

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR Council Meeting
9:30am – 12:30pm, Wednesday 9 September 2020
3 Queens wharf and online via Teams

Present:

Name:	Agency:
Peter Mersi	MoT
Nic Brown	NZ Police
Keith Manch	MNZ
Mike Shapland	NZDF
Bruce Parkes	DOC
Michael Bassett - Foss	Independent Council Member (online)
Paul Turner	FENZ

In attendance

Name:	Agency:
Duncan Ferner	NZSAR
Rachel Roberts	NZSAR
Rhett Emery	NZSAR
Alita Bigwood	NZSAR
Jeff Lean	NZSAR
Chris Elliot	NZSAR
Mike Hill	RCCNZ

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees.

2. Apologies

Shelley Turner, CAA.

3. Minutes of Meeting

Minutes from previous meeting were accepted as a true and accurate record and actions status as reflected.

4. Matters arising from previous meeting

Nil matters arising

#	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

5. SLA monitoring report

This will be the last SLA monitoring report in this format.

Coastguard is now one entity and in a transition period.

6. SAR Sector Briefing

PPE issues are being resolved by the SAR sector agencies individually. NZ Police will supplement the volunteers when tasked as required by searches. There is no standardisation of SAR PPE currently.

The NZSAR Council would like to know what standards agencies are applying for PPE if any.

Emergency services can provide standardised guidelines to ensure access for a mass activity and address health and safety risks.

The NZSAR Council wants to test to what extent the MOH are concerned about the variation of forms of PPE for the SAR agencies - This question will be raised through the MoT TRT.

Question around the degradation of training levels affecting the coordinated training over time, affecting capability and capacity for the SAR sector. Sustaining capability, a priority. Alita Bigwood to report back to Council.

Action

- *Alita Bigwood to report back to Council on long term effects of COVID-19 on training.*

7. Operational Report - 2019/2020 and past ¼

The number of SAROPS has declined against non-SAROP incidents.

The Council discussed the difference of cost beacon-initiated searches vs. Land searches and how else they could use this reporting information.

An internal process may be required to moderate the SARdonyx entries re Lives Assisted / Lives Rescued / Lives Saved. This may include better descriptors, exemplars and education.

Noted

- *The Operational Report for 2019/2020 and Q1.*
- *The annual incident numbers for 2019 – 2020 are only just lower than the previous year, despite the impact of Covid-19*
- *The quarterly incident numbers for April – June 2020 are substantially lower than the same period in 2019*

Action.

Develop processes to moderate SARdonyx entries regarding SAROP outcomes. Include education.

8. SLA / MOU progress briefing

The NZSAR Council were updated on the implementation of the seven SLA's and two MOU's.

The monitoring spreadsheet was shared with the Council.

The SLAs support a sector-based approach.

Agencies have been consulted around the phasing of this funding with the annual appropriation.

Noted

- *The Crown (FED) investment in the SAR sector for the three-year period beginning 1 July 2020 is \$50.313million, representing a 172% increase on the previous three-year period.*
- *The Crown (Budget) investment of \$45.368million for frontline water safety services for the three-year period beginning 1 July 2020.*
- *The accountability obligations for the Crown investment, and the associated business case development, planning, reporting, and monitoring requirements on all funded organisations.*
- *The opportunities the Crown investment provides for the SAR and frontline water safety sectors.*
- *The progress and project management approach to the implementation and delivery of the initiatives included in the Service Level Agreements and the Memorandums of Understanding.*

9. SLA / MOU reporting framework options

A transition journey with the new SLA's monitoring, significant increase in funding, evidence required that the expenditure aligns with the agreed achievements/goals.

Templates will assist the monitoring progress over three years and measure the benefits.

Increased the level of maturity of the reporting of the SLA's.

Investment Programme spreadsheet will be presented to the CE's next week.

Some of the organisations were prepared for the impact of increased Crown funding.

Some misunderstanding about what a swap out of funds would mean. This has been resolved with the Ministry of Transport.

A level of professionalism required by the SAR agencies – the volume of work is significant, and it has been disappointing that some of the agencies have not utilised the project management resource available through NZSAR.

The resource will be offered again at the CE meeting next week. Open the door for the agencies to accept the offer of assistance.

