

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR Council Meeting
9:30am – 12:30pm, Thursday 10 December 2020
3 Queens Wharf

Present:

Name:	Agency:
Peter Mersi	MoT
Nic Brown	NZ Police
Keith Manch	MNZ
Ian Duncan	FENZ
Michael Bassett-Foss	Independent Council Member
Steve Taylor	DOC

In attendance:

Name:	Agency:
Duncan Ferner	NZSAR
Jeff Lean	NZSAR
Tania Seward	NZSAR
Andrew Greig	NZSAR
Carl van der Meulen	NZSAR
Rhett Emery	NZSAR
Alannah Taylor	NZSAR
Alita Bigwood	NZSAR
Chris Elliott	NZSAR
Kevin Banaghan	RCCNZ

1. Welcome

Keith Manch opened the meeting and welcomed all attendees. Keith Manch chaired the meeting until Peter Mersi arrived at item 8.

2. Apologies

Name:	Agency:
Bruce Parkes	DOC
Rhys Jones	FENZ
Tusha Penny	NZ Police
Kirstie Hewlett	MoT
Mike Shapland	NZDF
Shelly Turner	CAA

3. Minutes of Meeting 9 September 2020

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

Council noted considerable progress with the agencies regarding the service level agreements (SLA) and memorandums of understanding (MOU), and that the agencies are using Iain Macdonald to assist progress in this area. Iain Macdonald's contract has been extended through to March 2021.

Over 50 percent of FED funding has been distributed.

4. Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
6.	SAR Sector Briefing	Action. Alita Bigwood to report back to Council on long term effects of COVID-19 on training.	NZSAR	Item 23
7.	Operational Report 2019/2020	Action. Consider developing processes to moderate SARdonyx entries regarding SAROP outcomes. Include education.	NZSAR / Police / RCCNZ	Under action
9.	SLA/MOU Reporting Framework	Action. Present the overall Investment Programme to the CEs and Board Chairs at their meeting.	NZSAR	Completed
9.	SLA/MOU Reporting Framework	Decision. The Council approved the SLA/MOU Monitoring template.	Council	N/A
10.	SAR and recreational safety sector review	Action. Prepare the proposed governance arrangements and draft TOR for the SAR and recreational safety sector review and distribute for discussion.	MOT	Under Action
11.	Risk matrix – SAR Demand COVID-19	Action. Include the updated COVID-19 risk into the Councils Risk Matrix.	NZSAR	Completed
		Action. Share the risk COVID-19 – issues management with the SAR CE and Chairs forum.	NZSAR	Completed
12.	2021 – 2023 NZSAR Strategy and workplans	Action. The strategic plan is to be updated for the 2021 – 2023 period for approval at the next Council meeting.	NZSAR	Item 11
13.	Emergency Management CE Forum	Action. NZSAR to investigate where the SAR function sits within the broader EM Forum construct.	NZSAR	Under Action
		Action. Emergency Management TOR to be circulated with the NZSAR Council.	EM CE Forum	Under Action
14	NZSAR Meeting options	Action. Check whether there is a need for Cabinet agreement to	NZSAR	Not required. CBC Min (03) 2/14 is silent

		change the frequency of Consultative Committee meetings.		
15.	Water Safety Strategy	Action. Provide feedback (if any) on the draft water safety strategy (via NZSAR or Michael BF)	All Council agencies	Agency responsibility
16.	NZSAR 2020/2021 Workplan Update	Action. Provide a mid-year update of the NZSAR budget at the next Council meeting.	NZSAR	Item 15
20.	SARdonyx Update	Action. Enquire what SOG or Consultative Committee member organisations want answered in the SARdonyx reports.	NZSAR	Completed
22	General Business	Action. Be aware of the [Maritime] operating environment and ensure correct processes are followed for section 19 exemptions when they are required.	Coordinating agencies	Coordinating agencies responsibility
		Action. Ensure Council meetings are not held on Wednesdays.	NZSAR	Completed

5. SLA / MOU Performance Monitoring Report

This is the first full report provided to the Council.

The Council was briefed on the 2020-21 Q1 SLA and MOU Performance Report and noted:

- All new full-time employees' vacancies have been filled.
- The complex initiatives are taking more time to plan.
- In discussing the MSC report, Nic Brown declared a conflict of interest as he is also the chair of the MSC Board. Nic was updated with the most recent engagement (post preparation of the Monitoring Report) with MSC which indicated a willingness by them to engage and progress their plans.
- CAA provided the below commentary via email:

*CAA **noted** the comments about Mountain Safety Council. This is concerning. We will be waiting for the next quarter report and expect improvements and cooperation from MSC. If not, we suggest that interventions are discussed at the next NZSAR Council meeting.*

The Council agreed the report was in an appropriate form, length and style containing solid information. The Council also accepted that the report would evolve over time. Michael Bassett-Foss commented on the complexity of the task and thanked the NZSAR Secretariat for their work.

