

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR SAR Multi-Agency Training Programme Advisory Committee
9.00am – 12.00pm Wednesday 20 October 2021
NZSAR office, Room 3, 3 Queens Wharf
Microsoft Teams meeting:

Present:

Name:	Agency:
Rhett Emery	NZSAR
Emma Burnett	TPP
Moira Todd	TPP
Steve Davis	AREC
Kevin Banaghan	RCCNZ
Pete Theobald	NZ Police
Tony Wells	LandSAR
Karen Hallsworth	LandSAR
Brad O'Leary	SLSNZ
Rachel McKenzie	Coastguard NZ
Wendy Harrison	NZSAR – minute taker

1. Welcome

Rhett Emery opened the meeting and welcomed all attendees and provided attendees with a brief outline of the meeting.

2. Apologies

Name:	Agency:
Alita Bigwood	NZSAR

- **Matters arising from previous minutes Action and Responsibility Table - Meeting of 20 May 2021**

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
4.	TPP update	Action: TPP to send Alita a summary of Tutor Survey results	TPP	Completed

4.	TPP update	Action: TPP to share a current internal course moderation report with Alita	TPP	Completed
4.	TPP update	Action: TPP to produce course materials to go alongside CIMS 3 online assessment	TPP	On Agenda
4.	TPP update	Action: TPP to update Investigative Interviewing course material	TPP	Completed
5.	NZSAR update	Decision: PAC endorses the SAR Leadership course standards for GG approval.	NZSAR	Completed
6.	2021 SAR Calendar	Action: Alita to arrange a conversation with Pete, Tony, Kevin and Trevor to clarify feedback	NZSAR	Completed
6.	2021 SAR Calendar	Action: PAC to consider a different model to make course registration/attendance more successful	All	On Agenda
7.	2022 SAR Training Calendar planning	Action: Alita to investigate whether funding can be used to cover travel costs and explore alternative models for running courses	NZSAR	Completed
7.	2022 SAR Training Calendar planning	Decision: PAC agreed to consult with sector to determine courses/demand ahead of a PAC meeting at the end of October	All	On Agenda
8.	Moderation Planning	Action: Rachel to speak to Murray Miskelly and report back to Alita	Coastguard NZ	N/A

8.	Moderation Planning	Action: PAC to share any other suggestions for SME moderators for AOC and Investigative Interviewing Courses to Alita over the next few days	All	Completed
8.	Moderation Planning	Action: Alita to confirm choices for both courses via email to PAC	NZSAR	Completed
	Moderation Planning	Decision: PAC endorses Trevor Crozier as the moderator of the AOC Course 9/10 October in Marlborough	NZSAR	Completed
8.	Moderation Planning	Decision: PAC endorses Patrice Nilsen as the moderator of the Investigative Interviewing Course 19 June in Motueka	NZSAR	Completed
10.	Tutors' application review	Action: Tutor applications to be progressed for Governance Group approval	NZSAR	Completed
10.	Tutors' application review	Action: Brad to approach Seth McPhee and assess his interest in applying to be a CIMS 4 and/or SAR Leadership tutor	SLSNZ	Completed
11.	Student Training Survey	Action: Alita to consider PAC suggestions for improving the way the Student Training Survey is run and report back at next PAC meeting	NZSAR	On agenda
12.	Sector Updates	Action: Rhett to share PAC contact details with Win for SAR Managers feedback	NZSAR	Completed

13.	General Business	Action: Alita to organise a cross-sector workshop for each agency to share their current learning materials	NZSAR	On agenda
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3. Minutes of the previous meeting 20 May 2021.

The minutes from the meeting on 20 May 2021 were approved and accepted as a true and accurate record.

4. TPP update

TPP oversight of SAR training programme

TPP is moving the oversight of the SAR training programme to Teaching and Learning Team – Moira who was introduced as the Manager is looking after short courses. There was a presentation of the proposed operating model going forward with Te Pukenga. Still on track for 2023 with 2022 is still status quo. Not everything will be run from one central location. Workstreams happening behind the scenes to make this happen.

TPP update of website and registration implications for SAR students:

TPP is updating their website, which will impact the registration process. The new website should be up and running by February next year for online enrolments. At the moment there is a link to a PDF form to enrol.

Tutor Survey

TPP sent a summary to Alita which was circulated with the PAC papers. Four responses received with not much content.

Professional Development

There was no update at this point. Moira to look at this in more depth.

Internal Course Moderation

One course done, because of COVID. Not able to share an overall report until more courses are moderated.

CIMS 3 and 4

These are being updated again. New assessments written which will be going to Skills next week for re-moderation. Approval for online content for CIMS 3 which will start in next two months or early next year. Looking to employ part time SME for SAR, who will be on campus.

Other business

The Investigative Interviewing course material has been rebranded and there are some tutors pulling out at the last minute but can't do much about this.

5. NZSAR update

SAR Training Managers workshop

Alita would like to convene a face-to-face workshop of the SAR managers in first half of 2022. RCCNZ are running courses in April, TPP would prefer earlier in February or later in March.

