>th</sup> June
One PAC member from each agency provide a 5 minute presentation on what they do.	PAC members	Next meeting 7 <sup>th</sup> June
Parking Lot <ul style="list-style-type: none"> <li>• Future demand for course, what is it?</li> </ul>		
<b>For Governance Approval</b>		
<b>TASKS</b>	<b>From SARPAC 12<sup>th</sup> November 2015</b>	
<b>Action</b>	<b>Person responsible</b>	<b>Governance meeting date</b>

