



# New Zealand Search and Rescue Council Meeting

## Minutes of Meeting

**New Zealand Search and Rescue Council Meeting  
Wednesday 3 August 2011  
1.00pm – 3.00pm  
Ministry of Transport  
Level 6, 89 the Terrace  
Wellington**

### **Attendees:**

Steve Douglas - CAA  
Deputy Commissioner Mike Bush – NZ Police  
Cath Taylor - MNZ  
Captain Andy Grant – NZDF  
Martin Matthews – MoT  
Dave Jane - DOC

### **Present:**

Duncan Ferner - NZSAR  
Rachel Roberts – NZSAR  
Nigel Clifford - MNZ  
Gerry Prins – NZ Police  
Carl van der Meulen - NZSAR  
Mike Davies - DOC  
Amy Greig – MoT

### **1. Welcome**

Martin Matthews welcomed everyone to the meeting and extended a special welcome to Deputy Commissioner Mike Bush and Captain Andy Grant.

### **2. Apologies**

Commissioner Peter Marshall – NZ Police  
Director General Al Morrison – DOC  
Air Commodore Peter Port - NZDF

### **3. Minutes from Last meetings**

The Minutes from the previous Combined NZSAR Council and Consultative Committee meeting of 13 April 2011 were accepted as a true and accurate record.

#### **4. Matters Arising**

##### ***Strategic Discussion – SAR and CDEM***

- NZSAR to take the lead in identifying the appropriate relationships between the SAR and CDEM sectors and to follow up on the learning's identified during the strategic discussion.

This will be further discussed during this meeting later in the agenda.

##### ***General Business – Human Sling Load***

- Discussion on this issue is to be continued outside the meeting, with the CAA asked to take into consideration the issues raised by the SAR sector. This issue is being progressed by CAA on a case by case basis.

#### **5. Service Level Agreements Monitoring Report**

##### *Coordinating Authorities*

There were 540 SAROPS in the Apr-Jun 2011 Quarter. This is a 12% decrease on the same period for the previous year.

NZDF assets were used 11 times during cat II SAROPs (8x P3k2 taskings)

##### *SLA Partners*

All reporting requirements for the Quarter have been met by the SLA partners.

2,145 Coastguard volunteers responded to 551 non-SAR related called for assistance during the quarter.

#### **Issues and Updates**

##### **a) Coastguard:**

- Graeme Hull has been appointed Regional Manager for the Coastguard Eastern Region.
- Coastguard have expressed considerable disappointment through a variety of channels about the decision of the NZSAR Council not to request additional funding and the resultant outcome where coastguard will receive a reduced amount of SLA funding over the next three years.

The Council discussed the SLA funding issue at length. The Council appreciated the direct impact of reduced funding on Coastguard but noted that Coastguard had made premature financial commitments prior to the confirmation of continued SLA support. The Council reviewed the process and advice that led to its SLA funding recommendations. The Council agreed that it had made the most appropriate decisions based on the best information at the time and for the optimal risk reduction for the SAR sector as a whole.

##### **b) LandSAR**

- Greg Bishop has been appointed to the LandSAR Board.
- LandSAR Training Strategy 2011-2015 has been released.
- LandSAR Strategic Plan is being reviewed.

- Pete Corbett has been employed as LandSAR National Operations Manager.

**c) SLSNZ**

- SLSNZ has a new interim CE and a new Management team in place.

**d) AREC**

- No Issues to report.

**6. 2010 – 2011 Secretariat Reports**

***Finance Report***

<b>Item</b>		<b>Totals</b>
Total Budget		\$876,000
NZSAR Secretariat	\$365,000	
National SAR Support Programme	\$511,000	
Expenditure		\$869,259
(Under) / Over		(\$6,741)

The preliminary report shows an underspend of only \$6,741 which was within 0.8% of the planned budget. The Secretariat has made a request to MoT for the retention of the underspend. The Pike River incident and ChCh earthquake posed significant challenges to the SAR programme delivery over the financial year.

***National SAR Support Programme Report***

The Secretariat Manager briefed the Council on the NSSP and noted:

- 2010 – 2011 was the first year of the NSSP.
- The NSSP is a coordinated set of initiatives which support and effect NZSAR Council goals.
- The NSSP is managed by, but separate from the policy and Council support functions of the Secretariat.
- The programme relies heavily on participation, goodwill and hard work by SAR people throughout the sector.
- The 2010/2011 NSSP achieved what it planned to do.
- It included some additional priority activities not initially planned.
- The NSSP achieved the following results:
  - Air observer training and refresher courses
    - 8 fixed wing
    - 5 Rotary wing
    - 283 students
    - 2 courses cancelled
    - Good results achieved
    - system has been reviewed for 2011/12
  - 406MHz DF training
    - 7 helicopter crews
    - 14 hours of training
    - 406MHz DF equipment allows for detection at much greater range than 12.5MHz

