

**Minutes of Meeting
Consultative Committee Meeting
9:30am to 11:30am, 17 November 2020
3 Queens Wharf Wellington & via MS Teams**

Present:

Name:	Agency:
Carl van der Meulen (Chair)	NZSAR
Duncan Ferner	NZSAR
Alannah Taylor	NZSAR
Rhett Emery	NZSAR
Alita Bigwood	NZSAR
Jeff Lean	NZSAR
Andrew Greig	NZSAR
Tania Seward	NZSAR
Don Robertson	AREC
Chris Emmett	SLSNZ
Allan Mundy	SLSNZ
Adam Wooler	SLSNZ
Ian Duncan	FENZ
Rachel Roberts	NZSAR
John Pine	NZ Police
Jan Simpson	NZ Police
Pete Theobald	NZ Police
Mike Ambrose	LandSAR NZ
David Waters	Ambulance NZ
Kevin Banaghan	RCCNZ
Mike Daisley	MSC
Callum Gillespie	Coastguard NZ
Jonty Mills	WSNZ
Meryl Jupp	DOC
Jessica Plachecki	NASO
Mark Bailey	NASO
Kevin Banaghan	RCCNZ
Michael Bassett-Foss	NZSAR Council
Brendan Comerford	MOC
John Garton	NZDF
Tristan Anson	NZDF
Chris Elliot	NZSAR
Iain MacDonald	NZSAR
Scott McKenzie	Aviation NZ
Mathew Rea-Rankin	Coastguard NZ

1. Welcome

Carl van der Meulen opened the meeting and welcomed all attendees.

2. Apologies

Name:	Agency:
Mike Hill	RCCNZ (On Secondment)
Carl McOnie	LandSAR NZ

3. Minutes of Meeting held 11 August

A correction is required to the action table item 11 – change “Data & Information Group” to “Innovation & Technology Panel.”

With this correction, the minutes of the previous meeting were accepted as a true and accurate record.

4. Matters arising from previous meeting

#	Item	Action (A) / Decision (D)	Responsibility	Status
7	Risk Matrix	A The Secretariat will outline the risk matrix discussion points to the NZSAR Council for decisions.	NZSAR Secretariat	Complete
9	Meeting structures & frequency	[Advice] No change to the current structure and frequency of NZSAR Consultative Committee meeting.	Nil	N/A
10	SAR Data & Information Group	A Organisations are to nominate a representative for the SAR Data & Information Group to Jeff Lean by 30 September 2020	All	Item 7b
11	Innovation & Technology Panel	A Organisations are to nominate a representative for the SAR Innovation & Technology Panel to Carl van der Meulen by 30 September 2020	All	Item 18
19	General Business	A Date of next meeting to be advised	NZSAR Secretariat	Complete

5. Sector update

Agencies provided brief updates as follows:

AREC

Has been busy with recruiting for the roles established with FED funding. A review of the training framework is underway and rebranding for the organisation has been completed. Currently working with the NZSAR Secretariat to update the Trust Deed to meet the increased accountability and governance requirements with the increased funding support from government.

SLSNZ

SLSNZ are preparing for the summer season and are expecting more people to be visiting beaches due to COVID-19 related international travel restrictions. SLSNZ have recruited a new volunteer manager supported by the increased FED funding; work is progressing on the other project plans and business cases. Work is underway on improving the radio/comms network.

SLSNZ have reviewed what services they are willing to provide during any COVID-19 resurgence events over the summer. SLSNZ are concerned about their ability to provide a full service of patrols and flagged areas during any AL3 restrictions.

Action: SLSNZ to liaise with NZSAR over the issues and NZSAR to inform the COVID-19 All-of-Government Response Group.

FENZ

Currently conducting USAR training in Palmerston North in preparation for the INSARAG reclassification exercise that has been rescheduled for May 2021. Have been working with MFAT, NEMA, and MOH in preparation for future international deployments of emergency assistance teams.

NZ Police

Have reviewed how CIMS training is delivered to the organisation, this is progressing well. Are updating the VHF repeaters used for SAR and completed a trial at the recent Wellington District SAREX. The review of the response to Whakaari/White Island highlighted an area of improvement to be made in the missing persons reconciliation system used by Police. This will be exercised in early December.

Ambulance NZ

Paramedic registration, recognising paramedics as a profession, for New Zealand is imminent. Are working with NASO to review clinical governance standards. The Letter of Agreement with the SAR sector needs to be brought up to date. A mental health and wellness app is being rolled out across the country. Are about to start a review of the AMPLANZ (national ambulance response plan for major incidents).

RCCNZ

The impact of COVID-19 has not reduced the workload for RCCNZ. There are changes to the management with Mike Hill being seconded to CAA for 6 months. RCCNZ is conducting workshops with aviation providers around the country to improve operational relationships.

