

**Minutes of Meeting
NZSAR Consultative Committee Meeting
9:30AM – 12:30PM, 4 February 2020
3 Queens Wharf, Wellington**

In attendance

Name:	Agency:
Carl van der Meulen (Chair)	NZSAR
Alannah Taylor (Minutes)	NZSAR
Jeff Lean	NZSAR
Allan Mundy	SLSNZ
Chris Emmett	SLSNZ
Phil Grace	FENZ
John Garton	NZDF
Chris Sims	NASO-MOH
Jonty Mills	WSNZ
Jackie Bubb	New Zealand Red Cross
Duncan Ferner	NZSAR
Don Bogie	DOC
Kevin Banaghan	RCCNZ
Rodney Bracefield	RCCNZ
Don Robertson	AREC
Callum Gillespie	Coastguard NZ
Charlotte Penman	MoT
David Waters	Ambulance NZ
Rhett Emery	NZSAR
Carl McOnie	LandSAR
Mike Ambrose	LandSAR
Mike Hill	RCCNZ
Paul Craven	RCCNZ
Alita Bigwood	NZSAR

1. Welcome

Carl van der Meulen opened the meeting and welcomed all attendees.

2. Apologies

Name:	Agency:
Simon Trotter	Antarctica NZ
Steve Kern	CAA
Barry Woodmass	NASO
Ian Duncan	FENZ
Matt Wheble	NZ Police,
Scott Mckenzie	Aviation NZ

3. Minutes of Meeting held 7 August 2019

Accepted as true and correct.

4. Matters arising from previous meeting

#	Item	Action (A) / Decision (D)	Responsibility	Status
5.	HB VTAG	A NZSAR to provide Marcus Hayes-Jones' contact details and copy of the HB VTAG presentation to the Committee	NZSAR	Complete
13a.	Risk Matrix – SAR Information	D The Consultative Committee endorsed the following changes to the SAR Information risk. <ul style="list-style-type: none"> •Remove risk treatment 2019/01/A: SAR Data Standard •Edit risk treatment 2019/01/B: Data exchange and storage, by removing the word 'establish' 	NZSAR	N/A
13b.	Risk Matrix – SAR Training IMTEX	A Committee members to provide NZSAR with the preferred IMTEX treatment option by 21 August 2019	All	Complete
17a.	Reviews Register	A NZSAR to theme the recommendations in the reviews register, and reviewers to be briefed to provide themed recommendations for future reviews.	NZSAR	Partially complete. A SAR systemic approach is being taken to address the issue of the number of recommendations. Reviewers are being better briefed about writing recommendations.

5. Sector update

WSNZ

WSNZ have had a very high profile in the media this summer, this has made the number of drownings sound a lot worse even though numbers are down. Incidents included a broad range of ages and ethnicities. The WSNZ funding round will open April 2020, with a prospectus issued at this time.

DOC

A Canadian alpine rescue expert conducted a review of the ACR operation at Aoraki/Mt Cook. The review has shown the operation is fit for purpose and has identified a few areas of improvement. A standardised methodology is being developed for alpine rescues however this is a few months away at this stage.

MSC

The Mountain Safety Council are still analysing data from the past year, with the climbing season still ongoing the numbers are still relatively low.

AREC

AREC have attended a number of LandSAR operations around the country to provide support. Health and safety is a big focus at present and the level of competency is being reviewed throughout the organisation. AREC are currently working with LandSAR to programme radios to the cloud resulting in increased consistency.

Coastguard NZ

Between the 22nd of November and 22nd of January there have been 117 SAR Operations that Coastguard NZ have been involved in. There has been a steady decline in volunteers, however work is being completed to amend this issue.

MoT

Between the Corona Virus, Milford Road closure, West Coast road closures, Whakaari/White Island, and the international flight systems going down the MOT/TRT has been kept extremely busy.

Ambulance NZ

Demand for ambulance is on the increase; patient satisfaction is very high. White Island, the Corona Virus and mental health are currently being focussed on. The International aero medical conference will be held in Wellington during August 2020.

LandSAR

LandSAR are currently busy compared to the same time last year, with operational hours, prevention, and Wander search support up compared to last year. Volunteers are starting to look at their training development.

SLSNZ

SLSNZ have had 15 beach drownings outside of the patrolled areas, none between the flags. 7 body recoveries carried out which is a significant increase from last year. A very successful media campaign has just been completed.

NZDF

The NZDF have been working through a number of large incidents such as the West Coast flooding, cleaning up rubbish on the West Coast after major flooding, Whakaari/White Island, a stabbing on a boat, and the Corona-virus outbreak.

FENZ

FENZ confirmed there is no intent within the organisation to take leadership of water rescues. The USAR teams will be conducting an INSARAG exercise in May 2020, as part of their certification.

