



New Zealand Search and Rescue Consultative Committee Meeting

Minutes of Meeting Consultative Committee Tuesday 5 November, 1.00pm Ministry of Transport Level 6, SAS Tower 89 The Terrace, Wellington

Attendees:

Carl van der Meulen – NZSAR (Chair)	Rachel Roberts - NZSAR
Steve Kern – CAA	Harry Maher – LandSAR
Cam Brownlee – NZDF	Jeff Sayer – AREC
Joe Green – Police	Patrick Holmes – CNZ
Phil Burgess – NZSAR	Trevor Crozier – Xperts
Brendan Comerford – MOC	Leonce Jones – NZMSC
Simon Trotter – Antarctica NZ	Dave Erson – LandSAR
Brent Harvey – SLSNZ	Nick Mulcahy – SLSNZ
David Waters – Ambulance NZ	Rodney Bracefield – RCCNZ
Paul Crave – RCCNZ	Alison Goffin – NASO
Amy Kirby – MoT (Minutes)	

1. Welcome

Carl opened the meeting, welcoming attendees noting apologies as below.

2. Apologies

Duncan Ferner – NZSAR	Nigel Clifford – MNZ
Bruce Johnson – Police	Mike Davies – DOC
Dean Lawrence – CNZ	

3. Minutes of previous meeting

The minutes of the combined meeting held on 22 August were **endorsed** by the Consultative Committee for approval by the Council.

4. Matters Arising from Minutes of meeting on 7 May 2013

Item 9 – NZSAR Strategy

Provide feedback (if any) to the NZSAR secretariat

Completed

**5. Joint Service Level Agreement monitoring report:
1 July 2013 – 30 September 2013 Quarter**

The summary report was unable to be distributed prior to the meeting due to the absence of Police data. The report will be updated in time for the Council meeting on 21 November.

Issues and Updates:

Coastguard:

- Dean Lawrence was elected as President of Coastguard New Zealand at the Annual Conference in September.
- The Rescue Vessel standardisation and new website projects remain work-in-progress.
- Coastguard recently completed an initial top-level review of health and safety issues with the assistance of Purple Consulting. The initial results of that piece of work are currently under consideration.

SLSNZ:

- Neale Ames was re-elected as SLSNZ President at the 2013 AGM held in September.
- SLSNZ national office has been relocated to Seaview, Lower Hutt.

LandSAR:

- There has been a significant increase in investment by LandSAR in support skills-acquisition training delivered by Tai Poutini Polytechnic (compared to last year).
- Kate Misa has been contracted to implement the 'Safer Walking/Wander Framework'. This is funded by the NZSAR Council.
- Vertical Horizonz have been contracted to re-develop LandSAR's Safety Management System. The new system should be in place by mid 2014.

AREC:

- No issues or updates to report.

6. Sector Update

The sector update report was distributed prior to the meeting. The committee was advised that this document will be published on the NZSAR website along with the minutes after each meeting.

7. NSSP Coordinator

National Training Framework

Trevor Crozier (Xperts) provided an update on the national training framework. The overall goal of the core curriculum is to provide a foundation for training and development that enables effective and cohesive inter-agency collaboration in incident teams.

The intent is to:

- Revisit the original broad core curriculum training indications in 2009, identify and map the organisational training that currently meets the outcomes of the core curriculum.
- Focus on theory not hands-on or SAREX.
- Summarise, compare and analyse the feedback from each organisation to give greater transparency and understanding so as to strategically manage the current curriculum.
- Put forward some recommendations to meet training gaps, improve overall training capacity and create general curriculum efficiencies going forward.
- Develop overarching outcomes that established some relevance to SAR knowledge and skills, which permit a greater understanding of what will actually be achieved from the training.

In Summary:

- Core curriculum related training is greatest where it links to the core function and responsibility of an organisation.
- The concept of stair-casing skills and knowledge via differing organisational training pathways is valid given the coverage.
- The specific organisational focus of training events can preclude meaningful participation by other organisations, so training collaboration is most accessible in the sharing of people, resources, or participation in specifically designed cross-sector training.
- A group of topics within the current curriculum are linked to broader information that can be seen as non-mission critical (e.g. Government Policy & SAR Governance, International SAR relationships), and they are generally not widely trained.
- Opportunities exist for the sharing of information related to some topics, e.g. Media.
- There are some curriculum related capstone training events (e.g. the Management course) that bring together organisations and improve cross sector understandings. They are important to the sector's overall training.
- The Management course fills curriculum gaps that would otherwise have existed – it was a worthwhile initiative.
- There are some steps that can be taken in the future to recognise the training pathways within the core curriculum so there is more cross sector transparency, and stability in the curriculum.

- There would be advantages to the sectors trainees, given the high percentage of volunteers, if opportunities were taken, where educationally appropriate, to incorporate online delivery.

Actions:

1. Feedback on the initial draft to be provided to Trevor and Phil by Friday 6 December (4 weeks time).
2. The National Training Plan to be included as a discussion item in the February 2014 Consultative Committee meeting.

SAR Forms and Templates Management Group TOR

A copy of the proposed terms of reference was distributed prior to the meeting. The purpose of the F&TMG is to to maintain an agreed suite of nationally consistent operational forms and templates that support all search and rescue agencies in New Zealand. Phil extended his thanks to LandSAR for their valuable contribution to this piece of work.

The TOR were **endorsed** by the consultative committee.

