

**New Zealand Search and Rescue
Programme Advisory Committee Meeting**

**Thursday 14 May 2015
9:30 am – 4:30 pm
6th Floor, SAS Tower
89 The Terrace
Wellington**

MINUTES

Attendees:

Dave Ritchie (chair) – TPP
Paul Craven – RCCNZ
Duncan Ferner – NZSAR
Karen Walker – LandSAR
Mark Whitehouse – Coastguard
Pete Corbett – LandSAR
Belinda Slement – SLSNZ
Rae Tailby – TPP
Jo Holden – NZ Police
Carolyn McKenzie – RCCNZ

1. Welcome and introduction

Dave opened the meeting and welcomed attendees. He welcomed Carolyn McKenzie who has started with RNZ as training manager.

2. Apologies

Trevor Crozier – NZSAR

3. Previous minutes (matters arising)

Moderation i: MTIR Land

Review plan: No one in charge

Moderation ii: CIMS4

- Looking at projects unfinished – will go through and prioritise (gap MTIR and ISP)
- 27th – 28th May SME workshop comprised of LandSAR. Course is happening, will be in previous format

- Keith Morfatt has delivered, implement some of these changes. Changes to new addition and new scenarios have been agreed on. Some been rolled out to different parts of MSAR programme, and EM not SAR sector as yet. The report is to be looked at in more detail.
- CIMS 4 SAR course has been rescheduled for 4th and 5th of July in Hamilton. Tony Teeling confirmed.

Train the Trainer:

- More info needed and need to get more enrolled
- Rae has asked Selena to pass on feedback from those on the course.
- Test training events completed successfully. Points raised about how can be improved but generally well received.

Outdoor Risk Management:

- Rae waiting for feedback. Pete says feedback has been favourable.

Investigative Interviewing:

- Complete except development actual material
- Busy formal search planning
- Raewyn will develop materials
- Has been improved intellectually
- So far nothing further has been done. Garry Puddy has put content together, which has been approved academically for actual development.
- Raewyn will aim for this to be developed by September.
- Pete would like to see the final version of the lesson plan.

Action: Raewyn to circulate to Pete.

Operational training

- Schedule of milestone completion is needed as ongoing action.
- Formal search planning: working progress (Raewyn).
- Duncan: from the POV as a funder, it's important for the academic process to kick in. Would be good to have a timeline for this.
- Need to ensure sector and academics can meet the needs because timelines are moving on.
- Discussion: what material is needed.

Action: Raewyn to complete timeline.

- Pete: 27-28 May SMEs workshopping materials. More about doctrine. Rachel and team starting PowerPoint and Tony providing graphics, mapping, working with her on scenarios.

- 7th June meeting: other work on academic side. Revised standards sit with Gemma.

Action: Pete to engage with Raewyn to discuss what academic processes are needed, and to plan pilot course.

- Pete: It's looking like end of July for the end point date of the pilot course study.
- Commendations out of MTIR – how much included?
- Raewyn: moving through academic process as quickly as we can.
- Discussing of collaboration around the training calendar and present issues with the calendar not being “live”. NZSAR suggested as place to store.
- Duncan: you are the only ones who know about the course. We have back records. If there are bureaucratic issues you need to fix them. I am down a third on my manpower at present and my anxious that you the provider host it.
- SAR calendar: need marketing to give training people a login.
- Training calendar: Wikispace – google calendar, whatever is current on there. 3 or 4 have logins, anyone else can join. They get emails with joining instructions. Very simple to do.
- Duncan: Good technical solutions
- Jo: Booking are ad hoc
- Raewyn: Would be handy for us to have more rigidly programmed.
- Duncan: Can't have multiple sources. Know one will be out of date compared to others. Only TPP knows.
- Pete: The trick is synchronising calendars
- Duncan: Only you can do that at your end.
- Pete: Dave, sector generic courses – calendar will solve a lot of issues.
- Discussion on governance group and whether MOU could determine training, and whether MOU could override any constraints in Polytech re: eligibility. Duncan noted MOU was not intended to override any existing policies.
- Duncan noted funding international students was a TEC issue.

Action: Pete to have a draft regarding TEC funding for the next meeting. Circulate by email and send to Duncan.

- Dave stated he was happy to support this but noted TEC a massive machine that doesn't move easily.

Action: Dave to create drafted proposal for governance group.

