

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa 

NZSAR Multi-Agency Programme Advisory Committee Minutes

Tuesday, 8 November 2022, 1.00pm – 4.07pm

3 Queens Wharf, Wellington and MS Teams

1. Present

Name	Agency
Alita Bigwood	NZSAR
Tony Wells	LandSAR
Steve Davis	AREC
Scott Iszard	Police
Craig Rendel	Police – left meeting at 2.20pm

Name	Agency
Kevin Banaghan	RCCNZ
Rachel McKenzie	Coastguard NZ -online
Belinda Slement	SLSNZ online

2. In attendance

Name	Agency
Karen Hallsworth	LandSAR
Jessica Maynard	SAR review team

Name	Agency
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3. Apologies

Name	Agency
Moira Todd	TPP
Mary Coghlan	TPP

Name	Agency
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4. Welcome

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

5. Minutes of meeting on Thursday, 30 June 2022

The minutes of the meeting held on Thursday 30 June 2022 were accepted as a true and accurate record. LandSAR and RCCNZ members.

6. Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
4.	TPP Update	SAR Training Managers workshop Action: Date to be determined	Alita Bigwood	Agenda item
		<u>SAR Managers course review</u> Action: Tony will help Alita list the identified skill set for the refresher course	Tony Wells/Alita	In progress
		<u>Pre-requisite exemption process</u> Action: A RPL process is to be determined by TPP who will take this to the Academic Leader.	TPP	Is this necessary now that multi-agency training has transferred to LandSAR? Does LandSAR have their own RPL process.
		<u>Guidelines, forms and templates group</u> Action: Alita to set a time for the Group to meet.	Alita Bigwood	In progress
6.	2022 SAR calendar summary	Action: Alita will go out to everyone and get a gauge of	Alita Bigwood	Completed

#	Item	Actions	Responsibility	Actions taken/ Status
		numbers then TPP will make the executive decision as to when the courses will be.		
7.	Moderation report & recommendations	Action: SME moderator for Investigative Interviewing to be identified and confirmed by PAC.		
8.	Tutor Matrix	Action: Need EOI for CIMS4 tutors.		
9.	Tutors' application	Action: Present recommendation for CIMS4 tutor application to the Governance Group.	Alita Bigwood	In Progress
10.	Student survey	Action: NZSAR to instruct AK Research to produce one overall report and two separate reports for the training providers.	Alita Bigwood	In Progress

7. Agenda Item 4. SAR Training Framework – next steps

The PAC reviewed the SAR Training Framework recommendations and discussion was held around the following recommendations:

1.1 Governance

PAC agreed to recommend to Governance Group having just one PAC group and Governance Group for SAR training from 2023.

The PAC agreed that KPI's need to be established to validate the effectiveness of training that goes beyond course satisfaction.

LandSAR will provide a copy of Canterbury University study 2008.

It was suggested that a contractor be engaged to assess the following:

Is the training appropriate and necessary?

Are there gaps in the training programme?

Assess whether the training is making a difference to their work operationally?

Make recommendations for KPI's.

1.2 Individual Skill Acquisition

All the agencies are working towards the recognition of current competency process with their internal training programmes.

The aim is to have the distinction between course completions and competencies.

1.3 Pathways within agencies

It was suggested that this could be a project for an external contractor

1.4 Course delivery

These needs are to be considered in the 2023 calendar planning session. PAC acknowledged that is not feasible to meet all the SAR agencies requests.

Discussion was held around the need to review the courses to assess what could be presented online and with a blended learning approach. Contract an instructional designer as required.

Police requested a block course of the MTIR and MTMR courses to be scheduled 6 months after the National SAR course.

1.5 Collective Training and Exercising

It was agreed to discuss this at the next PAC meeting.

1.6 Revalidation

SLSNZ have an annual refresher requirement. LandSAR provide refresher courses. Coastguard NZ have a compliance schedule. Police are looking to recertify at SAREX's and other opportunities for testing SAR competencies. AREC are working towards this and need financial support for this to happen.

1.7 Demand planning and response

Explore how courses can be delivered to smaller numbers. Tutors will need to be consulted around comfort level of being solo tutors and ratio numbers of tutor to students.

LandSAR Training Ltd intends to provide costings around courses delivered by one tutor.

1.8 Practise opportunities

It was agreed to discuss this at the next PAC meeting

1.9 Funding

The PAC agrees with this recommendation and will seek Governance group direction. It was noted that there is a need to wait for the recommendations from the Water Safety and SAR sector review.

