New Zealand Search and Rescue

Meeting Notes
SAR Training Governance Group Meeting
12:00pm – 3.30 pm Tuesday 25 November 2014
Te Waka Room, Ministry of Transport
Level 6, SAS Tower
89 The Terrace, Wellington

Attendees:

Samuel Blight	Phil Burgess
Harry Maher	Paul Craven
Phil Pollero	Trevor Crozier
Paul Dalton	Duncan Ferner
Joe Green	Drew Croft (Minutes)

1. **Welcome**

   Duncan opened the meeting, welcoming attendees and noting apologies below. The meeting was opened at 12.pm in the Te Waka Room, Level 6, SAS House, 89 The Terrace, Wellington on 25 November 14.

2. **Apologies**

   Nigel Clifford, EMQUAL

3. **Notes of Gov Gp TOR meeting held on 27 May 2014**

   Joe should have been on the attending list. Subject to amendment, the minutes were accepted as a true and accurate record.

4. **Matters arising from the Notes**

   Please refer to the appendix A, the ongoing actions list at the end of these minutes.

5. **SAR Training Gov Gp TOR – reconfirm objectives**

   Discussion: Attendees are finding it difficult to keep track of work/action progression. It's not clear what's happened in the past actions, better consistency of minute taking is required.

   Decision: Minutes must be clear and consistent in future and some actions aren't being completed.

   Action: PAC and Gov Gp are to have clear minutes with a consolidated summary action list at the end of each. Items are to indicate if they seare completed or if they are open. The action list items that are still open are to be transferred to the next minutes. The PAC and Gov Gps action lists will be separate. – Phil will manage this.

6. **Conflict of Interests**

   Discussion: Paul Craven (filling in for Nigel Clifford) sits on the PAC.

7. **Confirmation of out of session matters:**
   TEC corresponded with Duncan Ferner regarding advice for SAR (ACE) provision in 2015. He responded on behalf of the Gov Gp.

   Action: SAR (ACE) advice and response letters were tabled and noted.

8. **Delivery of SAR ACE training update, completions, cancellations etc:**

   A) **Completions.** The sector has completed a lot of training this year. 133 EFTS at this time this year vs 86 EFTS at the same point last year.

   B) **Cancellations.** We are experiencing fewer course cancellations this year. Attendance is almost double this year compared to last. While some courses have been cancelled due to less than minimum numbers, we have put on additional courses which balances the overall picture out.

   C) **Adjustments.** There is an ongoing need for more SAR management courses. Phil has adjusted the courses to respond to the need for them. It is expected that all EFTS will be utilised by year end.

   Discussion: Course satisfaction surveys of attendees indicate an overall student course satisfaction rate of 92% and student tutor satisfaction rate of 93%.

   Courses have run a lot smoother this year. Some improvements are still to be made but there is a strong sense we are on the right track.

   Phil noted that NZSAR expects courses to run for the designated length & not finish early or be consolidated without consultation. A Marine MTIR course in Auckland, ran for 2 days but should have taken 3.

   NZSAR seeks to have a summary list of all approved SAR (ACE) courses including relevant information such as minimum numbers, length of course etc.

   We also need to have better information to show what we are achieving, not just what EFTS we are consuming. Ideally this should include students that have completed the training by agencies so we get a better picture of training by quarter.

   TPP noted that they have updated software to conduct better surveys. Quarterly rolling statistics reports including completion data will be made available in 2015.

   Actions
   - TPP will provide a summary list of approved SAR (ACE) training including a course description, minimum numbers etc.
   - Sector will try to get course cancellations down to a minimum. Phil will send everyone a copy of the SAR (ACE) training updates as they occur and include postponements as well as cancellations.
   - TPP will provide quarterly reports including information on satisfaction rates, course completions, student achievement and EFT consumption.

9. **Newly identified / additional training requirements:**

   a. **Training previously referred to PAC.**

   PAC note taking has not been of sufficient quality to ascertain if all tasks allocated to the PC have been completed or not.   (see summary task list requirement described in item 5). Overall feedback on SAR (ACE) training received has been good, NZ Police and Coastguard have suggested to the PAC some items for the Marine MTIR course that need to be improved. TPP also has some minor suggested changes for several courses which will be referred to the PAC.

   b. **Confirmed list of approved SAR(ACE) training.**
      - Formal search planning land course development discussions will be held in Christchurch 6 - 7 December 2014. Phil will attend.
      - The development of Marine formal search planning training will be put on hold until the Land version is complete and a Marine training gap analysis is complete.
      - The potential investigative interviewing course is still being considered by the PAC.
      - An Operational Tracking course working group will be getting together in December 2014 together with TPP.

   c. **Change and amendment flow diagrams.**

   Discussion: Phil has made two flow diagrams for new SAR Training and changes to existing SAR training. Feedback is requested for these two diagrams within two weeks.

   Noted: TPP is expected to make minor course changes as required in house.

