

4. Minutes of meeting on Tuesday, 13 December 2022

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

5. Summary of actions from previous meetings

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
6.	Directors Report	<p>Action</p> <p>Work together to organise a conversation with Minister(s) to discuss SAR aviation and other SAR assets and capabilities in early 2023.</p>	Duncan Ferner / Bev Driscoll	Delays to Ministerial delegation and operational factors have delayed this
		<p>Decision</p> <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 noted when the documents are circulated for approval • Advised that no Council agency sought to be signatory to the new YSAR agreement. 	Council	SLAs and MOUs currently being drafted. Legal checks occurred.
6a.	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
6c.	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

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
6cii.	Use of Air Assets in SAR	Decision Noted this analysis of how air assets are being used in search and rescue in New Zealand.	Council	N/A
7.	Health, safety, and wellbeing report	Decision Noted the state of health, safety and wellbeing and provided comment.	Council	N/A
8.	Risk discussion. Health, Safety and Wellbeing	Decision Approved the proposed Risk Matrix changes	Council	Matrix updated
9.	Terms of Reference, NZSAR Council and NZSAR Secretariat	Action 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.	Duncan	TOR Updated
		Decision Approved the terms of reference for the NZSAR Council and its Secretariat.	Council	N/A
10.	NZSAR Budget Forecast 2022-2025	Decision The Council: <ul style="list-style-type: none"> approved the NZSAR Secretariat Budget reforecast for the 2022-2023 financial year totalling \$5,674,284 	Council	Approved budgets sent to MOT finance for their information and action

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
		<ul style="list-style-type: none"> approved the NZSAR Secretariat high-level budgets for the 2023-24 and 2024-25 financial years. <p>noted the previously approved NZSAR training budget for 2023.</p>		
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
15.	ICAO Reciprocal Aviation SAR System Audit	<p>Action.</p> <p>MNZ will share reciprocal ICAO Audit reports with the NZSAR Council.</p>	MNZ	Will occur post audit.
17.	Draft TAIC Report Enchanter Accident	<p>Action</p> <ul style="list-style-type: none"> The Council concurred with the proposed commentary on the draft Enchanter TAIC report. <p>Maritime NZ and the NZSAR Secretariat will share their respective feedback to TAIC on the draft report.</p>	MNZ NZSAR Secretariat	Feedback shared.
18 - 23	Noting table	<p>Action.</p> <p>The Council noted all items on the noting table</p>	Council	N/A
25.	General Business – NZDF update FED Funding –	<p>Decision</p> <p>The Council noted</p>	Council	N/A

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
	Ministerial decision	<ul style="list-style-type: none"> The NZDF update re P3K2 and P8 availability in the first 6 months of 2023 <p>the outcome of the 2022 Fuel Excise Duty funding round for agencies in the 2023/24 and 2024/2025 years.</p>		

6. Directors Report

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

Nationally Significant SAREX Progress – this is progressing well, two more contractors have been engaged.

The Kaitaki Ferry incident offered a real-world opportunity. Maritime NZ are still going through their debrief process. There are a number of mass rescue plans within the sector with varying degrees of currency and harmonisation.

If this incident had progressed, this could have been a major maritime incident with potentially a big SAR component. The SAR intended response was shaping to see Maritime NZ's RCC coordinating air and sea capabilities while the NZ Police coordinate the land response.

There were six vessels of opportunity, and the Lady Liz was the on-scene coordinator. There was also another ferry to assist and emergency EMS machines on standby which were from the South Island. The NH90s were prepared to assist and getting fuel into the region was also discussed. Harbour tugs were available but there was discussion around their tow capability. If it had been required, the tugs would have been used to hold off the ferry from coming aground.

The safest place for passengers was on board the ferry. Any evacuation of passengers was a decision for the ship's master. Evacuation would have been very difficult due to large sea swells and a very rugged coastline. Ideally, vessels would have had to tow lifeboats into Wellington harbour.

A SAR focussed debrief will be held in April. A TAIC investigation has also commenced. Ocean going tug and towage capability in NZ is also being explored.

The post Cyclone Gabrielle civil emergency ceased today. Many SAR organisations were heavily involved. The NZSAR Council investment into Surf's flood water rescue capability helped them significantly to undertake the flood response tasks. Tasking clarity, lines of accountability and responsibility were not always clear during the emergency. We are actively working with NEMA/CDEM to establish and document more effective relationships between NEMA and SAR agencies.

