

**Minutes of Meeting
NZSAR Council
9:30am – 12:30pm Wednesday 26 February 2020
3 Queens Wharf, Wellington**

Present:

| Name: | Agency: |
|----------------------|----------------------------|
| Peter Mersi | MoT |
| Ian Duncan | FENZ |
| Kirstie Hewlett | MoT |
| Nic Brown | NZ Police |
| Ant Blythen | NZDF |
| Michael Bassett-Foss | Independent Council Member |
| Mahanga Maru | CAA |
| Bruce Parkes | DOC |
| | |
| | |

In attendance

| Name: | Agency: |
|---------------------|---------|
| Carl van der Meulen | NZSAR |
| Duncan Ferner | NZSAR |
| Kevin Banaghan | RCCNZ |
| Mike Hill | RCCNZ |
| Rhett Emery | NZSAR |
| Alita Bigwood | NZSAR |
| Jeff Lean | NZSAR |
| Chris Elliott | NZSAR |
| Alannah Taylor | NZSAR |

1. Welcome

Peter Mersi opened the meeting and welcomed all attendees.

Michael Bassett-Foss provided an overview of his previous experience within Coastguard and employment.

2. Apologies

Graeme Harris (CAA), Keith Manch (Maritime NZ), Tusha Penny (NZ Police)

3. Minutes of Meeting held 10 October 2019

Accepted as a true and accurate record.

4. Matters arising from previous meeting

| # | Item | Actions & Decisions | Responsibility | Actions Taken/Status |
|-----|---|--|-------------------|----------------------|
| 6. | Quarter and Annual SAR Operational Report | Provide Jeff Lean with information on the reports they would like from SARdonyx. | All agencies | |
| 8. | NZSAR Risk Matrix Update | Update the risk matrix to include: <ul style="list-style-type: none"> Timeframes for risk treatment action in the comments section. Current implementation status for each risk treatment. | NZSAR Secretariat | |
| 10. | New independent NZSAR Council member | <ul style="list-style-type: none"> Seek the endorsement from Consultative Committee for the appointment of Michael Bassett-Foss. If endorsed, invite Michael to become the independent member of the NZSAR Council for a period of two years commencing January 2020. | NZSAR Secretariat | Complete |
| 11. | Search and Rescue Legislation | <ul style="list-style-type: none"> Develop an updated and refreshed Cabinet minute for the NZSAR Council, Secretariat, and Consultative Committee. This may also include the Council's terms of reference and other core constituting documents and it's documented relationship with the Ministry of Transport. Explore options with the MoT as to when and how an updated NZSAR Council mandate could be endorsed. | NZSAR Secretariat | Postponed |
| 16. | General business | Send invites for the 2020 NZSAR Council Meetings. | NZSAR Secretariat | |

Discussion exercise minutes were approved as accurate reflection.

5. SLA monitoring report & SAR Sector Briefing

Coastguard will conduct a series of special general meetings planned to discuss their organisational structure.

Carl noted that LandSAR's financial reporting was still inadequate and that this was being actively discussed with them.

6. Operational Report

The operational report has been re-run, the numbers have increased slightly overall, however, the 2019 report shows a modest reduction in overall SAR incidents from the same period in 2018.

Reporting timeframes - 75% of all incidents are closed within a month.

Focus areas for the Council are being developed for deeper analysis.

More effective analysis is now possible in line with improved data collection, better defined data definitions through the Joint SARdonyx Operational SAR Information System.

The Council noted:

- *incident numbers for 2019 to date are approximately 11% lower than 2018.*
- *timeframes for completion of incident reporting.*

7. National SAR Support Programme Update

The majority of projects are underway or complete, there are a number that have also been postponed.

The White Island response has reduced NZSAR's ability to deliver some projects and some Coronavirus impacts are also being felt. Some resources have been reallocated, but some projects will struggle to be completed within the FY.

The Council noted:

- *The Council noted the progress on the current 2019-2020 National SAR Support Programme.*

Action:

- *NZSAR to develop ways to present programme urgency in a more prominent way.*

8. 2019 NZSAR Awards

The NZSAR Awards Sub-Committee considered the nominations for the 2019 awards, there were 28 nominations in total.

The Council thanked the Awards committee for their work.

The badges/pins created for those who win an award were discussed and received positively by the Council.

Action:

- *A formal letter to acknowledge those who were nominated will be trialled for the 2019 Awards. These letters will be sent out late May 2019 after the awards ceremony.*

The Council noted:

- *The advice provided by the NZSAR Awards Sub-Committee.*
- *The selection criteria in the NZSAR Awards Policy.*
- *The confirmed recipients for the 2019 NZSAR Awards.*

9. NZSAR risk matrix – layout & text

Duncan reshaped the risk matrix being deliberate around the treatment implementation, each treatment has commentary, volunteerism and funding have been placed at the top of the risk matrix as these are existential.

Action:

- *NZSAR to add the owner or shared agency ownership of each risk within the matrix. This will help the Council focus on where to focus their attention and help form their view.*
- *Risk - SAR demand to be added to the next Council meeting agenda.*

10. 2020 Environmental scan update

In 2017 the first environmental scan was completed; these are completed every three years.