- Duncan discussed why this version of the minutes was hard to follow, and noted the governance minutes from the last meeting weren't completed.

Dates are needed and more detail per item with comments would be helpful.
Duncan would like to see an ongoing template.

13. PAC minutes and meeting protocols

Pete discussed what happened to the last set of Governance minutes after the previous meeting. He noted the minutes were sent to Governance without being sent to PAC membership. He discussed the protocol of what should occur after meetings, and stated that minutes need to be distributed immediately so everyone can remember what was discussed and decided.

Previous minutes are affirmed. To be signed by Duncan Ferner.

6. TPP – Mandatory Health and Safety update (Vault Report)

- The training aspects of health and safety were discussed. Dave outlined how the vault system of health and safety reporting works, its purpose, and what it covers.
- Pete: we are moving into an environment of health and safety management, becoming mandatory in terms of what is discussed. He would be interested in feedback from other agencies. TTP probably need to know, and there's relevant information from surf lifesaving.
- Dave mentioned a recent mountain biking injury incident where processes were changed to deal with this. Reasonable systems were used rather than going for a "pick off" method. Discussion around where and when duty of care commences.
- Belinda discussed the risks of driver fatigue on the job. Dave noted fatigue is on list of hazards as many are working seven days a week. Try and have window of safety, but to some degree relying on self-management skills.
- Pete noted LandSAR ran a list of potential hazards, and this was high on our list of potential fatal risk.
- Duncan asked that Dave reword SAR ACE 'Health and Safety Update' to differentiate.

To Action: Dave.

- Paul noted a lot of OSH is covered – have to be careful our own agencies aren't doing different things.
- Dave: Can report on SAR ACE training space?
- Pete: let's confine to agency-specific training

7: MOU – Duncan Ferner

- Duncan: Intended to be living document. NZSAR signed on behalf of Governance group. Very much representative, will of SAR training collective trying to understand how to interrelate with each other. Had plethora of documents, some reported in minutes, some other docs. An attempt to get everything known about SARACE in one doc. Have to jump through hoops of

provider, and deliberately includes them (TEC.) Structured so it can be updated.

- Third part and fourth part talk about background and purpose, hope this is fairly locked down. If need to change things hoping it will be in appendices. Appendix 1 – as at May 2015. Intended to be living. As a manager of document, I'm keen however that we have some discipline about it – and don't have high cycle of change. Keen to do in structured way.

Appendix 1:

Diagrammatic form of SARACE training model, meant to be snapshot and nothing more. See through different lens. Talk about having governance group. Technical advisory group, where it exists outside LandSAR.

- Pete: Ad hoc – process around SAR agency. Credited training providers, standards, moderation

Appendix 2:

These will change from time to time. TCP may want to give us more or less money, of EFT may be set at different rate. They are expressed in document they put out annually. Been static for last few years and won't change til we ask. Guided by training needs.

Appendix 3:

Training entities to report. A fortnightly, monthly, quarterly and annual report and all listed.

- Dave: Fran sent last just before end of April.
- Rae: Had tweaking staff roles now Ashley is back. Ashley taking over reporting so getting back to regular.
- Dave: Should be quite mechanical. Monthly ones important to keeping us aware. Capacity to manage at intimate level. Trevor Crozier is doing on NZSAR behalf and his role to share on your behalf. (TEO)
- Mark: I haven't seen it.
- Pete: The weekly one? That's what talking about? Far more technical level.
- Duncan: Reporting is important otherwise we get disconnected from what's going on. Managing EFT consumption across year – we are responsible. Reporting immensely important to us. We are very keen, both in quarterly and annual, to explain to ourselves and memberships how training is going. If opening self up to ill-informed criticism we need to have data. Keep track of trends, whether good or bad, and ensuring confidence. Money being spent appropriately.
- Pete: Tribal benchmark?
- Dave: To benchmark tertiary training providers (govt.) Provide with data so can see where you lie.
- Pete: Specific to tertiary education?
- Dave: Tribal may do other sectors.
- Duncan: Do host of organisations around world.

Appendix 4:

Monitoring and recovery, NZSAR TCE and TEO expectations.
One listed TEO on cover – this is because at moment have single training provider.
Document written in such way add logo in and document doesn't have to be rewritten – this is intent.

Appendix 5:

Will change as people come and go.

SAR sector responsibilities: Attempted to create a touchstone for each entity.
Understood a few oddities like Police College didn't fit into big models.

