



**Minutes of Meeting
SAR Training Programme Advisory Committee
Tuesday 27 February 2018, Wellington**

Present:

Teresa Schwelnus (Chair)
Kevin Banaghan
Rhett Emery
Karen Walker
Julie Taylor-Morris
Belinda Slement
Jo Holden
Phil Pollero

1. Welcome

Teresa opened the meeting by welcoming attendees.

Apologies

Pete Corbett

2. Minutes of Meeting held 31 October 2017

The minutes of the 31 October 2017 meeting were accepted.

3. Actions Arising from Previous Meeting

| Agenda Item | Action and Decision | Who | Status |
|--------------------|---|------------|--|
| 5(a) | TPP and Police to review MoU Appendix 11 and bring their recommendations to the next PAC meeting. | | Closed Considered at the 16 Nov 2017 Governance Group meeting. No amendment to MoU Appendix 11. If a second course is run in 2018 NZSAR, Police and TPP will organize under a one-off agreement |
| 5(b) | NZSAR to inform the Governance Group meeting on 16 November that MoU Appendix 11 is being reviewed, and recommendations will be brought to the next Governance Group meeting in 2018. | Rhett | |
| 6 | Rhett to take the revised course credit recommendations for Air Observer courses, Tracking Core Skills and Search Techniques to Governance Group meeting on 16 November 2017. | Rhett | Closed - Approved |

| Agenda Item | Action and Decision | Who | Status |
|-------------|---|-----------|--|
| 7 | TPP to modify the Progression Plan to specify 4098 or equivalent as a requirement for lead tutors. | TPP | Agenda item |
| 8(ii) | Moderation feedback and LandSAR IMT competencies to be used for the review of MTIR and ESP in 2018 | TPP | Move to parking lot, pending moderation |
| 8(iii) | Police and LandSAR to develop the competencies for Suburban Search as a pre-requisite for reviewing the alignment of the course, and to advise PAC when this is complete. | Jo / Pete | Next PAC |
| 9(a) | TPP to bring in three new tutors for Tracking courses in 2018 (TPP will circulate tutors for out of session approval). | TPP | All new tutors will be considered out-of-session as information is available |
| 9(b) | Police and LandSAR to identify suitable additional tutors for SSE, particularly in the South Island. | Jo / Pete | |
| 10(a) | TPP to have SAR Leadership course material updated by end of 2017. | Vern | Agenda item |
| 10(b) | TPP to establish the necessary resources for updating SAR Managers and meet with Police to detail a review schedule and timeline, and update at next PAC | TPP | Agenda item |
| 10(c) | Submit proposed 2018 moderation schedule to Governance Group for approval. | Rhett | Closed - Approved |
| 11 | Submit SARTrack course proposal to Governance Group for approval | Rhett | Closed - Approved |
| 12 | NZSAR to circulate the calendar to PAC members to review course locations against your needs, TPP, LandSAR and Police will look at the dates at a later stage. | All | Closed - Approved |

4. Feedback from 16 November 2017 Training Governance group meeting

Rhett provided a verbal feedback on points from the 16 November meeting:

- TEC has confirmed that the 10 hours of learning time per credit does not apply where credits are not issued
- Review of ACE funding mechanism is planned for 2018
- The MoU will not be altered for two SAR Managers courses –this can be by an agreement if the situation arises

- Revised credit allocations were confirmed, and have been updated to TPP
- Moderation schedule for 2018 was confirmed
- 2018 Training Calendar approved
- Inclusion of the SARTrack course was approved
- Meeting noted the increase in course delivery in 2017 but also the drop in EFTS; requested more information on courses that have been cancelled.
- Consideration was given to the SAR (ACE) Investment Plans on the request of TEC and advice provided to TEC following the meeting.

5. SAR Calendar 2018 and providers

TEC has allocated EFTS to two providers for 2018:

- TPP – an initial 40 EFTS until June, subject to demand, with further allocations as required
- SARINZ – 9 EFTS for two courses.

The SARINZ courses will be added to the SAR Calendar, once they have been through PAC and Governance Group approval processes, and demand confirmed by LandSAR.

Note that SARINZ will establish their PAC, which will include LandSAR, Police and RCCNZ.

Julie noted the number of course date changes for the start of this year, and her need to align delivery with tutor availability. Tracking courses in particular can be difficult to fit in.

6. Tutors

a. Tutor Allocation 2018

Tutors are allocated to courses based on their response to requests for availability. This can mean that some tutors deliver multiple courses, while others may not deliver any.

Julie confirmed that she will take into account tutor loads as much as possible.

b. Tutor Matrix

Discussion noted the need for agencies to identify new tutors for the following courses in particular:

Tracking courses (TCS / TWE); ST , SSE, MTIR, ESP and Avalanche Awareness.

Some tutor nominations have been received and these will be distributed

Action:

1. Karen to distribute CVs of tutor nominations from LandSAR to PAC members; other agencies to also distribute ASAP.

2. TPP to urgently source tutors to meet the demand for Avalanche Awareness courses scheduled for this year

c. Tutor Survey and Tutor Forum

Teresa summarised the results of the tutor survey undertaken by TPP at the end of 2017. Tutor response was just under 50%.

Tutors were in support of a face to face meeting, but differed on their preferred time. Meeting topics identified included TPP updates, course updates, PD for teaching.

PAC agreed for TPP to seek to establish a tutor forum for 14/15 July if possible, if not then October.

