



# New Zealand Search and Rescue Consultative Committee Meeting

## Minutes of Meeting NZSAR Consultative Committee Meeting Wednesday 7 May, 1.00pm Ministry of Transport Level 6, SAS Tower 89 The Terrace, Wellington

### Attendees:

Carl van der Meulen – MoT	Cam Brownlee – NZDF
Harry Maher – LandSAR	Colin Small – Coastguard NZ
Phil Burgess – NZSAR	Andy Kent – SLSNZ
Lloyd Matheson – AIA	Brendan Comerford – MOC
David Waters – Ambulance NZ	Duncan Ferner – NZSAR
Joe Green – NZ Police	Rodney Bracefield – RCCNZ
Paul Craven – RCCNZ	Amanda MacKinnell – AMSA
Jeff Sayer – AREC	Dave Erson – LandSAR
Rachel Roberts – NZSAR	Amy Kirby – MoT (minutes)
Daryl Carpenter – MSC	

### 1. Welcome

A special welcome was extended to Amanda MacKinnell from the Australian Maritime Safety Authority; and to Inspector Joe Green from NZ Police.

### 2. Apologies

Patrick Holmes – CNZ	Mike Davies – DOC
Alison Goffin – NASO	Bruce Johnston – NZ Police

### 3. Minutes of previous meeting

The minutes of the meeting of the Consultative Committee held on 12 February 2013 were accepted as a true and accurate record.

### 4. Matters Arising from Minutes of meeting on 12 February 2013

#### *Item 6 – Tsunami Alerts*

The Secretariat to collate sector feedback on the recent tsunami alerts, and to provide this to MCDEM.

No action taken

*Item 7 – Guidelines*

Members to review and feedback to the secretariat their comments on the Evaluation Guidelines and Readiness Guidelines.

Completed

*Item 8 – Health and Safety*

Ambulance NZ to meet with Helen Parkes to discuss current H&S standards of air ambulances.

Completed

*Item 9 – NBCN*

SAR providing agencies to meet with MPI to see if they are able or willing to assist in the NBCN.

Completed

*Item 12 – NZSAR Awards*

The non-conflicted sub-group to rank the nominations by Thursday 21 February.

Completed

**5. Joint Service Level Agreement monitoring report:  
1 January 13 – 31 March 2013 Quarter**

The summary report was distributed prior to the meeting. During the quarter there were 733 SAROPS and 43 lives were saved.

***Issues and Updates:***

Coastguard:

- Coastguard's Board has established a small working group to undertake a review of the governance structure of Coastguard
- The Board has co-opted a new member who has extensive fundraising experience.
- Coastguard is concerned about the proposed recommendations relating to funding, which are contained in the review of the role of Water Safety New Zealand. This presents a risk to the on-going financial stability of the organisation if the LGB funding stream is passed into the control of Sport New Zealand.

SLSNZ:

- All Surf Lifesaving clubs/locations were actively being patrolled over 80 locations during the quarter.

- The warm and long summer made the beaches busy, resulting in the lifeguards working harder than is normal.
- There was intense media coverage over the whole of summer, especially around the bigger incidents.

#### LandSAR:

- During the quarter, LandSAR's National Office in Wellington was shut down, with the two Wellington based administrative staff leaving LandSAR. A new administrative base has been established in Christchurch in collaboration with Coastguard Southern Region. Annual savings from this restructure are estimated to be around \$200,000.
- LandSAR's 2013 training calendar has been developed in conjunction with TPP and NZSAR. This is now being promulgated within LandSAR and training events are being scheduled.

#### AREC:

- No issues or updates to report.

### **6. Sector Update**

The sector update report has been distributed. Brendan Comerford provided a verbal update about a new dive radio that has entered the NZ market. This contains a VHF DSC function, which overrides normal operation when the radio falls below 80% charge. This is a concern as there is no VHF DSC capability in NZ.

### **7. Australian SAR Update**

Amanda MacKinnell provided an update on the Australian SAR sector. The presentation focussed on: challenges and changes facing the sector; shifting demands; national collaborative efforts; beacons and battery expiry issues; new technologies; and new opportunities.

### **8. Training Coordinator**

#### **a) SAR Training**

Phil provided an update on this session held on 10 April. The session was well run and received positive feedback. Phil commented on the energy and positive participation by attendees and felt progress in the right direction was made.

A pilot course has been confirmed at the Police College from 17-28 June, with the final course ready for induction June 2014.

#### **b) CIMS Course**

This 3 day course is now included on the SAR curriculum.

### c) SAR Core Curriculum

The core curriculum will be updated to ensure it aligns with the current SAR environment and is future-proof.

