

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR SAR Multi-Agency Training Programme Advisory Committee
9.00am – 11.00am Wednesday 28 October 2020
Room 3 and Teams
3 Queens Wharf, Wellington

Present:

Name:	Agency:
Alita Bigwood	NZSAR
Vanessa Rankin	TPP
Emma Burnett	TPP
Neville Blakemore	RCCNZ
Karen Hallsworth	LandSAR
Lisa Mellish-Mytton	LandSAR
Brad O'Leary	SLSNZ
Rachel McKenzie	NZ Coastguard

1. Welcome

Alita Bigwood opened the meeting and welcomed all attendees and provided attendees with a brief outline of the meeting.

2. Apologies

Name:	Agency:
Darren Arthur	NZ Coastguard
Pete Theobald	NZ Police

3. Matters arising from previous minutes.

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5.	NZSAR update – FED funding impacts	Alita to approach the Health & Safety Committee to develop proposal for dealing with traumatic experiences.	NZSAR	
		Alita Bigwood to investigate purchasing tailor made first aid training as a package, if possible, this may allow for reduced rates to all agencies.	NZSAR	
		All agencies to inform NZSAR if there are training items they wish to collaborate on.	All agencies	

		Brad O'Leary and Tony Wells to discuss development of PFA course.	SLSNZ/ LandSAR	Completed
6.	2020 SAR training calendar	All agencies to inform Alita of any courses they require.	All	Completed
7.	Moderation report and recommendations	Alita Bigwood to follow up with SAR agencies for a suggested CIMS 4 moderators.	NZSAR/ All agencies	Completed
		Vanessa to advise of TPP internal moderator availability.	TPP	
		Alita to create flyer to provide related information for the SAR Managers volunteers.	NZSAR	Completed
8.	Tutors matrix	SAR agencies to forward any tutor applications to the PAC for consideration.	All agencies	
9.	Tutor applications reviewed	Information withheld for privacy reasons		
		NZSAR to send meeting invitations to be sent out for 2020 meetings	NZSAR	Completed

4. Minutes of the previous meeting 5 June.

The minutes from the meeting on 5 June 2020 were approved/ reviewed and accepted as a true and accurate record.

5. TPP update

TPP's parent company is now called Te Pukenga, TPP will keep its name until the end of 2022.

In mid to late January 2021 professional development training will be provided for permanent TPP staff and SAR tutors.

6. NZSAR update

In the coming weeks NZSAR will have a new Senior Advisor Governance, Performance and Monitoring, a Principal Advisor, and a Senior Advisor Communications and Prevention.

Finalisation of the training calendar, SLA, and MOU documentation is a main priority.

MTIR, MTMR new material has been delivered.

On Scene Coordinator course:

OSC course to be delivered 5 December 2020 for the first time, 19 registrations have been received so far.

Extended Search Planning:

This course development has been delayed by two months due to writer availability.

Steering group to review updates and check that the course outline aligns with MTIR course.

SAR Leadership:

The peer review by an independent leadership specialist recommended more course development is required to focus on leadership development as the current course outline is more tailored to team building.

7. 2020/2021 SAR Calendar

As of 21 October – 20 courses have been delivered with 363 attendees.

Cancellation of the NZ Police SAR managers course meant there were a further four courses taken up by Bay of Plenty.

The proposed course calendar for 2021 reflects what NZ Police are looking for, this has 33 courses scheduled overall.

LandSAR have a significant amount to add to the training calendar, this information should be through to Alita Bigwood by 29 October 2020.

Dunedin was noted as hard to service due to low numbers of participation.

Air observers, there are three people from the 2019 course that still need to catch up.

Action:

- *Alita Bigwood to distribute the training Calendar for review prior to signoff.*

8. Moderation reports and recommendations

CIMS4

Patrice Nilsen was the additional moderator for CIMS this year.

TPP informed the group that recommendations from the moderation report would be taken up and materials would be moderated. These recommendations need to be carried out prior to CIMS4 being presented again.

Action:

- *TPP will take up recommendations and have material moderated. TPP will report back to PAC how recommendations have been implemented.*
- **Marine SAR Technical**

Trevor Farmer from Coastguard moderated this course with Trevor Crozier. Trevor Crozier recommended the training approach of teach, practice, do to embed this training with students.

RCCNZ believe that recommendation 5a. should be consistent of internationally recognised terminology of IAMSAR manual.

Reviewed and tightened in overall product. The recommendation to combine the MSART course with the MTMR course has been previously dismissed by the PAC because this would increase the current MTMR course from a three-day course to a four day course.

Martin Paget to be contacted regarding review of Marine SAR Technical as a subject matter expert.

Action:

- *Steering group of PAC Marine SAR agencies to review Marine SAR Technical course updates.*

9. Tutors Matrix

The SAR matrix table was circulated.

The tutor matrix illustrates the need to expedite the on-boarding process of new SAR tutors

There were three resignations from tutors in 2020.

NZSAR propose to bring current and new tutors in to run through a workshop to prepare tutor delivery.

Expressions of interest to become a tutor are available on the NZSAR landing webpage.

10. Tutor application review

Information withheld for privacy reasons

11. Student Training Survey

The draft questions for the 2020 survey were tabled.

Action:

- *Alita Bigwood to confirm with the supplier they can go ahead and carry out the student training survey.*

12. General Business

AREC is to be added to the NZSAR SAR Multi-Agency Training Programme Advisory Committee.

The acronym OSC has caused confusion amongst Coastguard NZ, a flier is to be created specifically for Coastguard to advertise what people will be learning on OSC course.

Action:

- The PAC endorsed the request to add AREC to the governance group. NZSAR to propose recommendation to the governance group.
- NZSAR to create a flier specifically for Coastguard regarding the OSC course terminology.

- **Action and Responsibility Table - Meeting of 28 October 2020**

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5.	TPP update	TPP will deliver professional development training to SAR tutors in January 2021	TPP	
7.	2021 SAR Calendar	Distribute the SAR training calendar for PAC approval	NZSAR	Completed – work on
8.	Moderation report and recommendations	CIMS4 – TPP will report back to PAC how recommendations have been implemented	TPP	
8.	Moderation report and recommendations	MSART – Martin Paget to be approached for availability as SME. All updated course materials will be reviewed by a PAC steering group	NZSAR	On-going
9.	Tutor matrix	NZSAR to facilitate an on-boarding workshop for new TPP SAR tutors	NZSAR	Completed
10	Tutor application	Information withheld for privacy reasons	NZSAR	Completed
11.	Student Training Survey	NZSAR to confirm with supplier that they can go ahead and carry out the student training survey for 2020	NZSAR	Completed
12.	General Business	NZSAR to present PAC recommendation for AREC to be a member of the Governance Group and PAC	NZSAR	Completed
12.		NZSAR to create a flier specifically for Coastguard regarding the On Scene Coordinator course terminology	NZSAR	Completed

Next meeting:

- 2021 proposed meeting dates: 10 March, 22 July, 27 October