8. Youth in Emergency Services

Phil attended a Youth in Emergency Services (YES) seminar at the EMQUAL conference held in Masterton. The aim of the programme (run in conjunction with Ministry of Youth Development and the Ministry of Civil Defence) is to help strengthen and encourage young people's connections to their community by encouraging them to engage in a range of emergency services.

The committee believes this is a positive initiative and should be supported by the SAR sector, especially at the local level where the programmes take place.

9. Revised NZSAR Strategy

The *NZSAR Strategic Plan 2014-16* has been revised following the feedback provided at the combined NZSAR Council & Consultative Committee meeting in August. The latest changes to the plan were discussed; these included tightening the wording of the values section. A query was made whether the plan should include a comment about relationships as a fifth 'R', however it was felt that this concept is articulated under the goal of a robust SAR system.

The *NZSAR Strategic Plan 2014-16* was **endorsed** by the consultative committee.

10. National SAR Support Programme

Workshops	SAR Training
• Land Communications	• National SAR Training Framework
• Wander	• OSC Course
• Rescue Swimmers	• Air observer training
• Organisational Support	• Air observer review /pre course material
SAR Data management and IT	• SAR Managers
• SARNET	• Marine MIR & Pre course material
• SAR Dashboard	Prevention
• Data normalisation,	• AdventureSmart Comms
• Data collection review	• Visitor Intentions
• Resource database enhancement	• Boating Intentions
SAR Documentation	• Safety Code Partnership
• Police SAR Manual	Exercises
Secretariat	• Police SAREX support
Comms, Awards, meetings, travel etc	• MRO SAREXs
Wander	SAR Research
• Entity establishment	• Operational Analysis

Key:

Green – On track and/or completed

Yellow – Still to be completed

Red – Cancelled

White – Not yet started

Items raised from the NSSP discussion include:

- Land Communications workshop: Secretariat to ascertain if this workshop is still required.
- MRO SAREXs: the second planned Mass Rescue desktop exercise has been postponed to allow for discussion and consideration of issues identified during the first exercise.
- Wander project: the strategic framework has been completed, which articulates the reduction and readiness functions. Implementation of the collective approach has commenced, and a stakeholder meeting is scheduled for December.
- Police Manual: the revision of the SAR chapter of the Police Manual is almost complete.

11. Revised NZSAR Awards Policy

The proposed changes outlined at the August meeting – to create operational activity and support activity categories – have been included in the NZSAR Awards policy.

This revised NZSAR Awards policy was **endorsed** by committee members.

12. Reducing SAR Demand (prevention) for summer

Discussion was focused around the following themes:

- What are our prevention initiatives for the coming summer?
- How can we maximise opportunities?
- Funder expectations of NGOs – coherency
- NGO expectations of funders – coherency
- The future will be different.....

The committee discussed the importance of not just being the ambulance at the bottom of the cliff, but also the fence at the top. Discussion focussed around whether there were opportunities to do more around making tourists aware of the risk associated with the outdoor culture that NZ is famous for. Would it be possible to get more information available in campervans and campgrounds for example? Rachel explained that this has been something on the NZSAR radar for some time and while discussions have been held there are budget constraints that affect the type and quantity of advertising efforts.

Leaving a wallet card of the outdoor safety codes with immigration to provide to tourists who indicate that they will be engaging in outdoor activities was also discussed.

Rachel encouraged members to refresh their knowledge of the AdventureSmart website and all that it has to offer in terms of preventative messaging. SLSNZ spoke of their work around “find a beach” and the efforts made to ensure people are swimming between the flags at safe beaches and are made aware of all the hazards in particular areas.

The Consultative Committee would like some clarification and guidance from the NZSAR Council on the extent of what the SAR sector’s involvement in prevention activities should be.

Action: The Secretariat to ask the Council to provide some guidance to the SAR sector around involvement in prevention activities.

13. General Business

Emergency Marker System

SLSNZ provided an overview of an emergency marker system that is being used in NSW and Victoria. The committee felt this type of system could be beneficial if it was able to be incorporated into existing location databases held by the emergency services communications centres.

Action: NASO and Ambulance NZ to check with the communication centres if an emergency marker system for the outdoors could be incorporated into existing location databases.

NZSAR Awards

Only one nomination for the 2013 NZSAR Awards has been received by the Secretariat so far. Nominations close on 31 January 2014.

Action: Organisations are encouraged to consider and submit nominations for the 2013 NZSAR Awards.

Other comments

- Coastguard NZ advised that the revamp of the Northern Region communications room is now complete.
- Ambulance NZ passed on congratulations for the 2012/13 NZSAR Annual Report.

Carl van der Meulen
NZSAR Secretariat

Item	Action	Responsibility
7. NSSP Coordinator – Training Plan	Feedback on the initial draft to be provided to Trevor and Phil by Friday 6 December (4 weeks time). The National Training Plan to be included as a discussion item in the February 2014 Consultative Committee meeting.	All Secretariat
12. Reducing SAR Demand	The Secretariat to ask the Council to provide some guidance to the SAR sector around involvement in prevention activities.	Secretariat
13. General Business – Emergency Marker System	NASO and Ambulance NZ to check with the communication centres if an emergency marker system for the outdoors could be incorporated into existing location databases.	NASO & Ambulance NZ
13. General Business – NZSAR Awards	Organisations are encouraged to consider and submit nominations for the 2013 NZSAR Awards.	All