

4. Minutes of meeting on Thursday, 8 September 2022

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

5. Summary of actions from previous meetings

#	Item	Actions	Responsibility	Actions taken/ Status
6.	Directors Report	Decision Considered the Report.	The Council	N/A
	a. SLA and MOU Investment Report Q3 2021/22	Decision The 2021-22 Quarter Three SLA and MOU Investment Report was noted.	The Council	N/A
	b. Sector Report	Action Develop a suitable quarterly coordinating authority report format based upon their SAR obligations and reformat the sector report based on Council direction.	Secretariat, Police, RCCNZ	Coordinating authorities information has been included in the Sector Report
	c. Quarterly Activity Reports	Action Consider options and possibilities around more effective and purposeful analytical thinking and information sharing.	Secretariat	Council considering
		Decision The level of SAR operational activities for the period 1 April to 30 June 2022 were noted.	Council	N/A
	d. NZSAR Assurance Report	Action Health, Safety and Wellbeing is to be an agenda item at the Councils next meeting.	Secretariat	Item is on next Agenda

#	Item	Actions	Responsibility	Actions taken/ Status
		<p>Decision</p> <ul style="list-style-type: none"> • Noted the initial assurance provided is that operational search and rescues is fit for purpose. • Agreed to the proposed assurance level definitions • Provided feedback on the report frequency and the continuing development of its Assurance Dashboard 	<p>Council</p> <p>Council</p> <p>Council</p>	<p>N/A</p> <p>N/A</p> <p>Six monthly reporting agreed</p>
7.	Volunteerism Survey Results	<p>Decision</p> <p>Consider the volunteer survey results in conjunction with its discussion regarding the voluntarism risk.</p>	Council	N/A
8.	Risk Discussions – SAR Funding/ Volunteerism	<p>Action</p> <p>Invite agencies to appropriate diversity and Iwi workshops</p> <p>Decision</p> <p>The Council Agreed with the revised Volunteerism and SAR Funding risks and directed the risks be updated.</p>	<p>NZ Police</p> <p>Secretariat</p>	<p>Ongoing</p> <p>Risks updated</p>
9.	NZSAR Operational Framework	<p>Decision</p> <p>The Council reviewed and approved the recommended changes to the Operational Framework.</p>	Council	Revised operational Framework published on NZSAR website

#	Item	Actions	Responsibility	Actions taken/ Status
10.	S9(1) FED Funding Applications for 2023/24 and 2024/25 for consideration	<p>Action</p> <p>Provide the Council with comments by Agency on the implications of an initiative not being funded for Category's two and three.</p> <p>The Council then to advise the Secretariat whether they will support the proposed recommendations for Category two and three applications</p>	<p>Secretariat</p> <p>Council</p>	<p>Complete</p> <p>Information passed to the Council and feedback then passed to MoT</p>
		<p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • Noted SLAs and MoUs will be extended by two years through to 30 June 2025 to allow for completion of the Recreational Safety and Search and Rescue Review • Noted MoT lead Fuel Excise Duty 2 year extension process. • The Council agreed to the proposed in-principle recommendations for each Category one S9(1) FED Funding Applications received for applications from sector agencies 	<p>Secretariat</p> <p>Secretariat</p>	<p>N/A</p> <p>Advice passed to MoT</p>

#	Item	Actions	Responsibility	Actions taken/ Status
11.	SAR Training Framework	Decision The Council Considered the recommendations in section 14 of the Framework and Endorsed the SAR Training Framework	Secretariat	SAR Training Framework published on NZSAR website
12.	Update on NEMA Trifecta Proposals and NASO's Aeromedical Commissioning Programme (ACP)	Action If required, hold an extraordinary meeting to make timely decisions.	Secretariat	Extraordinary meeting not required
13.	Independent Member	Action Michael's term as an independent member is extended for up to 12 months.	Council	Actioned
14.	Performance Reporting	Decision The Council noted the 2021/22 Year-end Estimate Departmental and Non-departmental appropriation performance results provided to the Ministry of Transport.	Council	N/A

6. Directors Report

Duncan Ferner updated the Council on key points from the Director's report.

