

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa ● ● ● ———— ● ● ●

NZSAR Multi-Agency Programme Advisory Committee Minutes

Thursday, 26 October 2023
3 Queens Wharf, Wellington and MS Teams

1. Welcome

Aimee Flanagan opened the meeting and welcomed all attendees and asked everyone attending to introduce themselves as a few new attendees.

Present

Name	Agency
Aimee Flanagan	NZSAR
Karen Hallsworth	LandSAR
Steve Davis	AREC
Allan Mundy	SLSNZ
Edaan Lennan	LandSAR

Name	Agency
Mike Clulow	RCCNZ - online
Rachel McKenzie	Coastguard NZ - online
Belinda Slement	SLSNZ online
Nathan White	NZ Police - online

In attendance

Name	Agency
Lisa Mellish Myton	LandSAR
Meagan McLeod	LandSAR

Name	Agency

2. Apologies

Name	Agency

Name	Agency

3. Minutes of meeting on Tuesday, 21 March 2023

The minutes of the meeting held on Tuesday 21 March were accepted as a true and accurate record.

Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
8	Agenda Item 5	<p>Training calendar monthly summaries and tracking</p> <p>KH will provide monthly summaries to the PAC</p> <p>The student records are still to be transferred from TPP to LandSAR Training Ltd.</p> <p>IT system being worked on for the reporting back to the SAR agencies.</p>	LandSAR	<p>In progress – Monthly Summaries are being sent by LandSAR</p> <p>Manual Workaround in progress</p> <p>Still need Student records from TPP</p>
9	Agenda Item 6	<p>LandSAR training advisory group updates</p> <p>SME's are identified and approved by LandSAR. The advisory groups are essentially mini-PAC for different courses and specialties delivered by LandSAR.</p> <p>Does this need to be a standing item for the PAC?</p>	LandSAR/Aimee	Completed – now a standing item
10	Agenda item 7	<p>Tutors Matrix</p> <p>LandSAR has outlined the proposed additional scope of current tutors</p> <p>Discussed if there any courses at risk due to not enough tutors to deliver?</p>	LandSAR/Aimee	Now and standing agenda item

#	Item	Actions	Responsibility	Actions taken/ Status
11	Agenda Item 8	<p>Tutors approval</p> <p>PAC recommended 7 new tutors, 2 recommendations for tutor eligibility and 2 shadow tutors to Governance Group</p>	Aimee	Approved
12.	Agenda Item 9	<p>Moderation report and recommendations</p> <p>Courses and dates to be recommended for moderation, and appropriate moderators</p>	LandSAR	Completed
13	Agenda Item 10	<p>LandSAR training competencies, updates and approvals sought</p> <p>LandSAR explained their internal process</p>	LandSAR	Completed – now a standing agenda item
14	Agenda Item 11	<p>Multi-agency changes to pre-requisites for CIMS 4 courses</p> <p>Recommendation: LandSAR requests PAC remove the requirement of CIMS3 as an entry requirement for CIMS4SAR. – explained rationale.</p> <p>Recommendation approved – NZSAR to update fliers</p>	LandSAR/Aimee	In progress – fliers to be updated
15.	Agenda Item 12	<p>Multi-agency CIMS course</p> <p>LandSAR Training Ltd is working on this for CIMS3 online course will be available to access via their LMS system.</p> <p>Registration process for the CIMS3 will need to be clarified from LandSAR</p>	LandSAR	In progress

#	Item	Actions	Responsibility	Actions taken/ Status
		Training Ltd for other SAR agencies.		
16.	Agenda Item 13	<p>SAR Training Framework recommendations</p> <p>The PAC reviewed the SAR Training Framework recommendations and discussion was held around the following recommendations:</p> <ul style="list-style-type: none"> • Collective training and Exercising • Practice opportunities 	NZSAR	In progress – need to engage with Alison again to assist with delivery of SAR objectives
17	Agenda Item 14	<p>2022 Student Training survey update</p> <p>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.</p> <p>AK Research to provide a timeline for delivery with the new closure date.</p>	NZSAR	Completed, survey delivered and reported on
18.	Agenda Item 15	<p>2023 SAR managers course update</p> <p>PAC proposes that if the Police block courses of MTIR and MTMR are not required in the 2023 schedule, the funding for these courses can be allocated to the Swift water rescue courses for \$14K per course instead of the budgeted \$12K.</p>	NZSAR	Completed

