

4. Minutes of meeting on Tuesday, 7 June 2022

Minutes from the previous meeting were accepted as a true and accurate record.

5. Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
6.	Directors Report	Action: <ul style="list-style-type: none"> Pass on the contact details of the Police's Risk and Assurance Group to the Secretariat. 	NZ Police	Completed
		<ul style="list-style-type: none"> Report back to the Council with a framework including some data points developed and accurately reflected in the report. 	Secretariat	Completed
7.	NZSAR risk discussions – COVID / SAR Training	Action: <ul style="list-style-type: none"> Update the Training Risk on page 4 as proposed in red text. 	Secretariat	Completed
9.	SARdonyx future options	Action: <ul style="list-style-type: none"> Talk with MNZ Analytics team regarding Project Nimbus to see if it could meet the NZSAR Councils data and analytic needs. 	Secretariat	Completed
10.	Annual Secretariat Assessment	Action: <ul style="list-style-type: none"> Complete, sign and return the NZSAR Secretariat assessment forms. 	Council Members	Completed
14.	Engagement: NEMA-	Actions:	Secretariat	ACP board member

#	Item	Actions	Responsibility	Actions taken/ Status
	CDEM/Local Gov/Health	<ul style="list-style-type: none"> Continue to attempt to engage with Health NZ regarding SAR concerns about the ACP. If required, draft a letter for Bryn's signature to the CEO Health NZ on ACP concerns. 		engaged. Letter prepared
22.	General Business	Action: <ul style="list-style-type: none"> Prepare letters for Bryn's signature to Principals inviting them to the next Council meeting for a detailed consultation on Review matters. 	Secretariat	Deferred

6. Directors Report

Duncan Ferner updated the Council on key points from the Director's Report.

COVID19 is tailing off but there is still disruption in the sector of people becoming unwell and the associated isolation requirements.

John Dyer has been engaged for the planning of the Nationally Significant SAREX.

The Water Capabilities Working Group met on 14 June 2022 to look at working in water, water rescue and responsibilities focusing on working in flood water. Several actions were decided including better sharing capability information, improving the skill sets and equipment for use in flood situations.

SAR Prevention – this project is underway to develop prevention messaging videos for Tīaki – Care for New Zealand.

National SAR Support Programme (NSSP) – the 2022/23 NSSP has commenced with several activities already complete. Three large sector workshops have been held.

Support for the Recreational Safety and SAR Review – Substantial Council resources are being used to support the Review in the areas of establishing a baseline of optimal SAR assets and capabilities and with te ao Māori advice and input.

SAR Sector Training - The RFP process to secure a training provider for the TEC funded SAR Multiagency Training for 2023 has been completed, and contract negotiations are underway.

NZSAR Council Investment - Coastguard New Zealand have had two ransomware attacks this year, diverting staff both internally and externally to improve cybersecurity. This will affect IT priorities for the 2022/23 year.

Milestone delivery by AREC has slipped to 41 percent this year from 59 percent last year.

Electronic Newsletter - earlier this year we launched LKP, a trial electronic newsletter aimed at senior SAR people. Each issue contains technical SAR information about, or reminders for, communications, technology, resources, planning and training.

New Zealand Search and Rescue and Emergency Ambulance Services Relationship Agreement - This agreement has been signed by all parties: Police, Maritime NZ, NASO, St John, Ambulance NZ, Wellington Free Ambulance, and the NZSAR Secretariat. The final party signed the agreement on 17 August 2022.

Health, Safety and Welfare Audits - KPMG were commissioned to carry out a health, safety and wellbeing (HSW) audit of LandSAR, SLSNZ, and AREC. This audit was completed, and reports provided to us and the respective agencies at the end of June 2022. Coastguard commissioned their own audit, which will soon be provided to us.

2022 Volunteer Engagement Survey - This survey, which took place in April and May, has now closed and the results have been provided to the participant organisations and the NZSAR Secretariat.

SAR Carbon Emissions and Footprint Assessment Project - We have contracted an emissions expert. They have been engaging with the four SAR NGOs and other SAR organisations to introduce this project and collect information about these organisations' carbon emissions.

Trifecta programme / Lead agency - On behalf of the Council, the Secretariat supported NEMA's recent Trifecta Cabinet paper. We, along with a range of other agencies, provided feedback on their recent proposed lead agency options paper.

Aeromedical Commissioning Programme (ACP) - We continue to have concerns potential outcomes of the Health NZ/ACC led ACP. We understand this programme is solely focussed on health needs and has no meaningful SAR input.

Reduced NZDF capability - The New Zealand Defence Force (NZDF), in particular the Navy, is being challenged by the loss of skilled and experienced personnel through high attrition.

