

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



SAR MULTI-AGENCY GOVERNANCE GROUP MINUTES

Friday 20 May 2022

2.30pm – 3.30pm

Meeting room 4, NZSAR office,
3 Queens Wharf, Wellington

Teams video-conferencing available

Present:

Name:	Agency:
Andy Greig	NZSAR
Duncan Ferner	NZSAR
Mark Harrison	NZ Police
Matthew Rea-Rankin	Coastguard NZ
Carl McOnie	LandSAR
Don Robertson	AREC
Paul Dalton	Surf Lifesaving NZ
Justin Allan	RCCNZ

In attendance

Name:	Agency:
Alita Bigwood	NZSAR
Wendy Harrison	NZSAR

1. Welcome

Andy Greig opened the meeting, welcomed all attendees and gave a brief outline of the meeting.

2. Apologies

There were no apologies.

3. Minutes of Meeting held 9 November 2021

The minutes were accepted as a true and accurate record.

Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	Moderation reports and recommendations	<ul style="list-style-type: none"> • Action: Alita and Craig (NZ Police) to discuss options for an investigative interviewing moderator. • note the report of the Independent Review of the 2021 SAR Managers Training course • approve the recommendations of the SAR Managers Review for implementation and advise on the timeframe for implementation • note the outcome of the 2021 moderation schedule • approve the 2022 moderation schedule. 	Alita Bigwood/Craig Rendel	<p>Investigative Interviewing – In progress</p> <p>SAR Managers Training to be followed up with Police when they have appointed a Business Analyst</p> <p>Moderation schedule - completed</p>
7	SAR Multi – Agency Training Calendar 2022	<ul style="list-style-type: none"> • The Governance Group accept training schedule. • Action: NZSAR to explore ramifications to shave of CIMS 4 to LandSAR or CIMS 4, MTIR and ESP courses for TPP Te Pukenga? to deliver. 		Completed
8	SAR Tutors	<p>Governance group approves the following tutors:</p> <p>Jonathan Walmisley – SAR Leadership. Doug Griffin – SAR Leadership Kerry Walker – SAR Leadership Rob Henry - SAR Leadership, MSART, MTMR Graeme Weakly - SAR Leadership Rex Harrison - SAR Leadership, MSART, MTMR And subject to demand: Craig Williams - SAR Leadership, MSART</p>		Completed

		Craig Houkamau - SAR Leadership, MSART Nzsar to inform Tai Poutini Polytechnic of these recommendations.		
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4. SAR Training Provider

This paper advises that Nzsar is going to market for a SAR training provider for the multi-agency SAR training course suite. Nzsar is required to comply with the All of Government procurement process. Nzsar will seek tenders for an administrator or provider of these courses on the New Zealand Government Electronic Tenders Service (GETS). The proposals will be evaluated using an objective set of criteria.

The proposed timeline was outlined:

Procurement process	Start date
Advance Notice via GETS	May 2022
Briefing presentation to interested parties	Early July 2022
Tender Request for Proposal	July 2022
Nzsar evaluation of proposals	August 2022
Negotiate a contract to be signed	October 2022
Transition time	
Contract start date	1 Jan 2023

The total value of contract is \$440,000 annually and will be for three years.

There is an annual contract with Tai Poutini Polytechnic (TPP) but Nzsar are seeking a longer-term relationship. Presently, the contract is run year by year. TPP have been advised and will put forward a proposal.

The Multi-Agency Governance Group noted:

- *That Nzsar Secretariat will go to market for a SAR training provider for the multi-agency SAR training course suite.*

5. General Business

No other business.

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
		N/A		

Next meeting: To be confirmed