

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa ● ● ● ———— ● ● ●

NZSAR Multi-Agency Programme Advisory Committee Minutes

Tuesday, 21 March 2023, 1.00pm – 2.15pm
 3 Queens Wharf, Wellington and MS Teams

1. Present

Name	Agency	Name	Agency
Alita Bigwood	NZSAR	Kevin Banaghan	RCCNZ
Karen Hallsworth	LandSAR - online	Rachel McKenzie	Coastguard NZ - online
Steve Davis	AREC - online	Belinda Slement	SLSNZ online
Allan Mundy	SLSNZ		

2. In attendance

Name	Agency	Name	Agency
Lisa Mellish Myton	LandSAR		
Meagan McLeod	LandSAR		

3. Apologies

Name	Agency	Name	Agency
Craig Rendel	Police		

4. Welcome

Alita Bigwood opened the meeting and welcomed all attendees and provided a brief outline of the meeting – a new format with the combination of the Multi-agency and LandSAR PAC meetings as one meeting.

5. Minutes of meeting on Tuesday, 8 November 2022

The minutes of the meeting held on Tuesday 8 November were accepted as a true and accurate record. AREC and SLSNZ members.

6. Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
7	Agenda Item 4	Action: Recommend to the Governance Group that a contractor be engaged for KPI and mapping training pathways.	Alita Bigwood	In progress – contractor engaged
8.	Agenda Item 5	Action: The PAC agreed to having only one PAC for the multi-agency and Land SAR training programmes from 2023 onward and accepted the updated terms of reference with a couple of noted changes	NZSAR	Completed
9	Agenda Item 6	<ul style="list-style-type: none"> Action: The PAC requests that TPP endeavour to deliver SAR Leadership Christchurch and CIMS4 Waihi before the year end. 	TPP	Not applicable
11	Agenda Item 8	Action: PAC agreed that the expression of interest forms can be sent to MAROPS for potential Air Observer tutors.	Alita Bigwood	Completed

#	Item	Actions	Responsibility	Actions taken/ Status
		The LandSAR tutor guide to be sent with the application		
11	Agenda Item 9.	Action: The SAR agencies were requested to recommend more tutors who can potentially present the CIMS4 course	SAR agencies	
12.	Agenda Item 9	Action: LandSAR Training will provide updates around the enrolment process, CIMS 3 training module and assessment in April 2023 PAC meeting	LandSAR Training	
	Agenda Item 9:	Action: PAC recommends that Coastguard to cross-credit their existing training to Marine SAR Technical and that PAC accepts this cross-crediting as meeting the entry requirements for MTMR	Coastguard NZ	
13	Agenda Item 10	<ul style="list-style-type: none"> Action: PAC recommends to the Governance Group that 	Alita Bigwood	In Progress

#	Item	Actions	Responsibility	Actions taken/ Status
		Investigative Interviewing and Air Observers courses are to be moderated in 2023.		
	Agenda Item 10	<ul style="list-style-type: none"> Action: Police will recommend a SME moderator for the Investigative Interviewing course. 	Police	Completed – Sara Arrow
	Agenda Item 10	Action: NZSAR to update the moderation table.	NZSAR	completed
14	Agenda Item 11	<ul style="list-style-type: none"> Action: NZSAR to organise SAR training managers meeting from late March 2023. Circulate a draft agenda for consultation. 	NZSAR	In progress- Agenda item
15.	Agenda Item 12	<ul style="list-style-type: none"> Action: NZSAR will organise the delivery of the 2022 SAR student training survey. NZSAR 	NZSAR	In progress – Agenda item

#	Item	Actions	Responsibility	Actions taken/ Status
		to instruct contractor to produce one overall report and two separate reports for the training providers.		
16.	Agenda Item 13	Action: NZSAR to inform Craig Rendel around progress with Marine SAR work.	NZSAR	Completed
18.	Agenda Item 15	Action: LandSAR Training Ltd and NZSAR will consider the SAR course demands and align it with the budget.	LandSAR Training and NZSAR	Completed
	Agenda Item 15	Action: LandSAR Training Ltd will circulate a proposed draft calendar for PAC consideration out of session for recommendation to the Governance Group.	LandSAR Training Ltd	Completed

