



# New Zealand Search and Rescue

## SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

10:00 – 12:30pm Thursday 16 November 2017

Cuba Room, Level 2, WestpacTrust House, 318 Lambton Quay, Wellington

Present:

Duncan Ferner – NZSAR

Rhett Emery – NZSAR

Janine Staunton – Skills Organisation

Pat Waite – LandSAR

Dave Robertson - LandSAR

Paul Dalton – SLSNZ

Jo Holden - Police

Patrick Holmes – Coastguard NZ (via phone – left at 12.15pm)

Teresa Schweltnus – TPP (via phone left at 11.00am)

Leanne Gordon - minutes

### 1. Welcome

Duncan opened the meeting and welcomed the attendees. It was noted that TEC are joining from 11 am.

### 2. Apologies

Mike Hill – RCCNZ

Kevin Banaghan – RCCNZ

### 3. Notes of Governance Group meeting held on 9 August 2017

Approved.

### 4. Matters arising from the notes

See task list updates below.

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

Follow up correspondence from TEC and a meeting with TEC where Ministry of Education and TPP and NZQA also attended, productive meeting with key outcomes:

1. Clarification that the 10 hours of learning time per credit does not apply where credits are not issued.
2. Ministry of Education had planned to review ACE funding mechanism this year but hasn't, there is potential for it to be reviewed in 2018 but no definitive date at this time.

## **6. Update from TPP**

Business as usual continues, but in the final stages of submitting a business case to the Ministry of Education. The options remain for a new kind of institution, or, if not possible a merger, as per the initial ministerial press release. The West Coast Faculty (which includes EMSAR) is working hard on process improvement and financial and educational quality management. Teresa will continue to circulate the latest press releases amongst the committee.

## **7. EM ACE**

Janine reported that a key item affecting EM ACE is the withdrawal of FENZ from the fund, they have chosen not to use the fund for training of rural fire volunteers for the near future. As of 1 July they decided to absorb the training and cost of the training within FENZ for 2017/18. This has resulted in underutilisation of that percentage of the fund for that half of the year, they have used approximately one third of the allocation. A small portion has been reallocated to civil defence volunteers but not the full amount.

Planning for 2018 is underway, working with Ministry of Civil Defence and Emergency Management to finalise training needs. There is a noticeable increase in the demand for training following recent emergencies. There are four existing providers in civil defence space, however there is a short fall in their maximum capacity to deliver, looking at other providers. They received a request from someone looking to train their own internal volunteers who sit outside the Civil Defence group – this has been declined.

Looking at composition of what the governance group should be going forward and management of the organisation of it.

## **8. SAR PAC Minutes and actions**

Minutes of SAR PAC meeting held on 31 October 2017 were noted. The meeting sought to address outstanding issues, focus on tutors (retention and progression), moderation and new courses, with a number of actions coming out of the meeting. PAC have brought four issues to the Governance Group for decisions, shown below:

## 8a MoU Appendix 11

PAC requested the Training Governance group to consider the concerns identified with the current MoU Appendix 11 in regard to the SAR Managers course, and investment in time of TPP in courses that are not run through no fault of their own.

The Governance Group noted that NZSAR would look to support and enable a second course if required, rather than altering the MoU at this stage.

### Decision:

**No** amendment to MoU Appendix 11: SAR Managers Course. However, if a second course is run in 2018 NZSAR, Police and TPP to create a one-off document outlining agreed responsibilities and costs.

## 8b Revised credit allocation of SAR (ACE) courses

### Recommendation:

Skills Organisation undertook a review of the credit values of the SAR ACE courses in 2015 and they have been fully delivered against those credit values in 2017 with some delivered in 2016.

Proposed revised credit values:

Course	Proposed Credits
Air Observer	6
Air Observer – Team Leader	6
Tracking Core Skills	8
Search Techniques	8

### Decision:

**Approved** the proposed credit values for Air Observer, Air Observer – Team Leader, Tracking Core Skills, Search Techniques

## 8c Moderation and 2018 SAR (ACE) Moderation Schedule

Reviewed the moderation summary table, noting that outstanding actions are being addressed.

PAC Recommendation for 2018 course moderation: Tracking in the Wilderness Environment, Manage the Marine Response, MTIR (Land) and Extended Search Planning. Chair requested that we make sure that the sector and moderators for MTIR and ESP are the same person.

### Decision:

**Approved** the 2018 Course Moderation schedule.

## 8d New course proposal: Training for SARTrack Operators

This course is proposed to provide operators who can come into the IMT and provide computer support for SARTrack. The course is to be developed by LandSAR at their cost and made available under Creative Commons following a pilot delivery in February 2018. The course would then be made available through SAR (ACE) as part of the ACE funded courses.

### Decision:

**Approved** the inclusion of the new course, Training for SARTrack Operators, in the SAR (ACE) programme.

Chair commended the PAC meeting on becoming very useful and proactive forum.

## 9. SAR(ACE) Training Report 2017

### 9a Training Report 2017

#### Updated Report to 31 October 2017:

	October 2017	October 2016
Total SAR ACE EFTs	90.77	119.21
Number of courses to date	98	79
Number of courses cancelled (YTD)	20**	16
Number of courses postponed (YTD)	6	-
Number participants registered for courses	1406	1267
Total number participants attending	1254	1031
Average numbers registered for course	14.4	16
Average Number attending per course	12.8	13
% non-attendance	10.81	18.62%
% of NZSAR predicted courses (98/132)	74%	79.8%

Compared to past years the number of courses delivered has increased and the total number of people receiving training has increased but the EFTS is down - we are achieving more for less, more volunteers are being trained.