- Numerous lessons learned incl characteristics of the DF equipment and its full functionality
- Workshops
  - Tech workshop
  - Training and education workshop
  - Air operators workshop
  - Avalanche workshop (support)
- Avalanche pre plans
- On Scene Coordinator training development
- On Scene Coordinator course delivery
- SAR Incident Manager/Controller training development (Phase I and II)
- Boat ramp survey support
- Marine SAR manual support
- SAREX support
- SAR Prevention
  - Safety code development
  - Safety code collateral production and distribution
  - SAR sector messaging 8 panel aide memoir production
  - AdventureSmart Stage I and II
  - Outdoor intentions development
  - Prevention advertising

### ***NZSAR Secretariat Report***

The Secretariat Manager briefed the Council on the work of the NZSAR Secretariat over the year and noted the following achievements:

- Supported
  - 2 NZSAR Council meetings (one cancelled due to ChCh 'quake)
  - 3 Consultative Committee meetings
  - 1 Combined meeting
- SLA disbursement and monitoring
- SLA Funding review completed
- New, 3 year SLA re negotiation and signing
- Collated, analysed and prepared SAR statistics
- Produced the NZSAR Operational Framework
- NZSAR Awards
- Communications:
  - 4 Link Newsletters incl SAR Insights section
  - 1 Annual report
  - Revised communications strategy
- Research:
  - Beacons research
  - GIS research continued

## 7. Proposed Work 2011 - 2012

### ***Service Level Agreements***

The Secretariat Manager briefed the Council on the Service Level Agreements. All four have been renegotiated and signed and are now for a three year period. They are as follows:

	<b>2008 -2011 Total (p/a)</b>	<b>2011 - 2014 Total (p/a)</b>	<b>Change (p/a)</b>
Coastguard	\$2,219,000	\$1,874,000	- \$345,000 (- 15%)
LandSAR	\$487,000	\$650,000	+ \$163,000 (+ 33%)
SLSNZ	\$48,000	\$200,000	+ \$152,000 (+ 316%)
AREC	\$35,000	\$65,000	+ \$30,000 (+ 85%)
<b>Total</b>	<b>\$2,789,000</b>	<b>\$2,789,000</b>	<b>\$0 (0%)</b>

### ***Proposed 2011 – 2012 NZSAR Secretariat Work Plan***

The Secretariat Manager briefed the Council on the proposed NZSAR Secretariat Work Plan for the 2011 – 2012 year. In addition to the BAU functions of the Secretariat, the following items utilising up to \$90,000 on contractors and consultants were proposed:

- NZSAR Communications
- Prevention and knowledge management
- Flight following guidelines
- NZSAR Awards
- Research
- Website Maintenance
- IAMSAR Self assessment

The Council ***approved*** the proposed NZSAR Secretariat work plan and a contractors and consultants budget of up to \$90,000 for the 2011 – 2012 year.

### ***Proposed 2011 – 2012 NSSP***

Two different NSSP options were presented to the Council for consideration. Both options totalled \$511,000. Option 1 proposed items and a budget without the use of a NSSP coordinator. Option 2 proposed items and a budget including a fixed term contractor to perform the function of NSSP coordinator.

After lengthy discussion the Council agreed to a modified form option 2 containing the following elements:

- Air Observer training and air observer refresher training
  - Fixed wing air observer training (AIA)
  - Rotary wing air observer refresher

- Air observer initial training
- NZSAR Workshops
  - Marine SAR workshop
  - Wander workshop
  - Event planning and workshop support
- Training and Development
  - SAR Incident Manager/Controller training development (cont)
  - 2 x On Scene Coordinator courses
  - Evaluation and moderation guidelines
  - Pre-plan and debrief guidelines
- Prevention Initiatives
  - AdventureSmart website development and promotion, Phases 2 and maintenance
  - Outdoor (Visitor) intentions process maintenance
  - Safety Code reprint and distribution
- Search and Rescue Exercises
  - Scope and plan large SAREX (Mass Rescue Operation)
  - NZSAR sponsored SAREX's (Police District)
- SAR Research Plans and Studies
  - Wander search and rescue plan
  - Marine SAR assets study support
  - Alpine/Cliff SAR study support
- SAR Communications
  - Video conference trial
- NSSP Coordinator (18 Month fixed term)

The Council:

- a. **agreed** to NSSP option 2.
- b. **agreed** to a NSSP coordinator position being created on a fixed term, 18 month contract to be part of the NZSAR Secretariat.
- c. **noted** that the NSSP coordinator will be funded as part of the NSSP.
- d. **directed** that the NSSP and the roles, functions and effect of the NSSP Coordinator is to be reviewed prior to the conclusion of the 18 month period.

## 8. Report from NZSAR Consultative Committee

The NZSAR Consultative Committee report was distributed to the Council prior to the meeting.

