



New Zealand Search and Rescue Consultative Committee Meeting

**Minutes of Meeting
NZSAR Consultative Committee
Thursday 5 November 2015
Ministry of Transport
Level 6, SAS Tower
89 The Terrace, Wellington**

Attendees:

Duncan Ferner – NZSAR (chair)
Harry Maher - LandSAR
Jeff Sayer – AREC
Paul Dalton - SLSNZ
Jo Holden – NZ Police
Rebecca Lockwood – NZ Police
Mike Daisley – MSC
Steve Kern – CAA

Peter Healy – Coastguard NZ
Mike Hill – RCCNZ
Rodney Bracefield – RCCNZ
Richard Davies – DOC
John Yaldwyn – AREC
Rachel Roberts – NZSAR
Samantha Sharif – Aviation NZ
David Waters – Ambulance NZ

1. Welcome

Duncan opened the meeting and welcomed the attendees, with particular welcomes directed to:

- Rebecca Lockwood, NZ Police
- Pete Healy, Coastguard NZ

2. Apologies

Carl van der Meulen – NZSAR
Rhett Emery – NZSAR
Joe Green – NZ Police
Patrick Holmes – Coastguard NZ
Allan Mundy – SLSNZ

Simon Trotter – Antarctica NZ
Mat Claridge – WSNZ
James Lamb – MOC
Joy Cooper – NASO

3. Minutes of previous meeting

The minutes from the last meeting were accepted as a true and accurate record.

4. Matters Arising from Minutes

Item	Action	Responsibility	Update
11 NSSP 2015/16	Agencies to provide any feedback on the draft NSSP to Duncan by 29 May.	All	Completed
12 General Business	Secretariat to attend the DTA forum on behalf of the sector.	Secretariat	Completed

12	General Business	Committee members were asked to complete the electronic survey from LINZ.	All	Completed
----	-------------------------	---	-----	-----------

5. Record of Workshop 27 August 2015

The meeting endorsed this paper that was circulated prior to the meeting.

6. SLA Monitoring Report: 1 July – 30 September Quarter

Reporting requirements for the SLA have been met by all partners, with 1,310 volunteers involved in SAROPS, and 10,257 volunteer hours recorded for the quarter.

Issues and Updates:

LandSAR:

- During the quarter LandSAR has focussed on:
 - Continuation of the deployment of the Safety Management System.
 - Completion of the trial of the new Competencies Framework assessment system, to be deployed in mid-2016.
 - Completion of the 2015 Group Planning Tool process and preparation of the national 2016 Training Calendar.

Coastguard:

- Coastguard held their AGM on 17 October.
- The position of National Operations Manager has been disestablished, and a new position of National SAR Training Manager has been created.

AREC:

- Have no issues or updates to report to the Council.

SLSNZ:

- The Bay of Plenty / Coromandel Communications Network become fully operational on 20 October.
- The Capital Coast Communications Network is progressing, and is expected to be completed in time for the 2016/17 season.

Rodney from RCCNZ gave an update on Beacon registration increase in New Zealand.

Action: Secretariat to explore with RCCNZ the possibility of creating/updating website banners for websites to promote beacon registration.

7. Sector Update

There was no further discussion on the sector update report, which was distributed prior to the meeting.

Mike from RCCNZ gave a presentation on Pacific Engagement – Pacific SAR Strategy. At the request of MFAT, RCCNZ has agreed to develop, and where necessary improve, a cooperative approach with harmonised procedures for the conduct of SAR in the Pacific region.

8. Risk

Risk Matrix Review

The Risk Matrix was reviewed, with no changes suggested.

Risk Register Strategic Discussion: Health and Safety

The meeting had a lengthy discussion regarding the new Health and Safety legislation coming into effect April 2016. The cost of training for volunteers, adding health and safety elements to training and peer reviewing each organisations health and safety ideas were among the topics covered.

Action: Meeting members to send thoughts through to Secretariat on risk description. Secretariat to update and present to NZSAR Council.

Mike presented on RCCNZ and health and safety currently in the SAR sector and their approach to improve and monitor. The presentation led to a discussion by the meeting regarding a Health and Safety Summit in the next financial year. This is ongoing.

9. National SAR Support Programme 2014/15

Workshops & Seminars	SAR Training
• SAR Evaluation Seminar	• Training Support and Advice
• Organisational Support	• Air Observer training & Training material
• SAREX Planning (+Police) Meeting	• Marine Formal Search Planning (aft gap analysis)
• SAR Data management and IT	• START material
• Maintain SARNET, Website, START, RDB etc	• Formal Search planning Land (Complete)
• SAR Dashboard	• Prevention
• IMT Time Line	• AdventureSmart & Rec Safety Partnership
• Data Store maintenance and operation	• Visitor Intentions
• SAR Data Standard (Continues)	• Safety codes, printing and advertising
• SAR Documentation	• Wander Support
• SAR Forms and Guidelines	• NZ Inc Recreational Safety Strategy
• Exercises	• SAR Research
• Support Police SAREXs	• Fatality Analysis
• MRO SAREXs	• Outdoor Safety Code – evidence base
• Abnormal Flight Behaviours	• SAR Demand and Supply Study – Marine
• Secretariat	• Prevention knowledge research
• Communications and publications	• SAR Expectations
• NZSAR Awards	• SAR Demand and Supply study – land
• Travel, meetings, advice, administration etc	• SAR Communications – Land
• Advice	•

Key:

Dark Green – Completed

Light Green – On track

Yellow – Still to be completed

White – Yet to be started
Red – Cancelled

10. SAR Governance Review – extra council member

The meeting had a discussion around the function, person specification, appointment process and term of the extra NZSAR council member.

Decision: The function and person specification was confirmed as correct. An appointment process was decided – persons will be elected/nominated by the NZSAR Consultative Committee and endorsed by council chair and members. A term of 2 years with the option of extending was chosen.

Action: Secretariat is to update the discussion paper and take it to the NZSAR Council meeting November 19.

11. Training

Duncan provided an update on SAR (ACE) training to date, as shown in the table below:

As at October 2015	October 2014	October 2015
Total SAR ACE EFTs	107.3	137
Number of courses to date	63	87
Number of courses cancelled (YTD)	33	18
Number participants registered for courses	1227	1311
Total number participants attending	943	1175
Average numbers registered for course	19.4	15.6
Average Number attending per course	14.9	13.5
% non-attendance	23.2%	10.4%
% of NZSAR predicted courses (23/124)	18.5%	26.9%

12. Technology in SAR

Police Policy on the use of RPAS/UAV

Pager Replacements

The meeting discussed the effect of the pager network being disestablished.

Action: Everyone to share their ideas or possible solutions of replacing pagers to the group. Send ideas through to Duncan to distribute to the group.

13. General Business

NZSAR Award Nominations

There have been no nominations for the awards so far.

Australian NATSAR Council Meeting

Jo gave an update to the meeting about the Australian meeting she attended. She spoke about expectations from the public for SAR services.

Calendar for 2016

- Thursday 4 February
- Thursday 19 May – awards (tbc)
- Thursday 11 August – combined
- Thursday 10 November

Duncan Ferner
Chair
NZSAR Consultative Committee

Actions and Decisions

Item	Action (A) / Decision (D)	Responsibility
6 SLA Monitoring Report: 1 July – 30 September Quarter	(A) Secretariat to explore with RCCNZ the possibility of creating/updating website banners for websites to promote beacon registration.	Secretariat/RCCNZ
8 Risk	(A) Meeting members to send thoughts through to Secretariat on risk description. Secretariat to update and present to NZSAR Council.	All
10 SAR Governance Review – extra council member	(A) NZSAR is to update the discussion paper and take it to the NZSAR Council meeting November 19.	Secretariat

New Zealand Search and Rescue Consultative Committee

Agenda

Thursday 5 November 2015, 1-4 pm

Conference Room, Ministry of Transport

Level 6, SAS Tower, 89 The Terrace, Wellington

1.	Welcome (Coffee & Tea available)		
2.	Apologies		
3.	Minutes of meeting 21 April 2015	<i>for approval</i>	
4.	Matters arising from the minutes		
5.	Record of Workshop 27 August 2015	<i>for endorsement</i>	
6.	SLA monitoring report: Jul-Sep 2015	<i>paper</i>	
7.	Sector update		All
	a. Pacific Engagement	<i>update</i>	RCCNZ
8.	Risk		
	a. Matrix	<i>review & update</i>	Sec Mgr
	b. Health & Safety	<i>update & discussion</i>	All
9.	National SAR Support Programme 2015/16		
	a. SAR Data Standard	<i>update & discussion</i>	Sec Mgr
	b. Research	<i>update</i>	Sec Mgr
	c. Exercise series RAUORA	<i>update</i>	Sec Mgr
	d. Abnormal flight behaviours - planning	<i>update</i>	RCCNZ
	e. SAR Prevention	<i>update</i>	Sec Mgr
10.	SAR Governance Review – extra Council member	<i>discussion</i>	Sec Mgr
11.	Training		
	a. SAR (ACE) training	<i>update</i>	Sec Mgr
	b. Course development	<i>update</i>	Police
12.	Technology in SAR		
	a. Police policy on using RPAS/UAV	<i>update</i>	Police
	b. Pager replacement	<i>update</i>	Police
	c. Locating mobile phones		Sec Mgr
13.	General Business		
	a. NZSAR Award Nominations		Sec Mgr
	b. NATSAR	<i>update</i>	Police
	c. Calendar for 2016		Sec Mgr
14.	Networking Opportunity		All

New Zealand Search and Rescue Consultative Committee Meeting

**Minutes of Meeting
NZSAR Consultative Committee
Tuesday 21 April 2015
Ministry of Transport
Level 6, SAS Tower
89 The Terrace, Wellington**

Attendees:

Carl van der Meulen – NZSAR (chair)	Richard Davies – DOC
Susan O’Neill – DIA	Allan Mundy – SLSNZ
Stu Rooney – NZFS	Mike Hill – RCCNZ
Jo Holden – Police	Duncan Ferner – NZSAR
Geoff Logan – Police	Alan Lloyd – AMSA
Jeff Sayer – AREC	Steve Kern – CAA
Rex Hendry – LandSAR	James Lamb – MOC
Harry Maher – LandSAR	Paul Craven – RCCNZ
Lloyd Matheson – Aviation NZ	Alison Goffin – NASO
Mike Ambrose – LandSAR	Carolyn McKenzie – RCCNZ
Patrick Holmes – Coastguard	Nic Drew-Crawshaw – RCCNZ
Mike Daisley – MSC	Rodney Bracefield – RCCNZ
Terry Blumhardt – LandSAR	Rachel Roberts – NZSAR
Matt Claridge – WSNZ	

1. Welcome

Carl opened the meeting and welcomed the attendees, with particular welcomes directed to:

- Stu Rooney, New Zealand Fire Service
- Matt Claridge, on Water Safety New Zealand’s first meeting as the newest member of the Consultative Committee
- Susan O’Neill from the Department of Internal Affairs to speak to the Fire Services review
- Alan Lloyd from the Australian Maritime Safety Authority as an observer

2. Apologies

David Waters – Ambulance NZ	Roger Pringle – NZDF
Simon Trotter – Antarctica NZ	Brendon Comerford – MOC

3. Minutes of previous meeting

The minutes from the last meeting were accepted as a true and accurate record.

4. Matters Arising from Minutes

Item	Action	Responsibility	Update
4. Notes from joint Consultative Committee and Council Workshop, held 21 August 2014	Refine the notes to create linkages with the Risk Register Agencies should refer to the workshop notes when carrying out their own strategic level planning	Secretariat All	Ongoing, and to be removed from further minutes as an action item
8. CAA	CAA to be asked to extend the feedback period for the consultation document on the emergency location of aircraft	CAA	Completed
9. Risk – SAR Funding	Council to be informed of the Committee's concerns around the extent of thought leadership for SAR funding	Secretariat	Completed
11. General Business – NATSAR 2014	Distribute a copy of the NATSAR Manual	Secretariat	Completed
11. General Business – UAS	Coastguard representative to attend UAS workshop and provide feedback to the Committee	Coastguard	This workshop was cancelled
11. NZSAR Awards	Agencies to provide nominations for NZSAR Awards	All	Completed

5. SLA Monitoring Report: 1 January – 31 March 2015 Quarter

Reporting requirements for the SLA have been met by all partners, with 1,503 volunteers involved in SAROPS, and 10,626 volunteer hours recorded for the quarter. Additionally, 2,282 Coastguard volunteers responded to 914 non-SAR related calls for assistance during the quarter.

Issues and Updates:

LandSAR:

- During the quarter LandSAR has focussed on:
 - Bedding in the Safety Management System which was deployed organisation-wide in December 2014.
 - Initiating the trial of the new Competencies Framework assessment system, to be trialled May to August and planned for wider deployment in late-2015.

Coastguard:

- Coastguard is preparing for their annual MayDay appeal.
- Changes to international VHF channel allocations will affect Coastguard, as they will need to migrate services to alternate channels.

AREC:

- No issues or updates to report.

SLSNZ:

- Work is continuing on the two new communications networks, to enable them to be ready for the 2015/16 season.
- SLSNZ has signed an MoU with MNZ to clarify invoicing arrangements for support provided to Category II SAROPs.

6. Sector Update

There was no further discussion on the sector update report, which was distributed prior to the meeting.

7. Fire Services Review

Susan O'Neill from the Department of Internal Affairs spoke to the DIA led "Response to the Independent Fire Review Panel & Other Matters". This response will be in the form of a discussion document, which is still to be released.

Considering the independent fire review (known as the Swain Report) and discussions to date, three core problems have been identified that the discussion document aims to address:

1. Changing expectations e.g. the mandate by which the Fire Service operates
2. Lack of coordination & leadership e.g. very few systems & data collection to provide national rural overview
3. Inconsistent investment for community needs e.g. underinvestment in rural fire

Feedback will be sought on the discussion document once it is released.

8. SAR in the Australian Context

Alan Lloyd from the Australian Maritime Safety Authority (AMSA) provided an update of SAR in the Australian context. This update includes comments relating to:

- The cost pressures that all SAR authorities in Australia are operating under at the moment, and the impacts this has on SAR budget management
- The challenges of providing SAR responses to SIEVs when they are overshadowed by international politics
- The review and update for the Australian Inter-Governmental Agreement (IGA) for SAR in the Australian SRR
- Implementing lessons learned from the MH370 search, including papers prepared for ICAO and IMO Working Groups on SAR

- The transition to four Challenger 604 jet aircraft to replace the five Dornier 328 turbo prop aircraft for tier 1 SAR capability from 2016. The new aircraft will include the capability to DF on mobile phones

9. Risk

Risk Matrix Review

The Risk Matrix was reviewed, with no changes suggested.

Risk Register Strategic Discussion: SAR Funding

Duncan briefed the committee about the strategic discussion on this risk item at the Council's meeting in March. Representatives from the Wellington Community Trust (representing all the Community Trusts), National Ambulance Sector Office, Auckland Regional Amenities Funding Board, and the Department of Internal Affairs (representing the Lotteries grant Board) joined the Council for this discussion.

The meeting spent some time articulating some of the risks about the current volatility of funding, with the Council indicating it has an interest in ensuring funding for the SAR sector is sufficient, stable, adaptable, and prioritised. Attendees at the meeting agreed to engage more often, and to share more information with each other.

Financial reporting regime

There could be some changes to accounting standards, which may impact national parent organisations that have affiliated local organisations. Accounting standards are the responsibility of the External Reporting Board. More information on the standards can be found at: www.xrb.govt.nz

10. National SAR Support Programme 2014/15

Workshops & Seminars	SAR Training
Wander Symposium	Training Support and Advice
Land Search Seminar	Air Observer on line material
SAREX Planning	Air Observer training
Helicopter workshop	Land Formal Search Planning
SAR Partner Wksp support	Marine Formal Search Planning
Organisational Support	START material
SAR Data management and IT	Prevention
Data Store and analysis tools	AdventureSmart Comms & website maint
Data Extractions	Visitor Intentions
SAR Data Standard	Wander
Operational Analysis	Jasons / Tourism Radio
Resource database enhancements	Safety Code Partnership
Maint - SARNET, Website, START, RDB	Exercises
SAR Documentation	Police SAREX support
SAR Forms and Guidelines	MRO SAREXs
Secretariat	SAR Research
Communications and publications	Governance Review of SAR in NZ

NZSAR Awards	Avalanche Advisory Independent review
Travel, meetings, advice etc	SAR Funding part II

Key:

- Dark Green – Completed
- Light Green – On track
- Yellow – Still to be completed
- White – Yet to be started
- Red – Cancelled

SAR Data Standard

The contract for the SAR data standard project has been signed. This will create a national data standard for SAR information. Over the next few months there will be a series of consultations with agencies and organisations within the sector, starting with NZSAR, Police, and RCCNZ, followed by the SLA partner agencies.

Exercise series RAUORA

Dates have been set for the RAUORA exercises across the Police Districts. They will be run in conjunction with the required Police command and capability training.

SAR Governance Review

An initial draft of the review has been presented to the Chair of the NZSAR Council. Overall, it appears that the governance arrangements have worked well and have stood the test of time. While it is unlikely there will be any significant changes, there may be some tweaks in how the Council reports to government via ODESC.

Abnormal flight behaviours workshop

This will be organised as part of next year’s NSSP, with a date set for 3 July 2015.

