

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes
1:00 – 3:00pm Tuesday June 30 2015
Level 6, SAS Tower
89 The Terrace, Wellington

1. Present

Harry Maher	Samuel Blight
Joe Green	Duncan Ferner
Paul Dalton	Mike Hill
Trevor Crozier	Carolyn McKenzie

2. Apologies

Bruce Lynch (TEC)

3. Notes of Gov Gp meeting held on 10 March 2015

Discussion

- Duncan has been invited to the EM ACE inaugural Governance Group meeting, set to happen in July.
- Pre-course knowledge requirements were received yesterday, and will build into the SAR ACE course table to be discussed later on.

4. Matters arising from the notes

Discussion

- No further points.

5. Confirmation of any out of session matters since last meeting

Discussion

- A new TEC Relationship Manager has been appointed.
- Discussion around the need for two providers. Duncan outlined the Memo of Understanding in relation to SAR ACE funding. Any training provider would need to agree to MOU in entirety.
- Governance Group proposes to TEC how EFTs will be allocated. It is sector responsibility to allocate EFTs to training need.
- Preferred sequence: SARENZ applies to TEC outlining skills and capability, and demonstrating their capacity to deliver. The sector decides where the actual training need is and allocates that.
- Any decision with TEC will be predicated on known training needs and actual course curriculum.
- It was noted the capacity to move EFT's once they were allocated was very limited.
- The Governance Group wants to reserve the right to make the final training need advice to TEC.
- Discussion around distribution of EFTs and managing more than one provider offering training. Samuel withdrew during this discussion because of a conflict of interest.

- Mike stated that the transparent way for Governance Group to express their views to TEC is “unanimous” or “non-unanimous.”

Task: *Duncan to discuss with TEC how they measure criteria.*

6. SAR (ACE):

Discussion

- a) **Training delivery update**
- b) **TPP Training Report 1st February – 1st June 2015**

- Trevor noted that this year to date 85 EFTs have been consumed. The planned training schedule has not been exposed to significant cancellations in any one area at this point. Will take a closer look to check courses plotted to date – how many EFTs are planned to be consumed for the rest of the year.
- Samuel noted that now Ashlee is back there should be no issue around monthly reporting. Indicated that a report will be sent out within the first week of each month.
- Trevor: Online satisfaction feedback is sitting around 34%, this is a key quality measure and too low to be able to form reliable conclusions. Alternative methodology is needed to raise these levels. Sam outlined some potential solutions.

Task: *Trevor to work with TPP regarding options to increase feedback.*

- MTIR (Land) moderation: Moderation has to be approved by PAC and then the Governance Group before any subsequent action is started. Harry noted the process order didn’t happen in this case – change actions were occurring before the Governance Group had actually considered and approved the report.

Task: *The MTIR (Land) Moderation Report was approved and its recommendations accepted. Duncan to advise PAC, TPP, Police and LSAR*

- The SAR Leadership 12-14 September course moderation has been deferred to a course occurring later in the year due to inclement weather. There is a CIMS 4 two day course this weekend in Hamilton, and a CIMS 4 three day moderated course, which has not been actioned.

Task: *Trevor to discuss the CIMS 4 three day with Rae and reach a decision about the next step.*

- The SAR ACE funded course table will be complete and recirculated once pre-requisite details are added in.

Task: *Trevor to circulate the updated table the following week.*

<p>7. Review of SAR PAC Minutes from 14 May 2015</p>	<p>Request to Chair of PAC – please review and edit Minutes before circulation so as to achieve brevity without losing accuracy, key actions and responsibilities.</p>
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	<p>Task: Trevor to work with TPP to develop timeline for Investigative interviewing.</p> <p>Trevor: to bring a resource development project plan draft to next Governance meeting.</p>
<p>8. SAR (ACE) three party MOU amendment – Appendix 3. TEO Reporting. Fortnightly reporting requirement removed. Appendix 9. Moderation of SAR (ACE) Training. Further process details included.</p>	<p><i>Discussion</i></p> <ul style="list-style-type: none"> • PAC’s discussion on Health and Safety has primarily been based around delivering H&S during training. • MOU doc: re: Appendix 3 requirements, monthly reporting fits in better with other cycles, so fortnightly reporting has been removed. • There are new “as at” dates for Appendices. <p>Task: Page 3 Appendix 3 date reads 30.4.2015, but should read 30.6.2015. Duncan to amend.</p>
<p>9. General Business</p> <p>a) SAR Managers Course update</p> <p>b) Formal Search Planning Land Update</p> <p>c) Other Matters</p>	<p><i>Discussion</i></p> <ul style="list-style-type: none"> • Duncan gave an update on a successful SAR Managers Course. SARNET is working well. Carolyn noted the course was facilitated well by Gerald. • Sam asked that Duncan write a joint letter of thanks to everyone, recognising the efforts of Rae and Gerard. <p>Task: Duncan to write letter of thanks.</p> <ul style="list-style-type: none"> • Re: Formal Search Planning drafts were due for completion at the end of the month. Trevor outlined why this is running behind schedule. A pilot is proposed for September. Harry requested a debrief to learn from the delay. • Investigative Interviewing. Sam: feedback was that the Standards were complete and assessment materials were being worked on for release in September. • Tracking development: targeting completion in time for roll-out in the 2016 training round. • A letter is to be drafted and sent to TEC regarding allocating up to 3 EFTs for training non-residents. Discussion around the best procedure for this and who to send it to. <p>Task: Trevor to email the letter to Group members. Duncan to organise forwarding post-approval.</p> <ul style="list-style-type: none"> • Mike raised potential issues around MFAT’s Pacific SAR request.

TASK LIST
GOVERNANCE GROUP MEETING 30 JUNE 2015

Action	Person Responsible	Due
Letters of appreciation on behalf of Governance Group re. Managers course	Duncan	Ongoing
Forward proposal to TEC to exempt international students from having to pay fees for SAR training post Group approval.	Duncan	By next Governance Group meeting
Develop firm delivery dates for Investigative Interviewing	Trevor	Ongoing
To clarify resource development project plan order steps.	Trevor	By next Governance Group meeting
Explore options with TPP to increase feedback.	Trevor	Report at the Governance Group meeting
CIMs course moderation report circulated. Trevor to follow up with Rae.	Trevor	Ongoing
SAR ACE funded course table recirculated once pre-requisite details are added in.	Trevor	10 July
A project plan draft to clarify resource development stages.	Trevor	At the Governance Group meeting
The MTIR (Land) Moderation Report was approved and its recommendations accepted. Advise PAC, LSAR, Police and TPP	Duncan	Before next PAC
Page 3 Appendix 3 date reads 30.4.2015, but should read 30.6.2015. Duncan to amend.	Duncan	10 July

Parking Lot Reminders

- a. Post FSP Land – carry out a review of the development so as to improve the process.
- b. A one page promotional flier for each course that is also available on the website. ***Completed by end of July.***
- c. A NZSAR / TPP review of credit allocations is to occur in early 2015 with the results reported to the SAR PAC on 20 February 2015. ***Waiting for LandSAR to work through competency alignment project and report on what changes to Standards are being sought.***