#	Item	Actions	Responsibility	Actions taken/ Status
	Agenda Item 15	Action: LandSAR to negotiate course costs for Swift water rescues courses with Rescue 3.	LandSAR Training Ltd	In progress
	Agenda Item15:	Action: NZSAR to assess how the MTIR and MTMR courses can be combined into a four to five-day course.	NZSAR	In progress – Contractor to be engaged in April 2023
	Agenda Item 15	Action: Coastguard to present a proposal of a new training need to the PAC for working in internal waterways and in flood events	Coastguard	In progress
	Action points from LandSAR PAC			

7. Agenda Item 4. Actions from the previous minutes

Multi- Agency Agenda Item 9: Coastguard have provided the Coastguard training equivalency against MSART

Action:

- PAC recommends that Coastguard to cross-credit their existing training to Marine SAR Technical and PAC accepts this cross-crediting as meeting the entry requirements for MTMR

- NZSAR to update the course materials/ fliers to reflect this update

Multi- Agency Agenda Item 11: SAR Training Managers meeting

- Action: NZSAR to organise SAR training managers meeting to be confirmed 2023. Circulate a draft agenda for consultation.

8. Agenda Item 5. 2023 SAR Training Calendar summaries and tracking

LandSAR provided summaries of courses delivered to date.

KH will provide monthly summaries to the PAC

The student records are still to be transferred from TPP to LandSAR Training Ltd.

IT system being worked on for the reporting back to the SAR agencies.

Action

- LandSAR Training Ltd will send monthly course completion summaries to the PAC members
- LandSAR Training Ltd has a manual workaround to provide SAR agency completion course lists of their members for their training records.

9. Agenda Item 6. LandSAR training advisory group updates

The PAC were walked through this LandSAR process.

SME's are identified and approved by LandSAR. The advisory groups are essentially mini-PAC for different courses and specialties delivered by LandSAR.

Does this need to be a standing item for the PAC?

Action

- PAC agreed this will be a standing agenda item. LandSAR will provide reports as required
- SLSNZ requested the technical guides similar to swift water rescue.

10. Agenda Item 7. Tutors Matrix

LandSAR tabled the Tutors matrix for PAC consideration

LandSAR has outlined the proposed addition of scope of current tutors

Are there any courses at risk due to not enough tutors to deliver?

The PAC reviewed the Tutors Matrix table

Loss of two senior Marine tutors – Peter Comer

Air observers course tutor Dave Greenberg

Action

- This standing agenda item

11. Agenda Item 8. Tutors Approvals

NAME	CURRENT SCOPE	PROPOSED ADDITION TO SCOPE	DETAIL
Mark Lucas	ST, TCA, SCA, RFS	NAV, FTL, Investigative Interviewing	<p>Mark has shadowed 2 x NAV courses supported by his existing bush skills and has received positive attestations from each of the lead tutors.</p> <p>He has shadowed 2 x FTL courses to date (2020 & 2021) and has displayed aptitude, with further shadowing experience recommended.</p> <p>Mark has requested to be considered for Investigative Interviewing based on his extensive experience within Police conducting interviews in stressful situations. He has been trained in Investigative Interviewing methods.</p>
Claire Pettigrew	CIMS4 SAR	MTIR, ESP	<p>Claire has extensive experience, both operationally and in teaching CIMS and Incident Management. She is the Principal Advisor in Incident Response to MBIE. She has been an active operational LandSAR member for many years and her extensive SAR experience reinforces her credibility in the sector.</p>
Alex Waterworth	nil	ST, RFS, NAV, SRM, ORM, TCA, AA	<p>Alex is current in NZOIA Bush 2 & Alpine level 1. He is a Level 5 high ropes instructor and Level 4 outdoor leader. He has been an active operational member of Horowhenua LandSAR for 3+ years. He contracts as a senior instructor at Makahika OPC and has also facilitated a cold conditions training trip for Wellington Police SAR squad.</p> <p>Extract from CV: <i>NEW ZEALAND POLICE - 2011 – 2018</i> <i>Front line Police officer / Field training officer / Acting Sergeant / Instructor at the Royal New Zealand Police College.</i> <i>I took leadership opportunities early in my operational policing career, I was a field training officer personally responsible for training probationary Constables during their two-year probationary work place assessments. I spent over 2,000 hours in a team leader role supervising several frontline policing work groups. I left the front line and focused on my passion for teaching and training as a defensive tactics and firearms instructor at the Royal New Zealand Police College. I left the New Zealand Police to work as an outdoor instructor and started my own business.</i></p>
Stefan Lerbs	RCOM, SARTrack	CIMS4 SAR, MTIR, ESP, FTL	<p>Stefan has applied to teach Incident Management training along with Field Team Leadership, based on his operational experience within LandSAR. His application is</p>

