

**Minutes of Meeting
New Zealand Search and Rescue NZSAR Council Meeting
9:30am - 12:30pm Tuesday 25 July 2019
Level 1, 3 Queens Wharf, Wellington**

Present:

Peter Mersi (MoT), Mike Shapland (NZDF), Ian Coard (NZSAR), Keith Manch (MNZ), Paul Turner (FENZ), Graeme Harris (CAA), Nic Brown (NZ Police), Bruce Parkes (DOC)

In Attendance:

Rodney Bracefield (RCCNZ), Duncan Ferner (NZSAR), Alannah Taylor (NZSAR), Rhett Emery (NZSAR), Alita Bigwood (NZSAR), Don Bogie (DOC),

Selected Items: Johnathan Luo (MoT), Carl Simpson (MoT), and Helen White (MoT)

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees, providing a brief outline of the meeting to come.

2. Apologies

Tusha Penny (NZ Police), Rhys Jones (FENZ)

3. Minutes of previous meeting 27 February 2019

The minutes from meeting 27 February 2019 were reviewed and accepted as a true and accurate record.

4. Matters arising from the previous minutes

NZSAR Council action and responsibility table of meeting 27 February 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
8.	Volunteer Study	Develop a prioritised approach for addressing the recommendation of the Volunteer Study and report back to the next Council meeting on 29 May 2019	NZSAR Secretariat	On agenda for 25 July
9.	Risk Matrix (Volunteerism)	Council confirmed Volunteerism risk treatments	NZSAR Secretariat	NFA
10.	NZSAR Awards 2018	Council confirmed standard and special awards recipients for 2018.	NZSAR Secretariat	NFA
14. c.	SAR Exercising	Council will lead a discussion regarding SAR exercising following the next NZSAR Meeting 29 May 2019	NZSAR Secretariat	Disc Ex postponed to 10 October
14. d.	SAR Exercising	An invitation to be sent to non-SAR agencies including those that sit at ODESC to the discussion noted above	NZSAR Secretariat	Incorporated into DiscEx planning
15. a.	SAR Helicopters	Develop documented procedures NASO St John Air Desk to enhance coordination of aviation assets	NZ Police, RCCNZ, with NZSAR Secretariat support	RCCNZ leading work in this area
15. b.	SAR Helicopters	Provision of advice to NZSAR Council	NZ Police, RCCNZ, with NZSAR Secretariat support	RCCNZ leading work in this area
16	CDEM Response Team Governance	Council request to be kept informed on further progress with Civil Defence Response Team Governance arrangements	NZSAR Secretariat	No additional information
26	Operation Morgan Review	Analyse review recommendations through SOG and report back to the council on how they might be addressed	NZSAR Secretariat	Deferred to NZSAR SOG

5. SLA monitoring and report:

The Joint Service Level Agreement Monitoring Report was reviewed by the NZSAR Council.

The annual report states that the SAR services have been delivered to a satisfactory standard.

Noted:

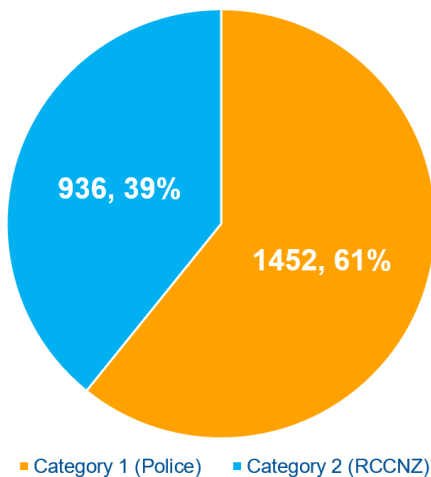
- *The NZSAR Council **noted** the matters raised in the report.*

6. Operational Report & SAR Sector Briefing

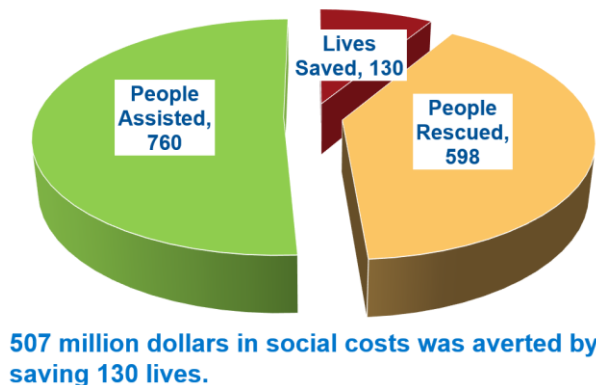
Duncan Ferner distributed the operational report and provided an initial overview of the SAR effort for 2019/19 year.

