

**SAR Training Program Advisory Committee**  
**Final Meeting Notes**  
**14 March 2017**

- 1. Present**                      Vernon Morris (Chair)  
   Hamish McLean (arrived late)  
   Julie Taylor-Morris  
   Karen Walker  
   Rhett Emery  
   Jo Holden  
   Phil Simmonds  
   Phil Pollero  
   Belinda Slement  
   Kevin Banaghan
- 2. Apologies**                      Peter Corbett
- 3. Introduction**                      Welcome from Vernon Morris, HOD Tai Poutini Polytech

**4. Action points arising from previous minutes:**

Train the trainer

- No courses on LandSAR calendar for 2017.
- TPP are using Fiona Berthold's material. This material was also used by Gerrard Moore and adapted for LandSAR courses.

ST SME feedback

- 2015 moderation tagged onto SSE revised course material.
- Sent to SME with a light response.
- Approved for moderation.
- SSE no standard changes, only content.

TCS SME feedback

- Held over to next SARPAC.

NZSAR to identify items that need addressing from independent survey

- NZSAR given list of all participants from TPP and will send out survey.

SAR Leadership

- This involves multiple sectors and a joint sector response.
- Changes to be made not before 1<sup>st</sup> April when the first SAR Leadership course is due to run in Hanmer.

**\*\*Action Point**

Hamish to organise advisory group to meet for changes to be discussed and the way forward and to present back to SARPAC.

TPP to provide agencies feedback to their training requests

- Tutors confirmed.

Surf to supply a copy of their no show policy to PAC members – Belinda Slement sent through copy of Surf Lifesaving no-show policy

- Surf lifesaving policy for no shows – the club is invoiced for costs of training.
- All clubs are aware of this and if there is a withdrawal from the course it is their responsibility to find a replacement.

**\*\* Action Point**

TPP to draft a tutor progression document for consultation with PAC

- Vern discussed tutor progression.
- PAC to approve.
- TEO to supply information on the tutors and the tutor must comply with TPP policy.

Paper based survey forms and text based recognition for forms to be scanned

- Forms are for tutor feedback only and are not replacing online surveys.

CIMS

- Clarke Creek Consultants contracted to update course material and develop online material for CIMS with the new standards 29553 and 29554.
- Students who old the old standards do not need to repeat the course to gain the new standards as it is still recognised.

Moodle access for all online pre-courses to be provided to SARPAC members to review

- Completed November 2016

## 5. SARACE MOU

## 6. Moderation Summary

- i) SAR leadership - Hamish to form working group.
- ii) ST and SSE – Hamish to update course material. Only changes to course content.
- iii) Courses to be moderated for 2017
  - Swift Water Awareness – 1<sup>st</sup> April
  - Operational Tracking Introduction – 29<sup>th</sup> April
  - Investigative Interviewing – 24<sup>th</sup> June
  - Outdoor Risk Management – TBC
  - MTIR not yet moderated from 2016

**\*\*Action Point**

TPP to report back to SARPAC on moderation and follow up to close off.

## 7. SAR Calendar

- i) Course numbers - remote venues and small numbers of attendees - can courses be integrated into a central location to increase number of participants eg. TCS Stewart Island come into the mainland to be incorporated with Fiordland.
- ii) Tutor numbers – refer to tutor matrix (9).
- iii) Minimum/maximum numbers – refer to SARACE funded courses.
- iv) Courses -
  - In 2016 - 99 courses, 132 EFTS
  - 2017 – 130 courses, 143 EFTS
  - 30% increase in the number of courses, with 20% decrease in funding.
  - Police-SAR managers – work to be done and there will be a workshop prior to the course. Date to be provided.
  - Upcoming courses – MTIR Rotorua.
  - There are no MTIR courses in the South Island and there is a need for this course. Police will need a three-month lead-in for a date to be confirmed.
  - SAR leadership to be run in Hanmer 1<sup>st</sup> -3<sup>rd</sup> April. Numbers need to be increased.

## 8. Survey

- i) Tutor survey – created for tutors as they had a concern there was no feedback to them.
- ii) Online survey – there has been a low response to the online survey. A PLB has been approved for 2017 also to encourage participants to undertake the online survey. The PLB will be drawn in December. Last year's winner from Levin advised TPP that this was going to be well used.
  - NZSAR completed survey with 203 responses.
  - Overall report was positive.
  - There were issues with pre-course information and enrolment.
  - NZSAR to redistribute survey again with 2016 students.

## 9. Tutor Matrix

- Peter Corbett is unavailable for any TPP courses.
- Ryan O'Rourke is unavailable for SAR managers.

