

**Minutes of Meeting
NZSAR Council Meeting
9:30-11:30am, Wednesday 27 May 2020
3 Queens Wharf and via Zoom**

Present:

Name:	Agency:
Peter Mersi	MoT
Nic Brown	NZ Police
Keith Manch	MNZ
Mike Shapland	NZDF
Bruce Parkes	DOC
Mahanga Maru	CAA
Michael Bassett-Foss	Independent Council Member

In attendance

Name:	Agency:
Duncan Ferner	NZSAR
Rachel Roberts	NZSAR
Carl van der Meulen	NZSAR
Rhett Emery	NZSAR
Alannah Taylor	NZSAR
Alita Bigwood	NZSAR
Jeff Lean	NZSAR
Mike Hill	RCCNZ

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees.

2. Apologies

Paul Turner, FENZ was unable to access Zoom on the day.

3. Minutes of Meeting held 26 February 2020

Add Mike Shapland to present list, once complete, minutes are approved.

Action:

- *Add Mike Shapland to minutes of 26 February 2020.*

4. Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
7	NSSP	Action: Develop ways to present programme urgency in a more prominent way.	NZSAR	Under development
8.	Awards	Action: A formal letter to acknowledge those who were nominated will be trialled for the 2019 Awards. These letters will be sent out late May 2019 after the awards ceremony.	NZSAR	Delayed until new Awards ceremonies have been planned
9.	Risk	Action: Add the owner or shared agency ownership of each risk within the matrix	NZSAR	Under action
		Action: Risk - SAR demand to be added to the next Council meeting agenda.		Postponed to following meeting
10	Environmental Scan	Action: Keep Council updated on changes to the environmental scan	NZSAR	Under action
12.	Risk – Nationally Significant SAR	Action: NZSAR to speak to Shelley Tucker regarding NEMA & Nationally Significant SAR.	NZSAR	Delayed until after Covid-19
13.	Funding Principles	Decision. The NZSAR Council approved the principles for application through Service Level Agreements and Memorandums of Understanding	NZSAR	Funding principles applied
17	NZSAR Strategy / Roadmaps	Actions: <ul style="list-style-type: none"> - Email reminder to prompt guidance/feedback. - Indicate performance against existing strategy. 	NZSAR	Delayed until after Covid-19 response

5. SLA Monitoring Report

From an operational point of view all SLA partners have made themselves readily available during level 3 and 4.

All SLA partners have been notified of their new SLA funding for 2020/21-2022/23.

The independent review of health and safety management systems of SLA partners has come back looking very positive.

Coastguard have decided to replace their current regional structure with a singular national structure.

Decision/Action. The NZSAR Council:

- **Noted** the SLA monitoring report
- **Asked** the Secretariat to source and report on overall sector finances.

6. SAR Sector Briefing

Nil to report.

7. Operational Report

Paper #7 provided a summary of SAR activity during Q1 2020 and included a brief examination of the impact of Covid-19 lockdown on overall SAR activity.

A forecast of the expected number of incidents after Covid-19 lockdown was provided to the NZSAR Council also accompanied by incident count by SAR category, incident count by response type, incident count by environment, and total incidents by police district.

Decision/Action. The NZSAR Council **noted**:

- *overall SAR activity was substantially reduced during the lockdown period 23 March 2020 to 14 May 2020*
- *since SARdonyx was launched far more incidents are being reported as Communications only rather than SAROPs*

8. Financial Matters

a. New SAR funding and associated initiatives

Paper 8A updated the NZSAR Council regarding 2020/21-2022/23 SAR funding and planned initiatives.

The SAR sector has received a considerable increase in funding from the recent Budget and FED funding. NZSAR are working to secure seven SLA's and two MOU's relating to FED and Crown funding, with a final signing process by next week.

There are a number of contingent items that MoT has the right to approve or decline.

Each project will require a project plan; NZSAR are hiring a Project Manager to help NZSAR and other agencies with these projects.

