

SAR Training Program Advisory Committee
Meeting notes
930am – 430pm, Monday 21st September 2015
CPIT, Sullivan Avenue
Christchurch



Tai Poutini
Polytechnic
NEW ZEALAND

- 1. Present**
- Dave Ritchie
 - Rae Tailby
 - Gerard Moore
 - Ashlee Ilton
 - Jo Holden
 - Belinda Slement
 - Pete Corbett
 - Paul Craven
 - Duncan Ferner
 - Rhett Emery
 - Trevor Crozier
 - Mark Whitehouse

- 2. Apologies**
- Karen Walker
 - Phil Simmonds

- 3. Introduction** Welcome from Dave Ritchie

Intro from Rhett Emery – New appointment at NZSAR to replace Phil Burgess. Second month in the job, comes to SAR with an education background after previously working for NZQA.

- 4. Matters arising from previous minutes 14 May**

Discussion

- Appendix 3; Pete – Karen was to talk about this, she is absent. The 2 week cut off needs to happen. If numbers are not meet by 2 weeks then the course needs to be cancelled. The website is proving to be a very useful tool. Implementation of this structure is yet to happen.
- Pete – Asked about requirements around PAC
- Paul – mentioned that SARPAC is very different to any other PAC's he had been involved with.
- Dave – TPP has guidelines for PAC meetings that we can provide to NZSAR.
- Trevor – Asked that a timeline be added to incomplete action tasks
- Would like to see a multipurpose calendar that works seamlessly throughout the sector.
- The purpose of the parking lot was asked; it was an idea that Trevor suggested. Actions that are not specifically assigned to anyone.

Action: TPP to send through PAC guidelines to NZSAR

Action: Duncan to update SAR Training diagrams in MOU

5. Health and Safety Training update

Dave provided PAC with a Health and Safety Training update. 4 incidents have been reported. Recent incidents included;

- Fractured wrist
- Suspected appendicitis
- Seizure
- Fractured neck

Discussion

A discussion arose around the fractured neck incident.

Questions were asked throughout the group:

- Where does the course start?
- Does LandSAR become responsible for the health and safety of students traveling to courses?
- Does the responsibility come down to timing?
- Highlighting to students that there is responsibility on the students to get themselves to the course safely.
- Pete indicated that it should be a shared responsibility
- Dave – Dave provided PAC with a draft statement that will be included in the welcome letter that is sent out to students prior to a course. The point of the disclosure statement is to make participants aware that traveling to and from courses is recognised as a significant hazard and while TPP attempts to mitigate the hazard by scheduling course appropriately, participants must take responsibility for managing their own safe travels. See appendix 1
- Dave asked that members of PAC provide feedback.
- Pete - feedback; Opening statement “Sectors desire to keep students safe”
- Duncan – Are students expected to inform TPP of any incidents that occur on the way to the course?

Pete talked about an incident that occurred on a SAREX earlier this year. LandSAR member turned up with a pre-existing injury that he was unaware of. On the SAREX his injury (hip) deteriorated and the student had to be medivaced out. The mechanics of this injury happened prior to the SAREX, who’s responsible for his accident? He signed a form for pre-existing medical conditions prior to the SAREX. If in doubt report to OSH.

Action: PAC to provide feedback to welcome letter statement.

Action: TPP to add health and safety statement to welcome letter after receiving PAC feedback

6. NCAE Coastguard report

Mark provided a report to PAC on NCAE L4 for Coastguard.

Coastguard have been completing this qualification for 12 months.

1 roll out for all 4 regions, now on the 2nd roll out which will be run over 2 regions not 4 this year. Actual stats don’t look fantastic, this is being managed by Coastguard and providing assistance to help them through the training. Fiona Berthold is now used for all courses. Members who have the qualification are assisting others, giving them 1-1 to coach them through the training. This is working for Coastguard.

Discussion

- Not SARACE funded – Duncan indicated that the Coastguard members should be doing this qualification through SAC funding as they are engaging in a qualification.
- Duncan – Is Coastguard asking too much of their members?
- Mark has worked with Fiona in order to deliver the training modules that are best suited to Coastguard. Nearly all positive feedback. Not an ask that isn’t achievable given that this qualification is delivered over 12 months and Coastguard are doing it over 2 years.
- Coastguard are reviewing the training in 2016.

