



New Zealand Search and Rescue Council

**Minutes of Meeting
New Zealand Search and Rescue Council
9.30 am-12.30 pm Friday 15 June 2018
James Cook Hotel
Chancellor 2 Room
Lambton Quay, Wellington**

Present:

Peter Mersi – MoT (Chair)
Mike Rusbatch - NZ Police
Keith Manch – MNZ
Ian Coard – Independent Member
Evan Williams -NZDF
Rhys Jones – FENZ
Graeme Harris - CAA

In Attendance:

Mike Hill – Maritime NZ
Sue Johnstone – NZSAR
Stephen Ross – NZSAR
Kirstie Hewlett - MOT
Rachel Roberts – NZSAR
Duncan Ferner – NZSAR
Rhett Emery – NZSAR
Carl van der Meulen - NZSAR

1 Welcome

Peter Mersi opened the meeting by welcoming attendees.

2. Apologies

Harry Maher DOC

3. Minutes of Meeting held 28 February 2018

The minutes from the meeting on 28 February 2018, were accepted as a true and accurate record.

4. Actions Arising from Previous Meeting

Following discussion at the 28 February meeting, regarding an invitation to MBIE to brief the Council on preparations for the upcoming America's Cup, this discussion will take place at the next meeting.

All actions from the previous meeting were **noted as complete**.

NZSAR Council Action, Decision and Responsibility Table Meeting of 28 February 2018

#	Item	Actions & Decisions	Resp	Status
6.	Sector Update	Invite the CE of FENZ to become a member and attend NZSAR Council meetings.	Secretariat	Completed
8.	NZSAR Risk	Make agreed changes to the 'Volunteer' Risk.	Secretariat	Risk matrix amended
9.	SAR NGO Funding	Action: Invite MBIE to brief the NZSAR Council on preparations for the Americas Cup.	Secretariat	Yet to be actioned
10.	TAG	Include TAG as a standing item on the NZSAR Council's agenda.	Secretariat	On Agenda
11a.	THMS	Noted the THMS will clarify the roles and responsibilities of MOT and a range of other agencies before, during and after a major transport incident.	N/A	N/A
12.	NZSAR Awards	The Council approved the award recommendations presented by the Awards sub-committee.	Secretariat	Completed
13a.	Operation Mangatawai	Police to provide feedback on the draft report.	Police	Completed
13b	Review Policy	The Council accepted the revised Review Policy and agreed that the National Manager Response and Operations will approve for Police.	Secretariat	Policy updated
14.	NZSAR Public Information Forum	The Council agreed to the establishment of a NZSAR PI forum and directed the Secretariat to consult with agencies to finalise the terms of reference.	Secretariat	Under Action
18.	SAR Research	The Council accepted the SAR Fatality Study and directed the Secretariat to explore the recommendations.	Secretariat	Under Action

5. SLA Monitoring Report January to March 2018

Volunteer hours (11,561) from Coastguard, LandSar and SLSNZ were recorded. The summer period was particularly busy with a 14% increase in the number of Coastguard operations compared with the previous summer. At the same time there was a 9% decrease in the number of SAR operations supported by Coastguard.

The Council **noted** the SLA Monitoring Report.

6. SAR Sector Update

The sector update report was taken as read and **noted**.

7a. NZSAR Risk Matrix – SAR Funding

Council considered and discussed the paper and noted that planning for sufficient funding is challenging given the many entities involved, each with their own issues in attracting funds. Council emphasised the importance of interacting with all agencies to ensure that they have enough information from NZSAR to guide their funding decisions.

The Secretariat asked Council members whether they were still comfortable with the way funding is being managed. Council members believe that treatments at the moment are realistic in terms of what we are able to support. Monitoring of trends will continue and the Secretariat was asked to ensure that any impact they become aware of due to lack of funding is conveyed as early as possible for investigation; safety and competency for all parties being of the essence.

Council **noted** the paper.

7b. NZSAR Risk Matrix – SAR technology

Council noted the risk matrix and discussed the three options put forward for risk treatments. Following consideration of all issues they agreed with the Secretariat's recommendation to remove Option C. (Identification (and possible support) of incident management team support software).

Technology opportunities were discussed including a phone app to support tracking the location of a person assisting in a search as a spontaneous volunteer. Council members agreed that the phone app had considerable potential. The Secretariat was directed to explore this opportunity.

Other technology opportunities were also discussed including self locating data marker buoys; and Path Track. Council stressed the need for co-ordination and communication between agencies in introducing any new technology and acknowledged that there are also risks in failing to introduce available technology where it makes good sense and with an agreed set of standards. The Secretariat is managing some policy work across the system and will advise in due course.

Council agreed to remove SAR Technology Risk Treatment 2018/09/C 'Identification (and possible support) of incident management team support software' and noted that SARTRACK is now in widespread use across NZ.

