

**Minutes of Meeting
NZSAR Consultative Committee
Wednesday, 1 May 2019
3 Queens Wharf, Wellington**

Attendees:

Mike Ambrose	LandSAR	Brendon Commerford	MOC
Don Robertson	AREC	Jonty Mills	WSNZ
Carl McOnie	LandSAR	Allan Mundy	SLSNZ
Barry Woodmass	NASO	Adam Wooler	SLSNZ
Charlotte Penman	MoT	Rhett Emery	NZSAR
Meryl Jupp	DoC	Alannah Taylor	NZSAR
Ian Coard	NZSAR	Kevin Banaghan	RCCNZ
Mike Daisley	MSC	Richard Wilson	NZ Police
Rachel Roberts	NZSAR		

1. Welcome

Duncan Ferner opened the meeting and welcomed the attendees.

2. Apologies

Pete Theobald	NZ Police	Paul Craven	RCCNZ
Patrick Holmes	Coastguard NZ	Don Bogie	DOC
Mike Hill	RCCNZ	Carl van der Meulen	NZSAR

3. Minutes of previous meeting

Once the below action has been completed the minutes of the 13 February 2019 meeting will be accepted as a true and accurate record.

Action: Remove double up of Carl McOnie from 13 February 2019 minutes.

4. Matters Arising from Minutes & Notes

The table of actions and decisions from the 13 February 2019 meeting was reviewed.

There were no further matters arising from the previous minutes.

Actions and Decisions from meeting 13 February 2019

#	Item	Action (A) / Decision (D)	Responsibility	Status
7	Volunteer Study	D The Consultative Committee endorsed the 2019 NZ Search and Rescue Volunteer Study for the NZSAR Council.		
8	NZSAR Risk Matrix - Volunteerism	A NZSAR to update the volunteerism risk description in the risk matrix, including increasing the probability, impact, and risk levels. A risk treatment to implement the recommendations of the volunteer study should also be added.	Secretariat	Complete
9	Triennial FED SAR Funding Review	A Agencies are asked to follow the process, template, and timelines as outlined by the Ministry of Transport to develop business cases for changes to FED funding levels.	All	Under action
12	SAR Helicopters	A All agencies to provide any future examples of inappropriate air ambulance taskings to Paul Craven at RCCNZ.	All	Complete
13	CDEM Response Team Governance	A The Secretariat to update this paper for the NZSAR Council meeting, to reflect the concerns raised by the committee relating to the establishment of a non-governmental charitable organisation to represent the CDEM Response Teams	Secretariat	Complete
14	FENZ/NZSAR MoU	D The Committee endorsed the proposal to create a non-operational MoU between NZSAR and FENZ.		
16	Reviews	A All agencies to provide input to Win on the Assessment of the Police SAR role.	All	Under action

5. Quarterly & Sector update

The operational update for the quarter was presented.

Antarctica NZ

The summer season has officially drawn to a close with the last flight returning remaining personnel to New Zealand 15th April. This is an extension to the standard season with operations continuing into the shoulder of the remaining daylight weeks in Antarctica. The summer season was a very dynamic period due to weather delays on numerous occasions across the 6-7 months impacting operations at Scott Base, McMurdo, science programmes and intercontinental flight schedules. Field season activities were conducted in many remote and deep field environments which provided significant challenges to the planning teams for the safe delivery of science support. Field logistics continue to provide Antarctic New Zealand a complex and unique set of circumstances with the air platform working in some of the most remote areas of the Ross Sea region Antarctica.

Antarctica New Zealand and Maritime NZ are co-hosting the Council of Managers for National Antarctic Programmes (COMNAP) for Search and Rescue Workshop in Wellington and Christchurch. The May Workshop is part of the COMNAP network of over 30 National Antarctic Programmes working together to develop Search and Rescue amongst international partners. The Workshop will deliver a series of practical and technical sessions for National Antarctic Programmes involved in day-to-day SAR, emergency response, and other operational activities in Antarctica. The Workshop is designed to improve co-ordination and response capabilities in times of emergency in the Antarctic region.

SLSNZ

SLSNZ have experienced a very busy summer however the statistics have been lower. There were four boating incidents last year, twenty would have been the norm.

SLSNZ are moving patrolling times to match when people are swimming, this shows a substantial drop in summer rescues, they also suggested they would like to step outside of the flags and see how much of the New Zealand coastline they can cover and move into smaller communities to stop drownings.

RCCNZ

RCCNZ have experienced a lower number of rescues. The number shown for AREC is a lot lower than it should be, this is due to reporting issues however SARdonyx should amend this.

SARO training courses have now been completed.

RCCNZ are engaging with Australia regarding the use of their challenger aircraft for future operations.

The new SARdonyx system will be picked up shortly.

AREC

AREC are currently working through their reporting and how they work with LandSAR.

Maritime NZ

MNZ have experienced their first summer sharing some of the channel 16 network.

Mountain Safety Council

MSC are currently putting together issue specific advisory groups. At present three groups exist, they are 'Alpine Hunting' 'The Tongariro Alpine Crossing' and 'The Tararua Ranges'. It was noted that nobody within SAR is included in these groups. NZ Police have identified who they want to work with MSC. DoC have declined the invitation to partake in these advisory groups.

