



# New Zealand Search and Rescue Council

## Minutes of Meeting

**New Zealand Search and Rescue Council Meeting**  
**1pm, Wednesday 15 August 2012**  
**Te Waka Room Ministry of Transport**  
**Level 6, 89 The Terrace, Wellington**

### **Attendees:**

Martin Matthews – MoT (Chair)  
Air Commodore Peter Port - NZDF  
David Jane - DOC  
Graeme Harris - CAA  
Keith Manch - MNZ  
Commissioner Peter Marshall - NZ Police

### **Present:**

Duncan Ferner - NZSAR  
Phil Burgess - NZSAR  
Carl van der Meulen - NZSAR  
Rachel Roberts - NZSAR  
Mike Davies - DOC  
John Seward - MNZ  
Inspector Gerry Prins - NZ Police  
Amy Greig – MoT (minutes)

Helen Parkers – Purple consulting (for item 6)

### **1. Welcome**

Martin Matthews (Chair) opened the meeting.

### **2. Apologies**

None received.

### **3. Minutes from previous meeting**

Minutes from the Council meeting held 29 February 2012 and the combined meeting held 9 May 2012 were accepted as a true and accurate record and **approved** by the Council.

### **4. Matters Arising from the meeting of 22 November 2011**

#### **• Item 6: Risk Management (Council meeting)**

Develop a proposed process to identify and register strategic search and rescue risks as they may affect the purpose and goals of the Council.

*Comment:* This work is being progressed and has been included in the 2012/2013 NZSAR work plan.

- **Item 6: Prevention (Council meeting)**

Share information regarding safety information services and inform Ministers as appropriate.

*Comment:* This work is currently ongoing.

- **Item 8: 2011 NZSAR Awards (Council meeting)**

Notify the intended recipients, organise the awards ceremony and arrange the certificates.

*Comment:* A successful NZSAR awards night was held on 9 May 2012.

- **Item 8: SAR and CDEM Cooperation (Council meeting)**

SAR and CDEM Sectors to implement the paper and monitor progress.

*Comment:* Parts of this work have been completed, while other parts are ongoing.

- **Item 9: Mass Rescue Operations (Council meeting)**

Develop a strategic MRO policy

*Comment:* this will be discussed in item 6

Conduct one or more table-top mass rescue activities in the 2012/13 year to a large scale mass rescue exercise in the 2013/14 year.

*Comment:* This is planned in the NSSP

- **Item 12 (b): Intellectual Property (Council meeting)**

SAR sector should resist the commercialisation of SAR information

*Comment:* Possibly retain IP & allow sharing via Creative Commons licenses.

*Example:* Others must give credit for obtained information where it is due, material cannot be changed in any way, no commercial use.

- **Item 8: Planning for 2012/13 (Combined meeting)**

The secretariat to work with the NZ Police and wider sector to implement the approved SAREX support plan for 2012/13.

*Comment:* This work is tracking well.

- **Item 10: Social Media (Combined meeting)**

SAR organisations will remind staff and volunteers about posting operational matters on social media networks.

*Comment:* This has been completed, there is an article relating to this in the next edition of the Link newsletter (Issue 20).

- **Item 10: Social Media (Combined meeting)**

Members were invited to provide the Secretariat with their current social media policies and procedures so that they can be shared across the sector.

*Comment:* None received by the Secretariat to date.

- **Item 11: Sector Update**

Members will include hyperlinks to AdventureSmart from the appropriate parts of their own websites.

*Comment:* Most agencies (but not all) have completed this.

## 5. Service Level Agreements

Carl presented to the Council on the SLA partners monitoring report and statistics for the 1 April 2012 – 30 June 2012 Quarter. Figures of note include 10,469 volunteer hours recorded by LandSAR (there were two large land SAROPs during the quarter, North Otago and the Hunua Ranges) and 2,398 Coastguard volunteers responded to 676 non-SAR related calls for assistance during the quarter.

Figures to note for the coordinating authorities for the 1 July 2011 – 30 June 2012 year include 2,052 SAROPs conducted, 3,630 Lives at Risk and 150 Lives Saved. Figures to note for the SLA Partners for the same period include 28,370 volunteer hours used, 9,237 Coastguard volunteers responded to 3,463 non-SAR related call outs for assistance during this time. The total of 40,132 volunteer hours in SAROPs equates to 19.3 FTE staff.

### **Action**

Carl is to prepare a statistical report for the Council that includes some comparative analysis with previous years' data where possible.

### **SLA Partner Issues and Updates**

#### Coastguard

- Phil Pollero has been appointed to the newly established position of National Operations Manager, he starts in September.
- The tightening economic conditions and increasing costs of business continue to be the major challenges facing Coastguard.

