

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



SAR MULTI-AGENCY GOVERNANCE GROUP MINUTES

Tuesday 9 November 2021

1.00pm – 2.30pm

Meeting room 3, NZSAR office,
3 Queens Wharf, Wellington

Teams video-conferencing available

Present:

Name:	Agency:
Duncan Ferner	NZSAR
Craig Rendel	NZ Police
Simon Kernahan	NZ Police
Carl McOnie	LandSAR
Don Robertson	AREC via Teams
Paul Dalton	Surf Lifesaving NZ
Kevin Banaghan	RCCNZ

In attendance

Name:	Agency:
Bev O'Driscoll	MoT
Alita Bigwood	NZSAR
Wendy Harrison	NZSAR

1. Welcome

Duncan Ferner opened the meeting and welcomed all attendees and gave a brief outline of the meeting.

2. Apologies

Callum Gillespie – Coastguard NZ

3. Minutes of Meeting held 31 May 2021

The minutes are accepted.

Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	5b	<i>The Governance Group approved the SAR Leadership course for delivery in 2021. TPP to be notified</i>	NZSAR/TPP	Completed
5		<i>NZSAR to discuss how AREC can utilise the SAR</i>	NZSAR/AREC	Completed

		<i>Leadership course in the future.</i>		
6	6d	<i>The Governance Group approved the recommendations for the five tutors. Members of the Governance Group agreed to keep an eye out for additional tutors. TPP to be notified</i>	NZSAR /TPP	Completed
8	8a.	Governance Group meetings to remain as stand-alone meetings not in conjunction with the Consultative Committee.	NZSAR	Completed
	8c.	NZSAR to organise a meeting with the SAR agencies to scope out and develop the terms of reference for the SAR Training Framework strategy.	NZSAR	Delayed by Covid

4. Multi-Agency PAC minutes – Matters Arising

1. The NZSAR MA Governance Group is invited to **note and discuss** the matters arising from the PAC minutes from the meeting of 20 October 2021.
2. Tai Poutini Polytechnic (TPP) is moving the oversight of the SAR training programme to the Teaching and Learning Team, with a Manager responsible for short courses.
3. TPP has been briefed on the operating model for working within Te Pukenga. There is no change for SAR delivery for 2022.
4. Programme delivery for 2021 is on track to deliver 29 courses by the end of the year. Should be 35 courses to be delivered.
5. TPP is updating their CIMS material, including provision of resources to support the CIMS3 assessment. This is in response to feedback. Materials will be moderated by Skills.
6. Agency focus areas in recent months have been curriculum and LMS developments and managing impacts from COVID-19.
7. Course moderation has not been able to be completed this year – refer to Agenda item 5.
8. The training calendar for 2022 has been drafted – refer to Agenda item 7.
9. A number of tutor applications were considered, and PAC recommendations are provided in Agenda item 8.

5. Moderation reports and recommendations

Alita advised that moderations haven't occurred due to COVID. It was highlighted that there needs to have someone with investigative experience in SAR. The Police need more information about what we are seeking. The person only needs to attend the two-day course and assess it.

The proposal for the 2022 moderation schedule is identical to those that haven't been achieved this year.

The Multi-Agency PAC (MA-PAC) recommends that the Governance Group

- a. **note** the report of the Independent Review of the 2021 SAR Managers Training course
 - b. **approve** the recommendations of the SAR Managers Review for implementation and advise on the timeframe for implementation
 - c. **note** the outcome of the 2021 moderation schedule
 - d. **approve** the 2022 moderation schedule.
- The 2021 SAR Managers Training Course was reviewed by Win van der Velde; his report is item 5a.
 - NZSAR has allocated resources to address the recommendations from the Review. This work would be undertaken with the establishment of a Steering Group, and the appointment of a project manager to lead the redevelopment. Letters were sent to Police and RCCNZ in early September seeking their preferences for redevelopment of the course based on the Review and the reviewer's recommendations. RCCNZ are supportive of the recommendations; formal confirmation has not yet been received from Police. A decision on the recommendations is required to proceed with this work, as well as a decision on whether the redeveloped course needs to be completed for delivery in 2022 or 2023.
 - Moderation of the courses scheduled for moderation in 2021 did not occur. The SME for Air Observers was not available for the course delivery, and the Investigative Interviewing course did not take place.
 - PAC is still to identify an SME for moderating the Investigative Interviewing course for 2022.