RCCNZ

RCCNZ have a number of items on their workplan such as GADSS and completing an agreement with rescue helicopters. RCCNZ is utilising more helicopters during SAROPs, and the total number of hours is also increasing. These are a result of the new NASO contractual obligations.

NASO

A significant part of the current MOH programme is in the aeronautical space relating to rescue helicopters.

6. Cospas-Sarsat

Mike Hill gave a presentation on the current state and future planning for the Cospas-Sarsat system. The key point is for agencies to remind people to register their distress beacons.

7. NZSAR Risk Matrix

Duncan presented the Council Risk Matrix, which has been updated and amended at the Council's direction. It now includes tracking for risk treatment implementation.

The following two risks were discussed by the Committee.

a. Nationally Significant SAR Incidents

In October 2019, the NZSAR Council and other relevant government agencies, held a wide-ranging discussion exercise on nationally significant SAR incidents (previously referred to as mass rescue operations). The risk description, causes, and treatments have all been updated based on Council decisions at this exercise.

The NZSAR Secretariat has been asked to develop a 'Nationally Significant SAR Framework' that collates the information from the exercise scenarios, and the current response plans, to ensure all the plans are cohesive.

The Council also directed the Secretariat to run a third series of Rauora exercises in the Police Districts. These exercises are to be run according to the needs of each District.

b. Health & Safety

The risk description, causes, and treatments have been updated to explicitly include the wellbeing (mental health) of SAR responders. This includes dealing with trauma and managing fatigue. The role of the NZSAR Strategic Occupational Health, Safety, and Wellbeing Committee in addressing this risk was also clarified. The Committee is organising a SAR Health, Safety & Wellbeing workshop for March 2020.

8. Triennial FED SAR Funding Review

Duncan provided a brief update on the current triennial FED funding process. The funding proposals are currently with the Ministry and then with Ministers to make decisions. Agencies were advised to have plans in place in case their funding applications are unsuccessful.

9. Environmental Scan 2020 Update

Rhett explained that the consultant who produced the NZSAR Environmental Scan in 2017 was asked to produce an update with reference to any SAR demand changes since 2017, updates to factors that have changed since 2017, and an in-depth exploration of factors affecting volunteerism. The draft 2020 update was distributed with the meeting papers with two sections identified for discussion.

Population urbanisation: the significance and impact of urbanisation and the 'hollowing out of rural New Zealand' on the search and rescue sector.

Diversity: what does 'diversity' mean for the SAR sector? How critical or important is diversity within the SAR sector?

Action: agencies are to provide feedback on the draft Environmental Scan 2020 Update by the end of February.

10. Volunteer Study Recommendations

a. Volunteers Data Standard

Jeff Lean presented a discussion paper for developing a Volunteers Data Standard, as this is one of the recommendations of the Volunteer Study. The discussion paper includes a draft list of elements that might be included in a volunteer data standard.

Action: agencies to provide feedback on the Volunteers Data Standard by 13 March 2020.

b. Guiding Principles

Rhett presented the SAR Guiding Principles for Volunteer Involvement that have been developed by the sector during the recent workshop to consider the recommendations of the Volunteer Study.

11. Public Rescue Equipment Proposal

Allan Mundy presented the proposal by Surf Life Saving NZ to develop a Public Rescue Equipment Working Group.

In the past ten years there have been 27 drowning fatalities of people who went to rescue others in distress in the water. Public rescue equipment (PRE) is being installed in coastal areas allowing members of the public to provide aid to a person in distress in the water. The introduction of PRE is occurring on an ad hoc basis with little evidence of the best type of PRE that is suitable for bystander rescue. Some of the PRE found on New Zealand's beaches and waterways has not been tested and is potentially not fit for purpose. Surf Life Saving New Zealand and Drowning Prevention Auckland are proposing the establishment of a PRE guide to help coastal managers and emergency services make better-informed decisions about PRE requirements. The Water Safety New Zealand Cross Sector Reference Group endorsed the PRE proposal in November 2019.

Decision: The NZSAR Consultative Committee **supports** the establishment of a PRE Working Group to research and develop a PRE Guide in collaboration with the aquatic sector, emergency services, relevant government agencies, and stakeholders.

12. SAR Training

Alita briefed the Committee on the SAR training arrangements. She confirmed the interim training arrangements for the 2019 and 2020 calendar years are still operational, and that new arrangements for beyond 2020 are currently being developed by the Ministry of Education and should be presented to the Minister later this month.

13. SARdonyx

a. 2019 Statistical Overview

Jeff provided a summary of SAR activity during 2019. Current records indicate a total of 2,320 incidents during the calendar year, which is a 14% decrease on the previous year. However, it was also noted there is a lag with completing SARdonyx reports, and that 25% of incident reports take over a month to finalise.

b. SARdonyx reporting options

Jeff presented a paper providing a brief description of the data available within SARdonyx and the kinds of analysis it could be used to support.