Datamart - We explored DataMart sharing/cooperation possibilities with MNZ. Our joint assessment is that while there are (and will be) ample opportunities to collaborate, at present MNZ's Nimbus is not a suitable solution for the NZSAR Council.

Two-year extension of FED funding - Sector FED extension applications, together with the Senior Officials Group assessment of them, are at Item 10 for Council consideration.

Decision

- The Council **considered** the Director's Report.

a. SLA and MOU Investment Report Q3 2021/22

Duncan advised that this is going well apart from AREC identifying a risk of implementing multiple projects in parallel, when volunteers are leading the work, as insufficient effort is applied to ensure milestones are met. Bridget advised that money is carried forward for every initiative. There are still ongoing challenges due to COVID.

Decision

- The Council **noted** the 2021-22 Quarter Three SLA and MOU Investment Report.

b. Sector Report

The Council **noted** this report. Following discussion of the report, the Council sought the regular inclusion of coordinating agency updates based upon a standardised format centred upon their SAR obligations. Additionally, the Council seeks a tiered sector reporting approach where agencies that have SAR obligations report in a similar manner while others could report by exception. The Council is particularly interested in risks it ought be aware of and notable achievements during the period.

Action

- NZSAR Secretariat will assist NZ Police and RCCNZ to develop a suitable quarterly coordinating authority report format based upon their SAR obligations and reformat the sector report based on Council direction.

c. Quarterly Activity Reports (x2)

Two reports presented at the Council, the Quarterly Activity Report which provides a summary of SAR activity during the period 1 April to 30 June 2022 and the Operational Report Annual Statistics that provides a summary of SAR activity for the 2021-2022 year.

The Council discussed how this information can be effectively can be pushed out to agencies outside of this Council. The Secretariat seeks to be challenged around the quality of analysis and what people are interested in / find useful.

For the two coordinating authorities, how can this information be used, and Justin asked how well RCCNZ interacts with Police.

Duncan noted that this data is being fed into the Review. Reporting has evolved from spreadsheets to what is being presented today.

Action

- The Secretariat is to consider options and possibilities around more effective and purposeful analytical thinking and information sharing.

Decision

- The Council **noted** the level of SAR operational activities for the period 1 April to 30 June 2022.

d. NZSAR Assurance Report

This paper provided the NZSAR Council with a partially populated Assurance Dashboard to provide assurance that operational search and rescue (SAR) is fit for purpose.

Duncan advised this is the first formal report and want to build on existing reporting streams. There are health and safety concerns around PCBUs with NGOs. It was agreed that the information was well presented.

Health and safety does need to be in front of mind at all times as it has evolved over the last 2-3 years.

Action

- Health, Safety and Wellbeing is to be an agenda item at the Councils next meeting.

Decision

- The Council **noted** the initial assurance provided is that operational search and rescues is fit for purpose.
- The Council **agreed** to the proposed level definitions
- The Council **provided** feedback on the report frequency and the continuing development of its Assurance Dashboard

7. Volunteerism Survey Results

Duncan acknowledged Evan Hughes who led the work on the survey. There were two streams of work – the survey and membership data. The A3 page shows the membership demographics. The results were used by the agencies themselves to act on the detail that they needed to.

Evan pointed out the overall themes in paragraph seven that were common to all the volunteers. It was also noted that NEMA volunteers were included in this survey.

Volunteers' time is becoming scarce. The NGOs have used survey tools to do subsequent surveys around their volunteers. Volunteer organisations are developing trust with each other and need to make sure lessons are shared so everyone can benefit. This information can also be shared externally.

The Council acknowledged the work that has been done in this area.

Decision

- The Council **considered** the survey results in conjunction with its discussion regarding the voluntarism risk.

8. Risk Discussions – SAR Funding/Volunteerism

Duncan asked the Council to agree on the updated wording to the risks on Funding and Volunteerism which are highlighted in red.

NZ Police were confident that they are building up a diversity plan that will lift engagement with Iwi. Workshops are being held with women in SAR

Action

- NZ Police will invite agencies to appropriate diversity and Iwi workshops.

Decision

- The Council **agreed** with the revised Volunteerism and SAR Funding risks and **directed** the Secretariat to update risk matrix.

9. NZSAR Operational Framework

Duncan advised the Council needs to maintain this plan as it hasn't been updated for some years. There has been a lot of engagement with agencies to update the plan.

Matt Wheble advised that this document will now be reviewed every second year instead of being reviewed yearly. The Senior Officials Group will have the ability to make minor decisions before going to the NZSAR Council. There is also a change to the definition of a delegated person. It was tried to align the framework with Police documentation.

Tusha acknowledged the work of Matt and the team.

Decision

- The Council **reviewed** the recommended changes (these are highlighted in the paper)
- The Council **approved** the recommended changes.

