

# NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



**Minutes of Meeting  
NZSAR Council Meeting  
9:30 to 11:30am, Tuesday 15 March 2022  
3 Queens Wharf**

## Present

Name	Agency
Bryn Gandy (Chair)	MoT
Tusha Penny	NZ Police
Darryn Webb	NZDF
Ian Duncan	FENZ
Steve Taylor	DOC
Bronwyn Turley	MoT
Mike Hill	CAA
Kirstie Hewlett	MNZ
Michael Bassett-Foss	Independent Council Member

## In attendance

Name	Agency
Justin Allan	MNZ/RCCNZ
Brett Clayton	NZDF
Bev Driscoll	MoT
Duncan Ferner	NZSAR
Andrew Greig	NZSAR
Wendy Harrison (minutes)	NZSAR
Rhett Emery	NZSAR
Alita Bigwood	NZSAR
Daryl Bloomfield	NZSAR
Matt Wheble	NZSAR
Bridget Hesketh	NZSAR
Tania Seward	NZSAR
Evan Hughes	NZSAR

## 1. Welcome and Interests Register

Bryn Gandy (Chair) opened the meeting and introduced himself as the Acting Secretary of Transport in place of Peter Mersi until 30 June 2022. Bryn welcomed all attendees. There were no new interests to be added to the Interests Register.

## 3. Apologies

Name	Agency
Rhys Jones	FENZ
Bruce Parkes	DOC
Keith Manch	CAA

#### 4. Minutes of Meeting 9 December 2021

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

#### 5. Matters arising from previous meeting

#	Item	Actions, Decisions and Noting	Responsibility	Actions Taken/Status
5.	<b>Directors Report</b>	<b>Action:</b> Provide the Council with a calendar of significant exercises.	Duncan Ferner	See Directors report
6.	<b>NZSAR risk discussion – SAR Technology/ COVID</b>	<b>Actions:</b> <u>SAR Technology</u> Update the risk matrix to include reference to wider communications technology matters.	Duncan Ferner	Complete
		Give the Secretariat the details of a contact for the Next Generation Critical Communications (NGCC) project for the NZSAR Secretariat to follow up.	Tusha Penny	Complete
		<u>COVID</u> <b>Action:</b> Consult with Consultative Committee further around COVID risk and there is an appropriate COVID risk lens.	Duncan Ferner	Ongoing
		<b>Action:</b> Share all SAR agency COVID policies / risks to each SAR agencies.	Duncan Ferner	Complete / ongoing
7.	<b>NZSAR Budget Reforecast 2021 – 2024</b>	<b>Action:</b> Find out if the RNZPC is available to host the SAR Managers course in 2022.	Tusha Penny	Complete

		<p><b>Decisions:</b> The Council:</p> <ul style="list-style-type: none"> <li>• <b>approved</b> the NZSAR Secretariat reforecast for the remainder of the 2021-2022 financial year.</li> <li>• <b>approved</b> the NZSAR Secretariat high-level budgets for 2022-23 and 2023-24.</li> <li>• <b>approved</b> the NZSAR training budget for 2022 and 2023.</li> </ul>	Duncan Ferner	NFA
8.	<b>SAR FED Funding Extension</b>	<p><b>Noting:</b> The Council <b>noted:</b></p> <ol style="list-style-type: none"> <li>a. that the 2020-2023 Service Level Agreements and Memoranda of Understanding for FED funding terminate on 30 June 2023.</li> <li>b. the consideration of new investment applications is being delayed because of the Review.</li> <li>c. that draft funding parameters have been developed to ensure agencies remain sustainable until the Review is completed.</li> <li>d. that in line with criteria developed, current funding will be extended for two years, with the next full funding round covering the period 2025-2028.</li> </ol>	Duncan Ferner	NFA
9.	<b>Nationally Significant SAREX scope</b>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Arrange a pre-planning meeting early next year (2022) with MNZ, Police, MOT, and CAA.</li> <li>• Work with MOT to move funding through to future years</li> </ul>	<p>Andy Greig</p> <p>Duncan Ferner</p>	<p>Complete</p> <p>Complete</p>

11.	<b>Youth SAR correspondence</b>	<b>Decision:</b> The proposed draft letter is not to be sent to YSAR.	Duncan Ferner	NFA
		<b>Action:</b> On behalf of the Council, Tusha and Michael will talk to the CEO of YSAR to explore possibilities and discuss it at a subsequent Council Meeting.	Tusha Penny & Michael Bassett-Foss	

## 6. Director's Report

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

The NZSAR Secretariat is holding weekly meetings with the two SAR Coordinating Authorities, the four NGOs, and the Ambulance services to share COVID related information and to discuss operational capability and limitations. Fortunately to date, nothing has been impacted in terms of service. The Secretariat is also supporting NGOs with finance to help them buy bulk supplies of RATs.