   Action: New SAR Training / changes to SAR training flow diagram feedback is required by 9 December 2014, attention Phil.

10. **Update of SAR training material responsibilities and arrangements.**

    Discussion: Some SAR (ACE) delivered training is being/has been developed by NZSAR but NZSAR is not well positioned to maintain/update the course material.

    TPP agreed that it will be able to cover costs for minor changes to NZSAR developed courses.

    Decisions:
      - The SAR (ACE) course table (see item 8) is to include details of ownership, a schedule & summary of course prescription and maintenance / review responsibilities and a "traffic light" indication regarding the quality and currency of the course material & content.
      - PAC to suggest a mechanism to flag when a course needs to be reviewed and / or updated and a way to priories those most in need to review.

Samuel suggested that NZQA could recognise this body as a standard setting body. This would give this group control of the content of training material. An ITO could have control over the process.

11. **SAR Sector training needs for 2015**

a. **Approval of plan**

Discussion. The requested needs based training for the sector added up to 213 EFTS. Every course requested has been included but the numbers of attendees has been scaled down. All agencies (less Police) were much better at providing a prediction of training need this year.

Attendees agreed that Phil has done a great job of putting together the table of needs based training and that the new layout easy to understand. With this data TPP will be able to calculate quarterly report much more easily.

Decisions/Actions:
- The prediction of SAR training need for 2015 was approved.
- Up to 12 non-Police persons (nominated by Police) may be considered for the CBES boat master's course in 2015.
- If possible, a second SAR Managers course will be run in late 2015

b. **Adjustments and change process management and permissions**

Discussion:

NZSAR requested permission for NZSAR to be able to maintain and update the training prediction table as required.   Noting that significant changes will need to be notified to the Gov Gp and PAC, this was agreed.

Attendees agreed that, as a sector, we need to do more to get SAR people signed up to the predicted training, to actually attend the training. Organisations need to follow through with their commitment for people to do courses.

To assist, we require the material to publicise and "sell" the courses to SAR people. This should be attractive and include relevant pictures, title, how many credits, and locations of courses. We also need a unified and correctly maintained calendar of SAR (ACE) courses.

Decisions/Actions
- TPP will place course information on the SAR section of the TPP website. They will also do one pagers of each course, and booklet/pamphlet prospectus of courses. Make it available on a printable website.
- NZSAR is permitted to maintain and update the SAR training prediction as required provided that significant changes are notified to the PAC and Gov Gp.
- NZSAR will distribute the approved training prediction spreadsheet.
- TPP will build a "SAR" page in its website and host an on-line calendar of available SAR (ACE) training.
- TPP will work with NZSAR to develop materials to promote SAR (ACE) training.

c. **Getting SAR people to attend requested / programmed training**

TPP have created an online enrolling system

12. **Quality assurance evaluation / moderation**

   a. **2014 Reports and Achievements**
      Discussion:

Only one piece of training has been evaluated so far in 2014. Agreed this is unsatisfactory.
   - CIMS4 Aug 2-3 not evaluated – course cancelled
   - Search techniques 4-5 Oct not evaluated – scheduling problem with moderators
   - The 3 day CIMS 4 course is to be moderated on 10-12 December.

      Decision/Actions:
      - 5 course evaluations will be conducted in 2015.
      - NZSAR will fund the sector evaluator for management courses.

   b. **2015 Plan & Investment (for approval)**
      Awaiting for Quality assurance evaluation / moderation recommendations from the PAC.

13. **Review of SAR PAC Minutes July, Sep & Nov including issues arising/referred**

   The PAC meeting on 23 Sept 14 had two action tables. No actions from summary have been referred to Gov Gp.
   Action/Decision – PAC and Gov Gp will maintain a rolling action/Decision table and include it with each set of minute.

   NZSAR is seek training material to include on START.

   Actions/Decisions
      - TPP will send all relevant PowerPoint's and other info to Phil to include on START.
      - LSAR will scan their material and send relevant PowerPoint's and other info to Phil to include on START

14. **SAR (ACE) three way agreement. Sector, provider, funder**

   Discussion: NZSAR noted the lack of a "rulebook" between the funder, provider and the sector on how SAR (ACE) is to operate. The TEC minute from December 2012 is all we currently have.

   Acting on the collective behalf of this group, NZSAR proposes to develop a 3 party MOU document detailing how SAR (ACE) is to function. It will allow for the possibility of multiple training providers in the future, include administrative information, tutor capability descriptions,   and support both financial and data transparency.

   The credit allocation for each piece of SAR (ACE) training needs to be reviewed.

Actions/Decisions:
- In consultation with the Gov Gp, NZSAR is to lead the development of the MOU. It is to be complete by early 2015.
- A NZSAR/TPP review of SAR(ACE) credit allocations is to occur in early 2015 with the results being reported to the SAR PAC on 20 February 2015.

