



New Zealand Search and Rescue

SAR TRAINING GOVERNANCE GROUP MEETING

Meeting Notes

10:00 – 12:00 pm Tuesday 12 June 2018

Willis Room, Level 2, WestpacTrust House, 318 Lambton Quay, Wellington

Present:

Duncan Ferner – NZSAR
Rhett Emery – NZSAR
Pat Waite– LandSAR
Joanne Holden - PNHQ
Samuel Blight– TPP
Jerusha King – TEC

By phone:

Tony Wells – SARINZ
Paul Dalton – SLSNZ
Alexandra Vranyac-Wheeler (Skills)
Patrick Holmes (Coastguard)

Sue Johnstone – NZSAR minutes

1. Welcome

Duncan opened the meeting and welcomed the attendees.

2. Apologies

Pete Theobald - PNHQ
Kevin Banaghan – RCCNZ
John Pine - PNHQ
Mike Hill - RCCNZ
Kim Ulberg - TEC

3. Notes of Governance Group meeting held on 20 March 2018

Approved.

4. Matters arising from the notes

TASK LIST - GOVERNANCE GROUP MEETING (POST 9 AUGUST 2017)		
Agenda Item No.	Actions from 20 March 2018	Status
10a	Rhett to document the credit approval process which was accepted by the Governance Group and add it as another appendix to the MOU. This change can be approved out of session.	Complete
10c	Rhett to work with TPP and LandSAR to set a date for completion of the Outdoor Risk Management and Operational tracking moderation joint responses.	Completion date mid-July
11c	Samuel to have the 2018 SAR (ACE) calendar put on the TPP website.	Complete
Parking Lot Reminders		
	RCCNZ to meet with Rhett to address issues relating to points 8 and 11.1 of MoU Appendix 14 Air Observer Training. Rhett to advise who and how delivery will be completed.	Outstanding

Action:

Rhett to review recommendations from the Aviation Engagement Project with respect to Air Observer delivery and discuss with RCCNZ and Police.

5. Confirmation of any out of session matters since last meeting

Memorandum of Understanding (MOU) – The meeting noted that the signed copy has been passed to TEC for final signing.

6. Update from TPP (verbal)

TPP remains committed to delivery in the SAR space. TPP have had some turnover of staff partway through the process of centralising their administrative services and are currently also going through management reorganisation.

They are considering ways to manage issues and the delivery of courses. Conflicting advice has been received regarding the hours assigned to credits and it was agreed that TPP, TEC, NZQA and NZSAR should meet to resolve this issue.

Action: Rhett to set up meeting with TEC, NZQA, NZSAR and TPP to obtain mutual agreement on the application of credits / hours for SAR (ACE) programmes.

7. Update from SARINZ (verbal)

Refer to item 10.

8. Update from EM ACE (verbal)

EM Governance Group is gradually achieving consistent reporting to create a picture of what information is required to meet needs and supply. Finalising the inclusion of Vertical Horizons for training delivery in 2018.

9a. **TPP SAR PAC Draft Minutes of 17 May** were received. Issues around the SAR Calendar and the impact of cancelled courses were discussed. Tutor matrix continues to be reviewed. TPP planning the tutor forum for late this year.

9b. Moderation Update

The Moderation Summary was noted. Courses for moderation have been identified and moderators are being approached by sector agencies and TPP.

9c. Credit Approval for SAR Managers Course

The review of the SAR Managers course materials has included revised provider standards, that require credit determination.

PAC has recommended the following:

1. Perform the SAR Manager function in a Police-led multi agency response – 32 credits
2. Support the IMT in a Police-led search and rescue incident – 20 credits

Decision: The meeting **accepted the recommendations** for credit values.

Samuel Blight abstained from the discussion

9d. New training proposal – Radio Communications

PAC recommended that the Radio Communications course proposal be developed for inclusion in the 2019 SAR (ACE) calendar.

The Group agreed that the proposal should be added to the agenda for the SAR Telecommunications Working Group (Land) to ensure that the course aligns with their developments, and for their awareness.

Decision: Approved subject to STWG(L) agreement

Action: Rhett to arrange for the proposed Radio Communications course to be submitted to the STWG(L) to ensure the course aligns with their developments.

10a. SARINZ SAR PAC minutes of 7 June meeting

Tony provided a verbal report of the inaugural SARINZ SAR PAC meeting of 7 June 2018.