These initial numbers will be refined with additional information in time for the annual report.

2,388 SAR Incidents



Effect of SAR



Action:

- *Finalised numbers from the operational report are to be circulated by the end of August 2019.*

7. National SAR Support Programme Briefing

This paper updated the Council on the year-end summary of the 2018 – 2019 National SAR Support Programme, and progress with the 2019 – 2020 National SAR Support Programme.

The secretariat budget of 1.7m for the year was near fully expended, coming in 0.6% under budget (\$11,000)

The NZSAR Council noted:

- *the outcomes of the 2018 – 2019 National SAR Support Programme*
- *progress on the current 2019 – 2020 National SAR Support Programme.*

8. Volunteer Study briefing and discussion

a. Proposed prioritisation

The volunteer study proposed action table was reviewed by the NZSAR Council this table shows all recommendations along with their proposed actions and priority levels as decided by the NZSAR Secretariat.

Discussion was had regarding the difficulty volunteers are having with the increasing volume of paperwork; the recommendation of e-learning may help this issue.

Mike Shapland (NZDF) stated that framework and structure for administration within training may be extremely beneficial.

SAR Volunteer remuneration and how this could be supported was discussed, the NZSAR Secretariat will engage with officials regarding this issue.

Actions / decisions:

- *The NZSAR Council confirmed the proposed 2019 Volunteer Study actions and prioritisation.*

b. Advice to Ministers re volunteer matters

Actions / decisions:

- *The NZSAR Secretariat will explore and engage with officials regarding employee remuneration whilst volunteers are away from work conducting SAR*

9. SAR FED funding discussion

Duncan Ferner provided an overview of the FED business case funding letter that invited agencies to participate in the FED funding review for the period 2020/21 – 2022/23.

a. Principles

The Principles against which the business bases will be judged are as follows:

- Alignment with NZASR Council search and rescue strategy, objectives priorities, letters of intent, risks and risk treatments.
- Changes in the level and nature of search and rescue activity, or other pressures, and their impact on resource requirements.
- Risk, particularly in terms of organisational sustainability.
- Overall funding situation.
- Performance.

Assessment criteria:

- Strategic alignment
- Logic intervention
- Cost understanding
- Implementation / governance

b. Applications

MoT persons present; Johnathan Luo, Karl Simpson, and Helen White

The NZSAR Council reviewed and discussed the mix of FED applications summarised in the spreadsheet. This is to enable officials to group and rank applications.

The council then discussed the most appropriate way to provide collective NZSAR advice to the Ministry of Transport regarding the respective applications.

The Council then discussed, prioritisation, and criteria for NZSAR senior officials to utilize when examining the applications in detail.

The Ministry of Transport investment team require clarity, to ensure Treasury buy-in, as Treasury will question value for money and the appropriate role of government.

Actions:

- *Prioritisation of SAR sector goal achievement, and risk mitigation is to be included in the FED Business case application spreadsheet.*
- *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.*

10. NZSAR Risk Discussion - SAR Training

The NZSAR Risk Matrix was reviewed by the NZSAR Council.

Each risk treatment was reviewed and discussed in detail.

Actions and decisions:

- *Duncan to update risk treatment 2019/03/A on the risk matrix register to reflect the current SAR training funding arrangements*
- *Duncan to add another column to the risk matrix recognising items not currently in progress.*
- *The NZSAR Secretariat will monitor treatments ensuring they are being undertaken by SLA partners.*
- *2019/03/F - The NZSAR Secretariat will confirm the SOG can address incident review recommendations prior to accepting the review report.*

11. SAR Training Arrangements - 2019 / 20

This paper updated the NZSAR Council on SAR training arrangements for 2019-2020.

Training is currently being delivered and is tracking well.