SAR (ACE) Training

Duncan provided an update on SAR (ACE) training to date, as shown in the table below:

As at April 2015	April 2014	April 2015
Total SAR ACE EFTs	32.64	44.7
Number of courses to date	23	16
Number of courses cancelled (YTD)	9	8
Number participants registered for courses	332	462
Total number participants attending	321	238
Average numbers registered for course	14.43	19
Average Number attending per course	13.95	14.87
% non-attendance	3.31%	9.33%
% of NZSAR predicted courses (23/124)	18.5%	26.9%

11. National SAR Support Programme 2015/16

Duncan presented and spoke to the draft NSSP for the 2015/16 financial year, as shown in the table below.

Workshops & Seminars	SAR Training
SAR Evaluation Seminar	Training Support and Advice
Technology Workshop	Air Observer training
SAREX Planning (+Police) Meeting	Marine Formal Search Planning (after gap analysis)
Hoist workshop	START material
SAR Partner Wksp support	Prevention
Organisational Support	AdventureSmart & Rec Safety Partnership
SAR Data management and IT	Visitor Intentions
Data Store maintenance and extractions	NZ Inc Recreational Safety Strategy
SAR Data Standard (Continues)	SAR Documentation
SAR Information Dashboard	SAR Forms and Guidelines
Maint - SARNET, Website, START, RDB	SAR Research
Exercises	Fatalities Analysis
Police SAREX support	SAR documentation gap analysis
MRO SAREXs	Impact – SAR Prevention messaging
Abnormal Flight Patter Behaviours	SAR Expectations
Secretariat	SAR Communications – Marine / Land
Communications and publications	Outdoor Safety Code – evidence base
NZSAR Awards	SAR Demand and Supply study (land)
Travel, meetings, advice, administration	SAR Demand and Supply Study (marine)
	SAR Performance Management

Action: Agencies to provide any feedback on the draft NSSP to Duncan by 29 May.

12. General Business

SAR Self-Assessment

The consolidated self-assessment completed in August 2013 has been reviewed and updated (distributed with the meeting papers). There are no instances of deterioration in status of any of the action points identified in 2013.

Changes to maritime VHF channels

The Committee was briefed on the changes to some of the maritime VHF channels, and how this will impact Coastguard.

International consortium for first responder research and development

This is being led by the Defence Technology Agency (DTA), with the sector welcome to provide late feedback to the submission process. DTA is holding a forum in Wellington on 20 May.

Action: Secretariat to attend the forum on behalf of the sector.

LINZ topographic survey

Action: Committee members were asked to complete the electronic survey (already distributed) from LINZ.

NZSAR Awards 2015

Attendees were asked to arrive on time to the awards function at Government House.

Meetings for 2015

- Thursday 27 August – Combined meeting with NZSAR Council
- Thursday 5 November

Carl van der Meulen
Senior Advisor, NZSAR Secretariat
Chair – NZSAR Consultative Committee

Actions and Decisions

Item	Action (A) / Decision (D)	Responsibility
11 NSSP 2015/16	(A) Agencies to provide any feedback on the draft NSSP to Duncan by 29 May.	All
12 General Business	(A) Secretariat to attend the DTA forum on behalf of the sector.	Secretariat
12 General Business	(A) Committee members were asked to complete the electronic survey from LINZ.	All



New Zealand Search and Rescue Council

**Record of Workshop
New Zealand Search and Rescue Council and Consultative Committee
Thursday 27 August 2015
Ministry of Transport
Level 6 SAS Tower, 89 The Terrace, Wellington**

In Attendance:

Martin Matthews – MoT (chair)
Keith Manch – MNZ
Graeme Harris – CAA
Air Commodore Tony Davies – NZDF
Assistant Commissioner Mike Rusbatch – NZ Police

Carl van der Meulen – NZSAR
Duncan Ferner – NZSAR
Rhett Emery – NZSAR
Rachel Roberts – NZSAR
Nigel Clifford – MNZ
Mike Hill – RCCNZ
Rodney Bracefield – RCCNZ
Sgt Jo Holden – NZ Police
James Lamb – MOC
Harry Maher – LandSAR NZ
Patrick Holmes – CNZ
Allan Mundy – SLSNZ
David Waters – Ambulance NZ
Steve Kern – CAA
Inspector Joe Green – NZ Police
Richard Davies – DOC
Samantha Sharif – Aviation NZ

Apologies:

Commissioner Mike Bush – NZ Police
Simon Trotter – Antarctica NZ
Jeff Sayer – AREC
Matt Claridge – WSNZ
Pete Turnbull – Aviation NZ
Joy Cooper – NASO
Stu Rooney – NZFS

1&2. Welcome and Apologies

Martin Matthews opened the meeting by welcoming attendees and noted apologies as above.

Rhett Emery was welcomed as the new NSSP Coordinator for the NZSAR Secretariat.

3. SLA Monitoring Report

Key metrics for the April-July 2015 Quarter:

- 575 SAROPs
- 1,335 volunteers provided 6,113 hours of time
- Coastguard responded to 400 non-SAR related calls for assistance

Key metrics for the 2014/2015 Year (provisional):

- 2,838 SAROPs
- 146 lives saved, 638 people rescued, and 961 people assisted
- 5,747 volunteers provided 28,255 hours of time
- Coastguard responded to 2,250 non-SAR related calls for assistance

SLSNZ

- Work is continuing on the two new communications networks, to enable them to be ready for the 2015/16 season.
- Surf Life Saving has put a focus into training Clubs' emergency afterhours call-out squads and new IRB crews during the winter months. This creates less disruption for Clubs during the summer months.

LandSAR

- LandSAR notes the following items of interest for the 2014/15 year:
 - Deployment of a Safety Management System
 - Signing of a partnership with SARINZ
 - Review and update of the LandSAR Roadmap
 - Progress on the development of a national competencies framework
 - Taking the lead for Wander SAR.

Coastguard

- Coastguard's Maritime Transport Operator Certificate (MTOC) was issued on 14 June, and Coastguard is now able to operate under the new MOSS system. The Southern Region has moved to the new system, with the other three Regions to move during the next 9-12 months.
- Coastguard's Annual General Meeting will be held on 17 October in Auckland. This will be a shortened one day event, instead of part of a three day conference.
- Coastguard is preparing a business case for support to enact the required changes to VHF channels.
- The Coastguard National Membership project is on track for a 1 October launch date.

4. Secretariat Report 2014/15

2014/15 NSSP. The Secretariat Manager briefed the workshop on the delivery of the 2014/15 National SAR Support Programme (NSSP), and noted that a very wide range of projects have been completed with a number continuing into the 2015/16 financial year. Four projects have been deferred to start in the 2015/16 year.

Workshops & Seminars	SAR Training
• Wander Symposium	• Training Support and Advice
• Land Search Seminar	• Air Observer on line material
• SAREX Planning	• Air Observer training
• Helicopter workshop	• Land Formal Search Planning
• SAR Partner workshop support	• Marine Formal Search Planning
• Organisational Support	• START material
SAR Data management and IT	Prevention
• Data Store and analysis tools	• AdventureSmart comms & website maint
• Data Extractions	• Visitor Intentions
• SAR Data Standard	• Wander
• Operational Analysis	• Jasons / Tourism Radio
• Resource database enhancements	• Safety Code Partnership
• Maint - SARNET, Website, START, RDB etc.	Exercises
SAR Documentation	• Police SAREX support
• SAR Forms and Guidelines	• MRO SAREXs
Secretariat	SAR Research
• Communications and publications	• Governance Review of SAR in NZ
• NZSAR Awards	• Avalanche Advisory Independent Review
• Travel, meetings, advice etc	• SAR Funding part II

SAR (ACE). The Secretariat Manager gave an update on SAR (ACE) training to date this calendar year. There has been a marked improvement in the uptake of the predicted training this year when compared to the same time last year.

	1 st August 2015	1 st August 2014
Total SAR ACE EFTs	107.3	84.6
Number of courses to date	64	49
Number of courses cancelled (YTD)	19	24
Number participants registered for courses	945	1016*
Total number participants attending	881	736
Average numbers registered for course	14.7	20.7*
Average Number attending per course	13.7	15
% non-attendance	6.7%	27%
% of NZSAR predicted courses (64/124)	51.7%	40%

5. Secretariat Work Plan 2015/16

The Secretariat Manager outlined the work plan for the 2015/16 year. Two of the projects have already been completed, with a significant number started.

Workshops & Seminars	SAR Training
• SAR Evaluation Seminar	• Training Support and Advice
• Organisational Support	• Air Observer training & Training material
• SAREX Planning (+Police) Meeting	• Marine Formal Search Planning (aft gap analysis)
SAR Data management and IT	• START material
• Maintain SARNET, Website, START, RDB etc	• Formal Search planning Land (Complete)
• SAR Dashboard	Prevention
• IMT Time Line	• AdventureSmart & Rec Safety Partnership
• Data Store maintenance and operation	• Visitor Intentions
• SAR Data Standard (Continues)	• Safety codes, printing and advertising
SAR Documentation	• Wander Support
• SAR Forms and Guidelines	• NZ Inc Recreational Safety Strategy
Exercises	SAR Research
• Support Police SAREXs	• Fatality Analysis
• MRO SAREXs	• Outdoor Safety Code – evidence base
• Abnormal Flight Behaviours	• SAR Demand and Supply Study – Marine
Secretariat	• Prevention knowledge research
• Communications and publications	• SAR Expectations
• NZSAR Awards	• Impact – SAR Prevention messaging
• Travel, meetings, advice, administration etc	• SAR Demand and Supply study – land
• Advice	• SAR Communications - Land

6. NZSAR Governance Review – presentation & discussion

Context. The Council initiated this review 18 months ago, as the current governance arrangements for SAR are ten years old. There is a need to ensure the arrangements continue to meet the needs for effective governance, and that they are future proofed.

John Hamilton from Kestrel Group was engaged to carry out the review, as he has a background in emergency management governance. His mandate was to identify any issues and provide feedback on a) is it working, and b) how can we make it better?

Recommendations. The workshop considered each of the eight recommendations contained in the governance review.

- i. *The SAR Council manages expectations by providing key stakeholders with an explanation of the SAR capabilities and the limitations that apply at the extremities of the NZSRR.*

The review noted that we are responsible for a very large SAR region and the sector relies heavily on volunteer organisations. The Council will advise the Readiness and Response Board (RRB) [subsequently renamed as the Hazards and Risks Board (HRB)] around the capacities and limitations of the overall SAR system.

- ii. *The SAR Council completes the development and trials the coordination procedures for conducting a mass rescue operation (MRO) in the NZSRR.*

Noted that the SAR sector needs to be adequately prepared for MRO contingencies and improved its connections to ODESC and the 'whole of government' capabilities. Noted the successful conduct of the current Rauora series of MRO exercises and the aim to build to a full scale exercise (funding dependent) in 2019.

- iii. *The SAR Council considers having the arrangements and mandates for SAR affirmed by the Minister.*

The Council agreed that the current mandate and arrangements should be reaffirmed by the Minister of Transport.

- iv. *The SAR Council strengthen its reporting of capability, readiness and risk to Ministers by using the ODESC RRB reporting process and thus align SAR reporting with other all-of-government emergency preparedness and assurance reporting.*

Noted the evolution of the broader NZ security system and the need for the SAR sector to be better integrated into it. Duncan and Martin met with RRB [HRB] and they have agreed to include the SAR sector as part of their clusters.

- v. *The SAR Council develops a process through which membership of the SAR Council is enhanced by adding representatives from supporting NGOs.*

The meeting discussed the membership of the NZSAR Council and the best approach to include non-governmental agencies. Past attempts at representation have included changing the format of the consultative group (a workshop vs. a meeting) and inviting NGO representatives for 20 minutes to have an in depth discussion. The discussion noted:

- The Council is intended to provide strategic leadership and governance to the sector, not be a representative panel.
- When it was originally conceived, the Council primarily aimed to address the challenge of coordinating Government SAR interests.
- It was problematic to invite 1 person from each agency to join the Council as it would become unwieldy.
- An option could be to identify someone with a degree of mana and respect who has been involved in NGO part of the sector to be a representative member of the Council. They would not sit as a representative of a single agency. Some noted that if the objective is to ensure the Council has an active relationship with NGOs and what is happening on the ground it may not work to have one permanent representative.
- The option of a rotating member was discussed where each major NGO sector entity (and aviation?) would get an opportunity to sit on the Council for a period of time. Noted one of the challenges of rotating membership is Council continuity, another is the breadth of the representation.

- The meeting noted that there was potential for conflict of interest and several NGOs receive direct funding from the Council.
- A suggestion was made to strengthen the Consultative Committee in order to get the NGO perspective and then feed that into the Council via a selected or elected Consultative Committee representative. For this, the Chair of the Consultative Committee would be an elected member supported by the Secretariat.

ACTION: The Secretariat will prepare proposals to amend the membership of the NZSAR Council for consideration and implementation in November.

- vi. *The SAR Council co-ordinate the development of a joint preventative strategy that will place greater emphasis on preparedness and reduce the demand for SAR services in the future.*

The meeting noted that recreational safety efforts and SAR prevention strategies are typically narrowly focussed, are inadequately joined up and are not resourced or prioritised on risk. The meeting agreed there was a need for a national strategy to tie these endeavours together to create a coherent NZ Inc strategy / platform. Agreed this needs to be informed by an analysis of risk and where the SAR sector thinks effort is best applied. Agreed that SAR ought to prioritise prevention as well as response.

- vii. *The SAR Council review the performance measures used to report progress towards the strategic goals.*

The meeting discussed the need for Sector performance metrics – specifically in relation to the NZSAR objective and goals. Noted/discussed:

- Does ODESC RRB provide performance measures for a robust SAR system?
- Looking at value of SAR sector – looking outside Police. Don't have a fair picture of where all the risk is.
- More than reduction of SAR. Reduction of time to respond. Reduction of volunteers because fewer are needed.
- Development of 'social resilience' as it related to SAR.

- viii. *The SAR Council investigates opportunities to research developments to ensure the SAR sector keeps ahead of changes in demography, expectations, technologies and volunteering associated with SAR that could impact SAR capabilities and responsiveness in the future.*

The meeting discussed this recommendation and noted:

- Sector is very reliant on and responsive to new technologies (beacons, etc.)
- Technology workshops are a good way of bring people/ ideas/ knowledge together.
- Figuring out the right things to invest in is a major challenge.
- The desirability of contestable funds to work on technology or other issues that improve SAR (example the New Initiatives Fund in Canada)

Conclusion. Overall the current governance arrangements for SAR are working well. The main areas for improvement are:

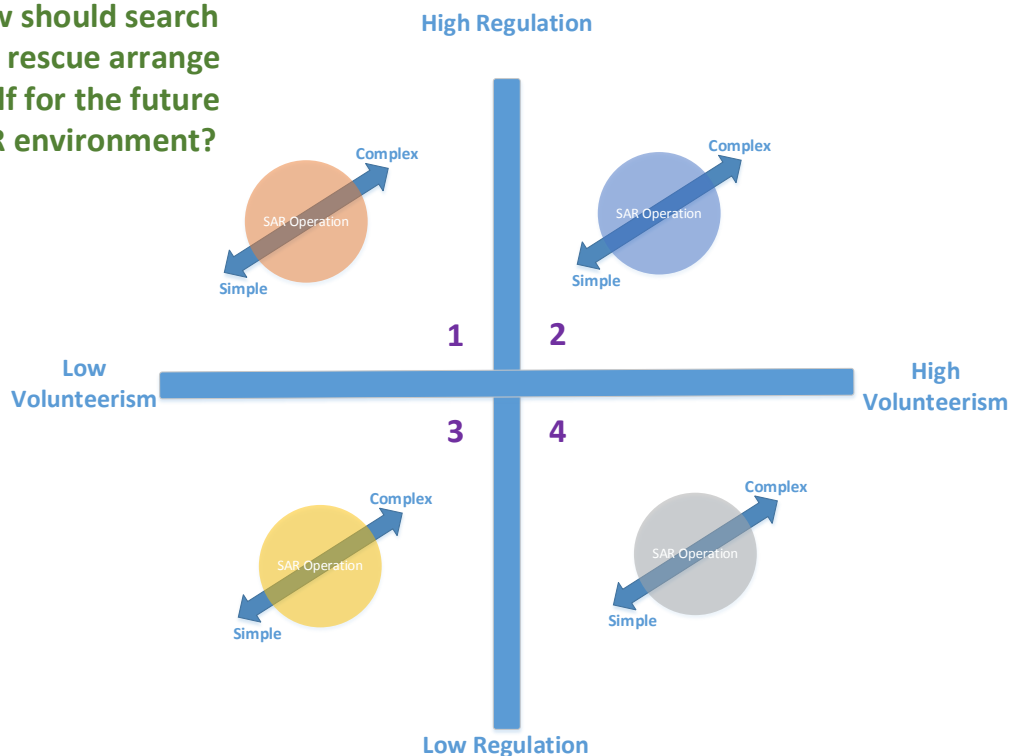
- a. Improving reporting within the National Security System arrangements, particularly with the ODESC HRB (Hazards & Risks Board – *renamed from RRB wef 1 Sep 2015*).
- b. Improving relationship and engagement between the NZSAR Council and the NZSAR Consultative Committee, particularly with the NGO members.
- c. Improving performance reporting.

7. Future Scenario Workshop

Introduction. The Secretariat Manager outlined the principles behind future scenario modelling, and how these can be used to identify common actions across various different scenarios (more details in the attached paper), which become the focus for future work and shaping of the sector.

