

**Minutes of Meeting
New Zealand Search and Rescue Council
10:00am -1:00pm Wednesday 27 February 2019
Level 7, Chartered Accountants
50 Customhouse Quay, Wellington**

1. Welcome & Introductions

Keith Manch (Acting Chair MNZ) opened the meeting and welcomed all attendees to the NZSAR Council meeting.

Present: Mike Hill (RCCNZ); Duncan Ferner (NZSAR); Lt. Col. Ant Blythen (NZDF); Don Bogie (DOC); Rhys Jones (FENZ); Tusha Penny (Police); Ian Coard (Independent); Graeme Harris (CAA).

Attendees: Rob Collins (FENZ); Steve Ross (NZSAR); Rhett Emery (NZSAR); Carl Van der Meulen (NZSAR); Andrew Sisson (Police); Rachel Roberts (NZSAR) Win van der Velde (NZSAR).

2. Apologies

Peter Mersi (MOT); Kirstie Hewlett (MOT).

Previous Meeting Process

3. Minutes of previous Council meeting held 28 November 2018

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

4. Matters Arising from Previous Minutes

NZSAR Council Action and Responsibility Table - Meeting 28 November 2018

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
3.	Minutes of previous Council meeting	Replace Evan Williams with Ant Blythen in the previous minutes.	Alannah Rogers	Completed
4.	SLA monitoring report July to September 2018	The NZSAR Council examined the new style SLA monitoring report.		Approved
6.	LandSAR NZ Board update	Send letter to LandSAR NZ Board Chair.	NZSAR Secretariat	Sent
10.b	Helicopters	The two coordinating authorities are to record all instances where the changes to helicopter arrangements are impacting on SAR services.	Police, RCCNZ	Under action
		NZSAR, Police and RCCNZ are to prepare a combined paper for the next NZSAR Council meeting outlining the operational issues and an analysis of the actual or potential impact due to the changes in helicopter arrangements.	NZSAR, Police and RCCNZ	See Item 15

In relation to item 6. above, Duncan reported to the NZSAR Council that a response has been received from LandSAR. Council **noted** the contents of the letter.

Sector Reports – to Note

5. Joint Service Level Agreement (SLA) Monitoring Report: October to December 2018

The Council considered the Joint SLA Monitoring Report for the October to December 2018 Quarter.

The Report updated the Council members on the overall performance of the five organisations that NZSAR has an SLA with.

The Council **noted** the contents of the report.

6. Quarterly & Sector Update

The Council considered the Quarterly & Sector Update for the October – December 2018 quarter.

The Council **noted** the report.

7. National SAR Support Programme (NSSP) Update

The Council considered a Report on progress with the NSSP, including a range of additional proposed projects.

The Council **noted** the contents of the report and accepted the additional projects.

Briefings, Discussions & Approvals

8. Volunteer Study

The Council received a presentation on the 2019 Search and Rescue Volunteer Study (the Study), prepared for NZSAR by Volunteering New Zealand.

Following discussion, the NZSAR Council:

- a. **accepted** the 2019 Search and Rescue Volunteer Study; and
- b. **tasked** the NZSAR Secretariat to develop a prioritised approach for addressing the reports 14 recommendations, for report back to the next Council meeting on 29 May 2019.

9. NZSAR Risk Matrix – Volunteerism

The Council considered the NZSAR Risk Matrix, specifically focussing on the risks associated with volunteerism.

The Council **noted** the risk register and agreed a revised risk treatment classification for volunteerism, in the light of the Volunteering Study.

A specific discussion regarding risks relating to Volunteerism followed.

Following this discussion, the NZSAR Council **confirmed** the approach agreed at item 8, which the Council believes will help to mitigate risks associated with volunteerism.

10. 2018 NZSAR Award Recipient Selections

The Council considered the advice of the Awards Sub-Committee and its request to confirm the 2018 NZSAR Award recipients.

Following discussion:

- a. the NZSAR Council **noted** the advice provided by the Awards Sub-Committee;
- b. **noted** the selection criteria in the NZSAR Awards Policy;
- c. **confirmed** the recipients for the 2018 NZSAR Awards; and
- d. **confirmed** the recipients for two Special Awards.

