

**Minutes of Meeting
NZSAR Council
11:30am - 12:30pm 10 October 2019
Level 1, 3 Queens Wharf, Wellington**

Present:

Peter Mersi (MoT), Mike Shapland (NZDF), Rhys Jones (FENZ), Janine Hearn (CAA), Keith Manch (MNZ), Andrew Sissons (NZ Police)

In Attendance:

Rhett Emery (NZSAR), Alita Bigwood (NZSAR), Alannah Taylor (NZSAR), Jeff Lean (NZSAR), Carl van der Meulen (NZSAR), Louise Proctor (AMSA), Rachel Roberts (NZSAR), Duncan Ferner (NZSAR), Karl Simpson (MoT), Mick Fleetwood

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees.

2. Apologies

Graeme Harris (CAA), Tusha Penny (NZ Police), Ian Coard (NZSAR)

3. Minutes of Meeting held 25 July 2019

The minutes from the meeting on 25 July 2019 were reviewed and accepted as a true and accurate record.

4. Matters Arising from Previous Meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
8b.	Volunteer Study briefing and discussion	The NZSAR Secretariat will explore and engage with officials regarding employee remuneration whilst volunteers are away from work conducting SAR	NZSAR Secretariat	Under action
9b.	SAR FED funding discussion	Prioritisation of SAR sector goal achievement, and risk mitigation is to be included in the FED Business case application spreadsheet.	NZSAR Secretariat & SOG	Completed
		The SAR Senior Officials Group (SOG) are mandated to categorize and prioritise FED funding bids, additional criteria may be included if required. The NZSAR Council may be approached if guidance is required.	NZSAR Secretariat & SOG	Completed
10.	NZSAR Risk Discussion – SAR Training	Update risk treatment 2019/03/A on the risk matrix register to reflect the current SAR training funding arrangements.	Duncan Ferner	Completed
		Add column to the risk matrix recognising items not currently in progress.	Duncan Ferner	Completed
		Monitor treatments ensuring they are being undertaken by SLA partners.	Carl van der Meulen	Implemented
		2019/03/F - The NZSAR Secretariat will confirm the SOG can address incident review recommendations prior to accepting the review report.	NZSAR Secretariat	Implemented
14.	Reviews Register	The SOG (Senior Officials Group) are to apply a filter whilst responding to recommendations as to whether they are worthy.		Under action
20.	General Business	Invite a member from AMSA and MCDEM to the next NZSAR Council meeting.	Duncan Ferner	Part completed

5. SLA monitoring report

Carl van der Meulen provided an overview of the SLA monitoring, noting that AREC currently have no full-time staff to complete reporting.

Coastguard has a proposal to restructure their current governance arrangements by removing the regional board.

The reporting was **accepted** by the NZSAR Council.

6. Quarter and Annual SAR Operational Report

Jeff Lean provided the results of SAR activity and geographic distribution of incidents were provided to the NZSAR Council.

- SARdonyx has shown the extent of the current reporting lag by police users.
- From a geographic perspective Bay of Plenty is represented significantly with 290 incidents overall.
- Jeff Lean provided the NZSAR Council with an example of reporting using SARdonyx data and asked agencies to inform him of the information they would like available.
- Privacy risks have been mitigated within reporting, enabling a public facing site.
- A land supply and demand study was conducted to try and correlate where SAR operations are occurring in relation to locations of LandSAR groups.
- Coastguard data is yet to be acquired for input to SARdonyx.
- SARdonyx will allow trend analysis, however there is not enough data in the system at this time.

Actions:

All agencies to provide Jeff Lean with information on the reports they would like from SARdonyx.

7. Volunteer Study briefing and discussion

Rhett Emery gave an overview of the recommendations that came out of the 2019 Volunteer Study. These recommendations are currently being carried out.

A volunteer workshop was led by the sector, existing work framework by FENZ was drawn on and adapted to provide a SAR sector view.

The Council **noted** the progress to implement the recommendations to the 2019 Volunteer Study.

8. NZSAR Risk Matrix Update

The Risk Matrix was reviewed by the NZSAR Council. There was discussion about the treatment implementation assessment that has been added to the matrix.

The Council is seeking assurance that the risks in the matrix are being reviewed and addressed. Any nil treatment of risk exposes the sector to the risk.

Risk treatments need to be prioritised so it would be helpful to include a timeframe of when they might be addressed.