Four future scenarios were outlined on a 2x2 matrix based on high/low volunteerism, and high/low regulation.

How should search and rescue arrange itself for the future SAR environment?



The workshop split into three groups, each group to consider one scenario (quadrants 1-3). The fourth scenario (quadrant 4) was not considered, as this is the scenario that models the current state of the SAR sector. Feedback from each of the groups is listed below:

Quadrant 1 – Low Volunteerism / High Regulation

- Struggled to see this scenario occurring.
- Significantly more expensive (direct terms funding and glue / magic point of view)
- Low volunteers = high number of paid staff

- Requires more support structure
- Insurance etc. Huge systems and structures required (fundraising, etc.)
- Quite more complex and complicated than the status quo
- Demographic and cultural issues – NZ a different place. More diverse cultural base and remote locations
- Didn't arrive on any actions
- Invest heavily in technology and search and rescue. Paid SAR will be heavily reliant on technology (compliance structure, etc.) System itself and operation
- Zealous health and safety regime would promote scenario 1
- Group didn't feel that the H&S bill would get them there
- Group didn't think there were strong connections between increasing regulation and the level of volunteerism

Quadrant 2 – High Volunteerism / High Regulation

- Shift to a user pays system
- Compliance
- Legislative and cultural change
- Enforcement of new high regulation
- Single coordinating authority (Ministry of SAR)
- Higher expectation on the SAR system and higher burden of responsibility on the user
- High level of training for the SAR sector
- Training / education for the user
- Insurance for the user (insurers to become a key stakeholder of the system and will drive some of the expectations)
- Government will need to find funding
- More performance expectations around response for the sector
- Probably less SAR incidents but they will likely be REAL SAR incidents
- Volunteers will need to be immediately available – increased KPIs, etc. for NGOs
- ACTIONS: Professionalising the SAR workforce and volunteers
- A lot of work with the insurance industry to look at revenue sources
- World not dissimilar to the fire service. People buying insurance to cover risk. Expectation for the person being covered. Ins. industry will become quite demanding of the provider. Professionalism to meet certain requirements. Plausible world in many respects.
- What would drive the change to these scenarios?
- Right now the govt. gets a lot of service for free.

Quadrant 3 – Low Volunteerism / Low Regulation

- Right mix of assets and human capabilities
- Engage with defence
- Keep abreast of technology
- Technology could help in a world without so many volunteers
- Climate change making Antarctica more accessible
- Tourism and visitor trends – do environmental scanning now and continue to scan because it will keep evolving
- Organisations – opportunity for private sector to provide something better, faster, quicker. Are there other govt agencies sitting on assets or capacity to get involved (Fire, etc.)
- Technology – likely a proliferation of it. Need to stay on top of it.
- Keep abreast of international trends
- Trying to turn future thinking into actions
- Usually have our heads down. SAR Council's responsibility is to provide some strategic leadership around what the future might look like. Come together to do it at a system level. Rare and valuable. Value may become more apparent as time passes.

8. NZSAR Risk Matrix Items

SAR Expectations.

- Issue: Mass rescue a huge challenge, huge area, lack capability
- Potential actions: Engage with stakeholders and media ahead of time
- Discussion: below level of mass rescue, smaller things that last for a long time can bring the whole sector into disrepute. Being crystal clear about limitations upfront. The Nina and reputational risk. Action: Specific response at beginning of an event. Importance of FRAMING the response.
- Be careful with this media event. Use an evidence based example (a cruise ship in X location, etc.). Show clearly the gaps that you are trying to highlight instead of a general comment.
- Independent reviews of these things over time. Showing we can respond to a lot of incidence. The system overall is good.
- BP incident in the gulf. The risk is VERY low and the costs incurred are potentially very high. Justifying not incurring all of those costs.
- Public information management phase of the event, big events stretch over time, are all of the different entities lined up together to provide assurance in a media outlet. Remoteness is a huge challenge.
- Educating public about importance of technology in a successful rescue especially in remote areas. Could have enhanced communication with registered beacon holders. Media hook – because of technology we were able to make this rescue.

SAR Information. The first draft of the SAR Data Standard should be provided to the Secretariat next week. The initial draft will be reviewed by the Secretariat and the Coordinating Authorities, before it is distributed for consultation. The approved data standard will be used to develop new data entry and collection forms.

9. SAR Agency Items

Rodney Bracefield (RCCNZ) noted that some of the foundation pads at the MEOSAR antenna farm in Taupo have now been laid.

Martin Matthews
Chair
NZSAR Council

Next Meetings:

- NZSAR Consultative Committee 5 November 2015
- NZSAR Council 19 November 2015

ACTIONS

Item	Action	Responsible
6i. Governance Review	Prepare a briefing for the HRB on the SAR capabilities and limitations at the extremities of the NZSRR	NZSAR Secretariat
6ii. Governance Review	Continue with MRO exercise series RAUORA	<i>ongoing</i>
6iii. Governance Review	Prepare a briefing for the Minister of Transport to confirm the arrangements and mandates for SAR	MoT
6iv. Governance Review	Make arrangements for the NZSAR Council to report to the HRB	NZSAR Council (Completed)
6v. Governance Review	Prepare proposals to amend the membership of the NZSAR Council for consideration and implementation in November.	NZSAR Secretariat
6vi. Governance Review	Coordinate the development of a joint preventative strategy for the recreational sector	Recreation sector
6vii. Governance Review	Identify possible performance measures/metrics for the Council's strategic goals, and prepare a proposal for the Council	NZSAR Secretariat
6viii. Governance Review	Ensure technology in SAR is a regular meeting item. Include a contestable fund option in the next funding bid to Ministers.	NZSAR Secretariat

NZSAR 2-1

29 October 2015

NZSAR Council
NZSAR Consultative Committee

**Joint Service Level Agreement monitoring report:
1 July - 30 September 2015 Quarter**

1. **Provision of Services.** Services have been provided by the SLA partners as described in the table of outputs.

Outputs	Coastguard	LandSAR	AREC	SLSNZ
Provision of expert services				
Provision of expert advice				
Provision of IMT Members			Not Required	
Summary of non-SAR activity		Not Required	Not Required	Not Required
Up to date details available				
Participation in joint SAREX				
Attendance at Forums				
Nominations NZSAR Awards				

2. A summary of activity as reported by the SLA partners for the quarter.

Outputs	Coastguard	LandSAR	AREC	SLSNZ	Totals
SAROPs Attended	57	75	14	5	--
Volunteers Involved	422	847	26	15	1,310
Volunteer Hours	1,135	8,870	231	21	10,257

3. **Activity for the Quarter.** A summary of overall activity for the quarter, as provided by the coordinating authorities.

Measures	Police	RCCNZ	Totals
SAROPs	237	168	399
Lives at Risk	241	441	682
Lives Saved	21	4	25
People Rescued	65	12	77
People Assisted	119	29	148
LandSAR Taskings	63	4	67
Coastguard Taskings	40	1	41
SLSNZ Taskings	4	0	4
AREC Taskings	9	0	9
Performance of SLA Partners	Satisfactory	Satisfactory	Satisfactory

Summary of Issues and Updates

4. Coastguard

- Coastguard held their AGM on 17 October.
- The position of National Operations Manager has been disestablished, and a new position of National SAR Training Manager has been created.

5. LandSAR NZ

- During the quarter LandSAR has focussed on:
 - i. Continuation of the deployment of the Safety Management System.
 - ii. Completion of the trial of the new Competencies Framework assessment system, to be deployed in mid-2016.
 - iii. Completion of the 2015 Group Planning Tool process and preparation of the national 2016 Training Calendar.

6. Surf Life Saving New Zealand

- The Bay of Plenty / Coromandel Communications Network become fully operational on 20 October.
- The Capital Coast Communications Network is progressing, and is expected to be completed in time for the 2016/17 season.

7. AREC

- Have no issues or updates to report to the Council.



New Zealand Search and Rescue Secretariat

NZSAR 2-2

29 October 2015

NZSAR Council
NZSAR Consultative Committee

Search and Rescue Sector Update

The Search and Rescue sector update for the NZSAR Council and NZSAR Consultative Committee meetings for November 2015 is contained below.

Ambulance NZ

The review of the Air Ambulance/Air SAR Standard has commenced with the collection of feedback from certified operators as to issues arising from the current standard or opportunities for improvement. We will be consulting with the wider sector in due course and have a planned meeting with NZSAR to discuss this.

AMPLANZ – the ambulance sector national response plan to major incidents is also being reviewed.

National Air Desk – Air Ambulance dispatch. The project to implement the National Air Desk is progressing, a more comprehensive update will follow.

Paging services – in 2017 Telecom/Spark will stop providing a national paging service. This has major implications for the sector. The ambulance sector will need to continue with paging technology to activate volunteers and is working with other parties to seek alternate provision.

All Air Ambulance/Air SAR members of ambulance New Zealand remain certified to the existing Version 2 of the Standard, NZS 8156 2008 and ISO 9000. We will look to replace ISO 9000 with the CAA SMS system if there is significant overlap in requirements once mandatory.

Antarctica NZ

Late September the Joint Antarctic Search and Rescue Team (USAP/Ant NZ) completed a week long training exercise in Arthurs Pass National Park ahead of the season opening and deployment to Antarctica. Accompanying the NZ contingent were three observers from the Chinese Antarctic Association and the Polar Research Institute of China. The purpose of the Chinese visit was to engage and observe the JASART model along with experiencing SAR practices used by the Kiwi and US team. The week was a great opportunity to share and showcase some of the work and resources developed over time by the US/NZ team.

The purpose of the JASART training week is to:

- Gather National Antarctic Programme team members together, ahead of the season, and to reach a common understanding of operational best practice in SAR for Antarctica

- Provide a shared learning environment
- Build a resilient team who will be working together in challenging environments

Over the last month staff have settled into the season at Scott Base with little need for any response action. The focus to date has been on site and local environment inductions/familiarisation and setting up of seasonal field support activities with the inclusion of two B3 helicopters for the programme. Some work has also been conducted around the use of Ground Penetrating Radar (GPR) with site visits to the Ross Ice Shelf shear zone for members of the field team. This work will develop the field capability and a tool box of skills for the programme as it advances into the interior of deep field Antarctica in support of science. This area is of unique operational interest to Antarctica New Zealand for the purposes site characterisation work ahead of a proposed hot water drilling project on the Ross Ice Shelf.

AREC

Business as usual and plenty of SAR activity.

SAR Track training weekend at end of November covering troops from, Hastings, Wanganui, Bulls, Palmerston Nth and Masterton.

Coastguard NZ

Coastguard Bluff:

We will be launching the new vessel in Bluff on Saturday 30 October. The new rescue vessel is a custom-build 13 metre vessel, with twin inboard jet engines, and is the sister vessel to the one in Sumner. She will replace the old 8.5 metre boat which is no longer fit for purpose.

Coastguard Membership Scheme:

The long-awaited Coastguard Membership Scheme will be launched before Christmas with the tag-line of "Boaties Best Mate". This will be a national scheme, allowing boaties around the country to benefit from Coastguard membership at \$115 per annum.

Coastguard Annual Meeting 2015:

Coastguard's annual meeting took place on Saturday 17 October and was well attended by more than 100 delegates. Dean Lawrence was re-elected as President and Henry Van Tuel as Vice President. Duncan Ferner attended the meeting and gave an update on NZSAR, which was well received and greatly appreciated by the members present.

VHF Frequency Change:

As previously reported, this is a very significant piece of work for Coastguard and we are currently working closely with NZSAR Secretariat to identify a possible funding solution. The Business Case is currently with the Ministry of Transport for consideration and we anxiously await a response. We are working closely with colleagues from RCCNZ and Kordia to identify joint synergies around the communications infrastructure.

Staff changes:

The position of National Operations Manager has been disestablished and a new position of National SAR Training Manager created. We are currently in a consultation phase and I will update the Consultative Committee of progress when appropriate.

Department of Conservation

Visitor Safety Improvements Project

The Department is looking to improve visitor safety on public conservation land. In 15/16 this comprises the following projects.

- 1. Review of Visitor Risk Management Policy, Standard Operating Procedure and Visitor Incident Investigation Guideline.** Based on a discussion document we circulated in July we will look at a range of measures that will improve the operation and effectiveness of these key documents that guide and support local staff in managing visitor safety.
- 2. Transfer of existing visitor risk data and hazard analysis process into the Department's Asset Management Information System (AMIS).** A key goal of the existing visitor system is to enable a regular cycle of hazard assessments. Analysis shows that this has not been done consistently. Moving this into AMIS will make this easier to manage and will enable monitoring and reporting to occur.
- 3. We will work to improve the quality, consistency and reach of both broad scale safety messages and specific targeted hazard information.** A key strategy of this strand of improvements is to partner with others in order to leverage additional information sharing channels and mediums.
- 4. Review the contract to provide Mountain Weather Forecasts with the MetService.** The current contract ends 30 June 2016. A review of the service will commence in summer 2015 and will take account of feedback from Stakeholders and Department staff.

LandSAR NZ

Operations

We see from the figures below a slight increase in operational activity compared to the previous July - September periods. The marked increase in 'volunteer hours during SAROP' and 'volunteers used during SAROPs' relates to several very large and long duration searches in the lower South Island during the period.

1 July – 30 September	2015/16	2014/15	2013/14	2012/13	2011/12
Category 1 operations	73	60	63	54	85
Category 2 operations	2	0	1	0	3
Volunteer hours during SAROP	8870	2158	5061	4858	9476
Volunteers used during SAROP	847	371	703	734	773
Number of subjects					
People at risk	96	101	90	93	114
Lives saved	20	1	15	15	58
Rescued	30	69	42	51	48

Persons assisted	24	30	34	34	2
Perished	18	6	8	7	6
Not located (Missing)	4	5	6	1	12

Support Activities

The total amount of volunteer effort (operational and non-operational) in the period July – September 2015 was 34,550 hours. This compares with 28,373 hours of effort in the same period in 2014.

July - September	2015/16	2014/15	2013/14	2012/13
Total volunteer effort	34,550	28,373	31,899	45,271
Operations	8870	2158	5061	4858
SAREX incl prep	3155	2494	4224	5428
Training	15,027	15,859	14,896	27,897
Administration	7498	7863	7719	7088

Training consumed by LandSAR volunteers (hours)

The period July – September is traditionally our busiest period of volunteer training. Interestingly, there seems to have been a marked increase in SARACE-funded skills acquisition training during the period, contrasting with a marked drop in hours spent on SAREX's. It is unclear what the causal factors are behind these trends.

July - September	2015/16	2014/15	2013/14	2012/13	2011/12
SAREX	3155	7029	5311	13521	19,858
Local/Regional Courses	6493	6980	4688	12097	10,132
Training secretarial support	824	1117	1427	1547	1218
Skills acquisition training delivered by TPP	7710	5348	1989	1185	5736

Organisational Initiatives

The focus of effort in the period July - September of 2015 has been on:

1. Continuing the implementation of the Safety Management System which was deployed organisation-wide in December 2014
2. Completing the trial of the new Competencies Framework assessment system, to be deployed out into the LandSAR organisation in early – mid 2016.
3. Initiating a programme of new projects that focus on improving many aspects of LandSAR support and work.

Maritime Operations Centre

Nil report

Mountain Safety Council

Nil report

NZDF

Nil report

New Zealand Helicopter Association / Aviation NZ

Nil report

Police

SAREXes – NZSAR-funded

A successful avalanche exercise (combined Bay of Plenty & Taranaki) was completed on 5/6 Sept, attended by Rhett Emery and myself – report yet to come. 5 more are due to be held over the next quarter.

Police National SAR Course

This is scheduled to be held at Dip Flat May 1-13 2016. Invitations will again go to LandSAR and DOC for members to attend. 3 Squadron will supply helicopter support for the 3-day SAREX that is held in the second week.

SAR Managers Course

The 2015 course was a very positive and further step and in our aspiration of delivering a high level SAR management course that will have unparalleled credibility. A number of areas have been identified where further incremental improvements would continue to keep this course relevant and up to date, and we are negotiating with NZSAR to bring one of the Australian Course Directors over in 2016 to evaluate the NZ course. We will be seeking nominations our SAR Partner agencies for volunteers to attend the second week to undertake IMT roles in multiple SAR syndicate scenarios.

Mass Rescue exercises

Police and NZSAR have delivered a series of inter-agency tabletop exercises around the country designed to ensure that District Mass Rescue Plans are fit for purpose. Dave Greenberg is in the process of collating and circulating feedback from each exercise.

SAR Statistics

231 Cat 1 SAR incidents were reported during the July to Sept 2015 quarter – 154 Land and 77 Marine. On behalf of NZ Police, I wish to acknowledge the commitment that all agencies continue to make to Police and the NZ public. Please pass our thanks to your members back home for their time, expertise and continued dedication to the lost, the missing and their families.

RCCNZ

Our Core Business:

Incident breakdown by environment type, July – September 2015:

		Sea	Air	Land	Unknown	Quarter
CAT II	SAROP involving tasking	7	4	19	1	31
	Resolved by comms action	47	44	15	31	137
CAT I	Active involvement by RCCNZ	2	1	0	n/a	3
	SAD Produced by RCCNZ	1	0	0	n/a	1
	Active involvement & SAD	4	0	0	n/a	4
Other SAREX'S/ MAS/ Medevac	Operation involving tasking	4	0	0	n/a	4
	Resolved by comms action	0	0	0	n/a	0
Total (Quarter)		65	49	34	32	180

People Involved in incidents for the Quarter	
Number at Risk	441
Lives Saved	4
Lives Rescued	12
Lives Assisted	29
Perished	0
Not Located	4
Self Assisted	371

Beacons

Beacon alerts made up 71% (127) of all incident alerts.