Actions:

- *Alita and Craig (NZ Police) to discuss what knowledge is required to get a resource with investigative experience.*
- **note** the report of the Independent Review of the 2021 SAR Managers Training course
- **approve** the recommendations of the SAR Managers Review for implementation and advise on the timeframe for implementation
- **note** the outcome of the 2021 moderation schedule

- *approve the 2022 moderation schedule.*

6. SAR Multi- Agency Training Delivery Report 2021

The initial TPP programme for 2021 was for delivery of 43 courses. A total of 32 courses have been delivered to date, with 3 more courses scheduled to year end. 35/43 courses.

TPP has managed to deliver a number of courses when registration numbers have been low. A total of 6 courses have been cancelled as a result of COVID-19 lockdown

The tables reflect the SAR agency requests for courses versus SAR agency courses attendee numbers.

TPP do have thresholds for courses but have showed flexibility in this space. Few were cancelled due to low numbers. Duncan commended all organisations for the delivery of good work and Alita for driving up course numbers.

Actions:

- *Noted*

7. SAR Multi – Agency Training Calendar 2022

The NZSAR MA Governance Group is invited to **accept** the SAR Multi-Agency Training Calendar for 2022.

Alita has discussed with TPP and scoped out the potential for courses next year. Going to be flexible with dates and tutor availability. Still work in progress with TPP. The PAC meeting was very well supported with people coming with dates and numbers and the only concern is around delivery.

Carl representing LandSAR Training (a commercial training entity separate and distinct from LandSAR Inc – the provider of Land search and rescue services), spoke seeking additional courses to be awarded to their contract for 2022. The courses being:

- CIMS4 Training, including the NZQA, approved Training Scheme known as Applied CIMS, our integrated CIMS3 (32158) and CIMS4 (29553/29554) course.
- Managing the Initial Response (MTIR)
- Extended Search Planning (ESP)

Carl posited that the delivery of these courses are within LandSAR Training's areas of expertise, knowledge and abilities. Additionally, LandSAR Training will be able to:

- Be more able to deconflict scheduling issues, ensuring a higher proportion of delivery is achieved.
- Support the delivery with tutors who are primarily existing LandSAR tutors and operational LandSAR and Police members.
- LandSAR can ensure vertical integration of training materials, delivery, processes and systems from entry to exit.

- Proven quality assurance processes as outlined in our recent, and historical, NZQA External Evaluation and Review (EER) meeting the highest quality assurance of NZQA.

Carl suggested that oversight and any change processes would remain through the Programme Advisory Committee (PAC) and the SAR Training Governance Group, meaning no change to the current process and continuity of existing oversight, reassuring the SAR sector of quality delivery that meets the operational need.

Carl explained that the proposal would continue the development of training delivery “by the sector, for the sector” and provide greater assurance that LandSAR can meet its SLA requirements of the provision of a well-trained, current and capable workforce to support the SAR coordinating bodies.

Paul for Surf Lifesaving noted that increasing the number of CIMS courses was of potential benefit to SLSNZ. Don for AREC noted their potential interest.

Duncan noted the existing multi agency courses arrangements are designed as a coherent set of SAR management/leadership courses, focussed supporting Police leadership and competencies. He expressed a strong preference in retaining that coherency. He also noted a possible risk around the viability of a reduced training programme should it be picked apart.

The Police noted their interest in efficiencies to more training opportunities, but there are budget restraints and with people travelling to courses.

LandSAR get higher student feedback than TPP. They are not proposing any change to governance.