			supported by Tony wells
Janelle Mackie	nil	CIMS4 SAR	Janelle joined the Training Team in November as Development Manager from her previous dual role with Civil Defence Emergency Management Canterbury Group (region) and with Emergency Management Training Centre (EMTC). Janelle also holds a response role within the Canterbury Group ECC where she often holds the role of Response Manager. Janelle will continue in a volunteer response role with Canterbury CDEM to maintain currency and credibility within the CDEM sector. She has recently begun the development and implementation of Liaison Officer (LO) training for LandSAR members to better integrate with CDEM EOC/ECC at local and regional levels.
Aaron Mytton	RCOM	RFS, SRM	Aaron has been an active Civil Defence NZ Response Team, NZ-RT2 member for over 10 years. Within that time, he has kept and continues to keep his skills current. He has been deployed on multiple operations both local and national. Aaron is currently a Level 2, CDEM Tutor with LandSAR in Ground Based Rescue and Rescue at Heights. He has requested to be considered for River Flood Safety and Stretcher Rope Management based on the skills and experience he has accumulated over his 10+ years tenure (and continuing tenure) with NZ-RT2.
Steve Pooley	nil	ST, TCA	Steve has been Group Training Officer for Oxford LandSAR for 5+ years and during that time he has organised and delivered regular monthly training in line with LandSAR competencies, group exercise weekends and joint group exercises. His application is supported by 2 current lead tutors - Gideon Geerling & Ed Halson
Kris Monopoli	nil	ST, TCA	Kris has extensive outdoor/wilderness experience and has been an active operational member of Nelson LandSAR since 2016 as field team member, team leader and Group Training Officer. His application is endorsed by Tony Wells.
Siân Fayle	nil	ST, RCOM, ORM, SARL, TCA, NAV	Siân has taught and presented professionally for many years; both in academia and as an Outdoor Ed Instructor. She has been an active operational member of Taranaki LandSAR for 10+ years, holding the GTO and assessor role and this has given her a high level of credibility within the organisation. She has not only the practical experience over a wide range of skills but also can demonstrate the quadripartite needs of technical knowledge, teaching ability, operational context of the training subject and currency in the subject area.

EOI applications were reviewed EOI applications as Air Observer tutors to MAROPS staff

MAROPS applications for Air Observers courses

- Richard Gilles
- Bret McKenzie

- Eric King

Actions

- The PAC recommends to the Governance Group that Mark Lucas, Claire Pettigrew, Stefan Lerbs, Aaron Mytton, Steve Pooley, Kris Monopoli and Sian Fayle become shadow tutors for all the courses outlined in the proposed action to scope in the table above against their names.
- The PAC recommends to the Governance Group that Alex Waterworth and Janelle Mackie are eligible to become tutors for all the courses outlined in the proposed action to scope in the table above against their names as they both hold qualifications and a wealth of experience in these fields.
- The PAC recommends to the Governance Group that Richard Gilles, Bret McKenzie and Eric King become shadow tutors for the Air Observers course.