It is important to note the limitations of the SARdonyx system; this only captures information about incidents on occurrences that become SAR incidents. Any analysis of SAR data must take this into account and be clear about the assumptions used when specifying a research question.

NZSAR is working on several analysis tasks and welcome engagement from within the sector, or from other organisations that may have specific research questions related to SAR data.

MSC indicated they would like access to the SARdonyx data. They will discuss this directly with Jeff.

c. SARdonyx system updates

Jeff updated the Committee on the progress of the first round of updates to SARdonyx and presented the current dashboard prototypes. Test and evaluation of the updates will take place at RCCNZ on 12 February.

14. Cell Phone Locating

Carl updated the Committee on the development of a process to request cell phone network information belonging to the subject of a SAR incident. The key points of the process are:

- It is intended for use by search and rescue (SAR) agencies to *prevent or lessen a serious threat to the life or health of the individual concerned or another individual*,¹ where the individual concerned is the subject of a SAR incident.
- It can be used by both SAR Coordinating Authorities and will ensure consistency in how requests are submitted and considered.
- All requests will be reviewed by the relevant Police Communications Centre to ensure they meet the threshold of serious threat to the life or health of an

¹ As defined in the [Privacy Act 1993 section 2\(1\)](#) and [section 6 principle 11\(f\)](#)

individual as defined by the Privacy Act 1993 and the Telecommunications Privacy Code 2003.

- Use of the process may be subject to independent audit.

15. GADSS

Mike Hill gave a brief update on the work underway to implement the Global Aeronautical Distress & Safety System (GADSS) with the SAR system. A multi-agency working group, led by CAA, has been established with a terms of reference approved by the NZSAR Council.

16. Operational Framework review

Carl advised the Committee that he will be leading a review and update of the *Operational Framework for the New Zealand Search and Rescue Region* this year. Agencies were asked to let Carl know if there are any sections they would like reviewed.

17. National SAR Support Programme 2019/20

Rhett briefed the Committee on the current progress of the National SAR Support Programme for 2019/20.

18. Changes to Charities Act

The Department of Internal Affairs is about to work through the complex issues raised by submitters to the Changes to the Charities Act discussion document. A number of SAR voluntary agencies made submissions in 2019. Agencies are asked to inform the Secretariat if they have any significant concerns with proposed changes to the Act.

19. Reviews

Rhett provided an update on the NZSAR reviews. The reviews recommendation register was provided with the meeting papers; the challenge for the sector is enabling a system to ensure lessons identified by the reviews are turned into lessons learnt.

20. NZSAR Awards

The NZSAR Awards are scheduled for 6 May 2020 at Parliament. An independent sub-committee is currently reviewing the 24 nominations received and will provide recommendations to the NZSAR Council.

The NZSAR Secretariat is proposing that award recipients should be presented with a recognition pin. These would only be presented to named individuals and not to groups or units. The Committee supported this proposal.

21. General Business

a. Te Reo name

Duncan presented a proposal to develop te reo Maori subtitles for the NZSAR Council, Consultative Committee, and Secretariat. The translation unit of the Department of Internal Affairs has proposed two options for consideration.

Decision: The Committee endorsed the development of te reo Maori subtitles for the NZSAR Council, Consultative Committee, and Secretariat.

Action: agencies to test the proposed subtitles with fluent te reo Maori speakers within their organisations, and to provide feedback to NZSAR by 18 February 2020.

b. Health & Safety Workshop

This is planned for 28-29 March 2020. Agencies have been asked to consider who their attendees to this workshop should be.

c. ANZDEM Conference

Rhett reminded the Committee of this conference and encouraged agencies to send suitable representation to it.

d. Next Meetings

6 May 2020 - followed by NZSAR Awards **NOW CANCELLED**

5 August 2020

TBC November 2020 – Combined Workshop with NZSAR Council

Action and Responsibility Table

#	Item	Action (A) / Decision (D)	Responsibility	Status
9	Environmental Scan	A Agencies are to provide feedback on the draft Environmental Scan 2020 Update by the end of February	All	Complete
10	Volunteers Data Standard	A Agencies to provide feedback on the Volunteers Data Standard by 13 March 2020.	All	Complete
11	Public Rescue Equipment Proposal	D The NZSAR Consultative Committee supports the establishment of a PRE Working Group to research and develop a PRE Guide in collaboration with the aquatic sector, emergency services, relevant government agencies, and stakeholders.	N/A	N/A
21a	Te Reo name	A Agencies to test the proposed subtitles with fluent te reo Maori speakers within their organisations, and to provide feedback to NZSAR by 18 February 2020.	All	Complete