SAR Prevention – the Land Safety Forum hui was cancelled in February but has now been rescheduled to March due to the impact of Cyclone Gabrielle. The Beacons campaign is now in its third summer and is proving to be engaging. The NZSAR Tiaki video is now available on the Air New Zealand inflight entertainment menu for inbound international flights.

Overlapping Duties in Health and Safety – a contractor has been engaged to work with coordinating authorities and NGOs to develop a framework and guidelines. A Health, Safety and Wellbeing Workshop is being held in Wellington next week.

Data and Information – The SARdonyx contract has been extended for another five years. The SAR data sharing agreement has not yet been signed by Mountain Safety Council and Water Safety NZ so no SARdonyx data has been shared.

Funding Agreements – we are currently updating ten Service Level Agreements and Memorandum of Understanding as they are all expiring on 30 June 2023.

The CEO of SLSNZ, Paul Dalton, has resigned. His last day will be Friday 19 May. Mike Hill asked that the NZSAR Council recognises the input of Paul Dalton to SAR in New Zealand.

Secretariat Staffing and Resourcing – Rhett Emery has not yet been replaced pending a minor reorganisation of the Secretariat. Duncan also regrets to advise that Alita Bigwood has resigned, and her last day will be 7 April. Duncan also informed the Council that he will be on extended leave overseas after attending an international conference in mid June.

Decision

- The Council **considered** the Director's Report.

a. SLA and MOU Investment Report Q2 2022/23

Duncan advised that investment is going well and on track to allow for expected challenges. Very pleased on how things are tracking. All agencies are well up to speed and delivering.

Decision

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

b. SAR Sector Update

Audrey acknowledged how busy the sector had been in particular with the cyclone response and thanked everyone who had contributed to that and other incidents.

Duncan advised that even before the weather disasters, it had been a busier than normal summer. The sector is stressed and exhausted and not in a good position to absorb more, though they are pleased to be able to help communities.

Justin noted that they have been busy, but morale is high. Fatigue is a system wide risk. Tensions have been high given the scale and the duration which brings up a range of issues eg. inability to attend work.

Bev Driscoll noted the importance of how the CDEM system engages with NGO volunteers.

Brett Clayton said that Defence has a fatigued workforce but morale is high and also echoed there was at times, a lack of clarity who Defence was working for during the national emergency . Defence will continue to be there for the next few weeks.

c. SAR Operational Activity Report

This has been the largest year of SAR incidents for the last 13 years. This is largely due to category two operations. Numbers are up but lives saved are down so getting to those people quickly. Activity levels are up with people getting out and about. International tourists are still under-represented. Justin commented that their tasked assets are up significantly and had higher staffing levels over the summer months.

Decision

- The Council **noted** the level of SAR operational activities for the second quarter, 1 October to 31 December 2022.

d. SAR Sector Assurance Report

The attached Assurance Dashboard provided the Council with assurance that operational search and rescues (SAR) is reasonably fit for purpose.

Duncan advised what the framework and information points were behind it and how information was collected across the sector.

Bridget noted that a group of people are involved in writing them, so will get cross reporting and can triangulate what is available and not available. This model is high trust and does rely on honest reporting. We remain confident that if a data point is particularly poor, we will be advised.

Mike said the dashboard report was a giant leap forward. Want to acknowledge the work being done. It was useful to have the science behind the thinking.

Shelley thinks this will continue to evolve, good to have conversations and not to be scared of things in red and orange. She would be worried if everything was green. Should be having a look at the risks with these capabilities and what the story is telling us.

It was asked if there are any areas that are missing. Shelley would like an executive summary at the start as to what the story is to help promote conversations.

Duncan thanked Bridget for her work.

Action

- An executive summary is to be placed at the top of the report detailing the top points to help with promoting conversations.

Decision

- The Council **noted** that:
 - a) the current level of assurance that operational search and rescue is fit for purpose is 'considerable'
 - b) that the following areas of focus of the Framework's elements have been assessed at 'moderate' and work is in progress to improve the level:
 - i) helicopters
 - ii) funding
 - iii) operational processes
 - iv) national training framework
 - v) operational currency
 - vi) Health and Safety at Work Act
- The Council **discussed** the levels of assurance reflected in this report.

7. Risk Discussions – COVID, SAR Information

COVID Risk

Duncan has updated the risk matrix and is proposing that the COVID risk be reshaped and reordered to the back as a pandemic risk. COVID is still with us but don't know what is coming down the track. There is strong support from the Consultative Committee to keep this. The Council is comfortable with this risk.

Action

- Duncan to reassess the treatment aspects of the COVID risk and update the matrix.