- Nearly half of these were resolved to other Search and Rescue Regions (58)
- 12% (15) were undetermined.

Of those that were activated in the NZSRR:

- about 40% were real distress situations (21)
- the remainder were inadvertent or false activations.

Our Work Programme:

The MEOLUT project, a joint initiative with AMSA (the Australian Maritime Safety Authority) is on track to go operational in 2016. The six New Zealand Antennae were installed at Goudies road in late September, with a formal opening of the ground station in late October. When complete, the NZ Australia system will contribute to the ground infrastructure for the international COSPAS SARSAT MEOSAR system, and will provide instantaneous alerting for any beacon activation in the New Zealand SSR. Full operational capability of the international system is unlikely before 2018, however even at early operating capability the system is likely to enhance RCCNZ beacon detection capability.



As part of its wider work programme to enhance SAR capability and preparedness, RCCNZ has a number of key projects underway:

- A Joint SAR Health and Safety Project (with NZSAR, Police, LandSAR, and Coastguard) to ensure SAR response agencies are well prepared for the incoming legislation, which places additional responsibilities on agencies that task to ensure operators have appropriate H+S systems in place.
- A Joint MNZ/Kordia/Coastguard Communication Synergies Project to look at potential enhancements and efficiency improvements to maritime radio communications by working smarter together
- A review and update of RCCNZ Standard Operating Procedures to ensure they are fit for purpose and reflect our evolving operating environment
- A pacific SAR strategy, partnering with MFAT and pacific nations to enhance their SAR response capability and preparedness through planning, training and exercising.

Our People:

RCCNZ recently appointed a new Deputy Manager, Training – Kevin Banaghan, who is already part of the RCCNZ team having served for a number of years as a Senior Search and Rescue Officer. This appointment means that there are now two Search and Rescue Officer vacancies, and RCCNZ will be advertising these roles in the near future.

SLSNZ

Surf Life Saving Operations

The period July to September is generally the quietest time of year for Surf Life Saving services, due to colder weather and lower beach visitation. Nonetheless, Surf Life Saving services responded to a number of other callouts and incidents that occurred during this time.

In addition to the Category 1 Search and Rescue, surf lifeguards rescued eighteen (18) people, treated twelve (12) members of the public for injuries, and assisted 27 people through preventative activities (i.e. educated on rip currents and advised to swim between the red and yellow flags). Surf Life Saving services amassed over 62 hours attending incidents and providing other services where required.

Organisational Update

The following organisational changes or progress has occurred of relevance to the search and rescue sector:

- The Bay of Plenty // Coromandel Communications Network became fully operational from 20 October 2015. The network will provide radio communications coverage along the coastline between Pauanui to Papamoa beach over the 2015/16 season.
- The Capital Coast Communications Network is underway, and will be completed in time for the 2016/17 season. A meeting has been held with the Surf Life Saving Clubs, and consents and permissions to install repeaters at identified locations are being sought.

2 November 2015

NZSAR RISK MATRIX

Risk #	Risk Description	Reasons or Causes	Consequences	Likelihood	Consequences	Risk Level (reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/01	SAR Information Search and rescue information is inadequate or unreliable for future planning.	SAR data collection is fragmented, lacks cohesion and is typically collected to meet the requirements of individual organisations. Properly analysed longitudinal information is difficult for decision makers to access. Data gaps and omissions render sound analysis difficult. In some instances, excessive detail is being collected. Insufficient focus is placed on the analysis of existing data. Drivers of SAR demand such as activity participation is not well understood.	Without reliable information, NZSAR will be unable to identify strategic changes and opportunities for the SAR community. Effective decision making is compromised by the lack of reliable, analysed data. Information can also be hard to access as it can reside within silos.	Certain	Moderate	(May 14)	Risk treatment 2015/01/A: SAR Data Standard In consultation with operational SAR agencies, develop and document an agreed SAR data standard for collection, collation and analysis.		Changing patterns in, for example, society, demographics, tourism, recreational activities, participation rates and technology is likely to impact on SAR needs and resources.
						(May 14)	Risk treatment 2015/01/B: Data exchange and storage Establish and maintain a single repository for all SAR data.		
						(May 14)	Risk treatment 2015/01/C: Data analysis Analyse SAR data to identify trends and patterns in SAR events. Such analyses should be used in conjunction with other data to show broader trends and patterns. The resultant products will be made available to decision makers and stakeholders.		
						(May 14)	Risk treatment 2015/01/D: SAR Operational Analysis Conduct an operational analysis of SAR need mapped to SAR resources. Assist SAR providing agencies to reshape their organisations to match proven SAR need.		
2015/02	SAR funding The sector experiences funding sufficiency and volatility risks.	Sufficiency. Funding for the wider SAR sector has a variety of sources. Funders may choose to lessen or withdraw their funding support.	Inadequate funding for part or some of the sector may limit investment in training or equipment and lead to inadequate operational responses.	Possible	Moderate	(March 15)	Risk treatment 2015/02/A: SAR Funding Maintain an overall SAR funding picture. Work with other key SAR funders to sustain adequate supply. Maintain adequate PLA funding to meet Council goals.		
		Volatility. The funding levels for SAR agencies can be volatile due to profit variances with key gaming or lotteries trusts & boards. Grants policies also frequently change which can affect eligibility. Public appeals & donations are susceptible to change.	Volatile funding inhibits long term planning and investment. It also degrades sector effectiveness and efficiency.	Possible	Moderate	(March 15)	Risk treatment 2015/02/B: Funded SAR SLAs Continue to support key SAR providing agencies with appropriately funded three year Service Level Agreements.		

2 November 2015

Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/03	Cohesive SAR Training The SAR sectors training lacks cohesion and a sector focussed integrated training framework.	SAR training has evolved, developed and is often delivered within organisational silos. The perspectives of individual organisations have frequently taken precedence over the needs and goals of the wider sector.	Training variances can impact on sector collaboration and degrade inter agency and internal cohesion. Training divergence can lead to incompatible incident management systems, different understanding of language and incompatible expectations, SAR processes and priorities. These factors can contribute to deficient SAR services, inefficiencies and potentially avoidable loss of life.	High	High	Moderate	Risk treatment 2015/03/A: Suitable individual SAR skill acquisition training is available funded and sound. SAR (ACE) funded skill acquisition training is available for SAR people so that they may achieve the relevant SAR competencies at no cost to themselves.		
							Risk treatment 2015/03/B: Collaborative SAR training and exercising Continue cooperative and collaborative training, exercising and relationship building. See treatment option 2014/04/A for a treatment option based on cross-agency training.		NZSAR supports the conduct of Police District SAREXs
2015/04	Volunteerism Risks exist around volunteer recruitment, retention and training.	Changing demographics and attitudes, increasing work demands impact on volunteer recruitment, availability and longevity with the SAR sector.	<p>The SAR sector is highly reliant on volunteers for the safe delivery of effective SAR services.</p> <ul style="list-style-type: none"> Insufficient numbers of volunteers in the right locations is likely to impact on the safe delivery of effective SAR services. Volunteer turbulence increases the training burden and inhibits the formation of SAR leaders. Excessive training demands, poor or infrequent exercises and/or onerous administrative requirements deter people from volunteering and discourage existing volunteers from remaining. Infrequent utilisation for SAROPs can be dispiriting and discourage long term engagement. 	Unlikely	Moderate	Moderate	Risk treatment 2015/04/A: Maintain good information on SAR volunteers <ul style="list-style-type: none"> Maintain good information about SAR volunteers and their expectations. Assist SAR organisations with information around recruitment and retention of volunteers to help ensure a sufficient number in areas and types of need. Ensure administrative requirements are not excessive. 		
		Growing public and legal expectations of SAR performance and competence impacts upon the training and commitment levels of SAR volunteers.					Risk treatment 2014/05/B: Support SAR training alignment to the NZ Qualifications Framework (NZQF) When and where agreed by SAR agencies, NZSAR will actively Support and assist aligning SAR training to the NZQF.		
		Trained SAR Volunteers can be difficult to retain and motivate in areas where little SAR activity occurs.					Risk treatment 2015/04/C: Quality SAR Exercises The conduct of good quality, appropriately focussed and well evaluated SAR exercises is important as they enhance readiness, reinforce training and build cohesiveness and morale within the SAR sector.		NZSAR supports the conduct of Police District SAREXs

Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (Reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/05	Recreational Knowledge Inadequate public understanding of personal risks taken during recreational activities.	A significant number of the public demonstrate a lack of understanding or underestimation of the risks involved with the recreational activity they are undertaking. Due to: <ul style="list-style-type: none"> Decrease in public knowledge about recreational safety. Increase in the range of recreational activities. Little investment in proactive safety message promotion – particularly land, snow and avalanche safety information. Lack of understanding by inbound tourists about New Zealand’s conditions and weather. Poor coordination and cohesion between the plethora of competing agencies which provide safety advice. 	<ul style="list-style-type: none"> Individuals fail to take adequate precautions and/or responsibility for their own safety. Unacceptable levels of harm to New Zealand residents and foreign tourists. Harm to the reputation of New Zealand as a tourist destination. Unrealistic public expectations of the SAR sector. 	Likely	Moderate	(May 14)	Risk treatment 2015/05/A: Ensure the public has access to good quality, consistent safety advice. Maintain the NZSAR Adventure Smart website (http://adventuresmart.org.nz/) and support the promulgation of consistent sector messaging.	Green	Example - Safety Code material. Example: Safety Partnership.
						(May 14)	Treatment option 2015/05/B: Recreational safety - provision of consistent information to the media. Support the relevant agencies to provide timely information to the media on personal responsibilities and better preparation when undertaking outdoor recreational activities.	Yellow	
						(May 14)	Treatment option 2015/05/C: Support domestic safety organisations. Support the SAR prevention efforts of domestic safety information providing agencies. Encourage and harmonise collaborative action.	Green	
						(Nov 15)	Treatment option 2015/05/D: Develop an NZ Inc Recreational Safety Strategy.	Yellow	
2015/06	Mass Rescue Event Catastrophic mass rescue event overwhelms SAR capabilities.	New Zealand's SAR sector has very limited capacity to respond to large scale SAR events. New Zealand has a very large SAR region with little or no SAR assets in much of the region. Significant numbers of vessels and aircraft with large amounts of passengers transit the NZSRR.	<ul style="list-style-type: none"> Significant numbers of people injured or killed that could have been rescued. Severe reputational damage to SAR agencies. Severe reputational harm to New Zealand as a tourist destination. 	Rare	Severe	(May 15)	Treatment option 2015/06/A: Develop mass rescue policy and plans. In conjunction with partner agencies, develop appropriate mass rescue policies and plans.	Yellow	This risk is seen as high consequence but low likelihood. It is mainly controlled by the professionalism of ships officers and pilots together with advanced technology to help navigate such ships.
						(May 15)	Treatment option 2015/06/B: Conduct regular mass rescue exercises. In conjunction with partner agencies, exercise the mass rescue plans in all Police districts to validate and refine them.	Yellow	

Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (Reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/07	COSPAS SARSAT failures LEOSAR satellite degrade or LEOLUT failure before the MEOSAR system is ready.	<ul style="list-style-type: none"> Failure of the NZ LEOLUT prior to the MEOSAR system being accepted into service 	<ul style="list-style-type: none"> NZ unable to receive distress beacon activations. NZ unable to assist Australian SRR related beacon activations. 	Rate	Major	Nov 15	<p>Treatment option 2015/07/A: Engage with LEO LUT providers to fix or replace the NZ LEO LUT.</p> <p>Should this be necessary – it would only likely be necessary for a short period and could be costly.</p>		Existing low-altitude and high-altitude satellites are being replaced by medium-altitude satellites. In 2016-2017 the existing ground station will no longer be reliable and the aviation and maritime SAR capabilities will reduce.
		<ul style="list-style-type: none"> Failure of LEO SAR satellites before the MEOSAR system is accepted into service. 	<ul style="list-style-type: none"> Entire COSPAS SARSAT system rendered partially or totally ineffective. 				<p>Treatment option 2015/07/B: Advance the in-service date for the MEOSAR system.</p> <p>The MEOSAR system is currently undergoing trials and it may be possible to bring it into service earlier than planned.</p>		
2015/08	Health and Safety Incident or audit exposes SAR sector health and safety deficiencies.	NZ's H&S regulatory environment is changing. The SAR sector needs to adapt to the new requirements and implement the required changes for the SAR context.	<p>SAR organisations fail to implement appropriate / necessary H&S processes and procedures and in the event of an audit or plans to mitigate severely negative H&S incident are:</p> <ul style="list-style-type: none"> Exposed to risk of prosecution. Suffer reputational damage. Experience an outflow of personnel due to perceived risk. 	Unlikely	Major	May 15	<p>Treatment Option 2015/08/A: Implement sound H&S processes and procedures</p> <p>NZSAR Council H&S processes and procedures for the SAR sector have been approved and are being implemented. The four SLA documents include H&S provisions from Jul 2014. SAR sector H&S monitoring and reporting has commenced.</p>		
		SAROPs and SAREXs often expose SAR people to an array of hazardous environments and situations. The sector is likely to experience a significant H&S related incident at some point.	<ul style="list-style-type: none"> Experience an outflow of personnel due to excessive H&S process requirements. Likely to expect significant external pressure / investigation / regulation / over watch following the trigger event. 	Rare	Severe	May 15	<p>Treatment Option 2015/08/B: H&S incident contingency planning</p> <p>SAR providing agencies and coordinating authorities are encouraged to develop contingency plans for use in the event of a SAR related severe H&S incident. Plans may include media, internal personnel and SAR partner engagement as well as grief & trauma counselling etc.</p>		
2015/09	SAR Expectations Stakeholders and public develop unrealistic expectations of SAR capacity and capabilities	A lack of knowledge about SAR sector capabilities and limitations may lead to unwarranted expectations.	<p>In the event of a mass rescue, mass search or a SAR incident at the extremities of the NZSRR, the media, public and senior stakeholders may unduly criticise SAR agencies and/or demand actions by SAR agencies that are beyond our capabilities.</p> <p>Inappropriate SAR sector investment due to a misunderstanding of SAR expectations</p>	Rare	Major	July 2015	<p>Treatment Option 2015/09/A: Advise senior stakeholders of SAR Sector capabilities and limitations</p> <p>Prepare a briefing note for ODESC and Ministers regarding SAR capabilities and limitations.</p> <p>Treatment Option 2015/09/B: Advise media stakeholders of SAR Sector capabilities and limitations</p> <p>Distribute the NZSAR annual report to media outlets. RCCNZ and NZ Police hold an annual SAR media briefing and specifically note SAR sector capabilities and limitations.</p>		
		Regular reporting of successful SAR operations may lead to a false sense of SAR capabilities by the media and significant stakeholders.	<p>Members of the public may suffer undue hardship or cause unnecessary cost on the SAR system due to misunderstanding its capabilities and limitations.</p>	Likely	Moderate	Nov 15	<p>Treatment Option 2015/09/C: Undertake a benchmarking survey of SAR expectations</p> <p>Engage with the public on occasions to ascertain what their expectations of SAR are and measure trends in expectations.</p>		



New Zealand Search and Rescue Strategic Occupational Health and Safety Committee Meeting

Tuesday 27 August 2015
10:00 am – 12:00 pm
Ministry of Transport
Level 6, 89 The Terrace
Wellington

DRAFT MINUTES

Attendees:

Helen Parkes – Health and Safety Consultant
Paul Dalton – CEO, SLSNZ
Carl van der Meulen - NZSAR
Harry Marr – LandSAR
Duncan Ferner – NZSAR
Mike Hill – RCCNZ
Rhett Emery –
Dave Dittmer – DOC
Jo Holden – NZ Police
Joe Green – NZ Police
Bryce Fleury and Nigel – Worksafe NZ
Peter Healy – Coastguard
David Waters – Ambulance NZ
Samantha Sharif – Aviation NZ

1. Welcome and introduction

Duncan opened the meeting and welcomed attendees, noting introductions of new members and emergency procedures.
Previous minutes are affirmed. To be signed by Duncan Ferner.

2. Apologies

Please note the following arrived late into the meeting:
Bryce and Nigel – Worksafe NZ. Arrived at 11:25am.
Samantha Sharif – Aviation NZ. Arrived at 11:45am.

3. Previous minutes (meeting of 21 August 2014)

Taken as read.

The following points were noted in accordance to previous minutes and actions requested:

- a) It was noted Mike is working on circulating Post-Rena related information around SAR resources. Can't send out yet, waiting on others before distribution.
Ongoing.

Action:

- Continue working on distribution of information related to non-standard SAR resource. Responsibility : Mike
- Give feedback on draft. Responsibility: Helen, Duncan

b) It was noted Duncan has spoken to one of the coroners (from NZ coronial service) and an initial relationship was established. Still interested in discussing coronial service re: SAR. Looking for opportunity to invite coroners to next event to foster this relationship/discuss this further.

Action:

- Duncan to continue to work on this. Ongoing.

c) Mike discussed drafting of compliance sub group. Queries included how to operationalise the concerns. Concept and ideas have been drafted, looking to implement. Ongoing project.

