



New Zealand Search and Rescue Council

Minutes of Meeting
2:00 – 4:00pm Wednesday 4 March 2009
6th Floor Te Waka Boardroom, Novell House,
89 The Terrace, Wellington

Attendees: Martin Matthews (MoT), Catherine Taylor (MNZ), Rob Pope (NZ Police), Ian Gore (NZDF), Steve Douglas (CAA).

Present: Duncan Ferner (NZSAR Secretariat), Carl van der Meulen (NZSAR Secretariat), Roger Brown (MoT), Gerry Prins (NZ Police), Rachel Roberts (NZSAR), Nigel Clifford (MNZ), Peter Williams (MNZ), Zelda Coetzee (MoT).

1. Welcome

Martin Matthews (Chair) welcomed everyone to the meeting. He indicated that the two main items for discussion at the meeting were the SAR Training Review and a strategic discussion on the NZSAR Council's leadership role.

2. Apologies

Howard Broad, Peter Stockwell

3. Minutes of previous meeting

The minutes of the previous meeting held on 26 November 2008 were accepted as a true and accurate record.

4. Matters arising from the previous Minutes

4.1 Item 5.1:

- *Develop methods for SAR sector to capture, understand and share relevant lessons gained from operational experience.*

The Council was advised that this needed to be a long term goal and preceded by elements of the training review which would seek to capture and share lessons derived from training experiences.

- *Develop appropriate policy for reviewing SAR operations.*

A draft NZSAR Review, Investigation or Inquiry Policy was presented to Council for approval.

The Council indicated that it intended to adopt the proposed policy once an amendment was made to the policy to include an identified need or concern raised by NZSAR Council members.

4.2 Item 6:

- *The Secretariat is to confirm the Council's preference with the NZSAR awards subcommittee.*

The SSM discussed the Council's perspective with the awards subcommittee. He reported to the Council that the subcommittee indicated that they would prefer their recommended list to be used. Following discussion, Council **agreed** that the Gold Award be awarded to John McLellan and Certificates of Achievement be awarded to, Graeme Harvey and the crew of the Lion Foundation rescue helicopter, and Kevin O'Sullivan, Coastguard Northern Region. In addition, letters from the NZSAR Council will be sent to the remaining nominees advising them of their nomination and commending them for their work with search and rescue.

- *Amend the NZSAR awards policy in accordance with council direction.*

The SSM presented an updated awards policy. Council **adopted** the policy subject to the cut-off date for the previous calendar year being amended to mid-February, and the addition of policy for letters of commendation from the NZSAR Council for all nominees who are not awarded either the Gold Award or a Certificate of Achievement.

4.3 Item 7.2:

- *Closely monitor SAR relationships between Coastguard NZ and its SLA partners and provide advice as necessary.*

The SSM reported that monitoring of the situation was ongoing, but that relationships appeared to have improved.

4.4 Item 8:

- *Submit the endorsed financial initiative using Section 9(1) of the LTMA Act 2008.*

The SSM advised that the initiative had been submitted.

4.5 Item 10.2:

- *In consultation with the wider SAR sector, produce a media release to clarify an official 'Search and Rescue' position on emergency distress beacons.*

A copy of the media release was provided.

5. Draft NZSAR Training Review

- 5.1 The SSM and Ted Preston presented the Draft NZSAR Training Review. Both noted the level of expectation the review created within the SAR sector. Discussion was held and there was consensus that the Council needs to direct the NZSAR Secretariat in terms of having a more effective and efficient training curriculum for the SAR sector.