#### LandSAR

- LandSAR is progressing with defining a set of competencies for volunteers, to ensure national consistency in trained volunteers. Trials are commencing on two sets of competencies.
- LandSAR remains engaged with the collaborative work on the AdventureSmart and Outdoors Intentions Process.

#### SLSNZ

- The Swim and Survive programme (learn to swim and water safety sector) has been under a spotlight with reviews of Swimming New Zealand and Water Safety New Zealand.

#### AREC

- No Issues.

#### NZSAR

- The Health & Safety study suggest there may be an H&S impact on future versions of the joint service level agreements.

## 6. Council Discussions

### Mass Rescue

The Council was informed that the policy is in an advanced draft stage and is going through successive rounds of consultation with key stakeholders (including ODESC, DPMC, RCCNZ). DPMC has indicated that they wish to see the policy proofed in a series of table-top discussions and exercises (as per NSSP) and recommends that the policy stay as a 'draft' until that is complete and the learning incorporated.

Work remains to be done on the draft policy, including refining it more for the target audience (SAR stakeholders), establishing where the policy begins and ends, and progressing consultation with relevant stakeholders, particularly DPMC who appear very interested in this work. Duncan noted the key elements; planning for people, plan integration, multi-incident, multi-agency response and coordinating authority responsibilities. He also questioned the suitability of the current Cat 1 / Cat 2 coordinating definitions for the MRO environment and noted the difficulty in locating good quality CIMS level 6 documentation and diagrams.

RCCNZ commented that they believe the current coordinating definitions should not be altered. RCCNZ believes that should a MRO occur, it is sufficiently clear who the coordinating authority would be depending on the particular circumstances present. MNZ noted that a range of good MRO plans were already in existence but that work continues to refine and improve them.

Police agreed that the current coordinating definitions should not be altered. Police also noted that RCCNZ would likely coordinate the search and rescue element(s) of a maritime mass rescue operation. The lead agency for the overall incident response may, however, be some other agency.

The Council asked that challenging table-top exercises and further discussions should be held before the final policy is set in place. It also noted that MRO plans ought to include an environmental protection aspect. DOC reiterated that they would need to be involved in any mass rescue planning that took place around DOC land. The Council noted its support for the desirability of Joint RCCNZ and Police MRO plans whenever possible rather than separate plans for the same area or contingency.

The Council:

**Agreed** that the MRO policy should remain as a 'working draft' until it is proofed in table-top exercises.

**Agreed** that Police, RCCNZ and NZSAR must coordinate with each other well in advance regarding MRO related table-top discussions and/or exercises.

**Agreed** that the SAR coordinating definitions do not need altered for the MRO environment.

**Supports** joint Police/RCCNZ MRO plans for specific areas or contingencies.

## Health and Safety

Helen Parkes from Purple Consulting attended the meeting for this item.

The Health & Safety study prepared by Purple Consulting was distributed to the Council before the meeting. The Council agreed that a more coordinated approach to Health & Safety for the SAR sector was desirable. The work completed to date from Purple Consulting has been well received within the sector, Helen commented that there was high level of enthusiasm from the organisations that she worked with and appreciated the helpful and responsive attitude towards this work. RCCNZ commented that they feel this work is valuable and fully support the efforts of the Secretariat around this. The Council was briefed that resources has been set aside in the NSSP for implementing the studies recommendations.

The Council:

**Endorsed** the Health and Safety study.

**Directed** the Secretariat progress the recommendations in conjunction with the wider SAR sector.

## 7. Initial Secretariat Report on 2011/2012

### Finance

- Initial budget - \$1,136,000
  - NZSAR Secretariat \$360,000
  - Overhead \$265,000
  - National SAR Support Programme \$511,000
  
- Savings were made to the Secretariat overhead costs. MOT gave permission for the savings to be applied to NSSP activities. The initial NSSP budget was over-spent by \$25,000 but total costs remained within the overall appropriation.

### Secretariat & NSSP

Duncan appraised the Council of results from the 2011/12 NSSP and Secretariat work programme.

|   |   |
|---|---|
| <i>Training coordinator</i>                                 | <i>AdventureSmart development &amp; promotion</i>   |
| <i>Air observer basic training</i>                          | <i>Visitor intentions process maintenance</i>       |
| <i>Air observer advanced training</i>                       | <i>Safety Code reprint and distribution</i>         |
| <i>Direction finding training</i>                           | <i>Safety code &amp; AdventureSmart advertising</i> |
| <i>On Scene Coordinator training</i>                        | <i>NZSAR sponsored SAREX's</i>                      |
| <i>SAR Incident Manager/Controller training Development</i> | <i>Mass rescue SAREX</i>                            |
| <i>Marine SAR workshop</i>                                  | <i>Evaluation and moderation guidelines</i>         |
| <i>Workshop organising support</i>                          | <i>Wander search and rescue workshop &amp; plan</i> |
| <i>Hoist operators workshop</i>                             | <i>Marine SAR assets</i>                            |
| <i>Alpine Cliff Rescue workshop</i>                         | <i>Alpine SAR study</i>                             |
| <i>Video Conference Trial</i>                               | <i>Pre-plan and debrief guidelines</i>              |

## 8. Reconfirmation of 2012/13 Planning and Budget

The combined NZSAR Secretariat and NSSP plan and budget was circulated to and approved by Council members in June 2012.