NASO

No report provided

NZDF

No report provided

New Zealand Helicopter Association

No report provided

NZ Police

There was a considerable deployment of DVI trained SAR Police to support the response to the Christchurch Mosque shootings. A small number of SAR exercises had to be cancelled.

Inspector John Pine successfully completed RCCNZ's Search and Rescue Officer's (SARO) training course.

The Police National SAR course will be running at Dip Flat (RNZAF field training area) from 20 April to 10 May.

Planning and preparation is underway for the Police SAR Manager's course to be run from 17 to 28 July.

Police are working to implement SARdonyx as the new SAR reporting system to replace the current P130s.

WSNZ

Positive engagement has been had with Minister Robertson regarding funding and sustainability.

6. Volunteer Study – prioritisation of recommendations

The Consultative Committee discussed the prioritisation exercise of the recommendations contained in the 2019 Search and Rescue Volunteer Study.

Strategy	
1	Fund, and include in NZSAR service level agreements, the requirement that SAR volunteer organisations develop a volunteer workforce strategy and plan. Agreed
2	Include in the SAR service level agreements that organisations' workforce strategies address diversity. Agreed

3	Work with the SAR volunteer organisations to develop and implement a sector-level set of Guiding Principles for Volunteer Involvement within the sector. Agreed
Funding	
4	Make explicit the need for investment to raise volunteer management practice in the sector and funding to better deliver support for volunteers, families and employers. Supported for further discussion
5	Support applications from LandSAR, Coastguard NZ and SLSNZ for funding to develop blended and eLearning delivery of theory and assessment. This will increase training accessibility and reduce time to becoming operational and for recertification. Supported for further discussion
6	Provide additional funding for active operational volunteers' equipment. Agencies to complete via FED funding
7	Provide advice to the Government on a legislative framework that compensates employers for volunteers' absence. Take to NZSAR Council
Leadership	
8	Fund cross-SAR sector leadership development programmes to equip volunteer leaders to address the distinctive needs of volunteers. Decision postponed until workshop.
9	Explore options for providing SAR sector leadership programmes for volunteers between the ages of 18 and 30. NZSAR will work with agencies to create framework.
Tools and Resources	
10	Establish a standard set of workforce data to be collected across SAR organisations. Take to workshop
11	Share research with SAR organisations on ideas, strategies and tools to enhance their capacity for effective engagement with young volunteers and other target groups. Supported
12	Commission resources that SAR organisations can use to develop cultural awareness and inclusive volunteer management practices. Supported for further discussion
13	Commission the development of a sector wide online volunteer health and safety module to be customized by SAR organisations. Supported for further discussion
14	Commission the development of core governance training resources to be customised and branded by each SAR organization. Supported for further discussion

7. Triennial FED SAR Funding Review

Documentation should be with all agencies; Liz Jones is working with agencies to write funding bids. This process should be complete by the end of 2019. Agencies are invited to make contact for help.

8. SAR Training Arrangements 2019/20

This paper updated the NZSAR Consultative Committee on the arrangements that are now in place for SAR training for 2019/20.

The Minister of Education agreed to funding for TEC to purchase training through NZSAR.

NZSAR now have a training contract with LandSAR and Tai Poutini Polytechnic.

A long-term strategy proposal is required by February 2020.

Noted:

- *The committee noted the arrangements that are now in place for SAR training in 2019/20.*

9. NZ's SAR Guidelines

a. Endorsement of the Guidelines

This paper updates the NZSAR Consultative Committee on development of New Zealand's Search and Rescue Guidelines (Guidelines) and seeks the Committee's agreement for the endorsement of these for Council approval.

Decision:

- *The Consultative Committee agreed that the Guidelines Steering Group would endorse the guidelines for NZSAR Council approval.*

b. Ongoing maintenance of the guidelines

A discussion as to who should look maintain the guidelines was has.

Decision:

- *The Consultative Committee agreed that the guidelines will be maintained by the Guidelines Steering Group.*

10. NZSAR Risk Matrix

a. SAR Training

The Risk Matrix was reviewed by the Consultative Committee there were no objections to the way these risks are reported on.

Risk Treatments for SAR Training were reviewed.

Action:

- *Rhett will create a proposal for all agencies regarding IMTEX*

11. FENZ/NZSAR MoU

Postponed until new FENZ leadership team is fully in place.

12. SAR Helicopters

Ongoing

13. National SAR Support Programme 2018/20

The below slides were provided to the Consultative Committee providing insight as to what the NZSAR Secretariat has completed and is yet to complete.

