



**Minutes of Meeting
SAR Training Programme Advisory Committee
Tuesday 31 October 2017, Wellington**

Present:

Vernon Morris (Chair)
Kevin Banaghan
Rhett Emery
Karen Walker
Julie Taylor-Morris
Belinda Slement
Jo Holden
Pete Corbett
Phil Pollero

In Attendance:

Leanne Gordon – Minute taker

1. Welcome

Vernon Morris opened the meeting by welcoming attendees.

2. Apologies

nil

3. Minutes of Meeting held 12 July 2017

The minutes of the 12 July 2017 meeting were accepted.

4. Actions Arising from Previous Meeting

	Action and Decision	Person Responsible	Due
1.	Hamish to organise advisory group to meet for changes to be discussed and the way forward and to present back to SARPAC. Hamish has now resigned from TPP. The advisory group needs to meet again to redevelop SAR Leadership.	Jo Parsons	Agenda Item #10(i)
2.	TPP to draft a tutor progression document for consultation with PAC	TPP	Agenda Item #7
3.	TPP to report back to SARPAC on moderation and follow up to close off.	TPP	Agenda Item #10
4.	Tutor Matrix - standing agenda for additional changes.	SARPAC	Ongoing

	Action and Decision	Person Responsible	Due
5.	Assess viable referrals for tutor recruitment.	LandSAR & Police	Ongoing
6.	LandSAR to look at options for no-shows to be managed. LandSAR have sent messages out to SAR groups when there are no-shows for "please explain"	Karen Walker	Completed
7.	SAR training calendar for 2018 to look at with course demand to identify course tutor shortage.	LandSAR	Agenda Item #9
8.	To email suitable names to TPP for courses. Ongoing recruitment and retention of tutors.	LandSAR, Coastguard, Police, RCCNZ and Surf Lifesaving	Ongoing
9.	LandSAR to submit a proposal for CIMS as a 2-day course.	LandSAR	2018 SARPAC
10.	Online course material to be included in moderation.	TPP	Completed
11.	To review ST and TCS course material	LandSAR	Next SARPAC
12.	TPP to forward outline of on-line course material for LandSAR to include on their online course information.	TPP	Next SARPAC

5. TPP proposal for amendment to MoU Appendix 11

TPP submitted a proposal to amend MoU Appendix 11: SAR Managers Course, that if a SAR Managers course is cancelled by an organisation then the costs to run a second course will lie with the organisation that cancelled the course.

The meeting **agreed** that Appendix 11 should be reviewed, and that TPP and Police would discuss this further.

NZSAR will bring this issue to the attention of the Governance Group.

Action:

- (a) TPP and Police to review MoU Appendix 11 and bring their recommendations to the next PAC meeting.
- (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.

6. Proposed credit revisions

NZSAR proposed revised credit values for four courses, in response to the nature of course demand and the specific requirements for the delivery of these courses.

- I. Air Observers – increase to 6 credits

- II. Air Observer: Team Leader – increase to 6 credits
- III. Tracking Course Skills – increase to 8 credits (Increase each of SAR84 and SAR85 to 3 credits)
- IV. Search Techniques – increase to 8 credits

Agreed - proposed credit increases were agreed.

Action: 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.

7. TPP Tutor Progression Plan

Accepted in principal. Discussion within the meeting identified the need for the Progression plan to specify that tutors hold 4098 or equivalent.

Action: TPP to modify the Progression Plan to specify 4098 or equivalent as a requirement for lead tutors.

8. Course discussion

i. SAR Managers

SAR Managers to be held in the last week in June and first week in July (25 June to 6 July). Update table of courses to maximum of 12 attendees (so a maximum of 24 for the second week). Police will cover the cost of that course, but they also have demand for a second SAR Managers course. Second course is dependent on volunteer participation – discussion identified that agencies are unlikely to have volunteers for a second course. TPP and Police to discuss the viability of this course and to look at potentially holding it at Woodbourne during October 2018.

ii. MTIR & ESP

There was discussion on the need for better course alignment and progression from what we are teaching in MTIR to ESP. It was **noted** that ESP is an NZSAR owned course that is not to be modified by tutors without agreement from the wider group; and that course modification should be based on moderation where relevant.

It was **agreed** that these two courses will be added to the 2018 moderation schedule.

LandSAR are completing a review of their competencies for IMT members, and has requested that information from this review be incorporated into post-moderation course review.

Action: Moderation feedback and LandSAR IMT competencies to be used for the review of MTIR and ESP in 2018.

iii. Suburban Search

Discussion identified that this course needs to be reviewed to ensure it aligns with current best practice. Also, consideration given to see if Investigative Interviewing should be a pre req for Suburban Search.

Action: 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.

iv. TPP On-line Course Material

TPP advised that this is currently being reviewed.

9. Tutor demand

Tracking courses / ST / SSE / ORM

Tutor matrix and course demand shows that more tutors are needed for these courses, as well as a shortage of lead tutors.

- a) **Action:** Ian Newman to liaise with TPP on three new tutors for Tracking courses in 2018 (TPP will circulate tutors for out of session approval).

Search Techniques – where possible have one volunteer with one Police as tutors delivering this course.

- b) **Action:** Police and LandSAR to identify suitable additional tutors for SSE, particularly in the South Island.