- 7. Train the Trainer report**
- Discussion*
- Mark - Coastguard choose a 2 year timeframe because this a realistic timeframe for members to complete this qualification. Members doing this qual are Coastguard instructors
 - Paul – concerned about the low completion rates, and the length of time if it is delivered through SAR ACE funding.
 - Trevor – Who is paying for Coastguard to do this qualification?
 - Dave – Samuel agreed to fund the courses through SAC rather than SARACE and waive the fees because they are volunteers. Essentially TPP are doing the sector a financial favour by doing this.
 - Mark – Next year, is this the same arrangement? Next year there could be less students completing this course qualification.
- 8. CIMS 4 response report**
- PAC endorsed CIMS 4 report*
- Discussion*
- Duncan does not like the course being referred to as CIMS 4 SAR. Would like it just CIMS 4.
 - Recommendations: Small working group be formed, 1 person from each agency. This to happen prior to Nov 27th
- Action: SAR PAC has received report and changes be endorsed. Small working group to be formed to make changes and then sent through to Duncan for approval.
- Action: CIMS 4 report be re-sent to PAC members.
- 9. Moderation Maters**
- Tracking Core Skills**
- Ashlee provided an update on where TCS development is at.
- Material has been received from John Culloty. Ashlee has just about finished editing the material and it will be ready to send out for feedback.
- Action: Send TCS material to Pete Corbett to distribute to working group for feedback. Feedback from working group to Pete Corbett by end of October.
- Investigative Interviewing**
- 3 short videos need to be filmed, then this course is ready to deliver. Filming for the videos was to happen last week; however the weather did not play its part so this has to be postponed. Ready for October delivery.
- 10. Course updates**
- Tracking Development**
- Ashlee provided up update.
- Discussion*
- There has been no further progress with this material since the working group back in May. She has been chasing John Culloty for updates; however we are working with SME that work full time and do this work in their spare time which leads to timely delays. John can no longer do the leadership development and has passed this onto Elton Parata. Ashlee is yet to talk with Elton.
 - Pete – frustrated around the lack of progress.
 - Trevor – No progress with Ian Newman as he is tied up with LandSAR matters.
 - Duncan – Once materials are available please share documentation with the sector.
- ESP Land**
- Discussion*
- This course is developed, a meeting was held over the weekend. A pilot course and Trevor is happy for this to happen. Tutors are of good quality and have been involved with the development. Feedback mechanisms have been put in place to provide regular feedback for changes. Students are aware that course is a pilot.
- TPP are responsible for the feedback and implanting the changes

- Duncan – NZSAR have invested a significant amount of money into this course, and it is now over to TPP to look after it.
- Trevor – The course needs matured and experienced trainers to deliver the course. It was built with flexibility in how the course is delivered.

Action: TPP to put name change through to their academic board. Formerly Formal Search Planning, name change to Extended Search Planning.

Development workshops

MTIR Marine

Jo talked about MTIR Marine. Coastguard ran a pilot course, identified some changes. 8 courses have now been run. V2 is now in place and SARNET is now available and needs to be included into the course. All tutors need to come together to ensure they are delivering the course the same.

Discussion

- Jo – has been run enough times now for a re-calibration. There needs to be a better alignment to what the tutors are delivering and the workbooks.
- Rae – We are having a workshop in February before training happens.
- Jo – workshop needs to happen sooner rather than later
- Rae – If we have good timelines it can happen.
- Mark – is there going to be time during the tutor forum to set aside and work out the changes and make them happen.
- Pete – What are the objects of the tutor forum?
- Mark – Needs to be consistent delivery of courses. All that is required
- Rae – made a point that workshops are expensive and we can't hold workshops for all courses. Bringing everyone together next year at the tutor's forum will allow tutors make changes to course material for 2016 delivery.
- Duncan – wants to get this course off the review status and into the delivery pool.

Action: Rhett and Rae to organise a date to meet as a working group for MTIR Marine.

Searching the Suburban Environment

Jo spoke about SSE and what was required to this course. Tutors looked at this course at the 2015 tutor forum. Hamish has made some recommended changes to how the course is delivered. Content is still the same.

Discussion

- Gerard – Other content (development of LPB and profiling) was suggested to be added.
- Jo – Hamish has trialled the recommended changes and the course received positive feedback.
- Pete – Tutor forum should be about providing the tutors with some depth knowledge of courses. Tutors need to be able to see pass a power point and be able to talk beyond the whiteboard and about their experiences.