A training review is currently underway by the Ministry of Education, this is due to be completed by 2020.

The NZSAR Council Noted:

- *The new interim funding arrangements for SAR skill acquisition training arrangements 2019-2020.*
- *That NZSAR is proposing to apply to the Ministry of Transport's 2019 FED funding process for future SAR training funding.*

12. Search and Rescue Legislation

Duncan Ferner and Karl Simpson (MoT) provided the NZSAR Council an overview of the Search and Rescue Legislation Review.

The idea of a hosting department for the NZSAR Secretariat was discussed to help the NZSAR Council complete their responsibilities, moving the NZSAR Council to an executive board.

The NZSAR Council noted / agreed:

- **Noted** *the arrangements for the governance, establishment, and provision of SAR services within the NZSRR is currently provided by four different means; that these arrangements contain two risks; and that the planned introduction of the Civil Aviation and Public Service Bills provides an opportune time to consider the current arrangements.*
- **Agreed** *to the transfer of the existing substantive SAR related provisions of the Civil Aviation Act to the Maritime Transport Act 1994, as proposed by the Civil Aviation Bill.*
- **Agreed** *that further work should be carried out with the State Services Commission to investigate establishing an Interdepartmental Executive Board or Interdepartmental Venture for the SAR system when the Public Service Act becomes law.*

13. SARdonyx

Peter Mersi thanked the NZSAR Secretariat for the successful completion of Project SARdonyx.

Duncan Ferner provided a visual demonstration on the reporting process of the SARdonyx system.

14. Reviews Register

Rhett Emery informed the NZSAR Council that there is an increase in review recommendations.

Action:

- *The SOG (Senior Officials Group) are to apply a filter whilst responding to recommendations as to whether they are appropriate for further action.*

15. SAR Helicopters

RCCNZ are currently leading SAR Helicopter matters.

A workshop is to be held to discuss how a sector approach would work and how this may affect MNZ and NZ Police.

FENZ are currently investigating an assurance programme that includes fixed wing aircraft.

16. NZ SAR Guidelines

The NZSAR Council confirmed the SOG's approval of the SAR Guidelines for publication.

17. Police SAR Strategic Assessment

Still with NZ Police to be signed off.

18. Projected Defence SAR Capabilities

The Minister of Defence is currently driving awareness capabilities.

RCCNZ are currently engaging with the Ministry of Defence regarding patrol vessels.

19. Items approved out of session

The below items were approved and or agreed on out of session:

- *2018 / 19 NZSAR Secretariat Performance*
- *2019 / 20 National SAR Support Programme and associated Budget*
- *2019 / 20 Service Level Agreements – Annual Letters of Intent*

20. General Business

- a. AMSA / MCDEM observer invitation

Action:

- *Duncan Ferner will invite members from AMSA and MCDEM to the next NZSAR Council meeting*

- b. Papers / meeting format feedback

All response's regarding papers and meeting format are positive.

NZSAR Council Meeting Action and Responsibility Table - 25 July 2019

#	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	To be actioned
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 a column to the risk matrix recognising items not currently in progress.	Duncan Ferner	Completed
		The NZSAR Secretariat will monitor treatments relating to the SAR Training risk ensuring they are being undertaken by SLA partners.	Carl van der Meulen	Under action
		2019/03/F - The NZSAR Secretariat will confirm the SOG can address incident review recommendations prior to accepting the review report.	NZSAR Secretariat	Implemented
12.	SAR legislation	Transfer the existing substantive SAR related provisions of the Civil Aviation Act to the Maritime Transport Act 1994, as proposed by the Civil Aviation Bill.	MOT	Under Action
		Further work should be carried out with the State Services Commission to investigate establishing an Interdepartmental Executive Board or Interdepartmental Venture for the SAR system when the Public Service Act becomes law.	MOT and NZSAR Secretariat	Under Action
14.	Reviews Register	The SOG (Senior Officials Group) are to filter recommendations as to whether they are appropriate for further action.		Under action
20.	General Business	Invite a member from AMSA and MCDEM to the next NZSAR Council meeting.	Duncan Ferner	Part completed

Next meeting:

- 10 October 2019
- 20 November 2019 (Combined Workshop with NZSAR Consultative Committee)

Meeting closed: 12:15pm