

**Minutes of Meeting
New Zealand Search and Rescue Council
10:00am -1:00pm Tuesday 18 September 2018
Chancellor 2, Level 16, James Cook Hotel
147 The Terrace, Wellington**

Present:

Peter Mersi – MoT (Chair)
Mike Rusbach – NZ Police
Keith Manch – MNZ
Ant Blythen – NZDF
Graeme Harris - CAA
Graeme Ayres - DoC

In Attendance:

Kirstie Hewlett - MoT
Duncan Ferner – NZSAR
Rhett Emery – NZSAR
Stephen Ross – NZSAR
Alannah Rogers – NZSAR
Rachel Roberts – NZSAR
Kevin Banaghan - RCCNZ
John Pine – NZ Police

1 Welcome

Peter Mersi opened the meeting and welcomed all attendees.

2. Apologies

Harry Maher - DOC
Ian Coard – Independent Member
Brig Evan Williams - NZDF
Rhys Jones – FENZ

Previous Meeting Process

3. Minutes of Meeting held 15 June 2018

The minutes from the meeting on 15 June 2018 were accepted as a true and accurate record.

4. Matters Arising from Previous Meeting

NZSAR Council Action and Responsibility Table - Meeting of 15 June 2018

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
7a	NZSAR Risk Matrix - SAR Funding	Action: Further engagement with other agencies involved in BePA report.	Secretariat	Engaged and report updated
7b	NZSAR Risk Matrix – SAR Technology	Action: Explore SAR application for spontaneous volunteer's opportunity. Council approved the removal of SAR Technology Risk Treatment 2018/09/C 'Identification (and possible support) of incident management team support software'.	Secretariat	Investigation ongoing. Treatment removed
8	SAR Secretariat Review	Action: Secretariat to collate the evaluations and advise MOT.	Secretariat	Completed
10a	NSSP Training 17/18 report	Action: FENZ to brief on COP project.	FENZ	Completed
10c	Finances 2017/18	Council accepted the proposed use of funding and agreed with the application to carry forward surplus.	Secretariat	Funding carried forward
11b	SAR Prevention – Henley Hutchings Report	Action: Secretariat undertake further engagement with agencies and update the report as required.	Secretariat	Completed
12	NZSAR Operation Mangatawai	Council accepted the report and directed the Secretariat to: <ul style="list-style-type: none"> invite Police and MNZ to examine recommendations, implement them and report back to Council. establish a system for monitoring the outcomes of such reviews. An oversight of all recommendations showing whether they are closed/still under action/still being reviewed should be set up as part of the Actions Register. 	Secretariat	Completed Under Action

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
13	SAR Aviation Engagement	<ul style="list-style-type: none"> • Accepted the Pappus advice regarding SAR -aviation processes and procedures. • Directed the Secretariat to engage with Police and MNZ to examine the advice, reach agreement and implement where possible within mutually agreed timelines. 	Secretariat	Under Action
14	Budget & Workplan 2018/19	<ul style="list-style-type: none"> • Approved NSSP budget and workplan for 2018/19. • Directed the development of a draft NZSAR Officials Group Terms of Reference for Council Consideration. 	Secretariat MNZ, Police & Secretariat	Under Action On Agenda
15	Project Sardonyx Update	Investigate options to hold an official launch of the SARdonyx joint search and rescue operational information System.	Secretariat	Under Action
16	SAR training – funding for skills acquisition training	<ul style="list-style-type: none"> • Accepted the Caravel Group recommendation to pursue Option 3 as the recommended delivery model. • Directed the NZSAR Secretariat to fully develop Option 3 into an operational model for the coordination of SAR skill acquisition training. 	Secretariat	Under Action & On Agenda
17	H&S and Volunteer Fatigue Management	<ul style="list-style-type: none"> • Approved the development of fatigue management guidance. • Directed the circulation the updated H&S Committee terms of reference. • Agreed to revised wording of the message to unknown assets. 	Secretariat	Under Action Completed Completed
18	Air Ambulance Contracts	The Coordinating Authorities and NZSAR Secretariat are to continue to engage with NASO to resolve identified concerns and escalate if required.	NZ Police MNZ Secretariat	Under Action
19	HRB: TAG and NEP	Action: Develop a proposal for sponsoring a Nat Sig discussion exercise in 2019.	Secretariat	On Agenda
22a	Response Teams	Actions: Place response teams on the next Council agenda	Secretariat	On Agenda

