

SAR Training Program Advisory Committee
Meeting notes
9am – 430pm, Thursday 12th November 2015
Ministry of Transport, Cooks Room, Wellington



- 1. Present**
 - Dave Ritchie (chair)
 - Rae Tailby
 - Ashlee Ilton (minute taker)
 - Jo Holden
 - Belinda Slement
 - Pete Corbett
 - Paul Craven
 - Duncan Ferner
 - Rhett Emery
 - Trevor Crozier
 - Mark Whitehouse
 - Karen Walker
 - Kevin Banaghan
 - Ian Neman

- 2. Apologies**
 - Julian Smith

- 3. Introduction**
 - Welcome from Dave Ritchie

- 4. Matters arising from previous minutes 14 May**
 - PAC guidelines – draft is complete
 - SAR training diagrams - Trevor is working on these and will have them ready for the Governance meeting.
 - Health and Safety statement- feedback received and statement will be added to the welcome letters that got sent out to students attending a Tai Poutini Polytechnic course.
 - Train the Trainer moderation happened 7th – 8th November. Trevor commented that the Training for Delivery course is an extremely good course and was well received.
 - CIMS 4 report – Good review, good feedback. At the moment we are teaching something that is in the bluebook because the standard states we need to. The standard is old and out of date. What is being taught should be the current CIMS and Skills would need to put out a new standard document reflecting this.
 - MTIR – 17th November a working group is happening to look at the gap analysis to see if there is a need for an ESP Marine course. MMTIR will also be reviewed on the same day.
 - MMTIR – CIMS 2 a pre-requisite, not CIMS 4.
 - SAR PAC approved CIMS 2 for the Wellington course 27th – 29th Nov as a pre-requisite. Following the working group a tabled decision will be made on pre-requisites for MMTIR and MTIR.
 - START – Trevor said there has been lack of communication with Martin. Trevor would like to see something soon. Jo and Mark are going to follow this up with Martin.
 - SAR PAC terms of reference – Draft put together by Rhett which has been structured by the old terms of references and TPPs PAC guidelines. Document been written as if there is a second provider.
 - PAC endorsed the terms of reference
 - Action point: NZSAR to go direct to Skills to request a standard update for CIMS.
 - Action point: Jo and Mark to follow up with Martin regarding START material.

Action point: Remove DRAFT from the terms of reference document and circulate to PAC members. Send to governance for approval. *Appendix 4.*

- 5. Health and Safety Training update** LandSAR safety driving policy has been drafted and ratified internally within LandSAR. Currently being reformatted and will be circulated to PAC once complete.
- 3 injuries occurred on the recent SAREX in Christchurch, no further details until reports are submitted to LandSAR.

Pete – asked if TPP had a QMS for tutors checking buildings before delivery of courses to ensure that the building is up to standard and has a building permit. If PAC are worrying about how students get to courses then we should be worried about the health and safety of buildings.

Venue suitability will be discussed at TPP's tutor forum with tutors.

Appendix 1.

- 6. Student satisfaction survey** Ashlee presented PAC with student satisfaction report.
- Over last 6 months EMSAR have been working to increase student survey response rate
 - Of the 1200 students that have attended a course in 2015, 394 have completed student survey 30%.
 - 2016 EMSAR looks to improve this response rate by introducing a more user friendly student survey that has the ability to be completed using an on course Ipad.
 - 89.7% found the pre-course material helpful and informative
 - 95.9% found the course was the right mix of practical and theory
 - 94.1% agreed that our courses are at the right level, 0% found our courses are not too difficult.
 - 21.9% would like different course times/days, 34.2% would like a better venue, and 43.8% would like to see more modern equipment/resources.
 - Of the 255 students who completed this question, 232 students rate their over experience with TPP as very good or excellent.

Discussion:

Dave indicated to PAC that TPP will wear the cost for over delivery of SAR courses.

- 7. 2015 training summary** Jo noted that the MMTIR course scheduled for Wellington 27-29 November was not included in the end of year prediction. Jo wants to ensure that this course happens as Police have 6 staff rostered off to attend this course.

- TPP will not be cancelling any courses
- Paul – Do we signal to TEC in the future that we are utilising all of the SARACE fund?
- Belinda – CIMS 2 for SLS is not on the end of year prediction, will have 25 SLS doing CIMS 2 next month.
- TPP to liase with Belinda around the delivery of CIMS 2; equates to very little EFTS 0.4 EFTS that TPP will fund.
- Cancelled and postponed courses to be separated in the training report so that the 2 can be differentiated.
- 2015 training appears to have more training with less students.
- Trevor asked Pete if the LandSAR competencies framework would affect the training calendar once rolled out next year.

Break for morning tea 10.30

8. 2016 training summary

Appendix 2 – Training summary

Rhett presented PAC with 2016 training summary

Rhett discussed the following:

- How can courses be trimmed down; green courses are calculated, orange courses do not feature in the 2016 summary
- 188 EFTS is too high as a starting point, this has been trimmed down to 161, but is this too low and should it be 170
- ESP Marine, Air Observers and Operational Tracking are included in the summary but are yet to have credits assigned
- Courses that have a safety aspect have been prioritised in the 2016 summary
- Two critical factors around the 2016 summary; the amount of students attending and the credit value of courses
- There is no formula for assigning credits values

A discussion amongst PAC members occurred for 15 minutes around NZSAR's training summary. Dave asked PAC if they could continue the discussion after lunch as TPP did not need to be involved.

