NEW ZEALAND
SEARCH AND RESCUE
Rapu Whakarauora Aotearoa ● ● ● ▬ ▬ ▬ ● ● ●

SAR Governance Group meeting Minutes
Tuesday, 23 July 2024, 1-2pm
3 Queens Wharf, Wellington and MS Teams

1. Present

Name	Agency
Andy Greig (chair)	NZSAR
Steve Fisher	SLSNZ
Justin Allan	RCCNZ

Name	Agency
Don Robertson	AREC
Carl McOnie	LSAR
Craig Rendel	NZ Police

In attendance

Name	Agency
Aimee Flanagan	NZSAR

Name	Agency
Rachel McKenzie	Coastguard

2. Apologies

Name	Agency
Callum Gillespie	Coastguard

Name	Agency

Welcome

Andy opened the meeting and welcomed all attendees.

3. Minutes of meeting on 21 March 2024

Andy asked the group if the minutes from the previous meeting were true and correct – agreed.

4. Summary of actions from previous meetings

Andy stated that NZSAR is still waiting to hear about the funding that could be available for the 2024-25 financial year, which is why the status of most of the actions below is 'to be done'.

#	Item	Actions, decisions and noting	Responsibility	Status
7		A scope and proposal for the On Scene Coordinators course will	NZSAR and Police	To be done – need funding

#	Item	Actions, decisions and noting	Responsibility	Status
		be put together to progress the gap analysis and review.		
	8	Aimee will discuss the need for the Air Observers course with Lea to see how urgent the need is.	NZSAR and Police	To be done – Lea away now until August
		Air Observers course needs to be reviewed and rewritten.	PAC	To be done – need funding
		Air Observers moderation report – needs to be noted that the report states that RCC deliver training for it but that is incorrect – should be reviewed for correctness.	PAC	Has been noted by PAC and will be part of the course redevelopment
	9	Workshop(s) to be set up for both courses to be reviewed, in conjunction with the gap analysis and review.	NZSAR	To be done – need funding

5. New tutors requiring approval for multi-agency courses

Andy read through the list of the new tutors that have been proposed to deliver multi-agency courses. The governance group agreed and accepted the new tutors, with no questions or issues raised.

Action:
The new tutors have been approved by the governance group and can be added to the tutor matrix.

6. Changes to course moderations for 2024

The PAC proposed that the two SARTrack courses that were scheduled to be moderated in 2024 be replaced with two different courses, as the future of using the SARTrack tool is uncertain.

The two new courses identified by the PAC as being the next courses requiring moderation are Search Techniques and Field Team Leader 1 day.

Action:
Changes to the moderation schedule are approved. SARTrack courses can be removed from the moderation schedule and replaced with the courses suggested above.

7. Course moderation reports for 2023 need approval

There are two moderation reports that require governance group approval following the PAC endorsement.

The Processing Wilderness Clue Sites moderation report was straightforward and has been endorsed by the PAC. The governance group also voiced no concerns and approve the report.

The Investigative Interviewing moderation report raised some concerns that even questioned the value of the course. Aimee explained from the PAC perspective that the recommendations are endorsed, and therefore this course will be reviewed and the validity reassessed if the governance group agree.

Justin said there are two questions that need to be addressed: 1) is there a place for this course, and 2) should it be shaped to be more focused on SAR needs.

Craig said he agrees with this, that there is definitely still a place for the principles of this course but they could be covered as part of another course as Communications 101.

Craig also suggested that the principles can easily be embedded in the SAREX programme and could become one of the outcomes to embed the skill.

Carl stated that LSAR have been looking at the possibility of having some competence-based learning added in to the training schedule, creating some bespoke courses to cover competencies like the principles from Investigative Interviewing. Andy asked if a paper could be prepared and presented to the PAC for consideration, which Carl agreed to.

Craig then commended Carl and his team and LSAR for the much-reduced cancellation rate of courses. Carl stated that they were delivering to the needs of the sector, so scheduling courses where the need is most and having courses on a wait list if anything is cancelled.

Carl then stated that recently SLSNZ and Coastguard NZ have advised that some of the multi-agency courses aren't meeting their needs. He proposed the PAC start looking at creating a schedule for reviewing the multi-agency courses.

Don asked if AREC could utilise someone's 'recognition of prior learning' process – LSAR will provide theirs to AREC.

Actions:
- Governance Group approve the Processing Wilderness Clue Sites moderation report.

- Governance Group recommend that the PAC consider the principles from the Investigative Interviewing course could become part of other courses, and also part of the SAREX programme.

- LSAR to prepare a proposal regarding bespoke courses being created based on the competencies required. The proposal will be presented at the PAC meeting for consideration.

- Governance Group recommend that the PAC create a schedule to review each multi-agency course and begin this process.

8. Future meetings

Andy asked the group if they are happy to continue meeting for an hour two weeks after the PAC meetings, or if an email could suffice if there were no major points of discussion. The group agreed that they are happy to continue with the regular meetings if discussion is required, or at the discretion of NZSAR the meeting could become a simple email asking for approvals.

Action:
NZSAR will continue to either book meetings or send emails to the Governance Group for approval.

9. Any other business

Andy stated that regarding the moderation reports recommendations the group receives from the PAC, he would like to know what the PAC think about the recommendations and wants more commentary around the reports.

Craig asked what is happening with the redevelopment of the On Scene Coordinators course. Andy advised that NZSAR are waiting to learn more about what funding will be available for this financial year. Justin suggested that the On Scene Coordinators should take precedence over the Air Observers as much more important.

Craig also stated that he has received outstanding feedback from attendees of the block course in June at the Police College and would like to explore the possibility of running another block course in the South Island as there is a huge need for this training at present.

Actions:
- Governance Group recommends the PAC have more discussion around the moderation reports and provide their discussion points and recommendations.

- On Scene Coordinators course will be the first course up for redevelopment if the appropriate funding is provided.

- Aimee to book a meeting with Craig and LSAR to discuss possibility of another block course running in 2024 in the South Island.

10. Actions, decisions and noting

#	Actions, decisions and noting	Responsibility
5	The new tutors have been approved by the governance group and can be added to the tutor matrix.	LSAR
6	Changes to the moderation schedule are approved. SARTrack courses can be removed	LSAR, NZSAR

#	Actions, decisions and noting	Responsibility
	from the moderation schedule and replaced with the courses suggested above.	
7	Governance Group approve the Processing Wilderness Clue Sites moderation report – can be reviewed and updated as and when necessary.	LSAR
	Governance Group recommend that the PAC consider the principles from the Investigative Interviewing course could become part of other courses, and also part of the SAREX programme.	PAC
	LSAR to prepare a proposal regarding bespoke courses being created based on the competencies required. The proposal will be presented at the PAC meeting for consideration.	LSAR
	Governance Group recommend that the PAC create a schedule to review each multi-agency course and begin this process.	PAC
8	NZSAR will continue to either book meetings or send emails to the Governance Group for approval.	NZSAR
9	Governance Group recommends the PAC have more discussion around the moderation reports and provide their discussion points and recommendations.	PAC
	On Scene Coordinators course will be the first course up for redevelopment if the appropriate funding is provided.	NZSAR
	Aimee to book a meeting with Craig and LSAR to discuss possibility of another block course running in 2024 in the South Island.	NZSAR