

**NZSAR Consultative Committee
Wednesday, 13 February 2019
Level 7, Chartered Accountants House
50 Customhouse Quay
Wellington
Minutes**

Attendees:

Carl van der Meulen (chair)	NZSAR	Carl McOnie	LandSAR
Pete Theobald	NZ Police	Michelle Kitney	Volunteering NZ
Mike Daisley	MSC	Mike Hill	RCCNZ
Allan Mundy	SLSNZ	Jonty Mills	WSNZ
Don Bogie	DOC	Erina Papp	Volunteering NZ
Kevin Banaghan	RCCNZ	Win van der Velde	NZSAR
Duncan Ferner	NZSAR	Ian Coard	NZSAR
Rob Collins	FENZ	Rhett Emery	NZSAR
Scott McKenzie	Aviation NZ	Patrick Holmes	Coastguard NZ
Don Robertson	AREC	Stephen Ross	NZSAR
Rachel Roberts	NZSAR	Carl McOnie	LandSAR
Steve Kern	CAA	Alannah Taylor	NZSAR
Ceara Owen Perry	FENZ	Nick Patterson	MoT

1. Welcome

Carl opened the meeting and welcomed all attendees.

2. Apologies

John Pine	NZ Police	Simon Trotter	Antarctica NZ
Charlotte Penman	MoT	Richard Wilson	NZ Police

3. Minutes of previous meeting

The minutes of the 08 August 2018 meeting were **accepted** as a true and accurate record.

4. Notes of combined workshop 28 November 2018

The notes of the combined workshop 08 August 2018 were **endorsed** as a true and accurate record.

5. Matters Arising from Minutes & Notes

The table of actions and decisions from the 08 August 2018 meeting was reviewed.

Actions and Decisions from meeting 08 August 2018

Item	Action (A) / Decision (D)	Responsibility	Status as at 13 February 2019
8 NZSAR Risk Policy	A Committee members are invited to provide any feedback on the risk policy to NZSAR by 18 September 2018.	All	Complete
9a SAR Expectations	D The Committee recommended the inclusion of coordinated strategic communications in the treatment options for this risk.	N/A	
9b Recreational Knowledge	D The Committee recommended the inclusion of the influence of social media as cause of this risk.	N/A	

6. Quarterly & Sector update

The sector update was distributed prior to the meeting. The DOC and NZ Police sector updates were distributed during the meeting. Patrick spoke to the Coastguard update regarding the arrangement with America's Cup and Emirates Team New Zealand, in which Coastguard will receive 26 boats after the America's Cup event in 2021 for distribution to Coastguard Units around the country.

7. Volunteer Study

Michelle Kitney (Volunteering NZ) presented the 2019 NZ Search and Rescue Volunteer Study for the NZSAR Council, which was prepared by Volunteering New Zealand.

Michelle explained the methodology used to engage with the sector in developing the report. She then highlighted the six points of the executive summary, and the 14 recommendations (which are divided into four areas).

The committee discussed the report and its recommendations. It was noted that some of the recommendations are already being addressed by the SAR sector, but usually not in a uniform manner either within or between organisations.

Decision: The Consultative Committee **endorsed** the 2019 NZ Search and Rescue Volunteer Study for the NZSAR Council.

8. NZSAR Risk Matrix

a. Volunteerism

Following the previous discussion on the volunteering study, the committee discussed the volunteerism risk as it is currently articulated within the risk matrix.

A few changes were suggested relating to the reasons or causes, consequences, and risk treatments, including a new risk treatment to implement the recommendations from the volunteer study.

The committee suggested that the probability, impact, and risk level for the volunteerism risk should be increased.

Action: NZSAR to update the volunteerism risk description in the risk matrix, including increasing the probability, impact, and risk levels. A risk treatment to implement the recommendations of the volunteer study should also be added.

