

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



SAR MULTI-AGENCY GOVERNANCE GROUP MINUTES

Monday 31 May 2021
10.00am – 11.00 am
Meeting room 3, NZSAR office,
3 Queens Wharf, Wellington
Teams video-conferencing available

Present:

Name:	Agency:
Duncan Ferner	NZSAR
Rebecca Lockwood	NZ Police – by phone at 10.09am
Callum Gillespie	Coastguard
Carl McOnie	LandSAR
Paul Dalton	Surf Lifesaving NZ
Kevin Banaghan	RCCNZ
Don Robertson	AREC

In attendance

Name:	Agency:
Andrew Greig	NZSAR
Alita Bigwood	NZSAR

1. Welcome

Duncan Ferner opened the meeting and welcomed all attendees.

2. Apologies

Vanessa Rankin.

3. Minutes of Meetings held 17 November 2020 and 3 March 2021

3a. The minutes for the meeting held on 17 November 2020 were accepted.

3b. The minutes for the meeting held on 3 March 2021 were accepted.

Matters arising from previous meeting:

#	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 ManagersAir Observers	NZSAR	In progress

		Investigative Interviewing		
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	Review in progress
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	In progress
8	7.	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.	NZSAR/TPP	Completed

4. Multi-Agency PAC minutes – Matters Arising.

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. They will have better access to other courses and can currently still deliver courses nationally, but their future is to be determined.

The PAC recommends doing the 2021 Student survey in late October/November. This is agenda item 6b.

The PAC recommended for Governance Group approval five tutors for Tai Poutini Polytechnic consideration. This is Agenda item 06d.

Information withheld for privacy reasons

The PAC discussed the impact of funding larger courses in 2022 and possible budget issues. Example of the OSC coordinator course requiring three tutors.

Action:

4. The NZSAR MA Governance Group **noted and discussed** the matters arising from the PAC minutes – 20 May 2021.

5. Moderation schedule and updates

The **Police SAR Managers** course is to be reviewed by Win van der Velde.

NZSAR contracted Jo Holden to update the course materials for this course to be delivered 14 June – 25 June. There are 16 Police students and 8 volunteers

participating in this course. The increased numbers of Police SAR Managers are required as the SAR Managers course was not delivered in 2018 and 2020.

The **Air Observer's** course in Marlborough is scheduled to be moderated on 9/10 October 2021.

The **Investigative Interviewing** course in Motueka is scheduled to be moderated on 19 June 2021.

The ESP course is still in development, with the steering group to review updates and check that the course outline aligns with MTIR course. This process has taken nearly two years for this course.

The Marine SAR Technical moderation recommendations are being reviewed and updated. This was delayed to the SME being unavailable due to involvement with the America's cup race.

5b. SAR Leadership

The Multi-Agency PAC (MA-PAC) endorses and recommends that the Governance Group **approve** the SAR Leadership course updates for 2021 delivery.

Police endorsement of the SAR Leadership was agreed by email message on Wednesday 27 May 2021.

The SAR Leadership course has been streamlined to a two-day course format, with less focus on team-building activities.

The updated course material was developed and is endorsed by Surf Lifesaving NZ, FENZ and Coastguard NZ. It is an introduction to applying generic leadership skills in a search and rescue operational context, whilst maintaining a state of readiness to respond to an incident.

People who complete the training will have the skills and knowledge to:

- lead themselves in readiness.
- lead themselves in response.
- lead teams in readiness
- lead teams in response.

This course is designed to be a foundation course for all the other SAR agencies to design tailored leadership courses for their agencies.

NZSAR intends to run a workshop with all the SAR Leadership tutors to socialise the updated course material.

Actions:

5a. The Governance Group **noted** the moderation schedule for 2021.

- *The Police SAR Managers course, the Air Observers, and the Investigative Interviewing courses to be moderated for 2021 as circumstances permit.*

5b. The Governance Group approved the SAR Leadership course updates for 2021 delivery.

- *NZSAR to discuss how AREC can utilise the SAR Leadership course in the future.*

6. SAR Multi- Agency Training Delivery Report 2020

6a. The TPP course delivery summary was tabled. Discussion was held around assessing the capability and capacity of course delivery throughout the year to utilise the SAR training funding budget. Tai Poutini Polytechnic has 43 courses scheduled for 2021. Eight courses have very low registration. NZSAR and TPP are proactively reminding the SAR agencies to encourage registrations.

