

**Minutes of Meeting
SAR Training (LAND) Governance Group
3pm - 4.30pm Wednesday 20 November 2019
Room 1, 3 Queens Wharf, Wellington**

Present:

Duncan Ferner - NZSAR - Chair
Kevin Banaghan - RCCNZ
John Pine - NZ Police
Matt Wheble - NZ Police

In Attendance:

Alita Bigwood NZSAR Minute-taker
Carl McOnie LandSAR observer
Karen Walker LandSAR observer

1. Welcome

The chairman opened the meeting and welcomed all attendees.

2. Apologies

No apologies were received

3. SAR (Land) Governance Group draft minutes

The minutes were accepted as a true and accurate record of the meeting held on 10 May 2019.

The action point table was reviewed and discussed

It was noted that SAR (Land) Governance Group Terms of Reference was circulated out of session and was approved by the group.

4. SAR Training (LAND) PAC draft minutes

4.1 Tutor Approval recommendations:

S/Sgt Geoff Bray, Richie Hunter and Gary Clearwater were approved to be tutors for LandSAR

Action:

- NZSAR to notify LandSAR that S/Sgt Geoff Bray, Richie Hunter and Gary Clearwater were approved to be tutors for LandSAR

4.2 Course Recommendations for approval

Searching Suburban Environments

The redevelopment of the Searching Suburban Environments course in accordance with the recommendations of the SAR PAC was approved by the Governance group.

Action:

- LandSAR to advise revision progress to SAR(Land) PAC and the Governance Group in 2020.

Outdoor Risk Management- Major Revision Process

The redevelopment the Outdoor Risk Management course in accordance with the recommendations of the SAR PAC was approved by the Governance Group.

Action:

- LandSAR to advise revision progress to SAR(Land) PAC and the Governance Group in 2020.

4WD course – changes -New Development Process

The Governance Group approved the development of a one-day 4WD course for experienced 4WD operators.

Action:

- LandSAR to advise development progress to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits.

SARtrack Technical Training

The Governance Group approval of the SARtrack Technical Training to be included in the LandSAR Training Scope for funding in 2020. Note all materials, tutors and assessment have been previously approved.

The Governance Group were informed that LandSAR are developing a SARtrack awareness course in the future.

Action:

- SARtrack Technical Training to be included in the LandSAR Training Scope for funding in 2020 if the budget permits.

Cave1 and Cave2 Courses

The Governance Group approved the development of the Cave1 and Cave2 courses as endorsed by SAR PAC to be included in the LandSAR Training Scope for funding in 2020.

The coordinating authorities will need devise a process around assurance of competencies

Action:

- LandSAR to advise development progress to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits.

Map/Compass Course and One day GPS training:

The Governance Group approved the development of a one-day map/compass course and a one-day GPS training course to be included in the LandSAR Training Scope for funding in 2020 if the budget permits.

Action:

- LandSAR to advise development progress of the one-day Map/Compass and the one day GPS training course to SAR(Land) PAC and the Governance Group in 2020 and upon these course approvals they can be included in the LandSAR Training Scope for funding in 2020 if the budget permits.

Field Team Leaders Course

The Governance Group approved the development of a one-day LandSAR specific Field Team Leaders' course to be included in the LandSAR Training Scope for funding in 2020

Action:

- LandSAR to advise development progress of the Field Team Leaders course to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits

Searching River corridors and Wander Search Training course developments

The Governance Group approved LandSAR developing a "searching river corridors" (or similar) course to meet the need as outlined by NZ Police.

The Governance Group discussed LandSAR developing a "Wander Search" training (or similar) course to meet the need as outlined by NZ Police

The Governance Group advised that it is essential that NZ Police be consulted around establishing Wander Search methodologies.

It was suggested that the Wander Search course could be developed as a multi-agency course instead of a SAR (Land)course.

Feedback from the Wander Search workshop held the previous weekend was that Wander Search training could fit with both the Manage the Initial Response course, or the Searching the Suburban environment courses.