Actions:

The NZSAR Secretariat is to **update** the risk matrix to include:

- Timeframes for risk treatment action in the comments section.
- Current implementation status for each risk treatment.

9. SAR FED prioritisation update

The NZSAR SOG prioritised each individual FED funding case. These cases are now being considered by the Ministry of Transport.

The criteria for reviewing FED funding bids was previously set by the NZSAR Council.

10. New independent NZSAR Council member

The NZSAR Council reviewed both candidates nominated to join the NZSAR Council as an independent member for 2020-2021.

The NZSAR Council identified Michael Bassett-Foss as their preferred choice, this preference will be sent to the Consultative Committee for endorsement.

Action:

The Secretariat is to:

- **Seek** the endorsement from Consultative Committee for the appointment of Michael Bassett-Foss.
- If endorsed, **invite** Michael to become the independent member of the NZSAR Council for a period of two years commencing January 2020.

11. Search and Rescue Legislation

Carl van der Meulen updated Council members regarding their previous direction to the Secretariat to investigate establishing an Interdepartmental Executive Board or Interdepartmental Venture for the SAR system when the Public Service Act becomes law.

The NZSAR Council:

- **Noted** the models currently proposed in the Public Service Bill would be constrained in how they apply to the NZSAR Council; and that SSC recommends against proposing an Interdepartmental Executive Board for the NZSAR Council.
- **Agreed** to the development of an updated and refreshed Cabinet minute for the NZSAR Council, Secretariat, and Consultative Committee. This may also include the Council's terms of reference and other core constituting documents and its documented relationship with the Ministry of Transport.
- **Directed** the NZSAR Secretariat to explore options with the MoT as to when and how an updated NZSAR Council mandate could be endorsed.

12. NZSAR Reviews update

Four Operational reviews have been undertaken (*Op Mangatawai, Op Wallis, Op Morgan and Op Mohi*).

The recommendations from each review are currently being worked through by the Secretariat and SOG.

The NZSAR Council **noted** the updated reviews register.

13. Safer Walking / Wander SAR update

The Safer Walking Stakeholder Reference Group met on 3 September 2019. Group members are well engaged through this meeting and via direct contact from Clare Teague (LandSAR Wander SAR national coordinator). Good progress is being made with MoH engagement and other national bodies including Ministry of Education and Royal NZ College of General Practitioners.

A new readiness resource, the *Safer Walking Profile* has been made available to the sector.

The NZSAR Council **noted** the Wander SAR update.

14. GADSS

Mike Hill informed the NZSAR Council that the GADSS TOR will be confirmed before Christmas 2019.

The NZSAR Council **noted** the GADSS update.

15. General Business

Next meeting

- a. 20 November 2019 (Combined Workshop with NZSAR Consultative Committee)

Proposed meeting dates for 2020 were advised.

Actions:

Alannah to send invites for the 2020 NZSAR Council Meetings.

Action and Responsibility Table - Meeting of 25 July 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
6.	Quarter and Annual SAR Operational Report	Provide Jeff Lean with information on the reports they would like from SARdonyx.	All agencies	
8.	NZSAR Risk Matrix Update	Update the risk matrix to include: <ul style="list-style-type: none"> • Timeframes for risk treatment action in the comments section. • Current implementation status for each risk treatment. 	NZSAR Secretariat	
10.	New independent NZSAR Council member	<ul style="list-style-type: none"> • Seek the endorsement from Consultative Committee for the appointment of Michael Bassett-Foss. • If endorsed, invite Michael to become the independent member of the NZSAR Council for a period of two years commencing January 2020. 	NZSAR Secretariat	
11.	Search and Rescue Legislation	<ul style="list-style-type: none"> • Develop an updated and refreshed Cabinet minute for the NZSAR Council, Secretariat, and Consultative Committee. This may also include the Council's terms of reference and other core constituting documents and it's documented relationship with the Ministry of Transport. • Explore options with the MoT as to when and how an updated NZSAR Council mandate could be endorsed. 	NZSAR Secretariat	
16.	General business	Send invites for the 2020 NZSAR Council Meetings.	NZSAR Secretariat	

Next meetings:

20 November 2019 (Combined Workshop with NZSAR Consultative Committee)

26 February 2020

27 May 2020

26 August 2020

25 November 2020 (Combined Workshop with NZSAR Consultative Committee)