Action:

- Mike to continue his work on compliance sub group TOR. Continue discussions regarding what it looks like.

4. The SAR sector's health and safety performance (past 6 months).

- H&S Reports: LandSAR, Coastguard NZ, SLSNZ
 - Results of any H&S Visits or audits last 6 months:
 - H&S Incidents last 6 months:
 - Progress against previously agreed objectives:

a) Report by Harry Marr – LandSAR:

Taken as read.

Key points discussed:

- Focused on developing the support material for volunteers.
- The fatal risk analysis has been carried out.
- It was noted water and rivers are high risk, driving and vehicles as secondary risk.
- Continuing to work on and roll out new paperwork/forms.

It was queried whether SAR is aiming to create a one-doc approach/compiling health and safety information as one. (Standardisation).

Action:

- Attend and discuss standardisation of H&S forms at LandSAR meeting. Responsibility: Pete

It was noted this report was concise and straight forward. Great to see the example of the near miss. It was agreed to encourage more workers to come forward with these sorts of examples in order to be able to learn from it/take preventative measures in the future against similar situations.

b) Report by Peter Healey – Coastguard NZ

Taken as read.

Key Points discussed:

- New Safety Management system project is ongoing.
- Majority training of regional managers has been completed. Last few to take place in next few weeks.
- Currently inputting data into VAULT and in initial stage of roll out.
- Met the compliance deadline and given authority to use coastguard for next ten years, (Coastguard seen as a low risk organisation.) Pleased with result.
- MISHAP reporting – creating clear lines of communication/information to volunteers as well as easy to use reporting methods. Project and discussion ongoing.
- Health and safety training ongoing. Ready to put approximately 70 through training camp.
- Formation of Health and safety forums for regions and establishing a representative/point of contact in each region also.

Action:

- Peter to review formatting of report and use template equivalent to Harry's earlier report (listed above, item A) for future reference.

c) Report by Paul Dalton – SLSNZ:

Taken as read.

Key points discussed:

- On an operational sense not much to report.
- Checking all Call out squads are up to standard and know all H&S rules.
- Looking to raise the standard of work
- Lifeguards away from SAR ops is where the focus is at as SLSNZ are comfortable with the day to day operations of the organisation.

Carl observed that he has heard of call out squads training taking place in winter – benefits including keeping them out of the water. This was noted by Paul with more research to be undertaken with this in mind.

Action:

- Dave Dittmer to prepare a similar report to these listed above in time for next meeting.

5. Review of health and safety objectives

Taken as read. No updates to report at this stage.

6. Health and safety objectives for the next 6 months.

- It was agreed to look at linking objectives to critical risks – specifically in the long term as not ready yet.
- Also intend to have more aligned reporting going forward, marrying objectives across organisations part of SAR. However all are at different points of development at this stage.
- It was also noted to make sure all individual objectives are included in greater report for SAR as per every 6-12 months.
- Joe observed not all SAR policies are being used in all regions of police. Prompted a discussion for each organisation to look into training, particularly in regards to Team leader level training and if a different system is needed.

Action:

- Compare and review training in accordance to top level of SAR training.
Responsibility: All

7. Actions and / or resources required to improve health and safety performance:

Please see item 6.

8. Agency approaches and development update

i. Post RCCNZ Legal opinion H&S Developments

Regarding review of current H&S practices within SAR and associate organisations (Police NZ, LandSAR, RCCNZ) to ensure all are taking all practical steps to ensure safety.

Key issues discussed:

- Ongoing focus on safety. Comply with all regulations.
- Currently bound by legislation, which notes: although delivery may be done by contractors accountability is still on organisation.
- It was noted there is often confusion as to who was leading the SAR ops – Working on putting systems and procedures in place to fix this and limit blind spots and/or assumptions.
- Currently drafting steps of policy and practices. Wording to be concise with 'Opt Out' clause clearly listed etc. Possible ideas include creating scripts and sending out reminders for risk assessment rules. Look into training in more detail (SAR managers' course etc), and create a comms plan around what is happening and clarify links back to project work.
- Looking at this from both a long and short term viewpoint.
- Next steps: looking at working on timeframes, milestones and clear deliverables.

- Carl observed that the US incident action report listed the safety of responders first across all their reports. Given high importance to responder's safety.

Action:

- Mike to keep everyone informed of developments

ii. Post Helicopter workshop H&S developments:

Key items discussed:

- Communication between agencies on H&S developments is crucial, also to communicate expectations.
- Include a representative on the work group. SAR representative + H&S representative.
- Dedicated vehicles to despatch and assets of opportunity: This section needs discussion and planning.
- Queries were brought up regarding risk management and who is responsible.
- Need to decide who the H&S representative would be when agencies are joined/working together.
- Regulator needs to clear up any grey lines.

It was noted by David as still progressing, supported by the government too. Timeline is October for this. Ongoing.

iii. LSAR H&S Scenario Modelling:

Please see previous section.

iv. Integration of H&S into SAR training:

Discussion of integration in which it was noted that modules and standards of this type do exist already, such as The Outdoor Risk Management Course. (NZQA standards.)

Action:

- Peter to research these courses and modules to present at next meeting.

v. IndustrySmart – possibility for SAR?

Helen discussed new technology (IndustrySmart) that helps organisations ensure workplace health and safety, training and compliance requirements are met.

Usually works through a chip/QR code/barcode on an ID card that is scanned and able to bring up all information specific to that worker – including details on their most recent training. David observed this could also be a way to keep track of who is on site or not due to a 'tag in/tag out' system.

It was concluded by all as a great idea to keep in mind for the future. On a practical level it would work, concerns regarding costs and logistics though. Research and planning ongoing. Long term thinking.

9. Update of H&S Legislation: (Worksafe)

Outlined new legislation and its affect of the workplace, noting differences. Also noted in detail the definition of PCBU's and other workers including volunteers and their role according to the legislation. It was confirmed that:

- The PCBU concept was created to fill in gaps in the Health and Safety Employee Act, pointing out who is responsible for incidents, who to consult with etc. Ensuring the safety of all workers and volunteers.
- Voluntary associations are not affected by the legislation.
- Contractors are counted as workers.
- Acknowledging there is risk involved. Ensuring the training, planning, procedures and equipment is up to scratch.
- In practice not much different to current SAR standards.
- Need more clarification on Assets of Opportunity and how they fit into this model. Discussed implementing more controlled practices. Ongoing.

Please Note: Bryce is the point of contact for any questions regarding this legislation.

More information will be posted on the Workplace website within the next month.

10. Other business

- *Samatha joined the meeting.*

- Carl and Mike have been attending regular incident management meetings in the city. Intend to present at next meeting from more of a CIMS model regarding H&S.
- Bangkok Bombing: concerns regarding how to keep in touch/keep track of colleagues who are travelling. Mike is looking into tools/apps/technology that may solve this issue.

Actions:

- Mike to discuss with MFAT as they may have ideas and/or technology they already use for this issue.

Meeting ended 11:55 pm.

Next Meeting: TBC

Duncan Ferner
Chair
NZSAR Strategic H&S Committee

Action Table:

Ser	Action	Responsibility
3	Continue working on distribution of information related to non-standard SAR resource	Mike
3	Look over draft related to non-standard SAR resource and give feedback.	Helen, Duncan
3	Duncan to continue to work with NZ coronial service and to foster a relationship here.	Duncan
3	Continue work on compliance sub group TOR. Continue discussions regarding what it looks like.	RCCNZ/Mike
4	Attend and discuss standardisation of H&S forms at LandSAR meeting.	Pete
4	Review formatting of report and use template equivalent to Harry's report for next meeting.	Pete
4	Dave Dittmer to prepare a similar report in time for next meeting.	Dave Dittmer
6	Compare and review training in accordance to top level of SAR training.	All
8	Keep up to date (and report back) with any developments regarding RCCNZ legal opinion and framework.	Mike
8	Research current modules/courses (NZQA standards) and present at next meeting.	Pete
10	Discuss technology options to track colleagues when travelling with MFAT and similar.	Mike

File NZSAR 2-2

30 October 2015

FATALITIES RESEARCH – draft terms of reference

- 1) **Introduction.** The NZSAR Data Store contains SAR incident records that include 680 fatalities over the last five years (2010/11-2014/15). By environment, there are: 42 aviation fatalities, 372 land fatalities, and 266 marine fatalities. In addition there are a further 536 people listed as not located in the records.
- 2) The Data Store contains no information about the causal factors of the recorded fatalities. Limitations of the current data entry and storage systems means an analysis of the fatalities cannot be conducted using the NZSAR Data Store alone.
- 3) I propose that a 'Fatalities Research Project' is conducted to analyse the fatalities and presumed fatalities that are listed in the NZSAR Data Store.
- 4) **Purpose.** There are two purposes of this research project. They are to:
 - a) Provide an analysis of the fatalities and presumed fatalities in the NZSAR Data Store
 - b) Provide an evidence base for prevention messaging and activities, by identifying primary and contributing causal factors in recreational fatalities.
- 5) **Scope.** The research project will focus on fatalities and presumed fatalities contained within the NZSAR Data Store of people undertaking recreational activities in the New Zealand Search and Rescue Region. The project will exclude fatalities that are the result of:
 - a) Suicide
 - b) Criminal activity
 - c) DVI investigations (such as house fires etc.)
 - d) Aviation incidents (as they are investigated by the Civil Aviation Authority)
 - e) Commercial incidents (as they are investigated by Worksafe NZ)
- 6) **Consultation.** The researcher will need to consult with a wide range of agencies both before and during the analysis of the identified fatalities. This will include:
 - a) NZSAR
 - b) NZ Police
 - c) RCCNZ
 - d) Coronial Services
 - e) SAR Medical Advisors
 - f) WSNZ
 - g) MSC
- 7) **Output.** The research project will produce a report that provides an analysis of the fatalities, and will make recommendations on:

- a) Current prevention messaging
 - b) Possible future prevention messaging
 - c) Ongoing analysis of fatalities, including future reporting requirements
- 8) Data from each fatality analysed in the report will be collated into a summary table including:
- a) Demographic data (age, gender, tourist, ethnicity etc.)
 - b) Location data (DOC area, Police District etc.)
 - c) Subject behaviour/intentions data (tramping, boating, climbing, wanderer etc.)
 - d) Cause of death data (hypothermia, drowning etc.)
 - e) Contributing factors data (inadequate gear, falling etc.)
 - f) Analysis of current prevention messaging that may have prevented the fatality if it was followed
- 9) **Project steps.** The following steps have been identified for this research project.

Action	Responsibility	Time
Identify and contract researcher	NZSAR	
Consultation on the terms of reference and desired output of the research project	NZSAR / Researcher	Two weeks
Identify the individual SAR reports to be analysed (using the NZSAR Data Store), and provide this query to Police and RCCNZ	NZSAR (Hague)	One week
Provide access for the researcher to the SAR records and the associated attachments for analysis	NZ Police / RCCNZ	
Conduct initial analysis of records to exclude incidents outside the scope of the research project	Researcher	One week
Conduct in-depth analysis of records that fall within the scope of the research project, and prepare draft report	Researcher	Two weeks
Consultation on the draft report	Partner agencies	Two weeks
Prepare final report in time for NZSAR Consultative Committee meeting 4 Feb 2016	Researcher	4 Feb 2016
Present endorsed report to NZSAR Council meeting 18 Feb 2016	NZSAR	18 Feb 2016

Carl van der Meulen
Senior Advisor
New Zealand Search and Rescue

File NZSAR 2-2

30 October 2015

NZSAR Council
NZSAR Consultative Committee

Exercise Series RAUORA – Initial Report

1. **Introduction.** The NZSAR Council has directed that a series of exercises be conducted around the country, to ensure the recently developed MRO Strategic Policy, and Police and RCCNZ MRO Readiness Plans are fit for purpose. These exercises have been conducted as part of the NZSAR Council's National SAR Support Plan (NSSP) for 2014/15 and 2015/16.
2. Nine Police Districts have been exercised between October 2014 and October 2015. The combined Auckland Districts are due to be exercised in March 2016.
3. This paper is an initial report for the NZSAR Council and NZSAR Consultative Committee, with a collated table of recommendations contained at appendix 1.
4. **Exercise objectives.** The national objectives for the exercise series are:
 1. Ensuring there is national consistency in readiness plans
 2. Knowledge of the plan in each Police District
 3. Knowledge of the linkages between agencies
 4. Confirmation that agency roles and responsibilities in the plans are correct
 5. Confirmation that each agency has an understanding of their respective roles and responsibilities for MRO events
 6. Co-ordinating Authorities identify the physical locations for various phases of an MRO
5. **Exercise scope.** The following items are included in the exercises:
 - Determining inter-agency coordination responsibilities
 - Initial coordination activities
 - The search and rescue phase of an MRO event (i.e. rescue, shore-side coordination, reconciliation, welfare arrangements)
 - The escalation and notification processes for MRO events

The following items are excluded from the exercises:

- Whole of government response arrangements
- Non search and rescue phases of MRO events (pollution response, mass fatalities, investigation, recovery, etc.)

6. **Exercise design & conduct.** Exercises are prepared using the exercise documentation templates provided by the National Exercise Programme cluster. Each exercise is conducted in two parts:

1. An orientation exercise to step through the MRO Readiness Plans for each District.
2. A tabletop discussion exercise using a presented narrative scenario for that District.

7. Exercises have been facilitated by Emergency Preparedness Services, and have been evaluated by experienced search and rescue coordinators and/or operations managers.

8. Overall, the exercises have been very well attended by a wide range of participants representing organisations that would likely be involved in either direct or supporting roles in any mass rescue incident (table 1).

Date Held	District	Participants	Agencies	Evaluator
1 Oct 2014	Southern	41	15	Phil Burgess (NZSAR) Ryan O'Rourke (Selwyn District Council)
29 May 2015	Central	52	21	Joe Green (PNHQ)
25 June 2015	Bay of Plenty	55	16	Joe Green (PNHQ)
28 July 2015	Northland	71	21	Ants Harmer (Police)
14 August 2015	Tasman	53	21	Joe Green (PNHQ)
16 September 2015	Waikato	53	17	Joe Green (PNHQ)
1 October 2015	Canterbury	59	26	Joe Green (PNHQ)
6 October 2015	Eastern	40	17	Brent Crown (Police)
13 October 2015	Wellington	85	39	Joe Green (PNHQ) Paul Craven (RCCNZ)

Table 1 Summary of RAUORA exercises conducted to date

9. **Key findings.** The recommendations have highlighted a number of key findings about the various MRO Readiness Plans. These include:

1. A lack of consistency across the Plans (by District and Coordinating Authority)
2. Many Plans do not align with CIMS 2nd Edition
3. Some Plans have been prepared for localised marine incidents, rather than for all MRO hazards across the whole of the Police District

Carl van der Meulen
Senior Advisor
New Zealand Search and Rescue

Appendix 1: Recommendations

Serial	Area	Recommendation	Responsibility
(Southern 2014) - 1	Objective 1	The district plan does not align with CIMS 2 nd edition	Police / PNHQ
(Southern 2014) - 2	Objective 2	District plan needs to cover the entire Southern District	Police
(Southern 2014) - 3	Exercise Conduct	Crucial to start exercise with a very good briefing	Exercise Facilitator
(Southern 2014) - 4	Objective 5	Subject to available funding it would be valuable to have some police attend MRO exercise in other districts to see how others are doing it	Police
(Central 2015) - 1	Objective 1	Police and RCCNZ should prepare a combined introduction for all District MRO Plans, which could include: <ul style="list-style-type: none"> • Overview • MRO identification • MRO Coordination • Police/RCCNZ Call Procedure Flow chart • MRO Plan tailored for the District requirements 	Police and RCCNZ
(Central 2015) - 2	Objective 2	The Central District MRO Plan needs to factor other environments and scenarios into the Plan, rather than being strictly marine focused.	Central District Police
(Central 2015) - 3	Exercise Planning	Consideration should be given to using timed injects to control the flow of the scenario.	Exercise Planning Team
(Central 2015) - 4	Exercise Planning	The exercise should allow the Incident Controller to ensure a full IMT is set up and staff briefed.	Exercise Planning Team
(Central 2015) - 5	Exercise Conduct	Exercise participants need to be clearly identified.	Exercise Facilitator

Serial	Area	Recommendation	Responsibility
(Central 2015) - 6	Exercise Conduct	Exercise observers need to be given rules regarding conduct during the exercise.	Exercise Facilitator
(BOP 2015) - 1	Objective 1	National template to be amended to ensure that transport plans and welfare/reconciliation centres are set up (or people directed to set them up) immediately on being advised of the MRO event (and before IMT is formed).	PNHQ and Police Districts
(BOP 2015) - 2	Objective 2	PNHQ to complete forms template to support control and command	PNHQ
(BOP 2015) - 3	Objective 4	Appoint a safety advisor early.	Police
(BOP 2015) - 4	Exercise Planning	The scenario has to be over whelming, so it is not considered business as usual.	Exercise Planning Team
(BOP 2015) - 5	Exercise Planning	Better management of elapsed time will help exercise run more smoothly	Exercise Planning Team
(NORTHLAND 2015) - 1	Objective 1	It would be useful to have a cruise ship representative in the room for the exercise day.	Exercise Planning Team
(NORTHLAND 2015) - 2	Objective 1	Include NZ Customs and the ITOC system in the MRO template.	PNHQ
(NORTHLAND 2015) - 3	Objective 1	District plan should be expanded to include MRO events other than Maritime	Police
(NORTHLAND 2015) - 4	Exercise Planning	Consider having all participants for the MRO in the same room so that they know what each other are doing	Exercise Planning Team
(NORTHLAND 2015) - 5	Exercise Planning	Have information regarding the exercise (number rescued, status of ship and life rafts, etc.) available for RCCNZ to pass to IMT	Exercise Planning Team
(NORTHLAND 2015) - 6	Exercise Planning	Find way to better engage people not directly involved in the Tabletop Exercise	Exercise Planning Team