Actions:

- LandSAR to advise development progress of the Searching River corridors to SAR(Land) PAC and the Governance Group in 2020.
- NZSAR to request guidance from LandSAR regard scoping out the cost of developing a Wander Search training (or similar) course as a multi-agency course.

5. LandSAR Training delivery 2019

The delivery of the LandSAR training programme was discussed

SARSTAP funded courses delivered were 85 of the 120 scheduled for delivery to 1016 participants of the predicted average of 1560 participants

A verbal report from LandSAR confirmed that they delivered 112/120 courses with a 3.33 cancellation rate and 1358 course participants as LandSAR funded SAR courses for the first quarter of 2019.

LandSAR sourced other funding to deliver SAR training courses in 2019 that should have been covered by the SARSTAP funding. For example, the vertical rope course was funded from another source and delivered twice in 2019.

Action:

- The Governance Group requested that LandSAR inform them if they are funding additional SAR courses that are included in the LandSAR Training Scope for funding as this will inform the evidence-based request to meet the overall SAR training needs to the Ministry of Education.

6. 2020 Training Calendar Approval

Governance Group direction regarding what courses should be prioritised for deliver in 2020 and its endorsement of this proposed calendar as an optimistic calendar for 2020 subject to final costings, and contractual agreement with NZSAR.

LandSAR provided advice around the priorities of the 2020 course delivery calendar. It is their preference to keep numbers as supplied as these are based on the Group Predicted Training data (actual need as requested by members) for the previously 2019 approved courses.

The priority of the courses yet to be approved by the Governance Group in 2020 and to be included in the LandSAR Training Scope for funding in 2020 if the budget permits are:

- 1st priority – the Navigation courses (this is due, increasing the pressure on the local groups to deliver locally)
- 2nd priority – the Field Team Leadership courses
- 3rd priority – the Cave Rope Rescue courses
- 4th priority – Searching the river corridors

Action:

- The proposed calendar was accepted as an optimistic calendar for 2020 subject to final costings, and contractual agreement with NZSAR. NZSAR is to finalise and confirm with LandSAR, the 2020 SAR (Land) training calendar.

7. Moderation update and proposed moderations for 2020

The Governance group considered the moderation summary table and request the following LandSAR courses to be moderated in 2020:

- Radio Communications
- Processing Wilderness Clues
- Searching Suburban Environment (after the course has been redeveloped and delivered in 2020)

The Stretcher Management and Rope Safety course to be moderated on 23 November 2019.

Actions:

Moderation report of Stretcher Management and Rope Safety will be provided to the SAR (Land) PAC and Governance Group in 2020.

LandSAR to arrange the moderations of the courses named above in 2020 and liaise with NZSAR to organise an academic moderator for these moderations.

NZSAR to confirm with LandSAR the SAR course table is correct and up to date.

8. General Business

The question was raised whether NZSAR can find a way to utilise an underspend in the annual training budget between the two training providers in the future.

This needs to be raised in a NZSAR contractual discussion with the Ministry of Education for 2021 delivery onward.

Action:

- NZSAR to explore if there is a way to utilise an underspend of the training budget for one provider and transfer the available funds to the other provider if there is a predicted underspend.

Action and decision table from meeting held 20 November 2019.

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
4	4.1 Tutor approvals	NZSAR to notify LandSAR GM Learning, of the tutor approvals of Geoff Bray, Richie Hunter, Gary Clearwater.	NZSAR	Completed
4	4.2 2020 Course approvals	NZSAR to notify LandSAR GM Learning, of the following course development approvals:	NZSAR	Completed
	Searching Suburban Environments	<p>Decision: The redevelopment of the Searching Suburban Environments course in accordance with the recommendations of the SAR PAC was approved by the Governance group.</p> <p>Action: LandSAR to advise the revision progress to SAR(Land) PAC and the Governance Group in 2020.</p>	LandSAR	On hold until 2021
	Outdoor Risk Management	<p>Decision: The redevelopment the Outdoor Risk Management course in accordance with the recommendations of the SAR PAC was approved by the Governance Group.</p> <p>Action: LandSAR to advise the revision progress to SAR(Land) PAC and the Governance Group in 2020</p>	LandSAR	Completed – moderated and approved by the PAC – permission still sought to run as a one- day course. Assessment will not change.
	4WD course – one day course	<p>Decision: The Governance Group approved the development of a one-day 4WD course for experienced 4WD operators.</p> <p>Action: LandSAR to advise development progress to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits</p>	LandSAR	Completed

