

## Search and Rescue PAC Minutes



Minutes of the meeting held 9.00am Wednesday 9<sup>th</sup> July 2014  
Held at CPIT Campus

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**Present:**

Bruce Johnston	NZ Police
Phil Simmonds	NZ Police
Jo Holden	NZ Police
Stefan Rolfe	Student representative
Belinda Slement	Surf Life Saving
Kim Thomas	Tai Poutini Polytechnic
Nick Coyne	Student representative
Ashlee Ilton	Tai Poutini Polytechnic
Dean Arthur	Tai Poutini Polytechnic
Karen Walker	LandSAR
Pete Corbett	LandSAR
Raewyn Tailby	Tai Poutini Polytechnic
Paul Craven	Rescue Coordination Centre NZ
Trevor Crozier	NZSAR
Mark Whitehouse	NZ Coastguard
Phillip Burgess	NZSAR

**Welcome** Welcome from Phil Burgess.

**Apologies:** Dave Ritchie, Martin McLean

**Minutes from previous meeting:** Minutes confirmed

**Matters arising; previous minutes:** Pete Corbett, spelling error canon "should be Canyon"

Trevor Crozier asked if student's eligible for Short Award has received certificates and also how many would be eligible. Has this been actioned by Ashlee? Answer from Ashlee; No SAR808 will be completed within the next month by Kim Thomas and students will contacted to complete SAR808 and students be awarded their awards.

**Action:** Kim Thomas to complete the SAR808 development within the next month.

Phil talked about lack of communication between the SAR PAC's. Was not mentioning anyone in particular but noted that after SAR PAC there is very little communication between the groups which is causing communication break downs.

Dean mentioned the Canyoning Swift Water course has been delivered and rolled out and received a great response.

**Proposed submissions:** **Operational Tracking:** Kim is yet to talk with Ian Newman but once this happens development will progress. Pete Corbett indicated that this has to get underway soon so development is complete by early next year as there could be funding issues for LandSAR if it is not.

**Boat Masters:** Boat master's has been approved to be through SAR ACE funding. TPP to create a direct link with Coastguard for boat masters materials. MTIR and boat master's is a pre-requisite for SAR Managers. Jo asked how many people will be eligible for SAR ACE funding for boat masters. Phil noted that there needs to be a call made. If the person is not

intending on doing the SAR Managers within the next 12-24 months then the likelihood would be that they won't be eligible. Paul noted that we can't train everyone, so it comes down to need. The sector needs to put their training requirements in. Phil will have training calendar for the sector at PAC for endorsement later in the year.

**Formal Search Planning:** Pete Corbett - Technical Advisory Group workshop scheduled for 30-31 July; collaborated team in PN as the TAG team. The purpose is to look at the formal response and the initial response documents, align that with the existing standards, re-write and then back to the Polytech before going to Rachel for development. Once this has happened it will be rolled out. Phil noted that he wanted to talk with Rachel to see what is being done with the development. Formal Search Planning Land is a high priority for NZSAR. A lot of money has been put into the MMTIR, the first course is going to be run at the end of July. Next year FSPM will be looked at to be developed. NZSAR are developing the management side for the sector. Phil wants to see the same process happen for the FSPM as what has happened with FSPL. He notes that what Pete Corbett has done with FSPL has been fantastic and getting the team together. Focus on the land and then onto the Marine.

**Training Lethargy:**

Has been raised, and sales of beacons are going through the roof.

**Review of training delivery:**

Dave provided a report on the review of training. Report attached. Kim talked about the reporting process.

**Action:**

Kim Thomas to clarify what "other" is on the reporting graphs.

Phil Burgess questioned why NZ Fire Service were on the reporting graphs. Needs based training. Phil noted that last year we used every EFT available, but this year the EFTS are only available for the SAR Sector. If 130 EFTS are delivered then that is what will happen. This year outside organisations will not be accepted under SAR ACE.

Reports need fine tuning so that they are relevant and accurate.

Pete Corbett – Asked for more reporting. Would like to see reports that include course postponements, cancellations, and how many people have attended courses along with what has been reported at this meeting so there is consistency and we are meeting the needs of the various SAR agencies.

Paul Craven wants to see previous SAR PAC reports so SAR PAC are able to compare reports at meetings. There needs to be consistency.

**Action:**

Kim to put together a template that has course reports that can be sent out to the sector. Kim will provide at next SAR PAC.

**Proposal for new training:**

Phil noted that there has only been 4 SAR PAC's in the last 18 months. Governance group want to know what we are proposing. Governance have Operational Tracking, Investigative interviewing and FSP on their calendar for development.