Serial	Area	Recommendation	Responsibility
(Tasman 2015) - 1	Objective 1	Police IMT need to ensure there is a liaison appointed alongside the SAR coordinator acting as RCCNZ On Scene Coordinator so that the IMT is aware of SAR operations. RCCNZ also needs to ensure that Police have a liaison in RCCNZ Operations room.	Police / RCCNZ
(Tasman 2015) - 2	Objective 1	Police and RCCNZ plans need to be aligned to CIMS 2 nd edition	Police / RCCNZ
(Tasman 2015) - 3	Objective 2	District plan very focused on Marine incident in Marlborough. Needs to cover the entire district, and incidents other than Marine	Police District
(Tasman 2015) - 4	Exercise Conduct	More structure required for “outside agencies” during the exercise phase	Exercise Planning Team
(Tasman 2015) - 5	Exercise Conduct	Some outside agencies felt “surplus to requirements” during exercise. Felt they could have been better used by Police IMT team	Exercise Facilitator
(Waikato 2015) - 1	Objective 1	‘Lessons learned’ from Rauora Exercises need to be captured Nationally and MRO template updated accordingly	PNHQ
(Waikato 2015) - 2	Objective 2	Waikato IMT appointed a Risk Safety Manager who formulated a higher risk plan. This should be incorporated into MRO planning	Police
(Waikato 2015) - 3	Objective 2	The District Commander appointed people from other agencies to head CIMS functions (i.e. Welfare and PIM). This is appropriate - police should use the best people for CIMS functions even if they are not from Police.	PNHQ
(Waikato 2015) - 4	Objective 4	Use the MRO plan as intended – a series of task cards that can be handed out, very quickly standing up the response required	Police
(Waikato 2015) - 5	Exercise Conduct	Need to include “outside agencies” more during the exercise phase	Exercise Planning Team

Serial	Area	Recommendation	Responsibility
(Canterbury 2015) - 1	Objective 1	Police and RCCNZ plans need to be aligned to CIMS 2 nd edition	Police / RCCNZ
(Canterbury 2015) - 2	Objective 2	Plan needs to cover the entire district, and incidents other than Marine	Police District
(Canterbury 2015) - 3	Objective 3	When Police Districts are updating their plans, following revised template being distributed, they should fine tune plan in consultation with local supporting agencies	PNHQ / Police
(Canterbury 2015) - 4	Objective 5	District Commander should consider assigning CIMS manager roles to other agencies (such as Logistics to NZDF)	Police
(Canterbury 2015) - 5	Exercise Conduct	Be more concise on what the outcome of the day is at the start so all agencies see where they fit in earlier in the piece	Exercise Facilitator
(Canterbury 2015) - 6	Exercise Conduct	Need to include "outside agencies" more during the exercise phase	Exercise Planning Team
(Eastern 2015) -1	Objective 1	Acting District Commander "walked the floor" keeping each team focused on task. This was a good example of how a Local Controller should engage with their teams and should be encouraged in the MRO template	PNHQ
(Eastern 2015) -2	Objective 1	Police and RCCNZ plans need to be aligned to CIMS 2 nd edition	Police / RCCNZ
(Eastern 2015) - 3	Objective 2	Plan needs to cover the entire district and incidents other than Marine	Police District
(Eastern 2015) - 4	Objective 2	Police should use correct CIMS terminology when working with other agencies (participant recommendation)	Police
(Eastern 2015) - 5	Exercise Conduct	Reinforce that CIMS functional groups should work within the scope of their group and not work outside of their allocated tasks	Police

Serial	Area	Recommendation	Responsibility
(Eastern 2015) - 6	Exercise Conduct	Need to include "outside agencies" more during the exercise phase	Exercise Planning Team
(Wellington 2015) - 1	Objective 1	RCCNZ and Police District plans need to be updated to CIMS 2 nd edition and be more closely aligned with each other	Police / RCCNZ
(Wellington 2015) - 2	Objective 2	The relationship between Police and RCCNZ needs to be understood in a MRO. The Local Controller has a responsibility to SAR, even it is a CAT II operation being coordinated by RCCNZ.	Police / RCCNZ
(Wellington 2015) - 3	Objective 2	Police District Plan needs to cover the entire district including Wairarapa Coast	Police
(Wellington 2015) - 4	Objective 3	Police and other agencies should have arrangement on where key functional groups will meet in the initial action phase	Police
(Wellington 2015) - 5	Objective 3	Liaisons from CIMS functional groups should sit in other groups as appropriate (i.e. Logistics should have a liaison sitting in Operations group so they have an understanding of what resources will be required before actual request is made)	Police / Other Agencies
(Wellington 2015) - 6	Objective 5	A briefing with all IMT functional leaders should be held prior to the individual group beginning their planning. This will ensure that all of the functional teams are working to the same overall plan and are clear on who is doing what	Police

Summary Report for the July – Sep 2015 Quarter

1. Brochure Activity

- 20,879 brochures distributed (vrs 26,150 previous quarter).
- Brochures on hand at end of quarter = 39,971 50,000 order placed for summer
- Jasons ran the AdventureSmart adverts in the Holiday Parks and Campgrounds 2016 directory (print run of 180,000) and the six versions of the national Route Planners. While free-of-charge these are Jasons last print publications.

2. Website Maintenance and Analytics

Site	Same ¼ last year	This quarter	Comment
Main site	5002	5436	Small increase
Mobile site	511	1788	More than tripled
Visitor Intentions	TBC	TBC	

- People are also spending a little more time on the site and the bounce rate has dropped.

3. Social Media

- The AdventureSmart Facebook had 102 'likes' at 30 June 2015 and 110 at 30 September. The most popular post this quarter were a link to a story on TV3 about compasses and maps still being relevant, which reached 182 people.
- The end of September saw the beginning of the Safer Boating Week campaign, which AdventureSmart is supporting on Facebook.

4. Other Activity

- Safety Partnership met in September and agreed on activity for Summer 15/16
- Tourism Radio are advertising AdventureSmart in motorhomes throughout the country (as from July 2014).
- In July, NZSAR spoke at the Tourism Industry Association's annual The Great Adventure Conference.
- Research was undertaken to understand how Kiwis and international visitors are picking up outdoor safety messages, and to check awareness of AdventureSmart and the three Safety Codes. Results were discussed at the Safety Partnership meeting in September and all safety partners agreed to collaborate further about promoting the Codes and website.

5. Next Steps

- The process of trademarking the AdventureSmart logo was initiated.
- Development of the TOR for the NZ Inc Recreational Safety Strategy will commence shortly

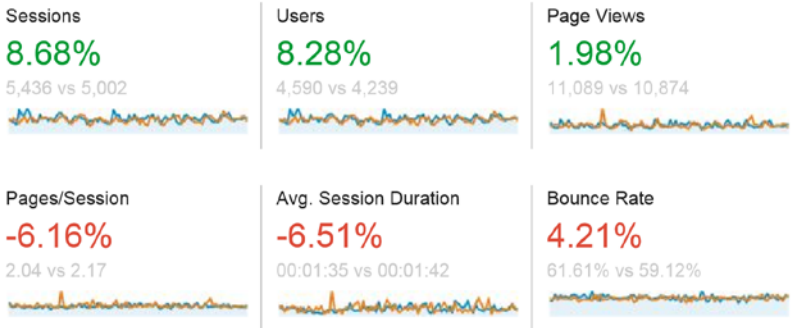
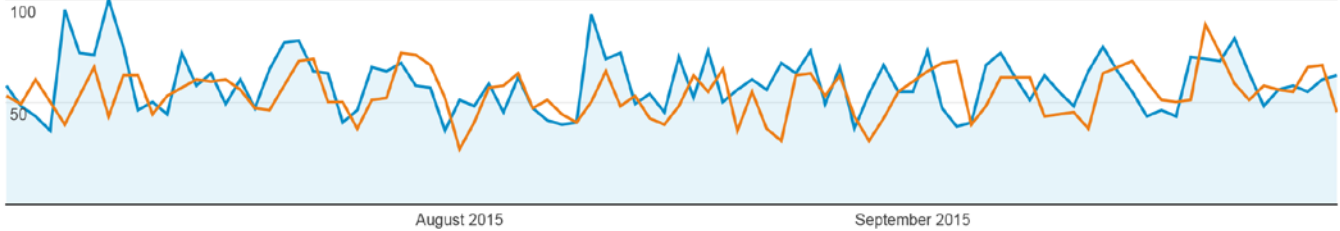
Audience Overview

1 Jul 2015 - 30 Sep 2015
Compare to: 1 Jul 2014 - 30 Sep 2014



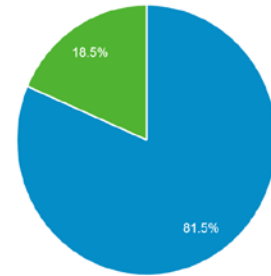
Overview

01-Jul-2015 - 30-Sep-2015: Sessions
01-Jul-2014 - 30-Sep-2014: Sessions



New Visitor Returning Visitor

01-Jul-2015 - 30-Sep-2015



Adventure Smart Mobile - http://m.adv... [Go to this report](#)
Adventure Smart Mobile

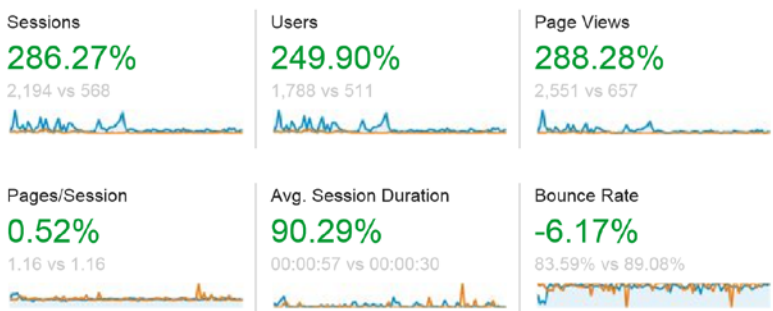
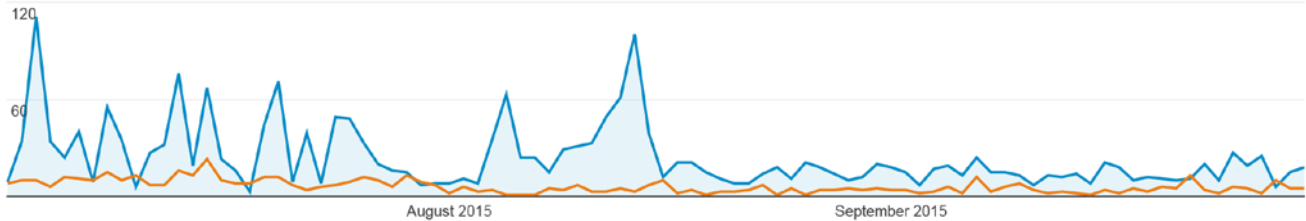
Audience Overview

1 Jul 2015 - 30 Sep 2015
Compare to: 1 Jul 2014 - 30 Sep 2014



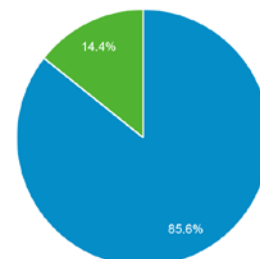
Overview

01-Jul-2015 - 30-Sep-2015: Sessions
01-Jul-2014 - 30-Sep-2014: Sessions



New Visitor Returning Visitor

01-Jul-2015 - 30-Sep-2015



3 November 2015

NZSAR12-1

ADDITIONAL NZSAR COUNCIL MEMBER – DISCUSSION PAPER

1. The 2015 NZSAR Governance Review recommended that the 'the NZSAR Council develops a process through which membership of the NZSAR Council is enhanced by adding representation from supporting NGO's'. The NZSAR Council accepted the recommendation and undertook to 'develop considered options for enlarged membership of the NZSAR Council'.

2. The initial aim was to have this matter decided and implemented by November 2015. This has been revised to February 2016 to allow a more deliberate consultative process.

Role/function

3. In broad terms, the intended role of the person is to:
- a. Represent the non-governmental elements of the SAR sector at the SAR sector governance level.
 - b. Be a conduit of NZSAR Council thinking back to the wider SAR sector.
 - c. Contribute meaningfully to the Council's strategic leadership, policy and advisory functions.

Person Specification

4. Ideally, the person will be able to cover the following requirements:
- a. Be able to take a non-conflicted, non-partisan approach to matters before the Council.
 - b. Possess skill or experience at the governance level.
 - c. Have a good understanding of the SAR sector – ideally at the governance level.
 - d. Be willing and able to meet with the SAR NGO sector to better understand their views and issues.
 - e. Be capable and willing to represent the wider NGO sector as appropriate within the NZSAR Council.
 - f. Be available to meet with the NZSAR Council 4 times annually (and on occasion, the NZSAR Consultative Committee).

- g. Affinity to the voluntary part of the SAR sector is desirable but not mandatory.
- h. Be discreet. No security clearance is required.
- i. Be considered suitable by the NZSAR Council.

Appointment Process

- 5. Possible pathways include:
 - a. Selected ex-officio from the organizations contributing to the SAR sector.
 - b. Elected /nominated by the NZSAR Consultative Committee.
 - c. Council Chair invite a person affiliated to SAR, with the appropriate skills and knowledge to become Council members.
 - d. By Ministerial appointment.
 - e. By rotation. Presumably drawn from: LandSAR; Coastguard; SLSNZ; Aviation NZ Helicopter Division.

Term

- 6. The Council has indicated it would strongly prefer a reasonable length of term to assist with the continuity of Council discussion and decision making. Options include:
 - a. One year
 - b. Two years
 - c. Three years

Administration.

- 7. The position is not intended to be paid but travel costs, will be met.

Next Steps

- 8. The NZSAR Consultative Committee is invited to discuss these factors and other it may wish to introduce. At the conclusion of the discussion, the Secretariat will seek the Committees preferred options and relay that to the Council for decision and implementation.

Duncan Ferner
Secretariat Manager
NZSAR Council

Enclosure: NZSAR Governance Review paragraph 35

NZSAR Governance Review – paragraph 35

35. *The current composition of the SAR Council represents the government's interests well because it is comprised only of representatives of government agencies. But there remains some risk that the reliance on the participation by Non-Governmental Organizations (NGO) for the effectiveness of the SAR sector is not matched by representation on the SAR Council and they lack an ability to influence strategic decisions. The review was told the NGO participants and partners were heard by the Council from time to time but it was felt their value to the SAR system was not represented properly. If the SAR Council was to act as a board to provide the strategic direction for the SAR sector as a whole, then its membership should be widened to include non-governmental representation. Including one or two NGO representatives on the SAR Council would widen representation, provide additional perspectives in the Council's discussions, and it would enhance the Council's credibility with the sector and recognize the vital part the sector's NGOs play in the SAR arrangements. Wider representation would help to minimize the perception that the government's interest in SAR dominates others'. The challenge lies in developing a process that will provide greater representation from the NGOs. The additional representatives could be selected ex-officio from the organizations contributing to the SAR sector, or the Council Chair could invite one or two affiliated to SAR to become Council members. Alternatively, the representatives could be Ministerial appointments. Irrespective of the process, the over-riding criteria should be that members of the Council can contribute meaningfully to the Council's strategic policy and advisory function and to do that with a bi-partisan approach. The SAR Council should develop a process through which membership of the SAR Council is enhanced by adding representatives from supporting NGOs.*

2016 SAR Calendar

Month	Holidays	Gov Grp	Consult Comm	Council	PAC	Courses / Other
Jan	25 Wgtn Ann					
Feb	1 Auck Ann		4 Health & Safety			
	8 Waitangi					
		16 EM(ACE)		18 Council		
Mar					2 PAC	
		16 GG (Tele)				
	25 Good Fri					
	28 Easter Mon					31 Auck Rauora
Apr						4-15 DVI
						7 Rec Partnership
	25 Anzac Day					
	16-1 School Hols					
May						2-13 Dip Flat
			19 Consult Comm			19 SAR Awards TBC
						24-25 SAREX Plan
June	6 Queens B'day			2 Council		
					7 PAC	
						13-24 SAR Mgrs
		29 GG				28-31 LSAR Conf
July	11-22 School Hols					
Aug			10 H&S Seminar			
			11 C&CC Combined with H&S			
		16 EM(ACE)				
Sep					7 PAC	8 Forms Comm
		14 GG Tele				
						22 Rec Partnership
	26 ~ School Hols					
Oct	~ 7 School Hols					
		18 EM(ACE)				
	24 Labour Day					
Nov			10 Consult Comm			
					16 PAC	
				24 Council		
		30 GG				
Dec		6 EM(ACE)				
	16 ~ School Hols					
	24 ~ Christmas					

2016 - YEAR PLANNER

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu								
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
February	1 Auck Anniv	2	3	4 H&S CC	5	6	7	8 Waitangi	9	10	11	12	13	14	15	16 EM (ACE) GG	17	18 Council	19	20	21	22	23	24	25	26	27	28	29									
March		1	2 PAC	3	4	5	6	7	8	9	10	11	12	13	14	15	16 GG (Tele)	17	18	19	20	21	22	23	24	25 Easter	26	27	28 Easter	29	30	31 Auck Rauora						
April					1	2	3	4 DVI	5	6	7 Rec P'tnershi	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25 Anzac Day	26	27	28	29	30				
May							1	2 Dip Flat	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 CC Awards TBC	20	21	22	23	24 Case Study	25 SAREX planning	26	27	28	29	30	31	
June			1	2 Council	3	4	5	6 Quens B'Day	7 PAC	8	9	10	11	12	13 SAR Managers	14 EM (ACE) GG	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29 GG	30						
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28 LSAR	29 LSAR	30 LSAR	31 LSAR			
August	1	2	3	4	5	6	7	8	9	10 H&S Seminar	11 H&S C & CC	12	13	14	15	16 EM (ACE) GG	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
September				1	2	3	4	5	6	7 PAC	8 Forms Comm	9	10	11	12	13	14	15	16	17	18	19	20	21	22 Rec P'tnership	23	24	25	26	27	28	29	30					
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18 EM (ACE) GG	19	20	21	22	23	24 Labour Day	25	26	27	28	29	30	31			
November		1	2	3	4	5	6	7	8	9	10 CC	11	12	13	14	15	16 PAC	17	18	19	20	21	22	23	24 Council	25	26	27	28	29	30 GG							
December				1	2	3	4	5	6 EM (ACE) GG	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Public Holidays / School Holidays

Provided by: www.YourSpreadsheets.co.uk

NZSAR

New Zealand Search
and Rescue



NZSAR Consultative Committee Meeting

5 November 2015



1. Welcome

- Rebecca Lockwood – NZ Police
- Pete Healy – CNZ

2. Apologies

- Carl vdM & Rhett Emery – NZSAR
- Joe Green – NZ Police
- Patrick Holmes – CNZ
- Allan Mundy – SLSNZ
- Simon Trotter – Antarctica NZ
- Matt Claridge – WSNZ
- James Lamb - MOC

Please fill out the attendance register

3. Minutes

Minutes of the meeting 21 April 2015 to be approved



4. Matters Arising (21 April)

Item 11

NSSP 2015/16. Agencies to provide any feedback on the draft NSSP to Duncan by 29 May.