#	Item	Actions	Responsibility	Actions taken/ Status
		PAC agreed to reallocate funding to the Swiftwater River courses from the Police block courses for 2023.		

4. Actions from the previous minutes

Actions:

- NZSAR will also attempt to obtain student records from TPP
- Fliers for CIMS 4 to be updated by NZSAR
- LandSAR to continue working on the CIMS 3 online course
- SAR training framework, pathway and KPIs to be reviewed again by PAC members and finalised, sent to Alison for final work to be completed

5. 2024 SAR Training Calendar planning

Not all agencies were able to bring their training requests to this meeting, therefore the planning will be done out of this meeting.

Coastguard stated they find this process hard because it's really hard to know what training they will be needing for next year.

The possibility of being able to offer refresher training was top of mind for all agencies. Coastguard and SLS stated this is where their biggest need is.

PAC members have requested for it to be noted that the current funding restrictions are not fit for purpose i.e. for skill acquisition only. Is it possible for PAC to explore and redefine what skill acquisition means in the SAR sector.

Coastguard and SLS also stated they aren't really taking on that many new people, not huge numbers. "Refresher training is really important".

It was also noted that if volunteers are not receiving regular refreshers of training, it creates a significant risk when responding to an event.

Actions

- Coastguard and SLS stated they could get some training request information to NZSAR by middle of next week (early November 2023)
- NZSAR to collate all training requests from all agencies when they come in
- LandSAR to plan the calendar and submit back to PAC for approval.

6. Training provider update

Provided programme tracking report data (see page 2 of LandSAR training provider update document).

Average cancellation rate is 19%, with reasons for cancellation being mainly low or nil registrations.

Still receiving good feedback about the courses being delivered.

Tutor Matrix: 1 person put forward for approval: Gerald Blackburn

Advisory Group Updates: No actions or updates to report.

Request to add Lost Person Behaviour to scope:

SLS stated they are getting more requests to help or assist with persons missing due to Alzheimer's and other health reasons. It would be good to have a course using the WanderSearch competencies.

Proposal to add a lost person behaviour course to the scope in 2024 – incorporate as part of Multi-Agency programme – seconded. Governance Group to approve.

Minor course update process amendment:

Courses often require minor updates – LandSAR proposed to amend courses out of PAC meetings if they are not major changes and PAC members are notified.

PAC agreed (and seconded) as long as there is a good feedback loop to make comments and changes can be overseen before they are implemented. Also under the proviso that 'minor' is defined. The process can then be taken offline and 'done out of meeting'.

Need to ensure good loopback also to NZSAR to ensure updates are made to materials on NZSAR website.

Minor changes to courses list and further information provided in pages 5-7 in Training Provider update document.

The Managing the Initial Response course material has been reformatted – requires retrospective approval from PAC - seconded

Extended Search Planning course material has also been reformatted – requires retrospective approval from PAC - seconded

CIMS 3 delivery delayed because:

1. The SARPAC decision to uncouple CIMS3 from the CIMS4SAR course as it was only the SAR Sector that required this, not NZQA. This has made entry into CIMS4SAR easier. This has meant that time otherwise spent on developing the course has been prioritised into minor updates to existing courses (as above) and management of the existing programme.

LandSAR propose to approve updating the CIMS 4 material to align with other updated CIMS courses - seconded

2. The materials from the multi-agency programme were not 'plug and play' as originally intended and has taken approximately \$40,000 in Land Search and Rescue time to get to the point of being deliverable (see paragraphs above).