Actions / Decision

- *The NZSAR Secretariat is to present the overall Investment Programme to the CE's and Board Chairs at their meeting.*

- *Approved the proposed Service Level Agreement/MOU quarterly performance and monitoring templates*

10. SAR and recreational safety sector review

MoT are conscious of the review timeframes.

NZDF asked; what were the outcomes of the 2015 review? What are the specific objectives of the sector review? Is there a review board? Is there any input from the agencies?

The draft TOR reflects what the NZSAR Council has been working on for years.

Increased focus of the government in SAR was the driver for the review.

The Council discussed the following:

- Options and outcomes.
- Gap analysis and what the NZSAR Council should be doing and things that what can be better integrated with other government agencies.
- Check sector integration and how this will be carried out.
- Identify a better systems approach – Consider systems stewardship rather than a review.
- Funding – sustainability and future needs.

Action:

- *MoT will prepare the proposed governance arrangements and draft TOR for the SAR and recreational safety sector review and distribute for discussion.*

11. Risk Matrix – SAR Demand / Covid-19

The Council discussed its risk matrix, specifically SAR Demand (2020/10) and a draft risk for Covid 19. The Council observed:

- 2020/10b – Adaptation may be required, a softer approach for the SAR agencies.
- Add Covid-19 to the risk matrix with consultation from Police and NZDF. Consider overlaps of SAR with borders and SAR agencies. Reputational risks for the SAR agencies.
- The NZSAR Council require awareness of what MoH and Immigration concerns are and how they impact the SAR agencies.
- Police and RCCNZ need to have the conversations with health officials to better understand the Covid-19 implications for the operational SAR environment.
- Impacts of Covid-19 are to be discussed at the CE forum. Tactical, strategic planning for the impacts of Covid-19 across all the SAR agencies.
- DPMC exceptions for the borders, international obligations, loss of agility for the SAR sectors for example MIQ space and immigration exceptions for offshore rescues.

- The NZSAR Council need to consider the long-term implications of Covid-19 when planning for the risks of Covid-19.

Action/Decisions:

The NZSAR Secretariat is to

- *Include the updated Covid-19 risk as part of the Councils Risk Matrix.*
- *Share the risk Covid-19 – issues management with the CE forum.*

12. 2021 – 2023 NZSAR Strategy and workplans

NZSAR Council discussed the redevelop the NZSAR Strategic plan for the 2021-2023 period. The Council agreed that only that modest modifications are required and that workplans would be held separately.

Changes to be made include: Update the NZSAR graphic. Text on page 4, the risks and modest changes to the goals to make them more direct, add FENZ to page 11, check all necessary definitions are included and add a s new section regarding the Councils investment, funding and accountability

Action:

- *The strategic plan is to be updated for the 2021 – 2023 period for approval at the next Council meeting.*

13. Emergency Management CE Forum

Mike Shapland brief the Council on the Emergency Management CE Forum. He noted the forum recently considered standardisation of PPE, sector voice funding and future directions. The forum aspires to establish a systems approach to Emergency management in NZ.

There are potential future opportunities for strategic alignment between the NZSAR Council and the Emergency Management CE forum. Sharing of resources may be beneficial, for example volunteer resources, training activities, CIMS training.

The emergency management forum TOR will be circulated to the NZSAR Council. The NZSAR Secretariat will remain in touch and collaborate to close the information gaps and investigate where the SAR function sits within the broader EM Forum construct.

Actions:

- *The NZSAR Secretariat will remain in touch and collaborate to close the information gaps and investigate where the SAR function sits within the broader EM Forum construct.*
- *Emergency Management TOR to be circulated with the NZSAR Council.*

14. NZSAR Meeting Options

The NZSAR Council were asked to provide guidance on how and when it wishes to engage with the wider search and rescue sector.

The NZSAR Secretariat are to check whether there is a need to have Cabinet sign off to change the number of Consultative Committee meeting to be held per annum.

The Council asked the Secretariat to be flexible and adaptive as to how, when and with whom NZSAR led and sponsored meetings are arranged

Action:

- *The NZSAR Secretariat is to check whether there is a need for Cabinet agreement to change the frequency of Consultative Committee meetings.*

15. Water Safety Strategy

The NZSAR Council will provide input into the draft water safety sector strategy 2021-2025.