Action: The Secretariat is to explore the SAR application for spontaneous volunteer's opportunity.

8. SAR Secretariat Review

Evaluation forms were passed to Council members with a request to rank the performance of the Secretariat according to its overall requirement to provide:

- Effective leadership and strategic co-ordination to the New Zealand search and rescue sector; and
- Effective support services and policy advice

Action: Secretariat to collate the evaluations and advise MOT.

9. Service Level Agreements - Letters of Intent

The Secretariat recommended that the Chair sign the letters of intent for AREC, Coastguard, LandSAR and Surf Life Saving NZ and asked Council to note that the following item had been added to the agreed wording. "Implementing and enabling the [agency] volunteer strategy once it is completed".

The Chair signed the letters.

10a. NSSP Training 17/18 Report

Council **noted** the plan and the 12 extra items achieved. The upgraded resource data base was demonstrated showing a graphical location of assets available in easy to follow form along with Fixed repeater coverage maps and SARTRAK search management. Training is being rolled out around NZ.

FENZ offered to brief the Secretariat on its common operating p[icture (COP) project.

Action: FENZ to brief the NZSAR Secretariat on their COP project.

10b. – SAREX

Council **noted** the table showing the amount of NZSAR funding support given to District SAREXs 2017-18.

10c. – Finances 2017/18

Council **noted** the proposed use of funding allocated and **agreed** with the application made to MOT for approval to carry forward the surplus.

11a. SAR Prevention – Distil Research Report

The report from Distil Research Agency which was designed to better understand the safety related behaviour of people while engaged in land activities in New Zealand was discussed. The research in the report highlights the safety measures people are employing and areas where safety could be improved. There is a notable difference in the results from international visitors compared with domestic.

Council **noted** the Distil Research Report.

11b. SAR Prevention – Henley Hutchings Report (BePA)

The report from Henley Hutchings “Benchmarking Prevention Activities” was presented in draft form.

Key findings showed:

- An engaged sector caring greatly about the work they are undertaking
- Situational data – most measurement relates to particular situations or initiatives but not always relevant to SAR outcomes
- Multiple outcomes – initiatives often have a mix of outcomes so that data is not readily translatable into consistent benchmarking
- Data gaps – measurements taken may not be relevant to the better SAR outcomes; assessments often subjective
- Different definitions – “definition” of what ‘is’ and ‘isn’t’ relevant to prevention and preparedness is not always clear throughout the sector

Recommended next steps:

1. Establish streamlined benchmarking data (within sector organisations) – immediate activity.
2. Generate a second BePA report once quality data can be collected – within the next 6-12 months.
3. Establish a sector-wide Better SAR Outcomes Action Plan – the first could be undertaken now, or following the next BePA Report (easier once the next iteration is available).
4. Review and potentially upgrade AdventureSmart – immediate or longer-term activity as seen fit.

Council **noted** the draft Report and **noted** the proposed recommendations.

Action: Secretariat undertake further **engagement** with agencies and update the report as required.

12. NZSAR Operation Mangatawai

At its 17 November 2017 meeting, Council approved the Terms of Reference for a review to be undertaken by retired Police Detective, Superintendent Win van der Velde. His independent and thorough investigation has resulted in a large and detailed report which proposes a broad range of recommendations.

The Secretariat requested Council to:

- Accept the report
- Invite NZSAR, Police and MNZ to examine the recommendations, implement them and report back to Council on those that are challenging.

The Council **accepted** the report and **directed** the Secretariat to:

- **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.

Item 7 of the Report was headed "Recommendation (NZSAR/Police/MOT". MOT should read MBIE.

13. SAR Aviation Engagement

Pappus Consulting was engaged to provide advice on how to implement the recommendations following the November 2016 Martin Jenkins Aviation report which identified issues and challenges for SAR aviation and the relationships existing between Aviation Providers and the co-ordinating Authorities.

The Pappus advice included a suite of products intended to improve SAR - aviation processes and procedures.

The Council:

- **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.

14. NZSAR Budget and Workplan 2018/19

The Council discussed the proposed National SAR Support Programme (NSSP) budget and workplan for 2018/19 and noted the revised budget of \$1.831m.

Council, acknowledging the challenge of completing the proposed tasks suggested that an officials group of people in the agencies be delegated with a mandate to progress matters outside the formal Council meetings. Mike Hill, MNZ, John Pine, Police and Duncan Ferner, NZSAR were asked to investigate the formation of such a working group and to come back to Council with some Terms of Reference for consideration.

The Council:

- **Approved** NSSP budget and workplan for 2018/19.
- **Noted** that tasks listed as deferred tasks are also approved and may be brought onto the workplan as capacity and budget allows.
- **Directed** the development of a draft NZSAR Officials Group Terms of Reference for Council Consideration.

15. Project Sardonyx Update

Council noted the update and that any alterations from this point on would be considered project changes and may incur charge.

