



New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

1:00 – 3:00pm Wednesday 9 August 2017

Lambton 2, Terrace Conference Centre, 114 The Terrace, Wellington

Present:

Duncan Ferner – NZSAR

Rhett Emery – NZSAR

Stephen Ross - NZSAR

Samantha McNaughton – Skills International (via phone - left at 2.02 pm)

Steve Caldwell – LandSAR

Paul Dalton – SLSNZ

Patrick Holmes – Coastguard NZ (via phone – left at 2pm)

Teresa Schwellnus – TPP (left at 2.30 pm)

1. Welcome

Duncan opened the meeting and noted that there are changes at TEC: Johnny Tramoundanas-Caan no longer has responsibility for SAR (ACE); Michele Turner remains involved; Kim Ulberg is the TPP TEC contact.

2. Apologies

Jo Holden – PNHQ

Mike Hill – RCCNZ

Kevin Banaghan – RCCNZ

Johnny Tramoundanas-Caan – TEC

Michele Turner – TEC

3. Notes of Governance Group meeting held on 23 March 2017

Approved with the addition of the words “Air Observer Training” as the subject of item 5a in the Task List.

4. Matters arising from the notes

4a. English language requirements of international students for SAR (ACE)

Rhett confirmed this action has been completed.

6a i. CIMS aide memoire outlining changes between 1st and 2nd editions

The document outlining the changes is on the NZSAR web site and START, and sent to agencies and TPP.

6a ii SAR (ACE) Table of Funded Courses to be included as an appendix in MOU

The Table of Funded courses had been updated and included as an appendix in the MOU. The document is as complete as possible but continues to be a work in progress as some courses get refreshed.

8. Stephen Waters to be invited to meeting with TEC, NZQA and NZSAR

Addressed as part of the Agenda, item 12.

5a. RCCNZ to meet with Rhett to address issues re points 8 and 11 in Appendix 14 Air Observer Training of the MOU.

The Air Observers training schedule and RCCNZ's role in that course links to the Aviation Engagement Framework which Stephen is working on. The schedule will be finalised in alignment with that work.

8a TPP to supply Rhett with past course data from 2014-16

Teresa to check and supply further information.

8b TPP to provide an updated Tutor Matrix

The Tutor Matrix has been updated and was included with the agenda papers.

10b TPP tutor to be confirmed for the SAR Managers course

As the SAR Managers course was cancelled no tutor was assigned.

13. Develop a proposal for SAR training funding to be administered by NZSAR

Duncan reported that some engagement is underway.

5. Confirmation of any out of session matters since last meeting

There were no out of session matters to be confirmed.

5a NZSAR Training Student Survey

Total response greater than last year – n=282, 36% response rate.

Overall responses are positive, and consistent with last year, but slightly less positive. In particular, declines in: NPS; assessment being fair; skills relevant to SAR tasks; positive about timing.

Majority respondents identified as probation or <5 yrs experience.

Feedback was less positive from Police than LandSAR and Coastguard. Police were concerned at the length of courses, pre course and post course learning material and less relevant course content. Northland along with Tasman and Southern were the most positive regions, whilst the least positive regions were Central and Canterbury.

The Outdoor Risk Management course received the least positive feedback and included some lengthy comments. Swift Water Awareness was the most positive recent course.

Learning material provided before and post course is still of concern.

The purpose of the survey is to identify the issues so that these can be resolved.

Action:

TPP / NZSAR to identify 3 actions to improve SAR (ACE) training, in response to analysis of the student survey, and present these to the next PAC meeting on 31 Oct 2017.

6. Update from TPP

The Stakeholder Update from Tai Poutini Polytechnic was received. The Institute is still under Crown Management and the CEO and Crown Manager are developing two options in the Business Case:

1. What opportunities joining with another tertiary education organisation may offer for West Coast learners.
2. What opportunities developing a new model tertiary organisation that has a strong community focus may offer for West Coast learners.

The Minister has requested Tai Poutini Polytechnic's Business Case by the end of 2017.

7. EM ACE

Samantha reported that recent emergencies have impacted on the number of people able to train. Her organisation is confident that training will pick up in September/October. The Fire Service amalgamated on 1 July and it is not known yet what impact that will have on training.

Significant delays in allocating funding have occurred because of the process behind the allocation. Some providers are not able to meet their allocation because the demand is not there and other providers are exceeding their allocation and having to turn people away.

Samantha reported on the recent "Greenfields" brainstorming session around the EM ACE fund. There had been discussions around what is a volunteer and how the fund gets distributed, accessed and utilised.

EM ACE expressed interest in the SAR independent student survey.

8. SAR PAC Minutes and actions

Minutes of SAR PAC meetings held on 14 March 2017 and 12 July 2017 were noted. The main issues raised concerned the training calendar, location of courses, and the filling of courses both in terms of minimum numbers and attendance on the day. PAC is also addressing course moderation and had identified that online course material had not been moderated. The material will now to be included in moderation.

8a Processing Wilderness Clue Sites (PWCS) - change of pre-requisites

Recommendation:

1. Remove the pre-requisite of PWCS for OTI.
2. Identify TWE as the prerequisite for both OTI and PWCS.
3. Confirm OTI and PWCS as pre-requisites for OT.

