



New Zealand Search and Rescue Council

**Minutes of Meeting
New Zealand Search and Rescue Council
10 am-12 noon, Wednesday 28 February 2018
Chartered Accountants
Level 5, 50 Customhouse Quay
Wellington**

Present:

Peter Mersi – MoT (Chair)
Mike Rusbatch - NZ Police
Mark Hughes– CAA
Keith Manch – MNZ
Dave Comber – Independent Member (outgoing)
Ian Coard – Independent Member (incoming)
Lt Colonel Emma Thomas – NZDF
Harry Maher - DOC

In Attendance:

Mike Hill – RCCNZ
Leanne Gordon – NZSAR
Stephen Ross – NZSAR
Shelley Tucker - MOT
Rachel Roberts – NZSAR
Duncan Ferner – NZSAR
Rhett Emery – NZSAR
John Pine – NZ Police

1 Welcome

Peter Mersi opened the meeting by welcoming attendees, especially Ian Coard to his first meeting, and thanked Dave Comber for his contribution to the Council.

The Council agreed to increase future meetings to three hours in length to ensure that all items are able to be covered.

2. Apologies

Graeme Harris, CAA
Brig John Boswell, NZDF

3. Minutes of Meeting held 13 September 2017 and 22 November 2017

The minutes from the meeting on 13 September 2017 and the combined Council and Consultative Committee meeting on 22 November 2017, were accepted as a true and accurate record.

4. Actions Arising from Previous Meeting

All actions were noted as **complete**.

NZSAR Council Meeting of 13 September 2017

	Item	Actions & Decisions	Responsibility
8a.	Service Level Agreements 2017/18-2019/2020	<p>The Council noted and accepted the replies from Coastguard NZ, LandSAR NZ, and Surf Life Saving NZ to the Council's 2017/2018 letters of intent.</p> <p>The Council noted the Coastguard NZ KPIs and measures for their specific additional funding.</p> <p>The Council delegated power to Duncan Ferner to renegotiate the table of outcome measures and KPIs for LandSAR NZ's specific additional funding and commence payments once complete.</p> <p>Duncan Ferner is to renegotiate LandSAR's outcome measures and KPIs for specific additional funding</p>	<p>Decision</p> <p>Decision</p> <p>Secretariat</p> <p>Secretariat</p>
8b.	AREC Governance and Organisational Review	<p>The Council accepted the draft AREC Governance and Structural Review as presented by Caravel group.</p> <p>The Council approved the table of proposed actions for recommendations 1-6 and 8-11.</p> <p>The Council approved the updated 2017/2018 NZSAR Council letter of intent for AREC.</p> <p>The Council directed the NZSAR Secretariat to further consult with NZART and AREC regarding recommendation 7 and associated actions – if any.</p> <p>The Secretariat to finalise the draft letter of intent to AREC.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Secretariat</p> <p>Secretariat</p>
14.	Independent Council member	The Council directed the Secretariat to refer the candidate Ian Coard to the Consultative Committee for consideration.	Secretariat
17.	Combined workshop 22	Council agreed the seminar topic for the Combined Workshop on 22 November would be	Secretariat

	November	“SAR environmental scan – next 5 to 15 years”.	
19b.	Independent review	The Secretariat to draft a proposal for an independent review into Operation Mangatawai and discuss with NZ Police.	Secretariat

Combined NZSAR Council and Consultative Committee Meeting of 22 November 2017

	Item	Actions & Decisions	Responsibility
5.	Review – Operation Mangatawi	The NZSAR Council approved the terms of reference for an NZSAR Review of Operation Mangatawi, and approved Win van der Velde as the reviewer.	Decision
6.	NZSAR Review Policy	The NZSAR Council directed the Secretariat to update the current Review policy.	Secretariat
7.	NZSAR Awards Policy	The NZSAR Council directed the Secretariat to update the NZSAR Awards Policy to limit the total number of awards to a maximum of 10.	Secretariat

The Council asked for an additional column be added to the action table of future minutes to record what action has been taken.

5. SLA Monitoring Report for the October to December 2017 Quarter

Volunteer hours (13,492) for the quarter which is no significant change, although we are experiencing one off LandSAR searches which are using a significant number of hours.

There has been an increase of 54% in category II incidents over the last quarter, this is driven by the increased use of PLB alerts and will continue to grow with the increase in numbers of PLBs.

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

6. Sector Update

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

There was a discussion over FENZ involvement in SAR matters. The Council noted the concern that FENZ may not be aware of SAR capabilities, limitations or our tasking and health and safety arrangements.

The Council **agreed** to invite the CE of FENZ to become a member and attend NZSAR Council meetings.

7. AREC Service Level Agreement

This SLA is still not signed however the actions from the Council meeting have been followed through, and AREC are currently completing the re-registration process.

8. NZSAR Risk – Volunteerism

The Secretariat tabled proposed changes to the Volunteerism risk in the risk matrix. The changes were **accepted**.

The issue of maintaining appropriate mental health and peer support processes for volunteers was discussed. The Secretariat will meet with NZ Defence Force and Volunteer NZ to look at this area.