3. Currently, the Multi-Agency programme is running at cost-of-sales to maximise output delivery and ensure that all training could go ahead, especially the two SARM in 2023. This means that all management, administrative, and logistical overhead costs associated with the programme, estimated to be an additional \$40,000 have also been absorbed by Land Search and Rescue.

Actions

- PAC recommends the Governance Group approve the addition of a Lost Person Behaviour course to the scope in 2024 – to be incorporated as part of Multi-Agency programme.
- PAC recommends the Governance Group approve the updating of the CIMS 4 material to align with other updated CIMS courses
- LandSAR to define 'minor' and PAC agree from there
- LandSAR will advise of minor changes out of PAC meetings. Need to ensure all PAC members have read, understand and agree to changes

7. Agenda Item 7. Moderation report and recommendations

1. Seaching Suburban Environment (SSE)

- Status: for PAC recommendation
- Response to moderation report: Nil
- Outcome required: Motion to “action recommendations as per NZSAR moderation report & 2023 workshop outcomes” - seconded

2. Tracking Clues Awareness (TCA):

- Status: Actions have been completed

3. Air Observer (AirObs):

- Status: for PAC recommendation
- Response to moderation report: None
- Outcome required: Motion to “action recommendations as per NZSAR moderation report & 2023 workshop outcomes” - seconded

4. Processing Wilderness Clue Sites (PWCS):

- Status: for PAC recommendation

- Additional notes: There was no SME moderator for the course as LandSAR had previously conducted an internal Moderation. The changes arising from that review are noted within the NZSAR Moderation Report as a reference.
- Outcome required: Motion to “action recommendations as per NZSAR moderation report & 2023 workshop outcomes” - seconded

Marine SAR Technical course discussion:

Updates have been made to the training materials by a tutor without going through the redevelopment process. The tutor is probably not aware that there is a process to make changes – NZSAR to discuss with him.

There could be some copyright restrictions, but sure if they are legitimate? Needs to be investigated.

Coastguard agreed the course does need to be updated.

Moderations for 2024:

1. Stretcher Management & Rope Safety
2. SARTrack User & Tech
3. Marine SAR Technical
4. MTMR

Action

- NZSAR to follow up with Auckland company for Air Obs
- LandSAR to conduct Moderations for the specified courses for 2024 (need approval from Governance Group)
- NZSAR to discuss changes to MTMR with tutor

8. Agenda Item 8.Course update approval process

LandSAR will submit an amendment to the published course review process to the group for approval.

Actions

- PAC to review and approve proposed new process and approve if appropriate.

9. Agenda Item 9. Contingency planning for spending ACE funding

NZSAR advised the PAC that to ensure we don't run in to problems at the end of each year where courses are cancelled or postponed, we need a contingency plan. We need to ensure all of our allocated ACE funding is spent, so we are in a position to ask for more funding in the future.

End of 2023: At present (late October 2023), we look to have around \$30,000 underspend. LandSAR proposed a plan to spend around \$20,000 of this by paying for two 'hybrid' courses (made up of current course components; no new material). These courses will be delivered to volunteers.

PAC discussed a few ideas:

- Potentially not scheduling as many courses in Oct/Nov, as this is where courses seem to be cancelled more.
- Environmental constraints also need to be considered.
- Allan suggested agencies add “**save the date**” **training days** to schedules to have training tentatively booked in to use underspend funds. If the courses are cancelled because rest of calendar is on track, it's easier to do this than try to schedule a course a few weeks in advance.

Action

- PAC recommend the Governance Group approve the delivery of the 'hybrid' or 'contingency' courses (see additional notes)
- NZSAR and LandSAR will meet earlier in the year to look at the forecast for the rest of the year

10. Agenda Item 10. Training pathways & KPIs

PAC were asked to review the training pathways and KPIs that have been created for the sector. These documents have been worked on previously by the group.