Pete – Avalanche Awareness course is being delivered. 4 day back country course is going to be delivered through Mountain Safety Council. Avalanche training needs to be delivered through best practice as determined or approved by MSC.

Formal Search Planning Land – Phil noted that he is happy at where the development is. OP Tracking, Ian and Kim are yet to start working on it. Investigative Interviewing – Phil asked where this is at. Rae is working on this and it is in progress. Jo asked what the content is and noted that new recruits do a 5 day course when they are conducted into the Police. Jo asked if it would be delivered before the end of the year. Gary Puddy is working with Rae to help develop the course. The course will be contextualised for Search and Rescue. Joe noted that there is going to be a huge demand for this course.

Phil - This course is needed by the sector and would like a rough idea of when this course will be ready for delivery.

Pete asked TPP why the course couldn't be put out for development. This would speed up the course development.

**Action:**

Dave Ritchie; can this course be contracted out for development so that it can be ready for delivery ASAP.

Pete said that whether a course is on land or water, they will require investigating interviewing skills. Mark noted that coastguard would be very interested in the course.

Paul Craven – Can the reporting template include courses under development, dates and where courses are at.

**Action:**

TPP to provide an update on course development on reporting template at next SAR PAC.

Outdoor Risk Management: NZSAR have to provide the outdoor risk assessment for ORM for the sector. Phil noted that it is a huge focus for the government and asked for an update on where the ORM is at.

Pete – for a number of years LandSAR has been working with MSC but their course was pitched towards outdoor education. It didn't address the needs of the SAR Sector (Emergency Response). The course is in the curriculum. The Polytech delivered one course in Canterbury, the development didn't address the needs of the sector. It is now with Hamish Reid who is developing the course. The course outline is based on the Mountain Safety Council but is contextualised for Search and Rescue. The course is making good progress and Nick Coyne has been asked to work alongside Hamish as an SME. The problem with the previous course, there was no collaboration with LandSAR until after the course was delivered and course feedback received was not favourable. Hamish is looking at having the course ready for delivery in September. This course is a priority and needs to be rolled out ASAP.

Paul Craven - other agencies need to support LandSAR so that they are not flying solo. Some of the burden needs to be shared. Phil noted that the ORM is not a LandSAR course and other SAR agencies need to get involved and provide expertise. These are sector courses and the sector needs to get behind the development of the courses. Input from the sector is very important.

Trevor - Does the draft training materials get technically reviewed before the course is run? He noted that it is good practice to have the draft course reviewed. Pete- that it is about getting the right people involved to do this.

There needs to be a course development process with the right materials available to ensure the course is being properly developed.

Phil - not getting it right at the start, costs money! The first course was not done right, and now the second course is going to be done correctly. There needs to be some investment into development. The courses that are being developed are an investment opportunity for TPP. TPP/Dave Ritchie need to be doing more to build business opportunities. NZSAR do not have the money and time to waste given the large list of priorities the sector is faced with.

Mark asked if Coastguard could see the ORM course draft so that Coastguard, Surf and Police can provide an input.

Stefan noted that he was on the course, disoriented, and feels disappointed that the course was not reviewed by a technical advisor before being delivered.

Paul - there should have been a report back on the 2 courses ORM and SAR Managers that just recently run so that the PAC can provide feedback and give information for another course. All new courses that have been developed should have been reviewed after and provided to the PAC.

Recommendations for SARACE Funding: Phil asked the PAC what they want to do with the 25-30 EFT short fall. Mark and Pete have provided feedback to Dave directly.

Kim talked about Dave's report.

Coastguard currently has 5EFTS per region allocated to them. Coastguard to be allocated more EFTS for "Train the Trainer".

Mark - there are 100 coastguard instructors, they need to do NCEA L4 within 2 years. Currently have 20 places which enables 5 volunteers per region to do "Train the Trainer". There is a need for coastguard to get this qualification. Can we have double the EFTS currently allocated.

Phil - "NZSAR would put extra EFTS into Coastguard if there was a short fall". Management takes a higher priority. Suggested doubling Coastguards allocation to 6.7 EFTS, which gives them 10 in each region.

Paul had concerns about the course and the amount of training required to receive the qualification. Phil is happy to give Coastguard more EFTS as he believes they deserve them; however notes that he does have concerns about the course.

Pete - he will not be putting any LandSAR members on the course until he receives some information about what the course is.

Trevor – course needs to be quality assurance and the sector needs to see what is being delivered and it needs to be fit for the sector.