Sector Reports – to Note

5. SLA Monitoring Report for April to June 2018

A new format for SLA reporting was presented. It better shows the overall performance of the SLA partners against their respective SLA's requirements.

The Council discussed rolling quarters to provide context.

From mid next year, SARdonyx will be able to provide operational information for each SLA partner.

The Council was briefed that AREC was still waiting to be re-established as a charity, however this should be resolved shortly.

Ongoing management turbulence at LandSAR now appears to be at an end with the appointment of Carl McOnie as CEO. The Secretariat will continue to monitor and report.

The Council discussed the SLA's in the context of its own risk matrix and noted the opportunity to provide enhanced direction to SLA partners to address the identified risks in the SLA's and the annual letters of intent.

The Council:

- **approved** the new format for SLA reporting and asked that future SLA reports include rolling quarters.
- **asked** the Secretariat to factor in identified NZSAR Council risks when next preparing draft letters of intent .
- **noted** the annual SLA Monitoring Report.

6. SAR Sector Update

Malcom Inglis has become a member of the FENZ board.

The Council **noted** the sector update report.

7. NZSAR 17/18 Report & 18/19 NSSP Update

The Council was briefed on NZSAR finances for 2017/18 and updated on the 2018/19 NSSP . Duncan advised that three additional items are now included in the NSSP: Police SAR Review, Police SARdonyx support and a data-sharing agreement. Funding is available for these items.

The Council **noted** the NZSAR 2017/18 financial report t and the 2018/19 NSSP update.

Briefings, Discussions & Approvals

8. Annual SAR Statistics 2017 -2018 year

The Council discussed the report on SAR statistics for 2017/18. The Council **noted**:

- The annual number of SAR incidents have remained similar over time.
- RCCNZ coordinated incidents were slightly down on the previous years going against the multi year trend.

- The good 2017/18 summer appears to have impacted on SAR incident numbers although the reduced numbers in January 2018 is unusual.
- SARdonyx will enable a superior report next year.

9. SAR Customer Survey

An overview of the rescued persons report was given to the Council.

Information acquired through this survey regarding boating safety has been shared with MNZ.

The Council asked if there was 'any way of testing what rescuers perspectives are on SAR subjects' preparedness'. The Council was advised that it may be difficult to gather that information and also correlate those perspectives with particular rescues. SARdonyx may go some way to provide that sort of information.

The Council **accepted** the SAR Customer Survey.

10. NZSAR Risk

a. Updated NZSAR Risk Policy

An updated risk policy was offered to the Council. This risk policy is based upon the new risk standard ISO 31000:2018 Risk management.

The risks that the Council discusses and manages needs to be able to be utilised by other SAR organisations.

The Council **approved** adoption of the updated NZSAR Council risk policy.

b. Risk Discussion – SAR Expectations

The Council discussed Risk 2018/08 - SAR expectations and noted:

- The sometimes-unrealistic expectations of SAR capabilities by a range of persons.
- The NZSAR Communications Collaborative group commends changing risk treatment 2018/08/B from providing an 'annual SAR media briefing' to provide 'targeted briefings to local and regional media'.
- A SAR operation story should be included in the NZSAR annual report to help to manage expectations and note limitations to our SAR capabilities.
- The current AR is in production and can include some commentary re capability limitations in the Chairs statement.
- Building a more robust relationship with and connections to CDEM was desirable.

