

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR SAR Multi-Agency Training Programme Advisory Committee
1.00pm - 3.00pm Thursday 30 June 2022
Sudima Airport Hotel
550 Memorial Avenue
Christchurch

Teams meeting link : [Click here to join the meeting](#)

Present:

Name:	Agency:
Alita Bigwood	NZSAR
Moira Todd	TPP via Teams
Steve Davis	AREC via Teams
Neville Blakemore	RCCNZ
Kevin Banaghan	RCCNZ
Tony Wells	LandSAR
Brad O'Leary	SLSNZ
Allan Mundy	SLSNZ
Rachel McKenzie	Coastguard NZ
Wendy Harrison	NZSAR – minute taker
Michael Bassett-Foss	Independent Council Member

1. Welcome

Alita Bigwood opened the meeting and welcomed all attendees and provided attendees with a brief outline of the meeting.

2. Apologies

Name:	Agency:
Peter Theobald	NZ Police

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

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
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	Rhett Emery	Completed

		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	<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
		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.	Alita	Completed

3. Minutes of the previous meeting 20 October 2021.

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

4. TPP update

Verbal updates from Moira

Moira advised that as of 31 December, TPP will no longer exist it will be renamed Te Pukenga. The structure is not set up yet. This is still up in the air, but it is business as usual. There will be changes though and subsidiaries are working together closely.

TPP are working with Ara to use their platform for CIMS 3, as TPP are wanting to get away from Skills as there have been some problems. Assessments has been developed, so working on getting their stuff onto the platform and working on the learnings.

Mary and Moira have been new this year and it has been a learning curve. Numbers are very low in lots of programmes and have had to postpone

programmes due to lack of tutors and numbers of participants. COVID has been a big part of this and not sure if the right areas were covered.

The Levin course was postponed, Police requested to keep at Levin and only had three attendees so not meeting demand that was projected.

CIMS 4 has been redeveloped by Jo Holden. Assessments have been sent to WDC for external moderation and has passed. This will still be a two-day course.

CIMS 3 and 4

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

Other business

There was no other business.

5. NZSAR update

Matt Wheble joined the NZSAR team last December. He is involved in standing up the Rauora exercises in the district, leading the innovation and technology group and operational framework updates in the future. Matt has replaced Carl van der Meulen, and he is ex Police.

Evan Hughes will be working with NZSAR for another year. He is working closely with the volunteer managers and the production of a recent volunteer's survey and the New Zealanders' day and overnight hiking, tramping and hunting activity survey.

Upcoming workshops

Aviation workshop will be held next Tuesday and Wednesday. Over the last couple of years there have been NZSAR projects trying to assess how to engage with the aviation sector and provide training support to the air operators with Air Observer training. NZSAR is looking to create a training package that is fit for purpose for the air operators. The air operators are legally required to have an air observer as part of their crew, there is a reluctance to take a SAR trained air-observer on a search.

SAR Coordinators workshop will be held in August – with the District SAR Assistant Coordinators in attendance – this workshop will be scheduled in August annually instead of March from this year forward.

Feedback was sought around engaging with regional DSARAC's. SLSNZ advised that those he is dealing with are finding their feet but are reaching out to the right people in Surf.

The Multi-agency workshop will be held in September. DSARACs will be in attendance as well.

SAR Training provider

The outcome from the governance board meeting last November was that LandSAR requested to be the provider of the CIMS courses and the Manage the Initial Response and Extended Search Planning SAR management courses.

Due to government procurement rules, it was decided by NZSAR Secretariat to go to market for the whole SAR Management course suite.

Documents will go out next week and tenders will close in August. Panel members will be Police, RCCNZ and NZSAR staff.

NZSAR Secretariat will inform the PAC and Governance groups of the results.

SAR Training Managers workshop

Alita would like to convene a face-to-face workshop of the SAR managers and asked the group what dates will work. September seems to be a good month around mid to late September and could join up with the multi-Agency workshop.

Actions:

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

SAR Managers course review

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. This will be done in September.

Is it necessary to assess the volunteers for the SAR Managers course?

Pre-requisite – Is the MLSO course a relevant pre-requisite for the SAR Managers course?

Would the PAC be happy if the volunteers who have previously completed the MLSO course confirm that they had done a IMT refresher course with LandSAR?

Action:

- The PAC agreed that is it acceptable for a volunteer who has completed a MLSO course and an IMT refresher course with LandSAR would be eligible to attend the SAR manager's course.
- LandSAR will help NZSAR to list the identified skill set for the IMT refresher course for the SAR Managers course review steering group.

Pre-requisite exemption process

Alita requested the PAC's preference as a process.