6b. The NZSAR MA Governance Group is invited to **note** the 2020 student survey report. UMR to provide an executive summary for the future surveys.

6c. The NZSAR MA Governance Group is invited to **note** the Tutor Role Matrix.

6d. The NZSAR MA Governance Group is invited to **approve** the MA-PAC recommendations for SAR tutors for Tai Poutini Polytechnic.

Actions:

- *6a. The TPP course delivery summary was **noted**. The SAR agencies will continue to support the advertising the courses to their sectors for increased course enrolments.*
- *6b. The survey was **noted**, and the governance group endorsed that the 2021 survey will be delivered in late October/November 2021.*
- *6c. The tutor role matrix was **noted**, and the challenges faced of course delivery with lack of availability of tutors for the CIMS4 courses, Air Observers, MTIR and ESP in 2021.*
- *6d. The Governance Group **approved** the recommendations for the five tutors. Members of the Governance Group agreed to keep an eye out for additional tutors.*

7. SAR Multi – Agency Training Calendar 2021

7a. TEC and TPP contract update

There were delays in delivery of TEC Memorandum of Understanding and the provisioning of the Mix of Provision table early 2021. These delays affected finalising the contracts with the training providers and SAR training did not commence until early April 2021.

NZSAR and TEC are working on ensuring that the 2022 contracts will commence from 1 January 2022.

7b. 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:

- *7a. The Governance Group **noted** the comments around TEC and TPP contract updates.*
- *7b. The Governance Group **accepted** the SAR Course table for Multi-Agency SAR courses.*
- *7c. The Governance Group **noted** the additional investment NZSAR funds to support the Multi- agency SAR training course developments, moderations, workshops, evaluations and updates.*

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8. General Business

8a. Future meetings

NZSAR proposes to link these Governance meetings with the Consultative Committee in the future.

8b. TEC claw back of SAR funding

The TEC has unexpectedly clawed back \$120k of the 2020 underspent funding despite specifically advising they would not do this. NZSAR contractual commitments for 2021 include this funding to make up for training that could not be delivered due to COVID-19. NZSAR has written to the TEC asking them to reverse this decision.

8c. SAR Training Framework Strategy Planning

Discussion around NZSAR intention to engage a contractor to draw up the SAR Training Framework Strategy to address questions like this:

- Where is SAR training now?
- Where do you want SAR training to be in the future?
- How do we get there?
- How will we know when we get there?

Discussion was held around how would this strategy integrate with the existing SAR training frameworks and strategies?

Inter-relatedness of core functions like first aid and then specific training functions for each SAR agency. Internal training and opportunities to collaborate and leverage off each sector for training. Outline the opportunities for collaboration and course delivery efficiencies.

Comment was made around what the priority of this training framework is alongside the existing SLA reporting priorities. Coastguard training is busy for the next four months.

To have visibility of all the training will be a great outcome for the SAR sector and assist in ascertaining the true cost of training across the SAR agencies. The intention to collaborate is strong. A medium-term goal suggestion is to flesh out the scope and terms of reference in 2021 and then look to execute the framework in 2022. NZSAR will need ideas to present to the MoT in early in 2022. (The impact of the three-year funding cycle) Need to include the aviation sector in this exercise too.

AREC is working with all the SAR agencies in the development of their training framework and competencies.

Actions:

8a. The Governance group prefers to maintain the stand-alone Governance Group meetings. It was commented that the Health and Safety meeting is usually held in the afternoon of the Consultative Committee.

8b. The Governance Group **noted** the claw-back of the TEC SAR funding and how NZSAR intends to address this short-fall.

8c. NZSAR to organise a meeting with the SAR agencies to scope out and develop the terms of reference for the SAR Training Framework strategy.

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	5b	The Governance Group approved the SAR Leadership course for delivery in 2021. TPP to be notified	NZSAR/TPP	Completed
5		NZSAR to discuss how AREC can utilise the SAR Leadership course in the future.	NZSAR/AREC	Completed
6	6d	The Governance Group approved the recommendations for the five tutors. Members of the Governance Group agreed to keep an eye out for additional tutors. TPP to be notified	NZSAR /TPP	Completed
8	8a.	Governance Group meetings to remain as stand-alone meetings not in conjunction with the Consultative Committee.	NZSAR	Completed
	8c.	NZSAR to organise a meeting with the SAR agencies to scope out and develop the terms of reference for the SAR Training Framework strategy.	NZSAR	Completed

Next meeting: Tuesday 9 November 2021