

Minutes of the meeting held 9.00am Friday 20th February 2015
Held at Level 3, Room #302 CPIT Campus

Present:	Philip Burgess	NZSAR
	Jo Holden	NZ Police
	Belinda Slement	Surf Life Saving NZ
	Dave Ritchie	Tai Poutini Polytechnic
	Raewyn Tailby	Tai Poutini Polytechnic
	Karen Walker	LandSAR
	Pete Corbett	LandSAR
	Trevor Crozier	NZSAR
	Mark Whitehouse	NZ Coastguard
	Fran Cohen	Tai Poutini Polytechnic (Minutes)

Welcome Welcome from Dave Ritchie.

Apologies: Phil Simmonds, Paul Craven

Minutes from previous meeting: The minutes of the Programme Advisory Committee (PAC) meeting held 13 November 2014 were accepted as a true and accurate record.

Matters arising from Minutes Nil

Progress on Action Points from previous SARPAC Included below

HOD Report a) **OSH – reporting incidents/accidents/near misses to Sector Agencies.**

Pete explained LandSAR’s need for incident reporting as part of the new SMS

Dave explained the TPP Health and Safety Hazard reporting system, which are recorded in the “Vault” system.

Action Point Pete suggested that there was a need to insert a mandatory health and safety or risk management item into the agenda where training accidents and incidents would be reported.

This was agreed by PAC.

b) Moderation i. MTIR Land

The MTIR (land) moderation report along with the Joint Sector Response compiled by LandSAR and TPP tabled at the meeting.

After some discussion it was agreed to accept the recommendation of the joint sector response that Pete, Rae and Jo would form a small working group to further consider the recommendations of the moderation report to prioritise work required and assign responsibility

– to aim for delivery of the updated course by May 15 - 17 for MTIR in Hamilton.

b) Moderation ii. CIMS4

CIMS4 3 day course moderated in December 2014 by Gemma Trezise, Gets Consulting. Report is yet to be received.

Action Point

Rae to circulate the moderation report for CIMS4 to SARPAC group when received.

Pete outlined proposed moderation of courses that LandSAR had assigned responsibility for 2015:

CIMS4 –SAR will be moderated May 16-17 course in Wellington by Pete Corbett and Tony Teeling [technical moderation] with TPP moderating delivery/academic – Hamish Reid to be approached.

SEE – will be moderated 25/26 July in Wellington by Nick Engleback

Further discussion about, SAR Leadership, suggested moderation for the course at Glentui in June. Phil needs to identify a moderator for this course. Multi sector course so NZSAR will pay the technical leadership. Nicola Hockley suggested as the technical moderator.

Action Point:

Mark Whitehouse will approach Nicola Hockley to moderate SAR Leadership at Glentui in June.

Train the Trainer

Feedback was generally good, there was some issues that mark is gathering more detailed feedback on so that TPP can act on that.

Post course support required for some folks – worth noting for future.

Action Point:

Mark Whitehouse will 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.

Train the Trainer

Pete raised the issue that he had been advised by Tracey Russell at TPP that the Coastguard train the trainer course was not entirely suitable for other agencies – having been customised for Coastguard.

He explained that he had been discussing other options with Rae which included the delivery of standards included in the level 4 course (being delivered to Coastguard) that would be suitable for LandSAR and other agency purposes but that LandSAR had an urgent need is to develop a customised Train the Assessor program for the commencement of their competency trial starting in early May

LandSAR train the trainer course to include:

1st weekend focussing on the delivery of training

2nd weekend to focus on assessment and preparing candidates for assessment

Pete noted that some will just want to do the 2nd weekend being competency assessors only and not trainers which was OK with LandSAR.

Action Point

Pete to work with RAE to coordinate the first of the assessor training events to facilitate the start of the LandSAR competency assessment trial.

Outdoor Risk Management

Hamish Reid completed his work on this and it has been circulated and feedback received including LandSAR on the SMS system (Pete said he did not receive a copy from TPP) Rae has reviewed the work and sent it back to Hamish.

Action Point.

Urgent Request for Hamish to send ORM to Pete to send to his sector. RT to action

Investigative Interviewing

Pete enquired about the development of the investigative interviewing course – noting that Garry Puddy had heard nothing since the LandSAR Conference. Pete also mentioned that he had not seen the revised standards as a result of providing feedback on the drafts last year.