1.10 Collaboration and Cooperation

Discussion was held around the capability to import and export education resources between the different LMS systems. Access to the raw materials is required to enable other SAR agencies to create tailored SAR sector versions. All the SAR agencies are happy to share their content.

Example: SLSNZ recommended Thriving Under Fire course – how to have challenging conversations and how to cope with difficult people.

Action

Recommend to the Governance Group that a contractor be engaged to:

- recommend KPI's to validate the effectiveness of training that goes beyond course satisfaction.
- to map how SAR Multi-Agency Training fits into the learning pathways of the agencies. This will provide clarity around internal SAR training pathways with the aim of improving the uptake of courses and increased capability.

8. Agenda Item 5. Draft TOR for combined PAC 2023

NZSAR sought the PAC's approval of the terms of reference for a combined Multi-agency and Land SAR training PAC to be established in 2023.

LandSAR was advised that a separate representative not linked to LandSAR training at the Governance Group level, but who has authority to make decisions on behalf of LandSAR, to ensure there are no conflicts of interest.

A LandSAR training representative will be invited to be an observer for the Governance Group meeting. This will be discussed with the Governance Group.

Action

- The PAC agreed to having only one PAC for the multi-agency and Land SAR training programmes from 2023 onward and accepted the updated terms of reference with a couple of noted changes.
- The PAC agreed to recommend the Governance Groups be merged from 2023 onward. Draft TOR for Governance Group to be drawn up by NZSAR.

9. Agenda Item 6. 2022 SAR Training calendar summary

The PAC reviewed the SAR Training calendar summary.

There are three courses that could be delivered if the demand is required by mid December 2022.

The PAC acknowledged the short time frame and that these courses may not be able to be delivered

Action

- PAC requests that TPP endeavour to deliver SAR Leadership Christchurch and CIMS4 Waihi before the year end.

10. Agenda Item 7. TPP update

Apologies - TPP did not provide an update.

11. Agenda Item 8. Tutors Matrix

The PAC reviewed the Tutors Matrix table

There is a need for more CIMS4 and Air Observers tutors.

Air Observers presenters from MAROPS/Air Lift?

MAROPS Ltd is a company that NZSAR has contracted to provide the online learning materials for Air Observers and Marine SAR courses. MAROPS approached NZSAR about providing training with aircraft simulation technology and other integrated training services. RCCNZ endorsed the services of MAROPS as they have used their services in the past.

Potential of three qualified military tutors. Does the PAC approve an invitation to submit EOI applications as Air Observer tutors to MAROPS staff?

Action

- PAC agreed that the expression of interest forms can be sent to MAROPS for potential Air Observer tutors. The LandSAR tutor guide to be sent with the application.
- The SAR agencies were requested to recommend more tutors who can potentially present the CIMS4 course.

12. Agenda Item 9. Transition to LandSAR training

NZSAR and LandSAR informed the PAC of the transition process of the multi-Agency training package being delivered by LandSAR Training Ltd.

Still envision the same problems of volunteers and Police accessing the courses but the intention is to aim for less cancellations.

Benefits – one point of contact for the training calendar – walk through the enrolment process and experience from a SAR volunteer perspective.

The transition of SAR tutors –

the tutors will be invited to the tutor forum in late January or an online on-boarding session.

LandSAR Training – will provide costings to enable delivery to smaller course numbers with one tutor

LandSAR Training are working through the online enrolment process. There may be the option the SAR training managers will have access to the registration and completion lists for courses. This will enable the SAR training managers to have visibility of their members progress and access to SAR training.

The PAC requested that the joining instructions be updated and that a message be included around what the commitment of enrolment means for the course enrolees.

AREC requested LandSAR Training Ltd develop a CIMS3 training module and assessment. CIMS4 SAR scenarios needed to align with what is being delivered.

TPP are still to confirm whether they will share the CIMS for SAR training materials with LandSAR Training Ltd.

Coastguard to cross-credit their existing training to Marine SAR Technical and that PAC accepts this cross-crediting as meeting the entry requirements for MTMR, thus reducing the duplication of training for volunteers

Action

- LandSAR Training will provide updates around the enrolment process, CIMS 3 training in April 2023 PAC meeting
- PAC recommends that Coastguard to cross-credit their existing training to Marine SAR Technical and that PAC accepts this cross-crediting as meeting the entry requirements for MTMR

13. Agenda Item 10. Moderation report and recommendations

Despite the best efforts of TPP, the Investigate Interviewing and Air Observers courses were not delivered due to low registrations and tutor availability.