The NZSAR Council fully **endorsed** the NZSAR Training Review and **accepted** the following recommendations:

- a) note that, generally, most SAR organisations train their people effectively in the SAR skills appropriate to their organisation's purpose;
- b) note that significant deficiencies exist in the inter-relation of parties engaged in SAR activity, due to a lack of interagency familiarity and collaboration, and variable leadership commitments;
- c) encourage all the organisations in the New Zealand SAR community to foster a consistent culture of interagency goodwill and cooperation;
- d) require the widespread use of Memoranda of Understanding (or Service Level Agreements) to formalize interagency relationships and promote collaborative activities between partners and associates;
- e) confirm that CIMS/IAMSAR is the standard operating procedure for SAR incident management and related training;
- f) endorse the proposed NZSAR integrated training framework;
- g) direct the development of a NZSAR Training Core Curriculum focusing on SAR incident management;
- h) direct the conduct of specific SAR training for the development of particular skills identified as necessary for the good of the collective SAR sector;
- i) direct the NZSAR Secretariat to facilitate a Training Advisory Panel, whose members can advise, assist and promote SAR exemplars across the SAR sector;
- j) seek NZSAR representation on the National CIMS Steering Committee;
- k) direct the programming and facilitation of significant SAREXs throughout New Zealand;
- l) consider the adoption of additional NZSAR strategic goals to:
 - i. encourage the standardisation of training within the NZSAR sector;
 - ii. establish tools (including a generic SAREX template) to enable organisers of a *district/local SAREX* to inform the sector of the dates, purpose and nature of the SAREX and any analysis arising from it;

- iii. establish a project on the implications of dementia for SAR;
- iv. create forums for:
 - the representatives of various *advisory committees* and *training units* in the sector, to share their interests and directions, and to identify common ground or issues (training or otherwise) that might benefit from a collective view;
 - the identification of issues and possible solutions regarding *SAR communications technology and systems*;
 - SAR '*standards setting organisations*' (e.g. Fire, Ambulance NZ /St John, CAA and relevant ITOs) to share interests, to identify any ready-made SAR-related standards, modules and courses; and to indicate any useful directions for cooperation and standardisation.

5.2 The Council discussed the best way to effect the recommendations contained in the Training Review.

The SSM proposed retaining the services of Ted Preston to assist in the selection of the Training Advisory Panel and to assist with facilitating the development of a training curriculum. This work would be funded from NZSAR Secretariat funding. The NZSAR Council **approved** this proposal.

The NZSAR Council **directed** the Secretariat prepare an implementation plan to be presented to the Council at its next meeting. The plan is to be action orientated and maintain the momentum achieved to date.

6. Service Level Agreements

6.1 Monitoring Report

Carl van der Meulen presented a report on Coastguard, LandSAR and Surf Life Saving New Zealand's major milestones, outputs and performance in the second quarter of the year (attached).

The NZSAR Council expressed their satisfaction with the current reporting content and format.

6.2 AREC SLA

The SSM reported progress had been made in developing the AREC Trust and SLA. A Draft trust deed had been negotiated with NZART and had been agreed to in principle with the NZART board. An independent trustee (CEO LandSAR) had been proposed. The deed and draft SLA is currently with Maritime NZ and the NZ Police for review.

7. Strategic Funding Update

Martin Matthews briefed the NZSAR Council on the possibility of LTMA Act 2008 Section 9 (1) funding for search and rescue for 2009/2010 and out-years. He indicated that Government funding would be very constrained for the foreseeable future. However, he believed it likely that funding, at approximately current levels, would be secured via Section 9(1) to continue addressing strategic risks beyond the existing two year interim funding arrangement.

The Council **confirmed** that the established NZSAR strategic funding priorities remained extant with the additional need of fully meeting RCCNZ's variable operating costs.

Following discussion, the Council **noted** that purposes other than search and rescue would also need to be considered should additional Section 9 (1) funding become available.

8. Strategic Discussion

It is intended that the NZSAR Council will spend a portion of each meeting discussing strategic issues as they relate to search and rescue. The discussions will serve to inform the council, facilitate consensus on complex issues, identify strategic risks to the sector and ensure the Secretariat is aligned with the Council's thinking. The Council agreed that a strategic discussion will be a standing item on future agendas. The Council also agreed that it will invite people to partake in its strategic discussions on occasion.

The Council had a wide ranging discussion around its leadership role and considered issues such as visibility, engagement with the SAR sector and other Government agencies, standards and documentation, exercises and training, and reviews, investigations and enquiries.