After some discussion it was agreed that this training was of a high priority and needed to be progressed faster. It was agreed that Garry Puddy would be engaged to continue the course development and that Rachel McKenzie would be approached to develop the materials in conjunction with Garry.

Action Point

Dave to confirm credit value for Investigative Interviewing course and to distribute the revised draft standards

TPP (Rae?) to engage Garry Puddy to progress development and approach Rachel McKenzie for the development of the materials.

Formal Search Planning

Pete and Phil has met with Rachel the night before the meeting and were encouraged by what Rachel and her team had done to establish the foundation for this course. They are making good progress, It was observed that the course materials could provide the foundation for the development of a land Search management manual. Aspects of that will sit on START once it has been through the academic approval process. Dave cautious to not develop a course that then is changed after the curriculum alignment project takes effect.

The FSPL courses have been taken off the calendar for Wellington in March and Westport in May.

Pilot ideally will have participants from across the sectors. Jo said Police need a 3 month lead in time.

Operational Tracking

Pete expressed concern about the delay in the development of the operational tracking course that has previously been approved by both PAC and GG. LandSAR wants assurance that TPP will be able to deliver in 2015 given that LandSAR does not have the funds to deliver these courses as they have done previously. Pete said there is some urgency, with course scheduled, and would like to see milestones and dates for completion. The first of these courses is scheduled for 18/19 April.

Action Point

Rae to establish a schedule of milestones and completion dates for the review and redevelopment of Operational Tracking course. This needs to be done soon.

Action point:

Rae to talk to Ian and Pete also to get this moving.

Training calendar

Phil generated some discussion about the various training calendars and the need to make sure they were all consistent.

Action point:

Phil to send Belinda a copy of the NZSAR training calendar

Phil needs better collaboration around the training calendar, especially if there is a change. Everyone needs to be informed about changes.

Action Point:

Inform all agencies in the room if changes on the website TPP or LandSAR. LandSAR to Phil Burgess via Karen Walker.

Police

Jo Holden - new appointment from District to National HQ. District position will be reviewed. Role Training and development. Jo fully supports TPP delivered courses. Police needs to be considered during moderation and components considered. Some disconnect between LandSAR and police in training.

RCCNZ

There will be a new delegate for the next meeting, replacing Paul Craven

Surf Life Saving NZ

Phil attended the course and commended Belinda on a fantastic model that everyone could learn from, Delivery twice a year December is next course.

Belinda congratulated for the excellent course organisation, especially the use of mentors and impressed with the engagement of the younger members involved and mentored. Well run, well structured, and balanced. It is recommended others go and have a

look at the course. Teaching environment superb. 19 -26 yrs average age. Observed by a board member from Surf Lifesaving.

CIMS2 delivered by a TPP Tutor and it was felt it would be better from a SLSNZ tutor with the CIMS knowledge, but crucially contextualised for Surf.

Dave outlined the process of selecting tutors.

Action Point:

TPP to follow up new tutor recommendation of Seth McFee for CIMS2 for SLSNZ

LandSAR

Discussion about the eligibility age 16-18 year olds for TPP training and consumption of SARACE funding. On the LandSAR pathway under 16 year olds not fully operation or eligible for training. After 18 fully operational role and qualify for training according to competencies. Discussion around sticking to core business, delivering training for over 18 year olds in 2015.

Belinda offered a comparison-Surf Lifesaving – 17 to do the training. 14 age training starts. Most 14-25 year old.

Only 17 year olds doing CIMS2.

CIMS 4 over 25 year olds.

Pete reported to the group YSAR youth Hamilton group has folded. Tauranga may be some coming from groups looking for training. However there is pressure on EFTs – moot point – sticking to over 18 this year.

Jo Holden – An updated LandSAR police MOU coming. Personnel must be 17 years old to be operational for SAROP.

Phil – YSAR is affiliated to LandSAR NZ so individual agencies decide. E.g. if LandSAR say yes under there watch, then it's ok.

TEC funding issues for under 18 year olds. Letter to principal required.

Decision

It was agreed that no action was required about age eligibility at this stage but for agencies to give it further thought and raise it again if required.

International Students who join a local LandSAR course are not eligible for SAR ACE funding. Pete pointed out that often these foreigners had specialist skills (such as glacier guides in South Westland) that could be applied to search and rescue in order to save lives however had to pay to receive the training which was for the good of all NZer's and visitors to NZ. Pete believes a case could be

put to TEC via the GG for an exemption to the international student rule – maybe capping it at 10 students per year. DR suggests 2 EFTs per year.