12. Agenda Item 9. Moderation report and recommendations

Multi-Agency courses

Air Observers – Trevor Crozier and Jono Gillon - 21 October 2023

Investigative Interviewing – Patrice Nilsen and Sara Arrow (NZ Police) -13/05/2023

Processing Wilderness Clues – LandSAR rep and Patrice Nilsen Levin 9/10 September 2023

Track and Clue Awareness – LandSAR rep and Jillian Ireland – Otago 20/05/2023 or Whakatāne 27/05/2023

RCOM Update:

Lead LMM & JM

An internal LandSAR review of the RCOM course was conducted recently in Geraldine by LMM/Academic & Compliance Manager. Summarised findings
 1) Assessment material fit for purpose. 2) Content and delivery, as already identified, needs to be standardised to effectively meet the learners needs and outcomes. The re-development phase for RCOM is underway with the aim of running a trial in mid June.

SSE

Lead TW: On-going.

Action

- LandSAR Training and NZSAR to confirm dates with the recommended moderators

13. Agenda Item 10. LandSAR Training competencies, updates and approvals sought

LandSAR training walked the PAC members through this internal process. It will be a standing agenda item. LandSAR

Action

To be a standing agenda item for the PAC meetings

14. Agenda Item 11. Multi-agency changes to pre-requisites for the courses

Recommendation: LandSAR requests PAC remove the requirement of CIMS3 as an entry requirement for CIMS4SAR.

Rationale: The NZQA Unit Standards for CIMS4 lists the *recommended* skills and knowledge for entry as: Unit 32158, Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System [not compulsory]. Having CIMS3 (Unit 32158) as entry criteria fails to recognise pre-existing skills and knowledge of Police and SAR NGOs gained through operational experience and/or through other training, and places additional requirements on SAR responders wanting or needing to attend CIMS4.

LandSAR will develop the CIMS3 course as an option for those wanting it. Removal of the CIMS3 will streamline the process for entry and make it easier for all SAR personnel to attend CIMS4 and the higher level courses.

It is proposed that the MLSO course no longer be accepted as a pre-requisite course for the SAR Managers course.

This course was replaced by the MTIR and ESP courses as pre-requisite courses.

Action

- PAC agreed to removing the requirement of CIMS3 as an entry requirement for CIMS4SAR
- PAC agreed to removing the requirement of MLSO as an entry requirement for the SAR Managers course.
- NZSAR to update the fliers and course standards to reflect these updates

15. Agenda Item 12. Multi-agency CIMS course

LandSAR Training Ltd – progress report about delivery of CIMS3 and CIMS 4 course

Action

- LandSAR Training Ltd is working on this for CIMS3 online course will be available to access via their LMS system.
- Registration process for the CIMS3 will need to be clarified from LandSAR Training Ltd for other SAR agencies.

16. Agenda Item 13. SAR Training Framework Recommendations

The PAC reviewed the SAR Training Framework recommendations and discussion was held around the following recommendations:

1.5 Collective Training and Exercising

SAR Lessons summary and summary of SAREX common themes were circulated to PAC as a reminder that the lessons learned implementation stage from the SAREX reports still needs to be worked on. Carl McOnie requested that they be presented to the PAC for consideration and recommendations around whether the documents were reflecting best practice.

PAC was informed that an Evaluators training day is being planned for Friday 5 May 2023.

1.8 Practise opportunities

Discussion was held around the benefit of running IMTEX's in the lead up to delivering successful regional SAREX's.

Alison Marshall has been engaged to

- recommend KPI's to validate the effectiveness of training that goes beyond course satisfaction.
- to map how SAR Multi-Agency Training fits into the learning pathways of the agencies. This will provide clarity around internal SAR training pathways with the aim of improving the uptake of courses and increased capability

Action

PAC members will be engaged with Alison to assist with delivery of SAR objectives.

