New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes
1:00 – 3:00pm Tuesday 10 March 2015
Level 6, SAS Tower
89 The Terrace, Wellington

1. Present	Samuel Blight	Paul Craven
	Harry Maher	Duncan Ferner
	Phil Pollero	Bruce Lynch (TEC)
	Paul Dalton	Phil Burgess
	Trevor Crozier (late arrival)	

2. Apologies Joe Green, Mike Hill

4. Matters arising from the meeting of 25 November

Discussion

- Action points could be improved through the use of a different layout and colour codes to indicate importance.
- The action points have little meaning when no timeframe is attached to each. Deadlines need to be set.
- Move to a standardised Agenda & Minutes. Use the same Minutetaker where possible.
- Include measurables in terms of time bound actions.

Task: Standardise and improve the Minutes template as it relates to the action points. Duncan.

5. TOR update

Discussion

- EMQUAL are to be removed from the Terms of Reference as the ITO no longer exists as an entity.
- A replacement ITO will be included in the Terms when one formally becomes the Standard Setting body for the sector.
- A TEC Observer is to be included in the Terms.

Task: Duncan to amend the Terms of Reference accordingly.

6. Conflicts of interest

Discussion

- Duncan: Is there any change in potential conflicts of interest amongst the Governance Group?
- Harry: Flagging that the recently signed MOU between LandSAR & SARINZ is could lead to possible conflicts of interest.

Task: Circulate the LandSAR - SARINZ MOU to members of the Governance Group. Harry.

7. Confirmation of out of session matters since the last meeting	*Discussion* • Duncan met with representatives from Skills ITO to discuss their successful bid for the EMACE fund and the potential nature of the relationship going forward. • The Targeted Review of Qualifications (TROQ) has stalled until a replacement gazetted ITO appears.
8. SAR ACE Training delivery update a. Training delivery update b. SAR Sector training needs incl any additional training requirements c. Quality assurance evaluation / moderation	*Discussion* • Phil B: Only two course cancellations at this point. • Improved staffing levels for SAR at TPP is assisting them meet their workload. • A broader array of SAR people are attending courses. • The sectors own quality assurance is the course moderations – Only two courses have been moderated. No reports are available yet. • There is a planned schedule of moderations, including the extras in 2015 to allow for the 2014 targets not being met. • TPP will use the SAC funding for the adult learning courses, thus they will not draw on SARACE funds for that training. **Task**. Implement the agreed course moderation process. All
9. Review of SAR PAC Minutes from 20 February 2015	*Discussion* a) It is inappropriate for PAC to look at operational SAR H&S given the existing corporate responsibility of each organisation in the same area. b) PAC should be forwarding recommendations that have budget implications to the Governance Group for approval rather than actioning those without reference. c) Concern was raised about the ongoing timelines and lack of progress of some courses currently under development namely Investigative Interviewing, Outdoor Risk Management and Operational Tracking. **Task**: Samuel to follow up Investigative Interviewing at TPP with a view to moving it on. **Task**: Duncan to attend the next PAC meeting to carry forward the Governance Groups requests related to (a) and (b) above.
10. SAR (ACE) **Three party MOU.**	*Discussion* Duncan: A meeting request has been received from SARINZ. They have indicated they plan to approach TEC to gain a share of the SARACE funding in the next round. The meeting is to brief the Secretariat on their plans. If successful in their bid, the MOU would need to be extended to encompass three parties.
11. EM (ACE)	Discussed earlier.

12. ITO a. The Skills Organisation b. TROQ – for SAR	Duncan: The Skills organisation has been gazetted by the Minister for TEC for coverage of "rescue". This includes the SAR sector. SAR engagement with the TROQ process remains paused until such time that both the sector and our new ITO choose to resume it.
13. Using SAC funding for training SAR people	SAC funding can and ought to be used to train SAR people wherever possible. It will only apply if the intent of the person is to attain a full qualification at the time they enrol. Many coastguard people wo
14. General Business a. SAR Managers Course update b. Air Observers training update c. Formal Search Planning Land update d. Other Matters	*Discussion* SAR Managers course has been tweaked and improved. Next one will be delivered in June 2015 at the Police College. Responsibilities are detailed in the SAR (ACE) MOU. We will look to include the delivery of air observer training (less flight costs) as part of SAR (ACE) arrangements at some point soon. FSP (Land) is under development. Due to be complete June 2015. TPP and the sector have some work to do to accept the course.

Next Meeting: The next meeting is planned for 30 June - in Wellington

TASK LIST
GOVERNANCE GROUP MEETING 10 MARCH 2015

Action	Person Responsible	Due
Standardise and improve the Minutes template as it relates to the action points.	Duncan	
Duncan to amend the Governance Group Terms of Reference.	Duncan	
Circulate the LandSAR - SARINZ MOU to members of the Governance Group.	Harry	
Attend the next PAC meeting to carry forward the Governance Groups requests related to H&S and claify process related to approving budget items.	Duncan	PAC meeting 29 April
Follow up Investigative Interviewing at TPP with a view to increasing progress.	Samuel	

Parking Lot Reminders

a. Ongoing timelines and lack of progress of some courses currently under development namely Investigative Interviewing, Outdoor

   Risk Management and Operational Tracking.

TASK LIST BROUGHT FORWARD FROM EARLIER GOVERNANCE GROUP MEETINGS

Action	Person Responsible	Due
The SAR ACE course table is to include details of ownership, a schedule and summary of course prescription and maintenance review responsibilites and traffic light indication reg indication regarding the quality and currency of the course material and content.	TPP	By next Governance Group meeting
PAC to devise a mechanism to flag when a course needs to be reviewed and or updated and a way to priortise those most in need of a review	Trevor to propose a process to PAC	PAC meeting 29 April
Draft a proposal for TEC to exempt international students from having to pay fees for SAR training. In particular articulate the numbers of students per year.	Pete	

Parking Lot Reminders

a. TPP to provide a summary list of approved training including a course description, minimum numbers, etc.

b. TPP will place course information on the SAR section of the TPP website, and a one page prospectus for each course that is also available on the website.

c. Phil to send everyone a copy of the SAR ACE training updates as they occur.

d. Up to 12 nominated non-Police persons may be considered for the CBES Boatmasters course in 2015.

e. Offer a second SAR Managers course in late 2015. Police to lead the discussion with Duncan.

f. NZSAR will fund a training capability and gap analysis workshop.

g. LandSAR to send out the development plan for the alignment project to SAR agencies.

h. A NZSAR / TPP review of credit allocations is to occur in early 2015 with the results reported to the SAR PAC on 20 February 2015.

i. NZSAR to work with TPP and SAR orgs to resolve pre-course knowledge requirements and responsibilities.