Regarding the extension of FED funding, the Ministry is still working through the funding parameters agreed by Council last year. The current environment is volatile, and we need to have the ability to identify aspects of this over the next two years. Duncan presented a paper proposing the inclusion of a fourth criteria to cover *unavoidable costs pressure(s) from external events that will likely affect operational service delivery*.

### Decision:

*The Council:*

- **Endorsed** the four proposed criteria
- **Agreed** SAR FED funding should be ongoing unless appropriately and specifically time limited

The SARdonyx system is due for renegotiation as the current agreement with Beca ends June 2023 with a 5-year right of renewal.

Duncan mentioned there are a few surveys that are either in train or underway now. This is the second year of the Beacons promotion programme which is being worked on in conjunction with Maritime NZ.

The Council support the sector's COVID response with half an FTE for six months who is based at Surf Life Saving NZ.

Duncan advised due to COVID, the National SAR Support Programme is behind schedule.

The NZSAR Secretariat are engaging with NEMA about their Trifecta Work programme. Council direction was sought about what was the best way to coordinate engagement with NEMA as it relates to SAR.

**Action:**

- *NZSAR Secretariat will arrange a meeting with Council member agencies to discuss a collective approach from the SAR agencies to be involved with the NEMA Trifecta Programme.*

**6a. SLA and MOU Investment Report Q2 2021/22**

It was reported that the investments are going well. Agencies are suffering from supply chain issues and, more generally, COVID impacts. Some milestone deliveries have been delayed. There is an area of concern around AREC as they are struggling to absorb the increased governance expectations that is being sought of them. Their internal resources are very light and there is a complex governance system with NZRT. The NZSAR Secretariat will support AREC them with management consultants.

**6b. SAR Sector Update**

The Council noted this report.

**6c. SAR Quarterly Operational Activity Report**

The Council noted this report. Of note, there are high activity levels by NZ Police and LandSAR. Council discussed the options of considering what the drivers behind the high levels of SAR service is.

**7. NZSAR Awards 2021**

The Council considered the recommendations of the Awards Sub-Committee. There was discussion about sending letters of recognition to nominees that didn't receive an award. There was some good feedback from unsuccessful nominees that received letters of recognition last year.

The Governor General has agreed to present the awards and the awards will be held at Government House. Due to restricted numbers, the guest list will be limited. There will be a live stream for those who can't attend. The awards will be held on Tuesday 17 May 2022.

**Decision:**

*The NZSAR Council:*

- **Noted** the advice provided by the Awards Sub-Committee.
- **Noted** the selection criteria in the NZSAR Awards Policy.
- **Confirmed** the recipients for the 2021 NZSAR Awards.
- **Confirmed** that letters of recognition should be sent to the agencies and individuals whose nominations were unsuccessful.

**8. NZSAR risk discussion – SAR Expectations/COVID**

*COVID*

The risk treatments for both COVID and SAR Expectations have been updated. COVID is now in the community and there are concerns about the operational impact. As mentioned, the NZ Secretariat are holding weekly meetings and providing funding to support RAT testing with some of the NGOs.

Duncan welcomed Council direction or thoughts on how to consider treatments or how to describe other aspects of the risk.

*SAR Expectations*

This risk hasn't been considered for a few years. This risk has been updated to reflect the current environment that the public may have an unrealistic expectation of SAR capacity and capabilities due to more modern devices. As a result, people may adopt more risk.

An alerting technology treatment has been added and the NZSAR Secretariat are working with Maritime NZ on how to better provide communication on distress alerting technologies. This includes developing policies and procedures around SEND devices to ensure RCCNZ have adequate operating agreements NZSAR and MNZ are working with Consumer NZ to do a comparison of beacons which will be publicly available.

NZ Police have offered to have a discussion around how to approach these increases in SAR services.

**Decision:**

Council **approved** the proposed changes to the Risk Register.

**Action:**

- *NZ Secretariat to look into into the increased use of SEND devices as there is an increase in capability demand for SAR services via RCCNZ.*

**9. COVID-19 Impacts on SAR**

This topic was covered in depth during discussion around the Director's Report and updating the risk treatment for COVID.