Example of the current process - if a student cannot complete a CIMS4 course due to availability of a course - an exemption has been allowed for the student with the Police SAR coordinator's approval to proceed to MTIR and MTMR course, with the proviso that the course completion is not confirmed until the student has completed the CIMS4 course.

If the student is not up to standard for the MTIR/MTMR course, it is at the course tutor's discretion to ask them to leave the course.

PAC group is happy with this process.

Current issues: Some students have not completed CIMS4, MTIR and MTMR course as they did not complete CIMS2. (SAR agencies and students were notified)

Action:

- A RPL process is to be determined by TPP who will take this to the Academic Leader.

START resources

Alita has put out a call to SAR training managers to provide access to links to their resources via the START library.

Alita has been working with the communications contractor but there is room to increase the resources.

Guidelines, forms, and templates group

Alita is now the chairperson of this group. The process is to be walked through. Next step is for forms that need to be updated and come together as a group with a terms of reference. Need new representative from Coastguard and members from Police. Coastguard advised that their forms will be in the D4H system. Some smaller places do not have the D4H system so they will need to be able to print out forms. Need to agree on the process and keep it simple. Coastguard need to ensure that their forms system supports interoperability.

Action:

- Alita to set a time for the Group to meet.

SAR Training Framework

This will be discussed after the PAC meeting

Alita advised she is away in the UK from July 28 to August 28. She will circulate the contact list of who to send your enquiries to.

6. 2022 SAR Calendar summary

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

Delays have been availability of tutors and the flow on impacts of COVID. There were approximately four courses postponed and one cancelled.

Year to date: 11 courses delivered with 141 attendees

There was discussion about having some direction about the underspend of the TPP budget and confirm what the process is for this. It was agreed that the CIMS4 course scheduled to be held in Tauranga can be moved to Waihi on the same dates.

The PAC requested that the postponement notices and updated calendar be circulated as the changes happen.

Action:

- Alita will go out to everyone and get a gauge of numbers then TPP will make the executive decision as to when the courses will be.

2023 SAR Training Calendar planning

Rhett had asked how we create a calendar that meets individual needs but will need to compromise on dates. Thinking of a 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.

For the 2023, Police intend to request a CIMS4 course and the MTIR and MTMR courses to be delivered in conjunction with the National Police SAR Dip Flat course annually from April 2023. These courses will be primarily for Police SAR staff. This planning addresses the specific need for more capacity in the Police SAR squads and support their progress to SAR Managers level. In the last four years, two SAR Managers courses have been cancelled.

By having these courses delivered in conjunction with the Dip Flat course, it ensures Police accessibility with being released from districts for SAR training. Police will still attend SAR courses when they can in their regions to maximise the opportunity to build relationships with the SAR partners. Alita asked whether the PAC endorses this request.

Alita also asked how we can advertise courses other than fliers. SLSNZ advised that certainly going through SAR website is a bit disjointed, maybe have more high profile on the front page.

Coastguard is keen to put courses into LMS events but can be confusing as need to go to TPP to enrol. TPP are in the process of putting on their website an online form for enrolling rather than a PDF document.

Action:

- The PAC endorsed the request to schedule a CIMS4, MTIR and MTMR courses around the Police National SAR course dates annually.
- SAR course fliers to be uploaded to the NZSAR website

7. Moderation report and recommendations

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.

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.

The PAC were asked whether there was a need to schedule more course moderations for the 2022/2023 year. The PAC agreed to keep to the current moderation schedule.

Actions:

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

Decisions:

- The PAC agreed to keep to the current moderation schedule.

8. 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.

TPP has updated the matrix. Waiting for two contractors to send their documents back. Moved some tutors up to lead tutors for CIMS4. Haven't been sending shadow tutors due to COVID restrictions but will do so later in the year. Will need some more CIMS4 tutors as they are hard to get, as they are lead tutors for other courses.

Action:

- Need EOI for CIMS4 tutors.

9. Tutors' application review

Applications and an EOI summary table were included in PAC papers

One application was 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.

Names redacted for privacy reasons. Applicant doesn't have SAR experience, recommended to be a shadow tutor.

Actions:

- *Name redacted for privacy reasons* to be recommended for Governance Group approval to be recommended to TPP as a CIMS4 tutor at shadow tutor level as will need to become familiar with the SAR environment.

10. Student Training Survey

AK Research Ltd (formerly previous contractor UMR Ltd) produced the 2021 survey.)

Overall report and TPP specific feedback report circulated. Comments from the PAC members, observations and concerns were sought. Nothing was raised.

Sample sizes were too small to be statistically significant

Concerns raised from the survey about the CIMS3 and CIMS4 courses have been addressed by TPP.

Duncan has directed that the survey should be split into two provider surveys. What are the PAC's recommendations regarding this?

