



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

**Minutes of Meeting
Programme Advisory Committee
Thursday 13 November 2014
Ministry of Transport
Level 6, SAS Tower
89 The Terrace, Wellington**

Attendees:

Dave Ritchie - TPP (*Chair*)
Mark Whitehouse – Coastguard
Phil Burgess – NZSAR
Trevor Crozier – NZSAR
Julian Smith – LandSAR
Martin MacLean – EMQUAL
Joe Green – Police

Rae Tailby – TPP
Peter Corbett – LandSAR
Paul Craven – RCCNZ
Belinda Slement – SLSNZ
Jo Holden – Police
Allan Mundy – SLSNZ
Amy Greig – MoT (*Minutes*)

1. Welcome

Dave opened the meeting, welcoming attendees and noting apologies as below.

2. Apologies

Karen Walker – LandSAR

3. Minutes of previous meeting

The minutes of the Programme Advisory Committee (PAC) meeting held 23 September were accepted as a true and accurate record.

4. Matters Arising from Minutes of Meeting 23 September 2014

Matters arising from meeting held 8 July 2014 have been completed or are being progressed.

See action items at Appendix 1

5. Head of Department

(a) *Review of Training Delivery to Date:*

The SAR ACE Training report was distributed at the meeting. Delivery of SAR ACE training as at 31st October 2014 is summarised in the table below:

As At 31 October 2014	October 2014	October 2013
Total SAR ACE EFTs to date (October 31 2014)	133.4	86
Number of courses to date	69	43
Number of courses cancelled	32	40
Number participants registered for courses	1300	
Total number participants attending	1043	492
Average numbers registered for course	18.84	
Average Number attending per course	15.01	11.44
% non-attendance	19.8%	
% of GPT predicted courses	58%	48%

The results are pleasing, with 69 courses having been held compared to 43 the same time last year. However, discussion was held on the 32 courses that were cancelled due to non-attendance (19.8%) and whether there was more that could be done to find out the reasons for cancellations.

The group agreed there were various steps that could be taken to find out why people don't show, including asking people to complete a survey and phone calls – however the group acknowledged that being a volunteer sector, the nature of the beast is that people are susceptible to 'life' matters needing to take priority. The reality is that while it would be useful to learn more about what makes people cancel from workshops, it is something that will continue to hinder training in the volunteer sector.

(b) Satisfaction Survey

The report was distributed at the meeting. While it took some time to gather the data, the results are pleasing and consistent with last year. Finding tutors with the appropriate skill set to complete the courses can be a challenge for TPP, the group agreed they do well to provide a good service and are pleased with the results.

Rae will be ensuring the tutors receive the feedback and are congratulated on their good work.

(c) Tutor Qualification and Training Pathway

TPP tabled a training matrix which outlines the way they are proposing to align tutors to the appropriate courses. The group agreed the document looks good and will be effective way of ensuring alignment of the right tutor to the right course.

TPP also tabled their thinking around a tutorial pathway for tutor professional development. TPP sought feedback from the group on the pathway and whether they felt it would be fit for purpose. In terms of the last stage 'research and or article publication in relevant SAR journals' – the group also suggested TPP think about things such as attendance at conferences, international forums, field tips and thesis/doctorates as a way of recognising excellence.

Decision: The PAC **endorsed** the tutor qualification and training pathway documents as tabled at the meeting.

(d) *Investigative Interviewing*

A paper on a proposal for an Investigative Interviewing Techniques workshop was distributed at the meeting. The paper covers the outline for a potential two day course on Investigative Interviewing.

This course will be similar to the course run by the Police. The group suggested TPP look at whether a standard for this Course already exists to save reinventing the wheel. Questions were asked around whether the course should be worth 12 credits. Similar courses suggest this is a lot for a two day course. Dave noted this and will look into it before confirming the credits available. The requested receiving the document electronically in order to make changes. Dave would appreciate comments back by the end of next week (Friday 5 December).

Decision: PAC **endorsed** the Investigative Interviewing Techniques Course

Action: Dave to send the electronic version of the paper to the PAC for ease of use

Action: PAC comments back to Dave by end of next week (Friday 5 December)

Action: Dave to confirm appropriate number of credits available for this course.