Appendix 6:

May need to change dot point here and there. Anxious it expresses realities.

- Pete: Mechanics of affecting change. A matter of putting out new appendices. Please understand mechanics and responsibilities and share. Where we will fail is a mutual misunderstanding of responsibilities. This is an important appendices, possibly most important.
- Duncan: Two line diagrams Phil made development or alteration of SAR training. Pretty good. Example of process system, feedback loops to make sure it's right. Anxious we do those things in way listed. Love diagrams which is why asked Phil to do it this way, if not right can adjust it. A few loops are missed out. Keen to update these.
- Pete: Confused about difference between two
- Duncan: meant to be one developing new material, and one changes to existing material.

ACTION: Duncan to create two separate diagrams.

Appendix 7:

When SAR need to have things done by.

Prediction of SAR training: make it clear what pieces of info need from what people, and give CEO some comfort about what going to receive.

- Dave: This year managed to coordinate in a way that was useful to us.
- Duncan: Want to make sure you have what you need. Also have to put into bucket of Fs – if doesn't fit in there not useful. Relying on not tracking well.
- Dave: Needs to track about 15 Fs a month, which is what has been doing.
- Duncan: If keep consuming at this rate may have to cancel courses thought we'd be running.
- Duncan: Anxious get this to bare minimum. Trying to deliver what want. Terrible to ask if creating expectation. If things change it affects us.

Appendix 8:

Supposed to be separate forum to discuss MOU and will be off back of training governance group. Programme advisory committee, says clearly 1.3.4.

Appendix 9:

Duncan outlined how the moderation is a direct reflection of the earlier process. Most anxious we step through process and bodies involved do this. He stated that agreed actions are not being taken and the group is not getting recommendations, making it hard to track where things are at.

Action: Dave and Raewyn - need a table of where we are at in moderation process.

Appendix 10:

Duncan: TPP SAR calendar, Dave to follow up.

Appendix 12:

Duncan outlined the role of the Police in the course. Financially TPP offers enormous amounts of cash but in reality they don't have burden of cost. Pre and post meetings are required to make sure thing works, with clearly outlined expectations.

Specific responsibilities for SAR managers and the high expectations on the TEO were discussed. Duncan asked the group to identify any unanswered questions in the document.

- Jo: Course attracts huge amount of EFTs, ultimately dollars. Many Police involved.
- Duncan: A lot of work went into writing it, and think it's pretty good. Has been signed off by three agencies.

14: Clarification of PAC scope and mandate

Duncan noted he is anxious to see the terms of reference, objectives, membership for this forum, and it's the responsibility of TEO. He mentioned the terms of reference need to sync with MOU.

Action: Dave and Pete to find and send PAC TOR out. Add to agenda for next month and table for next meeting. Get Governance group to also put on agenda for next few meetings.

9: Raewyn Tailby

i. Course cut off dates/cancellation and postponement of courses

Raewyn discussed timetabling difficulties. There is a three week cut off cancellation for courses but this doesn't work in reality as many registrations are received two or three weeks before. This is causing quite a bit of stress with staff. Via emails things are getting tense.

- Pete discussed problems he has encountered with the three-week cut off and late registrations continuing beyond the two week mark. Problems with

completion of pre course work. Course closes on website but continue to collate names of those interested as a waitlist. He outlines proposed solutions, and mentioned changing culture is important.

- Duncan: Phil played active role in hustling. See as collective role. With tools needed. Personally very comfortable with firm lines in sand.
- Karen: Getting periodic frenetic worry.
- Paul suggests three weeks be the warning and two weeks be the closure
- Discussion around marketing promotion to get over line or running with one tutor instead of two. Further discussion around the fairness to tutors, pre-requisites not being completed by students, and whether it is viable for TPP. Paul proposed a group email that goes out letting know x number of days will be cancelled, and Paul proposed a different timeline structure to identify courses that are in trouble. Pete suggests extending registrations to two weeks for “yes” courses, noting it doesn’t alter confirmation for those already registered and will reduce ad hoc late registrations.
- Jo and Dave queried whether allowing late registrations and cancellations send the wrong message. Dave wants to see a multi sector discussion about volunteer training culture.
- Dave: My concern: I’m for drawing a tight line, but then can’t say send another message and slip someone in. Feels like halfway house but not a culture change about training.
- Paul: When does warning looking like course will fail go out?
- Pete: Six weeks ahead. Still need three weeks to rattle cage. Next meeting outline a common process for agencies.
- Karen: Given we consume bulk of funding, and leg work mostly around LandSAR, trying to make life easier for us. When we talked wasn’t trying to implement process or procedure.
- Paul: Don’t want to implement something making it harder on you guys. Happy to fall in line with what works for LandSAR.
- Mike: Multi agency courses. Need to fall in line.

