

**Minutes of Meeting
SAR Multi-Agency Governance Group
1:35pm - 3:00pm Wednesday 20 November 2019
Room 1, 3 Queens Wharf, Wellington**

Present:

Duncan Ferner	NZSAR - Chair
Rachel McKenzie	Coastguard NZ
Kevin Banaghan	RCCNZ
Paul Dalton	SLSNZ (by phone)
Carl McOnie	LandSAR
John Pine	NZ Police
Matt Wheble	NZ Police

In Attendance:

Alita Bigwood – NZSAR training coordinator
Patrice Nilsen - MCDEM

1. Welcome

The chairperson opened the meeting and welcomed all attendees.

2. Apologies

Vanessa Rankin – TPP

3. Minutes of Meeting held 7 August 2019

The minutes from the meeting on 7 August 2019 were reviewed and accepted as a true and accurate record of the meeting.

4. Item 4 SAR PAC minutes -Matters Arising

4a. The Governance Group approved the PAC recommendation of Information withheld for
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Actions:

1. NZSAR is to notify TPP and Information withheld for privacy recommended by the PAC and Governance Group to be a Marine course tutor.

4b.

The Governance Group approved:

- the SAR Leadership course to be re-developed as a two-day course and
- the On-Scene coordinator workshop to be re-developed as a two-day course for delivery in 2020.

Actions:

1. A progress report for both the SAR Leadership and On-Scene coordinator courses will be presented to the Governance Group in 2020 before course delivery.

5. Item 5 Moderation report and recommendations

The ESP recommendation report was noted.

The Governance Group instructed that the review of both the Manage the Initial Response and Extended Search Planning recommendations align with the SAR Managers course to assist with a coherent progression of technical skills gained before the SAR Managers course.

The Governance Group approved the CIMS4 and the Marine SAR Technical courses and MSART resources to be moderated in 2020

It was noted that a sector review is due of the CIMS4 course in 2020.

Actions:

1. A summary of the subject matter expert's advice from the review of the MTIR and ESP courses will be reported back to the steering group.
2. NZSAR to arrange the moderations of the CIMS4 and Marine SAR Technical course in 2020.

6. Item 6 SAR Multi-agency Training Delivery Report 2019

It was noted that a summary of the training delivery table to date was presented to the Governance Group.

7. Item 7 Proposed SAR Multi-agency Training Calendar 2020

The proposed SAR Multi-agency training calendar was presented.

The Governance Group instructed NZSAR to take guidance from TPP, as well as advice around the suitable locations with LandSAR, Police, Coastguard and Surf-lifesaving.

The proposed calendar was accepted as an optimistic calendar for 2020 subject to final costings, and contractual agreement with NZSAR.

Action:

1. NZSAR is to finalise the 2020 SAR Multi-agency training calendar with TPP.

8. Item 8 General Business

No general business items were raised.

NZSAR Multi- Agency Governance Group Action and Responsibility Table - Meeting of 20 November 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
4	4a.1	Information withheld for privacy reasons	NZSAR	Completed
4	4b.1	A progress report for both the SAR Leadership and On-Scene coordinator courses will be presented to the Governance Group in 2020 before course delivery	NZSAR	In progress OSC course to be delivered on 5 December. SAR Leadership course is still in development.
5	5.1	A summary of the subject matter expert's advice from the review of the MTIR and ESP courses will be reported back to the steering group.	NZSAR	In progress – The updated MTIR course has been delivered. The ESP course is still in development.
5	5.2	NZSAR to arrange the moderations of the CIMS4 and Marine SAR Technical course in 2020	NZSAR	Completed
7	7.1	NZSAR is to finalise the 2020 SAR Multi-agency training calendar and contract with TPP	NZSAR	Completed

Next meeting:

Wednesday 8 April 2020