6. SAR Sector Briefing

SAR sector organisations noted that there has been a significant increase in domestic tourism due to COVID-19 travel restrictions.

DOC advised that great walks and camping grounds are fully booked.

Maritime New Zealand noted more boats are being purchased than normal and estimate 1.7 million people will be on the water this summer. MNZ is applying the additional FED funding it received into recreational boating safety public safety campaigns and actions.

7. Operational Report – past quarter

The July-September 2020 Operational Report provided the Council with a high-level summary of SAR activity for the period.

The Council **noted** the following:

- *Overall incident numbers for the quarter are approximately 17 percent higher than the same period in 2019.*
- *SAR Outcomes (lives saved, rescued, assisted, etc) are largely unchanged from historical averages.*
- *Deployed hours of each SAR agency this quarter are largely unchanged from historical averages.*
- *EMS helicopter use in Q3 2020 was lower than Q3 2019.*

8. NZSAR Operational Framework

Carl van der Meulen provided an overview of the update of the NZSAR Operational Framework for the New Zealand Search and Rescue Region (New Zealand's SAR Plan).

The Council noted the proposed updates and the delay to this work due to COVID-19 secondments.

Keith asked about the role of SAR in people smuggling situations. Following a short discussion, it was agreed the Operational Framework would include a specific section on people smuggling and a link to the relevant AoG documentation.

A final version of the Operational Framework will be provided to the Council at its next meeting for consideration and approval.

The Council also noted that there is an increase in companies selling PLBs and SEND devices.

Actions:

- *Update the Operational Framework to include a specific section on people smuggling and link it to the relevant AoG documentation.*
- *Provide the Council with a final version of the updated Operational Framework for consideration/approval at its next meeting.*

9. SAR and Recreational Safety Sector Review update

The Terms of Reference for the SAR and recreational safety review have not yet been drafted by the MoT.

The NZSAR Secretariat will meet and discuss what it believes could be considered by the review and provide that information to the MoT.

The Ministry of Transport will manage the review through Kirstie Hewlett (Deputy Chief Executive, System and Regulatory Design).

10. NZSAR Risk discussion – SAR Information

The Council considered its risk matrix and focused on the 'SAR Information' risk. The Council discussed:

- Suggested wording changes for the SAR Information risk and the associated treatments.
- The open data initiative and noted changes are in progress regarding creating an API (application programming interface) for limited information sharing.
- Suggested wording changes for the volunteerism risk and the associated treatments as they relate to SAR information. Where relevant, SAR agencies are to be given the option to opt in or out of sharing information with third parties.

Michael Bassett-Foss expressed some concerns about the Secretariat's capacity to progress risk treatments effectively and in a timely manner given the range of responsibilities already in place.

Duncan advised that a master services agreement with an analytical service provider is currently being developed to speed up analysis and enhance capability/service delivery.

Access by MSC for raw data from SARdonyx was raised. It will be discussed offline by Nic Brown and Duncan Ferner.

The Council also discussed the number of 'information hubs' in existence within the SAR and recreational safety sectors and noted many rely in full or in part on information derived from the SAR sector. The NZSAR Council noted the possibility for a more streamlined, efficient approach to sharing data, information and analysis and directed the Secretariat to explore the possibilities.

Actions:

- *The Council agreed to the suggested amendments and instructed the Secretariat to **update** its Risk Matrix.*
- *Nic Brown and Duncan Ferner will discuss access by MSC for raw SARdonyx separately.*
- *The Secretariat will provide a briefing for Council discussion on SAR and recreational safety sector 'information hubs' and explore options for a more streamlined and efficient approach to sharing data, information and analysis.*

11. 2021 – 2023 NZSAR Strategic Plan

The Council considered a draft 2021 – 2023 NZSAR Strategic Plan. A range of suggested changes were presented and accepted. In addition, the Council directed the addition of:

- the COVID-19 risk
- an additional section on the SAR and Recreational Safety review including a note that it may be appropriate to review the NZSAR Council Goals and Risks after the SAR sector review

- previous (2019/2020) and outyear investment (in different colours).

Actions:

- *The Council accepted the suggested draft 2021 – 2023 NZSAR Strategic Plan and directed the inclusion of:*
 - *the COVID-19 risk*
 - *an additional section on the SAR and Recreational Safety review including a note that it may be appropriate to review the NZSAR Council Goals and Risks after the SAR sector review*
 - *previous (2019/2020) and outyear investment (in different colours).*
- *The Council directed the Secretariat to update the draft strategic plan and recirculate it out of session for further consideration / approval.*

12. SAR sector Chairs and CE's meeting

The Council was briefed on the purpose and conduct of the inaugural SAR Chairs and CE's meeting held on 15 September 2020 and noted the meeting was successful and useful to all those that attended. The Council commended this initiative and agreed the draft minutes of the meeting should be distributed.