The Council **directed** the Secretariat to update the NZSAR Council risk matrix.

11. America's Cup readiness & related 2020 SAREX

Hannah Keat from MBIE briefed the Council on preparations for the next America's Cup. MBIE have worked with the Auckland City Council on what the America's Cup will deliver to Auckland.

MBIE are looking at how to support the event and make it a safe event for all involved. There will be a crown interagency group set up in Auckland including at least one Government Chief Executive.

MNZ and NZ Police are already involved in preparations for the America's Cup.

There are three senior official meetings to be held in New Zealand one of these is likely to be in Wellington during March. MBIE are linked with MFAT regarding senior officials wanting to visit Auckland for the races.

The Women's Cricket World Cup is also a major event in 2021, which may serve to stretch Police resources that year. MBIE are working with a range of agencies to make sure these events will not create issues in Auckland during this time.

The migration of superyachts to NZ is being looked at as there will not be enough room to accommodate them. DoC are currently involved in this process as the Islands may become vulnerable to predators with these yachts nearby.

The Council **noted** the oral brief by Hannah Keat (MBIE) on preparation for the 2021 America's Cup. Peter thanked Hannah for her time and for her presentation.

12. TOR, SAR Officials Group & Other NZSAR meetings

A successful trial SAR Officials Group meeting was held, although the Secretariat noted an increase to its workload to serve this additional meeting.

If the Council agrees, the plan is for the Officials Group to meet approximately three weeks prior to the Council meetings, to review the actions from the past meeting and the draft agenda and papers for the next meeting. The Officials Group would include representatives from all NZSAR Council organisations and a quorum would comprise representatives from NZ Police, NZSAR and RCCNZ.

A revised NZSAR Council TOR including the CE of FENZ as a member of the Council and the inclusion of a SAR Officials Group was presented to the Council for adoption.

The Council **approved** the updated NZSAR Council Terms of Reference.

The Council **noted** the array of meeting the Secretariat Supports, leads or attends on behalf of the NZSAR Council.

13. Secretariat Managers 2018/19 performance measures

The Council reviewed the draft performance measures for the NZSAR Secretariat Manager for 2018/19 and suggested some minor amendments.

The Council **agreed** with the proposed performance measures inclusive of the minor amendments.

14. Nationally Significant SAREX options

The Council was advised that there is a need to engage with Council Members regarding Nationally Significant SAR incidents to ensure agencies policies, plans and processes are in line with Council preferences as unresolved issues exist around strategic and national operational arrangements for nationally significant SAR incidents.

A scenario-based desktop discussion exercise was suggested for the day of the April or May 2019 NZSAR Council meeting. The Council wants the exercise to include other senior persons from the National Security System.

Peter suggested an all-day event with the Council meeting in half the day and the discussion exercise in the other half.

The Council **noted** the plans for the third series of Rauora exercises.

The Council **agreed** that a desktop discussion exercise will be held in April or May 2019 to clarify strategic and national operational arrangements for nationally significant SAR incidents.

15. SAR Training – future pathways update

The Council was updated on progress with options for future SAR training funding.

The Council **noted** that:

- The Minister of Education did not approve the recommended option to transfer the funding and purchasing role for emergency management and search and rescue training from Vote Tertiary Education to Vote Prime Minister and Cabinet and Vote Transport.
- Ministry of Education and Tertiary Education Commission officials are working on amendments to the current Vote Tertiary Education funding.

16. Prevention – Benchmarking Prevention Activities

An updated BePa report was presented to the Council for consideration. Social media was discussed, it was confirmed that the BePa model includes this information. The level of effort required to implement fully all recommendations was discussed. Some reporting will be self-reporting and other reporting will be via surveys and talking to people about what they saw.

The NZSAR Council:

- **Accepted** the updated BePA report (dated 24 August 2018).
- **Directed** NZSAR Secretariat to utilise the BePA model for assessing SAR prevention activity.