As the group haven't convened in a while, more time was asked for to review. The group want to ensure both documents are complete and correct before they are published and made available to the sector

Action

PAC group to continue reviewing and finalise in next meeting.

11. Agenda Item 11. SAR Managers course redevelopment

Nathan White gave the group a debrief around the October course.

The course working group are meeting again in early December to go through any changes or recommendations, and changes will be made as necessary.

Action

- No action required.

12. 2024 student training survey

NZSAR are about to engage again with the survey provider AK Research to plan for the 2024 survey. The survey will differ slightly as all training is provided by LandSAR now. Aimee is working with the contractor to further define what information we want from the survey.

PAC were asked if there were any changes to be made to the survey – PAC had no changes to offer

Action

NZSAR will continue with launch of survey.

13. Agenda Item 13. NZSAR update

Aimee advised that aside from her, new to the Secretariat is a Senior Policy Advisor Matt Mintrom.

NZSAR are down two staff members at present and have asked agencies to be mindful of this if work is delayed.

Action

No action required

14. Agenda Item 14. Sector updates

All agencies had no major updates to report.

Nathan White advised that he is finishing the National SAR Coordinator role and the new Coordinator will be Lea Smith

Action

No action required

15. Agenda Item 15. Plan and proposal for future PAC meetings

NZSAR proposed that we hold more than 2 meetings a year, as 2 meetings are not enough and meetings are more efficient if hold more regularly. The proposal is for four meetings, mostly to be held online but will try to get together in person at least once a year. The venue will alternate between Wellington and Christchurch as well. Aimee will look at dates in 2024 and plan with PAC members.

Actions

- NZSAR to send doodle poll to plan for possible 2024 dates

16. Agenda Item 16: General Business

No further business to add.

17. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility
5	5	Coastguard and SLS to compile training needs for 2024 and send through to NZSAR	Coastguard and SLS
		NZSAR collate all training needs and send through to Land Search and Rescue	NZSAR
		Land Search and Rescue to plan calendar and submit back to PAC for approval	Land Search and Rescue
		PAC recommends to the Governance Group adding a Lost Person Behaviour course to the scope in 2024 – to be incorporated as part of Multi-Agency programme	Governance Group
6	6	Land Search and Rescue to define 'minor' changes and bring to PAC for approval	Land Search and Rescue
		Land Search and Rescue will advise of minor changes out of PAC meetings. Need to create an effective feedback loop	Land Search and Rescue
		PAC recommends the Governance Group approve LandSAR	Governance Group, LandSAR

#	Item	Actions, decisions and noting	Responsibility
		updating the CIMS 4 material to align with other updated CIMS courses	
		Proposal to add a lost person behaviour course to the scope in 2024 – incorporate as part of Multi-Agency programme – seconded.	Governance Group to approve.
		The Managing the Initial Response course material has been reformatted – requires retrospective approval from PAC - seconded	LandSAR
		Extended Search Planning course material has also been reformatted – requires retrospective approval from PAC - seconded	LandSAR
7	7	NZSAR to follow up with Auckland company for Air Obs	NZSAR
		Governance Group to approve courses for moderation	Governance Group
		LandSAR to action moderation recommendations	Land Search and Rescue
		NZSAR to discuss changes to MTMR with tutor	NZSAR
8	8	PAC to review and approve proposed new	PAC to discuss again at next meeting

#	Item	Actions, decisions and noting	Responsibility
		course change process and approve if appropriate.	
9	9	PAC recommend the Governance Group approve the delivery of the 'hybrid' courses	Pac, Governance Group
		NZSAR and LandSAR will meet earlier in each year to look at the forecast of the rest of the year	
10	10	KPIs and training pathways to be reviewed and any feedback provided before next PAC meeting	PAC members
12	12	2024 student survey to be drafted	Aimee, NZSAR and contractor
15	15	Plan and propose dates for 2024 PAC meetings x 4 – send doodle poll	Aimee

Next Meeting: to be confirmed

Meeting closed at 2.40pm