Action:

- *The Secretariat is to distribute the draft minutes from the SAR Chairs and CEs meeting held 15 September 2020.*

13. Rescue Helicopter tasking / coordination

The Council was briefed on recent issues with tasking rescue/emergency air ambulance helicopters for search and rescue (SAR), along with proposed steps to resolve these issues.

The National Ambulance Sector Office (NASO) has contracted rescue/air ambulance helicopters throughout the country. NASO want to control all tasking for these helicopters via their (St John) Air Desk. SAR has significant concerns about the effects this may have as it may cause a delay to response times for SAROPS and limit SAR access to this vital resource. Discussions between NZSAR, RCCNZ, Police and NASO are ongoing.

The increased number of new air crews has led to RCCNZ deliver a one-day training course to providers. This work is funded by NZSAR. 16 courses will be completed.

The Council noted:

- *the National Ambulance Sector Office (NASO) intends that the Air Desk give prior approval before rescue/emergency air ambulance helicopters are used for SAR purposes*
- *this change could have a significant detrimental effect on SAR outcomes*
- *officials are working to resolve this issue.*

Action:

- *The Secretariat will keep the Council updated on progress regarding Rescue Helicopter tasking and coordination issues.*

14. Benchmarking Prevention Activities (BePA)

The Council was briefed on the 2020 Benchmarking Prevention Activities (BePA) Report. Over the last two years, Henley Hutchings have produced a BePA report on prevention activity in NZ to better understand what has been effective, and where further prevention should be carried out. This report provided a detailed snapshot of 2020.

The NZSAR Secretariat plans to undertake this report again in two years.

The Council:

- **accepted** the 2020 Benchmarking Prevention Activities (BePA) Report
- **directed** the NZSAR Secretariat to explore and where appropriate, implement the 19 recommendations from the 2020 BePA report with the involvement of SAR sector partners.

Actions:

NZSAR Secretariat is to:

- *provide the full BePA report to Michael Bassett-Foss*
- *include the BePA report within the sector review*
- *ensure the NZSAR Secretariat prioritises the BePA recommendations.*

15. Budget reforecast and 3-year budget

The Council discussed the proposed National SAR Support Programme budget reforecast for the remainder of 2020/21. It also discussed projected budgets for 2021/22 and 2022/23 for both the Secretariat and NZSAR training.

The Council

- **approved** NZSAR Secretariat reforecast for the remainder of the 2020 – 2021 financial year.
- **approved** the 2021-2022 and 2022-2023 budgets for the NZSAR Secretariat.
- **approved** the NZSAR training budget for 2021, 2022 and 2023.
- **noted** the establishment of an Appropriation for NZSAR Training budget.

16. Public Rescue Equipment

The Council was briefed on issues relating to the installation of public rescue equipment to enable water rescues by members of the public. Following discussion, the Council agreed that a more comprehensive guide needs to be developed. Some Councils have provided incorrect equipment that puts an untrained rescuer in danger. Michael Bassett-Foss provided very positive feedback on the public rescue equipment initiative and noted this initiative will help with coastal safety and prevention.

The Council:

- **supported** the Principles for Public Rescue Equipment as a good start
- **asked** that the Principles for Public Rescue Equipment be further developed, consulted (incl DOC) and refined.

17. Safer Walking Framework

Rhett Emery provided an overview of the Safer Walking Framework for those with cognitive impairments and dementia. The framework has been updated and the resulting document with the main changes was presented to the Council.

*The Council **accepted** the updated Safer Walking Partnership Framework.*

18. NSSP 2020/2021 Update

The NZSAR Secretariat is currently behind in delivering the National SAR Support Programme (NSSP) due to COVID-19. Despite this, good progress has been made in a number of areas including SLA/MOU development and implementation, the developments of the land Safety Code and with SAR information.

*The Council **noted** 2020/21 NSSP progress.*

19. NZ Response Teams – CDEM

Duncan Ferner is a member of the NEMA led NZ Response Teams Strategic Governance Board.

*The Council **noted** the evolution of the NZ Response Teams and their potential utility to the SAR sector.*

20. SAR Secretariat responsibilities table

*The Council **noted** the updated SAR Secretariat responsibilities table.*

21. Volunteer matters

Volunteer workshops are currently ongoing.

Agencies have now hired their volunteer managers; a collaborative response is being driven by Andrew Greig.