(e) *Moderation*

The SAR Moderation Plan for 2015 is based on the following factors:

- (1) Utilisation across sector, current, future;
- (2) Feedback – good and bad / students, tutors; and
- (3) Risk – physical and organisational.

Moderation Factor and Responsibility Table

Utilisation (1)	Feedback (2)	Risk (3)	Academic Moderation (Responsibility)	Sector Moderation (Responsibility)
CIMS4 (2 day)	CIMS4 (2 day)	CIMS4 (2 day)	TPP	LandSAR NZ
SAR Leadership	SAR Leadership	SAR Leadership	TPP	NZSAR
Search Suburban Environment	Search Suburban Environment		TPP	LandSAR NZ
Train the Trainer	Train the Trainer		TPP	NZSAR
Investigative Interviewing (New Course)		Investigative Interviewing (New Course)	TPP	NZSAR

After lengthy discussion the PAC agreed to the moderation of a CIMS 4 course to end 2014 and of the following courses for 2015, in this priority:

1. CIMS 4 (2 day)
2. SAR Leadership
3. Searching the Suburban Environment
4. Train the Trainer
5. Investigative Interviewing

Decision: PAC *endorsed* the moderation of the 5 courses as outlined above.

6. Proposals for new or additional training to SAR ACE

No additional comments from PAC.

7. SAR ACE Funding Training Plan 2015

Phil spoke to this item. A summary of training for 2015 was distributed at the meeting. The document covers all the requests for training made by the sector and utilises all available EFTS. The training plan requires close monitoring and liaison between the sector and provider to ensure it stays on track.

The PAC agreed the training plan looks good. There will be some tweaking required in terms of dates and tutor availability but the big picture looks achievable.

LandSAR have a few queries regarding their data aligning with the proposed training plan and will discuss further with Phil outside of the meeting.

TPP were asked if they would be able to deliver the plan as it stands and they agreed they could.

Phil advised that it would be helpful, if any organisations would like to query any courses or seek additional courses to be added to the plan that they go through him, rather than to the provider directly. The PAC agreed to do this.

Decision: The PAC *endorsed* the SAR ACE Training Plan for 2015.

8. NZSAR START – Lesson Material/SAR Knowledge

Phil showed PAC the NZSAR START web page and the Knowledge Library. The Knowledge Library has helpful information for the sector to utilise and can also be accessed by the public. The site also includes helpful training modules that can be utilised by the sector. The PAC agreed the NZSAR START webpage has been well put together and is a useful tool for the sector.

Phil encouraged PAC to have their organisations consider relevant 'SAR Knowledge' that could be included on the START site. Currently there is a lack of information available and Phil reminded the PAC that keeping appropriate SAR Knowledge on START would be of benefit to the whole sector.

Action: PAC members to encourage their organisations to provide useful 'SAR Knowledge' information for the NZSAR START website.

9. Whole of Sector Courses

Duncan Ferner attended and spoke to the group for this item. PAC found it useful to have these insights from Duncan and appreciated the opportunity to ask him questions.

Dave asked Duncan if he would consider attending future PAC meetings to provide brief updates from the secretariat's office. Duncan agreed to do this.

Action: Duncan to be invited to provide a brief update to PAC at future meetings.

10. NZ Police Update

Joe Green provided an update for Police. He advised that (as most PAC members were aware) Bruce Johnston has resigned. His position will be advertised soon, however due to restructuring and other staff changes within the Police the position won't be filled until early 2015.

Joe mentioned meeting with Jon White from Australian New Zealand Policing Advisory Agency (ANZPAA) meeting held recently. ANZPAA represents the 8 different states and territories throughout Australia and NZ Police. The objective of ANZPAA is to professionalise police and to discuss the alignment of police competencies across the jurisdictions. The follow up is progressing slowly due to logistical issues. Joe will keep the PAC updated as more information comes to light.

11. LandSAR

Pete Corbett provided an update on behalf on LandSAR. The Operational Tracking Training workshop is scheduled for 3-5 December.

All LandSAR courses have been confirmed in the 2015 planning document.