MSC

Scheduled change in board governance, with a new member from Tourism NZ. Currently producing more track specific safety videos in time for summer.

LandSAR

Busy preparing for the summer season. Have been progressing project plans including recruiting for the new positions established by the increased FED funding. The national AGM was held in October with a new chair, Graham Pomeroy, elected for the Board.

Coastguard

This was the busiest Labour weekend in years on the water, which indicates it will be a busy summer period on the water as well. The progress in implementing Project Horizon (the amalgamation of the four Regions into the National organisation) is going well. Work is also progressing on the required business cases and project plans for the increased FED funding.

WSNZ

Busy with developing the new water safety sector strategy and hope to have this completed by the end of the year. It is currently water safety month and WSNZ is preparing for summer.

DOC

Preparing for a busy summer season with many of the Great Walks heavily booked and at capacity. DOC is expanding its visitor safety team and is about to start work in establishing the land safety forum.

NZDF

NZDF is very busy with its commitment to the COVID-19 response in providing frontline personnel for isolation & quarantine facilities. NZDF has still provided operational support for SAR including a recent SAR operation to Kiribati where two separate missing vessels were located during the same flight. Support has also been provided for SAR training.

There have been issues in deploying to the Pacific with restrictions imposed by Pacific Islands for refuelling and/or overnighing for SAR operations. These need to be worked through for each deployment.

Aviation NZ

This has been a tough year for helicopter operators though this should not impact directly on SAR.

NASO

The phase one twin engine helicopter standardisation design project has been completed. This was not NASO's only achievement, but is the one relevant to the Consultative Committee. Working with Ambulance NZ on the clinical governance project. Working with the Air Desk on tasking procedures.

Kordia/MOC

Have been busy with responding to and preventing an increasing number of cyber attacks. Incident numbers were at normal levels but have started to increase.

6. Secretariat changes

Duncan Ferner introduced the new members of the NZSAR Secretariat. They are Principal Advisor – Andrew Greig; Senior Communications Advisor – Tania Seward; and a Senior Advisor Monitoring – Bridget Hesketh.

An A3 was distributed that shows the breakdown of responsibilities within the Secretariat.

7. NZSAR Risk Matrix

Duncan presented the Risk Matrix as updated after the last NZSAR Council meeting.

a. SAR Information Risk

There was a discussion about this Risk and how it is described, the consequences, and the mitigations. There is ongoing work to keep the NZSAR Data Standard up to date and relevant to our collective requirements. There was some discussion about the availability of data and ensuring this always meets our obligations under the Privacy Act. A small clean dataset is available on the NZSAR website. Until the data sharing MoU is signed, NZSAR is unable to share large sets of SARdonyx data with third parties – they will have to obtain the data directly from the data owners.

b. SAR Data & Information subgroup

Jeff Lean presented a short paper on the intent of the SAR Data & information sub-group. The SAR sector could benefit from a unified approach to data and information. Improved data integration, and creation of robust data governance, would strengthen research being done across the sector. NZSAR is aiming to convene the first SAR Data and Information sub-group meeting in early 2021. All Consultative Committee member agencies are welcome to attend.

Action: *Organisations are to nominate their representatives for the SAR Data & Information Sub-group to Jeff Lean by 31 January 2021.*

8. Water Rescues

a. Water Rescues Arrangements for New Zealand

Carl van der Meulen updated the Committee on an Information Paper that is being prepared for FENZ that will be a high-level overview of the current arrangements for water rescue responses in (and around) New Zealand.

b. Principles for Public Rescue Equipment (PRE)

Carl van der Meulen and Allan Mundy gave the Committee an overview of the work of the PRE Working Group. They have developed three key principles to inform the content of the PRE Guide. These principles need to be considered by land managers when installing public rescue equipment for aquatic hazards. The three key principles are:

1. Public Rescue Equipment **should be:**

- Easy to use with minimal hesitation.
- Supported by internationally recognised signage standards and easy to follow instructions.

- Supported by an education programme that teaches emergency service personnel and members of the public (especially appropriately aged children) how to use the equipment before it is required in an emergency.
- 2. Public Rescue Equipment **should not** be installed in places that encourages in-water rescue by untrained emergency service personnel or bystanders.
- 3. Public Rescue Equipment **should not** place the rescuer at unnecessary risk.

DECISION: *The NZSAR Consultative Committee **endorsed** the key principles for the installation of Public Rescue Equipment.*

9. Operational Framework (draft)

Carl van der Meulen provided an overview on the proposed additions and updates to the Operational Framework for the New Zealand Search and Rescue Region. Organisations can contact Carl with any queries about the proposed updates.