	SARtrack Technical Training	<p>Decision: The Governance Group approval of the SARtrack Technical Training to be included in the LandSAR Training Scope for funding in 2020. Note all materials, tutors and assessment have been previously approved</p> <p>Action: SARtrack Technical Training to be included in the LandSAR Training Scope for funding in 2020 if the budget permits.</p>	LandSAR	Completed
	Cave 1 and Cave 2 courses	<p>Decision: The Governance Group approved the development of the Cave1 and Cave2 courses as endorsed by SAR PAC to be included in the LandSAR Training Scope for funding in 2020.</p> <p>The coordinating authorities will need devise a process around assurance of competencies</p> <p>Action: LandSAR to advise development progress to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits</p>	LandSAR	Completed
	Map/Compass Course	<p>Decision: The Governance Group approved the development of a one-day map/compass course</p> <p>Action: LandSAR to advise development progress of the one-day Map/Compass to SAR(Land) PAC and the Governance Group in 2020 and upon these course approvals they can be included in the LandSAR Training Scope for funding in 2020 if the budget permits</p>	LandSAR	Completed

One-day GPS Course	<p>Decision: The Governance Group approved the development of one-day GPS training course</p> <p>Action: LandSAR to advise development progress of the one-day GPS training course to SAR(Land) PAC and the Governance Group in 2020 and upon these course approvals they can be included in the LandSAR Training Scope for funding in 2020 if the budget permits</p>	LandSAR	Completed
Field Team Leaders Course	<p>Decision: The Governance Group approved the development of a one-day LandSAR specific Field Team Leaders' course to be included in the LandSAR Training Scope for funding in 2020</p> <p>Action: LandSAR to advise development progress of the Field Team Leaders course to SAR(Land) PAC and the Governance Group in 2020 and upon course approval it can be included in the LandSAR Training Scope for funding in 2020 if the budget permits</p>	LandSAR	Completed
Searching River Corridors	<p>Decision: The Governance Group approved LandSAR developing a "searching river corridors" (or similar) course to meet the need as outlined by NZ Police.</p> <p>Action: LandSAR to advise development progress of the Searching River corridors to SAR(Land) PAC and the Governance Group in 2020</p>	LandSAR	In progress – Police to confirm if they still wish to have this course developed.
Wander Search Training	<p>Decision: The Governance Group suggested that the Wander Search course (or similar) should be developed as a multi-agency course instead of a SAR (Land) course</p>	NZSAR	Not applicable – sitting with Wander Search to identify their training need.

		Action: NZSAR to request guidance from LandSAR regard scoping out the cost of developing a Wander Search training (or similar) course as a multi-agency course		
5	LandSAR training delivery	Action: The Governance Group requested that LandSAR inform them if they are funding additional SAR courses that are included in the LandSAR Training Scope for funding as this will inform the evidence-based request to meet the SAR training needs overall to the Ministry of Education	LandSAR	On-going – Alita to follow up with Tony Wells.
6	Training Calendar approvals	Action: NZSAR to finalise and confirm with LandSAR the 2020 SAR (Land) training calendar.	NZSAR	Completed
7	Course moderations	Action: NZSAR to notify LandSAR GM Learning to arrange the moderation of three LandSAR courses in 2020 <ul style="list-style-type: none"> • Radio Communications • Processing Wilderness Clues • Searching Suburban Environments (after redevelopment) 	NZSAR/LandSAR	In progress – Radio Comms – completed PWCS and SSE – postponed until 2021
8	General Business	Expenditure flow of a possible training budget underspend to be explored for 2020.	NZSAR	In progress

Next Meeting:

Wednesday 8 April 2020