Decision: Approved

8b Search Techniques – change of credit values

Recommendation:

That the seven credits attached to the Search Techniques course be amended to 8 credits and that this be endorsed by SAR Governance group.

Decision : Approved

8c Moderation Summary

2014 moderation of Tracking Core Skills has not yet been finalised. The course has been updated from the 2014 moderation. Jo Parsons has taken that on board and will drive that. There appear to be two or three versions of the course material and LandSAR is working with TPP to finalise the material. The meeting agreed that this should be completed in time for the next PAC meeting on 31/10/2017.

Action:

Rhett to liaise with TPP to ensure that Tracking Core Skills post moderation actions are complete by the next PAC meeting 31 Oct 2017.

SAR Leadership was moderated in October 2016 and it was agreed that the changes be submitted to the next PAC meeting on 31/10/2017.

Action:

Rhett to liaise with TPP to ensure that Tracking Core Skills post moderation actions are complete by the next PAC meeting 31 Oct 2017.

SAR Managers: Post moderation modifications of SAR Managers course was in train before Hamish McLean's departure and there is a need for this to be addressed prior to 2018 SAR Managers. Duncan advised that it had been a Police decision to cancel SAR Managers; he raised the potential to run two courses in 2018 - one would be held in June and possibly another one later in the year

Action:

Agencies to email Rhett with potential 2018 SAR Managers course attendance numbers.

Action:

TPP to establish a timeframe for updating SAR Managers course materials and assessments and present this to the next PAC meeting on 31 October 2017.

Rhett reported that 2017 moderation is on track. Operational Tracking has just been moderated and the other two courses are scheduled for moderation in September and October.

9. SAR(ACE)

9a Student Survey (TPP)

The TPP EMSAR Midyear Survey report was received. As of mid-year 37% of the students have responded to the survey. Delivery of the course met the expectations of 81.28% of the students and 18.72% left further comments. A PLB has been offered as a prize again this year as an incentive to students to complete the survey; the improved response rate was noted.

9b SAR(ACE) Training Report (1 July 2017)

The training report was received and it was noted the total number of SAR ACE EFTs was 42.7 which is 2/3rds of the total for 2016 of 62.5 and falls short of the 155 available.

9c Course enrolments, no-shows and cancellations

The reduction of non-attendance was an encouraging trend.

Avalanche Awareness in Taranaki had been cancelled because of a lack of a tutor and several other courses had also been cancelled.

The wait list functionality in the course registration process on LandSAR's web site is working well and TPP can link in.

9d Tutors: Matrix, Progression, Professional Development

The updated Tutor Matrix was received. PAC has asked organisations to review the list for gaps and potential attrition.

There was some brief discussion concerning the number of Police tutors and the burden being carried if they were not available.

Duncan stressed the need for ongoing recruitment and retention of tutors and asked Coastguard, LandSAR and Surf Life Saving to identify and eyeball potential tutors.

Action:

Rhett to work with TPP to estimate the 'ideal' tutor requirements based on course delivery numbers in recent years.

10. MOU updates

Suggestions for changes to the MOU Appendix 3 TEO Reporting were considered and agreed.

Decision: Approved changes as proposed to Appendix 3 TEO Reporting, sections 1.5, 2, 3 and 4.

11. General Business

There was no general business.

12. Future of SAR(ACE) – SAR Agencies only

Meeting finished at 3.00 pm.

Next meeting: TBA



New Zealand Search and Rescue

TASK LIST - GOVERNANCE GROUP MEETING (POST 9 AUGUST 2017)			
Agenda Item No.	Actions	Person Responsible	Status
4	Matters Arising from the 9 August 2017 meeting		
8a	TPP to supply Rhett with past course data from 2014-16, identifying course scheduling, attendance and cancellation by region.	Teresa	
5a	TPP / NZSAR to identify 3 actions to improve SAR (ACE) training, in response to analysis of the student survey, and present these to the next PAC meeting on 31 Oct 2017.	TPP / Rhett	
8c i	Rhett to liaise with TPP to ensure that Tracking Core Skills post moderation actions are complete by the next PAC meeting 31 Oct 2017.	Rhett / TPP	
8c ii	Rhett to liaise with TPP to ensure that SAR Leadership post moderation actions are complete by the next PAC meeting 31 Oct 2017..	Rhett	
8c iii	Agencies to email Rhett with potential 2018 SAR Managers course attendance numbers	All	
8c iv	TPP to establish a timeframe for updating SAR Managers course materials and assessments and present this to the next PAC meeting on 31 October 2017.	TPP	
9d	Rhett to work with TPP to estimate the 'ideal' tutor requirements based on course delivery numbers in recent years.	Rhett / TPP	
Agenda Item No.	Decisions	Person Responsible	Status
8a	Approved: Processing Wilderness Clue Sites (PWCS) - change of pre-requisites	TPP	
8b	Approved: Search Techniques – change of credit values	TPP	
	Approved: Changes as proposed to MoU Appendix 3 TEO Reporting, sections 1.5, 2, 3 and 4.	NZSAR	
Parking Lot Reminders			