Action:

TPP to initiate planning of a tutor forum and distribute information as and when available.

d. Tutor Progression Plan

Tutors are required to hold 4098 or equivalent. TPP will extend the Progression Plan to include guidelines for retention and recruitment.

Action:

TPP to extend the Tutor Progression Plan to include retention and recruitment; include 4098 or equivalent.

7. TPP Course Credit Allocation

All existing course credits were reviewed by Skills and new values applied in 2017. A defined process for allocating credits for new courses is required, particularly given the removal of the need to meet 10 hours of learning per credit.

PAC agreed to the following process:

PAC members will consider the outcomes of courses and the learning required to achieve these as the primary factor, then take into account other existing courses and NZQA registered standards.

PAC will then make a recommendation to the Training Governance Group for credits.

Governance Group recommendations will go to TPP for their FAC approval.

Action:

Rhett to raise the proposed credit allocation process at the next Training Governance Group meeting.

8. Moderation update

SAR Leadership

Ongoing. Not completed by the end of 2017

SAR Managers

Ongoing. NZSAR is supporting the review of course materials, to be completed in time for 2018 course delivery. TPP has contracted Martin Paget as the lead tutor.

Investigative Interviewing

All actions completed for 2018 delivery.

Outdoor Risk Management

Joint sector response pending

Operational Tracking

Joint sector response pending.

Swift Water Awareness

All actions completed for 2018 delivery.

TPP noted that all courses are required to undergo pre-assessment moderation and post-assessment moderation through Southland Institute of Technology. Tutors have been advised, and TPP will advise SIT of the urgency of post-assessment moderation confirmation.

9. Course Updates

SARTrack Training

LandSAR is progressing with the course development. First tier trainers will be trained in February. Training for Tier 2 & 3 operators will be delivered regionally in two 1-day courses run back to back. Pilot course will be run in May 2018.

Stretcher Management Course

Pilot course to run in February 2018. PAC confirmed that existing FRR and ARR tutors are suitable for this course.

SAR Managers

NZSAR has contracted Trevor Crozier to manage the review of course materials and have them ready for the 2018 course delivery.

TPP have contracted Martin Paget as the lead tutor. He will work with Trevor to ensure the course is ready for delivery.

TPP advised that accommodation for tutors is not available at the Police College – TPP will arrange tutor accommodation.

Action:

TPP to book tutor accommodation for the SAR Managers course.

10. Agency Updates

- a. NZ Police – push to get Police through the initial courses; Jo will check LandSAR course calendar.
SAR Managers – up to 16 Police and 12 volunteers. No tutor accommodation available at Police College this year.
Jo will be on leave from mid-July for 4 months.
- b. RCCNZ – two new qualified SARO's; 200 operations this year to date (1000 in all last year).
Working with their Beacons project which is expected to go live in May.
Pacific engagement continues, with Kiribati, Tonga and Tuvalu this year.
- c. LandSAR – SARTrack course development proceeding.
Board has accepted recommendation of the training feasibility study.
- d. Coastguard – moving into a slightly quieter time of year. Training for Delivery and Training for Assessment courses well subscribed.
Working with regions to ensure better course attendance against course requests.
Providing operational SAR training in Niue for their new rescue boat.
- e. SLSNZ – Busy since November and expected to go through until April.
Have been involved in a number of searches. Challenge with fully staffing some beaches.
Distributing SAR courses for enrolments.
Jo attended and spoke at the leadership course last December which was appreciated.
- f. NZSAR –NZSAR Awards on 10 April, being held in conjunction with the Wahine 50 commemoration events.
Technology Workshop 6&7 March.
ANZSAR Conference in Australia in May has a number of NZ presentations, including keynote speakers.
NZ's SAR Guidelines project continues and this year will involve SME input.
Governance Group meeting on 20 March.
- g. TPP –
Teresa reported that her last day at TPP is 9 March. The CEO, Alex Cabrera will take over as the EMSAR manager and point of contact for SAR.
Working to complete urgent actions and handover prior to leaving.

Proposed next meetings: 17 May 2018

Actions Items

| Agenda Item | Action and Decision | Who | When |
|-------------|---|-------|----------------------------|
| 6b 1 | Karen to distribute CVs of tutor nominations from LandSAR to PAC members; other agencies to also distribute ASAP. | Karen | As received |
| 6b 2 | TPP to urgently source tutors to meet the demand for Avalanche Awareness courses scheduled for this year | TPP | By mid-April |
| 6c | TPP to initiate planning of a tutor forum and distribute information as and when available. | TPP | By next PAC |
| 6d | TPP to extend the Tutor Progression Plan to include retention and recruitment; include 4098 or equivalent | TPP | ASAP |
| 7 | Rhett to raise the proposed credit allocation process at the next Training Governance Group meeting. | Rhett | For Gov Grp meeting 24 Mar |
| 9 | TPP to book tutor accommodation for the SAR Managers course | TPP | ASAP |

Parking Lot – Ongoing Actions

| Action and Decision | Person Responsible |
|--|--------------------|
| Tutor Matrix - standing agenda for additional changes. | TPP / Jo |
| Assess viable referrals for tutor recruitment | TPP |
| To email suitable names to TPP for courses. Ongoing recruitment and retention of tutors. | All |
| LandSAR to submit a proposal for CIMS as a 2-day course | Pete |
| To review ST and TCS course material | Pete / Jo |
| TPP to forward outline of on-line course material for LandSAR to include on their online course information. | TPP |