Action: SSE to be reviewed at 2016 tutor forum

11. 2016 moderation

2016 moderation plan

<i>Course</i>	<i>Reason for moderation</i>
<i>SSE</i>	<i>Scheduled for 2015 (high priority)</i>
<i>MTIR Marine</i>	<i>Quality, 2 years old, recent changes, key SARMAN pathway</i>
<i>TCS/TWE</i>	<i>Revised due to the TCS moderation. Some adverse feedback.</i>
<i>SARMAN</i>	<i>Peak course, 3 years old</i>

Lunch 12.30pm

12. Updates

Coastguard

- MOS fully implanted and has been an interesting evolution for Coastguard. Excellent system that looks at the whole operation and not just the vessel.
- 2014 training that was implemented will soon be reviewed. Full review including paid and unpaid volunteer members.
- Radio operator's course is due to be rolled out. Radio channels will shortly be low. Radio spectrum need to be reallocated. A big project that is soon to happen.

RCCNZ

- Radio spectrum, internationally driven. NZ has it and 2017 will no longer be able to use it.
- Carolyn has left RCCNZ. Job is currently being advertised internally and then externally.
- SARO training, have adopted an apprenticeship model.
- Currently tramping around with NZSAR and Police conducting Mass Rescue exercises.
- A lot of international items are taking up RCCNZ time.

Surf Life Saving

- 2 members attended CIMS 4 training in Wellington, really good feedback was received. 1 member attending MTIR Marine coming up.
- National Life Guard School, 2 are run a year. Would like to include CIMS 2 training.
- Would like to invite PAC members to attend the upcoming NLGS being held soon. Open invite to come along and see what is happening.
- Throughout the country there is SAR call out squads. They are all operating at different levels and their capabilities. SLS have been doing a lot of work to standardise each group.

LandSAR

- The last 6 weeks have been busy for LandSAR team due to the team building the training calendar for 2016. First meeting is 30th September with NZSAR. 19th October the training calendar will be signed off.
- Formal training may be slightly lower than 2015.
- More demand for refresher training.
- Alignment project has progressed fast.
- Competency framework, just finished and feedback from the groups has been really good and members are excited about this.
- Safety Management Systems needs to be omnipresent. Using take 5 booklets, considering safety management and here this can fit in so it's consistent.

Police

- SARM was very successful this year, favourable report. Major criticism was about the quality of the data projector. Workshop in Feb – Pre-req's for SARM need to be thought to ensure that Police have these.
- Police registrations need to be able to register for courses without going through the LandSAR website.
- Lots of different types of forms are being used throughout the country. Please drive the correct forms.
- SAR course at Dip Flat happening Wairarua Valley 2016.
- MMTIR in Palmerston North 13-15 November.

TPP

- Ashlee completed a prediction based off registrations till the end of the year. This is 157.2 EFTS. Dave predicts that this number will drop as we approach the end of the year.
- We are looking at adding 1 more person to our current staffing.
- EMPAC has existed in the past. SARPAC is the best format Dave has been a part of.

13. General discussion

Discussion

- Duncan – Would like to exploit opportunities for EM and SAR to work together.
- Dave – Would like to see EMPAC to work the same as SARPAC to ensure they are working together.
- Rhett – Would like to know where enrolments are coming across the sector. Something to look at for 2016
- GTP process is getting more accurate
- Police need to work with their local groups for training needs
- Coastguard and Surf to have their training requests to NZSAR by 30th October.
- Duncan – Still think the MOU has gaps with the materials that NZSAR have developed. There is no defined line between materials developed and hand over to TPP. NZSAR does not have the budget to keep updating the courses they have developed. TPP and NZSAR to further this conversation at a later date.
- Trevor – As a sector, if you want courses developed on time; asking volunteers to perform relevant tasks within that course development may seem time consuming.
- Pete – Volunteers that have been involved have been paid. Course development and transparency; current gap that needs filling.
- Trevor – Governance has requested that he develop a course development process.
- Duncan – The current course development process outlined in the MOU is inadequate.
- Trevor – within the START site, Search Area Determination quiz that has been developed. Martin is putting it together and will send it through to Mark once completed. It will be an effective learning tool.
- Duncan – air Observers, has not been uploaded onto START.
- MOU is proving to be a useful tool for TPP.
- Dave asked the group if they were happy for him to continue as Chair, everyone agreed.
- Duncan noted that every meeting has been chaired by Dave.
- Train the Trainer 7-8 November will be moderated
- Duncan – SARNET is available for IMT base training

Action: TPP to organise moderation for Train the Trainer

Next meeting 12th November in Wellington.