10b. Course Delivery 2018:

- a. Vertical rope course – LandSAR confirmed they have no demand for this course in 2018 and are in the process of reviewing their rope rescue training requirements. This course will not be offered this year.
- b. River and flood safety course - PAC had an extensive discussion on the suitability of the unit standards to meet training requirements. Clarification is required with respect to:

- Consultation with LandSAR and RiverSAR and BTRAG on the use/need of throw bags;
- Requirements of the Standard Setting Body for Special Note clause 2 of US427;
- No post-course assessments/training required.

Subject to acceptability with the clarification of these points, the proposal is that the SARINZ course would replace the TPP course in the 2018 SAR (ACE) calendar for the balance of the year.

Decision: River and Flood Safety is approved to replace the existing TPP river safety course in the 2018 SAR(ACE) calendar, subject to the acceptability of the clarifications as noted.

The SARINZ PAC has requested that the Governance Group:

- support a recommendation to TEC that SARINZ have their 2-day CIMS4 added to their SAR (ACE) training scope;
- and that SARINZ-delivered 2 day CIMS courses are added to the SAR (ACE) calendar for 2018.

Jerusha pointed out that once the Governance Group was in agreement TEC approval would be required. As it is a repurposing of what is already allocated with the rope course no longer being provided, additional funding would not be required.

Discussion followed on whether 2 or 3 day courses for CIMS training were the most appropriate. The majority were in favour of 2 days. Samuel will check whether TPP would see their course as 2 or 3 days.

It was agreed, subject to TEC approval, to include the SARINZ CIMS4 course in the 2018 SAR (ACE) calendar.

Action: Tony to advise Rhett about the EFTs split to be included in the letter to TEC.

Action: Rhett to submit a request to TEC to repurpose a portion of the SARINZ EFTS allocation for 2018 for the delivery of CIMS4 courses.

Action: Samuel to check TPP position on their CIMS4 course being 2 or 3 days.

Action: Rhett to advise SAR agencies following TEC approval that both CIMS courses would be available.

11. SAR (ACE)

a. SAR (ACE) Training Report 2018 1 January to 31 May 2018

The report was received. It was noted that numbers attending were down and that the number of courses postponed had increased from 3 in 2017 to 13 in 2018. Cancellations had decreased (11 in 2017 compared with 3 in 2018). TPP expressed concern at the decrease in attendance while noting that Coastguard have consumed a larger proportion of training this year.

b. NZSAR Student Survey Results

Just over 900 students were surveyed with a 34% completion response. Satisfaction percentages for key drivers have dropped from low 90's to high 80's. The overall responses are positive despite a decline in key indicators. The Group consider the Survey to be a good measure and useful in engaging with TEC.

Further analysis will be undertaken to ascertain reasons for variations in the regions. All SAR agencies will have a chance to consider the report and draw conclusions for their specific areas.

The Governance Group received the report.

Action: Rhett to send the Survey report to all SAR agencies for their information.

Action: Rhett to undertake further analysis of the Survey in conjunction with PAC and update the Governance Group in due course.

12. General Business

There being no general business Samuel and Tony left the meeting at 11.13 am.

13. The meeting closed at 11.40 am

Next meeting: 1 November 2018



New Zealand Search and Rescue

TASK LIST - GOVERNANCE GROUP MEETING (POST 12 June 2018)			
Agenda Item No.	Actions	Person Responsible	Status
4	Rhett to review recommendations from the Aviation Engagement Project with respect to Air Observer delivery and discuss with RCCNZ and Police.		
6	Rhett to set up meeting with TEC, NZQA, Nzsar and TPP to obtain mutual agreement on the application of credits / hours for SAR (ACE) programmes		
9d	Rhett to arrange for the proposed Radio Communications course to be submitted to the STWG(L) to ensure that course aligns with their developments		
10b	<ul style="list-style-type: none"> i. Tony to advise Rhett about the EFTs split to be included in the letter to TEC. ii. Rhett to submit a request to TEC to repurpose a portion of the SARINZ EFTS allocation for 2018 for the delivery of CIMS4 courses. iii. Samuel to check TPP position on their CIMS4 course being 2 or 3 days. iv. Rhett advise SAR agencies that subject to TEC approval both CIMS courses would be available 		
11b	<ul style="list-style-type: none"> i. Rhett to send the Survey report to all SAR agencies for their information. ii. Rhett to undertake further analysis of the Survey in conjunction with PAC and update the Governance Group in due course 		
Parking Lot Reminders			
RCCNZ to meet with Rhett to address issues relating to points 8 and 11.1 of MoU Appendix 14 Air Observer Training.			