10 Moderation

i. Moderation update 2014-2017

- Tracking Core Skills
- **Complete;** all course materials updated.
- SAR Leadership – Jo Parsons has been in contact with Working Group members seeking their feedback, and will have the revisions completed this year. A revised standard is to be submitted to the next TPP FAC meeting.
(a) Action: TPP to have SAR Leadership course material updated by end of 2017.
- SAR Managers
- No progress to date with the updating of course materials. The Governance Group asked TPP to come up with a project plan for updating SAR Managers course materials. There is nothing in place at this stage without a lead tutor or SME to carry on that work. This was noted as a matter of urgency.
- **(b) Action:** 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.
- Investigative Interviewing
- Joint sector report **completed** – all recommendations have been implemented.

- Outdoor Risk Management
- Joint sector response –working on this, TPP to send to LandSAR to review.
- Operational Tracking
- Response pending.
- Swift Water Awareness
- confirm moderators for 25 November.

ii. Moderation schedule 2018

Four courses selected to go to Governance Group for confirmation:

- Manage the Marine Response – not moderated 2016
- Tracking in the Wilderness Environment - not moderated 2016
- Manage the Initial Response – to ensure alignment with competencies and ESP
- ESP - to ensure alignment with competencies and MTIR

(c) Action: Submit proposed 2018 moderation schedule to Governance Group for approval.

11. New course Proposal

SARTrack Training

LandSAR application for approval for SARTrack Training to put tier three training under SAR ACE umbrella. LandSAR will undertake to develop the course over the Christmas/New Year period for pilot delivery at LandSAR cost 17 February 2018.

Endorsed by PAC.

Action: Submit SARTrack course proposal to Governance Group for approval.

Stretcher Management Course

This course will replace the FRR, so no need to invest in any FRR updates.

TPP will reallocate the 10 hours resource to support Jason Tweedie for the Stretcher Management course.

Action: TPP to facilitate Jason Tweedie for the finalisation of the Stretcher Management course.

12. 2018 SAR (ACE) Calendar

Looking at the training demand for 2018, based on average attendance we get 159 EFT's. NZSAR to work on the calendar and circulate before it goes to the Governance Group on 16 November, scheduling still to be determined, Police are unavailable in May.

Draft Calendar was **accepted** for submission to the Governance Group.

Action: 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.

13. Updates

- i. NZ Police – push to get Police through the initial courses, training budget has relaxed a little.
- ii. RCCNZ – just finished SARO training course, resulting in two new staff in the ops room.
- iii. LandSAR – finished GPT meetings and collated training needs for regions. Pat Waite appointed as interim CE.
- iv. Coastguard – moving into busy season for our volunteers. Have a Maritime NZ audit next month, MOSS and training auditing of a number of vessels/Units. Reviewing modules and developing practical competencies where there are not any and updating existing ones. Developed a standalone H&S module going live 1 November 2017.
- v. SLSNZ – Patrols started Labour weekend. Developing new rescue water craft rollout – writing training material for this, working with Maritime around a dispensation for the IRB's and jet ski's around the speed they are allowed to travel at. Board made helmets compulsory in IRB's, however this has been revoked with a recommendation that are worn, although it will become compulsory in 2018/19 season. Trialling a new IRB. Launching a new online learning platform in conjunction with Sport NZ.
- vi. NZSAR – three actions for the Governance Group, resulting from the NZSAR student survey, proposed actions are (1) review and update course materials to make sure that standards and credit values are accurate, and that course material lists are accurate (2) survey tutors this year to get feedback and issues they may have (3) review courses for their pre course materials. All actions were agreed. NZSAR staffing – now five staff. Evaluation course – pilot being run on 25 November, 22 people on the course. NZ's SAR Guidelines project is now underway, due for completion May 2019. Governance Group meeting on 16 November.
- vii. TPP – Currently working on budgets.

12. General Business

Proposed next meetings:

TBC, potentially in Westport

Actions Items

Agenda Item	Action and Decision	Person Responsible	Due
5(a)	TPP and Police to review MoU Appendix 11 and bring their recommendations to the next PAC meeting.	Vern / Jo	Next PAC meeting
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	16 Nov 2017
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	16 Nov 2017
7	TPP to modify the Progression Plan to specify 4098 or equivalent as a requirement for lead tutors.	Vern	Next PAC meeting
8(ii)	Moderation feedback and LandSAR IMT competencies to be used for the review of MTIR and ESP in 2018	TPP	Following 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	Mar 2018
9(a)	TPP to bring in three new tutors for Tracking courses in 2018 (TPP will circulate tutors for out of session approval).	Vern	Feb 2018
9(b)	Police and LandSAR to identify suitable additional tutors for SSE, particularly in the South Island.	Jo / Pete	Feb 2018
10(a)	TPP to have SAR Leadership course material updated by end of 2017.	Vern	Jan 2017
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	Vern / Jo	Feb 2018
10(c)	Submit proposed 2018 moderation schedule to Governance Group for approval.	Rhett	16 Nov 2017
11	Submit SARTrack course proposal to Governance Group for approval	Rhett	16 Nov 2017
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	Nov 2017

Parking Lot – Ongoing Actions

Action and Decision	Person Responsible
Tutor Matrix - standing agenda for additional changes.	Vern / Jo
Assess viable referrals for tutor recruitment	Vern
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.	Vern