PAC agreed to be split the survey reports about the two providers separately.

NZSAR to explore providing the survey invitation links to the training providers to circulate this survey directly as it always causes confusion when it comes from NZSAR. NZSAR needs to assess privacy protection.

11. Sector Updates

AREC

Nothing specific to report. Still building systems and struggling to get people signed up to courses. They get part way through the enrolment form and give up so the new online form is encouraging. Still trying to put training framework into place.

Coastguard

Still immersed in updating the training syllabus. Had 1,000 out of 1,400 boat crew get on LMS system and do something. E-learning going well. Launched last couple of phases, and incorporated leadership courses. Will be kicking off review next month and update of radio operators and IMT.

LandSAR

Auckland has been busy. Training only marginally affected by COVID. Gone through engagement with groups in both North and South Island. Continuing to get LMS up and running in conjunction with Surf.

NZ Police

Nothing to report.

SLSNZ

Moved to new LMS which goes live tomorrow. Staff changing in training team but shouldn't cause any issues.

Operationally had 30% increase in the last two quarters. Can meet demands. Have stepped up work in river/flood space and are engaging with NEMA and FENZ of management in this space. Engaged with a company called Rescue 3 and are getting good feedback and continuing with boat training in the next 6 months.

Alita acknowledged the work that Brad had done as this is his last PAC meeting.

TPP

Nothing further to update.

RCCNZ

Did 1160 LandSAR operations. Have got a new principal advisor and RCCNZ are going through a refresh. Neville is acting as training manager. Completed SARO course, got three new SAROs in the control room. More training is commencing in August. Starting to travel again, and with Pacific reset went to Fiji and have two

Fijians on SARO course.

12. Recreational Safety and SAR Review

Michael Bassett-Foss gave an update on the Review. He acknowledges that agencies have leaned into this to offer their support. There are four members in the review team and Michael is a voice for the volunteer sector. Dr Chanel Phillips and Rob Hewitt are also contracting to the review team. Rob is looking at the Māori lens in the SAR sector.

There are many good things picked up through various past reviews so will take something from these. Now recreational safety is part of the review also. This review is run by the Ministry of Transport and not SAR Council. This review was requested by the Minister. There is an oversight group made up of CEOs of various organisations who meet monthly.

The review runs through until the middle of next year. Preliminary advice will go up to Minister next March. The first set of advice that will be sent to the Minister will be foundation research, international scan, environmental scan, Māori engagement, customer journey work led by an external contractor, looking at hotspots in the SAR space. The Review team have reached out to agencies for customers who would want to share their stories.

Second set of advice sent to Minister in March will be around assets and activities, funding for the sector, where it is applied, trends and uncertainty.

Michael is working with volunteerism and work force development. Output is to have system capability plan. Spoken with volunteer managers of organisations. Quite keen to talk to volunteers themselves and asking organisations for a list of diverse volunteers.

Michael advised he is happy to talk with organisations.

13. General Business

Tony advised that on a SAROP, due to an incident with fatigue, they have now developed a new fatigue policy and would like to have this now included in courses. It is now 17-hour rule of wakefulness and after this LandSAR employees will not be allowed to operate machinery, cannot drive or do critical safety tasks. There will be an eight hour stand down period before driving. Most organisations have their own policy but would be good to have one policy.

Alita advised that she will be away for a month in August 2022 and will let you know who will be looking after her work.

Action and Responsibility Table

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4	TPP Update	<u>SAR Training Managers workshop</u> Action: Alita to pick dates and send out by doodle poll.	Alita Bigwood	
		<u>SAR Managers course review</u> Action: Tony will help Alita list the identified skill set for the refresher course	Tony Wells/Alita Bigwood	
		<u>Pre-requisite exemption process</u> Action: A RPL process is to be determined by TPP who will take this to the Academic Leader.	TPP	
		<u>Guidelines, forms and templates group</u> Action: Alita to set a time for the Group to meet.	Alita Bigwood	
6.	2022 SAR Calendar summary	Action: Alita will go out to everyone and get a gauge of numbers then TPP will make the executive decision as to when the courses will be.	Alita Bigwood	Completed
7.	Moderation report and recommendations	Action: SME moderator for Investigative Interviewing to be identified and confirmed by PAC.	Alita Bigwood and Police	
8.	Tutor matrix	Action: Need EOI for CIMS4 tutors.		
9.	Tutors' application review	Action: Present recommendation for CIMS4 tutor application to the Governance Group.		
10.	Student Survey	Action: NZSAR to instruct AK Research to produce one overall report and two		In progress

		separate reports for the training providers.		
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Next meeting:

- a. 2022 proposed meeting dates: Wednesday 19 October 2022.