

Minutes of Meeting

SAR Multi-Agency Training Programme Advisory Committee

1:00pm - 4:00pm Thursday 20 February 2020

Room 3

3 Queens Wharf, Wellington

Present:

Alita Bigwood (NZSAR), Vanessa Rankin (TPP), Emma Burnett (TPP)
Matthew Wheble (NZ Police), Tony Wells (LandSAR), Brad O'Leary (SLSNZ), Rachel
McKenzie (NZ Coastguard)

In Attendance:

1. Welcome

Alita Bigwood opened the meeting and welcomed all attendees.

2. Apologies

No apologies required.

3. Multi-Agency PAC Minutes – 30 October 2019

The minutes for the Multi-Agency PAC meeting 30 October 2019 were confirmed.

4. Feedback from the Governance Group – 20 November 2019

The minutes from the SAR Multi-Agency Governance Group were noted and relevant action points discussed.

5. TPP update

A verbal update was given. The PAC noted that Tai Poutini Polytechnic (TPP) will become a subsidiary company of the New Zealand Institute of Skills and Technology as of 1 April 2020. Business as usual for TPP, entering in the transition phase until 2022. The new Chief Executive of the NZIST takes office in July 2020.

TPP will be having an internal observer attending up to 6 or 7 courses in 2020. The purpose of the observer is to provide feedback around tutor performance, positive feedback on areas to work on and provide guidance in professional development pathways.

TPP will provide a report back to the PAC with a summary of common themes, highlight any issues and identify if more tutors are required. The PAC requested that the observer identify if any of the tutors would be suitable to present other SAR courses.

6. 2020 SAR training calendar

TPP training calendar was discussed.

The consultation process for SAR agency to develop the Multi-agency SAR training calendar will be the following steps:

- The SAR agencies in last quarter of the year will inform NZSAR of the SAR agency demand for training.
- TPP will provide a proposed calendar to inform the TEC Mix of Provision proposal from NZSAR.
- Contract and Memorandum of Understanding to be agreed between NZSAR and TPP upon TEC Mix of Provision approval
- A draft calendar is drawn up for the SAR agency sectors to provide feedback to match agency training demand for the year

Action:

NZSAR will circulate the sector training demand spreadsheet to all the SAR agencies.

TPP to re-schedule the Napier CIMS4 course to 2 May instead of 29 August as the SAR agencies request to align as pre-requisite course for Extended Search Planning course in late May in Hawkes Bay.

7. Moderation report and recommendations

The moderation table was reviewed table and a status update was provided.

The CIMS4 and MSART courses will be moderated in 2020.

Action:

NZSAR to follow up with the SAR agencies for suggested moderators for these courses.

8. Tutors Matrix

SAR agencies were reminded to forward any tutor applications to the PAC for consideration. PAC were reminded that the tutor progression pathway can take between 18 – 24 months.

Action:

Ensure tutor matrix is a standing agenda item.

9. Tutor applications reviewed

Information withheld for privacy reasons

10. Student Training Feedback survey - update

The student survey is being developed by MMRResearch. An additional question around CIMS2 online course has been added.

Action

The survey link will be circulated by NZSAR to all SAR training participants.

11. Sector Updates

The PAC noted the following sector updates:

RCCNZ:

SARO trainees are doing development courses this year.

Only essential travel is permitted for RCCNZ in response to the Covid- 19 epidemic. Will be involved with an MRO exercise with the USA in American Samoa later this year.

NZSAR is supporting RCCNZ with a planning an exercise in the Cook Islands ARCSAR

RCCNZ have been involved in the preparations for the NZSAR awards which will be held on May 6, 2020.

Surf Lifesaving NZ:

Have had an extremely busy summer season.

BAU with training.

Internally SLSNZ are aware of health and safety monitoring of injuries sustained during training especially with IRB's.

Coastguard NZ:

New CEO appointed. Coastguard regions are considering a restructure and merge proposal nationally.

A training review report was produced in 2019. The report recommended the utilisation of online training. This report is to be circulated to members.

One of the aims of Coastguard is to encourage members who have skippers' tickets to do the training to become masters on boats for Coastguard.

LandSAR:

The tail-end of 2019 saw a spike in operational hours. This was expected as the searches tend to be more technically different due to uptake of the use of locator beacons.

LandSAR have been supporting NEMA with evacuation of trampers and tourists affected by the flooding through Fiordland.

BAU for training.

LandSAR have financially endorsed LandSAR members to attend four courses in 2020.

LandSAR members can enrol and attend all other TPP courses at their own cost for their travel, accommodation and food.

NZ Police:

Acting National SAR coordinator – last day will be 5 March 2020 at PNHQ.

Police are looking at 4WD training this year – NZSAR to work with National SAR coordinator and TPP to discuss options to assist with financing this training.

National SAR coordinator is on part-time hours currently. Senior Police points of contact may be less available to attend meetings. The impact may mean more email messaging contact.

There is a focus to push the SAR squads through the IMT courses for 2020. In 2021, there will be less Police training in SAR courses due to supporting APEC teams and the America's Cup security.

NZSAR:

Have developed a course logbook to track any course changes decisions by the PAC and the date of the implementations to ensure there is a single repository of course materials with NZSAR.

NZSAR intends to organise an evaluation of SAR training programme and sector demand for 2020/21.

12. General business

Multi agency SAR PAC meeting dates agreed for 2020.

Action:

NZSAR to send meeting invitations to be sent out for 2020 meetings

Next meeting: Tuesday 21 July 2020

Meeting closed at: 3.20pm.

SAR Multi-Agency Training Programme Advisory Committee Action and Responsibility Table - Meeting of 20 February 2020

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	TPP update	TPP will provide a report back to the PAC with a summary of common themes, highlight any issues and identify if more tutors are required from internal observations at the last PAC meeting in 2020.	TPP	In progress
6	2020 SAR training calendar	NZSAR will circulate the sector training demand spreadsheet to all the SAR agencies.	NZSAR	Completed
	2020 SAR training calendar	TPP to re-schedule the Napier CIMS4 course to 2 May instead of 29 August as the SAR agencies request to align as pre-requisite course for Extended Search Planning course in late May in Hawkes Bay.	TPP	Completed
7.	Moderations	NZSAR to follow up with the SAR agencies for suggested moderators for CIMS4 & MSART courses.	NZSAR/Coastguard LandSAR	Completed for MSART need
8	Tutors Matrix	NZSAR to ensure this is a standing agenda item	NZSAR	Completed

9	Tutor application	Information withheld for privacy reasons	NZSAR	Completed
10.	Student training survey	The survey link will be circulated by NZSAR to all SAR training participants.	NZSAR	Completed
12.	General Business	NZSAR to send meeting invitations to be sent out for 2020 meetings	NZSAR	Completed