An update on volunteerism was focussed on in the last environmental scan, population migration such as growth in main centres, loss of rural populations.

Change in demographics has also been noted.

There are unique circumstances within rural environments, technology isn't an option within these areas, agencies need to reflect these issues.

DOC have found that social media is creating significant challenges with people trying to visit promoted places.

There is an opportunity to draw off the scans to confirm if we are focused on the right items and confirm that the risks are future proofed.

Action:

- *Council to be kept abreast of the changes made to the web-based version.*

The Council Noted:

- *The NZSAR Environmental Scan 2020 Update*

11. SAR volunteer issues

The volunteer study returned many recommendations that the council prioritised in 2018.

Guiding principles have been provided to volunteer agencies.

Coastguard are working on a more immediate approach.

The SAR leadership course is due to commence shortly.

The Board Chair and CEO meeting will be held in March, volunteer issues will be raised at this meeting.

Training arrangements can create issues if they are not provided when required, work is required to bring diversity to the sector within volunteerism.

Volunteers are a very community-based type.

The Council noted:

- *progress made on implementing recommendations from the 2019 Volunteer Study.*

12. Risk discussion: HSW, Nationally Significant SAR

a. HSW

The HSW focus was to emphasise the focus on the risk treatments.

Trauma may be realised years after they cease volunteering, what support do we have around these issues. NZ Police will not offer volunteers support for trauma.

Crafting in a slightly more dynamic context to understand and give effect.

Wellbeing is a legal obligation; this should not be separated out and if it is, it needs to be framed as a legal obligation for all agencies. Ensure that the sector understands wellbeing, the sector needs clarity and support on this.

Health and safety applies to everything you do, the probability of this being rare is inaccurate and needs to be reviewed, a legal pragmatic approach needs to be provided to the sector, then an assessment can be completed.

The cause may be lack of support, individuals also have a responsibility.

Try and ensure that everyone within the system understands their roles and responsibilities, understanding who should be doing what.

Many organisations have employed full or part time health and safety personal.

Wellbeing is a culture change.

Whatever the experience they go through, support needs to be provided.

KPMG are currently on contract reviewing all agencies health and safety processes.

Whanau need to be included within HSW guidelines and communication.

DOC are learning more about the new legislation, some court cases have provided a greater insight into the required coordination between agencies in regards to health, safety and wellbeing issues.

If you are clear as to what the risks are and who is managing them this helps to complete and meet your health and safety obligations, confirming that volunteers have gone back to their agencies to get the support they require.

b. Nationally Significant SAR

What are the triggers with NEMA, at what point does the region handover to the national body?

What are the thresholds

Action:

- *NZSAR to speak to Shelley Tucker regarding NEMA Nationally Significant SAR.*

13. Proposed funding principles for SAR s9(1) FED funded MOU's and SLA's

The funding application round is being prepared to take to Ministers at present, there is a potential for separate funding from WSNZ.

Funding principals are being developed, Chris Elliott provided an update to the Council on these principals. These have been introduced to align with best practice.

These will be included within the SLA's and MOU's to provide consistency and transparency.

This will improve accountability.

Challenges are around timeframes, however the NZSAR Secretariat is confident this will be completed within the set timeframe.

Sector collaboration and shared services will align with the NZSAR strategy.

Upskilling agencies on their FED funding principles.

There is an expectation from funder as to what to report back on.

Decision:

- *The NZSAR Council **approved** the principles for application through Service Level Agreements and Memorandums of Understanding.*

14. Recreational Safety and SAR review (oral item)

Several challenges at this meeting regarding sustainable funding. There are bigger questions on how funding is provided. Section 9 bids for funding there is a lack of coordination within the sector, a lot of requests for funding for the same items.

Challenges within the volunteer sector, how can we make this more efficient.

Part of SEC 9 funding will look at the SAR sector, this will be completed over the next year and will be actioned over the following two years.

This will capture helicopter trust funding.

The TOR have been scoped, if funding is approved these TOR will be provided to the NZSAR Council.

15. TEC Funded SAR training arrangements

A suite of courses are currently underway, they are two year interim arrangements.

The current TEC funding training arrangements are delivering good quality and are cost effective.

This is skill acquisition training.

Discussions are still in progress with TEC.

The Council noted:

- *the interim funding arrangements for SAR skill acquisition training arrangements for 2019 and 2020 are still in effect.*
- *the current TEC funding training arrangements are delivering good quality, cost effective training.*
- *the Secretariat (and NEMA) are engaging with the MOE and TEC TO DEVELOP permanent arrangements for 2021*

16. NZSAR workplan & budget – mid year update

The CFO for MOT has requested the mid year update.

The budget relating to the Secretariat, SAR Training, and SAR SLA's were provided. Responsibility was delegated to Duncan Ferner to update the workplan budget.

This training is provided within a calendar year not the FY.

Once up and running this should be simple in a financial sense however monitoring will be a little more complicated.