*The Council **noted** the progress and activities undertaken in the volunteerism area.*

22. SAR Reviews Register

The review of search and rescue suspension criteria did not deliver the required results and will be redone. Review insights have been shared and have been found to be useful.

There are some lessons that have been identified in multiple reviews, turning these into lessons learnt is a priority. The recommendations from the McLennan review are helping to inform the safer walking framework.

*The Council **noted**:*

- *their active support for the review process*
- *the NZSAR Review summary.*

23. SAR Training update

This paper updated the Council on the 2020 SAR training delivery and the training arrangements for 2021.

Results from the 2019 student survey have been obtained.

The Council noted:

- *The 2020 SAR training delivery comments*
- *The planned SAR training arrangements for 2021 and the report on long-term effects of COVID-19 on training.*

24. SARdonyx update

Jeff Lean provided an update on SAR information and the SARdonyx post operational Information System.

The underlying system SARdonyx was built on was updated in September 2020; the number of tickets raised have decreased; there has been an increase in visitors to the site.

The Council noted:

- *the reduced number of issues being reported by users*
- *usage statistics of key components of the system*
- *that the volume of data is steadily increasing, which will help support a robust statistical analysis in the future.*

25. NZSAR Water Rescue Advice for FENZ

The Council was updated on an information paper the NZSAR Secretariat is preparing for FENZ on the current arrangements for water rescue responses in (and around) New Zealand.

Michael Bassett-Foss urges that water organisations be included in the Water Rescue advice for FENZ.

26. Whakaari/ White Island

Rhett Emery provided an overview of the review undertaken by LessonNZ Report.

The authors of LessonNZ Report applied the OILL (Observation Insight Lessons Learnt) methodology to review and analyse the information they received from 25 responding agencies.

27. General Business

Peter Mersi thanked Keith Manch for his participation in his current role at MNZ on the NZSAR Council and noted his likely continuation once Keith starts at CAA.

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
8.	NZSAR Operational Framework	Action. Update the Operational Framework to include a specific section on people smuggling and link it to the relevant AoG documentation.	Carl van der Meulen	Completed
		Action. Provide the Council with a final version of the updated Operational Framework for consideration/approval at its next meeting.	Carl van der Meulen	On Agenda
10.	NZSAR Risk discussion – SAR Information	Action. Discuss access by MSC of raw SARdonyx data.	Nic Brown and Duncan Ferner.	Discussed. Not fully resolved
		Action. Update the Risk Matrix.	Duncan Ferner	Completed
		Action. provide a briefing for Council discussion on SAR and recreational safety sector 'information hubs' and explore options for a more streamlined and efficient approach to sharing data, information and analysis	Secretariat	Under action as part of Information strategy development
11.	2021-2023 NZSAR Strategy	Action. Update the draft Strategic Plan 2021 – 2023 to include: <ul style="list-style-type: none"> the COVID-19 risk an additional section on the SAR and Recreational Safety review including a note that it may be appropriate to review the NZSAR Council Goals and Risks after the SAR sector review previous (2019/2020) and outyear investment (in different colours). 	Duncan Ferner	Updated
		Action. Update the draft strategic plan and recirculate it out of session for further consideration / approval.	Duncan Ferner	On Agenda
12.	SAR sector Chairs and CE's meeting	Action. distribute the draft minutes from the SAR Chairs and CEs meeting held 15 September 2020.	Duncan Ferner	Completed

13.	Rescue Helicopter tasking / coordination	Action. Update the Council on progress regarding Rescue Helicopter tasking and coordination issues.	Andy Greig	On Agenda
14.	Benchmarking Prevention Activities (BePA)	Decision. The Council accepted the 2020 Benchmarking Prevention Activities (BePA) Report	NZSAR Council	
		Action. NZSAR Secretariat to provide the full BePA report to Michael Bassett Foss.	NZSAR Secretariat	Completed
		Action. include the BePA report within the sector review.	NZSAR Secretariat	Under Action
		Action. Prioritise BePA recommendations.	NZSAR Secretariat	Under Action
15	NZSAR Budget	Decisions: The NZSAR Council: <ul style="list-style-type: none"> • approved NZSAR Secretariat reforecast for the remainder of the 2020 – 2021 financial year • approved the 2021-2022 and 2022-2023 budgets for the NZSAR Secretariat • approved the NZSAR training budget for 2021, 2022 and 2023. 	NZSAR Council	
16.	Public Rescue Equipment	Action. Further develop, consult (incl DOC) and refine the Principles for Public Rescue Equipment.	NZSAR Secretariat	Under Action
17.	Safer Walking Framework	Decision. The Council accepted the updated Safer Walking Partnership Framework.	NZSAR Council	