

Minutes of the Meeting held 11.100 am Monday  
6<sup>th</sup> June 2013 at Ministry of Transport

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<b>Present:</b>	Keith Morfett	Tai Poutini Polytechnic
	Dave Ritchie	Tai Poutini Polytechnic
	Mark Whitehouse	Coastguard
	Pete Corbett	LandSAR
	Phil Burgess	NZSAR
	Jo Green	Police
	Bruce Johnston	Police
	Paul Craven	RCCNZ
	Ashlee Levien	Tai Poutini Polytechnic
	Harry Maher	LandSAR
	Duncan Ferner	NZSAR
	Rodney Bracefield	RCCNZ
	Martin McLean	EMQUAL

**Welcome:** Meeting opened 11:00am

Welcome from Dave Ritchie; Dave noted that he was happy to chair the meeting until such times as another chair elected.

**Presentation from Dave Ritchie:** Presentation on purpose of PAC and new SARACE funding allocation structure and rules.

Information on NZSAR initiated structure around administering the SARACE fund. Governance Group (GG) will decide on priority allocations on advice from PAC and monitor quantity and quality of training.

PAC will make recommendations to the Governance Group on areas of training and monitoring need.

PAC can convene a Technical Advisory Group for discrete development or review projects in the sector as required.

Governance Group and PAC meetings expected to be more frequent as sector begins to understand new funding environment.

Attendees understood that NZSAR were ultimately responsible for deciding which training events were eligible for SARACE funding and agreed that failure to appropriately utilise 2013 funding allocation placed future funding at risk.

**Matters arising:**

Eligible organisations

NZSAR indicated that St John, Red Cross and NZ Defence Force (confirmed in later email) were eligible organisations for SARACE funded CIMS4 courses in 2013, but that priority was given to more commonly recognised NZSAR organisations.

PAC Goals

Short term goal to better assess training delivery/quality (in line with GG initiated reporting protocol)

Medium term goal to better assess training need (in line with GG planning protocol – training calendar in place by Nov annually)

**New course approval**

PAC wished for a transparent course approval/recommendation process.

To enable funding a course must be part of existing TPP SAR curriculum or approved by NZSAR.

Newly developed courses, or those with no existing credit value but approved by NZSAR (Air Observers) will need to be approved by PAC as a business case presented by relevant organisation including information establishing –

- operational need,
- likely training volume and
- credit level (established in consultation with TPP)
- be approved by TPP Academic Board to establish credit values and hence attribute appropriate funding levels.

**Courses for 2013**

Identified that LandSAR were the only organisation currently utilising the SARACE fund there were opportunities for the other organisations to utilise the fund.

A training plan was established for 2013 that balanced operational needs and course readiness. This was achieved by matching the demand for specific courses against their availability. The following plan and action table resulted. All courses in the plan received NZSAR approval.

<b>Course</b>	<b>Ready</b>	<b>Actions</b>	<b>Who</b>
<b>CIMS 4</b> 200 people across sector including St John, Red Cross and NZDF  34 EFTs	Now	Enrol through Phil Burgess at NZSAR (who will liaise with Lisa Mellish at TPP)	LandSAR Police Coastguard St John Redcross NZDF Tai Poutini
<b>MIRL</b> 4 courses 9 EFTS	Now	Enrol through Phil Burgess at NZSAR (liaise with Kim Thomas at TPP)	LandSAR Police
<b>SAR Management</b> 1 course 6 EFTS	Now	Deliver June 17	Tai Poutini
<b>OSC</b> 1 course 2.5 EFTS	August	Approve & deliver	Tai Poutini RCCNZ
<b>AOTL</b> 5 courses Cross sector 11 EFTS	July/August	Develop & deliver	Tai Poutini LandSAR Coastguard Police
<b>OS Famil</b> 1 course 2.5 EFTS	August	Approve & deliver	Tai Poutini RCCNZ
<b>Risk Management</b>	September	Develop & deliver	LandSAR Tai Poutini
<b>65 EFT Total</b>	End 2013		

**General discussion**

All agreed that the PAC meetings will continue with a facilitator. No chair required at this point.

It was asked that an agenda be sent out prior to PAC and Governance so that members can organise the appropriate to attendee from their organisation. TPP/NZSAR agreed to do this.

**Action points:**

Phil is going to send out a CIMS 4 calendar. Enrolments will be channelled by Phil to TPP according to demand.

TPP will present summary of training uptake at next PAC. TPP are currently building a reporting system to work for whole sector at request of GG.

All agreed next meeting would be late August early September notified by NZSAR/TPP.

Meeting closed by Dave Ritchie 2.48pm.