NZSAR will work with agencies minimise changeover/introductory issues. Go live has been moved to April 2019 to better meet project requirements and owing to the fact that SAR agencies are so busy over the summer period.

Council agreed in principle that there may be merit in considering an official launch of the system. The Secretariat is to investigate this and the Chair offered to approach one of the Ministers to gauge interest in holding such a launch if it was necessary.

Action: The Secretariat is to **investigate** options to hold an official launch of the SARdonyx joint search and rescue operational information System.

16. SAR training future pathways – funding for SAR Skills Acquisition Training

The Council discussed the proposed funding model which involves a fiscally neutral shift of responsibility for SAR skills and training to the NZSAR Council via Vote Transport.

The Council was briefed on the Caravel Group report which proposed 4 possible delivery options should the funding be transferred. The Secretariat

recommends Option 3 as the most suitable, which, if agreed can be worked up into a full model. Option 3 sees NZSAR retaining governance and monitoring and the maintenance of training resources for management/multi-agency training, while outsourcing:

- The delivery and coordination of LandSAR specific training and maintenance of LandSAR training resources to LandSAR.
- The delivery and coordination of management/multi-agency training to another entity.

Council members noted the need to retain sufficient funding to ensure delivery of the outcomes needed and asked whether there was time for recruitment and procurement to provide the training in the 2019 calendar year. The Secretariat believes so with some provisos.

The Council:

- **Noted** that MoE is likely to seek Ministers' approval to shift \$1.3m from Vote Education to Vote Transport as part of the 2018 OBU for the purpose of delivering SAR training.
- **Noted** that MoT is being engaged by the Secretariat to determine if it is prepared to accept the funding and the accompanying NZSAR responsibilities.
- **Noted** that any future SAR training funding needs beyond that transferred would need to be found from sources other than MoE.
- **Noted** the four pathways for training delivery are being considered should the change of funding and responsibility be transferred.
- **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.
- **Noted** that MCDEM is facing similar issues and is pursuing a similar solution with MoE.

17. H&S and Volunteer Fatigue Management

The Council asked the Secretariat to circulate the updated terms of reference for the H&S Committee. They agreed that the wording of the proposed verbal message for tasking an unknown asset be amended to include "danger to themselves as well as others".

Council noted the proposed work to manage fatigue amongst SAR people who have often worked a full day at their regular occupation before turning out for SAR and agreed that Health and Safety Consultants be engaged to gain an in-depth understanding of the volunteer fatigue issues.

The Council:

- **Noted** the potential issue of volunteer fatigue that has been raised at the NZSAR Strategic Occupational Health and Safety Committee.
- **Noted** that this proposal was considered by and endorsed by the NZSAR Consultative Committee on 9 May 2018.
- **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.

18. Air Ambulance Contracts

The Council was briefed on possible issues arising out of the National Ambulance Sector Office (NASO) redevelopment of contracts with air ambulance providers due to be complete in October 2018.

The Council **noted** that Ministers of Police and Transport may need to be briefed on likely ramifications if SAR agencies lose sufficient access to air ambulances for SAR purposes.

FENZ noted similar concerns is also working with officials on the same matter.

Actions: The Coordinating Authorities and NZSAR Secretariat are to continue to engage with NASO to resolve identified concerns and escalate if required.

19. HRB: TAG and NEP

- **TAG update**
 - Officials are working on the TAG & HRB were recently briefed.
- **NEP**
 - No Mass Transport Exercise will be run in in 2019
 - Subject to funding – SAR related NEP exercise may be conducted in 2021/22
 - The Council discussed options for a Nat Sig SAR discussion exercise in 2019 and asked the Secretariat to bring a proposal to the next meeting.
 - The Council noted possible opportunities to undertake SAR exercises ahead of the Auckland America's Cup due to the risk created by the likely volume of craft.

Action: The Secretariat to bring a proposal to the next meeting for sponsoring a Nat Sig discussion exercise in 2019.

20. Secretariat Services Agreement between MOT and NZSAR

The Council was briefed on a possible agreement between itself and MOT to define and formalise the 'host' services the NZSAR Council purchases from MOT and the obligations of both parties.

21. Planning update – nationally significant SAR ops

The Council discussed the challenges encountered in planning for nationally significant SAR operations including further the clarification of roles, the number of possible agencies involved, the need for the Transport Hazard Management Strategy to be completed, the TAG work and the size of the search and rescue region. The Council asked agencies to keep working on the issue and brief back as required.

22a. Response Teams

The Council considered the role of response teams in SAR and directed the issue be placed on the next Council agenda.

Next meetings:

18 September – NZSAR Council meeting

21 November - Combined workshop with the NZSAR Consultative Committee

Meeting closed at 12.21 pm

Peter Mersi
Chair
NZSAR Council

NZSAR Council Action, Decision, Responsibility and Status for the 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

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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