*Action: Pete to articulate process and disseminate to PAC for consideration.
Decision to be made at next meeting.*

ii. Venues

Rae says there has been a drop in standards with venues. Management courses will be at appropriate venues at TTP cost – message relayed to Fran and those who book them.

- Jo: Incumbent on your ability to provide accommodation for MTIR. Can’t run EOC Palmerston North because costs too much to place LandSAR. Keep eye on game of what delivering, environment, not being constrained too much by budget.
- Pete: Many are being run from sub-optimal venues.
- Rae: Fair bit of time has been spent with admin and accommodation. A non-residential course (Marine MTIR CIMS 4,) TTP won’t provide overnight accommodation, breakfast or dinner.
- Duncan: Expectations doc MOU – comes back to that.

iii. Communication – distribution lists

- Rae is missing a lot of emails and if there any issues like complaints she and Ashley need to be CCd into that. There is also an issue of feedback going to large lists of people.

10: CIMS 4 Moderation Report

- Raewyn: Last year prior to SAR I developed in line with second edition. Didn't touch two day CIMS Four course to align it and contextualise with SAR world. Not CIMS with SAR.
- Contractor who used to do academic side of moderation – I've just got that part of report. Not a joint report, wanted to ask with LANDSAR not wanting to be involved with 3 day CIMS - who do I go to to work with that?
- Duncan: Police.
- Dave: Need a cover page/ joint response from us and police.

Action: Jo and Rae to complete, come back electronically through PAC and go to Governance group.

Duncan outlined the importance of ensuring CIMs for SAR is not overly SAR. Jo outlined concerns raised by RAE.

Pete: Decision based on factors including numbers. Quite often have eight or six.

Jo: Optimal delivery, largely single agency. A number of factors lead to facility.

Needs to see CIM for SAR not just LandSAR.

Pete: A misnomer. Context should allude to how applied in SAR environment – generic. Out of SAR incident types so students focus on process rather than content.

Discussion on holding two days vs three day courses. Have coastguard and other agencies going on other courses, leaving LandSAR a bit stranded.

Action: Raewyn and Jo to complete moderation response (course) and move electronically. To be completed by end of June.

- Pete discussed the validity of the moderation report. Rae rewrote recently, moderated it. Is TOP providing what is going to governance group?
- Dave: No. We've just asked for clarification from whom we should get response from. A joint response – who do we jointly respond with. Rae only moderator on that.
- Raewyn: NZSAR asked me. Happy to do it, don't want to have to sit in meeting and justify why doing it.
- Duncan: In terms of process, Trevor circulated updated course moderation process document. Description of how moderation work, and another of how it could work. Course moderation and selection criteria. I would, assuming everyone has seen it, like to suggest the pack endorse to Governance Group and update relevant appendix MOU.

11: Multi agency promotion and marketing training.

- Mike: Nicola has been approached and agreed to do it. Will be great for you guys to do as well (SLSNZ). Have three from coastguard, have two or three already interested. Need to get out in multi-agency. Police as well, potentially.
- Jo: Around SAR leadership?
- Mike: Yes, have had police on as well. From my side I was shocked at mainstay in LandSAR, weren't aware it was there.
- Discussion about getting the information regarding multi-agency courses distributed more widely and earlier. Raewyn and Jo suggested creating multi-agency alerts/ reminders via Paul's calendar.

Action: Belinda to tag another column onto that saying it's multi-agency so it's really clear how course is run.

Dave: Systematising the alert as much as possible would be good. People need to know multi-agency stuff is coming up. Fran's mid-week mailout should be colour coded to alert people to what's coming up.

12: Pete Corbett – Curriculum/ competencies alignment project progress report

Pete discussed the rollout of the alignment and development project, going through phases of aligning existing SAR curriculum with role competencies – Tony has progressed nicely at tactical level in field search competencies, but struggling in other areas, especially rescue competencies.

