



# New Zealand Search and Rescue

## Minutes of Meeting

**New Zealand Search and Rescue Council  
Thursday 21 November 2013, 1.00pm  
Boardroom, Ministry of Transport  
Level 6, 89 The Terrace, Wellington**

### **Attendees:**

Martin Matthews - MoT (Chair)  
Graeme Harris - CAA  
Superintendent Bruce Dunstan - NZ Police  
Air Commodore Tony Davies - NZDF  
Nigel Clifford – MNZ  
Gavin Walker - DOC

### **Present:**

Bruce Johnston - NZ Police  
Duncan Ferner - NZSAR  
Phil Burgess - NZSAR  
Carl van der Meulen - NZSAR  
Rachel Roberts - NZSAR  
David Eyre - MoT  
Zelda Coetzee - MoT (minutes)  
Chris Gould - Martin Jenkins

### **1. Welcome**

Martin Matthews (Chair) opened the meeting.

### **2. Apologies**

Keith Manch - MNZ  
Assistant Commissioner Mike Rusbatch - NZ Police  
Mike Edington - DOC  
Inspector Joe Green - NZ Police

### **3. Minutes from previous meeting**

- ❖ Minutes from the Council meeting held on 17 May 2013 were accepted as a true and accurate record and **approved** by the Council.
- ❖ Minutes from the Combined NZSAR Consultative Committee and NZSAR Council Meeting held on 22 August 2013 were accepted as a true and accurate record and **approved** by the Council.

## **4. Matters Arising from previous meetings**

### **4.1 Meeting of 17 May 2013**

#### *Item 10: Service Level Agreements shaping and leading*

- Service Level Agreement letters were consulted, signed and distributed.

#### *Item 11: NZSAR Risk Management*

- The Risk Register was updated.

#### *Item 14: Forecasting*

- Funding for land prevention message and avalanche forecasting options are on the agenda for today's meeting

### **4.2 Meeting of 22 August 2013**

#### *Item 9: Risk Management*

- This will be discussed at the next meeting, in February 2014.

## **5. Joint Service level Agreement monitoring report**

A summary report for the July - September 2013 quarter was distributed prior to the meeting. Of note, and not reflected in the report, is a 24% increase in SAR incidents compared to the same quarter the year previous.

### ***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 works-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.

#### *LandSAR NZ*

- There has been a significant increase in investment by LandSAR in supporting skills-acquisition training delivered by Tai Poutini Polytechnic (compared to the 2011/12 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.

### *Surf Life Saving New Zealand*

- Neale Ames was re-elected as SLSNZ President at the 2013 AGM held in September 21.
- Surf Life Saving New Zealand's national office relocated to Seaview, Lower Hutt, in September.

### *AREC*

- Have no issues or updates to report to the Council.
  - ❖ The Council **noted** the Joint Service level Agreement monitoring report.

## **6. Sector Update**

The sector update report was distributed prior to the meeting.

- ❖ The Council **noted** the Sector update report

## **7. Revised NZSAR Strategy**

Duncan spoke to this item and sought the Council's approval of the updated Strategic Plan. Through the role of the NZSAR Council to shape and lead the combined efforts of New Zealand's search and rescue sector, it seeks to attain these goals:

- *A robust and integrated SAR system*

The sector will continually work on improving its effectiveness and efficiency. We will continue to improve our understanding of ourselves, our relationship with other SAR agencies, our operations, external influences and the risks to the sector. We will use this information to improve common SAR practices and procedures to ensure the safe delivery of effective SAR services.

- *Efficient and sustainable SAR organisations*

We seek a collective, cross sector culture of being "one SAR body" within an integrated SAR sector. The sector will further enhance its internal and external organisation and communications. We will be as efficient as possible with secure funding adequate to meet the known SAR need. We will make key decisions based on good quality information. We will also adapt our organisations to meet the changing environment and ensure we are effective at delivering SAR services and we are located appropriately with adequate equipment matched to the identified SAR requirements.

- *Capable SAR people*

We will maximise the potential of our SAR people. We will maintain a good understanding of ourselves and what we need to succeed. We will work to ensure our people have access to adequate training and ensure we conduct SAR activities safely. We will collectively coordinate our standards, training, exercises and documentation. We will share knowledge without restriction and learn from each other. We will also promote and support SAR innovations and showcasing good practices and, when appropriate, recognise and celebrate our people.

