

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



SAR MULTI-AGENCY GOVERNANCE GROUP MINUTES

Tuesday 17 November 2020

1.00pm – 2.30pm

Meeting room 3, NZSAR office,

3 Queens Wharf, Wellington

Teams video-conferencing available

Present:

Name:	Agency:
Duncan Ferner	NZSAR
John Pine	NZ Police – by phone
Jan Simpson	NZ Police – by phone
Mike Ambrose	LandSAR
Paul Dalton	Surf Lifesaving NZ
Kevin Banaghan	RCCNZ

In attendance

Name:	Agency:
Andrew Greig	NZSAR
Alita Bigwood	NZSAR

1. Welcome

Duncan Ferner opened the meeting and welcomed all attendees.

2. Apologies

Callum Gillespie – Coastguard NZ, Vanessa Rankin

3. Minutes of Meeting held 20 November 2019

The minutes are accepted.

4. Matters arising from previous meeting – copy table from the minutes.

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
4	4a.1	Information withheld for privacy reasons	NZSAR	Completed
4	4b.1	A progress report for both the SAR Leadership and On-Scene coordinator courses will be presented to the Governance Group in 2020 before course delivery	NZSAR	In progress OSC course to be delivered on 5 December.

				SAR Leadership course is still in development.
5	5.1	A summary of the subject matter expert's advice from the review of the MTIR and ESP courses will be reported back to the steering group.	NZSAR	In progress – The updated MTIR course has been delivered. The ESP course is still in development.
5	5.2	NZSAR to arrange the moderations of the CIMS4 and Marine SAR Technical course in 2020	NZSAR	Completed
7	7.1	NZSAR is to finalise the 2020 SAR Multi-agency training calendar and contract with TPP	NZSAR	Completed

5. Multi-Agency PAC minutes – Matters Arising

Agenda Item 4a. PAC minutes – 20 February 2020

It is business as usual with Tai Poutini Polytechnic while it is in transitional phase integrating as a subsidiary company of New Zealand Institute of Skills and Technology until 2022.

Agenda Item 4b. PAC minutes – 5 June 2020

The PAC recommended three new tutors to TPP. Information withheld for privacy reasons

Agenda Item 4c. Draft PAC minutes – 28 October 2020

The ESP course and SAR Leadership courses are still under development.

More SAR tutors are required due to three resignations.

The PAC recommends that AREC be invited to be a member of the NZSAR MA Governance Group and the SAR Multi-Agency PAC.

Action: Governance Group agrees that AREC should be invited to be a member of this group and the multi-agency PAC group.

6. Moderation reports and recommendations

Agenda Items 5a and 5b. CIMS4 and Marine SAR technical reports

The MA-PAC has considered both the CIMS4 and Marine SAR technical moderation reports and recommends that Governance Group accept the recommendations.

As reflected in the October 2020 draft PAC minutes, Tai Poutini Polytechnic will take up the recommendations and update the CIMS4 materials as this is an NZQA standards course. TPP will report back to the MA - PAC how these recommendations will be implemented prior to the CIMS4 course being delivered in 2021.

NZSAR is to implement the recommendations for the Marine SAR Technical course. A steering group of the MA-PAC marine SAR agencies will review the course updates prior to course delivery in 2021.

5c. 2021 Moderation Schedule

The MA-PAC recommends at the Police request that the SAR Managers course be moderated in 2021. This may be dependant on border restrictions with Australia being lifted by June 2021 to engage a moderator from Australia.

While the Air Observers course and Investigative Interviewing courses are due to be moderated in 2021, the NZSAR Training Coordinator recommends that the Manage the Initial Response and Extended Search Planning course recommendations be monitored and updated as required instead.

Discussion was held around how to incorporate qualifications for the volunteers in the SAR Managers course. Find a suitable moderator from Australia. The challenge with it being a Police dominated course, we need Police to assist in how they are wanting the course designed, and address the volunteer attitude of being used for IMT experience only. Need to ensure that the best support from volunteers to SAR Managers.

Actions:

- *SAR Managers, Air Observers, and Investigative Interviewing courses to be moderated for 2021 as circumstances permit.*
- *NZSAR to have a discussion with Police around whether the SAR Managers is run or just to be redesigned separate from the Polytech.*

7. SAR Multi- Agency Training Delivery Report 2020

Agenda Item 6a. TPP course delivery summary and performance

Tai Poutini Polytechnic are on track to deliver 24 out of a planned 31 SAR courses for 2021 to a potential 411 attendees.