Actions:

- Alita to pick dates and send out by doodle poll.

Extended Search Planning

This course has run a couple of times this year, feedback from the tutor's has been taken under advisement.

SAR Leadership

In anticipation of on boarding the potential Coastguard tutors, an online meeting was held to familiarise the tutors of the new course materials. The new course is still to be run as low numbers and availability of the lead tutor has been affected by Auckland lockdown.

Coastguard are planning on using SAR Leadership course as a pre-requisite for Boat Masters course (before Skippers course). Don't want to reinvent what is already available. Want more courses available.

Tutors workshop update

NZSAR intends to host two workshops in first quarter of 2022. This will assist with the on-boarding of the new tutors for the CIMS4, MTIR, ESP, MSART and MTMR courses.

SAR Training Framework

NZSAR intends to engage a contractor to develop a SAR Training framework. This will entail the contractor contacting the SAR Training managers. The outline of the document went through the Chairs/CE meeting and was accepted. The Contractor will be in touch early next year with the aim to present to Consultative Committee in May next year.

SAR training funding

Clarification that the SARSTAP funding does not cover travel costs of students.

Training hub

The use of the student hub/portal has been offered as pilot for free. It is not a LMS system. The registration process will still go through TPP, then a link to this hub will be sent through to the student to access course pre-reading, it can generate automated email reminders about the course as well as a connection to ask questions of the tutors prior to the course. It can be set up to provide post-course support too.

Overall, it will enhance the student experience and provide support.

Tutors will need to be trained and contracted to provide support to the students.

6. 2021 SAR Calendar

Delivery summary table included in the PAC papers. The notes provide the reasons courses were postponed or cancelled.

Year to date: 23 courses run with 263 students; 6 more courses scheduled through to December.

Rhett thanked TPP for running courses lower than 10. Agency enrolments were also recognised, bosting numbers in other courses. The calendar has ongoing issues with confirmed dates, dates changing etc.

Also LandSAR was thanked as well for their effort. They managed to maximise delivery pretty well in a condensed timeframe. Money had come back from TEC which is going to be used for training in other ways and also to support YSAR training.

7. 2022 SAR Training Calendar planning

NZSAR is working with TEC to confirm the Mix of Provision table earlier and aim to get the calendar and contracts out in December 2021.

Multi-Agency SAR Training Calendar needs to be agreed upon at this PAC meeting.

With the projected costings there is capacity to deliver up to 39 courses.

Rhett asked how we create a calendar that meets individual needs but will need to compromise on dates. Thinking of wish list, what is a necessity, then what would be nice to have i.e. member engagement. Then those who want to do a course, lowest level in terms of needs.

From budget point of view, courses are limited. Need to look closely at wish lists.

Rhett updated the calendar with locations and dates as discussed.

Action:

- Rhett to send calendar out to everyone. Emma to look down quarters to see if issues there due to capacity, tutors etc. Rhett to check with Alita to see if more CIMS courses can be held.

8. Moderation Planning

SAR Managers course

NZSAR wants to acknowledge the work of Jo Holden and Pete Theobald in ensuring the success of the 2021 SAR Managers course.

The Police SAR Managers course was reviewed by Win van der Velde. The report was circulated with the PAC papers.

Next steps

NZSAR has engaged Win van der Velde as project manager for the development of the SAR Managers course. A steering group will determine the purpose, aims and objectives of the course and which recommendations from the review are to be implemented and when.

Air Observer's Course in Marlborough will be moderated in 2022. SME was not available to moderate this course

NZSAR proposes that Jono Gillan from ACR team will be the SME moderator for this course in 2022.

Investigative Interviewing course in 2022. Patrice Nilsen is available as the academic moderator. SME moderator still to be confirmed.

Actions:

SME moderator for Investigative Interviewing to be identified and confirmed by PAC.

Decisions:

PAC endorses Jono Gillan as the SME moderator of the AOC Course in 2022.

9. Tutor matrix

Courses seen as priority are MTIR, ESP, CIMS, SAR Leadership. Need another Air Observers tutor. Kevin can see if any SAROs would be interested.

10. Tutors' application review

Applications and EOI summary table included in PAC papers

Eleven applications were considered. Each applicant if endorsed needed to be assigned specific courses and an assessment needed to be made as to whether they begin as a shadow or assistant.

Jonathan Walmisley – applied for SAR Leadership.

Doug Griffin – applied for SAR Leadership

Rex Harrison – applied for SAR Leadership, CIMS4, MTIR, MTMR and MSART

Graeme Ogg – applied for SAR Leadership as assistant/lead.