### Tutors required for the following courses:

<b>ESP</b>	Alan Pritchard Dene Duthie Tony Groome Nick Coyne	Shadow Assistant tutor Shadow Shadow
<b>MTIR</b>		More tutors needed?
<b>MARINE</b>	Barry Norgrove Mike Roberts John Dixon Heather McDonald Martin Paget Rachel McKenzie	Shadow Shadow Shadow Shadow Lead tutor – developed course May not be available
<b>ORM</b>	Iain Watson Jo Parsons David Mangnall	To follow up if available to shadow Assist tutor Shadow
<b>AA</b>	Tutor names	Karen to follow up
<b>TRACKING</b>		Need more in the South Island
<b>SSE</b>	Dene Duthie	Assist tutor
<b>SARL</b>	Tony Groome Dene Duthie	(potential gap in North Island)
<b>CIMS for SAR</b>	Clare Backes Keith Morfett Seth McFee	(are they available for SAR CIMS) CIMS4 Assist – CIMS2 check-up – Ange to follow up
<b>4WD</b>	Tony Groome	Lead tutor
<b>TA/TD</b>	Rachel McKenzie Jo Parsons Steve Garside	Check if available Check if available Check if available

### Air Observers

- Requires two trainers per course.
- Is there a demand for AO or should there be ownership of the database to be updated?
- SARACE is approved and the names are supplied by RCCNZ.

**\*\*Action Point** This will be a standing agenda for additional changes to the tutor matrix.

**\*\*Action Point** LandSAR and Police to assess viable referrals for tutor recruitment.

## 10. Courses

- i) Training for Delivery – 2 day  
Training for Assessment – 1 day
  - Coastguard TA and TD courses currently being held over two weekends.
  - Qualification required for SAR managers.
  - The Coastguard material is owned by Fiona Berthold, who is contracted by TPP to deliver TA and TD.
  - This material would need to be developed by TPP for LandSAR courses, however, it was made available for Gerrard to use when he was delivering both of these courses for LandSAR members.
- ii) New Courses – Stretcher Management – 1 day course
  - This will replace Foundation Rope Rescue.
  - This is a basic stretcher and rope tying course.
  - May will not be a viable date to have this ready to be delivered – September/October?
- iii) Table of Courses
  -
- iv) Cancellation/Drop out Policy
  - Groups rebuilding and training issues may not be used for deployment.
  - Withhold funding if not attending SAREX and TPP training. Funding allotted quarterly.
  - Course cancellations – the reason and number of cancellations.

**\*\*Action Point**

Karen to look at options for no shows to be managed.

**\*\*Action Point**

Hamish, Phil and Karen, together with Fiona, to make decision on how this is delivered as TA is prescribed as a 1-day course and TD is prescribed as a 2-day course.

## 11. Updates

- i) NZ Police
  - SAR Manager’s workshop held in September, there is still work to be done and content to match outcomes.
  - Coordinators workshop – Hamish to meet with Jo and Phil. They will arrange the next meeting offline, possibly June.
  - SAR managers invites going out to all sectors soon.
  - Police incident controllers to get through management courses (eg. Marine).
- ii) RCCNZ
  - Delivered - SAR co-ord in Pacific Island training.
  - 21<sup>st</sup> -27<sup>th</sup> May Pacific Island conference in Auckland.
  - Increase in call outs - land, marine, aviation.
  - SARO course in July.

- iii) LandSAR
  - Concentrating on LandSAR calendar.
- iv) Coastguard
  - We've completed a review of the CRV Crew SAR training syllabus resulting in a number of changes.
  - Going through the process of employing a Fleet Manager and have recruited a Coms Manager
- v) SLSNZ
  - Currently in the middle of their seasons.
  - Search rescue squads not finalised. Trying to get policies in place.
  - Rebuilding groups to get qualified.
  - Benefits police with local knowledge – rescue water craft.
- vi) NZSAR
  - Still at RCC. Moving into Westpac House in April.
  - Awards governance group signed off, waiting on parliament sign off.
  - Start trying to get more material designed as a refresher.
  - SARACE module – wrote to TEC awaiting reply. Seeking confirmation that learning hours are separate from credits.
  - SAREX evaluators training – Trevor commissioned and has come back with course mixed model; 8 hours online and 6 hours face to face. NZSAR funded development. People to be nominated by sector. Up to 15 per course. Better sharing and coordinating of incidents.

**12. General Business**

**13. Next meeting**

12<sup>th</sup> July 2017 in CHCH at Antarctic Centre.

<b>TASKS</b>	<b>Meeting 14 March 2017</b>	
<b>Action</b>	<b>Person Responsible</b>	<b>Due</b>
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.	<del>Hamish</del> Jo Parsons	Next SARPAC - extended to November SARPAC
TPP to draft a tutor progression document for consultation with PAC	TPP	Next SARPAC
TPP to report back to SARPAC on moderation and follow up to close off. Investigative Interviewing has been moderated. Report received from Trevor Crozier. Dates have been set for ORM, OTI and SWA.	TPP	Next SARPAC
Tutor Matrix - standing agenda for additional changes.	SARPAC	Ongoing
Assess viable referrals for tutor recruitment.	LandSAR & Police	Ongoing
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	Next SARPAC
LandSAR, Coastguard, TPP together with Fiona Berthold, to make decision on how delivery for TA & TD to proceed. TA is prescribed as a 1-day course and TD is prescribed as a 2-day course. Discussion completed and to stay with prescribed delivery.	Hamish, Phil Pollero, Karen Walker & Fiona Berthold	ASAP Closed