17. SAR Sector Assurance

The Council was updated on work being carried out by the NZSAR Secretariat to develop an Assurance Framework.

The Council **noted** the initial work being carried out to establish a system that provides the Council with assurance that the SAR sector is capable of delivering safe and effective SAR responses.

18. NZSAR Operational Reviews – Mangatawai & Wallis

The Council was informed of the status of the current NZSAR Operational Reviews.

The NZSAR Council **noted**:

- the initiation of the NZSAR Secretariat Review of Operation Wallis.
- the theft of review material and possible privacy breach.
- the progress of the implementation of recommendations from the Operation Mangatawai Operational Review.

19. Health Safety and Wellbeing brief

The Council was updated with regard the the work being carried out by the NZSAR Strategic Occupational Health, Safety & Wellness Committee and provided with a copy of its most recent meeting minutes.

NZSAR will be developing a handout on 'how to cope with trauma', this will specifically be tailored to NZSAR Sector volunteers. SAR Agencies will have the opportunity to include agency specific details on the back page such as contact numbers for support.

The NZSAR Secretariat will be holding a Fatigue Management Workshop on the 1 October 2018. Agencies registered so far include NZ Police, RCCNZ, FENZ, Coastguard, LandSAR, Surf Life Saving, DoC, MPI and CDEM.

The Council **noted** the actions of the 8 August 2018 Committee meeting.

20. SAR Telecommunications Land brief

The SAR Telecommunications Working Group (Land) are currently working through the 14 recommendations of the September 2016 Caravel Report accepted by the NZSAR Council.

The Council **noted** the progress of the SAR Telecommunications Working Group (Land) in delivering the STWG(L) framework to date.

21. Air Ambulance contracts

An RCCNZ prepared paper updated the Council on the status of the NASO contracts with air ambulance providers.

The Council **noted**:

- the effects and implications that the NASO tender may have on the provision of SAR helicopter services.
- the SAR Sector (via RCCNZ) and NASO Continue to work together closely.

22. 2019 SAR PLA funding review

The Council was advised that the next review of SAR PLA funding is due to occur in 2019. The expected process is:

- SAR agencies will be invited to develop their business cases using an MOT provided template in Q1 and Q2 of 2019.
- MOT will review the submitted business cases in Q3 of 2019.
- Joint Ministers will be asked to consider MOT advice and make decisions on PLA funding in Q4

The Council **noted** that the Ministry of Transport will consider requests for new or altered SAR PLA funding in 2019.

23. Project SARdonyx (standing item)

The Council received and update on Project SARdonyx. It is currently proceeding at pace with the test phase continuing however we are still awaiting the CARD statement of work from Hexagon. Single sign on issues also remain unresolved. interface. The data input pages and reporting dashboards look very promising. A list of current issues under action was provided.

The Council **noted** the Project SARdonyx update.

24. Phone Locating

The Council was briefed on work that is underway to address the constraints of finding the location of mobile phones belonging to the subjects of search operations.

The Council **noted**:

- that MBIE is leading work for responsive subjects in coverage areas, and that NZSAR cannot make any additional gains in these situations.
- that a standard operating procedure is being developed for SAR Coordinators to use when requesting information from a telecommunications provider.
- the Secretariat is producing a clear enabling framework to enable the SAR Coordinating Authorities to use mobile phone locating technologies.
- the Secretariat would consider if there is a case for trialling technology to locate mobile phones that are in out-of-coverage area.

25. HRB: TAG & NEP (standing item)

The Council discussed ongoing work to implement the TAG. There is still some confusion as to when NEMA might take over in a national emergency however NEMA will work with CDEM and who would take over a large transport incident if one was to occur.

26. SAR Media. Comms Collaborative Group

The Council was informed of the outcomes of two successful Communications Collaborative meetings since establishment in late June 2018.