Action

- PAC recommends to the Governance Group that Investigative Interviewing and Air Observers courses are to be moderated in 2023.
- Police will recommend a SME moderator for the Investigative Interviewing course.
- NZSAR will update the moderation table.

14. Agenda Item 11. 2023 SAR Training Managers workshop

NZSAR sought an agreement to a date for this meeting in 2023 and clarification of the purpose and aim of the meeting.

Purpose of meeting - summary of previous suggestions

- SAR training framework - recommendation implementation
- Share education materials and competency frameworks
- Consider opportunities where the SAR agencies can collaborate outside of SAR training programmes.
- Share the SAR agency thresholds for being operational and commonalities with the other SAR agencies.
- Funding and policies around travel, accommodation, and catering for those that need to travel to courses
- First aid training funding

Action

- NZSAR to organise this meeting from late March 2023. Circulate a draft agenda for consultation.

15. Agenda Item 12. 2022 Student Training survey

NZSAR sought confirmation from the PAC members of the draft questions tabled for the 2022 Student Training survey.

The PAC accepted the draft questions for the 2022 SAR student training survey. As discussed at the June PAC meeting

Action

- NZSAR will organise the delivery of the 2022 SAR student training survey. NZSAR to instruct contractor to produce one overall report and two separate reports for the training providers.

16. Agenda Item 13. NZSAR update

NZSAR training coordinator provided updates around the following activities:

National Significant Exercise – SAREX scenario's will be provided to different Police regions to practise in 2023/2024 year

SAR Managers Course developments – project manager engaged; the steering group met in October. A four-day workshop to be hosted by NZSAR in mid- February 2023 with the lead tutor and Police SME's. PAC will be provided a progress report in the next meeting.

Contracting a curriculum manager and instructional designer in 2023 to assess blended learning opportunities to allow courses to be delivered to smaller numbers. Will provide progress report at the next meeting.

Example: combining MTIR and MTMR for a block course

NZSAR is working with the Police Marine Units to align SAR learning with their current curriculum

Action:

- NZSAR to inform Craig Rendel around progress with Marine SAR work.

17. Agenda Item 14. SAR Sector updates

AREC

AREC is progressing with building their training framework

Coastguard NZ

On the water training programme - there has been good uptake of engagement with their LMS. Scoping and development work is progressing for IMT, Air Patrol and Radio Operators training is underway.

LandSAR

As discussed throughout the meeting

SLSNZ

Internal work on a SAR training framework. Will be busy as there are more water users over the summer season. River rescue and rescue boat courses have been funding by NZSAR in 2022.

Need to address sustainability of funding stream for these river rescue courses in the future as well as the refreshers courses required after three years.

Planning for the next 18 months. SLSNZ will be hosting a SAR summit at Muriwai in early 2023. An annual three- day summit which includes a multi-agency SAREX.

Police

Working on standardising the national selection and competency criteria, in alignment with LandSAR competencies. Assessing internal Police SAR core competencies, leading to progress through the multi-agency management courses.

RCCNZ

The current SARO course is in its ninth week of 11-week programme.

18. Agenda Item 15. 2023 SAR Training calendar planning

The PAC reviewed the overall SAR Training demand and the recommendations for the 2023 multi-agency training calendar will be considered by LandSAR Training Ltd and NZSAR.

LandSAR Training Ltd will circulate a draft calendar for PAC approval to be recommended to the Governance Group.

The PAC agreed to:

- Add the SLSNZ Swift Water rescue course (up to four courses) to the MOP schedule for 2023 and see what develops around the future funding of these courses from the SAR and NEMA sectors. LandSAR training will negotiate with the course costs with Rescue3.
- Include an additional SAR Managers course in October 2023 to the MOP schedule

The PAC noted:

- LandSAR Training – will provide costings to enable delivery to smaller course numbers with one tutor – the flow on effect will be a review and update course formats
- Police informed the PAC around impacts of shift changes within 14 days – there is a business cost for Police. There is need to have a three-week cut off for course confirmations/cancellations.
- Police will provide the PAC with a synopsis of internal training processes and alignment of SAR competencies. Scoping out how to assess SAR competencies practically after a course completion, what is the practical application out in the field. This could facilitate Police being able to internally track SAR training progress and then sign off by the District SAR coordinator.
- PAC approval was sought for an annual block course of the MTIR/MTMR courses to be delivered within 6 months after the National SAR course to be included in the 2023 calendar if practical. These courses will be open to volunteers to join. This will assist in making these courses more accessible for Police SAR squads. Police are looking to source venues that can provide in-house training, accommodation, and catering. NZSAR to assess how the MTIR and MTMR courses can be combined into a four to five-day course.
- Agenda item for April 2023 meeting – potential new course required to address operating safely in internal waterways and in flood events as Coastguard and SLSNZ are being tasked to work in these environments. Coastguard will follow the new course approval diagram (attached) and present a proposal to the PAC for consideration in 2023.