From a RCCNZ perspective, one of the risks is the lack of a long-range search which leaves a capability gap. Bev advised that the Review is looking at the SAR asset base as assets are a critical piece of the system as none are SAR owned for system assurance. The Council agreed and additional risk is to be created describing strategic capability/asset risks such as long-range search.

Mike advised that the safety audit of New Zealand will potentially be held in September and will look at flight capability available in the region.

Action

- Duncan is to update the risk matrix to include strategic capability/asset risks in conjunction with Defence, RCCNZ and CAA.

SAR Information

Some minor changes have been suggested to reflect on where we are sitting at present. Duncan advised that MSC has objected to the use of the word 'curated' within this risk treatment. The Council agreed to retain it.

The data analysis service contract is still being worked on but we anticipate it will be a major improvement once this is up and running as it will be able to integrate SAR information with other data sets such as weather. It will also support our 'open Government information' responsibilities without sharing private information.

Decision

- Retain the SAR information risk as proposed.

8. NZSAR Awards

Tania Seward advised that the subcommittee has put forward recommendations. The paper was written prior to Maritime NZ's prosecution regarding the *Enchanter*. The Council were asked to consider if the *Enchanter* should be recognised at this time or are there other options. Mike noted that in the past rescue helicopter pilots have received awards while being prosecuted at the same time. How would the victims feel about this. Shelley advised Maritime NZ are not charging anyone who was involved in the rescue.

Mike said that there maybe some cases around humane awards or give a SAR Award or Royal Honour. All royal awards go through DPMC.

Audrey commented that it can be separate between what happened on the day and the rescues. The concern is the implications of the families and whānau of the deceased.

Tania will work through Maritime NZ. Shelley said families were advised before the charges were laid. If we didn't have the vessels involved within the company, does it take away their courageous efforts on the night.

Action

- Maritime NZ to get contacts of victims and liaise with Tania. There will be an out of session discussion to decide on the Gold Award without Maritime NZ.

Decision

The Council:

- A. **Noted** the advice provided by the Awards subcommittee.
- B. **Noted** the selection criteria in the NZSAR Awards policy (enclosed).
- C. **Confirmed** the recipients for the 2022 NZSAR Awards, **less** the specifics of the *Enchanter* nomination pending further out of session advice from NZSAR Secretariat.
- D. **Confirmed** that letters of recognition should be sent to the agencies and individuals whose nominations were unsuccessful.

9. Cyclone Gabrielle – SAR response brief

Justin gave a brief on the RCCNZ response from Cyclone Gabrielle. He stressed that they had a small response in the bigger picture, but it was a big role for them. In terms of numbers and time, were only involved for three days. The cyclone was a major event, one of the biggest cyclones to hit our shores. This is the third time a national state of emergency has been declared.

RCC had the initial conversation with Police on the morning of 14 February around SAR capacity and the concern was around Auckland with the earlier flood event. It was agreed with Police that RCC would pick up the aviation tasking which was in line with BAU tasking as to cooperate and assist when the other party asks. RCMC also agreed with this.

A plan was built, and rescue activity was well underway when RCC took over. FENZ were critical and important and provided people on the ground. Police, Air Desk and CAA were also critical. An early key decision was to establish a base at Bridge Pa and get capable machines into the region from the South Island. Running an accelerated operating model which had 112 tasks, but the overnight team tidied this up so the next day there were enough assets to meet demand.

A formal debrief is yet to come. There was difficulty with communications regarding people passing information back to those in Wellington. The standard BAU process is not designed to run simultaneous takings. This was planned very deliberately from the start.

The control of aircraft was an issue. Defence have their own traffic controllers but these individuals are due to retire, and training is no longer required. Airways are not interested in providing capacity and neither are Defence.

Bev noted that this is something that could be added into the Ministry's Air Navigation process.

10. Ransomware, information security

Duncan advised that both DOC and Coastguard have had ransomware attacks. This is quite concerning as NGOs are not sophisticated in their IT space. These are likely to continue as volunteers do put NGOs at risk. This is being monitored.

11. IMT Operating Systems Report

Matt Wheble advised there were currently 65 management systems used in the SAR sector. Want to get an agreement to consolidate to a single platform to manage operations.

Matt also advised that none of these systems are secure, and all the information is being held on volunteer's computers.

It was agreed that this will become a standing item.