Noted the resignation of the current water safety chief executive

Action:

- *Provide feedback (if any) on the draft water safety strategy (via NZSAR or Michael Bassett-Foss)*

16. NZSAR 2020/2021 Workplan Update

The NZSAR Council noted the following

The National SAR Support Programme for 2020/2021 and the actions underway.

The impact of the Covid-19 response is limiting the NZSAR Secretariat capacity to complete the planned NSSP.

NZSAR Secretariat will provide a six-monthly update of the budget at the next Council meeting.

There will be a request for multi-year approvals for some contracts.

Action:

- *The NZSAR Secretariat will provide a mid-year update of the NZSAR budget at the next Council meeting.*

17. GADSS update

The Council noted RCCNZs GADSS update.

18. Reviews register

The Council discussed the reviews register and **noted** the:

- common themes and insights within the review register.
- increased workload upon the NZSAR Secretariat due to multiple reviews, the resulting recommendations and the required follow up actions.

19. SAR Training

The Council was updated with regard SAR training.

20. SARdonyx update

The Council was updated on the SARdonyx post operational information system.

- **Action:** *NZSAR Secretariat is to enquire what SOG or Consultative Committee member organisations want answered in the SARdonyx reports.*

21. NZSAR Awards

The NZSAR Council acknowledged the work in facilitating multiple SAR awards presentations.

22. General Business

Maritime New Zealand – has responded Coastguard enquiries regarding occurrences and processes regarding Coastguard vessels exceeds their section 19 boundaries (12nm) during SAR operations.

Coordinating agencies need to have awareness of the operating environment and ensure correct processes are followed for section 19 exemptions when they are required.

Council meetings should not be held on Wednesdays

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
6.	SAR Sector Briefing	Action. Alita Bigwood to report back to Council on long term effects of COVID-19 on training.	NZSAR	Item 23
7.	Operational Report 2019/2020	Action. Consider developing processes to moderate SARdonyx entries regarding SAROP outcomes. Include education.	NZSAR / Police / RCCNZ	Under action
9.	SLA/MOU Reporting Framework	Action. Present the overall Investment Programme to the CE's and Board Chairs at their meeting.	NZSAR	Completed
9.	SLA/MOU Reporting Framework	Decision. The Council approved the SLA/MOU Monitoring template.	Council	N/A
10.	SAR and recreational safety sector review	Action. Prepare the proposed governance arrangements and draft TOR for the SAR and recreational safety sector review and distribute for discussion	MOT	Under Action
11.	Risk matrix – SAR Demand Covid-19	Action. Include the updated Covid-19 risk into the Councils Risk Matrix.	NZSAR	Completed
		Action Share the risk Covid-19 – issues management with the SAR CE and Chairs forum.	NZSAR	Completed
12.	2021 – 2023 NZSAR Strategy and workplans	Action. The strategic plan is to be updated for the 2021 – 2023 period for approval at the next Council meeting.	NZSAR	Item 11
13.	Emergency Management CE Forum	Action. NZSAR to investigate where the SAR function sits within the broader EM Forum construct.	NZSAR	Under Action
		Action. Emergency Management TOR to be circulated with the NZSAR Council.	EM CE Forum	Under Action
14	NZSAR Meeting options	Action. Check whether there is a need for Cabinet agreement to change the frequency of Consultative Committee meetings.	NZSAR	Not required. CBC Min (03) 2/14 is silent
15.	Water Safety Strategy	Action. Provide feedback (if any) on the draft water safety strategy (via NZSAR or Michael BF)	All Council agencies	Agency responsibility
16.	NZSAR 2020/2021 Workplan Update	Action. Provide a mid-year update of the NZSAR budget at the next Council meeting.	NZSAR	Item 15

20.	SARdonyx Update	Action. Enquire what SOG or Consultative Committee member organisations want answered in the SARdonyx reports.	NZSAR	Completed
22	General Business	Action. Be aware of the [Maritime] operating environment and ensure correct processes are followed for section 19 exemptions when they are required.	Coordinating agencies	Coordinating agencies responsibility
		Action. Ensure Council meetings are not held on Wednesdays	NZSAR	Completed