9. Credit review

TPP has asked Skills ITO to review the SAR provider standards in alignment with credit allocation Original curriculum was developed with SARINZ in 2011. TPP have since done their own internal review and credits were dropped on some standards. Date to be confirmed upon Skills confirmation Dec 8-9 Skills will be doing a credit review.

10. Proposals

SARACE funding proposal

Appendix 3 - Air Observers course proposal

Paul gave PAC a history run down on the air observers course

- Costing SAR Secretariat a lot of money to run
- Formal review of the programme has happened, essential training but gold plated
- Cross sector training course, essential skills that need to be learned
- Theory training to be funded under SARACE, practical to be funded through NZSAR

PAC endorses Air Observers training proposal to SARACE fund theory training.

Action: Air Observers training proposal to be endorsed by Governance.

Extended Search Planning – Rae spoke about the ESP pilot course that happened 2-4 October.

- Great course but needs a lot more development work to make it fit for purpose
- Format of delivery is very different to current courses
- Content is there, needs to be written so that the course can be picked up and delivered by an ESP tutor
- Good feedback from students
- NZSAR had agreed to pay for the redevelopment of the course material to get the course fit for delivery
- TPP will review the standards for the course

Equivalent knowledge and experience – SAR91

Jo proposed that PAC approve the Dip Flat course as equivalent knowledge and experience for SAR91 as a pre-requisite for Manage the Initial Response.

11. Updates

Endorsed by PAC.

SLS

- Invited PAC members to attend NLSS 19-21 Feb Coromandal.

RCCNZ

- Kevin Banaghan (RCCNZ Training Manager) will now be attending PAC instead of Paul.

- Currently advertising for 2 SARO positions, for further details please refer to the Maritime website.
- SARO training is taking up the first 6 months of RCCNZ time in 2016.
- Kevin will be going to Kiribati next week.

Police

- A lot of work is being concentrated on around health and safety next year.
- Good uptake of staff attending training to ensure they have SAR Managers pre-requisites.

Coastguard

- Large funding cut \$500K, this is being absorbed by each region. Restructure of positions within the organisation, Air Patrols have mainly gone and Phil Pollero's position has been disestablished

LandSAR

- Pleased to see the training calendar being finalised.
- Big change for LandSAR with the resignation of LandSAR CEO. This position is currently being advertised.
- Competency framework will be rolled out next year, potentially a change to the culture of the organisation.
- Forms are now hosted on the NZSAR website.
- Development of safety guides and standards, curriculum alignment project will be presented to PAC on completion.

TPP

- Currently negotiating a new lead tutor for Search and Rescue. Gerard will move over to Emergency Management.
- We have a nice calm office now that we are approaching the end of the training calendar.

Trevor

Operational Tracking has been on the books, should have been rolled out this year. John Culloty is the SME, intro course will follow concurrent courses. Development is based on existing training that is currently delivered through LandSAR. Meeting with Ian Newman last week, final material will be available February 2016.

NZSAR

- The awards for 2015 will be held at parliament. Closure for nominations is January, please pass the message around.
- Updates and new resources on NZSAR website.

12. General business

An application for multi providers for SARACE funding; TEC has received an application and is currently processing it.

Refresher training for Rope Refresher courses will continue with TPP for 2016.

Investigative Interviewing – 3 videos, 2 have been filmed. Material will be complete and ready for delivery 2016. Garry Puddy is going to deliver the pilot course with Pete Corbett.

MTIR – Jo Parsons is managing the implementation of the recommendations. Hamish McLean is the SME. The new lead tutor for SAR will project manage the re-write.

Hamish Reid is now unavailable as a tutor for SAR training.

Belinda will be on maternity leave next year. Alan Mundy will attend PAC in her absence.

NZSAR has put an application to TEC for non NZ Citizens to be SARACE funded.

Meeting closed 12.30

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 for Investigative Interviewing
- 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 This was completed

TASKS	Meeting Date 12th November 2015	
Action	Person responsible	Due
Duncan to update SAR Training diagrams in MOU	Trevor to complete prior to Governance	Next meeting 2016
NZSAR to go direct to Skills to request a standard update for CIMS.	Rhett	Next meeting 2016
Jo and Mark to follow up with Martin regarding START material	Jo and Mark to work together on this	Feedback ASAP
Remove DRAFT from the terms of reference document and circulate to PAC members. Send to governance for approval. <i>Appendix 4.</i>	Rhett	ASAP
Investigative Interviewing course be ready for delivery in 2016.	Rae	2016
Parking Lot <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 		

For Governance Approval

TASKS	From SARPAC 12th November 2015	
Action	Person responsible	Governance meeting date
SAR PAC terms of reference to be approved	NZSAR	24 th November 2016
Proposal from RCCNZ to SARACE fund Air Observers course	RCCNZ	24 th November 2016