17. Agenda Item 14. 2022 Student Training survey update

The survey will close on Monday 27 March 2023. Later due to the response to the flooding events

Action

- NZSAR will organise the delivery of the 2022 SAR student training survey.
NZSAR to instruct contractor to produce one overall report and two separate reports for the training providers.
- AK Research to provide a timeline for delivery with the new closure date.

18. Agenda Item 15. 2023 SAR managers course update

The NZSAR Training coordinator updated the PAC about the working group and steering group progress in developing SAR managers course update

Tabled the notes from working group and steering group.

The June SAR managers course is to run to the same programme as 2022 course with some minor updates. More course changes will be expected for the October 2023 course.

PAC proposes that if the Police block courses of MTIR and MTMR are not required in the 2023 schedule, the funding for these courses can be allocated to the Swift water rescue courses for \$14K per course instead of the budgeted \$12K.

Actions

- PAC agreed to reallocate funding to the Swiftwater River courses from the Police block courses for 2023.

19. Agenda Item 16. NZSAR update

NZSAR training coordinator provided updates around the following activities:

Interim support for the training coordinator role – Rhett will be doing 20 hours a week until a permanent replacement is appointed.

Nat Sig Exercise – John Dyer has been in discussions with all the agencies to ensure they benefit from the regional SARex's and eventually the Nat Significant Exercise next year. The aim is to support the linkages in a multi-agency response.

NZSAR will deliver the updated course materials to LandSAR before 6 April 2023. Updated logo and contact details.

Action:

- NZSAR to deliver the updated course materials.

20. Agenda item 17: Sector updates

AREC

BAU for AREC still working on the training development for online and face to face training, aligning it with their LMS.

Some rescheduling of training necessary due to impact of response work in Auckland and Cyclone Gabrielle in Hawkes Bay.

Coastguard NZ

Reworking the radio operator and IMT training as well as LMS integration.

LandSAR

Formally introduced Meghan Mcleod as part of the training team. Still working on the transition of course materials from TPP. Trying to determine some structure and sense of order that the tutors need for the multi-agency courses. An audit of the multi-agency tutors is not feasible at the moment

SLSNZ

SLSNZ will be hosting a SAR summit at Tauranga in May 2023. An annual three-day summit which includes a multi-agency SAREX.

Have been busy with response work in Auckland and Hawkes Bay. Not a lot of SAR training as too busy on operational scale. Proud that of the 1000's of operational hours only one puncture wound reported. Hundreds of people saved and great learnings. Have been having emotional debriefs with all the squads before the operational debriefs over the next few weeks.

Police

Working on standardising the national selection and competency criteria, in alignment with LandSAR competencies. Assessing internal Police SAR core competencies, leading to progress through the multi-agency management courses.

RCCNZ

A busy quarter for RCCNZ. 405 incidents responded to 21 March 2023. This number does not include the responses to the Cyclone Gabrielle from 14 -17 February 2023.

29 March – A full debrief session around the response to Cyclone Gabrielle with RCCNZ and Police.

Six new SARO's.

21. Agenda Item 18: General Business

The PAC acknowledged Kevin Banaghan for all his support and advice to the PAC over the years.

The PAC was reminded that the deadline is Friday 24 March for volunteer registrations to attend the SAR Managers courses in June and October 2023.

22. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility
4	Actions from previous minutes	<ul style="list-style-type: none">PAC recommends that Coastguard to cross-credit their existing training to Marine SAR Technical and PAC accepts this cross-crediting as meeting the entry requirements for MTMR.	

#	Item	Actions, decisions and noting	Responsibility
		<ul style="list-style-type: none"> NZSAR to update the course materials/ fliers to reflect this update 	
	Actions from previous minutes	NZSAR to organise SAR training managers meeting to be confirmed 2023. Circulate a draft agenda for consultation.	NZSAR
5	2023 SAR training calendar summaries and tracking	<ul style="list-style-type: none"> LandSAR Training Ltd will send monthly course completion summaries to the PAC members 	LandSAR Training Ltd
	2023 SAR training calendar summaries and tracking	LandSAR Training Ltd has a manual workaround to provide SAR agency completion course lists of their members for their training records.	LandSAR Training Ltd
6.	LandSAR training advisory group updates	<ul style="list-style-type: none"> PAC agreed LandSAR training advisory group updates will be a standing agenda item. LandSAR will provide reports as required 	NZSAR – standing agenda item
		<ul style="list-style-type: none"> SLSNZ requested the technical guides from LandSAR Training Ltd similar to swift water rescue. 	