9. SAR NGO Funding

The Council discussed the summer media coverage of SLSNZ funding and was noted that it was Northern Region who were in the media and that Paul Dalton (CE SLSNZ) has clarified the funding situation. Ministers have been approached for comment around this issue and will be having a Ministerial meeting shortly to look at the broader context of NGO funding.

Police noted that the America's Cup regatta will be held in Auckland in 2021 and noted that there may need to be some investment to provide the level of water safety required for this event. There is a CE's group who meet to discuss this type of event, the Chair will monitor discussions around this item.

Action: Invite MBIE to brief the NZSAR Council on preparations for the Americas Cup.

10. Technical Advisory Group (TAG) Report

The Council **agreed** to establish a standing Agenda item to discuss the TAG workstream to ensure Council is kept updated on any developments. The Secretariat will follow the conversations and progress in this area, it is not their role to speak on behalf of the agencies but to make sure that the SAR component is not forgotten and that relevant matters are brought before the Council.

11. Nationally Significant SAR/MRO

- a. Transport Hazard Management Strategy (THMS). MOT have engaged a contractor to work on this strategy. The end document will be a living document. The MOT will brief the Council on the strategy when it is complete.

The Council **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.

- b. Major Transport Incident Exercise. It is unlikely that MOT will run a full-scale exercise in 2019, it will more likely be a crawl/walk exercise. MOT are still working through what the KPI's might be. Once the KPI's for this exercise are decided the Council will consider whether they would like to

provide some funding to assist in running it, the Council preference is that it is a nationally significant SAR type incident.

- c. SAR Plans. There was agreement that we would still like to head towards a single joint plan or sympathetic or integrated plans. Police and RCC will work together on this however it was agreed that we may be able to resolve the issues without a single joint plan. The Secretariat will report back to the next meeting on this.

12. NZSAR Award Selection

The sub-committee has meet and considered the recipients. The Council **approved** the award recommendations presented by the Awards sub-committee.

13. NZSAR Review

- a. Operation Mangatawai. The draft report was tabled, responses can be provided to the reviewer. Police will provide specific feedback.
- b. NZSAR Council Review Policy. Secretariat to modify point 13d to say “the council will be notified at the time of the decision to carry out a review”. At meeting time Council will receive a noting paper of what reviews are underway and what the outcomes are.

The Council **accepted** the Policy and **agreed** that the National Manager Response and Operations will approve for Police.

14. NZSAR Public Information Forum

The Council **accepted** the NZSAR Public information paper and **agreed** to the establishment of this forum.

The Council **directed** the Secretariat to consult with relevant agencies to finalise the terms of reference and ensure this forum does not duplicate the roles of existing fora. The Secretariat will circulate the TOR once they are agreed.

15. Air Ambulance contracts/SAR Aviation Engagement

The Council **noted** that the Air Ambulance contracts will go to cabinet committee next week.

An Aviation workshop will be held later in 2018.

16. Project SARdonyx

The Secretariat provided a Project SARdonyx update. This will be a standing agenda item, with email out of session updates provided if required.

17. NZSAR Budget

Over six years, project SARdonyx will cost an additional \$156,000 compared to original estimates. The Council was advised that this cost can be absorbed into the existing NZSAR budget over that time period.

The Council **noted** the increased costs to Project SARdonyx and the projected ability of NZSAR to absorb them. The Council asked for an updated budget at its next meeting.

18. SAR Research and Fatality Study

The Council **accepted** the SAR Fatality Study and **directed** the Secretariat to explore the recommendations.

19. NSSP & SAR Training 2017/18

The Council discussed alternate SAR Training funding arrangements for 2019 and onwards. The current thinking is that direct funding would be the most appropriate model to replace SAR (ACE).

Options for how that would occur have not yet been fully developed but it seemed likely that there would be additional reporting requirements, additional resources and that it may not be an easy transition.

The Council:

- **Noted** the progress of discussions with TEC and funding options considered for SAR skill acquisition training.
- **Noted** that direct funding of would have implications for the NZSAR Council and Secretariat.
- **Noted** that the options for operating SAR skill acquisition training with direct funding have not yet been developed.
- **Directed** the Secretariat to work with TEC and MoT to secure the transfer of \$1.3m funding from TEC (Vote Education) to the NZSAR Council (Vote Transport) for the purchase and coordination of SAR skill acquisition training on behalf of SAR sector agencies.

The Council also understood the potential requirement for out-of-session decisions.

19. General Business

Wahine 50th Commemorations / NZSAR Awards 2018

The NZSAR Awards will be held on the evening of 10 April 2018 following a full day of Wahine 50th Disaster commemorations. There will be no Council meeting on 10 April.

Next meetings:

- 30 May, 29 August, 21 November

Peter Mersi
Chair
NZSAR Council

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

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19.	SAR Training	<ul style="list-style-type: none"> ➤ Noted the progress of discussions with TEC and funding options considered for SAR skill acquisition training. ➤ Noted that direct funding of would have implications for the NZSAR Council and Secretariat. ➤ Noted that the options for operating SAR skill acquisition training with direct funding have not yet been developed. ➤ Directed the Secretariat to work with TEC and MoT to secure the transfer of \$1.3m funding from TEC (Vote Education) to the NZSAR Council (Vote Transport) for the purchase and coordination of SAR skill acquisition training on behalf of SAR sector agencies. 	Secretariat	On agenda