Nationally Significant SAREX Progress – good progress has been made regarding the Nationally Significant SAREX Exercise. The Steering Committee has come up with a schedule as shown on page two. Rauora exercises will be integrated and working with the two Coordinating Authorities to ensure collective needs and opportunities can be maximised. Police have worked with us and added three extra Rauora exercises in this financial year.

SAR NGOs and Civil Emergencies – we are working with NGOs to make sure we are meeting their needs and have engaged a contractor to develop and agree on processes to be used in these situations.

SAR Prevention – there are several prevention projects underway. These include the distress beacons digital marketing campaign, Consumer magazine where we, in conjunction with Maritime NZ, invested in a Consumer-led review of distress beacons, SENDs and lifejackets. Our investment means the article is freely available with no paywall. A Tīaki SAR prevention video has been prepared which will be shown to the Council later in the meeting.

Support for the Recreational Safety and SAR Review is being continued through the provision of information and funding.

SAR Multi-Agency Training – the transition of training providers is in progress from Te Pūkenga (Tai Putini Polytechnic) to LandSAR Training Ltd which will take effect from 1 January 2023.

Aeromedical Commissioning Programme – letters have been exchanged and meetings are continuing. SAR officials have met with the new programme manager and impressed upon them the need for access to rescue helicopters for SAR needs. The ACP appears to be solely focussed on health and do not appear to be interested in engaging with or considering SAR interests. Mike from CAA noted CAA interest in this matter.

Kirstie noted the worth of having a conversation with Ministers (possibly Transport, Health and Police) to discuss assets and capabilities required by the sector, in particular aviation. Bev advised that the ‘assets and activities’ work from PWC for the Review will be available in early January.

Action

- Duncan and Bev will work together to **organise a conversation** with Minister(s) to discuss SAR aviation and other SAR assets and capabilities in early 2023.

NEMA Trifecta Update – there will be an update from NEMA later in the meeting.

Data Analysis Service – Dot Loves Data have been selected to provide this service.

FED Funding and Funding Agreements – the Ministry has completed their review and information can be shared at this meeting. The current Service Level Agreements and Memorandums of Understanding terminate 30 June 2023.

Redrafting has begun aiming to improve how these agreements will work for all parties. In order to expedite the signing process, Duncan proposed that the Ministry’s legal team check of the agreements is accepted as sufficient for all signatories. After some discussion, it was agreed the Ministry’s legal check be explicitly noted when the documents were circulated for signature and that but that agency internal processes will be followed as they consider appropriate.

YSAR will receive funding for the first time. Duncan asked if any agency wanted to be party to their agreement. No Council agency indicated interest in inclusion to the YSAR agreement.

Guidelines for Readiness Plans for Marine Animal Encounters – guidelines have been prepared and well received. These guidelines are for developing local readiness plans with engagement and support from a range of agencies.

Rauora Exercises – four exercises have been completed and debrief information is available. There are three more planned in this financial year.

Analysis of Incident Management Team (IMT) Operating and Technical Support Systems – a project has commenced to explore and make recommendations regarding SAR IMT systems. Currently drafting summaries of each agencies system usage.

Sector Funding – with the caveat that sector organisations have challenges in accurately defining where their SAR services start/stop and therefore attribution of income is difficult, the overall income received by the sector is approximately \$98 million with approximately 21% coming from FED funding.

Secretariat Activities and Engagement – Key meetings and engagements were listed in the paper. It was also announced that Rhett Emery is retiring with effect from January 2023. A modest re-shaping of the Secretariat is being considered.

Decision

The Council:

- **Considered** the Director's Report.
- **Noted** the MoT's legal advice for the updated SLAs and MOUs will be explicitly noted when the documents are circulated for approval
- **Advised** that no Council agency sought to be signatory to the new YSAR agreement.

a. 2020-23 SLA and MOU Investment Report Quarter 1 2022-23

Duncan advised this paper was for noting and there was still an underspend. It was advised that some agencies are having problems spending money so the Secretariat is monitoring this. For example, CNZ cannot get IT people in Auckland to help them with their IT project due to availability of resources. AREC is now focussing on certain initiatives to progress delivery rather than trying to deliver all initiatives at once.