Draft guidelines have been created for the Communications Collaborative and are designed to promote more consistent messaging about search and rescue operations and enable a more amalgamated response.

The NZSAR Council:

- **Noted** the successful establishment of the NZSAR Comms Collaborative.
- **Agreed** to amend NZSAR Risk Treatment 2018/08/B to state:
SAR agencies will meet and brief targeted regional media in a timely manner as part of business as usual SAR communications.

27. NZDF SAR capabilities update

Brig Evan Williams (NZDF) briefed the Council on NZDF SAR capabilities:

- Wet winching from the NH90 is still under testing and finalising. If a situation arose where the NH90 was the only machine in range with no other platform available, then wet winching would be an option.
- A new vessel is set to arrive in May next year this will require a refit including adding comms. It will be at sea under the Royal New Zealand Navy. Diving capabilities and selvage capabilities of 100 tonnes will be available in 2020.
- The P8 will arrive late 2022 meaning the P3 will stay in use until mid to late 2023 with crossover mid 2023.
- The P8 allows increased range, speed and possible visual improvements. A means to drop survival packs or a raft will be worked on. Realistically the P8 is around five years away from being operational for SAR operations.

General Business – Discuss or Note

28. General Business

- a. Response Teams. NZSAR have offered its assistance to design systems to assist response teams provide assurance to tasking authorities.
- b. NATSAR. Duncan Ferner recently attended NATSAR in Darwin, Australia. He noted:
 - Australian jurisdictions are interested in solutions similar to that of the WanderSAR pendant.
 - There some are 24/7 Police teams to monitor social media which as been found to be very helpful in some SAR operations – particularly those in urban areas.
 - NATSAR are very interested in the SARdonyx system.
- c. The Council were advised that NZSAR would transition to an updated logo (shown) over time.

Proposed next meetings:

- Wednesday, 21 November 2018 – Combined Workshop
(later changed to 28 November)

Peter Mersi
Chair
NZSAR Council

NZSAR Council Action and Responsibility Table - Meeting of 18 September 2018

#	Item	Actions & Decisions	Responsibility	Status
5.	SLA Monitoring	<p>The Council:</p> <ul style="list-style-type: none"> • approved the new format for SLA reporting and asked that future SLA reports include rolling quarters. • asked the Secretariat to factor in identified NZSAR Council risks when next preparing draft letters of intent. 	<p>Secretariat</p> <p>Secretariat</p>	<p>Implemented</p> <p>For 2019</p>
10	NZSAR Risk	<p>The Council approved adoption of the updated NZSAR Council risk policy.</p> <p>The Council directed the Secretariat to update the NZSAR Council risk matrix.</p>	<p>Secretariat</p>	<p>Implemented</p>
12	TOR, SAR Officials Group & Other NZSAR meetings	<p>The Council approved the updated NZSAR Council Terms of Reference.</p>	<p>Secretariat</p>	<p>Adopted</p>
13.	Secretariat Managers 2018/19 performance measures	<p>The Council agreed with the proposed performance measures inclusive of the minor amendments.</p>	<p>Secretariat</p>	<p>Adopted</p>
14.	Nationally Significant SAREX options	<p>The Council agreed that a desktop discussion exercise will be held in April or May 2019 to clarify strategic and national operational arrangements for nationally significant SAR incidents.</p>	<p>Secretariat</p>	<p>Under Action</p>
16.	Prevention – Benchmarking Prevention Activities	<p>The Council Directed NZSAR Secretariat to utilise the BePA model for assessing SAR prevention activity.</p>	<p>Secretariat</p>	<p>Under Action</p>

26	SAR Media. Comms Collaborati ve Group	The Council agreed to amend NZSAR Risk Treatment 2018/08/B to state: <i>SAR agencies will meet and brief targeted regional media in a timely manner as part of business as usual SAR communications.</i>	Secretariat	Implemented
----	---	--	-------------	-------------