- *Reduced demand for SAR services*

We seek an informed and responsible public. We will collaborate, inform, contribute to and when required, coordinate or lead public focussed preventative strategies and actions for individuals, groups and organisations. We want to ensure the New Zealand public and guests to our country are appropriately informed and assist them to take personal responsibility for their activities in order to reduce the need for search and rescue services.

- ❖ The Council **approved** the New Zealand Search and Rescue Strategic Plan 2014 -2016.

## 8. Revised NZSAR Award Policy

Carl presented the revised NZSAR Award Policy, circulated prior to the meeting, for approval.

- ❖ The Council **approved** the revised NZSAR Award Policy which creates two awards categories, Operational Activity and Support Activity, and one Gold Award per category

## 9. Draft Section 9(1) Funding review

### 9.1 SAR (Service Level Agreements) Funding Review

The final report by Chris Gould from Martin, Jenkins & Associates Limited (Martin Jenkins) on the SAR Funding Review was distributed prior to the meeting. Chris presented the findings of his review which focused on funding levels for the period July 2014 to June 2017, and primarily on NZSAR funding of Coastguard, LandSAR and Surf Life Saving NZ.

- ❖ Following discussion and enquires, the Council **accepted** the report, **endorsed** the proposals and asked that the relevant elements be included in the Section 9(1) Funding review for Joint Ministers.

### 9.2 Draft Section 9(1) Funding review

Duncan and Nigel presented the Council with draft Section 9(1) funding proposals for guidance and endorsement. Martin emphasised that any case for additional funding would have to be very robust.

Lengthy discussion about the proposals and options for funding of the SAR Secretariat, the National SAR Support Programme, SAR Reduction (prevention) and RCCNZ followed.

- ❖ The Council:
  - **noted** the proposals,
  - **directed** further work be done to refine and justify the proposed funding changes
  - **agreed** to consider, out of session, advice to Joint Ministers as and when it is developed.

**Action:** The Secretariat and RCCNZ are to work with the Ministry of Transport to prepare a funding review paper for Joint Ministers (Transport and Finance) within the next two months.

## **10. National SAR Support Programme update**

- *Training update*

Phil requested that the Council endorse the Terms of Reference for the Search and Rescue Forms and Templates Management Group, which were distributed prior to the meeting.

- ❖ The Council **endorsed** the Terms of Reference for the Search and Rescue Forms and Templates Management Group

Other items were not discussed due to a lack of time.

## **11. ACC/NZ Sport involvement in Sector**

This item was postponed to the next meeting.

## **12. Meetings for 2014**

NZSAR meeting dates for 2014 were proposed. The proposed Awards dates are subject to change pending House sitting arrangements.

- ❖ **Action:** Duncan will liaise directly with support staff of Council members to have the dates diarised.

## **13. General Business**

Due to a lack of time several general business items were deferred to the next meeting.

The Council noted the pending move of the Ministry of Civil Defence and Emergency Management to the Department of Prime Minister and Cabinet in April 2014.

Duncan asked if the NZSAR Council should be represented on the Emergency Management CE's forum in some form.

- ❖ **Actions:**

- Duncan is to draft a letter for Martin's signature to Andrew Kibblewhite in DPMC re engagement between Emergency Management CE's and the NZSAR Council.
- Where appropriate - deferred items are to be included on the next NZSAR Council agenda.

**Next meeting:**

The next NZSAR Council meeting will be held on Thursday 27 February 2014 at 1.00pm - 3.00pm.

The meeting concluded at 3.00pm.

Martin Matthews  
Chair  
NZSAR Council

<b>Item</b>	<b>Decisions / Action</b>	<b>Responsibility</b>
<b>9</b>	<b>Draft Section 9(1) Funding proposal:</b> The Secretariat and RCCNZ is to work with the Ministry of Transport to prepare a business case for the Ministers of Transport and Finance, to be endorsed by Council within the next two months.	NZSAR Secretariat RCCNZ MOT
<b>12</b>	<b>Meetings for 2014:</b> The Secretariat is to liaise directly with support staff of Council members to set NZSAR Council meeting dates for 2014.	Secretariat
<b>13</b>	<b>Emergency CE's:</b> The Secretariat is to prepare a letter to DPMC suggesting closer EM – SAR engagement.	Secretariat
<b>13</b>	<b>Deferred items.</b> As appropriate they are to be included on the next NZSAR Council agenda.	Secretariat