

# NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa ● ● ● ● ● ● ● ● ● ●

## NZSAR Multi- Agency Governance Group Minutes

Thursday 22 February 2024

1.30pm – 2.30pm

3 Queens Wharf, Wellington and MS Teams [Click here to join the meeting](#)

### 1. Present

Name	Agency
Mike Clulow	RCCNZ
Carl McOnie - online	LandSAR

Name	Agency
Don Robertson - online	AREC
Andy Greig	NZSAR

### 2. In attendance

Name	Agency
Aimee Flanagan	NZSAR

Name	Agency
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### 3. Apologies

Name	Agency
Callum Gillespie	Coastguard
Steve Fisher	SLSNZ

Name	Agency
Craig Rendel	NZ Police

### 4. Welcome

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

### 5. Minutes of meeting on Tuesday 4 April 2023

The minutes of the meeting held on Tuesday 4 April 2023 were accepted as a true and accurate record.

### 6. Summary of actions from previous meetings

Not applicable
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## 7. PAC Minutes of meetings – Matters Arising

The minutes of the meeting held on 26 October 2023 were reviewed and the following matters arising were discussed:

- SAR training calendar for 2024 requires approval
- Development of a Lost Person Behaviour course – requires approval
- Proposed course moderations for 2024
- Multi-agency courses to be updated in 2024
- Minor updates being made to course materials

## 8. Summary of actions from previous meetings

No further comments were added from the Governance Group.

## 9. SAR Training Calendar for 2024

Questions were raised around the scheduling of the Air Observers and On Scene Coordination courses, as the consensus is that both courses require a significant amount of updating before they should be delivered again.

The Extended Search Planning and Managing the Marine Response were also named as needing updating.

RCC stated that they would not have the capacity to provide a resource to assist with the redevelopment work this year.

Governance Group recommendation is the training calendar for 2024 is approved, with exception to the Air Observers and On Scene Coordination courses. Also recommended that these courses are discussed at the next PAC meeting on 7 March, and a further discussion to be held with RCC and Police in attendance.

### **Action/Decision**

- NZSAR to inform the PAC that the Governance Group approve the 2024 training calendar with the exception of the two aforementioned courses.
- NZSAR will further discuss the Governance Groups' reservations around these courses with RCC and Police, and from there provide further advice.
- NZSAR to inform the PAC that the training calendar has been approved, apart from the two aforementioned courses.

## 10. CIMS 4 course update

Land Search and Rescue stated that the CIMS 4 SAR needs to be updated to align with the other updated CIMS courses.

### **Action/Decision**

- Governance Group approves the update of the CIMS 4 SAR course materials.

## **11. Lost Person Behaviour course**

Referring to the Land Search and Rescue Training Report, there is a need for a LPB course in the sector, as identified by SLSNZ.

### **Action/Decision:**

- The Governance Group approve the development of a Lost Person Behaviour course
- NZSAR will inform the PAC and engagement will commence from there.

## **12. Proposed moderations for 2024**

1. Stretcher Management and Rope Safety
2. SARTrack User and Tech
3. Marine SAR Technical
4. Managing the Marine Response

### **Action/Decision:**

- Governance Group approve the above courses being moderated.

## **13. Multi-agency courses to be updated 2024**

As per the Land Search and Rescue Training Report provided, courses suggested for updating are:

- Extended Search Planning
- Managing the Marine Response
- Marine SAR Technical
- CIMS 4 SAR
- Managing the Initial Response
- SAR Leadership

### **Action/decision:**

- Governance Group approve the updating of the above courses
- Land Search and Rescue and NZSAR to begin this process..
- Need to ensure that any changes to course materials are conveyed to the Tutors

## **14. Minor updates being made to course materials**

PAC proposed that minor updates can be made to course materials without having to go through PAC and the Governance Group, if there are no changes to the learning objectives.

**Action/decision:**

- Governance Group agree that minor updates can be made to courses without the need for approval from PAC and Governance Group.
- Definition of ‘minor’ updates is anything that does not alter the learning objectives, but if there is any confusion or query regarding an update, these will go through the PAC and then Governance Group.

**15. General business**

A question was posed around the CINS 3 online course, wanting to know what the status of the course is as it is listed on the training calendar for 2024. Land Search and Rescue advised if it is in the calendar, it will be available. Dates for the delivery of the online course are still being determined.

Another question raised around the management of an operation. Apparently not always obvious who oversees Health and Safety and the management of public. Training/learning required around this as does not appear to be covered in current training offerings. Land Search and Rescue advised this scenario is covered in the Managing the Initial Response and Extended Search Planning courses. If there are any further questions about topics being covered in particular courses, feedback or concerns need to be sent to Land Search and Rescue.

**16. Next meeting**

Mid March 2024 (TBC)

**17. Actions, decisions and noting**

#	Item	Actions, decisions and noting	Responsibility
9	9	<ul style="list-style-type: none"><li>• NZSAR to inform the PAC that the Governance Group approve the 2024 training calendar with the exception of the Air Observers and On Scene Coordination courses.</li><li>• NZSAR will further discuss the Governance Groups’ reservations around these courses with RCC and Police, and from there provide further advice.</li><li>• NZSAR to inform the PAC that the training calendar has been approved, apart from the Air Observers and On Scene Coordination courses.</li></ul>	

#	Item	Actions, decisions and noting	Responsibility
10	10	<ul style="list-style-type: none"> <li>Governance Group approves the update of the CIMS 4 SAR course materials.</li> </ul>	
11	11	<ul style="list-style-type: none"> <li>The Governance Group approve the development of a Lost Person Behaviour course</li> <li>NZSAR will inform the PAC and engagement will commence from there.</li> </ul>	
13		<ul style="list-style-type: none"> <li>Governance Group approve the updating of the above courses</li> <li>Land Search and Rescue and NZSAR to begin this process..</li> <li>Need to ensure that any changes to course materials are conveyed to the Tutors</li> </ul>	
14		<ul style="list-style-type: none"> <li>Governance Group agree that minor updates can be made to courses without the need for approval from PAC and Governance Group.</li> <li>Definition of 'minor' updates is anything that does not alter the learning objectives, but if there is any confusion or query regarding an update, these will go through the PAC and then Governance Group.</li> </ul>	