Decision/Action. The Council:

- **Noted** new SAR sector funding levels and sources.
- Was **invited to provide** implementation guidance regarding any of planned new initiatives.

b. NZSAR Budget 2020/21

The Council discussed paper 8B which proposed a budget for the NZSAR Secretariat and the National SAR Support Programme (NSSP) for the 2020 - 2021 financial year.

The Secretariat and NSSP budget differs slightly in layout to previous years budgets, and also indicates where planning is compromised due to Covid-19 related impacts. The ability to deal with unforeseen circumstances is to be included and reflected in the half year update.

The Secretariat expects that SAR work rates will return to pre COVID-19 levels once the country returns to alert level 1. Although there may be some new SAR patterns due to domestic travel increase and the international travel ban.

CAA are expecting several operators to depart the aviation sector due to the financial situation. The SAR sector understands that commercial helicopters used for SAR may be affected.

Decision/Action: The NZSAR Council:

- **approved** the NZSAR Secretariat budget and National SAR Support Programme for the 2020 -2021 financial year outlined in Council (paper 8b).
- **directed** the Secretariat to provide a mid year budget update

9. Example draft Service Level Agreements and Annual Letter of Intent

Paper 9 briefed the NZSAR Council on the new SLA's and 2020/21 Annual SLA Letters of intent. The Council noted that the SLA Letters of Intent are in the process of refinement, there has been a drive to keep all documents similar across the board. All agencies are consulted during SLA planning.

The annual Letter of Intent will provide a way to adjust SLA's if required.

Both the SLA and Letter of Intent will sit in place together for each agency. The

Decision/Action NZSAR Council:

- **Provided** feedback on the proposed draft SLA example.
- **Provided** feedback on the proposed draft annual letter of intent example supplied.
- Signatories will **streamline** their internal SLA signing processes.

10. 2020 Environmental Scan: Covid-19 update

The Council discussed paper 10 which summarised the NZSAR Covid-19 Environmental Scan, looking at the impact of Covid-19 on the sector.

Sector agencies were provided with a questionnaire to frame their response to the environmental scan.

The key impacts that will affect SAR are considered to be; the direct health-related effects; economic recessionary effects, changes in domestic recreational activity, loss of international tourists, and the ability to deliver and engage in training activities.

Agencies were encouraged to share any unclassified information they are willing to share to help empower smaller NGO's who have less capacity to realise the full impact of Covid-19.

Decision/Action: The NZSAR Council:

- **Noted** the summary of the Covid-19 Environmental Scan update.
- **Noted** the assessment of potential impacts on SAR funding sources.
- **Discussed** the scan and assessment.

11. Annual Secretariat Assessment

NZSAR Council item 11, an annual assessment of the Secretariats performance was discussed. This is an annual requirement for the MOT.

Council members were asked to fill out the form provided and return to Duncan Ferner by Wednesday 3 June 2020 for compiling and forwarding to the MOT.

Decision/Action: The NZSAR Council:

- will **complete** the questionnaire, (item 11) and return to Duncan Ferner by Wednesday 3 June 2020

12. SAR and Recreational Safety Sector review

This paper outlined to the NZSAR Council the planned review of the search and rescue, and recreational safety sectors.

The NZSAR Council was invited to:

Note the planned review of the search and rescue, and recreational safety sectors.

Provide advice and direction with the review's terms of reference and stakeholder engagement.

Peter advised that, contrary to the advice in Paper 12, the Ministry of Transport will oversee the review. The Ministry will, however, engage closely with the Council, both in the formulation of the Terms of Reference and during the review itself. The Secretariat can expect to support the review.

Michael Bassett-Foss noted the upcoming sector review and offered his full support.

Keith Manch asked for a copy of the paper that led to this review.

