

**Meeting Notes**  
**SAR Training Governance Group Meeting**  
11:30am – 3 pm Tuesday 27 May 2014  
Kupe Room, Ministry of Transport  
Level 6, SAS Tower  
89 The Terrace, Wellington

1. **Welcome**

Duncan welcomed everybody to the meeting. The meeting was opened at 11.30am in Kupe Room, Level 6 SAS House 89 The Terrace Wellington 27 May 14.

2. **Attending:**

Duncan Ferner  
Nigel Clifford  
Samuel Blight  
Harry Maher  
Phil Pollero  
Belinda Slement  
Bill Robertson

**Present:**

Paul Craven  
Trevor Crozier  
Dave Ritchie

**Apologies**

Paul Dalton  
Phil Burgess

3. **Notes of meeting held on 16 September 2013**

Review: notes from last meeting held on 26 Sep 13 were reviewed and considered correct.

4. **Matters arising from the Notes**

**Action:** Duncan Ferner to re-circulate the corrected (TOR) Terms Of Reference to the (GG) Governance Group.

5. **SAR training Gov Gp TOR – reminder**

**Action:** Create a Governance Group (Gov Gp) conflict of interest register and include this as a standing agenda item for future meetings.

6. **Confirmation of out of session matters:**

a) The GG discussed the previously circulated emails and letters with a view to formally confirming them. The Gov Gp agreed/decided the following:

1. **Approve** the 2014 moderation of:

- a) *Tracking Core Skills – West Coast 15 - 16 May 14 - Conducted by Hamish Reid TPP & a SME appointed by LandSAR [completed by time of GG meeting].*
- b) *Land Search Techniques – 4 - 5 October, to be conducted by TBC.*
- c) *CIMS4 (2 day version) - 2 – 3 August, conducted by TBC.*
- d) *Manage the Initial Response Land (MTIRL) – 14 – 15 November conducted by TBC.*

2. **Agree** that:

- b) *TPP will arrange the educational and adherence moderation of the agreed courses.*
- c) *SAR SMEs will be arranged by the SAR sector to moderate the relevant technical skills.*
- d) *The two moderators will work collaboratively and produce a joint report for each course examined.*
- e) *The Moderator/evaluator costs will be met as follows.*
  - i. *TPP will fund daily wage of both TPP and SAR sector moderators / evaluators*
  - ii. *SAR Sector will pay travel and accommodation of sector moderators/evaluators*
  - iii. *EMQUAL will self-fund*
- f) *TPP will arrange the educational and adherence moderation of the agreed courses.*
- g) *SAR SMEs will be arranged by the SAR sector to moderate the relevant technical skills.*
- h) *The two moderators will work collaboratively and produce a joint report for each course examined.*

3. **Note** the attached draft Course Review Selection Criteria.

- b. **Letter re MMTIR & Boat masters.** Letter MOSR5-10 of 8 May 2014 NZSAR to TPP was discussed and agreed when amended as follows:

**SEARCH AND RESCUE CURRICULUM**

*On behalf of the search and rescue sector, we would be grateful if the following training could be included within SARACE funding arrangements and included as part of the search and rescue curriculum:*

- *Marine - Managing The Initial Response*
- *Boat Masters*

*TPP was contracted by NZSAR to develop the Marine - Managing the Initial Response (M-MTIR) course. That course development is now complete and it is ready to be utilised. The M-MTIR course requirement was established following extensive sector consultation and following the evaluation of initial SAR Managers course piloted in 2013. The M-MTIR is intended as part of a coherent pathway for SAR managers in both Marine and Land sectors.*

*The Boat Masters (offered by Coastguard Boating Education) contains pre requisite knowledge for people attending the M-MTIR and SAR Managers. SARACE funded access to Boat Masters training is reserved solely for people expected to attend either the M-MTIR or SAR Managers courses in the immediate or near term future.*

#### **7. Newly identified / additional training requirements**

The PAC forwarded no newly identified or additional training requirements to the governance group for consideration. The Gov Gp noted the following pieces of training were under consideration at the PAC level:

- Formal search planning - Land
- Formal search planning – Marine
- Investigative Interviewing
- Op Tracking

The Gov Gp noted that it may be required to consider some of these items out of session.

**Action:** The SAR PAC is invited to forward to the Gov Gp the proposals it recommends for new or additional training to be included within SAR ACE arrangements. Proposals are to include an indication of the need it addresses, where it fits in with existing/planned training, development needs, timings, development costs and anything else to assist the Gov Gp form a decision.

**Action:** TPP is to check, re order and resend the full list of SAR ACE approved training.

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

Discussion combined with item 10.