All

Complete

Item 12 (i)

General Business. Secretariat to attend the DTA forum on behalf of the sector.

Secretariat

Complete

Item 12 (ii)

General Business. Committee members were asked to complete the electronic survey from LINZ.

All

Complete



5. Record of Discussion (27 August)

Record of the workshop 27 August 2015 to be endorsed



6. SLA Monitoring Report

Outputs	Coastguard	LandSAR	AREC	SLSNZ
Provision of expert services to CA				
Provision of expert advice to CA				
Provision of IM Team Members				
Summary of non-SAR activity				
Up to date details available for CA				
Participation in joint SAREX				
Attendance at Forums				
Nominations for NZSAR Awards				



6. SLA Monitoring Report

Summary for the 1 July – 30 September 2015 Quarter

Measures	Police	RCCNZ	Totals
SAROPs	237	168	399
Lives at Risk	241	441	682
Lives Saved	21	4	25
People Rescued	65	12	77
People Assisted	119	29	148
LandSAR Taskings	63	4	67
Coastguard Taskings	40	1	41
AREC Taskings	9	0	9
SLSNZ Taskings	4	0	4
Performance of SLA Partners	Satisfactory	Satisfactory	Satisfactory



6. SLA Monitoring Report

Summary for the 1 July - 30 September 2015 Quarter

Reporting requirements for the Quarter have been met by all of the SLA partners

Outputs	Coastguard	LandSAR	AREC	SLSNZ	Totals
SAROPs Attended	57	75	14	5	--
Volunteers Involved	422	847	26	15	1,310
Volunteer Hours	1,135	8,870	231	21	10,257

2,216 Coastguard volunteers responded to 250 non-SAR related calls for assistance during the quarter.



6. SLA Monitoring Report

SLSNZ

- The Bay of Plenty / Coromandel Communications Network become fully operational on 20 October.
- The Capital Coast Communications Network is progressing, and is expected to be completed in time for the 2016/17 season.

Coastguard

- Coastguard held their AGM on 17 October.
- The position of National Operations Manager has been disestablished, and a new position of National SAR Training Manager has been created.

6. SLA Monitoring Report

AREC

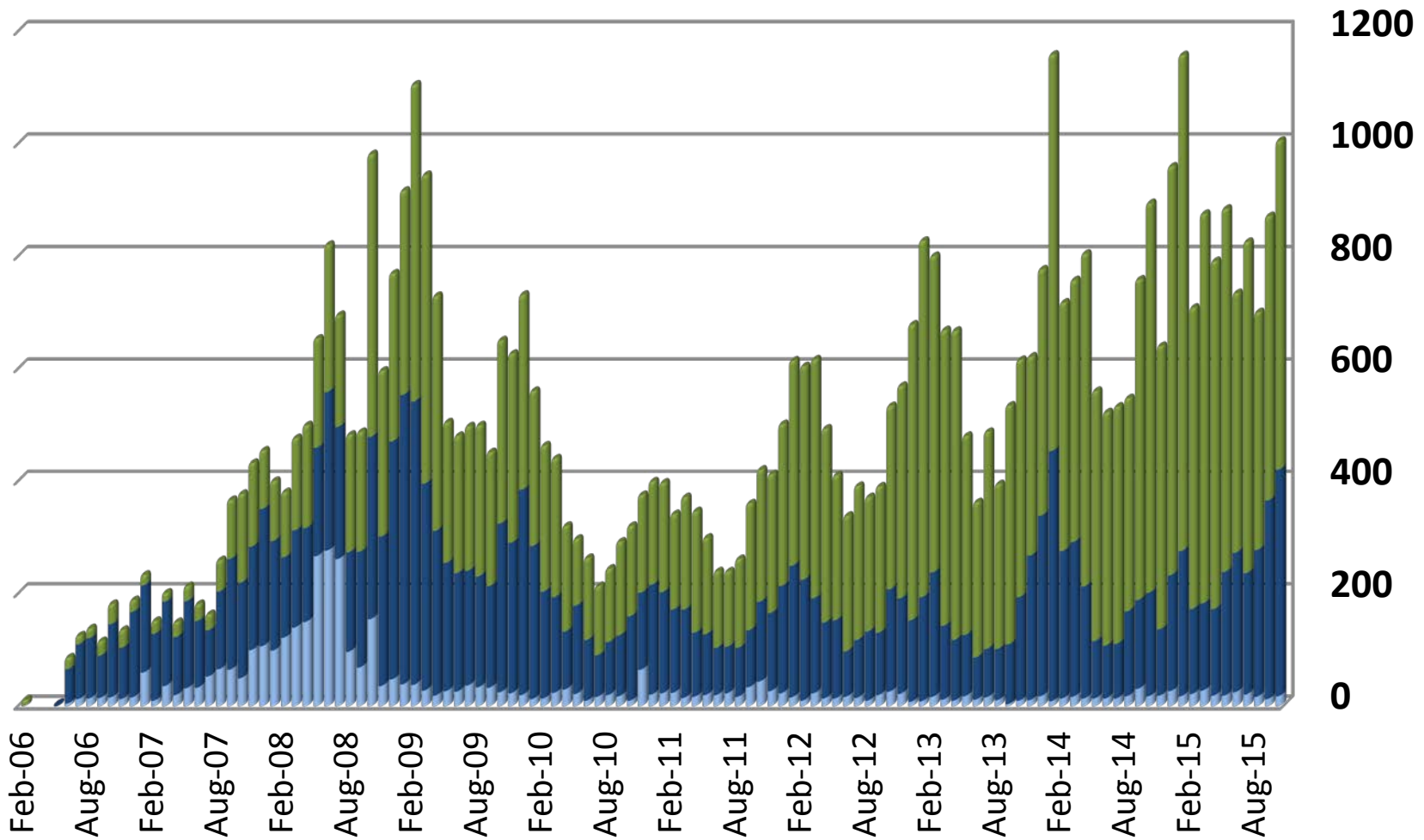
- Have no issues or updates to report for the quarter.

LandSAR

- During the quarter LandSAR has focussed on:
 - Continuation of the deployment of the Safety Management System.
 - Completion of the trial of the new competencies framework assessment system, to be deployed in mid-2016.
 - Completion of the 2015 Group Planning Tool process and preparation of the national 2016 Training Calendar.
- Harry Maher has resigned as CE of LandSAR to take up the position of Director, Health & Safety, at DOC



6. Beacon Registrations (58,315)



7. Sector Update

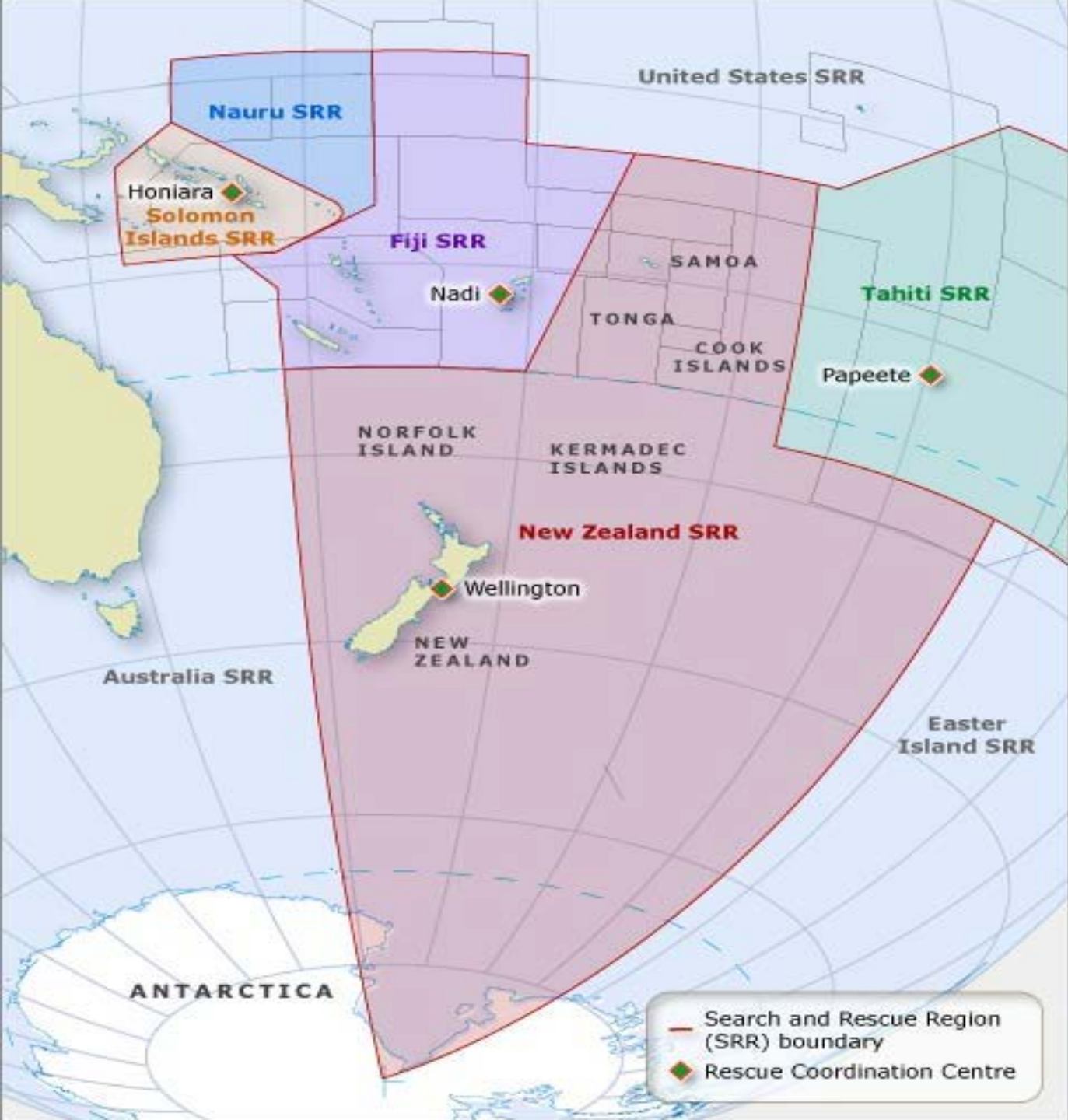


**Paper distributed
Pacific Engagement**

7a. Pacific SAR Strategy

- Development of SAR governance in the Pacific.
- In 2005 Secretariat of the Pacific Community (SPC)
- *previously called the 'South Pacific Commission'*
- Created the PAC SAR workshops
- The region is home to over 7500 islands and a third of the world's languages - (some barriers)
- The SPC SAR Workshops are driven by the four principals – Aust, French, NZ & USA
- New Zealand has been attending the SPC SAR workshops since 2005.





Pacific SAR Strategy

SPC SAR Workshop History:

2005 – Hawaii

2007 – Hawaii

2009 – Fiji

2011 – Cairns

2013 – Fiji

2015 – Noumea

Pacific SAR Strategy

SPC SAR Workshop History:

2005 – Hawaii

2007 – Hawaii

2009 – Fiji

2011 – Cairns

2013 – Fiji

2015 – Noumea

2017 – New Zealand ???

SPC

Who Attends?	
Australia	Cook Islands
Fiji	Federated States of Micronesia
French Polynesia	Kiribati
Marshall Islands	Nauru
New Caledonia	Niue
Palau	Papua New Guinea
Samoa	Solomon Islands
Tokelau	Tuvalu
USA (Hawaii CG)	Vanuatu

RCCNZ PACIFIC SAR STRATEGY

- As deputy chair of the Secretariat of the Pacific Community (SPC) on Search and Rescue (SAR) workshops, RCCNZ is regarded as a regional leader.
- At the request of MFAT, RCCNZ has agreed to develop, and where necessary improve, a cooperative approach with harmonised procedures for the conduct of SAR in the Pacific region.
- Specifically, through this initiative, to improve Pacific Islands Countries and Territories (PICTs) capabilities for coordinating and conducting all SAR operations.

Pacific SAR Strategy

5 phase plan:

1. Pre Scoping phase
2. Scoping
3. Pre delivery phase
4. Delivery
5. Post Delivery (Follow up / Exercise)

	2015	2016	2016	2016	2016	2017	2017	2017	2017	2018	2018	2018	2018
Phase	4th Quarter	1st quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Pre Scoping	Kiribati	Tonga		Cook Islands		Samoa		Niue		Tokelau			
Scoping - In country	Kiribati		Tonga		Cook Islands		Samoa		Niue		Tokelau		
Pre Delivery of Training		Kiribati		Tonga		Cook Islands		Samoa		Niue		Tokelau	
Delivery Training - In country			Kiribati		Tonga		Cook Islands		Samoa		Niue		Tokelau
Follow up Exercise				Kiribati		Tonga		Cook Islands		Samoa		Niue	
Continuation TRG / Ex					Kiribati		Tonga		Cook Islands		Samoa		

	2015	2016	2016	2016	2016	2017	2017	2017	2017	2018	2018	2018	2018
Phase	4th Quarter	1st quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
STAFF REQUIREMENTS													
Pre Scoping	PC, GL, KB	JD, CR, PC		TBA		TBA		TBA		TBA			
Scoping - In country	GL, KB		JD, KB, PC		TBA		TBA		TBA		TBA		
Pre Delivery of Training		GL, JA & KB		JD, CR		TBA		TBA		TBA		TBA	
Delivery Training - In country			GL & JA		JD, CR		TBA		TBA		TBA		TBA
Follow up Exercise				GL, JA		JD, CR		TBA		TBA		TBA	
Continuation TRG / Ex					GL, JA		JD, CR		TBA		TBA		

Trained Staff?

Charts /

Planning ?
Staffing?
Organising?
Budgeting?
Performance Assessment?
Accounting?

Computer Applications?

ons?