11. Assurance Framework

The Council considered an update of the work being carried out by the NZSAR Secretariat to develop an Assurance Framework, and a point in time draft version of the NZSAR System Assurance Framework document.

Following discussion, the NZSAR Council **noted**:

- a. the 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.

12. SAR Skill Acquisition Training Arrangements – 2019/20

The Council considered a paper providing an update on SAR training arrangements for 2019-2020.

Following discussion, the NZSAR Council **noted**:

- a. the planned SAR skill acquisition training programme (SATP) and arrangements for 2019-2020.

13. Triennial FED SAR Funding Review

The Council considered a paper providing information about the likely process for the Triennial Fuel Excise Duty (FED) SAR Funding Review due to be completed in 2019.

Following discussion, the NZSAR Council **noted**:

- a. the likely process for the Triennial FED SAR Funding Review and
- b. acknowledged that the Review will need to include funding to implement the recommendations from the Volunteer Study.

14. SAR Exercising – Nationally Significant SAR

The Council considered a paper providing an update on exercise arrangements for nationally significant SAR incidents.

Following discussion, the NZSAR Council **noted**:

- a. the successful completion of two series of *Rauora* nationally significant SAR Exercises;
- b. the cancellation of the third series of *Rauora* exercises, and the practical reconciliation exercise; and

Police had previously indicated they will address the aims of the reconciliation exercise in their exercise programme for APEC and America's Cup. This position was clarified and in fact would not preclude their involvement in future SAR exercises.

The NZSAR Council **confirmed**:

- c. a Council-led discussion exercise will follow the next NZSAR Council meeting on 29 May 2019; and
- d. an invitation for senior attendance from appropriate non-SAR agencies to the discussion exercise, including those who sit at ODESC.

15. Procurement of SAR Aviation Services (SAR Helicopters)

The Council considered a paper on the procurement of SAR Helicopters.

Following discussion, the NZSAR Council **agreed** to:

- a. ask the NZ Police and RCCNZ (with Secretariat support) to develop documented procedures with the National Ambulance Sector Office (NASO) funded St John Air desk to enhance the coordination of aviation assets and;
- b. ask the NZ Police and RCCNZ (with Secretariat support) to provide advice to NZSAR Council regarding:
 - i. The feasibility of joint (or separate) agreements with air operators able to provide SAR aviation services.
 - ii. The nature and content of any proposed agreements.
 - iii. Joint (or separate) options to manage SAR aviation cost pressures.
 - iv. Joint (or separate) arrangements for the provision of 'non-NASO contracted' aviation assets capable of delivering SAR services.
 - v. The provision of systemic assurance for SAR aviation assets.

16. CDEM Response Team Governance

The Council considered a paper providing an update on the proposed Civil Defence Response team governance arrangements.

Following discussion, the NZSAR Council **noted**:

- a. the proposed response team governance arrangements;
- b. possible NZSAR Secretariat participation as part of the Response Team Governance Board and;

- c. serious concerns expressed by the major volunteer-based search and rescue agencies regarding the recommendation to establish another charitable NGO.

The Council requested that the NZSAR Secretariat keep the Council informed on further progress.

Other items – to Note

17. Locating missing persons – cellular signals

The Council considered a short paper which updated the Council members on the 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** the paper.

18. FENZ/NZSAR Discussions

The Council considered a short paper which updated the Council members on the initial discussions between FENZ and NZSAR with a view to establishing some form of documented agreement.

The Council **noted** the paper.

19. Review Recommendations Register Update

The Council considered the Review Recommendations Register. And **noted** its contents.

20. 2019 Police SAR Strategic Assessment

The Council considered a short paper regarding the 2019 Police SAR Strategic Assessment.

The Council **noted** progress on the 2019 Police SAR Strategic Assessment.

21. Engagement with the Coroners office

The Council considered a short paper advising the Council of engagement with the Coroner's Officer and the intent to report back on how the SAR sector has addressed SAR related coronial findings.