### Safety Code Videos

The Water Safety Code and Boating Safety Code videos were shown. Organisations are encouraged to make these videos available on their own websites.

## 9. NZSAR Council Strategic Update

Duncan updated the committee on the Council's recent strategy workshop session. The Council confirmed that the 'reason for existence' has not altered since its inception in 2003. The Council will focus on system level responsibilities and on shaping the SAR sector.

The NZSAR Strategic Plan 2009-2014 is due for revision at the end of the year. Changes to the Plan include: a three year plan in line with the current financial cycle; reducing the Council's goals to four from five (to remove the current overlap in two of the goals); and tightening up the wording of the goals.

## 10. National SAR Support Programme

The NSSP for 2012/2013 continues to track well.

Hoist Operators workshop	Mass rescue SAREX
Wander workshop (and consultant)	Evaluation and moderation guidelines
Workshop organising support	National SAR Self Assessment
SARNET	Marine SAR TAIC Support
SAR Managers training development	SAR response plan (pre-plan) guidelines
1 x OSC Course	Aviation flight tracking device guidelines
Air observer training and air observer refresher training	Risk Framework Advice
OSC/IMT Training Aids	Research SAR users
AdventureSmart site maintenance	Health and Safety
Visitor intentions process maintenance	NSSP and Training coordinator review
AdventureSmart collateral & advertising	On-line SAR training material
NZSAR support for SAREXs	Mass Rescue Policy

### NZSAR Council Risk Management

The risk management framework and risk register will be presented to the Council for approval on 17 May.

### NZSAR Health and Safety

- The joint NZSAR Secretariat and Coordinating Authorities approach to H&S will be presented to the Council for approval on 17 May.
- There will be on-going engagement with SAR providing agencies regarding their commitments and obligations.
- Government intention on changing the H&S rules will be monitored and reflected in the H&S policies and practices.

### MRO Exercise Plan

- Police and RCCNZ have been liaising on their readiness planning
- Exercise writer has been contracted
- Two desktop exercises planned:
  - 3 September 2013 – test/validate command & control
  - 30 October 2013 – test/validate total response

## **11. National SAR Support Programme – 2013/14**

Duncan updated the committee on the draft 2013/14 NSSP. The draft includes: Secretariat Functions, Documentation, Research, Training, Workshops, SAREX Support, Wander Project, SAR Data and GIS Projects, Prevention Support.

Feedback provided highlighted the importance of improving the sector's data collection, which will enable an effective research programme. There is also a desire for the re-write of the SAR chapter of NZ Police's Manual of Best Practise to involve a whole of sector approach.

## **12. General Business**

### **a) NZDF Indemnity Form**

Cam Brownlee provided an update to the committee on the NZDF Indemnity form. Advice from the NZDF legal team is that the form is to remain in use where practical.

***Action: NZDF & Secretariat to distribute the memo regarding use of the indemnity form***

### **b) Swift-water Rescue**

The Secretariat is aware of some discussion around standards and training for swift-water rescue. There was some discussion if this is actually an issue that needs to be resolved, as the current practice of knowing and using the local trained swift-water expertise is working.

***Action: Secretariat and LandSAR to ascertain if swift-water rescue is an issue that needs to be resolved***

**c) Advice on what to do if lost**

Duncan distributed a one-pager titled 'what you can do to help searchers find you'. The aim of the one-pager is to get an agreed approach across the sector on what we're telling people to do when they find themselves lost and are awaiting rescue. There has been a collaborative approach with LandSAR and MSC in developing this advice.

**Action: Additional feedback to be provided to the Secretariat**

**d) NZSAR Awards**

The 2012 NZSAR awards will be held at Parliament this evening. The Gold award is being awarded to the Taranaki Rescue Helicopter Trust and 5 certificates of achievement are also being presented this evening. The Council has directed the Secretariat to review the Awards policy, to ensure other activities are recognised along with heroic type rescues.

Meeting ended 3.30pm

**Next Meeting:**

Thursday 22 August (combined meeting)

Carl van der Meulen  
NZSAR Secretariat

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
<b>4. Tsunami Alerts</b>	The Secretariat to collate sector feedback on the recent tsunami alerts, and to provide this to MCDEM.	Secretariat
<b>12. (a) NZDF Indemnity Form</b>	NZDF & Secretariat to distribute the memo regarding use of the indemnity form	NZDF & Secretariat
<b>12. (b) Swift-water Rescue</b>	Secretariat and LandSAR to ascertain if swift-water rescue is an issue that needs to be resolved	Secretariat & LandSAR
<b>12. (c) Tips on what to do if lost</b>	Additional feedback to be provided to the Secretariat.	Sector