

**Minutes of Meeting
SAR Training (LAND) Governance Group
10:00am -12:00pm Friday 10 May 2019
3 Queens Wharf, Wellington**

In Attendance:

Duncan Ferner (NZSAR) - Chair
Mike Hill (RCCNZ)
Richard Wilson (NZ Police)

Present:

Alannah Taylor (NZSAR Minutes)
Dave Robertson (LandSAR) - Observer
Tony Wells (LandSAR) - Observer

1. Welcome

Duncan Ferner opened the meeting and welcomed all attendees.

2. Apologies

Rhett Emery (NZSAR)

3. SAR Training 2019 – an overview

- Duncan provided an overview of the training model and the various training process using key parts of the training Memorandum of Understanding noting that:
 - The nature, membership and purpose of the of the SAR Training (LAND) Governance Group
 - Key responsibilities as outlined in the Memorandum of Understanding
 - LandSAR is now be responsible for organising and delivering their own 'in-house' skill acquisition training.
 - The Governance Group will undertake a standard 'governance' and overwatch role.
 - LandSAR will run a Programme Advisory Committee to consider and advise on technical matters.
 - Agreements have been reached regarding sharing and using training materials.
 - Tutors need to be agreed by the Governance Group.
 - All training within this model is skill acquisition training only.

4. SAR Training (LAND) Governance Group Terms of Reference

A draft Terms of Reference (TOR) for the SAR Training (LAND) Governance Group was discussed. A range of changes were discussed including:

- Add SAR skill acquisition training to TOR.
- Amend objective one to state that funding will be provided through TEC.
- Insert a statement into TOR that training does not relate to multi agencies.
- Sum up accountability's and insert these in TOR.
- Insert costs related noting what will and will not be covered within scope.

Action: The TOR is to be updated by NZSAR and circulated out of session for consideration/approval.

5. LandSAR Training delivery 2019

The delivery of the LandSAR training programme was discussed. Tony Wells noted that a number of courses have been postponed and will need to be rescheduled as soon as possible. The sequence of PAC and Governance Group meetings was discussed.

Actions:

- Tony Wells will advise NZSAR when LandSAR's PAC meetings will be held as required.
- NZSAR will arrange corresponding Governance Group meetings.

6. Tutor Approval

The approval process to confirm tutors for LandSAR was discussed. LSAR presented a paper ('Tutor additions – LandSAR') requesting retrospective approval for nine tutors:

- Elton Cooper
- Stewart Crawford
- John Fookes
- Gideon Geerling
- Edward Halson
- Paul Kelly
- Dan Manzano
- Blake McDavitt
- Hamish McLean

The Group noted the expertise of the tutors and in a few cases, their familiarity with the training materials

Decision: The nine tutors were approved retrospective from 1 April 2019.

7. General Business

The Governance group:

- Discussed the development of training to keep the continuation/refresher members involved with SAR in areas of low operational tempo.
- Noted the lack of outdoors skills and knowledge held by some volunteers.
- Noted that volunteers of national or regional deployments outside of the group boundaries is becoming more common.
- Noted that LandSAR have been encouraging cooperation between groups to build relationships for future large-scale operations.

Action and decision table from meeting held 5 May 2019.

#	Item	Action (A) / Decision (D)	Responsibility
4.	SAR Training TOR	A Update the Governance Group Terms of Reference and circulate them out of session for consideration / approval.	NZSAR
5.	LandSAR Training Delivery	A Advise NZSAR when LandSAR's PAC meetings will be held as required.	Tony Wells
		A Arrange Governance Group meetings corresponding to the PAC meetings as required.	NZSAR
6.	Tutor Approval	D The nine tutors documented within the 'Tutor additions – LandSAR' paper were all approved retrospective from 1 April 2019	N/A