

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



**Minutes of Meeting
NZSAR Council Meeting
1:00 to 3:00pm, Tuesday 1 June 2021
3 Queens Wharf**

Present

Name	Agency
Peter Mersi (Chair)	MOT
Tusha Penny	NZ Police
Michael Bassett-Foss	Independent Council Member
Michael Shapland	NZDF
Rhys Jones	FENZ
Kirstie Hewlett	MNZ
Karl Simpson	MOT

In attendance

Name	Agency
Jason Ross	NZ Police
Paul Craven	RCCNZ
Duncan Ferner	NZSAR
Hannah Black (minutes)	NZSAR
Tania Seward	NZSAR
Andrew Greig	NZSAR
Daryl Bloomfield	NZSAR
Rhett Emery	NZSAR
Bridget Hesketh	NZSAR
Alita Bigwood	NZSAR

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees.

2. Apologies

Name:	Agency:
Bruce Parkes	DOC
Keith Manch	CAA

3. Minutes of Meeting 9 March 2020

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

4. Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
8.	NZSAR Operational Framework	Action: NZSAR to update section 1.3 of the Operational Framework (third edition) by replacing the word 'establishing' with 'articulating'.	Carl van der Meulen	Complete
9.	NZSAR Awards	Action: Council members to advise Duncan/Tania of names and email addresses of anyone they wish to invite to the award ceremony on 18 May by <i>Friday 26 March</i> .	NZSAR Council	Complete
		Action: Tania to draft letter template that will be signed by Peter Mersi on behalf of the Council. Letters to be sent to the organisations of unsuccessful nominees.	Tania Seward	In progress

5. Secretariat Manager's Report

Duncan introduced this new report to the Council. The intent is to provide the Council with a summary of near-term issues and risks including what is currently happening, what is coming up, and Secretariat staffing updates. The report includes the *SLA and MOU Investment Report*, the *SAR Sector Update*, and the *SAR Quarterly Operational Activity Report*.

Feedback from Council was positive, and this report will become a regular feature.

Following discussion on the Interislander run Mass Rescue Exercise, the Council noted that NEMA is also possibly planning a ship mass rescue exercise. Tusha suggested starting a calendar of planned operations to be contributed to across agencies including NEMA. Kirstie suggested NEMA be invited to Council to provide an overview of the National Exercise Programme (NEP).

SLA and MOU Investment Report

All agencies finished their project plans this quarter and funding has been allocated except for CGNZ and SLSNZ. All others are now able to implement their funding.

Michael Bassett-Foss noted that experienced agencies can get project plans together with more ease than less experienced ones and flagged that despite NZSAR's currently reduced capability, it is important that they continue to provide support as agreed.

SAR Quarterly Operational Activity Report

The Council noted the summary of SAR activity during the period 1 January to 31 March 2021. The activity was similar to the same time last year, although there is some lag with SARdonyx data due to turnaround times of Police logging jobs.

Rhys Jones requested a summary to understand areas where achievements are not being met, for example, fatalities, incorrect search locations and other aspects suggesting a non-optimal SAR operation.

There was some debate about the frequency of these summaries (quarterly or other). It was suggested that a good approach would be to assess when sufficient analysis would be available and use that to guide frequency levels.

Tusha Penny suggested a summary of insights alongside the graph could be useful.

Actions: The Secretariat is to:

- invite NEMA NEP representatives to brief the next Council Meeting.
- develop a summary understanding of where SAR is not satisfactorily achieving its objectives.

6. NZSAR Risk Discussion – Health, Safety and Wellbeing

Council was advised that a Health, Safety and Wellbeing Workshop was run in April, and that a workday is planned for 11 June 2021 to develop Positive Performance Indicators (PPIs) for the health and safety workstreams for the four volunteer organisations.

Kirstie Hewlett commented that when the PPIs are developed, there is a need to ensure that overarching requirements (key risks and mitigations) don't undermine the needs of individual agencies.

The Council discussed volunteer aspects, and involvement in the development of the Health and Safety at Work Act 2015.

Duncan suggested that NZ Police connect with FENZ to be included in their work around water training and offered to make an introduction.

Michael Shapland mentioned NZDF's Worthiness Boards Framework for assets which may be too comprehensive for this context but could be adapted.

