

NEW ZEALAND SEARCH AND RESCUE

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

NZSAR PAC meeting Minutes

Thursday, 7 March 2024, 1-3pm
3 Queens Wharf, Wellington and MS Teams

1. Present

| Name | Agency | Name | Agency |
|------------------------|------------|------------------|---------|
| Aimee Flanagan (Chair) | NZSAR | Steve Davis | AREC |
| Edaan Lennan | LandSAR | Karen Hallsworth | LandSAR |
| Lea Smith | NZ Police | Allan Mundy | SLSNZ |
| Rachel McKenzie | Coastguard | Mike Clulow | RCC |
| Christian Ruegg | LandSAR | Janelle Mackie | LandSAR |

2. In attendance

| Name | Agency | Name | Agency |
|------------|---------|--------------|---------|
| Tony Wells | LandSAR | Megan McLeod | LandSAR |

3. Apologies

| Name | Agency | Name | Agency |
|-----------------|--------|---------------------|--------|
| Belinda Slement | SLSNZ | Lisa Mellish-Mytton | LSAR |

4. Welcome

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

In the middle of the introductions, Craig Rendel from NZ Police came into the meeting and asked for 5 minutes of the PAC's time, to explain a few things.

Regarding the Air Observers and On Scene Coordination courses that the Governance Group had not supported being delivered in 2024, Craig proposed that Aaron Nicholson (ex Police) be invited to our next meeting to answer questions around these courses and begin work on looking at how to bridge the gap in the SAR manager roles, from SAR Managers to Response Coordination roles.

Craig also discussed the Forms Committee and how the process for having forms altered is overly bureaucratic, and could this process be changed. Steve also stated that the committee has not been convened in a long time which has delayed any

updates to forms. Craig stated the committee was started over 10 years ago and the process has not been revisited or changed and thinks this should be done. He proposed that the forms could be reviewed by PAC and then the Governance Group for approval. Craig left the meeting after this.

LandSAR stated that PAC might not be the best forum as the changes to forms are operational decisions, and not all of us are operational. SLS agreed.

Rachel stated the Marine forms are cumbersome and need work.

Lea explained that he believed Craig was trying to say that the relationships with committees should become closer, and any changes to forms could come to PAC and then Governance Group for endorsement.

Action:

- NZSAR will send the Terms of Reference for the Forms committee to the PAC and can be discussed in more detail in the next meeting.
- Invite Aaron Nicholson to the next PAC meeting.

5. Minutes of meeting on 26 October 2023

Aimee Flanagan referred to the meeting minutes from 26 October 2023, to revisit the actions.

6. Summary of actions from previous meetings

| # | Item | Actions | Responsibility | Actions taken/ Status |
|---|------|--|------------------------|-----------------------|
| 5 | 5 | Coastguard and SLS to compile training needs for 2024 and send through to NZSAR | Coastguard and SLS | Done |
| | | NZSAR collate all training needs and send through to Land Search and Rescue | NZSAR | Done |
| | | Land Search and Rescue to plan calendar and submit back to PAC for approval | Land Search and Rescue | Done |
| | | PAC recommends to the Governance Group adding a Lost Person Behaviour course to the scope in 2024 – to be incorporated | Governance Group | Done and approved |

| # | Item | Actions | Responsibility | Actions taken/ Status |
|---|------|--|---------------------------|----------------------------------|
| | | as part of Multi-Agency programme | | |
| | | Land Search and Rescue to define 'minor' changes and bring to PAC for approval | Land Search and Rescue | In LandSAR Training report |
| | | PAC recommends the Governance Group approve LandSAR updating the CIMS 4 material to align with other updated CIMS courses | Governance Group, LandSAR | Approved |
| | | The Managing the Initial Response course material has been reformatted – requires retrospective approval from PAC - seconded | LandSAR | Done |
| | | Extended Search Planning course material has also been reformatted – requires retrospective approval from PAC - seconded | LandSAR | Done |
| 7 | 7 | NZSAR to follow up with Auckland company for Air Obs | NZSAR | Not done, further info to follow |
| | | Governance Group to approve courses for moderation | Governance Group | To be done 21 March |
| | | LandSAR to action moderation recommendations | Land Search and Rescue | As above |
| | | NZSAR to discuss changes to MTMR with tutor | NZSAR | Police to do |

| # | Item | Actions | Responsibility | Actions taken/ Status |
|----|------|--|-----------------------------|---|
| 9 | 9 | PAC recommend the Governance Group approve the delivery of the 'hybrid' courses | Pac, Governance Group | Not done, to be tasked at future GG meeting |
| | | NZSAR and LandSAR will meet earlier in each year to look at the forecast of the rest of the year | | To be arranged |
| 10 | 10 | KPIs and training pathways to be reviewed and any feedback provided before next PAC meeting | PAC members | To be arranged and discussed further |
| 12 | 12 | 2024 student survey to be drafted | Aimee, NZSAR and contractor | Done, survey in progress |
| 15 | 15 | Plan and propose dates for 2024 PAC meetings x 4 – send doodle poll | Aimee | Done |