**10. Nationally Significant SAREX scope**

Mark Constable (Contractor) joined the meeting at 10.20am. Andy Greig advised that in December, Council considered a possible scope for a Nationally Significant SAREX and Council supported the exercise and liked the phased approach. However, in December, Council advised it did not want to decide on a specific scenario at that stage and there were concerns that agencies couldn't cope right now or in the time period that was been considered. The Council asked for further meetings to be held with Maritime NZ, RCCNZ, Police and the Civil Aviation Authority to discuss revising the scope. These meeting were held, and the scope has been updated.

Council discussed the revised scope, supported the changes, and were in favour of holding a Nationally Significant search and rescue exercise,

Darryn commented interfaces with the national security system can be difficult, and these matters need to be tested. Anytime we can encourage participation with senior officials and ministers, this is worth the effort. This is where we get the biggest risks, the most learnings, and realisations.

**Action:**

*The Council:*

- ***Approved*** in principle a series of phased exercises in the financial years 2022/23 and 2023/24.
- ***Directed*** the Secretariat to prepare a business case for the Ministry of Transport seeking to release \$1.35 million for a nationally significant series of exercises in the financial years 2022/23 and 2023/24.
- ***Approved*** the establishment of a Steering Group for the nationally significant SAREX with membership to include representatives from Maritime New Zealand, Police, and the Civil Aviation Authority, and other available members from the NZSAR Council.
- ***Approved*** an exercise planning team that reports to the Steering Group.

## 11. Search and Rescue Assurance Framework

Duncan advised that in 2016, the Council asked for a SAR Assurance framework to be put together at a systems level and the expectations at the time were about gaining and maintaining an understanding of SAR capabilities, capacities and gaps in the system. Council wanted assurance there was the capability to deliver SAR services for the broad range of circumstances that SAR might be faced with. In 2018, there was a combined Council and Consultative Committee workshop that discussed what an assurance framework would look like.

Mike Hill advised that he chairs the Incident Management Reference Group (IMRG) and many agencies are concerned about the lack of assurance systems across the sector. NEMA have recently confirmed the position for a contractor to start work on an Assurance Framework Mike will ensure NZSAR is linked in.

### Action:

*The Council:*

- **Agreed** to the proposed assurance framework shown in Annex 1 including:
  - *the Framework elements (Agencies, Other resources; Operations system, Sustainability; Prevention and Preparedness, Legislation/Regulations)*
  - *the areas of focus for each element*
  - *what 'fit-for-purpose' means for each element.*
- **Noted** that the data points and look and feel of the proposed assurance report are not yet finalised.
- **Noted** that a quarterly assurance report will be included in the Director's Report. The breadth of each quarter report will vary though an overall view of systemic assurance will be provided.

It was also noted that the framework will be a living document and refined as appropriate and considering issues like the SAR review. It will leverage off current reports and measures.

## 12. Recreational Safety and SAR Sector Review

Bev Driscoll advised that the review team, advisory group and work programme is well established. The team is appreciative of the agencies around the Council table. This also includes the NGOs that are not here. Bev noted that NZDF is not represented but will make sure they are linked in.

There is a lot of work underway that the Secretariat is leading that the Review team are leaning into such as the volunteer engagement surveys and the environmental scan. There are a few red flags, and it was acknowledged that this is a big work programme which will be continually monitored.



There are several entities involved and are mindful of stakeholders that they are mapped into the challenge. The review is making sure there is consistent messaging with local government who are going to be a critical stakeholder going forward.

One thing that is being thought about carefully, is that the work the Secretariat does has grown considerably, and with the shared demands across SAR and strategic policy advice, is there an appetite for us to explore options around structural and departmental agencies.

It was noted that the SAR system has been in place for a number of years and it was seen as important to do a fit for purpose assessment of the existing system as many organisations involved have issues with workforce and strategy.

Kirstie raised what is becoming a challenge is around emissions. Maritime NZ have finished an emissions audit which included RCCNZ and how can we deliver SAR in an emissions sustainability model.

Duncan advised there is a workstream to measure the emissions of the SAR sector as a coherent whole. This will involve particularly focussing on the NGOs and try and compile a picture of that and bring it back to the Council at a future meeting. This piece of work is currently in a scoping phase .

Justin acknowledged the work that Bev and her team had put into with the scope.

### **13. Noting Table – 2022 Volunteer Engagement Survey**

This is developing in partnership with the NGOs. These surveys are going to occur over the next short while and the surveys will come from the NGOs themselves.

### **14. Noting Table – Volunteer data update**

NZSAR has received data from the NGOs and are getting a composite picture of the data will allow the SAR sector to better understand the demographic makeup and diversity from the NGOs.