Action point:

Pete to draft a proposal for the GG to approach TEC for an exemption to the international student policy.

There was a meeting on 19 January with stakeholders about Curriculum Alignment project. Pete outlined the alignment project which will see the development of two curricula within the new SAR curriculum – one curricula being land search and rescue tactical and the other being more generic and strategic going across all agencies. A Development plan has been created which sees a completion date of early September for the new curriculum.

Action Point.

LandSAR to send out development plan for alignment project to PAC agencies.

Course registration process

Karen addressed the calendar and last meeting discussion about making the calendar available to all agencies. Considering how to do this, is that LandSAR's role for other sectors? Coastguard prefers to go through their own training co-ordinator, Surf Lifesaving is the same.

Link newsletter will have another piece on SARACE training. Phil sent Samuel some suggestions about the TPP website, and possibly remove the 'enrol now'.

Adhoc booking process

Pete tabled a flow chart that was designed to outline the process to book ad hoc training – this is training that is, identified after an operation where lessons have been learned and need to be passed on – especially in high risk activities. This training need is identified after the calendar has been put together and all EFTs identified. Jo thinks flexibility is a good thing. Must go to Phil Burgess first, there is a process to follow. EFTs can be moved within the SAR (ACE) plan to other courses.

Meeting Closed:

Meeting closed 1pm. Next Meeting 14 May – Wellington.

Matters Arising from Minutes of Meeting 23 September and 13 November 2014

ACTION	RESPONSIBILITY	STATUS
NZSAR funding a training capability and gap analysis workshop	Phil Burgess	Ongoing
Investigative Interviewing Development	Rae Tailby	Ongoing
NZSAR web based training calendar	Rae Tailby/Karen Walker	Ongoing
Course nonattendance notification	Fran Cohen /Karen Walker	Ongoing
5. Head of Department Investigative Interviewing	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 - Completed PAC – Ongoing Rae Tailby in negotiations with Garry Puddy with regards development of course material.
8. NZSAR START- Lesson Material /SAR Knowledge	PAC to encourage their organisations to provide useful 'lessons learned 'examples for the NZSAR START website.	PAC- Ongoing Rae Tailby (TPP) has indicated she will place ORM and Investigative Interviewing course packages on NZSAR START Website.
14. General Business – next meeting	Advise of next meetings for 2015: 14 May 2015 – Wellington 17 September – Christchurch 12 November 2015 – Wellington	

Action Point Summary from meeting 20 February 2015

ACTION	RESPONSIBILITY	STATUS
Make 'risk management' a mandatory agenda item for all future PAC meetings	PAC chair and secretary	Ongoing
A working group is formed to consider the joint sector report on the MTIR land moderation report	Pete and Rae	Ongoing
Circulate the moderation report for CIMS4 to SARPAC group when received	Rae	Ongoing
Approach Nicola Hockley to moderate SAR Leadership at Glentui in June.	Mark	Ongoing
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	For PAC 14 May 15
Urgent Request for Hamish send ORM to Peter to send to his sector	Rae	Completed Pete (LandSAR) and Phil (NZSAR) have the material to peruse.
Engage Garry Puddy to progress development of investigative interviewing course	Rae	
Approach Rachel McKenzie to develop the investigative interviewing course materials	Rae	
Confirm credit value for Investigative Interviewing course.	Dave	TBC - Ongoing
Distribute the revised draft standards for the investigative interviewing course	Dave	
Establish a schedule of milestones and completion dates for the review and redevelopment of Operational Tracking course.	Rae	Ongoing Rae Tailby currently in discussions with John Culloty
Ian Newman will know who delivers these courses. Rae to talk to Ian and Pete also to get this moving.	Rae / Pete	Ongoing
Send Belinda a copy of the NZSAR training calendar	Phil	Completed

Inform all agencies in the room if changes on the website TPP or LandSAR. LandSAR to Phil Burgess via Karen Walker.	All	Ongoing
TPP to follow up new tutor recommendation of Seth McFee for CIMS2 for SLSNZ	Rae	Ongoing
LandSAR to send out development plan for alignment project to PAC agencies.	Pete	Ongoing
Draft a proposal for TEC to exempt international students from having to pay fees for SAR training	Pete	