10. NZSAR Strategy 2021-23 (draft)

Duncan Ferner presented the proposed updates for the NZSAR Strategy for 2021-23 and advised the Committee that the NZSAR Council had requested minimal change from the 2017-20 Strategy. The main update has been to the articulation of the description of the NZSAR Council's Goals (which have not changed).

The Committee recommended that a section be added that explains the service level agreements.

ACTION: Add a page explaining the service level agreements to the NZSAR Strategy 2021-23.

11. NZSAR Awards – Pins

The Secretariat asked the Committee for advice on whether or not retrospective Awards Pins should be sent to next of kin of recipients who have passed away since receiving their NZSAR Award. After discussion it was agreed that this should not happen due to the difficulties associated with this, including the risk of causing undue distress to family members.

DECISION: Retrospective NZSAR Awards Pins will not be sent to next of kin of recipients who have passed away since receiving their NZSAR Awards.

12. SAR Training 2020

Funding arrangements

The Minister of Education confirmed the funding delegation for Search and Rescue training to the Tertiary Education Commission. This delegation replaces the interim funding arrangements in place until 31 December 2020 and will be effective from 1 January 2021.

2020 Training Delivery

Projected delivery for the year for LandSAR is tracking at 93 courses to be delivered to 1141 volunteers.

Projected delivery for the year for Tai Poutini Polytechnic is tracking at 24 courses to be delivered 411 volunteers.

13. SLA Performance Report – Q1 2020/21

Chris Elliott presented the new SLA monitoring and performance report. In keeping with the openness and transparency principles of the Council's Funding Principles, this report is being made available to NZSAR Consultative Committee members.

NZSAR & MSC will have a separate discussion about the MSC section of the report.

14. SARdonyx; quarterly activity report

Jeff Lean presented the SARdonyx report for the July-September 2021 quarter and asked Committee members what information they would like to see included in future reports.

Action: *Organisations to advise Jeff Lean what information they would like included in future SARdonyx quarterly reports.*

15. NATSAR 44 Statement of Meeting outcomes

Duncan Ferner updated the Committee on his virtual attendance at the Australian National SAR Council's 44th Annual Meeting. The draft statement of meeting outcomes was distributed.

16. National SAR Support Programme 2020/21

Rhett Emery provided the Consultative Committee with a summary of activities of the National SAR Support Programme (NSSP) for 2020/21 that are underway. The NSSP is organised by theme, with an identified NZSAR Secretariat lead for each theme.

NZ's SAR Guidelines to be live on the NZSAR website.

Three environmental scans have been completed; web-based versions will be loaded to the NZSAR website.

The Outdoor Safety Code has been updated, the new name of this is the Land Safety Code.

17. Reviews Register

The Secretariat continues to monitor the actions to address recommendations contained in the Reviews Register.

a. Aoraki Mt Cook 2020 SAR Review

This review will be published on the NZSAR website after this meeting.

18. SAR Innovation & Technology Panel

Carl van der Meulen reminded organisations to advise their nominations for inclusion on the SAR Innovation & Technology Panel.

Action: *Organisations to advise Carl van der Meulen of their nominations for the SAR Innovation & Technology Panel.*

19. General Business

a. Commemoration of Canterbury Quake

Fire and Emergency NZ and Ambulance NZ will be holding commemoration activities for the tenth anniversary of this event.

- b. The date of the next meeting to be advised.
Dates are yet to be confirmed.

Action and Decisions Table

#	Item	Action / Decision	Responsibility	Status
5.	Sector Update	(Action) SLSNZ to liaise with NZSAR over the issues and NZSAR to inform the COVID-19 All-of-Government Response Group	SLSNZ & NZSAR	Complete
7.	SAR Data & Information Sub-Group	(Action) Organisations are to nominate their representatives for the SAR Data & Information Sub-group to Jeff Lean by 31 January 2021.	All	
8.	Principles for Public Rescue Equipment	(Decision) The NZSAR Consultative Committee endorsed the key principles for the installation of Public Rescue Equipment.	N/A	NFA
10.	NZSAR Strategy 2021-23	(Action) Add a page explaining the service level agreements to the NZSAR Strategy 2021-23.	Secretariat	
11.	NZSAR Awards - Pins	(Decision) Retrospective NZSAR Awards Pins will not be sent to next of kin of recipients who have passed away since receiving their NZSAR Awards.	N/A	NFA
14.	SARdonyx; quarterly activity report	(Action) Organisations to advise Jeff Lean what information they would like included in future SARdonyx quarterly reports.	All	
18.	SAR Innovation & Technology Panel	(Action) Organisations to advise Carl van der Meulen of their nominations for the SAR Innovation & Technology Panel.	All	