Decisions/Actions:

- The NZSAR Secretariat will **forward** to Keith Manch a copy of the paper that led to the planned MoT led review of search and rescue, and recreational safety sectors.
- The Ministry of Transport will **engage** with the NZSAR Council in the formulation of the reviews terms of reference and during the review itself.
- The NZSAR Secretariat will **support** the review.

13. NZSAR Risk Matrix

NZSAR Risk Matrix is unchanged since the last Council meeting due to other work pressures and COVID-19.

14. NZSAR 2019/2020 Workplan Update

This is an indication of where the NZSAR Secretariat progressed to in their workplan.

The Secretariat has completed a significant part of their work plan, however the disruptions caused by Whakaari/White Island and COVID-19 have meant a number of items were cancelled or postponed including several Rauora exercises.

15. Noting Table – Reviews Register

There have been several operational reviews, each review has returned a number of recommendations. Recommendation actions continue to be addressed. Reviews are back underway now that domestic travel is available.

16. Noting Table – SAR Training

The delivery of skill acquisition training was interrupted by COVID-19. Funding is in place until the end of the financial year, further funding certainty is required. TPP and LandSAR training courses have resumed.

17. Noting Table – Sardonyx Update

The latest tranche of updates to SARdonyx are providing improvements to the system. SLSNZ and CNZ information will be added to SARdonyx.

18. Noting Table Volunteer data standard

The volunteer data standard will provide a better understanding of the workforce regarding age, gender, ethnicity. This will assist agencies with their workforce planning. Some agencies were reluctant to survey their members.

19. Noting Table – Independent Health & Safety review

NZSAR engaged KPMG to conduct an independent review of the health and safety management systems (HSMS) of the four SLA partners that provide SAR services to the Coordinating Authorities. The conclusion of the review is *“the SAR Coordinating Authorities can have confidence that each of the reviewed organisations has an HSMS to support the safe and healthy conduct of SAR activities.”*

20. General Business

NZSAR Awards. Planning is underway for a series of smaller NZSAR Awards ceremonies to recognise recipients. Council members are invited to attend the awards. Minister Twyford has agreed to make a short video for the NZSAR Awards.

Decisions/Actions:

- *The Secretariat will **advise and invite** Council members to the various Award ceremonies once dates and locations are known.*
- *DOC conservancy managers and Police District Commanders and Area Commanders are to be **invited** as appropriate*

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
3	Minutes of previous meeting.	Action: Add Mike Shapland to minutes of 26 February 2020.	Alannah Taylor	Completed
5.	SLA Monitoring	Action: Source and report on overall SAR sector finances	NZSAR	Under action
8a.	Financial Matters	Action: Provide implementation guidance regarding any of planned new initiatives.	Council members	Completed
8b.	Financial Matters	Decisions: The NZSAR Council approved the NZSAR Secretariat budget and National SAR Support Programme for the 2020 -2021 financial year outlined in Council (paper 8b).	Council / Secretariat	NFA
		Action: Provide a mid year budget update.	Secretariat	November meeting
9.	Draft SLA and Annual Letters	Action: Streamline internal SLA signing processes	SLA Signatories	Completed
11.	Annual Secretariat Assessment	Action: The NZSAR Council will complete the questionnaire, (item 11) and return to Duncan Ferner by Wednesday 3 June 2020.	NZSAR Council members	Completed
12.	SAR and Recreational Safety Sector Review	Actions: Forward to Keith Manch a copy of the paper that led to the planned MoT led review of search and rescue, and recreational safety sectors	Secretariat	Completed
		Engage with the NZSAR Council in the formulation of the reviews terms of reference and during the review itself.	MoT	Under Action
20	NZSAR Awards	Actions: advise and invite Council members to the various Award ceremonies once dates and locations are known	Secretariat	Completed
		Invite DOC conservancy managers and Police District Commanders and Area Commanders as appropriate	Secretariat	Completed / Under Action

Next meetings:

- 26 August 2020
- 17 November 2020 (Combined Workshop)