#### **9. TEC small scale review of SAR ACE arrangements**

Kathryn and Stephen (TEC) had long and open discussions with the Gov Gp regarding the TEC review of SAR ACE.

The Gov Gp **agreed** to meet with Kathryn on an individual basis to assist with her review. NZSAR/Police/RCC will meet collectively.

**Action:** DF to send the updated TOR to TEC and forward email addresses to TEC as required.

10. **SAR ACE reallocation adjustments 2014**

Discussion around the different 'train the trainer' requirements between LSAR and CG. Discussion on issues we are collectively having in delivering our various commitments & undertakings. Agreed that more accurate and timely information is required for us to collectively manage the system. The Gov Gp decided to refer these issues to the PAC for advice.

**Action:** The SAR PAC is invited to provide recommendations to the Gov Gp on how to amend the SAR ACE training plan for the second half of 2014.

**Identification of training needs for 2015:**

The Gov Gp discussed how and what needed to change to improve the system.

a. Lessons from 2014

The Gov Gp agreed they needed more regular and better quality information to work with. The SAR ACE training plan needs to be created as early as possible, with the best information available and all parties have a role in its ongoing execution and success.

Programme of both agencies doing the TBT type work. PAC meetings and GG meetings set alongside of that recommendation process to the year end in a handy sequence and identified the other key parts of the year where we review the consumption training in five or six months, stating the key decisions.

**Action:** NZSAR is to create and maintain an annual calendar of key SAR ACE events including PAC and GG, prediction of training need, moderation, reviews on EFT consumption etc.

b. 2015 Process, Timings & Responsibilities

NZSAR responsible for developing the collective prediction & draft plan.

- SAR agencies preliminary prediction to NZSAR - Last week of October.
- NZSAR collate and distribute 1<sup>st</sup> draft plan and consult with TPP. – 1<sup>st</sup> week November.
- SAR agencies & TPP review draft plan and respond to NZSAR with advice – 1<sup>st</sup> week November.
- NZSAR update and finalise plan. Distribute to TPP and sector. 2<sup>nd</sup> week November.
- TPP provide monthly updates to NZSAR re plan execution and EFT consumption rates – monthly from year beginning.
- NZSAR make minor plan adjustments as required - ongoing.
- PAC & Gov Gp monitor plan and make significant adjustments as required.

11. **Quality assurance evaluation / moderation - plan, template, progress.**

Update from Dave – expressed opinion that the first report was a good one. Gov Gp noted that they had not seen it.

Gov Gp remains of the option that the sector has developed a good process. Mixing subject matter experts and education experts provided cross-over knowledge benefits.

Discussion around the future circulation of evaluation / moderation reports.

**Actions:**

- TPP to put a cover and send full report to PAC for consideration.
- PAC to provide advice to Gov Gp around report and any follow up actions that might be required.
- Gov Gp to decide/confirm what actions will be undertaken.
- Report (redacted if required) to be made publically available once action commitments are underway.
- Dave to provide remaining confirmed evaluation / moderation dates.

Dates provided following meeting are:

- CIMS – August 2,3
- Search Techniques - October 4,5
- MTIR – November 14,16

12. **SAR ACE information requirements to support decision making**

Gov Gp noted forthcoming curriculum changes within LandSAR & Coastguard.

Gov Gp requires much better quality and timely information so that the Gov Gp and PAC can properly fulfil their functions.

TPP noted difficulties with their current IT systems but that changes were being made.

**Agreed.** TPP will provide, quality information to the PAC and Gov Gp on progress against the SAR ACE training plan including EFT consumption, courses run and courses cancelled in a regular and timely manner.

13. **Future SAR involvement with TROQ / EMQUAL / NZQA**

NZSAR noted that the TROQ process had been difficult for SAR agencies to engage with.

Gov Gp discussed and decided to pause SAR involvement with the TROQ process, withdraw its engagement with the TROQ and consider how (if) it might engage with NZQA regarding a SAR qualification at some point in the future.

**Actions:**

- Duncan resigned from the TROQ Governance Group.
- NZSAR to agenda this item for future Gov Gp meetings.

14. **Training pathways discussion**

The draft training pathways were discussed.

Agreed: Feedback on them are required within two weeks.

15. **Other issues arising from SAR PAC**

16. **Progress updates:**

- a. EM ACE. Noted NZSAR's intent to remain closely engaged with EM ACE.
- b. START "training materials" are available online.
- c. SAR Managers Course. SAR Managers course starts 16 June.
- d. Marine MTIR and pre course. Noted that this material is ready for delivery.
- e. Air Observers training. Noted the intent to develop on line material to support the delivery of this training.

17. **Other Business**

Noted. CEDM will publish the new CIMS manual shortly.

**Proposed Next Meeting: TBC**