10. S9(1) FED Funding Applications for 2023/24 and 2024/25 for consideration

Duncan introduced this paper. As current funding terminates on 30 June 2023, and the implications from the Recreational Safety and Search and Rescue Review will not be fully understood until 2024, the current Service Level agreements will be extended through to 30 June 2025. The extension is focusing on supporting the sustainability of agencies.

There has been limited time to understand the applications and the proposed recommendations being made are in-principle rather than absolute based on the

understanding that the Ministry will be doing further due diligence on the recommendations.

Bridget Hesketh outlined the criteria by Category which is used to assess applications.

The key issues were around the process and the timing. Category One proposed recommendation are okay but there are questions around the other categories and what would happen if these are not funded.

Bronwyn Turley advised the Council that NZSAR Secretariat had been put under pressure due to lack of resourcing in the Ministry and confirmed that the Ministry would be undertaking further due diligence.

Actions

- The Secretariat is to **provide** the Council with comments by Agency on the implications of an initiative not being funded for Category's two and three.
- The Council will then to **advise** the Secretariat whether they will support the proposed recommendations for Category Two and Three applications.

Decision

- The Council **noted** Service Level Agreements and Memorandums of Understanding will be extended by two years through to 30 June 2025 to allow for completion of the Recreational Safety and Search and Rescue Review
- The Council **noted** that the Fuel Excise Duty covered by the agreements is also being extended through a process currently being run by the Ministry of Transport
- The Council **agreed** to the proposed in-principle recommendations for each S9(1) FED Funding Applications received for Category One applications from sector agencies

11. SAR Training Framework

Duncan advised that the Training Framework has been refreshed. There has been extensive consultation across the sector.

Decision

- The Council **endorsed** the SAR Training Framework
- The Council **considered** the recommendations in section 14 of the Framework.

12. Update on NEMA Trifecta Proposals and NASO's Aeromedical Commissioning Programme (ACP)

Andy Greig updated the Council on NEMA's Trifecta proposals. The Secretariat responded to NEMA but have not yet had a response.

The Ministry of Transport have raised the issue with both Ministers. It is expected that there will be conversations in the next couple of weeks to see what their views are and is there room for movement.

There is concern about the lack of consultation with NGOs.

In regard to NASO's Aeromedical Commissioning Programme, Andy advised this could have a huge effect on using the air ambulances. Council were advised that NZSAR have drafted a letter from Bryn Gandy to the CEOs of Health New Zealand and ACC expressing concerns of the lack of a SAR perspective in the ACP. There was a meeting with the Programme Manager of the ACP that was to be held this afternoon but this has been cancelled.

Action

- If required, hold an extraordinary meeting to make timely decisions.

13. Independent Member

Tusha acknowledged the work that Michael Bassett-Foss, as the Council's Independent Member, had done. Michael then left the room for this deliberation.

After general discussion, it was agreed to extend Michael for up to another year and this would be the final extension. There will be a process for handover to the new independent Council member and it may be worth looking for a different skill set.

Action

- The Council decided that Michael's term as an independent member be extended for up to 12 months.

14. Performance Reporting

This paper showed the performance information about the investment in search and rescue and wafer safety services overseen by the NZSAR Council for its annual report and estimates reporting.

Decision

- The Council **noted** the 2021/22 Year-end Estimate Departmental and Non-departmental appropriation performance results provided to the Ministry of Transport.

15. Recreational Safety and SAR Sector Review

It was noted that there is a conflict of interest as Michael Bassett-Foss is part of the review team.

Bev Driscoll updated the Council on where the Review is at and what will be included in the briefing to the Associate Minister in late September. She is happy to include agency comments and reflect a Council view if wanted.

There is significant work underway which has included paring back the system and developing customer journeys.

Bev set out the deliverables of the Review and what the current governance arrangements look like noting that international SAR systems have also been considered. Consider there is a real intersection between the recreational safety and SAR systems. There is a lot of prevention information, advice and education which impacts on SAR activity and want a system that can see the whole picture. Bev is interested in the Council's view of this and who needs to be represented around the top table.

In the draft Strategic Framework for combined systems five outcomes have been identified:

- knowledge and skills enabling personal responsibility in the outdoors
- services supporting the safe return of whanau of family and friends
- competent providers delivering services safely, effectively, and efficiently
- New Zealanders and our partners have trust and confidence in what we do
- effective system stewardship underpinned by accountability, cohesion, and partnership

Bev mentioned it has been interesting working with Rob Hewitt and Chanel Philips and making sure we are reflecting te ao Māori work and recognising the opportunity to have te ao Māori underpin this Review.

Around governance, the Review is taking a stewardship approach and is exploring options for a government steward. . There are opportunities to expand the Secretariat to support both the SAR and Recreational Safety systems, the later is not currently being supported.