Micro credentials are provided through training, the administration required to provided this is time consuming.

17. NZSAR strategy and roadmap guidance 2021 - 2023

The council will be asked later in the year to provide guidance for the new NZSAR strategy and roadmap for 2021 – 2023. This will help the secretariat work towards their goals.

Performance against the last strategy will be provided to the Council.

Actions:

- *Duncan to send email to the members of the Council to prompt guidance feedback.*
- *Duncan to provide performance against the last strategy will be provided to the Council.*

18. NZSAR Operational Framework

Within the noting table there are points identified.

These points were noted by the NZSAR Council.

19. SARdonyx

Jeff Lean provided an overview of the SARdonyx dashboard. Specific SAR op information is available, this includes Cat, environment, response, and beacons.

This information can be accessed on the NZSAR website, the information provided does not pose a security risk as personal information isn't uploaded.

The data available will be reviewed and refreshed on a regular basis.

Tracking analytics will be reviewed to report back to the NZSAR Council on progress.

SARdonyx relies on SAR coordinators to complete these reports and enter information into the SARdonyx system.

SARdonyx has helped to classify incidents in more explicit detail, providing solid information. This information will help in decision support such as purchase of SAR equipment.

Monitoring and providing updates as to what information has gone live.

20. GADSS

Kevin Banaghan provided an update on GADSS which will enforce more frequent flight tracking.

21. Cell phone handset location for SAR

Carl van der Meulen provided an update on TCF phone locating during or prevent a SAR operation.

A copy of the process, form, and aide memoir are available from the NZSAR Secretariat.

The responsibility still sits with the telco, who will review the request form. This will also speed up the process.

Once this is put in place this will be monitored.

22. Cospas-Sarsat

MEOSAR project is almost complete.

ELT's need to meet GADSS standards.

Maritime NZ has been asked to host the Cospas-Sarsat conference in late October 2020.

Specialists from the Cospas-Sarsat conference will be invited to the NZSAR Council meeting.

23. Review Register

A number of actions have been completed from the review register.

One review underway and two pending.

There are no red flags within the review register at present.

There may be an ability to get lessons learned out of the SARdonyx system.

24. SAR Helicopters

Helicopter costs continue to rise, this is due to bigger and better machines being available.

Maritime NZ is working on arrangements with SAR helicopters.

There are increases in operation times, this in turn also increases costs.

Phase 2 contract will further increase their standards however may decrease SAR outcomes.

The question was raised as to whether the system is comfortable with MOH making the decision or is there a broader process that should be developed where MOH have an input.

25. Rauora III Exercise Series

Northern and Southern Rauora III exercises are still going ahead.

26. Changes to the Charities Act

DIA is currently carrying out a review into the charities act, DIA have asked agencies to provide feedback or concerns they have.

27. NZ Avalanche Advisory independent assessment

Review of work with MSC was completed, generally fit for purpose Avalanche Advisory. There were 18 recommendations and a meeting with MSC has been scheduled.

28. Development of te reo Maori subtitles for NZSAR

The process of developing an NZSAR te reo subtitle is being looked into, answers are being waited on by the Maori Language Commission.

Agencies have been asked to provide feedback on the provided options.

Mahanga from CAA will be in contact with the NZSAR Secretariat regarding translation and pronunciation of the NZSAR Secretariat

29. General Business

May Agenda – Duncan

Meeting closed 12:13pm

2020 Meetings:

- 6 May – NZSAR Awards, Parliament
- 27 May
- 26 August
- 17 November (Combined Workshop)

Action and Responsibility Table

| # | Item | Actions & Decisions | Responsibility | Actions Taken/Status |
|-----|-----------------------------------|--|----------------|---|
| 7 | NSSP | Action: Develop ways to present programme urgency in a more prominent way. | NZSAR | Under development |
| 8. | Awards | Action: A formal letter to acknowledge those who were nominated will be trialled for the 2019 Awards. These letters will be sent out late May 2019 after the awards ceremony. | NZSAR | Delayed until new Awards ceremonies have been planned |
| 9. | Risk | Action: Add the owner or shared agency ownership of each risk within the matrix | NZSAR | Under action |
| | | Action: Risk - SAR demand to be added to the next Council meeting agenda. | | Postponed to following meeting |
| 10 | Environmental Scan | Action: Keep Council updated on changes to the environmental scan | NZSAR | Under action |
| 12. | Risk – Nationally Significant SAR | Action: NZSAR to speak to Shelley Tucker regarding NEMA & Nationally Significant SAR. | NZSAR | Delayed until after Covid-19 |
| 13. | Funding Principles | Decision. The NZSAR Council approved the principles for application through Service Level Agreements and Memorandums of Understanding | NZSAR | Funding principles applied |
| 17 | NZSAR Strategy / Roadmaps | Actions: <ul style="list-style-type: none"> - Email reminder to prompt guidance/feedback. - Indicate performance against existing strategy. | NZSAR | Delayed until after Covid-19 response |

Next meeting: 27 May 2020