

Minutes of the Meeting held Tuesday 23rd
September 2014 at Christchurch

Present:	Rae Tailby	Tai Poutini Polytechnic
	Dave Ritchie	Tai Poutini Polytechnic
	Mark Whitehouse	Coastguard
	Pete Corbett	Land SAR
	Phil Burgess	NZSAR
	Phil Simmonds	Police
	Bruce Johnston	Police
	Paul Craven	RCCNZ
	Karen Walker	Land SAR
	Belinda Slement	SLSNZ
	Trevor Crozier	NZSAR
	Steffan Rolfe	Land SAR Volunteer

Apologies Jo Holden, Kim Thomas, Ashlee Ilton, Martin McLean

Welcome: Meeting opened 9am

Dave Ritchie provided a summary of situation at TPP. Resignation of newly trained staff member to replace Ashlee was adding stress as handover period was essentially lost. Kim Thomas in process of resigning also.

Strategically TPP looking to increase its commitment (Staff and resources) to SAR and EM as training/funding environment changes for 2015 with introduction of EMACE and RFP for Land SAR Refresher training.

Matters arising:

Train the Trainer

Coast Guard have agreed to provide a summary of their current NCAET experience with TPP. **Mark Whitehouse to arrange.**

The group felt that a teaching development pathway was required so that EFTs expended on trainer development were contributing effectively to overall SAR training delivery capability. That pathway should extend from group level training to SAREX assessment and evaluation. **Phil Burgess to explore NZSAR funding a workshop session to look at current training capability (inventory) and gap analysis following receipt of Coastguard report (above).**

Investigative Interviewing

TPP asked to prioritise this more heavily with a view to completion before end 2014. **Rae Tailby to action.**

Moderation

The SARPAC group questioned the need of the Governance Group to be directly involved in approving changes made to courses as a result of moderation recommendations (as it appears they currently wish to do).

Health and Safety

There was discussion around the need to be more aware of how HSE legislation effects SAR sector operations. NZSAR/CG and Police

representatives recommended the presentations made by Helen Parkes regarding this topic as being extremely valuable. **SARPAC have requested that NZSAR arrange for Helen Parkes to present at next SARPAC meeting so as to ensure best information available at PAC level.**

Operational Tracking

SARPAC received and reviewed Land SARs information regarding the introduction of Operational Tracking Team training. **Addition of draft Operational Tracking standards to the TPP SAR Curriculum was approved pending SARPAC receipt of a letter identifying need from NZ Police (Phil Simmonds to action).**

Course Calendar

Discussion around visibility of course training calendar. **TPP (Rae Tailby/new Ashlee) and Land SAR to work together to publish Land SAR and SARACE funded training events calendar via NZSAR website.**

Antarctica NZ/MFaT SARACE eligibility

SARPAC informed by Phil Burgess that Antarctica NZ SAR staff and relevant Ministry of Foreign Affairs and Trade staff and linked operators (Helicopter staff etc) are now SARACE fund eligible.

Tutor Credentialing process

SARPAC wish for advancement in this process before next meeting.

Non Attendance at courses

SARPAC noted that 18% non-attendance at courses was significant and asked if information about who registered for but did not attend a course could be passed from TPP to Land SAR so that follow up conversations could happen at group level. **Angela/new Ashlee and Karen Walker to liaise.**

Previous meeting notes and actions

Acknowledged by entire group that previous meeting minutes were substandard, nor was a professional minute taker able to be sourced for the September meeting by either TPP or NZSAR. These minutes have been supplied by Dave Ritchie.

Table below summarises actions and status from July 8 SARPAC.

Action	Responsible	Status
SAR 808 Development	Kim Thomas	Employment status impacting on this. Unclear resolution at present.
“other” on report graphics	Kim Thomas	Resolved
Course Report template	Kim Thomas	Employment status impacting on this. Unclear resolution at present. Unclear to PAC what report purpose is.
Investigative Interviewing course development	Dave Ritchie	Attending session at Land SAR conference with a view to moving development of this ahead for 2015 delivery. Contracting out for development likely.
Train the Trainer content	Kim Thomas	See above
TPP SAR Curriculum Document draft	“To be removed”	Upcoming curriculum alignment project with Land SAR competencies now makes this irrelevant.
SARACE calculation	Clarified by Dave Ritchie	Done
TCS Moderation recommendations	Kim Thomas	Employment status impacting on this.

		<p>Rec 1; Venue Database – space in Land SAR database for this, extra work for tutors to file information – will take a little time to habituate.</p> <p>Rec 2; 8:1 ratio recommended (TPP tutor forum) as viable in terms of student contact. TPP advises that 1:8 may or may not be economically viable depending on location and logistics of programme and cannot guarantee this ratio.</p> <p>Rec 3; Workbook redevelopment currently underway with John Culloty as recommended.</p>
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Action Point Summary Sept 23 SARPAC

Action	Responsible	Due/Status
Coastguard Train the Trainer Report	Mark Whitehouse	As soon as possible after course finals – Nov 2014?
NZSAR funding a training capability and gap analysis workshop	Phil Burgess	As soon as possible after course finals – Nov 2014?
Investigative Interviewing development	Rae Tailby	For 2015
Helen Parkes to present at next SARPAC on HSE impacts	Phil Burgess	Next SARPAC Nov 2014
Operational Tracking; letter identifying/confirming need	Phil Simmonds	Next SARPAC Nov 2014
NZSAR web based training calendar	Rae Tailby/Karen Walker	2015
Course non attendance notification	“New Ashlee”/Karen Walker	ongoing

Acknowledgement

SARPAC unanimously agreed that the loss of Bruce Johnston would be felt greatly by the sector and wished to thank him for his positive and significant contribution over the years in his role. His manner and skills will be sadly missed.

Next meeting

Phil Burgess to advise date. Venue Wellington.

Dave Ritchie asked the group if they were happy for him to continue in current role as facilitator. All agreed.

Meeting closed

2pm