Actions:

- NZ Police to be included in discussions regarding possible FENZ water rescue involvement.
- NZDF to forward the NZDF Worthiness Boards Framework to the NZSAR Secretariat.

Decision: The Council approved the proposed changes to the NZSAR Risk Matrix.

7. Recreational Safety and SAR Sector Review

The Council was advised that the Ministry of Transport was commencing the Recreational Safety and SAR Sector Review. The MoT will soon advertise for a

Director to lead this work. The Council noted its ongoing involvement in the review in an advisory capacity.

8. Secretariat Priorities 2021/22

Duncan proposed four key priorities for the NZSAR Secretariat for 2021/22 and sought feedback from the Council.

The Secretariat was asked whether the Secretariat has sufficient support from partner agencies. Duncan stated they largely do with key agencies, but short and medium-term resourcing and capacity issues in some government agencies due to secondments and other factors impact upon the Secretariat's ability to deliver. Conversely, the increased sector investment has created more capacity within SAR NGO organisations making them more challenging to engage with. Increasing asymmetry in capacity is a near term challenge.

Tusha encouraged the Secretariat to have a discussion with NZ Police around how Police SAR resources are utilised.

There was a suggestion to retain the priorities, but separate point D into two parts with the mitigation of risks to be noted first, followed by the delivery of the work programme.

Michael Shapland commented that the priorities are generic, and more detail could be useful.

Council suggested that any capacity issues or an inability to maintain the priorities should be raised in the Secretariat Manager's Report.

Actions:

- NZSAR to separate point D into two parts, mitigation then delivery.
- NZSAR to arrange meeting with NZ Police regarding Police SAR resources.

9. Assessment of the NZSAR Secretariat and Estimate Measures

A high-level overview of departmental and non-departmental estimate measures was provided to the Council.

It was suggested that it would be beneficial to include a summary of broad groupings, priorities, terms of reference and timings in the future.

10. NZSAR Council Budgets 2021-2023

The Council considered NZSAR Secretariat budgets for the 2021/2022 and 2022/23 financial years and the previously approved SAR training budget for 2021 to 2023.

Decision: The Council approved:

- the NZSAR Secretariat budget for the 2021 to 2022 financial year.
- the NZSAR projected Secretariat budget for the 2022 – 2023 financial year.
- the SAR training budget update for 2021, 2022 and 2023.

11. NZSAR Lessons Framework

The Council was presented with a proposed Lessons Framework.

Tusha queried whether there was a process of ensuring lessons learned were being implemented and monitored. Rhett advised that the framework is for lessons learned as opposed to lessons management and the onus is on agencies to manage their own lessons and how they might learn them.

Kirstie suggested introducing a threshold of criticality for lessons learned which are relevant across the sector. An escalation aspect could also be included.

A suggestion was made to add an extra field to identify lessons implemented and management follow up.

Action: NZSAR is to refine the proposed framework. Specifically, identify ways to highlight lessons learned that are relevant across the system and add an extra field for lessons implemented.

Decision: The Council approved the Lessons Framework inclusive of the Council updates.

12. NZSAR Innovation in Technology Strategy

The proposed Innovation in Technology strategy was presented to the Council.

The focus is on *technology* rather than *innovation* to make the scope of the project manageable.

Feedback from the Council was positive, although concerns were expressed about the amount of resource from the Secretariat this would involve.

Decision: The Council approved in principle the Innovation in Technology strategy.

13. Annual Letters of Intent

The 2021 Annual Letters of Intent were approved via round robin email in later April 2021. Most agencies have now responded satisfactorily to the Council's letter.

Decision: The Council approved the 2021 Annual Letters of Intent.

14. Noting Table – Ambulance/SAR Agreement

The document is still under discussion. Progress continues but this has been slower than expected.

15. Noting Table – Volunteer Data Standard

Work is progressing on the privacy aspect of the Volunteer Data standard and process is slower than expected.

16. Noting Table – NZSAR 2020/2021 Workplan

Significant engagement and workshops have been undertaken.

17. Noting Table – Beacons Marketing

The Summer campaign has wrapped up and the debrief has been completed. There has been an uptake of beacon hireage, sales and registration. There appears to be

a cultural change in that people are more conscious of outdoor safety. Another campaign is being considered for this coming summer.

18. Noting Table – Volunteer Workshop

The Volunteer Workshop took place in May and was a success. A particular highlight was a session on diversity presented by Rachael Utumapu from FENZ.

