



## 6. Summary of actions from previous meetings

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|----------------|
|                |
| Not applicable |

## 7. PAC Minutes of meetings – Matters Arising

The minutes of the meeting held on 30 June 2022 and 8 November were reviewed and the following matters arising were discussed:

The NZSAR Council endorsed the SAR training framework and its recommendations on 8 September 2022. This is addressed in Agenda item 9.

In line with the recommendations from the SAR Training Framework the PAC recommends the following actions to the Governance Group:

- One Governance Group for all SAR sector training that is looking at the sector as a whole and aligning need to strategy. Agenda item 6 provides a draft Terms of Reference for a combined governance group.
- That a contractor be engaged to recommend KPIs to validate the effectiveness of training and to map how multi-agency SAR training fits into the learning pathways of the SAR agencies

The PAC is working through addressing all the other recommendations through 2023.

The PAC recommends for Governance Group approval, Andrew Howard as a CIMS4 tutor. This is addressed in Agenda item 10.

## 8. Summary of actions from previous meetings

No further comments were added from the Governance Group.

## 9. SAR Training Framework

- A. The MA Governance Group is invited **to noted and discuss** the SAR Training Framework and its recommendations.
  - i. Summary from the November PAC minutes reviewed – Governance Group supports the PAC’s recommendations
  
- B. The MA Governance Group **advised** the Programme Advisory Committee it will monitor the PAC’s progress of implementing all the recommendations of the SAR Training framework.

### **Action/Decision**

- NZSAR to inform the PAC that the Governance Group will be advised of the progress on implementing all the recommendations from the SAR Training framework as reflected in the PAC minutes of 8 November 2022.

## **10. Draft TOR for combined Governance Group 2023**

- A. The MA Governance Group **approved** one Governance Group for all SAR sector training looking at the sector as a whole and aligning need to strategy, which will take effect from 1 January 2023
- B. The MA Governance Group **adopted** the draft terms of reference for a combined SAR Training Governance group from 1 January 2023 with changes as discussed.

### **Action:**

- NZSAR will update the terms of reference document as directed by the Governance Group.

## **11. Moderation report**

### **2023 moderation schedule**

Due to the Air Observers and Investigative Interviewing course cancellations in 2022 these courses will be scheduled for moderation in 2023.

### **Action**

- Air Observers and Investigative Interviewing approved to be moderated for 2023. NZSAR will inform LandSAR Training Ltd

## **12. SAR Multi-agency Training delivery report 2022**

- A. The initial TPP programme for 2022 was for delivery of 36 courses. A total of 28 courses have been delivered to date.
- B. A pattern has been identified of people registering for courses and not attending. Feedback from the SAR agencies has been there seems to be lethargy of engagement in course and SAREX attendance, connected to impacts of Covid 19, the lockdowns and reflection of life priorities. For 2023, a message around the commitment of enrolment will be included in the joining instructions
- C. A three-week limit for course cancellation notices will take effect from 1 January 2023. This is to ensure course cancellations have less business impact on NZ Police shift changes within a 14-day period.

### **SAR demand vs SAR course attendance by sector**

There is a need for the SAR agencies to be more realistic around the SAR demand for courses and provide more direction around preferences of locations and dates for courses.

Comments: A benefit of LandSAR being a not-for-profit organisation is the SAR courses are provided at cost only.

- Noted – CIMS3 course assessment raised by AREC CE, they would like a CIMS3 training and assessment course to be provided
- CIMS3 course is to be a Police pre-requisite course internally

#### **Action**

- PAC process to enable that a CIMS3 training and assessment course be developed.

### **13. SAR Multi-agency Training Calendar 2023**

Draft 2023 calendar of 52 courses was approved by the Governance Group.

- A. NZSAR and TEC are working to ensure that the 2023 contracts will commence from 1 January 2023
- B. Additional investment in SAR training has been:
  - Swift water rescue training courses for SLSNZ
  - Swift water rescue flood boat operators' courses for SLSNZ
  - Coastguard were supported in the scoping out of training requirements for the IMT training, Air and Radio Operators.

#### **SAR Course table 2023**

- A. The SAR course table has been updated to reflect the 2023 course delivery schedule

#### **Action**

- NZSAR will inform LandSAR Training Ltd the 2023 training calendar of 52 courses was approved

### **14. SAR Tutors**

The governance group approved Andrew Howard as a shadow CIMS4 tutor for LandSAR Training Ltd.

- A. LandSAR Training Ltd is in the process of on boarding and contracting the current multi-agency SAR tutors.
- B. A SAR tutor forum is planned for the weekend of 28-29 January 2023 in Christchurch. This will be an opportunity for the multi-agency SAR tutors to be inducted with LandSAR Training Ltd. An online induction session is also available.

#### **Action**

- NZSAR to notify LandSAR Training Ltd Andrew Howard has been recommended to be a CIMS4 tutor.

## 15. 2022 NZSAR SAR Training survey Questionnaire

The Governance Group approved the 2022 questionnaire and requested that trend analysis be included in the reports.

### Action

- NZSAR to deliver the 2022 SAR training survey results at the next Governance Group with a trend analysis report.

## 16. General business

A question was posed of how this governance group should be supporting SAR training for aircrews.

Different groups will be considering this question and it can be included as an agenda item for the next meeting.

Another question was posed around whether this Governance Group has a strategic enough view of SAR training?

It was suggested that a better use of this groups time would be to be presented with collated papers that require endorsement or approval of the Programme Advisory Committee recommendations and then take the opportunity to discuss 1 or 2 substantive strategic agenda items.

This question can be included as an agenda item for the next meeting.

### Action

- NZSAR to include these two agenda items for the next Governance Group meeting.

## 17. Next meeting

4 April 2023

## 18. Actions, decisions and noting

| #  | Item | Actions, decisions and noting   | Responsibility |
|----|------|---|----------------|
| 9  | 9a   | NZSAR to inform PAC, GG will monitor progress of implementation of SAR Training framework recommendations | NZSAR          |
| 10 | 10   | NZSAR to update the terms of reference as directed  | NZSAR          |
| 11 | 11   | NZSAR to inform LandSAR training that of  |                |

| #  | Item | Actions, decisions and noting   | Responsibility |
|----|------|---|----------------|
|    |      | courses to be moderated in 2023   |                |
| 12 |      | PAC to assess the need for CIMS3 training and assessment course development       | NZSAR and PAC  |
| 13 |      | NZSAR to inform LandSAR training that proposed 2023 training calendar is approved | NZSAR          |
| 14 |      | NZSAR to notify LandSAR Training Ltd of SAR tutor approval                        | NZSAR          |
| 15 |      | NZSAR to deliver the 2022 SAR training survey results to Governance Group         | NZSAR          |
| 16 |      | Two agenda items to be added to next meeting agenda                               | NZSAR          |