Decision

- The Council **noted** the 2022-23 Quarter One SLA and MOU Investment Report.

b. SAR Sector Update

Duncan advised that the report included enhanced reporting from NZ Police and RCC. Kirstie asked if the RCC could be called Maritime NZ as it is Maritime's

response function. Also, Brendan Nally advised that FENZ industrial action has been resolved.

c. SAR operational Activity Report

This paper provided a summary of SAR activity during the period 1 July to 30 September 2022. Duncan advised there is nothing unusual in this report, SAR operational activity was following its standard profile.

Decision

- The Council **noted** the level of SAR operational activities for the period 1 July to 30 September 2022.

cii. Use of Air Assets in SAR

This paper provides an overview of the use of air assets in search and rescue in New Zealand. This is a deep dive into the use of air assets. Aviation and helicopters, in particular, are essential for the carrying out of operations.

Decision

- The Council **noted** this analysis of how air assets are being used in search and rescue in New Zealand.

7. Health, safety and wellbeing report

This paper outlines the state of health, safety and wellbeing in the search and rescue sector. Andy Greig highlighted the four key areas of work.

- Overlapping PCBU duties and search and rescue – the issue of overlapping PCBUs needs to be clarified, who is responsible for what and whom. All agencies agreed that NZSAR Secretariat should work with the two SAR Coordinating Authorities and the four SAR NGOs to develop guidelines for ensuring we comply with the requirement to consult with other PCBUs with the same duty.
- Fatigue Management – LandSAR have developed standards as a way of managing fatigue during search and rescue operations. The other NGOs have also been advised of the standards for their consideration.
- Mental Health – The International Maritime Rescue Federation (IMRF) has recently commenced work in the mental health and wellbeing area. The working group meets online monthly and Andy Greig from the NZSAR Secretariat is a member.
- Workshop in 2023 – a two-day workshop will be held on 22-23 March in Wellington.

Decision

- The Council **noted** the state of health, safety and wellbeing and provided comment.

8. Risk discussions – Health, safety and wellbeing

Duncan proposed updated health safety and wellbeing risk assessments in red text. He noted that the SAR NGOs take health, safety and wellbeing very seriously. Reports from their audits are generally positive.

Decision.

- The Council **approved** the proposed Risk Matrix changes.

9. Terms of Reference, NZSAR Council and NZSAR Secretariat

The purpose of this paper is to update the terms of reference for the NZSAR Council and its Secretariat. Duncan advised there is not much change. For the Council, the format has changed and for the Secretariat there was some confusing language and reshaping of sentences which have now been updated. The composition of the Secretariat has been taken out as this is not relevant.

Nigel advised there is a piece about monitoring international obligations which is quite clearly under the statutory legislation from Maritime NZ. It was agreed that wording will be changed in both terms of reference to reflect this.

Action

- Duncan to change wording from 'monitor New Zealand's international SAR obligations and performance' to 'maintain visibility over New Zealand's international SAR obligations and performance' in both terms of reference documents.

Decision

- The Council **approved** the terms of reference for the NZSAR Council and its Secretariat.

10. NZSAR Budget Reforecast 2022-2025

This paper proposes a Departmental budget reforecast for the NZSAR Secretariat and the National SAR Support Programme for the 2022-23 financial year (FY) and high-level budgets for the 2023-24 to 2024-25 FYs. The reforecast of the budget meets the Ministry's requirements. The changes reflect our best understanding on what we could deliver in the financial year. The team has aggressively got on with work to date. An update to the MBU was required for the nationally significant exercise.

Decision

The Council:

- **approved** the NZSAR Secretariat Budget reforecast for the 2022-23 financial year totalling \$5,674,284
- **approved** the NZSAR Secretariat high-level budgets for the 2023-24 and 2024-25 financial years.
- **noted** the previously approved NZSAR training budget for 2023.

11. Trifecta Brief

Charlotte Connell and Rebecca Newton from NEMA gave an update on the Trifecta programme. They reminded the Council that this is in confidence so please do not share.

The Bill is with the Minister and Cabinet and is likely to be approved early next year with a six-month consultation period. This extended submission period was looked at given pressures on local government.