9. Triennial FED SAR Funding Review

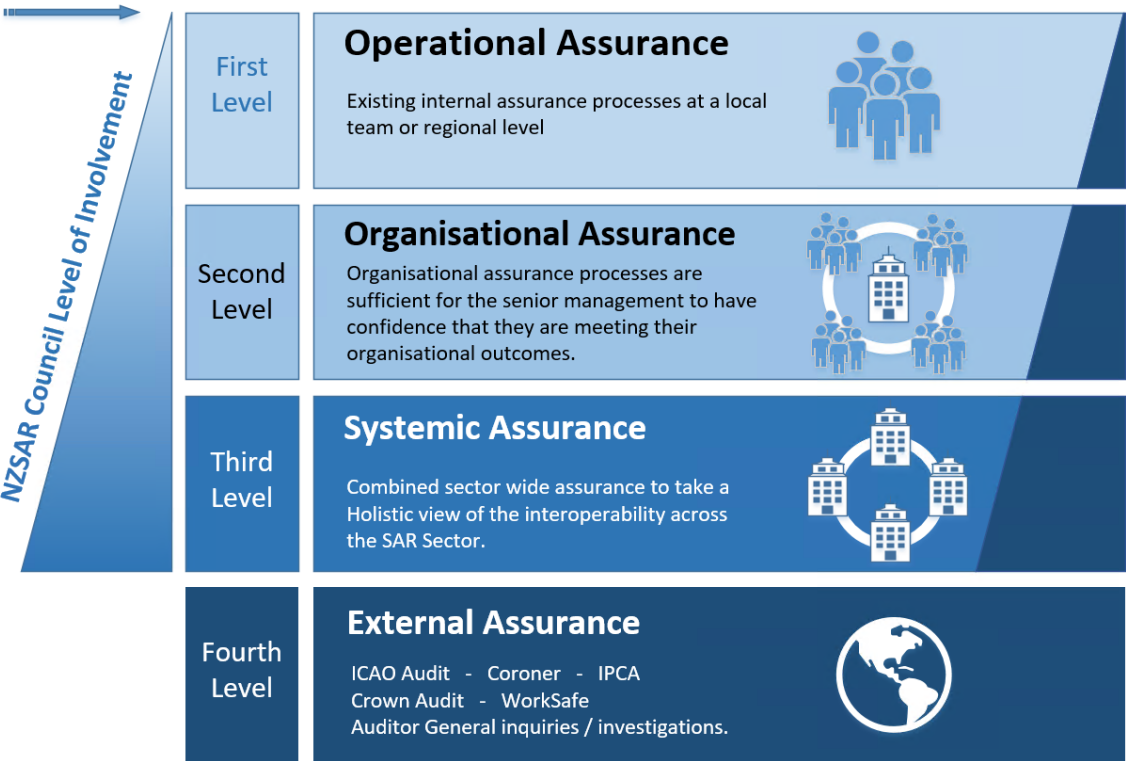
Duncan Ferner briefed the Committee on the likely process the Ministry of Transport will use for the triennial review of SAR funding to take effect from 1 July 2020. Duncan reminded the Committee that this funding is sourced from the fuel excise duty paid by recreational boaters.

Agencies will be invited to prepare business cases for changes to funding levels, using a template to be provided by the Ministry. This will be advised in a formal letter from the Ministry.

Action: Agencies are asked to follow the process, template, and timelines as outlined by the Ministry of Transport to develop business cases for changes to FED funding levels.

10. Assurance Framework

Stephen Ross provided a brief overview of the assurance framework. The feedback from the recent combined workshop was helpful in creating the draft framework. The framework articulates four levels of assurance as shown in the figure below.



11. Health Safety and Wellbeing

a. Trauma management

Stephen Ross presented the new 'dealing with exposure to trauma' brochure to the NZSAR Consultative Committee. Agencies will be asked to provide their resource and organisational details for the brochure.

b. Fatigue management

Stephen Ross provided a brief overview on the draft fatigue management document created by Helen Parkes using the information gathered at the last Health, Safety and Wellbeing workshop. This project will be considered by the HSWC this afternoon.

SAR Helicopters

Paul Craven briefed the Committee on the changes to the air ambulance sector as a result of the new NASO contracts. A consequence of the contractual requirements to use twin engine helicopters and crewing requirements, is that the costs are increasing.

There are also some minor ongoing issues relating to the tasking of air ambulance to incidents that require SAR coordination. These issues are being worked through in a collaborative way with the air ambulance sector. Any examples of such incidents need to be provided to Paul Craven at RCCNZ.