Discussion on the cancellation of courses and it was agreed that more information about these would be useful.

**Action:**

NZSAR to track lifecycle of a postponed course, confirming what has happened with postponed courses in 2017 and provide detail to next Governance meeting.

**9b 2018 SAR (ACE) Training Calendar**

Draft 2018 Training Calendar, as approved by PAC, submitted for approval. This incorporates the requests made by agencies by regional need and numbers. Total number of courses is 144, estimated to consume all EFTS and is based on the credit values approved in Item 8b.

**Decision:**

The 2018 SAR (ACE) Training Calendar is **approved**.

Police noted that this will place pressure on the Polytechnic to deliver the full suite of courses, and will need careful timetabling. Police and LandSAR to work with TPP on this, lead by NZSAR.

SAR Managers course – from the EFTS point of view there is capacity to run a second course. TPP will be able to run a second course. Volunteer agencies need to provide an additional 12 people at the appropriate level for this course which they do not have the capacity to provide this at this stage, Police have agreed that it would be possible to provide less experienced police staff for this section of the course, this would be in the last quarter of 2018 (September or August). Another SAR Managers course will be provided on this basis, subject to be formal agreement from NZSAR, Police and TPP around the issues discussed earlier.

**10. General Business**

There was no general business.

11.00 am

Michelle Turner and Johnny Tramoundanas-Caan joined from the Tertiary Education Commission. Teresa left the meeting at this point.

**11. Future of SAR(ACE) – SAR Agencies only**

Confirmed that no one had a conflict of interest at this stage.

TEC have received investment plans for 2018 from two additional providers and have sought advice from the Governance Group with regard to these. The investment plans under consideration were both for a selection of courses only.

There was general discussion over the investment plans, and the potential advantages, disadvantages and risks associated with the use of multiple providers.

It was agreed to obtain further information from one submitter and to distribute out of session prior to advising TEC.

It was agreed that Duncan will write to TEC outlining the views of the Governance Group and the process used to reach this position. Johnny confirmed that TEC would like this letter as soon as possible.

**Action:**

Duncan is to write to TEC as soon as possible outlining the process followed by the Governance Group, and presenting the Group's advice to TEC in regard to the Investment Plans.

**Future of SAR ACE**

Cannot be changed for 2018 but changes might be considered commencing 2019. SAR sector advice will be required early to mid 2018 if it is to be incorporated into the TEC decision making process.

Meeting finished at 12.30 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	<b>Matters Arising from the 9 August 2017 meeting</b>		
8a	TPP to supply Rhett with past course data from 2014-16, identifying course scheduling, attendance and cancellation by region.	Teresa	Closed - Essentially covered with info from past summaries of programme deliveries.
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	Presented by Rhett and <b><i>attached to these minutes</i></b>
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	Completed
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	On Agenda
8c iii	Agencies to email Rhett with potential 2018 SAR Managers course attendance numbers	All	Completed (11 names provided, need 2 more – LandSAR to follow up)

<b>8c iv</b>	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	On Agenda
<b>9d</b>	Rhett to work with TPP to estimate the 'ideal' tutor requirements based on course delivery numbers in recent years.	Rhett / TPP	Completed and reviewed at last PAC meeting – constant agenda item
<b>9a</b>	NZSAR to track lifecycle of a postponed course, confirming what has happened with postponed courses in 2017 and provide detail to next Governance meeting	Rhett	
<b>11</b>	Duncan is to write to TEC as soon as possible outlining the process followed by the Governance Group, and presenting the Group's advice to TEC in regard to the Investment Plans.	Duncan	
<b>Parking Lot Reminders</b>			
RCCNZ to meet with Rhett to address issues relating to points 8 and 11.1 of MoU Appendix 14 Air Observer Training.			



# New Zealand Search and Rescue

16 November 2017

## NZSAR Student Survey

### Actions to improve SAR (ACE) training

The 2017 SAR (ACE) Training Survey of 2016 students was overall positive and affirming on the delivery of SAR training. However, the overall NPS score was lower than the survey of 2015 students, and overall satisfaction was reduced in some areas.

In response to this, the following actions have been agreed to by PAC:

1. Review and update course materials to make sure that standards and credit values are accurate, and that course material lists are accurate

Survey feedback identified that course material provided to students in some courses was out of date, and in particular did not reflect changes made to the standards and/or credit values.

TPP will undertake this review to ensure materials are correct for 2018 course delivery.

2. Survey tutors this year to get feedback and identify issues they may have

While tutors have the opportunity to provide feedback at the end of a course, this will provide them with an opportunity to feedback on more generic and/or ongoing issues. Information from the survey will also be used to help form the agenda for the 2018 Tutor Workshop.

TPP will survey the tutors in December 2017 through a Survey Monkey questionnaire.

3. Review the on-line pre course materials.

A number of survey responders raised concerns with the on-line materials associated with the courses and which were to be completed prior to the face to face course. TPP has also received feedback relating to this directly from students.

TPP is undertaking a review of the materials they provide on Moodle for each of the SAR courses, and is reviewing this to:

- Improve the clarity of instruction and format
- Clearly identify essential and optional material.

This will be completed for 2018 course delivery.