8. RISK discussion: Health & Safety

New Legislation WEF April 2016

Sector Strategic H&S Committee

- Joined up approach
- Still Setting up systems
- Information sharing

Immediate Challenges

- SAR ops involving Helicopter
- Infrequently utilised SAR responders



8. RISK discussion: Health & Safety

<p>Health and Safety</p> <p>Incident or audit exposes SAR sector health and safety deficiencies.</p>	<p>NZ's H&S regulatory environment is changing. The SAR sector needs to adapt to the new requirements and implement the required changes for the SAR context.</p>	<p>SAR organisations fail to implement appropriate / necessary H&S processes and procedures and in the event of an audit or plans to mitigate severely negative H&S incident are:</p> <ul style="list-style-type: none"> •Exposed to risk of prosecution. •Suffer reputational damage. •Experience an outflow of personnel due to perceived risk. 	<p>Unlikely</p>	<p>Major</p>	<p>(May 15)</p>	<p>Treatment Option 2015/08/A: Implement sound H&S processes and procedures</p> <p>NZSAR Council H&S processes and procedures for the SAR sector have been approved and are being implemented. The four SLA documents include H&S provisions from Jul 2014. SAR sector H&S monitoring and reporting has commenced.</p>	<p>(Ongoing)</p>
	<p>SAROPs and SAREXs often expose SAR people to an array of hazardous environments and situations. The sector is likely to experience a significant H&S related incident at some point.</p>	<ul style="list-style-type: none"> •Experience an outflow of personnel due to excessive H&S process requirements. •Likely to expect significant external pressure / investigation / regulation / over watch following the trigger event. 	<p>Rare</p>	<p>Severe</p>	<p>(May 15)</p>	<p>Treatment Option 2015/08/B: H&S incident contingency planning</p> <p>SAR providing agencies and coordinating authorities are encouraged to develop contingency plans for use in the event of a SAR related severe H&S incident. Plans may include media, internal personnel and SAR partner engagement as well as grief & trauma counselling etc.</p>	<p>(Ongoing)</p>



RCCNZ & Safety Services

Health and Safety in SAR



Aim

To outline the current Health & Safety situation across the SAR sector and our approach to improve and monitor

Scope

- Present situation
- Pending legislation
- RCCNZ challenges
- Our plan to improve
- Some thoughts for IMRG

Present situation

- Current legislation “all practical steps”
- RCCNZ legal opinion May 2015
- SAR in NZ
 - 2 coordinating agencies: Police & RCCNZ
 - Most services delivered by “other agents” (contractors?)
 - Coordinating agencies remain accountable
 - May be very remote from the event

Pending legislation

- “Reasonably practical steps”
- Widens workplace and includes PCBU (and PCBU’s)
- “Due diligence”
- Greater focus on safety
- Greater sanctions for breaches

RCCNZ Challenges

- We don't leave our building
- We task:
 - Full time professionals
 - Volunteer organisations (professional)
 - Vessels / people of opportunity
- Sometimes confusion re Police or RCCNZ leading SAROP
- Unaware of blind spots or assumptions re H&S in the field

Our plan to improve

- Joint project with Police, LandSAR & Coastguard
- A desire to change culture
- Review MOU's/SLA's
 - Risk assessments, wording, clarity of taskings, declining taskings, roles & responsibilities
- Review current practice & record keeping
- Update policies & procedures incl audits & investigation
- Implement org chart in SAROPS
- Draft & agree on potential 'scripts' to tasked agencies
-

To improve cont...

- Identify options for H&S in training
- Comms plan
- Identify links to NZSAR Strategic Occupational Health & Safety Committee
- Recommend options to broaden to wider SAR groups in NZ
- Consider a “H&S Summit” July 2016

- External H&S consultant guidance from Helen Parkes, CosmanParkes

Next steps

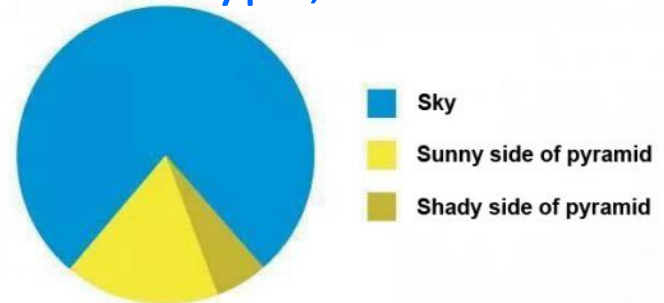
- Ongoing monthly joint project meetings
- Further thinking / planning on SAR Safety Summit

9. 2015/16 NSSP

Workshops & Seminars	SAR Training
• SAR Evaluation Seminar	• Training Support and Advice
• Organisational Support	• Air Observer training & Training material
• SAREX Planning (+Police) Meeting	• Marine Formal Search Planning (aft gap analysis)
SAR Data management and IT	• START material
• Maintain SARNET, Website, START, RDB etc	• Formal Search planning Land (Complete)
• SAR Dashboard	Prevention
• IMT Time Line	• AdventureSmart & Rec Safety Partnership
• Data Store maintenance and operation	• Visitor Intentions
• SAR Data Standard (Continues)	• Safety codes, printing and advertising
SAR Documentation	• Wander Support
• SAR Forms and Guidelines	• NZ Inc Recreational Safety Strategy
Exercises	SAR Research
• Support Police SAREXs	• Fatality Analysis
• MRO SAREXs	• Outdoor Safety Code – evidence base
• Abnormal Flight Behaviours	• SAR Demand and Supply Study – Marine
Secretariat	• Prevention knowledge research
• Communications and publications	• SAR Expectations
• NZSAR Awards	• SAR Demand and Supply study – land
• Travel, meetings, advice, administration etc	• SAR Communications – Land
• Advice	

9a. SAR Data Standard

- Initial draft identified over **300** data elements in the current Police & RCCNZ forms.
- Prioritisation workshops with Police & RCCNZ have reduced these to around 140 data elements.
- Currently working through:
 - Element name and definition
 - Priority and reason for capturing that data (*is it for reporting, LPB, informing prevention work, etc.*)
 - Codeset data (i.e. data element = Beacon type; codeset = ELT, EPIRB, PLB)



9a. SAR Data Standard

The data elements are being listed by section (tentatively):

- To be captured for ALL incidents:
 - ❖ Incident Data: date, category, District, extent of SAR activity, etc...
- To be captured for incidents where SAR activity takes place:
 - ❖ Subject Data: age, gender, tourist, etc...
 - ❖ Operation Data: location, terrain type, LPB data, etc...
 - ❖ Resources Data: assets placed on standby, assets tasked, etc...
 - ❖ Outcome & Medical Data: saved, rescued, injury, etc...
 - ❖ Weather Data (tbc): not sure if this will stay or go...
 - ❖ Aircraft & Vessel Data: boat length, boat type, etc...
- Maybe no longer captured:
 - ❖ Not Required Data: fax numbers, Hex ID, incident management data, etc...

From here? Lots of consultation...



9b. Research



Fatalities

- See draft terms of reference
- From the SAR Data Store for last five years
 - 680 people listed as *perished*, 536 people listed as *not located*
 - *Group fatalities.*
 - *Inform data standard*
 - *Inform preventative work*
 - *Exclude suicide*

SAR communications – Land

- Draft terms of reference

9b. Research

SAR communications – Land

Significant change occurring. Explore:

- Operational SAR needs
- Core responsibilities: Police/RCCNZ/LandSAR/AREC/DOC –otk
- Equipment / training
- Live tracking / H&S
- Access to VHF repeater
- Backbone/network/VOIP/Internet
- Digitalisation/ Encryption / Whole of Govt /EM
- VHF / HF / Satellite
- Land to air / sea
- Compatibility / commonality
- International
- Future trends / needs
- Aim to recommend a viable, affordable pathway forward

Who can do this sort of thing?



9c. & 9d. Exercises



Exercise Series RAUORA

- 9 Districts work-shopped/exercised to date.
- Combined Auckland Districts – 31 March 2016.
- Targeted desktop exercises to begin in 2016/17.
- Table of recommendations & key findings.

Abnormal Flight Behaviours

- Plan development workshop 25 Nov 2015 at MoT.

10. NZSAR Governance Review

The SAR Council develops a process through which membership of the SAR Council is enhanced by adding representation from supporting NGOs

- Function
- Person Specification
- Appointment Process
- Term

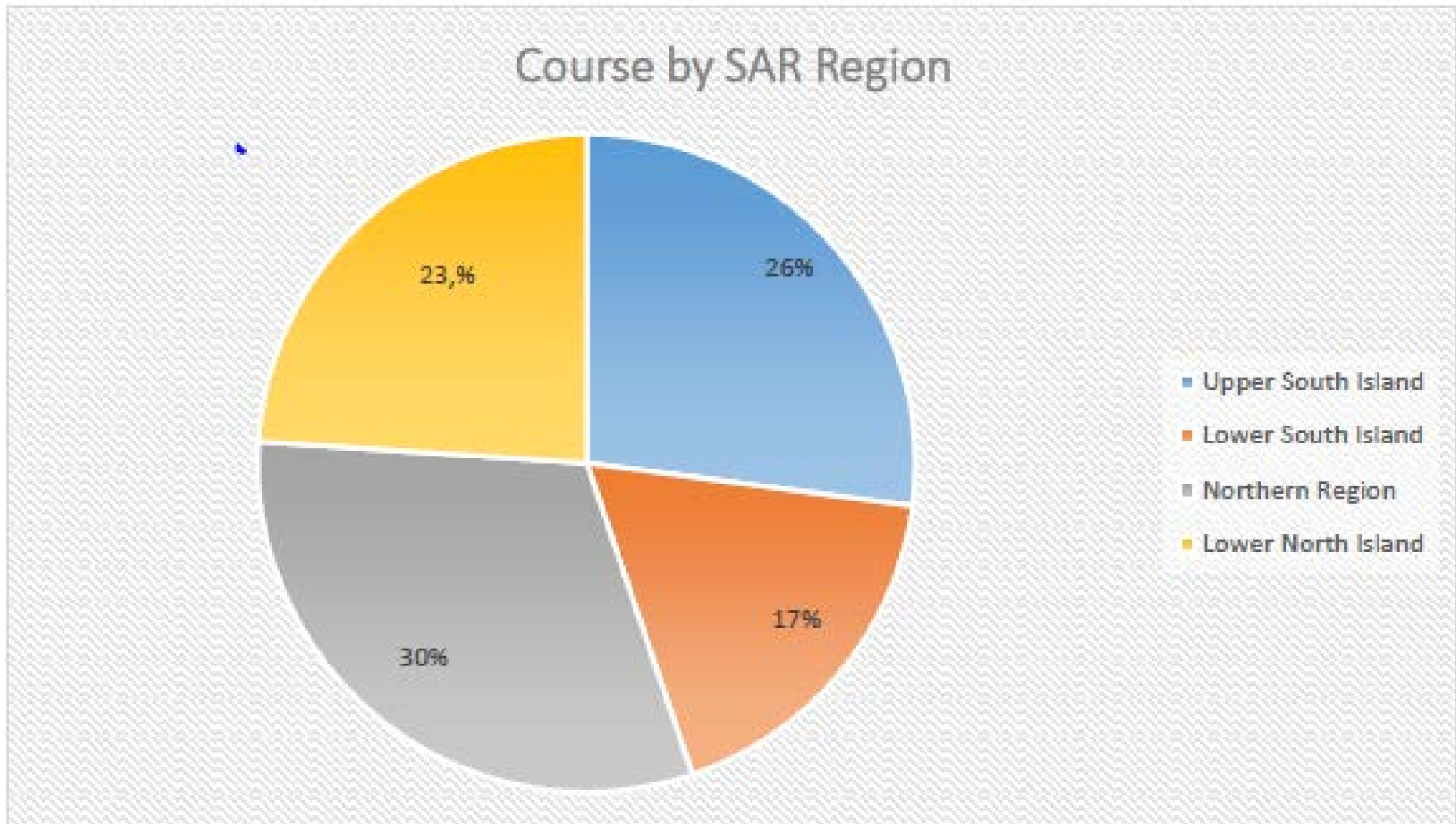
= Advice to Council?

11a. SAR (ACE) Training Update

As at Oct 2015	Oct 2014	Oct 2015
Total SAR ACE EFTs	107.3	137
Number of courses to date	63	87
Number of courses cancelled (YTD)	33	18
Number participants registered for courses	1227	1311
Total number participants attending	943	1175
Average numbers registered for course	19.4	15.6
Average Number attending per course	14.9	13.5
% non-attendance	23.2%	10.4%
% of NZSAR predicted courses (23/124)	18.5%	26.9%

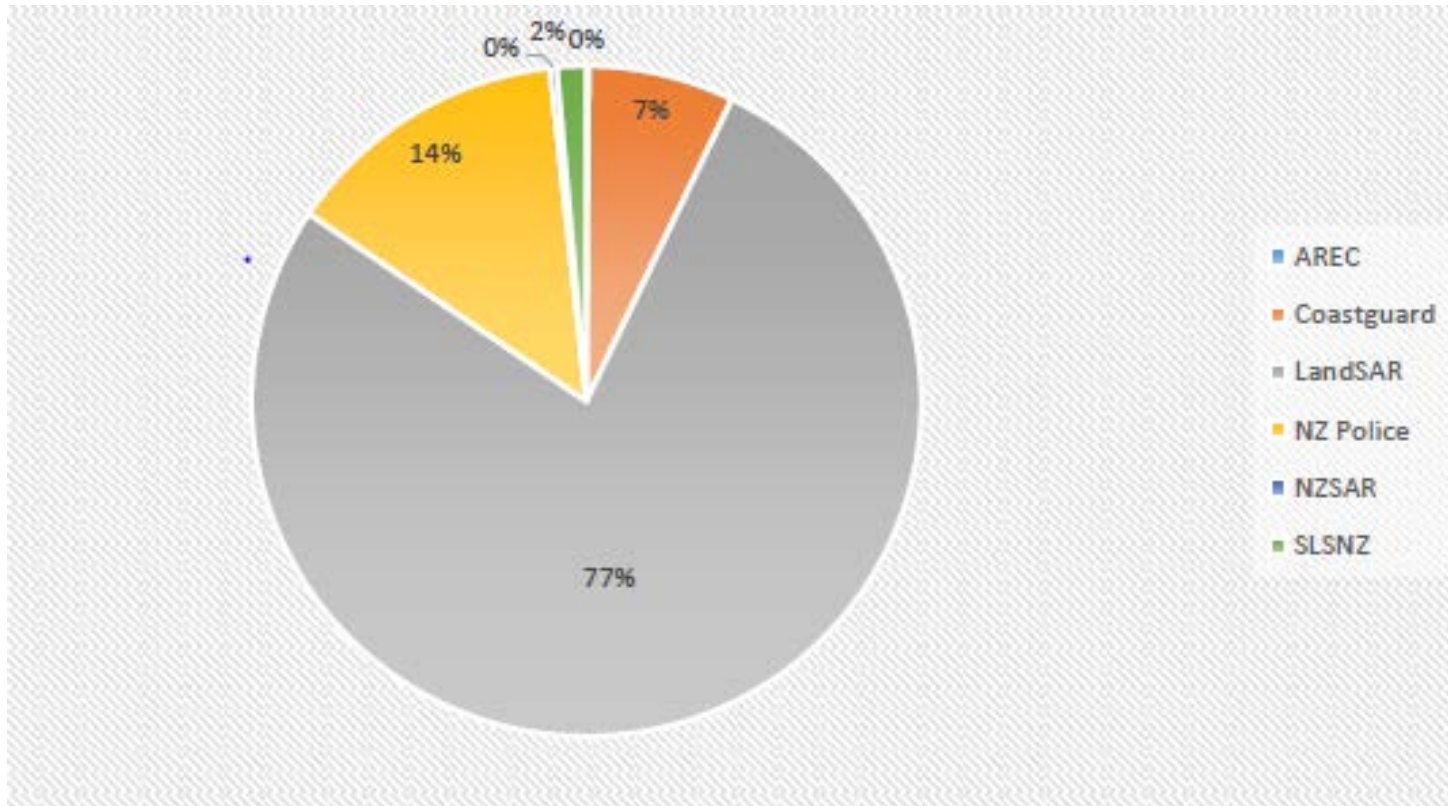


11a. SAR (ACE) Training Update



11a. SAR (ACE) Training Update

Enrolments by SAR Agency



11b. Course Development

Extended Search Planning – Land

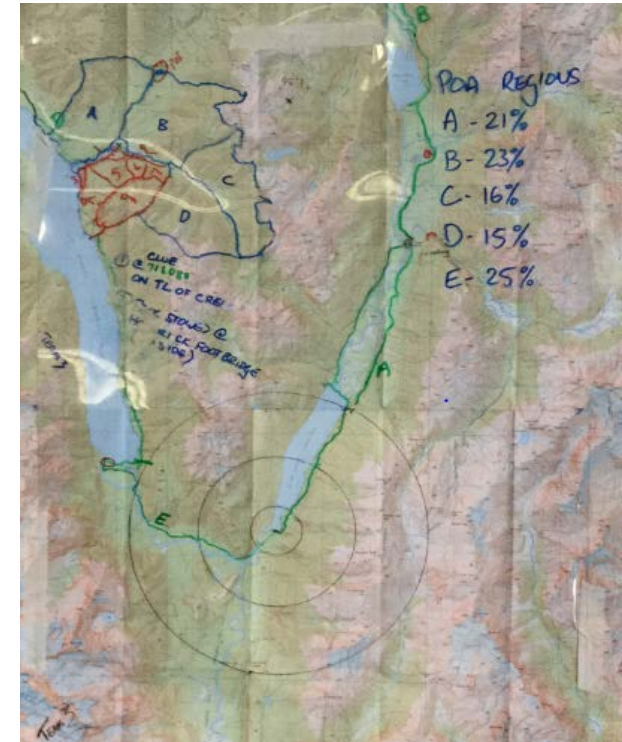
- Pilot course was held in October
- Two courses scheduled for 2016

Air Observers Training

- In scoping stage
- Aim to deliver in 2016

Extended Search Planning – Marine

- Gap analysis about to begin



12. Technology in SAR

- a) Police Policy on the use of RPAS/UAV in operations
- b) Pager replacement
- c) Locating mobile phones



13. General Business

- a) NZSAR Award Nominations – *nil to date...*
- b) Australian NATSAR Council meeting
 - ❖ Expectations from the public for SAR services
 - ❖ PLB incidents will be handed over to State/Territory Police
- c) Calendar for 2016
- d) RCCNZ recruiting two new SARO's
- a) Farewell to Harry Maher...



NZSAR

New Zealand Search
and Rescue



Meeting dates for 2016:

- Thursday 4 February
- Thursday 19 May – Awards (tbc)
- Thursday 11 August – Combined
- Thursday 10 November

ENDS