A Landsearch workshop 27-28 May will look at some of these things, ratify and sign off.

Duncan expressed concerns about incident management without LandSAR-developed competencies.

Pete: Need to do multi agency guidelines first.

Duncan: Almost set aside management competencies in that courses already exist and are signed off. Driving urgency less for that than others.

Pete: Compartmentalised, more strategic and generic in terms of what Budgie doing in his part of project.

Duncan: Obviously not happening.

Dave: Can we assist in rescue side of things?

Pete: Rescue advisory group sitting on that, but timeline extends out to November.

***LUNCH 12:13 pm. Meeting adjourned.
A video on NZ SAR rescue was played.***

Meeting resumed 1pm

A new point was added to the agenda for discussion:

17: Course Moderator

Dave discussed the criteria used to decide which courses were utilised across the sector. He also outlined how the course is up to date, in line with outcomes, and

using directives. Dave discussed the re-configured moderation timetable/ report developed by Trevor. Relevant responses will be included in next meeting. The changes to the summary will be reflected in MOU. Has been accepted as correct protocol.

Discussion regarding whether it is recommended to Governance group that this be certified to MOU. Duncan later confirmed in the meeting he was open to guidance on MOU being inserted into appendix. Updating diagram to add it.

Action: Trevor to work on it, amalgamate two, and circulate.

15: Updates from agencies

i. Coastguard

Mike: MOSS – coastguard been working on. Biggest changes not just looking at vessel but whole operation of Coastguard. Had its challenges, able to put systems in place. Overarching Maritime Transport plan. From 1 July, Coastguard in MOSS, and other three regions follow over next 18 months. Others have looked at MOSS in positive ways. Looking at new Coastguard matrix, and processes we have in place. Marine response: agreed redevelopment done, revised course called Version 2. Also using SARNET this weekend.

Four or five Police. Agreed by NZSAR to do changes from course we did. About 12 or 13 on in the course. Running four this year throughout country, two in Mainland and two in Cook Strait, one in Northland and Tauranga.

Agreed pre req: CIMS 4, and Search Area Determination and coverage. Don't actually need to do level four, a lot don't need to do CIMS level 4 but asking as pre requisite. CIMS 4 should come after.

LandSAR have three or four courses scheduled. Three or four from Coastguard at moment. SAR managers course: six places, five confirmed, one waiting.

- Jo: Sorting out their transport?
- Mike: Yes.
- Jo: They have done pre-reqs?
- Mike: Yes. I will confirm.
- Dave: You would like to change pre-reqs for MTIR.
- Mike: I haven't spoken to Martin yet, would like to bring things in line. I don't think 4 should be for marine response course. Should come after marine initial response course. CIMS 2 is fine. Specifically thinking about people like surf.
- Jo: Does this need to go through moderation?
- Dave: If want to do that, making change to pre-req. Say to Pac: "Here's a letter from people who know." We pass to governance.
- Mike: We need to discuss.

- Jo: It's out of alignment for us, so like to see what benefit of going through high level of CIMS is.
- Duncan: coastguard has online course for dayskipper. Would be viable to replace physical course?
- Discussion: whether parts of 'Boatmaster' can be modulised and put online.

Action: Jo, Mike and Martin will discuss if CIM 4 should be dropped to CIM 2, and also day skipper be pre-requisite for MTIR marine.

Mike briefly discussed training and NCEA level 4.

ii. SLSNZ

- Belinda discussed recent trends and demographics. SLSNZ is up 27% on rescues from previous year, and 29% up on searches. Health and Safety: team doing a lot of work around protocols internally and externally – a lot of incidents do happen in clubs while training so trying to get people to register more.
- Rollout of the radio network was also discussed. Now up and running in Eastern region up to Coromandel. All radio frequencies are changing nationally. Has just been set up in Wellington region too, enabling SLSNZ to be located centrally and to track our people. Alan Mundy driving.
- Belinda: Intention is will be one down there but some will always operate on VHF channel.
- Mike: Northern Region had voiceover IP. Eastern region took on, covered all area, and then hooked in using Pegasus Bay area. All linked in with coastguard membership. There's a huge project happening, a national radio channel for coastguard.
- Jo: Anyone on frequencies 20-26 and 81-86 has to move by 2017.

iii. RCCNZ

Paul: New manager, ex-area commander for Hutt. Carol has taken over and I'm replacing John Seawood. Have new plan manager. Carolyn taking over my role from today. Advertising for new SARO training course. With police and NZSAR running rescue exercises through NZ. Testing plans, not so much operational – mainly police and RCC, invites to large number of sector people, harbour masters. May be at various levels get invites. Next one in Palmy 27-28 May.