15. **Proposed reporting, engagement meetings 2015**

   Discussion: Proposed 2015 meetings dates were noted. In addition, NZSAR and TPP are to have a monthly teleconference meeting

16. **SAR involvement with TROQ**

   Duncan resigned from the TROQ.

17. **General Business and updates:**

 a. **EM (ACE)** Is underway and is happening in 2015. TEC wants it to have a close, reciprocal relationship with SAR. Possibly have a joint meeting with the new programme managers of EM (ACE) when they start

 b. **START / TPP online.** NZSAR was shown a demo of a presentation. Derek Chirnside from TPP put it together. TPP is to pick up if course attendees have pre course knowledge.

   Action: Phil is to meet an IT person from TPP to setup a drop box test similar so we can find out what people know before they get to the course

 c. **SAR Managers Course** – Specific rules need to be in place around course, investment and who does what. NZSAR need to have assurance that the product they are producing is at a good standard and that we can make reference to in future.

 d. **Land FSP development** – covered earlier above

 e. **Air Observers training** – NZSAR still organising a package to bring to various people across the country.

 f. **ANZPA** – ANZPA has the responsibility of setting SAR training standards for Police in Australia and perhaps NZ. NZ Police haven't been involved and are unsure if ANZPAs work will have any effect.

18. **Other Business**

   - No other business

   Proposed Next Meeting: TBC

Appendix A – Ongoing Decisions/Actions List

Action	Responsibility	Timeframe	Status
PAC and Gov Gp are to have clear minutes with a consolidated summary action list at the end of each. Items are to indicate if they are completed or if they are open. The action list items that are still open are to be transferred to the next minutes. The PAC and Gov Gps action lists will be separate.	Phil Burgess	Ongoing	Open
TPP will provide a summary list of approved SAR (ACE) training including a course description, minimum numbers etc	TPP	February 2015	Open
Sector will try to get course cancellations down to a minimum. Phil will send everyone a copy of the SAR (ACE) training updates as they occur and include postponements as well as cancellations.	SAR Sector	Ongoing	Open
TPP will provide quarterly reports including information on satisfaction rates, course completions, student achievement and EFT consumption.	TPP	Ongoing	Open
SAR (ACE) training prediction to be sent to Gov Gp and PAC members	Phil Burgess	Dec14	Completed
New SAR Training / changes to SAR training flow diagram feedback is required by 9 December 2014 attention Phil.	Everyone	9th Dec 14	Open
The SAR (ACE) course table (see item 8) is to include details of ownership, a schedule & summary of course prescription and maintenance / review responsibilities and a "traffic light" indication regarding the quality and currency of the course material & content.	TPP	Q1 2015 then ongoing	Open
PAC to suggest a mechanism to flag when a course needs to be reviewed and / or updated and a way to priories those most in need to review.	PAC	20 Feb 14	Open
The prediction of SAR training need for 2015 is approved.	All	2015	Open
Up to 12 non-Police persons (nominated by Police) may be considered for the CBES boat master's course in 2015.	Police/NZSAR	2015	Open
If possible, a second SAR Managers course will be run in late 2015	Police/TPP/NZSAR	2015	Open
TPP will place course information on the SAR section of the TPP website. Will also do one pagers of each course, and booklet/pamphlet prospectus of courses. Make it available on a printable website.	TPP	Jan 15	Open
NZSAR is permitted to maintain and update the SAR training prediction as required provided that significant changes are notified to the PAC and Gov Gp.	NZSAR	Ongoing	Open

Action	Responsibility	Timeframe	Status
NZSAR will distribute the approved training prediction spreadsheet.	NZSAR	Dec 14	Open
TPP will build a "SAR" page in its website and host an on-line calendar of available SAR (ACE) training.	TPP	Jan 15	Open
TPP will work with NZSAR to develop materials to promote SAR (ACE) training.	TPP/NZSAR	Feb 15	Open
5 course evaluations will be conducted in 2015.	TPP/Sector	2015	Open
NZSAR will fund the sector evaluator for management courses.	NZSAR	Ongoing	Open
TPP will send all relevant PowerPoint's and other info to Phil to include on START.	TPP	Q1 2015	Open
LSAR will scan their material and send relevant PowerPoint's and other info to Phil to include on START.	Land SAR	Q1 2015	Open
In consultation with the Gov Gp, NZSAR is to lead the development of the MOU. It is to be complete by early 2015.	NZSAR	Feb 15	Open
A NZSAR/TPP review of SAR (ACE) credit allocations is to occur in early 2015 with the results being reported to the SAR PAC on 20 February 2015.	NZSAR/TPP	Feb 15	Open
NZSAR and TPP are to have a monthly teleconference meeting.	NZSAR and TPP	Ongoing	Open
NZSAR to work with TPP and SAR orgs to resolve pre course knowledge requirements and responsibilities.	Phil Burgess	Q1 2015	Open