Workshops & Seminars	
Southern Hemisphere Alpine Conference	Marine SAR and OSC Workshops
SAR Case Study Seminar / Police Planning	Alpine Cliff Rescue Workshop
Wander (Operational)	Fatigue Management Workshop
Evaluators and Exercise Planning	
SAR Information & IT	
NZSAR Website update	SARdonyx – Beca
Maintain existing datastore	SARdonyx – Project Management
Portable mobile phone location	SARdonyx – Data migration
	SARdonyx – CARD interface
SAR Documentation	
SAR Forms	New Zealand's SAR Guidelines
Volunteer Strategies	

Exercises	
Reconciliation exercise (practical)	MTI / Nationally Significant SAR (Strat x1)
Support Police SAREXs	Nationally Significant SAREXs x 5
SAR Research & Reviews	
Survey of SAR Customers	SAR Demand & Supply – Land
Survey Observed Behaviours	Mass Rescue Study
SAR Demand & Supply - Marine	
Project Implementation	
SAR Communications – Land (STWG(L))	Aviation Engagement
SAR Assurance Programme	
Prevention Initiatives	
AdventureSmart website	Visitor intentions process
AdventureSmart graphic design	Geo-triggered prevention messaging
Brochure storage & distribution	Prevention research
Beacons promotion	

14. National SAR Support Programme 2019/20

All agencies are invited to submit ideas for further reviews, training, workshops and seminars, SAREX, SAREX Support, SAR Information and IT.

15. Reviews

a. Reviews Register

Rhett provided information on reviews that have been completed and or are still ongoing.

b. Op Morgan review

The 'Operation Morgan' review has been completed. Recommendations are to be taken to the NZSAR Council via the Senior Officials Group.

c. Op Mohi

The Terms of Reference were reviewed by the Consultative Committee.

d. Police SAR Assessment

The Police SAR assessment will be coming to an end shortly. Agencies were invited to make contact with Win van der Velde if required.

16. NZSAR Awards

Rhett briefed the Consultative Committee on all award recipients.

17. General Business

The Consultative Committee were informed that the outdoor safety code is being reviewed by MSC.

AREC informed the group that critical communications are set to go back to cabinet.

a. Next Meetings

7 August 2019

Chair
Duncan Ferner
NZSAR Secretariat Manager

Actions and Decisions

#	Item	Action (A) / Decision (D) / Noted (N)	Responsibility	Status
3.	Minutes of previous meeting	A Remove double up of Carl McOnie from 13 February 2019 minutes	Alannah Taylor	Complete
6.	Volunteer Study - Strategy	D Agreed - Fund, and include in NZSAR service level agreements, the requirement that SAR volunteer organisations develop a volunteer workforce strategy and plan.	All Agencies	Included in letters of intent
		D Agreed - Include in the SAR service level agreements that organisations' workforce strategies address diversity.	All Agencies	Included in letters of intent
		D Agreed - Work with the SAR volunteer organisations to develop and implement a sector-level set of Guiding Principles for Volunteer Involvement within the sector	All Agencies	Underway
	Volunteer Study - Funding	D Supported for further discussion - Make explicit the need for investment to raise volunteer management practice in the sector and funding to better deliver support for volunteers, families and employers.	All Agencies	Approved to be discussed at workshop
		D Supported for further discussion - Support applications from LandSAR, Coastguard NZ and SLSNZ for funding to develop blended and eLearning delivery of theory and assessment. This will increase training accessibility and reduce time to becoming operational and for recertification.	All Agencies	Approved to be discussed at workshop
		A Provide additional funding for active operational volunteers' equipment.	All agencies	Approved to be discussed at workshop
		A Provide advice to the Government on a legislative framework that compensates employers for volunteers' absence.	NZSAR Secretariat	For NZSAR Council consideration
	Volunteer Study - Leadership	D Postponed until next workshop - Fund cross-SAR sector leadership development programmes to equip volunteer leaders to address the distinctive needs of volunteers.	All Agencies	Approved to be discussed at workshop
		A NZSAR will work with agencies to create framework - Explore options for providing SAR sector leadership	NZSAR Secretariat	Approved to be discussed at workshop

		programmes for volunteers between the ages of 18 and 30.		
	Volunteer Study -	A Take to the next workshop - Establish a standard set of workforce data to be collected across SAR organisations.	NZSAR Secretariat	Approved to be discussed at workshop
		D Supported for further discussion - Share research with SAR organisations on ideas, strategies and tools to enhance their capacity for effective engagement with young volunteers and other target groups.	All Agencies	Approved to be discussed at workshop
		D Supported for further discussion - Commission resources that SAR organisations can use to develop cultural awareness and inclusive volunteer management practices.	All Agencies	Approved to be discussed at workshop
		D Supported for further discussion - Commission the development of a sector wide online volunteer health and safety module to be customized by SAR organisations.	All Agencies	Approved to be discussed at workshop
		D Supported for further discussion - Commission the development of core governance training resources to be customised and branded by each SAR organization.	All Agencies	Approved to be discussed at workshop
8.	SAR Training Arrangements 2019/20	N The committee noted the arrangements that are now in place for SAR training in 2019/20.		N/A
9.	NZ's SAR Guidelines	D The Consultative Committee agreed that the Guidelines Steering Group would endorse the guidelines for NZSAR Council approval		Approved
		D The Consultative Committee agreed that the guidelines will be maintained by the Guidelines Steering Group.		N/A
10.	NZSAR Risk Matrix	A Rhett will create a proposal for all agencies regarding IMTEX	Rhett Emery	Underway