7. Governance Group meeting decisions – in brief

Below is a summary of decisions and actions made at the last Governance Group meeting on 22 February:

- A. SAR Training calendar for 2024
 - i. Governance Group approved the 2024 training calendar except for the Air Observers and On Scene Coordination courses.
- B. CIMS 4 course update
 - i. Governance Group approves the update of the CIMS 4 SAR course materials.
- C. Lost Person Behaviour course
 - i. The Governance Group approves the development of a Lost Person Behaviour course
- D. Moderations for 2024 have not been approved yet – will happen at next GG meeting on 21 March.
- E. Multi-agency courses to be updated in 2024:
 - Extended Search Planning
 - Managing the Marine Response

- Marine SAR Technical
- CIMS 4 SAR
- Managing the Initial Response
- SAR Leadership

i. Governance Group approved the updating of the above courses.

F. Minor updates being made to course materials:

- i. Governance Group approved minor updates can be made to courses without the need for approval from PAC and Governance Group, on the understanding that a summary of the changes made are reported to PAC.
- ii. Definition of 'minor' updates is anything that does not alter the learning objectives, but if there is any confusion or query regarding an update, these will go through the PAC and the Governance Group.

Action:

- Courses to be moderated for 2024 to be taken to Governance Group again and verbally approved.

8. Courses for discussion

RCC stated that as per the Governance Groups meeting minutes, they do not support the below courses being delivered.

RCC do not have the capacity to support these courses being redeveloped for the next 6 months as they are working on delivering their own training.

Air Observers

RCC stated that feedback from operators is that this course doesn't qualify people. They still want the course but it needs a major overhaul.

There is also work being done in the aviation tasking space which will contribute to this course.

This course is also not for everyone, mainly Police and Alpine Rescue teams, so needs to be monitored who attends.

On Scene Coordination

RCC said this course is also not fit for purpose, in the way that they teach tasking. They want to move away from the international framework and use the New Zealand one.

Janelle asked if there is a recognised pathway these courses are part of. NZSAR stated that a competency framework was created for the SAR sector but everyone has agreed that it hasn't been pitched at the right level, and the pathway is too generic and high level with no consideration to the "nitty-gritty".

NZSAR asked Police if they can share their new competency framework – Lea is looking in to this. LandSAR also stated that they are happy to share their competency framework and will present it at the next meeting.

Action:

- Training pathways will be considered in the upcoming PAC meetings to see where courses (the above included) fit, and at what level.
- Police will send out their competency framework to the PAC members if appropriate.

9. 2024 meeting focus topics:

NZSAR asked that as the PAC have already been discussing that the competency framework, KPIs and training pathways need to be reworked, should this become a standing item for each meeting this year where we can work on these together. PAC members agreed.

Action:

- SAR sector competency framework, KPIs, and training pathways to become a standing topic at each PAC meeting.

10. LandSAR training update

Refer to Training Provider Report March 2024

Proposal 1 by Edaan: The report is received by SARPAC.

Edaan also provided an update around the Land Search and Rescue Tutor Forum held in January. He also proposed that there is scope to expand the forum to include tutors and trainers from other SAR agencies and how this could look (refer to Training Provider Update). All agencies expressed an interest. Land Search and Rescue will discuss further with NZSAR.

Seconded by Steve Davis, approved by PAC.

Proposal 2 by Christian: New tutors or scope increase for existing tutors are approved. The PAC went through the list, with Christian noting 2 new tutors who were not on this report. Edaan stated an updated report will be submitted.

The need to improve the diversity of the pool of tutors was also identified. Christian stated he is currently working on a piece of work around this.

Coastguard stated that more marine tutors need to be utilised and not just the same people, as there are some great people available who have not yet been contacted. Christian asked for Coastguard to send a list of these people for their records.

Lea asked if the tutors came with a sponsor or a recommendation, or do they put themselves forward. Land Search and Rescue Training does not actively or systematically recruit tutors or trainers. Tutors and trainers approach us through word of mouth, or are recommended by representatives of various SAR sector

agencies. If there is a gap that we need to fill in that program or course type, we have the tutor submit their CV, an application form, and complete a police vet. We then review the application, interview the tutor, and if there are no red flags they start on our tutor progression pathway.

LandSAR asked for all agencies to send suggestions of effective tutors they recommend to them for their records.

Seconded by Allan, approved by PAC.

Proposal 3 by Janelle: Course developments are endorsed.

Janelle provided information on the courses that are to be updated by Land Search and Rescue in 2024.

Janelle also stated (as per the report) that Land Search and Rescue support a process to make minor changes to multi-agency courses with a summary provided to PAC retrospectively. If any changes are deemed significant a more comprehensive process will be followed, led by NZSAR.

Seconded by Aimee.

Proposal 4 by Lisa/Edaan: Moderation report is endorsed and Action Items noted.

Courses to be moderated for 2024:

1. Stretcher Management and Rope Safety
2. SARTrack User
3. SARTrack Technical
4. Managing the Marine Response
5. Marine SAR Technical

Note: The Managing the Initial Response is not being moderated – NZSAR information provided in error.