Alita advised that feedback around CIMS4 course is better than TPP. Hoping to do 5-9 courses next year.

Options would be:

1. Retain the status quo;
2. Shave CIMS 4 off and give to LandSAR;
3. CIMS4, MTIR and ESP courses going to LANDSAR.

Some exploratory and due diligence work needs to be done to scope out sustainability of the SAR Management Training programme. The SAR Training framework review can also explore these options.

It was asked how the cost structure work does if LandSAR are delivering to other SAR organisations. There could be a charge per person per course. This too will need to be explored and scoped out.

Actions:

- *The Governance Group **accepted** training schedule for 2022.*
- *NZSAR to explore ramifications to shave off CIMS 4 to LandSAR or CIMS 4, MTIR and ESP courses for TPP or Te Pukenga to deliver.*

Comments

The proposed Training Calendar reflects the demand from each of the SAR agencies. Drafting was undertaken as part of the October 2021 PAC meeting.

Course dates are provisional at this time, and final dates are subject to tutor availability and registration numbers. TPP will aim to deliver the courses within the indicated calendar quarter to align with sector demand.

Current total demand exceeds funding capacity. Additional courses are noted in the Calendar and will be taken into consideration for delivery subject to other course cancellations.

Finalisation of the calendar will be made following confirmation of the Mix of Provision with TEC. We have a commitment from TEC to provide this much earlier than they have in previous years. This will enable us to have contracts in place to support course delivery from early 2022.

8. SAR Tutors

The Multi-Agency PAC recommends that the MA Governance group **approves** the following tutors:

Names redacted for privacy reasons.

Coastguard provided a number of tutor nominations which were considered by PAC. Given the anticipated demand for SAR Leadership courses additional tutors will be required.

PAC agreed to the above new tutors with support from Coastguard.

Actions:

*Governance group **approves** the following tutors:*

Names redacted for privacy reasons.

NZSAR to inform Tai Poutini Polytechnic of these recommendations.

9. Additional Course Investment

MA Governance Group advised on additional training that NZSAR will be investing in in 2022.

TEC has reimbursed NZSAR for the underspend of the 2020 training delivery that resulted from reduced delivery as a result of COVID-19 restrictions. NZSAR is utilising this funding to support additional training outside of the 2022 TEC SAR Training funding.

NZSAR is providing funding support for:

SAR Leadership Training:

Coastguard has incorporated the SAR Leadership course as a component of their Boatmaster qualification. NZSAR will support the delivery of SAR Leadership courses to address the additional demand this will create.

YSAR Training:

NZSAR will provide funding to support YSAR training in 2022. This funding will be provided to LandSAR and Coastguard Boating Education to provide specific courses.

The Group **agreed** to provide funding to support additional training for SAR leadership training and YSAR training.

10. General Business

No other business.

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	Moderation reports and recommendations	<ul style="list-style-type: none"> • Action: Alita and Craig (NZ Police) to discuss options for a investigative interviewing moderator. • note the report of the Independent Review of the 2021 SAR Managers Training course • approve the recommendations of the SAR Managers Review for implementation and advise on the timeframe for implementation • note the outcome of the 2021 moderation schedule • approve the 2022 moderation schedule. 	Alita Bigwood/Craig Rendel	<p>Investigative Interviewing – In progress</p> <p>SAR Managers Training to be followed up with Police when they have appointed a Business Analyst</p> <p>Moderation schedule - completed</p>

7	SAR Multi – Agency Training Calendar 2022	<ul style="list-style-type: none"> • <i>The Governance Group accept training schedule.</i> • Action: <i>NZSAR to explore ramifications to shave off CIMS 4 to LandSAR or CIMS 4, MTIR and ESP courses for TPP Te Pukenga? to deliver.</i> 		In progress
8	SAR Tutors	<p>Governance group approves the following tutors:</p> <p>Names redacted for privacy reasons.</p> <p>NZSAR to inform Tai Poutini Polytechnic of these recommendations.</p>		Completed

Next meeting: To be confirmed