### **15. Noting Table – SAR training and exercising update**

SAR training has been impacted by COVID and all the restrictions. This seems to be continuing for a while and will have to figure out how to live with COVID and continue to be able to deliver training courses and exercises.

### **16. Noting Table – NZSAR 2020/2021 Workplan Update**

This was already covered earlier in the meeting.

### **17. Noting Table – SAR Reviews Register**

There are two reviews that are being looked at: First, the Search Suspension Review, which is being considered by Senior Officials and actions have been agreed. The second review is the Management of Spontaneous Volunteers which is currently with Police and being considered by them.

### 18. Noting Table – SAR Awareness, Expectations and Distress Beacons survey

The Expectations and Distress Beacons survey is underway and hope to have the results back in time for the next meeting.

### 19. Noting Table – Distress beacons digital marketing campaign update

This campaign is going well and will continue until late April. A post campaign review will be done and then will decide on the next steps.

### 20. General Business

Tusha advised that David Greig is the new Director for Capability who commenced this week and should be the first point of contact as a direct report as an entry to NZ Police.

There was no further general business.

#### Next Meetings:

7 June, 8 September and 13 December

NZSAR Awards 17 May, Government House

#### Action, Decision, Noting and Responsibility Table

#	Item	Actions, Decisions and Noting	Responsibility	Actions Taken/Status
6.	Director's Report	<b>Decision: <i>The Council:</i></b> <ul style="list-style-type: none"> <li><b><i>Endorsed the four proposed criteria</i></b></li> <li><b><i>Agreed SAR FED funding should be ongoing unless appropriately and specifically time limited</i></b></li> </ul>	Duncan Ferner	Complete / Actioned
		<b>Action:</b> <ul style="list-style-type: none"> <li><b><i>NZSAR Secretariat will arrange a meeting to discuss a collective approach from all the SAR agencies to be involved with the NEMA Trifecta Programme.</i></b></li> </ul>		Several bilateral discussions, ongoing.

7.	<b>NZSAR Awards 2021</b>	<p><b>Decision: The NZSAR Council:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the advice provided by the Awards Sub-Committee.</li> <li>• <b>Noted</b> the selection criteria in the NZSAR Awards Policy</li> <li>• <b>Confirmed</b> the recipients for the 2021 NZSAR Awards.</li> <li>• <b>Confirmed</b> that letters of recognition should be sent to the agencies and individuals whose nominations were unsuccessful.</li> </ul>		2021 Awards complete
8.	<b>NZSAR risk discussion – SAR Expectations</b>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• NZ Secretariat to organise a deep dive regarding the increased use of SEND devices as there is an increase in capability demand for SAR services via RCCNZ.</li> </ul>		Not yet actioned
10.	<b>Nationally Significant SAREX scope</b>	<p><b>Decision: The Council:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> in principle a series of phased exercises in the financial years 2022/23 and 2023/24.</li> <li>• <b>Directed</b> the Secretariat to prepare a business case for the Ministry of Transport seeking to release \$1.35 million for a nationally significant series of exercises in the financial years 2022/23 and 2023/24.</li> <li>• <b>Approved</b> the establishment of a Steering Group for the nationally</li> </ul>		<p>Business case finalised and forwarded to MOT for consideration / approval.</p> <p>Steering group established. First meeting held 19 May 2022.</p>

		<p><i>significant SAREX with membership to include representatives from Maritime New Zealand, Police, and the Civil Aviation Authority, and other available members from the NZSAR Council.</i></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> an exercise planning team that reports to the Steering Group.</li> </ul>		
11.	<b>Search and Rescue Assurance Framework</b>	<p><b>Decision:</b> <i>The Council:</i></p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> to the proposed assurance framework shown in Annex 1 including: <ul style="list-style-type: none"> <li>○ <i>the Framework elements (Agencies, Other resources; Operations system, Sustainability; Prevention and Preparedness, Legislation/Regulations)</i></li> <li>○ <i>the areas of focus for each element</i></li> <li>○ <i>what ‘fit-for-purpose’ means for each element.</i></li> </ul> </li> <li>• <b>Noted</b> that the data points and look and feel of the proposed assurance report are not yet finalised.</li> <li>• <b>Noted</b> that a quarterly assurance report will be included in the Director’s Report. The breadth of each quarter report will vary though an overall view of systemic assurance will be provided.</li> </ul>		‘Look and feel’ proposal of assurance reporting for Council Consideration at Item 6.d.