The Council formally **endorsed** the 2012/13 NZSAR Secretariat and NSSP plan and budget (as listed below).

|   |  |
|---|--|
| Hoist Operators workshop                                  | Mass rescue SAREX                          |
| Wander workshop (and consultant)                          | Evaluation and moderation guidelines       |
| Workshop organising support                               | National SAR Self Assessment               |
| SARNET  | Marine SAR assets                          |
| SAR Managers training development                         | Pre-plan and debrief guidelines            |
| 1 x OSC Course  | Aviation flight tracking device guidelines |
| Air observer training and air observer refresher training | Risk Framework Advice                      |
| OSC/IMT Training Aids                                     | Research SAR users                         |
| AdventureSmart site maintenance                           | Health and Safety                          |
| Visitor intentions process maintenance                    | NSSP and Training coordinator review       |
| AdventureSmart collateral & advertising                   | On-line SAR training material              |
| NZSAR support for SAREX's                                 | Mass Rescue Policy                         |

## 9. NZSAR Consultative Committee Update

The sector report was distributed separately to the Council before the meeting.

The Council **Noted** the report from the NZSAR Consultative Committee.

## 10. Secretariat and NSSP Update

Duncan briefed the Council on the current status of the NSSP and Secretariat work programme. He extended an invitation to the Hoist Operators workshop which will be held at RNZAF Base Ohakea on 20/21 August 2012.

## 11. Police SAR Review Update

NZSAR Council Members were advised that the Police SAR Review has concluded with the National Manager Operations to continue with an ongoing policy of continuous improvement. A workshop was held at Police Headquarters on 20 July where key partner agencies attended and made presentations. Duncan Ferner was thanked for the quality of his submission.

## 12 General Business

- a) **TEC Review:** Minister Joyce has announced that funding will continue to be available for SAR training; this will be included in the Adult & Community Education space. This is very good news for the SAR sector. Work now begins on establishing a set of criteria for eligibility for the funding.

- b) Hoist Workshop: As per the earlier time, Council members have been invited to attend this workshop being held on 20/21 August.
- c) SARNET: Duncan gave a demonstration to the group on SARNET. An online tool available to the SAR sector where meetings can be held online. This offers the opportunity to save money on time and travel as meeting attendees can log on to the meeting online and participate that way.

The programme allows you to do many things while participating in a meeting, including the ability to open corresponding documents and make notes/tag various items that you want the other members of the meeting to note also. The programme is based out of Singapore so there is some lag time but on the whole, it is very user-friendly. Any further questions or comments on SARNET should be directed to Duncan.

The next meeting of the NZSAR Council is Wednesday 21 November 2012

Meeting ended at 2.50pm.

Martin Matthews  
Chair  
NZSAR Council

### Summary of Decisions and Actions

| Item | Decisions / Action   | Responsibility         |
|------|--|------------------------|
| 5.   | <p><b>Service Level Agreements</b></p> <p><b>Action</b></p> <p>Carl is to prepare a statistical report for the Council that includes some comparative analysis with previous years' data where possible.</p>   | Senior Advisor – NZSAR |
| 6.   | <p><b>Mass Rescue</b></p> <p>The Council:</p> <p><b>Agreed</b> that the MRO policy should remain as a 'working draft' until it is proofed in table-top exercises.</p> <p><b>Agreed</b> that Police, RCCNZ and NZSAR must coordinate with each other well in advance regarding MRO related table-top discussions and/or exercises</p> <p><b>Agreed</b> that the SAR coordinating definitions do not need altered for the MRO environment.</p> | Secretariat            |

|    |  |             |
|----|--|-------------|
|    | <b>Supports</b> joint Police/RCCNZ MRO plans for specific areas or contingencies.  |             |
| 6. | <p><b>Health and Safety</b></p> <p>The Council</p> <p><b>Endorsed</b> the Health and Safety study.</p> <p><b>Directed</b> the Secretariat progress the recommendations in conjunction with the wider SAR sector.</p> | Secretariat |
| 8. | <p><b>2012/13 N SSP and Secretariat Work Programme</b></p> <p>The Council formally <b>endorsed</b> the 2012/13 N SSP and NZSAR Secretariat work programme plan and budget.</p>                                       |             |
| 9. | <p><b>NZSAR Consultative Committee Report</b></p> <p>The Council <b>Noted</b> the report from the NZSAR Consultative Committee.</p>  |             |