Need to look at what "Train the Trainer" is currently called because it is not a 2 day course and should not be advertised as a 2 day course. What Coastguard is asking for is not what the rest of the sector need. There needs to be communication between TPP and the sector for the quality of this course.

**Action:**

What is the name of the course and what training "Train the Trainer" do the rest of the sector want?

Pete would like to see what TPP currently have. Paul asked if the course material can come to the PAC.

PAC agreed that a further 6.7 EFTS to be allocated to Coastguard.

**Action:**

Kim to provide the PAC with a copy of the course; course outlines and how the course is delivered.

Trevor - the course needs to put through the process again and look at a course that will fit the needs of the sector.

**Unused EFTS:**

Paul asked the PAC if there any other EFTS wanted.

Bruce asked if a SAR Managers can be added to the calendar and be delivered before the end of the year. 4.5 EFTS to be allocated to SAR Managers.

Phil - we need to look at MMTIR and Boat Masters to see how many EFTS will be used as pre-requisites prior to SAR Managers. Kim - MMTIR courses are already scheduled in the EFT calculation to date.

Mark – at next PAC can TPP provide a report on scheduled courses and the EFTS allocated.

Jo – Police need at least 3 months' notice leading up to a course in order to get approval for training leave. The only MTIR course scheduled at present is in PN in November. Phil agreed that extra courses need to be scheduled well in advances to give the Police a chance to get approval to attend.

Mark – currently has 60 places, 1 per region scheduled for MMTIR. Some regions won't have pre-requisites to attend course, so there will be room available for Police on MMTIR. Need to work with TPP and Police so they are able to attend MMTIR in order to get pre-requisite for SAR Managers.

Phil noted that MMTIR is not just for Police and Coastguard and hoped that others from the sector would attend courses. The Christchurch course is the first course being run, and we need to keep in mind that there may be some changes required before the next course is run.

Mark asked if Belinda will be sending Surf on the MMTIR. Belinda will put volunteers on the course, specifically hand-picked.

Confirmed date for SAR Managers 9-20 November 2014.

Jo queried why MTIR is being held in PN when last year there was a course run in Wellington with 24 people. SAR Managers is being run the same weekend as MTIR.

Mark – there is an MMTIR course scheduled 26-28 September in Southland; this course can now be moved to Wellington.

Pete noted that the primary purpose of the funding is to develop operational capability and capacity and asked was this exercise more about safeguarding the EFTS for the future? Phil - TEC is government funded and they change their minds. Absolutely about operational need; however I am concise about protecting our EFTS going forward. To be fair to TPP and they are the sole provider and need to viable. We need to protect ourselves and base on operational need. The sector initiates what they require. There is a real need for a SAR Managers. I am not here to soak up every EFT but if there is a need for further EFTS then they will be used. Phil noted the ball

has been dropped and things have not been done and collectively we all need to pick up or game. Operational focus and no to YSAR soaking up unused EFTS.

Bruce – What is the correct formula to ascertain the EFTS?

Phil – I want TPP to stop engaging with YSAR for operational training. I want YSAR to go through LandSAR as they are their National Body for operational training; if they are eligible to attend a LandSAR course then they do so through LandSAR. We must remain operationally focused and train to operational need within the SAR ACE funded training allocation. With regards purchase of other training such as Core Skills, this is outside the SAR ACE fund allocation and rightly remains between TPP and YSAR.

Nick - operational age has been lowered from 18 to 17 so they are able to start training at 16. Clarify - when can a student go into the field? Is this once they are able to be insured?

Mark – 18 is the operational age to go out on vessels.

Mark - MMTIR in Christchurch won't be heavily loaded with students as it is a pilot course. Kim said she has estimated 16 but Mark stated that there will only be at least 10 on the pilot course.

YSAR – No EFTS allocated.

Mark asked if there is any CIMS 2 courses scheduled; Rae said that she does not deliver CIMS 2 as a standalone course. It is a pre-requisite for CIMS 4 and Core Skills.

Bruce - people should not be doing CIMS 2.

Mark – Pete Healy will require 2 x CIMS 2 courses in the North Island for radio operators.

Stefan – Everyone should have at least CIMS 2 if they are operational. There is a gap for CIMS 2. Belinda agreed there is a need for CIMS 2 in Surf but they need to work out where it fits in their pathway.

Mark asked about an introductory to CIMS. A module on CIMS. Jo – asked what is their desirable outcomes of doing CIMS 2? Mark - Radio operators need it for Radio Operators certificate.

**Action:**

TPP to investigate whether or not it is viable to deliver CIMS 2.

Pete asked if SAR808 and CIMS 2 can be packaged up as a 1 day course, would this fly in the SAR groups.