NZSAR acknowledged the effort in rescheduling courses after the lockdown period.

Courses were postponed due to lack of numbers registering and the lack of availability of SAR tutors.

Agenda Item 6b. SAR demand vs actual delivery

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

Agenda Item 6c. 2019 student survey

The net promoter score had an increase from +51 to +55 in 2019.

Agenda Item 6d. 2020 student survey

The questions remain the same for comparison purposes. A new survey provider has been engaged. Due to feedback, the 2020 survey will be circulated from mid-December 2020

Discussion around whether Police have some block training scheduled. Need to factor in availability of tutors. How to assess the actual SAR training demand

A mid-year re-forecast of the training calendar is suggested.

Actions:

- *Noted*
- *A mid-year forecast of courses is to be presented for Governance Group consideration*

8. SAR Multi – Agency Training Calendar 2021

SAR Multi-agency Training Calendar 2021

Agenda Item 7. This is the proposed training calendar for 2021 incorporating the sector training demands received to date. Other factors that have been considered are the LandSAR training calendar and pre-requisite course orders. This 2021 calendar is in draft form and is subject to final costings and the contractual agreement with NZSAR.

TEC and TPP contract update

Agenda Item 7a. On 24 September NZSAR received confirmation of the letter of delegation for on-going search and rescue training funding from the Ministry of Education to the Tertiary Education Commission with no specified end date.

NZSAR and TEC are in negotiations drafting the Memorandum of Understanding for the next three years. NZSAR intends to have the Memorandum of Understanding and contract with Tai Poutini Polytechnic agreed for 2021 by 31 December 2020.

SAR course table

Agenda Item 7b. The SAR course table has been updated to reflect the new course objectives on the schedule for 2021 delivery.

Actions:

- *The Governance Group will be requested for an out of session approval of the 2021 calendar upon the PAC recommendation and review mid-year to assess the training needs and calendar.*

9. General Business

Agenda Item 8a. SAR tutors

The SAR courses at risk table shows the need for on-boarding new tutors as soon as possible and not following the shadowing on-boarding model as this process can take years.

NZSAR will facilitate an on-boarding workshop with the four new tutors for marine and land courses as applicable. This will ensure the capacity of SAR tutors to facilitate courses that require two tutors for delivery.

Encourage all the SAR agencies to promote becoming a SAR tutor.

- *NZSAR is to fund the on-boarding workshop of the new tutors.*

Agenda Item 8b. SAR Training Framework

- *Noted the intention to refresh of the old training framework, tries to embrace all the legs of SAR training. To have an over-arching plan and surfacing all the opportunities to collaborate for SAR training overall.*

SAR Managers

Proposal to bring in an external contractor to outline the next three to five years.

Share the SAR Training Framework with the Governance Group for comment.

Agenda Item 8c. Helicopter Training

NZSAR provided a verbal update

NZSAR and RCCNZ has reached out to the Rescue Helicopters, how to support the helicopter operators in SAR specific skills, incidents and exercises.

On 23 November – a discussion is to be held with NZSAR and the Helicopter operators.

This training will be funded separately from the SARSTAP funding.

This project will be headed by NZSAR Principal Advisor.

Agenda Item 8d. Revalidation Training

NZSAR verbal update FED funding available from 1 July 2020, a plan for the implementation of refresher and revalidation training to be part of the SAR Training framework project.

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	4c.	AREC should be invited to be a member of this group and the multi-agency PAC group.	NZSAR	Completed
6	5c.	Courses to be moderated if circumstances permit in 2021 <ul style="list-style-type: none"> • SAR Managers • Air Observers • Investigative Interviewing 	NZSAR	
6	5c.	<i>NZSAR to have a discussion with Police around whether the SAR Managers is run or just to be redesigned separate from the Polytech.</i>	NZSAR/Police	
7		<i>A mid-year forecast of courses is to be presented for Governance Group consideration to assess the training needs and calendar.</i>	NZSAR/TPP	
8	7.	<i>Governance Group will be requested for an out of session approval of the 2021 calendar upon the PAC recommendation and review mid-year to assess the training needs and calendar.</i>	NZSAR/TPP	
9	8a.	<i>NZSAR is to fund the on-boarding workshop of the new tutors.</i>	NZSAR/TPP	

Next meeting: To be confirmed