The Council **noted** the report.

## 9. Strategic Discussion – Prevention, A Shared Responsibility

Following an introduction by Dave Jane (DoC), the NZSAR Council discussed SAR prevention at length. The Council noted:

- The primary role of the SAR sector was to deliver effective SAR services but that preventative work was an important secondary role.
- The importance of members of the public understanding and managing risk while involved in activities in the outdoors.
- The need for the public to take personal responsibility and manage their own safety when partaking in adventure activities.
- The desirability of a broad, sector wide (SAR sector plus other organisations) approach to support the general public make informed and appropriate safety decisions.
- The need for a supportive and collaborative approach to prevention activity.
- The progress to date in developing AdventureSmart and publishing the three safety codes.

Police advised that their main role isn't focussed so much on prevention – but more around work after incidents have taken place. Police indicated they are enthusiastic around preventative messaging and would be pleased to be involved and support the safety messages where possible. Police noted that they had considerable experience in crime prevention and much of their developmental work would be applicable to SAR prevention

The Council noted that a wide range of organisations have a role in preventative messaging – many of whom are not directly affiliated to the SAR sector. The Council discussed whether there are any obvious gaps around preventative messaging in the sector and asked if there anything more that ought to be done, and if so by whom.

The Council expressed a desire for the Secretariat to continue to work in the preventative area and to continue to work collaboratively with a wide range of organisations together to progress effective preventative actions.

#### Agreed Actions:

- Police will forward to the Secretariat their preventative template/model for consideration as part of SAR prevention.
- Secretariat will continue to foster a collaborative, wider than SAR, approach to preventative messaging.
- Secretariat will map preventative responsibilities and attempt to identify missing or absent areas.
- When appointed, the NSSP Coordinator will have some responsibilities with regard SAR prevention.

## **10. General Business**

### **a. TEC Funding Changes**

The Council was briefed about changes to TEC funding policies. TEC funding for SAR training (land) does not appear to fit comfortably within new TEC policy settings. Other Emergency Management training is also possibly “at risk”. The value of TEC SAR training is

approximately \$1.5m. The Council had a short discussion and asked how else such training might be delivered?

The Council **directed** the Secretariat to examine the funding of SAR training, explore the risks imposed by TEC changes and make recommendations to the Council at its next meeting.

***b. CDEM Engagement***

The Council was briefed on the work of the Secretariat around CDEM engagement and Mass Rescue Operations (MRO) following the discussion at the Combined meeting in April 2011. The Secretariat proposed that it:

- Formulate SAR Policy for CDEM engagement and MRO
- Prepare appropriate guidelines for CDEM engagement and MRO
- Plan and run a Mass Rescue Operation SAREX

The Council discussed the proposal and noted the primacy of CIMS for the command and control for all such incidents.

The Council **endorsed** the proposed actions.

***c. Long Service Recognition***

The Director of MNZ asked the Council to consider Royal long service recognition for SAR personnel. After some discussion, it was agreed that recognition for long (and other forms of) SAR service is already available in various forms including the annual NZSAR Awards and the existing Royal honours system. The Council was of the opinion that creating an additional form for recognition for long SAR service was not necessary.

***d. AdventureSmart***

The Council was briefed on the development of the AdventureSmart, portal safety messaging website.

***e. Police SAR Review***

Police have advised that the review is nearly complete and that it is likely to recommend full time SAR coordinators for each Police District. The Deputy Commissioner expects to see the report within the next two weeks.

***d. Pike River Incident – not classified as SAR***

More information regarding this issue will be made available after the Royal Commission into the incident has been completed.

**Next Meeting:**

The Council agreed to move the next Council meeting from Wednesday 23 November to Tuesday 22 November.

**Meeting Ended – 3.00pm**



Martin Matthews  
 Chair, NZSAR Council

Item	Actions Arising	Responsibility
<b>7. Proposed Work 2011-2012</b>	<p>Secretariat is to recruit a NSSP coordinator for a fixed term, 18 month contract.</p> <p>The NSSP and the roles, functions and effect of the NSSP Coordinator is to be reviewed prior to the conclusion of the 18 month period.</p>	<p>Secretariat</p> <p>Secretariat</p>
<b>9. Strategic Discussion – Preventative Messaging</b>	<p>Police will forward to the Secretariat their preventative template/model for consideration as part of SAR prevention.</p> <p>Secretariat will continue to foster a collaborative, wider than SAR, approach to preventative messaging.</p> <p>Secretariat will map preventative responsibilities and attempt to identify missing or absent areas.</p> <p>When appointed, the NSSP Coordinator will have some responsibilities with regard SAR prevention.</p>	<p>Police</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p>
<b>10.a TEC Funding</b>	<p>Secretariat is to examine the funding of SAR training, explore the risks imposed by TEC changes and make recommendations to the Council at its next meeting.</p>	<p>Secretariat</p>