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7	Tutor approvals	The PAC recommends to the Governance Group that Mark Lucas, Claire Pettigrew, Stefan Lerbs, Aaron Mytton, Steve Pooley, Kris Monopoli and Sian Fayle become shadow tutors for all the courses outlined in the proposed action to scope in the table above against their names	NZSAR to make these recommendations to the SAR Training Governance Group
	Tutor approvals	<ul style="list-style-type: none"> The PAC recommends to the Governance Group that Alex Waterworth and Janelle Mackie are eligible to become tutors for all the courses outlined in the proposed action to scope in the table above against their names as they both hold qualifications and a wealth of experience in these fields. 	NZSAR to make these recommendations to the SAR Training Governance Group
	Tutor approvals	<ul style="list-style-type: none"> The PAC recommends to the Governance Group that Richard Gilles, Bret McKenzie and Eric King become shadow tutors for the Air Observers course. 	NZSAR to make these recommendations to the SAR Training Governance Group

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9.	Moderation report and recommendations	<p>Courses to be moderated in 2023</p> <p>Air Observers – Trevor Crozier and Jono Gillon - 21 October 2023</p> <p>Investigative Interviewing – Patrice Nilsen and Sara Arrow (NZ Police) - 13/05/2023</p> <p>Processing Wilderness Clues – LandSAR rep and Patrice Nilsen Levin 9/10 September 2023</p> <p>Track and Clue Awareness – LandSAR rep and Jillian Ireland – Otago 20/05/2023 or Whakatāne 27/05/2023</p>	LandSAR and NZSAR to confirm dates with the recommended moderators and to organise relevant contracts, travel and accommodation.
10	LandSAR Training competences, updates and	To be a standing agenda item for the PAC meetings	NZSAR to include this as standing item
11	Changes to Multi-agency course pre-requisites	PAC agreed to removing the requirement of CIMS3 as an entry requirement for CIMS4	
11	Changes to Multi-agency course pre-requisites	PAC agreed to removing the requirement of MLSO as an entry requirement for the	

#	Item	Actions, decisions and noting	Responsibility
		SAR Managers course.	
	Changes to Multi-agency course pre-requisites	<ul style="list-style-type: none"> NZSAR to update the fliers and course standards to reflect these updates 	NZSAR
12.	Multi-agency CIMS course	LandSAR Training Ltd is working on this for CIMS3 online course will be available to access via their LMS system.	LandSAR Training Ltd
		Registration process for the CIMS3 will need to be clarified from LandSAR Training Ltd for other SAR agencies.	LandSAR Training Lrd
13	SAR Training Framework Recommendations	PAC members will be engaged with Alison to assist with delivery of SAR objectives.	PAC members
14.	2022 Student Training Survey	<ul style="list-style-type: none"> NZSAR will organise the delivery of the 2022 SAR student training survey. NZSAR to instruct contractor to produce one overall report and two separate reports 	NZSAR to circulate the 2022 Student survey to the PAC and GG and upload the reports to the NZSAR website

#	Item	Actions, decisions and noting	Responsibility
		<p>for the training providers.</p> <ul style="list-style-type: none"> • AK Research to provide a timeline for delivery with the new closure date. 	
15.	2023 SAR Managers course	<ul style="list-style-type: none"> • PAC agreed to reallocate funding to the Swiftwater River courses from the Police block courses for 2023. 	NZSAR and LandSAR training Ltd
16.		NZSAR to send USB of course materials to Karen Hallsworth – LandSAR training	

Next Meeting: to be confirmed

Meeting closed at 2.15pm