The National CDEM Plan includes central and local government, lifelines and NGOs. The plan is being reviewed to ensure it aligns with the Bill. There is some confusion around roles and responsibilities. The Plan needs to reflect lessons learnt from the last few years. The Plan delivers in the public interest with a focus on outcomes and making sure it is fit-for-purpose. Want to incorporate lessons learnt and incorporate things across the 4 Rs. The key priorities are community resilience, system capability and Māori participation.

The approach that is being taken will not be transformative, much will be lifted and shifted into the new framework but will give affect to the new Act. The format will be guided by direct and indirect engagement. There are three phases, testing, refining, and implementation.

Currently focussing on emergency management system and outlining roles and responsibilities. Catastrophic planning and timeframes are being carefully looked at how this can be done. Essentially having direct engagement with stakeholders and looking at a more cascaded targeted approach. There will be a good opportunity to engage next year and keen to keep you up to date.

Lead and support agency responsibilities – working with a wide group of agencies over the last 18 months. Consultation documents with three operating models went out and have had a diverse range of responses which identified there were still a range of views held. Now focusing on two options and understand the implications to help Ministers develop advice. Options across 2 Rs or all 4 Rs – who has responsibility for lead but not the delivery of it.

NEMA will form a working group to understand the challenges. There is a huge body of reform in this space. Most important for us is to understand the challenges as most organisations are not meeting their obligations.

12. SAR Aviation Future Options

This paper outlines recommendations from a recent report (by John Fogden) on use of aircraft for search and rescue and suggests next steps to progress options.

One recommendation from the report was that the SAR Coordinating Authorities should require a standard for the operation of an aircraft, and the report suggested the SAR standard could tag into the FENZ's standard. The recommendations from the report tie in with previous reports completed over the last few years and from the July workshop.

The next step is to conduct a small working group to discuss the report and decide next steps.

Decision

- The Council **noted** the recommendations from the aviation report and **endorsed** the proposed next steps.

13. Tiaki SAR Prevention Video

A cross-agency safety-focussed video has been developed. This has been well received and is going onto the Air New Zealand inflight entertainment system in February. There is also the hope that other tourist agencies will use it as part of their education packages. The video was shown to the Council members.

14. SAR Sector Environmental Impact/Sustainability

This paper advised the Council on progress regarding the SAR sector carbon footprint and emissions assessment project. The updated figures for Coastguard NZ is 1433 tonnes and 423 tonnes for LandSAR. The report will be completed and then work with NGOs to develop mitigation plans.

This is a baseline attempt of where we are right now and discussions are being started as to where they may go from here.

Agencies have gone for the most efficient way to give estimates as LandSAR give money back to volunteers for petrol. With Coastguard's new Mana vessel, it is running oxy diesel outboards so are on the path to reduce emissions.

15. ICAO Reciprocal Aviation SAR System Audit

Nigel advised of the intent of a reciprocal audit between AMSA JRCC and MNZ RCCNZ. The key paragraph is that both Australia and New Zealand will meet and exceed ICAO expectations.

This is for noting and are Maritime NZ are happy to send Audit reports to Council as they are completed.

Action.

- MNZ will **share** reciprocal ICAO Audit reports with the NZSAR Council.

16. Recreational and Safety and SAR Sector Review

Bev Driscoll gave an update on the Recreational and Safety and SAR Sector Review. The current focus is on governance and proposed leadership and governance arrangements. A stewardship arrangement is being proposed and is under development. The Review Team is keen to receive comment and feedback and will clarify and modify as required.

There was discussion around the clarity and understanding of international safety obligations and the lack of clarity as to where accountability for these would sit. No changes to accountabilities or functions in this area, or any other legislative area are being proposed.

The transition of functions from the current to proposed structure was also discussed. It would be important to ensure that the good work undertaken in the SAR sector is maintained during the transition and not compromised as the recreational safety side was developed.

It was queried if setting up a departmental agency is a good idea – careful consideration needs to be given to thinking about the different agencies covered and what they think they can do. The level of Māori governance/partnership needs to be thought about, Bev advised that they are providing Te Ao Māori into the system.