The Air Observer course was moderated in 2023 and is part of the Moderation report, but due to the course needing major rework, this wasn't discussed any further.

The other three moderation reports from 2023 will be taken to the next Governance Group meeting for approval. NZSAR will report back to Land Search and Rescue after this so work can commence.

Seconded by Aimee, approved by PAC. Multi-agency course development and updating for 2024

Aimee stated that as the Governance Group has approved the Lost Person Behaviour course to be developed, and the Extended Search Planning and Managing the Initial Response courses can be updated.

The Lost Person Behaviour course will be scoped in the first half of 2024.

Janelle stated that Jo Holden will run workshops for the ESP and MTIR courses for groups of SMEs to work through possible changes to be made to the courses.

Also the proposed changes to the courses will not affect the course outcomes; the changes are based on feedback about some aspects needing updating, and both courses will be look at again comprehensively at a later stage.

Approved by PAC.

Actions:

No action required.

11. 12. 2023 Student Training Survey – status report

Aimee advised that the 2023 student survey has been sent out to Land Search and Rescue students, and it closes Friday 15 March.

Edaan stated that there is an opportunity through this survey to look at a higher level of questions using the Kirkpatrick model of evaluation. In the last meeting of 2024 PAC could look at the survey questions using this model.

No action required.

12. SAR Managers course – redevelopment progress report

Aimee advised that the redevelopment is still in progress.

Lea stated that it has been proposed that the Volunteers attend the first week of the course rather than the second, as there have been a number of conversations in the first week that would have benefitted them. This is still being looked at.

No action required.

13. NZSAR update

Aimee advised that the multi-agency forum has been pencilled in for 5,6 June – further info to follow once this has been confirmed.

The nationally significant Exercises Whakarauora Tangata finish in June, and plans are being made to figure out what the next steps will be.

14. Sector updates

SLSNZ:

- SLS have had another very busy season, back to pre-covid numbers.
- They are continuing with their Flood Boat training and it's the first year they have run the courses in a block. They are running them at the end of the season as the water is warmer.
- They are also about to drop a number of LandSAR courses on to their LMS.

NZ Police:

- They are working on their 3-5 year strategic plan.

- Looking at using Arc-GIS as their LMS? And starting to develop training around that.
- Looking at Police dog handler personnel training (not in dog handling but general PD) – working to help them lift their capability.
- No Dip Flat training course this year due to budget constraints.

Coastguard NZ:

- Another busy season for Coastguard too and they are updating all their radio comms – rollout is the week after Easter.
- They are running Incident Coordination training at the moment.
- Their Air Patrol course is being updated.
- RWC – looking at training for this as well.

RCC:

- RCC are 2 jobs up at this time from last year and they have been mostly LandSAR jobs.
- They've noticed less use of PLBs and more use of....
- They are about to recruit for the RCC next week, first course starts on 10 June.

AREC:

Managers are getting out with their teams...otherwise BAU

15. Next meeting

14 June 2024

16. Actions, decisions and noting

| # | Item | Actions, decisions and noting | Responsibility |
|---|------|--|------------------|
| 4 | 4 | NZSAR will send the Terms of Reference for the Forms committee to the PAC and can be discussed in more detail in the next meeting. | NZSAR |
| | 4 | Invite Aaron Nicholson to the next PAC meeting. | NZSAR |
| 7 | 7 | Courses to be moderated for 2024 to be taken to Governance Group again and verbally approved. | Governance Group |
| | | Police will send out their competency framework to the PAC members if appropriate. | Police |

| # | Item | Actions, decisions and noting | Responsibility |
|----|------|---|--|
| | | SAR sector competency framework, KPIs and training pathways to become a standing topic at each PAC meeting. Training pathways will be considered in the upcoming PAC meetings to see where courses fit, and at what level. | PAC |
| 9 | | Air Observers and On Scene Coordination courses have been removed from the 2024 training calendar and paused for future delivery. RCC's explanation reiterated why this should be endorsed for the meantime until both courses can be reconsidered. | Governance Group to make further decisions/recommendations |
| 10 | | Tutor forum scope could be widened to include tutors from other agencies | NZSAR/LandSAR |
| | | LandSAR asked for all agencies to send suggestions of effective tutors they recommend to them for their records. | All agencies send to LandSAR |
| | | Minor changes to MA courses decision: Any minor changes to multi-agency courses will be done with a summary provided to PAC retrospectively. If any changes are deemed significant a more comprehensive process will be followed, led by NZSAR. | LandSAR and NZSAR |
| | | Courses to be moderated for 2024: <ul style="list-style-type: none"> 1. Stretcher Management and Rope Safety 2. SARTrack User 3. SARTrack Technical | Governance Group approval |

| # | Item | Actions, decisions and noting | Responsibility |
|---------|------|---|----------------|
| | | 4. Managing the Marine Response 5. Marine SAR Technical | |
| TO NOTE | | Hybrid competency assessments to become part of the contingency plan for ensuring training funding is spent. To be raised and discussed at next Governance Group meeting. | NZSAR |