19. Noting Table – SAR Reviews Register

Rhett talked the Council through the Register and noted that some review recommendations from 2018 and 2019 are still forthcoming.

20. Noting Table – SAR Training and Exercising Update

Not discussed.

21. Noting Table – SARdonyx Update

Not discussed.

22. General Business

Emergency Services Sector Strategy

The Emergency Management Sector Strategy is being developed with NEMA, FENZ, Ambulance, NZDF, MOH and NZ Police with the intention of creating a hub for other agencies to join while making the existing hub stronger. The Strategy will then be shared with the Council.

Rhys offered to share opportunities for engagement that could be otherwise missed. The Secretariat and Council member organisations are invited to attend the Volunteer Workstream.

Action: FENZ to introduce the Secretariat and Council member organisations to the people developing the Emergency Services Sector Strategy or relevant sub-strategies.

UN Resolution on Drowning Prevention

Michael shared the United Nations Resolution update with the Council. The Resolution encourages member states to undertake various preventative measures and can be used to provide guidance and understand New Zealand's commitments in this space.

Interests update

Peter suggested a new agenda item be added for Council members to disclose any new conflicts of interest.

The Council agreed with this suggestion.

Action: NZSAR to add new Conflict of Interest agenda item for future Council meetings.

Independent Council Member

[Michael Bassett-Foss left the room.]

Michael's term as an independent Council member is due to expire in December 2021.

Council considered extending Michael's term by one year to December 2022, with a 6-month overlap with his successor. The Council also discussed options around creating a 6-month overlap with his successor to support a better handover and induction into the Council for the independent member.

Decision: Michael Bassett-Foss' term as an independent Council Member to be extended by one year to December 2022.

Next Meeting: Thursday 16 September 2021

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	Secretariat Manager's Report	Action: Invite a NEMA NEP representative to brief the next Council Meeting.	NZSAR Secretariat	On Agenda
		Action: Develop a summary understanding of where SAR is not satisfactorily achieving its objectives.	NZSAR Secretariat	On Agenda
6	NZSAR Risk Discussion – Health, Safety and Wellbeing	Action: NZ Police to be included in discussions regarding possible FENZ water rescue involvement.	NZSAR Secretariat / FENZ / NZ Police	Included
		Action: NZDF to forward the NZDF Worthiness Board's Framework to the NZSAR Secretariat.	NZDF	Ongoing – awaiting key person
		Decision: The Council approved the proposed changes to the NZSAR Risk Matrix.	NZSAR Secretariat	N/A
8	Secretariat Priorities 2021/22	Action: Separate priority D into two parts, mitigation then delivery.	NZSAR Secretariat	Implemented
		Action: Arrange meeting with NZ Police regarding resources.	NZSAR Secretariat	Completed

10	NZSAR Council Budgets 2021-2023	<p>Decision: The Council approved:</p> <ul style="list-style-type: none"> the NZSAR Secretariat budget for the 2021-2022 financial year. the NZSAR projected Secretariat budget for the 2022 – 2023 financial year. the SAR training budget update for 2021, 2022 and 2023. 	NZSAR Secretariat	N/A
11	NZSAR Lessons Framework	<p>Action: Refine the proposed framework. Specifically, identify ways to highlight lessons learned that that are relevant across the system and add an extra field for lessons implemented.</p>	NZSAR Secretariat	Implemented
		<p>Decision: The Council approved the Lessons Framework inclusive of the Council updates.</p>	NZSAR Secretariat	N/A
12	NZSAR Innovation in Technology Strategy	<p>Decision: The Council approved in principle the Innovation in Technology strategy.</p>	NZSAR Secretariat	N/A
13	Annual Letters of Intent	<p>Decision: The Council approved the 2021 Annual Letter of intent.</p>		N/A
22	General Business – EM Sector Strategy	<p>Action: Introduce the Secretariat and Council member organisations to the people developing the Emergency Services Sector Strategy or relevant sub-strategies.</p>	FENZ	Ongoing
		<p>Action: Add new Conflict of Interest agenda item for future Council meetings.</p>	NZSAR Secretariat	On Agenda
		<p>Decision: Michael Bassett-Foss' term as an independent Council Member to be extended by one year to December 2022.</p>	NZSAR Council	Implemented