Bev advised that they have looked at different structures and worked with the Public Services Commission, but to date the right structure has not been identified. Have also talked to departmental agencies including the Social Wellbeing Agency.

Brendan asked if the Review included Urban Search and Rescue, and the answer was no it does not.

17. Draft TAIC Report *Enchanter* Accident

This paper gives Council an opportunity to comment on the draft Transport Accident Investigation Commission (TAIC) report and recommendations into the *Enchanter* capsized and associated search and rescue operation.

Andy advised that comment needs to be provided back to TAIC tomorrow. The Secretariat have started drafting up a letter essentially agreeing to most recommendations. A key piece of suggested feedback is that TAIC substitute “NZSAR Council” for the “Ministry of Transport” as the agency to undertake many of the recommendations. Also, in recommendation 6.6 the word ‘storage’ is removed.

Maritime NZ are replying to TAIC, and will let NZSAR know what their feedback is to TAIC.

Nigel said the Minister understands the challenges involved. Of note, making fuel available in remote places is difficult. This is the first time in recent memory that fuel has been an issue in a SAR operation.

Actions

- The Council **concurred** with the proposed commentary on the draft *Enchanter* TAIC report.
- Maritime NZ and the NZSAR Secretariat will **share** their respective feedback to TAIC on the draft report.

18. Noting Table – SAR Training 2022 Update

To 30 November 2022. Tai Poutini Polytechnic have delivered 28 face-to-face courses and one online CIMS3 course. TPP is aiming to deliver 30 courses out of a planned 36 courses.

To 30 November 2022, LandSAR have delivered 72 courses. LandSAR is aiming to deliver 80 courses out of a planned 96 courses.

Since 1 July 2022, 13 SAREXs have been delivered.

19. Noting Table – International Engagement

The Syrotuck Symposium and ICE-SAR Rescue 22 Conference was held in Iceland on 19-24 October 2022 and attended by Matthew Wheble. This is the first time a member of the NZSAR Secretariat has attended the symposium and conference.

20. Noting Table – NZSAR 2022-23 Workplan Update

The Workplan continues with workshops and projects. A summary of the events to date was included in this paper.

21. Noting Table – SAR Reviews Register

The status of reviews that had been completed was noted. Work is underway to address recommendations for the management of spontaneous volunteers. We haven't managed to land any reviews for some time and working at an official level to try to understand together what reviews should be undertaken.

22. Noting Table – Upcoming SAR Exercises/workshops

There are a range of exercise coming up and these are listed in the noting table paper. Council members are welcome to attend any events.

23. Noting Table – Beacons campaign – Summer 22/23

Last month the 2022-23 Beacons campaign was launched. Building on the awareness-raising done over the last two summers, this year's campaign has expanded from digital marketing into behaviour change. The Beacons website has been updated.

24. General Business – NZDF Brief

Andrew Shaw gave an update about the P3s that are coming out of service earlier than anticipated. This has been driven by increased attrition over the last months notably in maintenance crews, so the Chief of Defence made the safety decision to take the P3s out of commission.

The Minister has agreed to the decision, and this has been announced over the last 24 hours. This has also gone out to the Pacific and global partners.

The key points are that NZDF don't own all the risk and that agencies around the table own some of the risk. Have some broad mitigation processes in place where we are developing outputs to other agencies. Now working with partners and agencies to look at mitigations in detail and put some robustness around this. The SAR output would be on the same notice to move. The key responder will be the King Airs, but the primary platform will be the C130s.

Nigel said they are now across the details but disappointed about the short notice. They have spoken to their Australian colleagues who can't guarantee support. They

have also talked to US Coastguard and the French, there is a significant risk of getting an adverse outcome in the next five months. Also, would like coordination regarding messaging. Have met with Minister and are meeting with Defence as to how to move forward. Have asked to be kept linked in as much information as possible.

25. General Business – FED Funding – Ministerial decision

This paper summarised the extension of Fuel Excise Duty (FED) funding the Ministers of Transport and Finance (Joint Ministers) have agreed to for the 2023/24 and 2024/25 years resulting from the recent funding round.