Paul - Is it possible to use someone in the area to deliver the course to make it viable?

Mark – Can CIMS 2 be online? Rae pointed out; she dropped using Moodle last year. EM people are not tech savy and were having trouble using Moodle. Mark – Provide other options for CIMS 2; online learning. Tailor the course for radio operators so they understand it. Pete noted that face – to face is by the far better way to deliver CIMS.

Formal Search Planning – Phil hoped that there would be courses run before the end of the year.

Phil asked if everyone is happy with where we are at. Are we here to suck up EFTS or are we here for operational needs.

**Moderation report:**

PAC agreed that SAR courses be moderated. TCS was moderated by Elton Parata and Hamish Reid. Report attached.

Pete spoke about the moderation report that was completed.

In the past TCS has received negative feedback. John and Elton put together a report, made some recommendations and Dave Ritchie and Pete Corbett have responded.

**Moderation recommendations:**

**Issue:** the venue was not ideally suitable. The venue was TPP Campus and there was travel required. **Recommendation 1:** A Venue database is created so that courses are held in areas that best suit the delivery of training and are cost effective.

Paul - the SAR Community already has a SAR resources database. Karen - LandSAR have just finished creating a new website for members which has a logistics page which will have the venue information available.

**Action:**

Endorse recommendation 1, explore NZSAR database for the depository of venue information.

**Issue:** Ratio numbers being 6:1; delivered out in the field at night, multiple tutors. Kim spoke to tutors at the tutor forum held 6-7 July about 6:1 ratio. It is not viable and tutors are happy to deliver 8:1. **Recommendation 2:** Optimum; 6:1 viability 8:1

**Issue:** Last year Pete commissioned a TAG to look at the tracking courses. Recommendations made in this moderation report mirror the recommendations made at TAG last year. **Recommendation 3:** Suggest the TAG report to be used as a basis to re-develop the tracking courses. Course workbook, and powerpoint to be re-written. Encouragement of supporting methodologies. This moderation report is the catalyst of change. Pete mentioned that John Culloty is the person to make the changes and re-develop the course. LandSAR's recommendation is that he be contracted to do the work.

Stefan – noted that death by powerpoint is not the way to deliver courses to SAR Volunteers. 80% of the course should be deliverable in the field. LandSAR volunteers want to be in the field training. Don't get rid of the workbooks.

Bruce noted - All for the re-development.

**Action point:**

PAC to endorse recommendation 3. TPP take action that the recommendation is actioned and John Culloty to be the developer.

Phil noted that this development must be done by personnel that are SME's in the area and with the pre-requisite training development skills and knowledge.

**Peer review:**

Dean – when you are in a co-tutor situation, you are able to give each other ongoing feedback. Informal, effective and useful amongst respected colleagues.

Pete - Tutors are engaged by TPP without sector input. There is no tutor selection criterion and ideally there should be an AMap or similar for tutor selection and development. LandSAR recommends that TPP develop a

tutor selection process involving the sector and an AMAP for tutor credentialing and professional development.

Dean agrees that the tutor engagement needs to be more robust. There is a process semi in place.

**Action point:** TPP to adopt peer feedback module.

**Action point:** TPP adopt recommendations for tutor selection and development; Kim to provide plan at the next PAC meeting.

Phil – the report is some of the best news that we can take back to the sector and the volunteers showing that there is real progress happening. Once recommendations are carried out, more good news and good progress.

**SAR Calendar:** A schedule is needed through to end 2015.

Trevor – Putting a timetable together for SAR PAC, Councils, and governance groups. Dates have been allocated and this will be sent out by email. Monthly updates between NZSAR and TPP scheduled 1-2 weeks after meetings. Feedback about timetable to go back to Trevor.

4 PAC meetings have been calendared in 1 year.

TPP SAR draft curriculum: Dave’s report; Phil noted that himself and Pete have received strong feedback from their boss’s that the draft proposal is not wanted. That is not where we are at now. TPP draft proposal to be withdrawn. NZSAR and secretariat do not want it.

Pete – Short awards, diplomas have not currently been awarded. The current SAR curriculum is the scope for TRoQ. Pete has recommended to his CEO that consideration be given by LandSAR for the current curriculum to be transferred to the new NZQF under the existing TRoQ process – decision pending.

Phil – I was at the first TRoQ meeting, TPP refused to engage in the second so it has had a chequered flag.

Pete added that LandSAR would not contemplate or engage in any discussions about a new curriculum until we have had an opportunity to align the developing competencies framework with the existing curriculum – but encourage TPP to work on the awarding of the qualifications to recognise and acknowledge the formal training that was occurring.