Council Members agreed that the NZSAR Council is making effective progress compared to the situation that existed a few years ago. As implementation of the strategic plan gathers pace, the Council foresees a more prominent role for the Secretariat. The Council does not see any great need to promote its existence to the Sector beyond encouraging a general understanding of SAR governance in New Zealand.

9. NZSAR Secretariat Matters

9.1 Beacons Campaign

The Secretariat reported that the distress beacons education campaign is nearing completion. The initial results of the 2009 survey indicate that the core message had reached 94% of the target audience. The website will be handed over to Maritime NZ on 1 April 2009. The four year campaign is expected to be approximately \$5,000 under budget.

Council **noted** the concern expressed by Catherine Taylor about the lack of funding for RCCNZ to continue maintenance of the distress beacons database. The Council agreed that it was important to keep the database up to date and as accurate as possible to ensure effective and financially efficient SAR services.

9.2 NZSAR Website

The NZSAR website (www.nzsar.org.nz) requires expert assistance to improve its accessibility, navigation and security.

Council **approved** the Secretariat's proposal to employ a consultant for this purpose utilising NZSAR Secretariat funding.

9.3 GIS Study

The SSM updated Council on the ongoing GIS study. The study is impeded by the quality of existing data. The Secretariat is working on this with NZ Police, RCCNZ and SLA partners.

The Council **noted** that the Secretariat would utilise casual part-time people to clean and normalise existing search and rescue data.

9.4 SAR Assets Database

The SSM sought endorsement from the Council for further work to be done to create an online map/database of SAR assets throughout New Zealand. He also illustrated a mock up of how the proposed database might look and perform. The SSM requested that funding for this project be sourced from the strategic training allocation administered on behalf of the Council by RCCNZ.

Nigel Clifford described how work on the project would be completed in three separate phases. He noted that system development would be in house and the belief that the project could be delivered in a very cost effective manner.

- Phase 1: An initial system build (including capital items) to deliver the basic objectives of the system. Estimated cost – up to \$25,000.
- Phase 2: Expand the system to replicate to 2 geographically separated instances in order to create failover replicas of the system.
- Phase 3: Test and rollout system to SAR coordination agencies including user education, workshops and system review.

Council **approved** proceeding with phase 1 up to \$25,000, funded from the NZSAR training budget not spent this financial year.

10. General Business

10.1 Airways New Zealand SAR and Satellite tracking proposal

Airways New Zealand requested Council to consider subsidising the cost of automated flight following systems for approximately 1700 aircraft in New Zealand.

After discussion, Council **declined** the request.

10.2 Wanganui incident update

The Coroner's report into the incident is due to be released in April 2009.

10.3 Report from the NZSAR Consultative meeting

The SSM briefed the Council on the meeting of the NZSAR Consultative Committee Meeting held on 19 February 2009. There was no sector update from the meeting due to time pressures. General concerns expressed by the Consultative Committee about funding difficulties were conveyed to the Council.

The Consultative Committee also noted that finding corporate funding or sponsorship was challenging and the sector had been forced to lower funding expectations and investigate alternative sources of funding in order to sustain essential services. Some in the sector are reviewing overhead spending.

Martin Matthews noted the importance of Lotteries grants to the search and rescue sector and encouraged members to promote this as appropriate.

Proposed Next Meeting

The date of the next meeting is to be confirmed, pending a decision from the Minister's office about the NZSAR awards.

The meeting concluded at 4:00pm

Martin Matthews
Chair


Attachment:

Service level agreement Monitoring report 1 September – 31 December 2008

Action Tasks

Action	Responsibility
4.1 The Secretariat is to re-circulate the amended draft NZSAR Review, Investigation or Inquiry policy for Council approval out of session.	Secretariat
5.2 The Secretariat is to identify members for the training advisory panel and commence preparation of the NZSAR Core Curriculum prior to the next Council meeting.	Secretariat
5.2 The Secretariat is to prepare a NZSAR Training implementation plan and present it for approval to the next meeting of the NZSAR Council.	Secretariat

Service level agreement Monitoring report 1 September – 31 December 2008

 <div style="display: flex; justify-content: space-around; width: 100%;"> Satisfactory Needs Improvement Not Satisfactory Not Required </div>				
Outputs	Coastguard	Land SAR	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				

Coastguard

Service Level Agreement

- Coastguard has provided a report for the Quarter 1 Oct 08 – 31 Dec 08 as required under the terms of the SLA.
- This report meets the **majority** of Coastguard’s reporting requirements as laid out under the terms of the SLA.
- The Coordinating Authorities are satisfied with the services provided by Coastguard during the quarter.