The Council **noted**:

- a. recent engagement with the Chief Coroner Judge Marshall and Coroner Windley; and
- b. The Secretariat's intent to provide the Council with reports on how the SAR sector has addressed SAR related coronial findings.

22. Health, Safety & Wellbeing Committee – Fatigue Management / Trauma

The Council considered a short paper which updated the Council members on the work being carried out by the NZSAR Strategic Occupational Health and Safety and Wellbeing Committee.

The Council **noted**:

- a. the resources regarding 'Fatigue Management' and 'Coping with Trauma' have been created to provide guidance to the SAR sector and;
- b. the draft minutes of the NZSAR Strategic Occupational Health, Safety, and Wellbeing Committee held on 14 February 2019.

23. Global Aeronautical Distress and Safety System (GADSS) Implementation

The Council considered a short paper which updated the Council members on the progress of GADSS implementation.

The Council **noted** the contents of the GADSS Implementation paper and **endorsed** the proposed next steps for the New Zealand approach.

24. New Defence Capabilities

The Council considered a short paper which updated the Council members on the engagement NZSAR Secretariat has been having with NZDF, MOD and other agencies on various defence capabilities.

The Council **noted** the Secretariat's ongoing engagement with various capability procurement projects.

25. Project SARdonyx update

The Council considered a short paper which updated the Council members Project SARdonyx – the development of a joint SAR operational information system.

The Council **noted**:

- a. the project SARdonyx update and;
- b. the possible future requirement for centralised data analysis and other system support.

26. Operation Morgan Review

The Council considered a short paper which updated the Council members on the findings of the Secretariat Review that has been carried out to explore the SAR response relating to the rescue of Jo Morgan from Mt. Hicks after an avalanche on 31 October 2018.

The Council:

- a. **accepted** the Operation Morgan Review and;
- b. **directed** the Secretariat to analyse the review recommendations through SOG and report back to the Council on how they might be addressed.

General Business

27. General Business

The Council considered a proposal to invite an Observer from AMSA and MCDEM to NZSAR Council meetings.

The Council **agreed** to the Secretariat inviting an Observer from AMSA and MCDEM to future NZSAR Council meetings.

Demonstration

The SARdonyx system was demonstrated for the Council members and a short discussion on user benefits followed.

Meeting Close: The meeting closed at 12.20pm

Keith Manch
Chair
NZSAR Council

Next Meetings:

- 1 May 2019 – NZSAR Awards evening – Parliament
- 29 May 2019 (followed by SAR Exercise discussion)
- 21 August 2019
- 20 November 2019 (Combined Workshop with NZSAR Consultative Committee)

NZSAR Council Action and Responsibility Table - Meeting of 27 February 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
8.	Volunteer Study	Develop a prioritised approach for addressing the recommendation of the Volunteer Study and report back to the next Council meeting on 29 May 2019	NZSAR Secretariat	On agenda for 25 July
9.	Risk Matrix (Volunteerism)	Council confirmed Volunteerism risk treatments	NZSAR Secretariat	NFA
10.	NZSAR Awards 2018	Council confirmed standard and special awards recipients for 2018.	NZSAR Secretariat	NFA
14. c.	SAR Exercising	Council will lead a discussion regarding SAR exercising following the next NZSAR Meeting 29 May 2019	NZSAR Secretariat	DiscEx postponed to 10 October
14. d.	SAR Exercising	An invitation to be sent to non-SAR agencies including those that sit at ODESC to the discussion noted above	NZSAR Secretariat	Incorporated into DiscEx planning
15. a.	SAR Helicopters	Develop documented procedures NASO St John Air Desk to enhance coordination of aviation assets	NZ Police, RCCNZ, with NZSAR Secretariat support	RCCNZ leading work in this area
15. b.	SAR Helicopters	Provision of advice to NZSAR Council	NZ Police, RCCNZ, with NZSAR Secretariat support	RCCNZ leading work in this area
16	CDEM Response Team Governance	Council request to be kept informed on further progress with Civil Defence Response Team Governance arrangements	NZSAR Secretariat	No additional information
26	Operation Morgan Review	Analyse review recommendations through SOG and report back to the council on how they might be addressed	NZSAR Secretariat	Deferred to NZSAR SOG