Bev asked if there is anything needed from the Council. The final report is due in March 2023. The current report will go to agencies for consultation once it is finalised, and it will be sent to the Associate Minister of Transport with the recommendation for it be to shared with other Ministers. .

16. Noting Table – SAR Training 2022 Update

Procurement for the SAR Training provider for Multiagency Training for 2023 has been completed and contract negotiations with the preferred supplier are underway. The intention is to secure the contract this year to ensure course delivery can begin in the new year. The training contract will be a 1+1+1 contract.

LandSAR and TPP training course delivery is on track.

17. Noting Table – NZSAR 2022-23 Workplan Update

The 2022-23 Workplan was shared with the Consultative Committee on 16 August 2022.

18. Noting Table - SAR Reviews Register

Category I Search Suspension - Work is underway between NZSAR Secretariat and NZ Police to address the recommendations of the Independent Review of Category I Search Suspension undertaken by Malcolm Burgess NZMN in 2021.

Management of Spontaneous Volunteers - This report remains under consideration by Police.

19. Noting Table - Upcoming SAR Exercises

A list of upcoming SAR exercises were listed in the Noting Table.

20. General Business

There was no general business to note.

Tusha thanked the presenters and also sincerely thanked Duncan and his team for pulling the meeting together and all the work that goes into this.

21. Next meeting

13 December 2022

22. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility
6.	Directors Report	Decision Director's Report Considered the Report.	The Council
	a. SLA and MOU Investment Report Q3 2021/22	Decision The 2021-22 Quarter Three SLA and MOU Investment Report were noted.	The Council
	b. Sector Report	Action Develop a suitable quarterly coordinating authority report format based upon their SAR obligations and reformat the sector report based on Council direction.	Secretariat, Police, RCCNZ
	c. Quarterly Activity Reports	Action Consider options and possibilities around more effective and	Secretariat

#	Item	Actions, decisions and noting	Responsibility
		purposeful analytical thinking and information sharing.	
		<p>Decision</p> <p>The level of SAR operational activities for the period 1 April to 30 June 2022 were noted.</p>	The Council
	d. NZSAR Assurance Report	<p>Action</p> <p>Health, Safety and Wellbeing is to be an agenda item at the Councils next meeting.</p> <p>Decision</p> <ul style="list-style-type: none"> • Noted the initial assurance provided is that operational search and rescues is fit for purpose. • Agreed to the proposed level definitions • Provided feedback on the report frequency and the continuing development of its Assurance Dashboard 	<p>Secretariat</p> <p>The Council</p>
7.	Volunteerism Survey Results	<p>Decision</p> <p>The Council considered the survey results in conjunction with its discussion regarding the voluntarism risk.</p>	

#	Item	Actions, decisions and noting	Responsibility
8.	Risk Discussions – SAR Funding/ Volunteerism	<p>Action</p> <p>Invite agencies to appropriate diversity and Iwi workshops</p> <p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • Agreed with the revised Volunteerism and SAR Funding risks and directed the risks be updated. 	<p>NZ Police</p> <p>Secretariat</p>
9.	NZSAR Operational Framework	<p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • Reviewed the recommended changes (these are highlighted) • Approved the recommended changes. 	<p>Secretariat</p>
10.	S9(1) FED Funding Applications for 2023/24 and 2024/25 for consideration	<p>Action</p> <p>Provide the Council with comments by Agency on the implications of an initiative not being funded for Category's two and three.</p> <p>The Council then to advise the Secretariat whether they will support the proposed recommendations for Category two and three applications</p>	<p>Secretariat</p> <p>Council</p>
		<p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • Noted Service Level Agreements and Memorandums of Understanding will be extended by two years through to 30 June 2025 to allow for completion of the Recreational Safety and Search and Rescue Review 	

#	Item	Actions, decisions and noting	Responsibility
		<ul style="list-style-type: none"> • Noted that the Fuel Excise Duty covered by the agreements is also being extended through a process currently being run by the Ministry of Transport • The Council agreed to the proposed in-principle recommendations for each Category one S9(1) FED Funding Applications received for applications from sector agencies 	
11.	SAR Training Framework	<p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • Endorsed the SAR Training Framework • Considered the recommendations in section 14 of the Framework. 	
12.	Update on NEMA Trifecta Proposals and NASO's Aeromedical Commissioning Programme (ACP)	<p>Action</p> <p>If required, hold an extraordinary meeting to make timely decisions.</p>	Secretariat
13.	Independent Member	<p>Action</p> <p>Michael's term as an independent member is extended for up to 12 months.</p>	Council
14.	Performance Reporting	<p>Decision</p> <p>The Council noted the 2021/22 Year-end Estimate Departmental and Non-departmental appropriation performance results provided to the Ministry of Transport.</p>	