



Fire & Rescue Services ITO

**MINUTES OF THE TRAINING ADVISORY GROUP
And
QUALITY MANAGEMENT ADVISORY GROUP
Mainzeal Building, 181 Vivian Street, Level 2, WELLINGTON
Thursday 18 March 2010**

- Present:** Chris James – New Zealand Fire Service
Jane Pierard – MCDEM
Bruce Stubbs – New Zealand Fire Service
Denis Fitzmaurice – NZPFFU
Ian Millman – National Rural Fire Authority
Joe Hayes – Tai Poutini Polytechnic
Brian Davey – Institute of Fire Engineers
Kerry Ferris – UFBA
Lindsay Golding – Department of Conservation
Dave Jack – FRFANZ
Dave Hunt – Department of Conservation
- In attendance:** Liz Hamilton – FRSITO Development Manager
Bill Robertson – FRSITO CEO
Maria Reynecke – FRSITO Administration Assistant
Martin MacLean – FRSITO Quality Manager
Sam Cottle – FRSITO Development Assistant
- Apologies:** Tim Hunt
Nathan Freeman
Angela
Glen Mackie
Bryan Cartelle

1. Welcome and Introduction

Liz Hamilton opened the meeting and thanked everyone for their attendance. Introductions were made around the table.

Apologies were accepted.

2. Confirmation of previous minutes and matters arising

TAG Minutes accepted.

Moved: Dave Jack
Second: Lindsay Golding
Carried

TAG matters arising

- Resource development package went out to the nominees. Liz thanked people for the above made nominations, and for those who had returned their material. Rural sector (excluding DOC) have not responded to date, but have been reminded. This is delaying the process.

QMAG Minutes accepted and no matters arising.

Moved: Chris James
Second: Ian Millman
Carried

3. CEO Update

The report included:

- Update on governance review
- Changes to FRSITO constitution
- Re-recognition of FRSITO as a Tertiary Training Organisation
- Strategic management training plan
- FRSITO staff up-dates
- Moderation process
- Leadership projects

4. TAG/QMAG

TAG and QMAG groups – The question was raised whether these two groups should work independently or merge as one Advisory Group.

- There are some cross-over and links between the two groups
- Suggested that TAG remain and QMAG be combined in the meetings as when they are needed
- Recommendation to combine the two groups as above with new Terms of Reference

QMAG

- NZQA audit has been completed

- External moderation – NZQA report handed out.
The report was accepted by QMAG

Moved: Kerry Ferris
Second: Ian Millman
Carried

5. **RAPID – Update from MCDEM**

- Jane Pierard from MCDEM gave a presentation on RAPID.
- Presentation attached to minutes.

6. **2010 Qualification Review / Operations Feedback**

- Eve McMahon from NZQA gave a presentation on the qualification review, what it is and how it works. Presentation is attached to the minutes.
- Leonce Jones, Operations Manager for FRSITO, gave feed back on a conceptual framework.
- Members to come back with responses and/or suggestions by 16th April 2010.

7. **AMAP / QMS**

- Current QMS is coming up for review
- NZQA wanted more consistency between the QMS and AMAP
- Revised QMS and AMAP handed out
- Changes was accepted with the proviso that
 - Contents in contents page be numbered

Moved: Bruce Stubbs
Second: Kerry Ferris
Carried

- Changes to the AMAP was also handed out to members
- Any unit standard number changes and will be actioned
- This paper is put before members for approval to sent to NZQA as well as the board

Moved: Chris James
Second: Ian Millman
Carried

8. **General Business**



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- Airport units that were tabled at the last meeting will be looked at, at a later date
- Fire service units – waiting for response from NZDF
- Jock Darragh has resigned from TAG. Local Government will be approached for a new representative
- Letter from FFRANZ regarding unit 3267. Suggestions and feedback regarding the unit to be sent to Liz by 16th April.
- NEMTOC – Conference to be held in Brisbane October 6-8
 - If anyone wants to present a paper they need to be submitted by 30 April
 - Document attached to the minutes
 - Bill and Liz are on the committee and they can be contacted
- Regional moderators have been discontinued.
- Nathan Freeman has been appointed the FRSITO moderator for the South Island
- The chair thanked Chris and Joe for their support and contributions to the advisory groups as this was their last meeting

The next TAG Meeting is scheduled for **THURSDAY 15 July 2010**

Liz Hamilton thanked the members for their attendance.