Decision

The Council **agrees in principle** on the following recommendations:

- a. Consolidate Category 1 SAR Incident Management Systems (inclusive of land and marine searches) into a single platform for managing operations and information management and sharing.
- b. Have an appropriate agency to steward an overall IMS system, and a requirement to have a governance structure.
- c. Commence a project to determine current and future requirements and the feasibility of a single Incident Management System. The project will consider a possible funding model and next steps.

12. SLA Priorities

The process has started and NZSAR Council priorities will be included in the letters of intent in a suggested priority order. Typically, 2-3 priorities will be included. The nationally significant exercise will be a major operational focus and SAR technology will be another.

Brett asked if there was an opportunity for the nationally significant exercise be able to leverage some of the other priorities? This will be a bespoke exercise which will be appropriately structured and funded so not sure if other priorities can be weaved into the exercise.

Russell and Bev agreed that Volunteerism, Organisation robustness and capability vulnerability or deficiency could be bundled into one.

Decision

- The Council **agreed** the sector strategic priorities should be:
 - sector sustainability and resilience
 - the next government funding round, and
 - environmental sustainability.

13. SAR Sector Environmental Impact/Sustainability

Evan Hughes advised that this was a draft report as at the time, NZDF's carbon emissions were not included. Evan has now received this data so NZDF's carbon emissions is 434 tonnes. This mostly relates to tasking of air assets to NZDF. The aim is to have the final report at the next Council meeting.

The four NGOs have their own reports which fed into this report. This is a baseline report that is an estimate so information will continue to get better. Working with NGOs to create environmental reports.

Maritime commented that the amount includes SAR which they don't have control over, and that the safety of lives is paramount. Hopefully there can be an all of government approach for agencies who are in this predicament.

NZDF also mentioned they have got support facilities that are clean and green compared to planes that are heavy users. Need to make sure there is no double counting.

This draft version of the report does not include the New Zealand Defence Force's SAR-related carbon emissions because this information was not available at the time of publication.

The Council were advised that the final SAR carbon emissions report will include clarification that the information in this report does not supercede, or double-up on, the information that some SAR organisations are mandated to provide to the Ministry for the Environment under the provisions of the Carbon Neutral Government Programme.

Decision

- The Council **noted** a draft report has been produced for its consideration.

14. Recreational Safety and SAR Sector Review

Audrey updated the Council on the Review. The previous plan for consultation in May and decisions in August will not proceed. Instead, findings will be wrapped up as planned, and following consultation with Council members and NGOs a paper will go to the Minister in late June or early July, with a further report regarding implementation to go to Cabinet post election, early in the new year.

There may be aspects of the Review that can be taken forward without a government mandate. Audrey noted the high level of sector engagement.

Bev said at the Advisory Group meeting agencies will be given the key messaging that we are committed to progress the recommendations and outcomes.

Shelley acknowledged the work that has been done to date.

15. Noting Table – SAREX lessons summary

The Lessons Framework establishes the culture and process that supports lessons management, and how agencies can facilitate learning.

NZSAR reviewed the recommendations from the 2021-2023 SAREX reports. The common themes from SAROPs and SAREXs have remained static.

It is recommended that the SAR agencies have an internal process to address the gap between lessons identified and lessons learned.

16. Noting Table – SAR Training 2022 report

SAR Training

LandSAR Training Ltd is working through the transition of on boarding the multi-agency training programme and the tutors. A successful tutor workshop was held on 28-29 January.

SAREX's

Since 1 July 2022 14 SAREX's have been delivered.

17. Noting Table – International engagement

Two staff from MNZ's RCCNZ attended the annual Pacific SAR (PACSAR) conference in Cairns Australia.

The Secretariat Director will attend the International Maritime Federations Quadrennial World Maritime Congress in Rotterdam June 2023.

18. 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.

19. Noting Table – SAR Reviews Register

Category I Search Suspension

Police are completing their final steps to address the recommendations of the Independent Review of Category I Search Suspension undertaken by Malcolm Burgess in 2021. Search suspension documentation is now available to Police on their intranet.

Management of Spontaneous Volunteers

The Senior Officials Group have accepted and confirmed the actions to address the recommendations made in the review of Management of Spontaneous Volunteers made by Malcolm Burgess in 2021.

Insights into Search and Rescue Responses during Civil Defence Emergency Management Incidents

A term of reference has been written up and has been sent to RCCNZ and PNHQ for approval.

Tasking Air Assets for Search and Rescue, including associated duties of the Air Desk, RCCNZ and Police

Terms of reference (TOR) for the review for tasking air assets, including the Air Desk involvement has been approved by RCCNZ. Police are currently reviewing the TOR.