Bridget advised that generally the sector did reasonably well. Not everything got funded. Will have to work with those who are employing people for two years with no guarantee of funding. Pivoting quickly to get SLAs completed in the first quarter of next year.

Decision

- The Council noted the outcome of the 2022 Fuel Excise Duty funding round for agencies in the 2023/24 and 2024/2025 years.

Kirstie thanked Duncan and the NZSAR Secretariat for their work this year.

26. Next meeting

14 March 2023

27. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
6.	Directors Report	Action Work together to organise a conversation with Minister(s) to discuss SAR aviation and other SAR assets and capabilities in early 2023.	Duncan Ferner / Bev Driscoll	Delays to Ministerial delegation and operational factors have delayed this
		Decision <ul style="list-style-type: none"> • Considered the Director's Report. • Noted the MoTs legal advice for the updated SLAs and MOUs will be explicitly 	Council	SLAs and MOUs currently being drafted. Legal checks occurred.

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
		<p>noted when the documents are circulated for approval</p> <ul style="list-style-type: none"> • Advised that no Council agency sought to be signatory to the new YSAR agreement. 		
6 a.	2020-2023 SLA and MOU Investment Report Quarter 1 2022-23	<p>Decision</p> <p>Noted the 2022-23 Quarter One SLA and MOU Investment Report.</p>	Council	N/A
6 c.	SAR Operational Activity Report	<p>Decision</p> <p>Noted the level of SAR operational activities for the period 1 July to 30 September 2022.</p>	Council	N/A
6 c i.	Use of Air Assets in SAR	<p>Decision</p> <p>Noted this analysis of how air assets are being used in search and rescue in New Zealand.</p>	Council	N/A
7.	Health, safety, and wellbeing report	<p>Decision</p> <p>Noted the state of health, safety and wellbeing and provided comment.</p>	Council	N/A
8.	Risk discussion. Health, Safety and Wellbeing	<p>Decision</p> <p>Approved the proposed Risk Matrix changes</p>	Council	Matrix updated

#	Item	Action, Decisions and noting	Responsibility	Actions taken / Status
9.	Terms of Reference, NZSAR Council and NZSAR Secretariat	<p>Action</p> <p>Change wording from 'monitor New Zealand's international SAR obligations and performance' to 'maintain visibility over New Zealand's international SAR obligations and performance' in both terms of reference documents.</p>	Duncan	TOR Updated
		<p>Decision</p> <p>Approved the terms of reference for the NZSAR Council and its Secretariat.</p>	Council	N/A
10.	NZSAR Budget Forecast 2022-2025	<p>Decision</p> <p>The Council:</p> <ul style="list-style-type: none"> • approved the NZSAR Secretariat Budget reforecast for the 2022-2023 financial year totalling \$5,674,284 • approved the NZSAR Secretariat high-level budgets for the 2023-24 and 2024-25 financial years. • noted the previously approved NZSAR training budget for 2023. 	Council	Approved budgets sent to MOT finance for their information and action
12.	SAR Aviation Future Options	<p>Decision</p> <p>The Council noted the recommendations from the aviation report and endorsed the proposed next steps.</p>		N/A

#	Item	Action, Decisions and noting	Responsibility	Actions taken / Status
15.	ICAO Reciprocal Aviation SAR System Audit	Action. MNZ will share reciprocal ICAO Audit reports with the NZSAR Council.	MNZ	Will occur post audit.
17.	Draft TAIC Report <i>Enchanter</i> Accident	Action <ul style="list-style-type: none"> The Council concurred with the proposed commentary on the draft Enchanter TAIC report. Maritime NZ and the NZSAR Secretariat will share their respective feedback to TAIC on the draft report. 	MNZ NZSAR Secretariat	Feedback shared.
18 - 23	Noting table	Action. The Council noted all items on the noting table	Council	N/A
25.	General Business – NZDF update FED Funding – Ministerial decision	Decision The Council noted <ul style="list-style-type: none"> The NZDF update re P3K2 and P8 availability in the first 6 months of 2023 the outcome of the 2022 Fuel Excise Duty funding round for agencies in the 2023/24 and 2024/2025 years. 	Council	N/A