Actions

- LandSAR Training Ltd and NZSAR will consider the SAR course demands and align it with the budget.
- LandSAR Training Ltd will circulate a proposed draft calendar for PAC consideration out of session for recommendation to the Governance Group.
- LandSAR to negotiate course costs for Swift water rescues courses with Rescue 3.

- NZSAR to assess how the MTIR and MTMR courses can be combined into a four to five-day course.
- Coastguard to present a proposal of a new training need to the PAC for working in internal waterways and in flood events

19. Agenda Item 16. General Business

There were no general business items raised.

20. Next meeting

Tuesday 4 April 2023

21. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility
7	Agenda Item 4	Action: Recommend to the Governance Group that a contractor be engaged for KPI and mapping training pathways ?	NZSAR -
8.	Agenda Item 5	Action: The PAC agreed to having only one PAC for the multi-agency and Land SAR training programmes from 2023 onward and accepted the updated terms of reference with a couple of noted changes	NZSAR - Completed
9	Agenda Item 6	<ul style="list-style-type: none"> • Action: The PAC requests that TPP endeavour to deliver SAR Leadership Christchurch and CIMS4 Waihi before the year end. 	NZSAR and TPP - completed
11	Agenda Item 8	Action: PAC agreed that the expression of interest forms can be sent to	NZSAR

#	Item	Actions, decisions and noting	Responsibility
		MAROPS for potential Air Observer tutors. The LandSAR tutor guide to be sent with the application	
11	Agenda Item 9.	Action: The SAR agencies were requested to recommend more tutors who can potentially present the CIMS4 course	SAR Agencies
12.	Agenda Item 9	Action: LandSAR Training will provide updates around the enrolment process, CIMS 3 training module and assessment in April 2023 PAC meeting	LandSAR Training
	Agenda Item 9:	Action: PAC recommends that Coastguard to cross-credit their existing training to Marine SAR Technical and that PAC accepts this cross-crediting as meeting the entry requirements for MTMR	Coastguard NZ
13	Agenda Item 10	<ul style="list-style-type: none"> Action: PAC recommends to the Governance Group that Investigative Interviewing and Air Observers courses are to be moderated in 2023. 	NZSAR - Completed

#	Item	Actions, decisions and noting	Responsibility
	Agenda Item 10	<ul style="list-style-type: none"> Action: Police will recommend a SME moderator for the Investigative Interviewing course. 	Police
	Agenda Item 10	<ul style="list-style-type: none"> Action: NZSAR to update the moderation table. 	NZSAR
14	Agenda Item 11	<ul style="list-style-type: none"> Action: NZSAR to organise SAR training managers meeting from late March 2023. Circulate a draft agenda for consultation. 	NZSAR
15.	Agenda Item 12	<ul style="list-style-type: none"> Action: NZSAR will organise the delivery of the 2022 SAR student training survey. NZSAR to instruct contractor to produce one overall report and two separate reports for the training providers. 	NZSAR – In progress
16.	Agenda Item 13	Action: NZSAR to inform Craig Rendel around progress with Marine SAR work.	NZSAR

#	Item	Actions, decisions and noting	Responsibility
18.	Agenda Item 15	Action: LandSAR Training Ltd and NZSAR will consider the SAR course demands and align it with the budget.	NZSAR - Completed
	Agenda Item 15	Action: LandSAR Training Ltd will circulate a proposed draft calendar for PAC consideration out of session for recommendation to the Governance Group.	LandSAR Training - Completed
	Agenda Item 15	Action: LandSAR to negotiate course costs for Swift water rescues courses with Rescue 3.	LandSAR Training
	Agenda Item15:	Action: NZSAR to assess how the MTIR and MTMR courses can be combined into a four to five-day course.	NZSAR
	Agenda Item 15	Action: Coastguard to present a proposal of a new training need to the PAC for working in internal waterways and in flood events	Coastguard

Next Meeting: Tuesday 4 April 2023

Meeting closed at 4.07pm.