Summary of Coastguard Report for the Quarter

- Coastguard provided assistance for 172 SAROPs.
- 2,855 volunteer hours provided.
- 345 people were designated as being at risk during these SAROPs.
- 337 people were rescued.
- 8 people perished.
- No details of number of volunteers used (average of 6-8 per incident – will be included in next report).

LandSAR New Zealand

Service Level Agreement

- LandSAR has provided a report for the Quarter 1 Oct 08 – 31 Dec 08 as required under the terms of the SLA.
- This report meets **all** of LandSAR’s reporting requirements as laid out under the terms of the SLA.
- The Coordinating Authorities are satisfied with the services provided by LandSAR during the quarter.

Summary of the LandSAR Report for the Quarter

- LandSAR provided assistance for 51 SAROPs.
- 327 Land SAR volunteers used during the Quarter.
- 3,401 volunteer hours provided.
- 87 people were designated as being at risk during these SAROPs.
- 80 people were rescued.
- 7 people perished.

Coastguard

Summary of non-SAR Activity for the Quarter

- (Activity not coordinated by Police or RCCNZ)
- Coastguard responded to 889 non-SAR related calls for assistance during the quarter.
 - 1,242 people were assisted in non-SAR related activity during the quarter.
 - Coastguard provided 89,710 non-SAR volunteer hours during the quarter.

Issues & Updates

- Coastguard reported that one of their volunteers required medical assistance after an incident during a SAROP. The volunteer has fully recovered.
- CNZ volunteers took part in the recent Marine Search Coordinators Courses held at the NZ Police College.

LandSAR

Issues & Updates

- The SLA partners are working through some existing limitations in the current Police and LandSAR databases that cause minor problems in reconciling the quarterly reports.
- LandSAR volunteers took part in the recent Land Search Coordinators Courses held at the NZ Police College.
- All SLA partners held a meeting last week to develop a consistent approach for SAR response to distress beacons activated on land.

SLSNZ

Service Level Agreement

- SLSNZ has provided a report for the Half 1 Jul 08 – 31 Dec 08 as required under the terms of the SLA.
- This report meets **most** of the SLSNZ’s reporting requirements as laid out under the terms of the SLA.
- The Coordinating Authorities are satisfied with the services provided by SLSNZ during the quarter.

Summary of the SLSNZ Report for the Half

- SLSNZ provided assistance for 42 SAROPs.
- A minimum of 104 SLSNZ volunteers used during the Half.
- Not known how many volunteer hours provided.
- 49 people were designated as being at risk during these SAROPs.
- Not known how many people were rescued.
- Not known how many people perished.



SLSNZ

Issues & Updates

- SLSNZ believe they have underestimated their involvement in SAROPs when negotiating the SLA.
- The current SLSNZ database and forms do not capture all of the data that is relevant to the SLA reporting requirements. It is expected that relevant changes will be made prior to the next SLSNZ season.



SLA Update

SLA Reviews

- Under the terms of each SLA, a review is required at least three months prior to the termination date.
- The reviews are to include all parties to each SLA.
- The Secretariat has arranged SLA reviews to occur on the following dates:
 - 10 March – SLSNZ
 - 1 April – LandSAR NZ
 - 2 April – Coastguard NZ
- Are there any changes that the NZSAR Council wants made to the SLAs?



AREC SLA

- Draft trust deed negotiated with NZART and agreed to in principle with NZART board.
- Proposed independent trustee – CEO LandSAR NZ
- Deed and draft SLA now with MNZ and NZ Police to review