Extended Search

Terms of reference (TOR) for the review for extended searches has been approved by RCCNZ. Police are currently reviewing the TOR.

Kaitaki

A review of the Search and Rescue aspect of the incident is proposed, and a term of reference proposed.

20. Noting Table – Upcoming SAR Exercises/Workshops

There are a range of exercises coming up and these are listed in the noting table paper.

21. Noting Table – 2022-23 Beacons campaign

The Beacons 2022-23 digital marketing campaign is largely complete, with the remaining small budget used to boost social media messaging in the leadup to

Easter. The campaign has delivered just over four million impressions, with 23,500 clicks to the beacons.org.nz website. Engagement rate is higher than the previous campaigns and soft data suggests that people are screenshotting the campaign collateral and talking about it. Following feedback from outdoor retailers, we linked some of the Google campaign activity to consumers searching for dehydrated tramping/camping food. This has been the most effective channel for generating clicks to the website.

22. Next meeting

1 June 2023, 5 September 2023, 12 December 2023

23. Actions, decisions and noting

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
6.	Directors Report	Decision Considered the Director's Report.	Council	N/A
6.a	SLA and MOU Investment Report Q2 2022/23	Decision Noted the 2022-23 Quarter Two SLA and MOU Investment Report.	Council	N/A
6.c.	SAR Operational Activity Report	Decision Noted the level of SAR operational activities for the second quarter, 1 October to 31 December 2022.	Council	N/A
6.d.	SAR Sector Assurance Report	Action An executive summary to be placed at the top of the report detailing the top points to help promote conversations.	Bridget Hesketh	For next assurance report September 2023

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		<p>Decision</p> <p>The Council noted:</p> <ul style="list-style-type: none"> a) the current level of assurance that operational search and rescue is fit for purpose is 'considerable' b) that the following areas of focus of the Framework's elements have been assessed at 'moderate' and work is in progress to improve the level: <ul style="list-style-type: none"> i) helicopters ii) funding iii) operational processes iv) national training framework v) operational currency vi) Health and Safety at Work Act <p>The Council discussed the levels of assurance reflected in this report.</p>		N/A

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
7.	Risk Discussions – COVID, SAR Information	<p>Action</p> <ul style="list-style-type: none"> • Reassess the treatment aspects of the COVID risk and update the matrix. • Update the risk matrix to include strategic capability/asset risks in conjunction with Defence, RCCNZ and CAA. • Retain the SAR information risk as proposed. 	Duncan Ferner	<p>Completed</p> <p>Completed</p> <p>Retained</p>
8.	NZSAR Awards	<p>Action</p> <p>Maritime NZ to get contacts of victims and liaise with Tania. There will be an out of session meeting to decide on the Gold Award without Maritime NZ.</p> <p>Decision</p> <p>The Council:</p> <p>A. Noted the advice provided by the Awards subcommittee.</p> <p>B. Noted the selection criteria in the NZSAR Awards policy (enclosed).</p> <p>C. Confirmed the recipients for the 2022 NZSAR Awards, noting the specifics of the <i>Enchanter</i></p>	Shelley Tucker / Tania Seward	<p>Out of session item completed.</p> <p>Award recipients decided.</p> <p>Letters will be drafted and sent following the Awards.</p>

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		<p>nomination pending further advice from NZSAR Secretariat.</p> <p>D. Confirmed that letters of recognition should be sent to the agencies and individuals whose nominations were unsuccessful.</p>		
11.	IMT Operating Systems Report	<p>Decision</p> <p>Agrees in principle on the following recommendations:</p> <ul style="list-style-type: none"> a. Consolidate Category 1 SAR Incident Management Systems (inclusive of land and marine searches) into a single platform for managing operations and information management and sharing. b. Have an appropriate agency to steward an overall IMS system, and a requirement to have a governance structure. c. Commence a project to determine current and future requirements and the feasibility of a single Incident 	Duncan Ferner	Follow on project to implement these recommendations planned for 2023/24

#	Item	Actions, decisions and noting	Responsibility	Actions taken / Status
		Management System. The project will consider a possible funding model and next steps.		
12.	SLA Priorities	<p>Decision</p> <p>The Council agreed the sector strategic priorities should be:</p> <ul style="list-style-type: none"> ○ sector sustainability and resilience ○ the next government funding round, and ○ environmental sustainability. 	Duncan Ferner / Bridget Hesketh	Priorities have been included in the annual letters of intent as appropriate
13.	SAR Sector Environmental Impact / Sustainability	The draft SAR Sector Environmental Impact / Sustainability report was noted .	Council	N/A