Police, RCCNZ, etc. have just attended two-day helicopter workshop. Affects training side of things because a lot of talk about standards. Do their internal training but no national standards. Heli guys say may need standards for wincher men, but don't want to be responsible for standards. Work around development of training on national basis.

RCCNZ about to embark on MFAT funded programme throughout Pacific. CIMS training may be interaction with TPP grabbing someone in MFAT funded course to go somewhere else.

Paul outlined the changes to the current air observer course format. A formal submission is to be made to PAC.

- Jo: Came to a head with R44 search. Observers need to be attached to principal operators. Operators must have faith and confidence that these people will be good crew and lookouts. Delivering more people who are more usable and more transportable is important.
- Paul: A lot of operators don't like flying with SAR members simply because they don't know them.
- Jo: Targeted training on a needs basis.
- Duncan: TTP comfortable arranging and delivering such a thing?
- Dave: Yes.
- No air observer courses to be held this year.
- Discussion around new selection criteria.
- Pete: To get right person in aircraft in first place is tricky. A skillset – how do you screen and filter these people.
- Paul: Realised what doing was crap, and after air observer training course things changed. Doing basic course has a big effect.
- Mike: Who has overarching authority? Coastguard uses MOSS. You know Coastguard will do right thing. Whereas helicopters, unsure if right people do right job.
- Jo: Ownership on providers. Relying on you to provide right people.
- Discussion around adherence to Air Ambulance standards.
- Paul: New SARO will go through all courses if we can.
- Jo: How applicable is MTIR?
- Paul: Never trained in land search, so very applicable. Having a bigger understanding of what you and landSAR doing.

iv. LandSAR

- Duncan questioned whether these courses are sustainable, while Pete questioned Nick's involvement and NZSAR's responsibility. Questions around what will flow into future training.
- Jo: Considering one person per district, convinced can keep running.
- Dave to look into.

Karen discussed TMF assessment trials, identifying and assessing competencies.

Pete: TMF running smoothly, put in request for a couple of enhancements. Raewyn satisfied with the registration process so far.

- Pete: Police can join and get membership number so can be involved without being member LandSAR.

- Karen: They can – someone wanted to register as member of police through our calendar, but can't circumnavigate system. Only there for LandSAR. He didn't even want to go through Police.
- Pete has gone direct to Nick re IMT refreshers.
- Jo: Liaison needs to be between local SAR coordinator and whoever is delivering local refresher.
- Karen: Working throughout year on training records, can we discuss getting records for 2013 prior?
- Dave: Won't happen. Amount of work required to do that. Can say categorically won't go there. Prior to 2013, whole thing managed by Palmerston, they used different system to everyone else. 2013 should be fine.
Karen: I'll put in a request via you to Ashley.
- Pete: Tina recording training records in 2005.
- Dave: Palmy North emergency department, used noodle. It's a blank on the map.
- Pete: Is info still there prior to IMANZ?

ACTION: Dave to find out if IMANZ information available prior 2013/ offline.

v. Police

Jo: DipFlat Police Course – have had LandSAR people along. Really valuable. This will continue. Reiterate looking at people not huge amount experience, come to us some level competency, envisage that some will be markers/ evidence gatherers, can do as way and means of competencies. SAR managers thank you for your support, Ray has put a lot of work and we are on target. Discussion about progress of MTIR land and marine registration process.

- Mike: Dealing directly with marine.
- Rae: Should be on TTP – a button says: "Register now."
- Jo: Hoping to get people register on PeopleSoft. Not just from SAR perspective, want police NCOs onto multi agency level. Looking to line things up with LandSAR, hope to create improvements.
- As far as managers, one concern with SAR course from Police perspective is people aren't doing pre-reqs: MTIR land, Marine, and CIMS4. Can be lenient on those landlocked who may do alpine. Not sure usefulness of Coastguard and Maritime doing land from my Police perspective, but want to create training pathway so created training pathways and possibilities for people. When looking at land want to make manageable pathway so don't have 2-3 courses in same months. Want for police in particular to complete that training. Really keen for any courses we do to have full complement.
- LandSAR competency workshops this weekend, with a couple of police who would be good assessors and markers and other police SAR squad members in process. Aim to blow away thought police can't be assessors

- Carolyn: When are these courses, and where? Will there be a calendar? An email sent out?
- Dave: Another task for me is to create a multi-agency calendar.