Pete will soon meet with Rae and her team in Christchurch to discuss training coordination.

12. Coastguard

(a) *SAREX Evaluation / Evaluators*
"Part 35" has been signed off by MNZ.

Coastguard is experiencing a bit of a culture change within the organisation in terms of training. They have placed a strong emphasis on adult learning and it is being well received.

Coastguard Health and Safety work is progressing well.

Coastguard Initial Response Training was recently held in Tauranga. Allan Mundy attended this and spoke highly of his experience.

Phil Burgess will soon head to Australia to attend the Conduct and Manage Evaluation course. It is envisaged with the information gathered that a NZ course on evaluating SAREX could be put together. This is important for the sector to ensure they are getting value for money with sector training. Phil will continue to update the PAC with developments.

13. SLSNZ

SLSNZ were hoping to have members attending the Initial Response course being held in Wellington but other commitments and a very busy period have prevented this from happening. The Life Guard school received such a high level of interest SLSNZ will now be extending this to two.

SLSNZ ran rescue boat training through the winter which tends to be a quieter time for them.

SLSNZ are about to sign off on a review of the SLSNZ Search and Rescue curriculum.

14. General Business

Air Observers

Paul Craven mentioned that RCCNZ are looking to hold Air Observer Training, but more on the logistical side rather than technical training. The aim is that training will cover things such as rostering, feeding staff, refuelling, sourcing the correct equipment etc. RCCNZ would like to discuss this further with Police outside of this meeting.

Mass Rescue

RCCNZ are looking to do some internal function/tabletop training and will be seeking assistance from other organisations. This will most likely be early 2015 and if your organisation can provide assistance once approached RCCNZ would be grateful.

Investigative Interviewing

This was discussed earlier in the meeting. TPP distributed a paper outlining their plans for a two day Investigative Interviewing course. TPP would appreciate receiving feedback on the document by Friday 5 December.

Action: PAC to provide feedback to Dave on the Investigative Interviewing document by Friday 5 December.

Ongoing Chair of PAC Meetings

Dave mentioned that while he was happy to continue to chair the PAC meetings, this was not the normal arrangement. Dave invited others to volunteer for the role of chair or agree to him continuing to do this. PAC agreed they would like Dave to continue as chair for the PAC meetings.

Decision: Dave Ritchie to continue as chair of the PAC meetings.

Next Meeting

Phil Burgess to advise PAC of the first meeting for 2015.

Action: Phil Burgess to advise first meeting date for 2015.

See action items at Appendix 1

Dave Ritchie
Chair – NZSAR Programme Advisory Committee

Matters Arising from Minutes of Meeting 23 September 2014

<u>Action</u>	<u>Responsibility</u>	<u>Status</u>
Coastguard Train the Trainer Report	Mark Whitehouse	Completed
NZSAR funding a training capability and gap analysis workshop	Phil Burgess	Ongoing
Investigative Interviewing Development	Rae Tailby	Ongoing
Helen Parkes to present at next SARPAC on HSE impacts	Phil Burgess	Offer to attend declined

Operational Tracking; letter identifying/confirming calendar	Phil Simmonds	Letter received by PAC. Endorsed to go to Governance Group.
NZSAR web based training calendar	Rae Tailby/Karen Walker	Ongoing
Course non-attendance notification	"New Ashlee" / Karen Walker	Ongoing

Action Items of Meeting 13 November 2014

Item	Action	Responsibility
5. Head of Department – Investigative Interviewing	<ol style="list-style-type: none"> 1. Send PAC members an electronic version of the Investigative Interviewing Course Outline Document 2. PAC members to provide feedback on Investigative Interviewing document by Friday 5 December 	Dave Ritchie PAC
8.NZSAR START – Lesson Material / SAR Knowledge	PAC to encourage their organisations to provide useful 'lessons learned' examples for the NZSAR START website.	PAC
14. General Business – Next Meeting	Advise of first meeting date for 2015: <ul style="list-style-type: none"> o 20 February 2015 – Christchurch o 14 May 2015 – Wellington o 17 September 2015 – Christchurch o 12 November 2015 - Wellington 	Phil Burgess