Action: All agencies to provide any future examples of inappropriate air ambulance taskings to Paul Craven at RCCNZ.

12. CDEM Response Team Governance

Duncan Ferner briefed the Committee on the proposed CDEM Response Team Governance arrangements, which includes an invitation for the NZSAR Secretariat to be represented on a national board of stakeholders.

Committee members expressed concerns about the proposal to create a non-governmental charitable organisation to represent the CDEM Response Teams. This could have financial implications for the SAR NGOs in regard to fundraising.

Action: The Secretariat to update this paper for the NZSAR Council meeting, to reflect the concerns raised by the committee relating to the establishment of a non-governmental charitable organisation to represent the CDEM Response Teams.

13. FENZ/NZSAR MoU

Duncan Ferner briefed the committee on a proposal to create a non-operational MoU between NZSAR and FENZ.

Decision: The Committee **endorsed** the proposal to create a non-operational MoU between NZSAR and FENZ.

14. GADDS

Mike Hill briefed the Committee regarding the development of the Global Aeronautical Distress & Safety System. This international work is in reaction to the disappearance of flight MH370 in 2014. When this system is fully implemented, any flight that experiences an abnormal flight behaviour will automatically generate an alert.

RCCNZ is proposing a working group of representing the SAR and air navigation service providers to confirm the response arrangements to alerts generated by GADSS.

15. Reviews

a. Reviews Register

Stephen Ross provided a verbal update on the recommendations in the reviews register. The Operation Morgan review is due to be completed shortly, with any recommendations to be added to the register.

b. Police SAR Assessment

Duncan Ferner advised that Win van der Velde is carrying out an Assessment for NZ Police on their SAR role. He will be holding a series of face to face meetings and has written to all agencies within the SAR sector inviting them to provide input into this Assessment.

Action: All agencies to provide input to Win on the Assessment of the Police SAR role.

16. SAR Training Arrangements 2019/20

Rhett Emery updated the Committee on the training arrangements for 2019-2020. There are still details to be confirmed regarding the funding arrangements between the Tertiary Education Commission and the Ministry of Transport before the funding can be utilised for SAR training.

17. National SAR Support Programme 2018/19

The NSSP for 2018/19 was reviewed.

a. NZ's SAR Guidelines

Rhett Emery provided a brief demonstration of the NZSAR Guidelines website. Agencies are asked to review these Guidelines.

b. SARdonyx

Carl van der Meulen provided a brief demonstration of the new SARdonyx system.

18. General Business

a. CIMS 3rd Edition

Mike Hill updated the Committee on the development of the CIMS 3rd Edition. There will be some changes to the various CIMS Functions, and more comprehensive detail to the Safety Function. It is not expected that CIMS 3rd Edition will invalidate existing CIMS2 and CIMS4 training.

b. Next meeting

Wednesday 1 May 2019, to be followed by the NZSAR Awards at Parliament.

Actions and Decisions

#	Item	Action (A) / Decision (D)	Responsibility
7	Volunteer Study	D The Consultative Committee endorsed the 2019 NZ Search and Rescue Volunteer Study for the NZSAR Council.	
8	NZSAR Risk Matrix - Volunteerism	A NZSAR to update the volunteerism risk description in the risk matrix, including increasing the probability, impact, and risk levels. A risk treatment to implement the recommendations of the volunteer study should also be added.	Secretariat
9	Triennial FED SAR Funding Review	A Agencies are asked to follow the process, template, and timelines as outlined by the Ministry of Transport to develop business cases for changes to FED funding levels.	All
12	SAR Helicopters	A All agencies to provide any future examples of inappropriate air ambulance taskings to Paul Craven at RCCNZ.	All
13	CDEM Response Team Governance	A The Secretariat to update this paper for the NZSAR Council meeting, to reflect the concerns raised by the committee relating to the establishment of a non-governmental charitable organisation to represent the CDEM Response Teams	Secretariat
14	FENZ/NZSAR MoU	D The Committee endorsed the proposal to create a non-operational MoU between NZSAR and FENZ.	
16	Reviews	A All agencies to provide input to Win on the Assessment of the Police SAR role.	All

Carl Van Der Meulen
Chair, NZSAR Consultative Committee