**Action point:** Draft SAR curriculum be removed, it is not wanted.

**Action point:** SAR Curriculum is reviewed and aligned with LandSAR competencies this will occur probably early next year and will be led by LandSAR.

Phil - If there is a new curriculum required then it needs to be presented by the person proposing it and also to the right group (governance). The philosophy and reasoning behind why?

Trevor – Funding is in place, there is no urgency to make changes.

Pete – I wouldn’t like to see the current curriculum be de-railed before it is made workable.

**LandSAR** Update from LandSSAR – Pete Corbett

- Annual audit to be started, intend to have this finished after LandSAR conference 20<sup>th</sup> October.
- Staff meeting in a couple of weeks to go through the process. Under promise and over deliver in terms of the 2014/2015 calendar will be the message to the GSO's and only schedule courses where there is a strong demand. Changes to the website; GTO's will be able to bulk register. Members will be able to see who has registered and how many places are left.
- During the moderation of Tracking Core Skills, a survey was sent out to course participants 3-4 weeks after the course. Pete provided the PAC with the feedback received. 15 students on the course, 12 students responded.
- Sending 2 people to the ICAR conference in Lake Tahoe in October.

Dean – asked if the Polytech could be provided with some information that comes out of the conference.

## Coastguard

An update from Mark Whitehouse

- Training off the ground; 3 years in the making. Collaborative approach opposed to death by Powerpoint. Over 100 new and old tutors through. Renamed to Coastguard Regional instructors. The group that put it together got a SAR award recently. They also developed the MMTIR course.
- 1 July there was glitch; people received emails they should have received. The overall uptake for the new training has been great. Coastguard need to sort their fleet so that it is entered by 1 July 2015.
- MMTIR, course is now off the ground and I would like to commend everyone that has been a part of the course development.
- Feedback from the recent SARL course at Glentui was great. Coastguard guys were very pleased with the course.

## Surf Life Saving

An update from Belinda

- H&S consultant working with Surf around ORM and H&S policies. Some work around educational philosophy. Leading the charge and changing to current schooling systems.
- Quite a bit of work is happening on curriculum pathways. Working on including SARL, ATV, CIMS into their pathways.

## Police

An update from Bruce

- Training needs to be there for the user to ensure safer practice in the fields.
- SAR Management course is a + for us. It would be great to have all the pre-requisites in place before the next course. Given that this is the 2<sup>nd</sup> course it is expected.
- Spoken to people who attended the course and the feedback from the students has been great about the course. There was heaps of positivity on course and were committed.
- Jo noted that in Wellington they are seeing a change for demand of courses. And there is a need to ensure that we are identifying this as a sector.

Pete - Pete Roberts is coming out to the SAR conference and will be delivering a workshop for tutors and doing a presentation at the conference.

Paul – The planet does SAR differently because we do SAR differently. Look at what our future looks like as it is different to what other countries do.

Phil – The face of SAR is changing. It will overtake us if we are not careful.

Paul – Biggest change is we are starting to work together a lot more.

#### **Tai Poutini Polytechnic**

An update from Kim Thomas

- Linda Walker has been appointed for Ashlee's replacement.
- Ashlee will be with us through to start of October and then will be on maternity leave for at least 6 months.
- There has been an increase in course registrations the last few months. GTO's drive courses hard.
- TPP held a tutor forum 7-8 July, great feedback and great turnout. Dean noted that we have a great team of tutors.

Phil – TPP need to be commended for the tutor forum, sounds like it was very successful.

#### **General business:**

Trevor – Kim EFTS are the currency that is funding all of this. Can I make a suggestion that we work off EFTS opposed to credits. There are 3 rules to calculating EFTS. Going forward, can PAC see a currency value per students on courses?

#### **Action point:**

Next PAC meeting TPP provide the process behind SARACE and how it is calculated.

#### **Governance group:**

The next governance group meeting to happen within the next 2-3 weeks.

#### **Motion:**

Dave Ritchie needs to be here. State of SAR and where we are trying to go his presence is to be at SAR PAC.

Seconded by Bruce and Jo.

Phil – Thank you, appreciate everyone's attendance and time. Dean, Ashlee, Kim and Rae thank you for fronting up and listening to what the PAC has to say. Commend you and thank you. Dave needs to be here, it's not your job to receive the feedback.

Pete – Thanked Stefan and Nick for attending, their contribution was appreciated.

Bruce – Thanked Ashlee for her time, work and effort and wished her all the best while she is on maternity leave.

Meeting closed 3.20pm