Graham Weakly – applied for SAR Leadership as assistant/lead

Jo Norgrove – applied for SAR Leadership as assistant/lead

Jono Welsh - applied for SAR Leadership as assistant/lead

Craig Williams – applied for SAR Leadership, MSART, MTMR and MTIR

Robb Henry – applied for SAR Leadership, CIMS4, MSART, MTMR, MTIR, ESP and Investigative Interviewing

Craig Houkamau - applied for SAR Leadership, CIMS4 and MSART

Kerri Walker- applied for SAR Leadership, CIMS4, MSART, MTMR, MTIR, ESP and Investigative Interviewing

Most nominations are from Coastguard with Rachel as a referee. Some courses she wouldn't put them forward especially the LandSAR ones. Bottom four on the list are all in Auckland area and don't know how much practical CIMs experience they have. No problem doing SAR leadership courses.

Discussion centred on identifying highest priority nominations and appropriate courses, considering the tutor demand. It was also noted if applicants also held L4 Adult Education and Training National Certificate.

Kerry Walker, Rob Henry, Graeme Weakly, Rex Harrison would be Rachel's top four then to put forward then Craig Williams and Craig Houkamau. Only reservations would be LandSAR courses.

Actions:

Based on Rachels' recommendations, PAC supported nominations for:

Jonathan Walmisley – SAR Leadership.

Doug Griffin – SAR Leadership

Kerry Walker – SAR Leadership

Rob Henry - SAR Leadership, MSART, MTMR

Graeme Weakly - SAR Leadership

Rex Harrison - SAR Leadership, MSART, MTMR

And subject to demand:

Craig Williams - SAR Leadership, MSART

Craig Houkamau - SAR Leadership, MSART

Alita to confirm with Rachel and Emma to confirm what courses. Consideration of CIMS 4 for Robb Henry, Craig Houkamau and Kerri Walker on further investigation.

Actions:

- Rhett to bring to Alita's attention that the application form may need to be changed to include relevant SAR experience. More specific knowledge needed to justify what experience they have on each course they have selected.

11. Student Training Survey

AK Research Ltd (formerly previous contractor UMR Ltd) has been engaged to produce the 2021 survey.)

PAC supported running the survey from mid February 2022.

12. Sector Updates

AREC

Still building organisation from initiatives and funding. Been out to the South Island district and giving them an update. Building curriculum and starting on LMS journey. Trying to get initiatives and background IT stuff going and people onboard.

Coastguard

Fully overwhelmed with updating syllabus and with LMS. Looking to go live next month. Lots of online meetings and training with volunteers. Has been well accepted and having a good response. Lots of resources available for practical training.

LandSAR

Got SOPs in place for COVID and challenges, planning tutor forum next February. Introduced training registration system this year, working through teething problems. Looking at 2022 calendar preparation. Delivered 64 SAR courses.

NZ Police

Organisation wise, main impact is COVID, helping Auckland and investigating breaches of safety orders. This is impacting staff around country. Positive note is employing DSARACs and in place by early December. Induction course will be held early December alongside workshop with multi-agencies. The national SAR course (Dip Flat) has been confirmed for May 2-13, 2022. SAR managers, funding sits with Police College, whole bunch of courses postponed due to COVID, may not be able to get police college as a venue so will need to discuss options.

SLSNZ

COVID impacting a lot of what we are doing. Challenge is examiners coming out of Auckland area. Moving to new LMS but not looking to launch until next year. Good uptake from members. Major course was leaders for life programme, there were a number of cancellations with people in Auckland so has had to be cancelled this year. Doing internal review of training and will be completed by the end of the year. Other challenge is VHF training with IRB operators and VHF course is getting too big so becoming an impediment. Its going to be an impact if people can't get through course as they can't get on the boats. Discussion will be held offline between Surf, LandSAR and AREC.

TPP

Nothing further to update.

RCCNZ

RCCNZ has managed 865 incidents this year. Have got new manager who started on Monday. This week finishing recruiting for Principal Advisor Planning and advertising for five new SAROs. Will be advertising for Operations Manager as well. Have been designing e-learning courses. Going to push for more staff to go on courses.

13. General Business

There was no general business.

Action and Responsibility Table

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5	NZSAR Update	Action: Alita to pick dates and send out by doodle poll.	Alita Bigwood	Completed
7	2022 SAR Training Calendar planning	Action: Rhett to send calendar out to everyone. Emma to look down quarters to see if issues there due to capacity, tutors etc. Rhett to check with Alita to see if	Rhett Emery	Completed

		more CIMS courses can be held.		
8	Moderation Planning	<p>Action: Rhett to send Pete the letter about SAR Managers.</p> <p>Decision: PAC endorses Jono Gillan as the SME moderator of the AOC Course in 2022.</p>	Rhett Emery	Completed
10	Tutors' application review	Action: Tutor applications to be progressed as noted		Completed
		<p>Action: Rhett to bring to Alita's attention that the application form may need to be changed to include what is relevant SAR experience. More specific knowledge needed to justify what experience they have on each course they have selected.</p>	Alita	Completed

Next meeting:

- a. 2022 proposed meeting dates: Wednesday 4 May 2022 and Wednesday 19 October 2022.

The May date may need to be changed. It was discussed and agreed that the next meeting should be at the Antarctic Centre, Christchurch.