Action: Dave to look into creation of multi-agency calendar.

- Rae: A training calendar was sent out to us in the past (NZSAR)
- Dave: Will still happen but then we will do another online version too. NZSAR website is available now, but what is happening is it's not live so when dates, courses change etc. As soon as you go to print can be obsolete.
- Dave: I looked at it yesterday, it's a google calendar and I don't like way it works.
- Carolyn: One stop shop?
- Dave: Yes. Two weekly blurt from Fran about what courses are, colour-coded – just find bit that you need.
- Paul: All other agencies put in a bid for training. Put in bid for 60 people, ours is smaller. For us to accept, we have to find one that's working.

vi. NZSAR

Duncan briefly outlined NZSAR's recent activities, including marine response planning. Conclusions about whether planning needs to be completed at this stage to be discussed at the next meeting.

There is heavy investment into SAR info, data, and prevention. When get NSS per person they will drive this aspect.

16: General business

- Duncan: Re-advertising NSS coordinator position – need someone to help coordinate that.
- Dave thanked the group for using this forum to network and to facilitate the "One SAR" concept.

Meeting closed 2:23 pm.

TASKS	Meeting Date 20 th February 2015	
Action	Person responsible	Due
Form a Technical Advisory Group to progress the development of FSP with the authors of the MTIR moderation report. Nick Engleback, Nick Coyne, Hamish Reid and Pete Corbett, Jo Holden, Dave Ritchie, Rachel McKenzie, Nicola Hockley and Chris Astle	Pete	
TAG to put together a review plan for the MTIR course and circulate to the SARPAC group by email prior to the next meeting.	TAG	Next meeting
Circulate the moderation report for CIMS4 to SARPAC group when received.	Complete	
Approach Nicola Hockey to moderate SAR Leadership at Glentui in June.	Mark	
Put together a one pager about the Train the Trainer courses and feedback from students. Johnathon Walmsley, Mark and Tracey Russell need to sit down and review the course material.	Mark	
Pete to put together a proposal to PAC, for endorsement and GG for approval, for a LandSAR specific Train the Trainer short course, in consultation with TPP, including a 'Train the Assesor" component customized to Land SAR's needs.	Complete	

Urgent Request for Hamish to send ORM to Peter to send to his sector.	Complete	
Confirm credit value for Investigative Interviewing course	Dave	
Establish a schedule of milestones and completion dates for the review and redevelopment of Operational Tracking course.	Complete	
Ian Newman will know who delivers these courses. Rae to talk to Ian and Pete also to get this moving.	Complete – although Rae still waiting for course materials.	
Send Belinda a copy of the NZSAR training calendar.	Phil	
Inform all agencies in the room if changes on the website TPP or LandSAR to Phil Burgess via Karen Walker.	All	
TPP to follow up new tutor recommendation of Seth McFee for CIMS2 for SLSNZ	Complete	
Land SAR to create link to drop box for TPP to view Land SAR curricula, Trial assessor document and list of competencies	Pete/ Karen	
Land SAR to send out development plan for alignment project to PAC agencies	Pete/ Karen	
Dave to confirm credit value for Investigative Interviewing Course.	Complete	
Report accidents and incidents to every meeting	All	Each meeting.
Parking Lot:		

- Rae: Parts of MTIR will be moved to FSP.
- Group agreed to aim for delivery of the updated course by May 15-17 for MTIR course in Hamilton
- CIMS4-SAR May 16-17 course altered (dates) by Pete Corbett.
- FSP courses have been taken off calendar for Wellington in March and Westport in May
- Pilot: Jo said Police need 3 month lead in time.
- Carolyn McKenzie to replace Paul Craven
- TEC funding issues for under 18 year olds – letter to principal required.
- DR suggested 2 EFTs per year.
- GPT must go to Phil Burgess first.
- Investigative interviewing development: Rae Tailby. Underway: stage two about to kick off – developers tied up til after June.
- NZSAR START – Lesson Material/ SAR Knowledge – PAC still to follow this up, or remove this item from minutes.
- NZSAR web based training calendar – Rae Tailby/ Karen Walker: ongoing
- Course nonattendance notification – Fran Cohen/ Karen Walker: ongoing
- Academic side of operational tracking put through academic board, added to list of electives for Cert Land Search. Only for two day, not five day course.
- New ‘budgie’ has been appointed, as yet unnamed – Trevor has been ‘acting budgie’ in interim.
- Dene Duthie is coming to stay 11-13 May to help put final touches on SAR Managers.
- Dave and Ash have PAC 14 May.
- Dave and Ash to schedule a SARNET conference call with Duncan Friday 1030hrs. Fran has not been doing regular updates. As per highlighted in our new MoU – he still wants course flyers.
- SARINZ are still putting a lot of pressure on LandSAR and NZSAR.