Meeting closed 2.35pm

TASKS	Meeting Date: 14 May 2015	
Action	Person responsible	Due
Investigative interviewing: Pete would like to see final version of lesson plan.	Complete – videos to be filmed	Next meeting
Operational tracking: schedule of Milestone completion, Raewyn to complete timeline.	Raewyn	Ongoing
Pete to engage with Raewyn to discuss academic processes needed and to plan pilot course	Pete/ Raewyn	Ongoing
Dave to create drafted proposal for governance group.	Dave	Next meeting
SAR training diagrams – Duncan to differentiate/ create two separate diagrams	Duncan	Next meeting
Dave and Pete to find and send PAC TOR out. Get governance group to also put on agenda for next few meetings.	Dave/ Pete	Ongoing
Course dates, cancellation and Postponement: Pete to articulate process and disseminate to PAC for consideration. Decision to be made at next meeting. Appendix 3	Pete	Ongoing

Incomplete actions from last meeting:

- Operation Tracking – schedule of milestone, timeline to be completed
- Investigative Interviewing to be ready for delivery
- Pete to engage with Raewyn to discuss academic processes needed and to plan pilot course
- SAR training diagrams – Duncan to differentiate/ create two separate diagrams for MOU
- Dave and Pete to find and send PAC TOR out. Get governance group to also put on agenda for next few meetings

TASKS	Meeting Date 21 st September 2015	
Action	Person responsible	Due
TPP to send through PAC guidelines to NZSAR	Rae	Next meeting
Duncan to update SAR Training diagrams	Duncan	Next meeting
PAC to provide feedback to welcome letter statement.	PAC members	ASAP
TPP to add travel risk disclosure statement to welcome letter following PAC feedback.	TPP	ASAP
CIMS 4 report be re-sent to PAC members	Ashlee	Next meeting
SSE to be reviewed at 2016 tutor forum workshop	TPP	2016
Organise moderation for Train the Trainer Tauranga	TPP	Next meeting
CIMS 4 working group be formed and changes made to CIMS 4. Changes to be sent to Duncan for governance approval.	TPP to organise working group	November

Send TCS material through to Pete Corbett for working group feedback	Ashlee	End Sept
MTIR Marine working group be formed	Rae/Rhett	
<p>Parking Lot</p> <ul style="list-style-type: none">• Jo, Mike and Martin will discuss if CIM 4 should be dropped to CIM 2, and also if day skipper be pre-requisite for MTIR marine.• Trevor – within the START site, Search Area Determination quiz that has been developed. Martin is putting it together and will send it through to Mark once completed. It will be an effective learning tool. Appendix 2		

Appendix 1

“As part of discharging our legislated responsibility for participant safety, the Search and Rescue organisations involved in training in NZ wish to draw your attention to the fact that one of the more significant hazards you will encounter is actually that of getting to and from the course.

This can involve travelling long distances at either end of the day, often with a busy course or work week behind you.

We attempt to schedule our courses with this particular hazard in mind particularly by scheduling courses at times that allow return trips to happen in as much daylight as possible.

While we cannot be directly responsible for your actions while travelling to and from courses. We ask that you consider your responsibilities to yourself, your families, traveling companions, other road users, and workmates by traveling safely to and from courses. Please also take the time to refer to your volunteer organisations travel policies.

If you are involved in any kind of incident while traveling to or from a course, we ask that you let us know as soon as practicable.”

Appendix 2

“Martin Paget and Mark Whitehouse will collaborate (and peer review each other’s materials) to provide practice exercises for inclusion in the Search Area Coverage training that is hosted on the START section of the NZSAR website. The intention is that this will be ready for 2016.

The material will be provided as a PDF and in the form of a set of instructions accompanied by a hands on exercise (also a PDF). With this material students will be enabled to reinforce and test their own understanding of the subject covered in the preceding video tutorial.

The training provided will remain consistent with the Simplified Search Planning Method (SSPM) and the Improved Search Planning Method (ISPM). The methodology and science behind these exercises will be updated as needed in the future.”