TASKS	Meeting Date: 14 May 2015	
Action	Person responsible	Due
Approach Nicola Hockey to moderate SAR Leadership at Glentui in June.	Complete – Nicola confirmed	
Investigative interviewing: Pete would like to see final version of lesson plan.	Raewyn	September

Operational training: 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	June
Pete to complete draft regarding TEC funding. Circulate by email, send to Duncan.	Pete	Next meeting
Dave to create drafted proposal for governance group.	Dave	Next meeting
SAR training diagrams – Duncan to differentiate/ create two separate diagrams in Appendix 6	Duncan	Next meeting
Appendix 9: Dave and Raewyn to create a table of where we are at in moderation process	Dave/ Raewyn	June
Dave and Pete to find and send PAC TOR out. Get governance group to also put on agenda for next few meetings.	Dave/ Pete	May
Course dates, cancellation and postponement: Pete to articulate process and disseminate to PAC for consideration. Decision to be made at next meeting.	Pete	Next meeting
CIMS 4 Moderation Report: Jo and Rae to complete, come back electronically through PAC and go to governance group.	Jo/ Rae	June
CIMS 4: Jo and Rae to complete moderation response and move electronically.	Jo/ Rae	End of June

<p>Course Moderator: Duncan updating diagram, open to MoU being added to app.</p> <p>Multi agency promotion and marketing training: Belinda to tag another column onto saying it's multi agency so very clear how course is run.</p>	<p>Duncan/ Trevor to work on, amalgamate two, circulate</p> <p>Belinda</p>	<p>May</p>
<p>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.</p>	<p>Jo/ Mike/ Martin</p>	<p>Next meeting</p>
<p>Dave to find out if IMANZ information available prior to 2013 offline.</p>	<p>Dave</p>	<p>Next meeting</p>
<p>Dave to look into creation of multi-agency calendar</p>	<p>Dave</p>	<p>May</p>
<p>Parking Lot</p> <ul style="list-style-type: none"> - Moderation ii: CIMS4 Looking at projects unfinished – will go through and prioritise (gap MTIR and ISP) - A place needs to be found to store “live” training calendar. - Fran’s weekly mailout needs to be colour coded to alert people to what is upcoming. - Moderation report sent to Duncan Ferner and Trevor Crozier by Dave, not sent to Pete C as was moderation of 3 day CIMS (LandSAR don’t engage in.) - CIMS4-SAR rescheduled for 4, 5 July. Tony Teeling confirmed. - Dave: no idea what is happening with TAG action – putting together a review plan for MTIR course and circulating. - Train the Trainer: More info needed and need to get more enrolled. Rae has asked Selena to pass on feedback from those on the course. - Outdoor Risk Management: Rae waiting for feedback. - Investigative Interviewing. Raewyn will aim for this to be developed by September. A meeting is in the process of being scheduled. - Duncan asked that Dave reword SAR ACE ‘Health and Safety Update’ to differentiate. 		

- Rae is missing a lot of emails and if there any issues like complaints she and Ashley need to be CCd into that.
- **Sept 23 SARPAC:** Tutor Credentialing process. SARPAC wish for advancement in this process before next meeting.
- Phil Burgess to explore NZSAR funding a workshop session to look at current training capability (inventory) and gap analysis following receipt of Coastguard report.

Incomplete actions from last meeting:

- Mark Whitehouse one pager re: Train the Trainer.
- No one in charge of TAG review plan for MTIR course.
- Group agreed to aim for delivery of MTIR Land updated course by May 15-17 for MTIR course Hamilton. No updates since last meeting.

TASKS	Meeting Date	
Action	Person responsible	Due
Parking Lot		