



New Zealand Search and Rescue Council

**Minutes of Meeting
New Zealand Search and Rescue Council Meeting
1pm, Friday 17 May 2013
Te Waka Room Ministry of Transport
Level 6, 89 The Terrace, Wellington**

Attendees:

Martin Matthews – MoT (Chair)
Commissioner Peter Marshall – NZ Police
Graeme Harris - CAA
Keith Manch – MNZ
Mike Edington – DOC
Group Captain Andrew Clark - NZDF

Present:

Nigel Clifford– MNZ
Bruce Johnston – NZ Police
Joe Green – NZ Police
Duncan Ferner - NZSAR
Carl van der Meulen - NZSAR
Phil Burgess - NZSAR
Rachel Roberts - NZSAR
Lu Crowther – MoT (minutes)

1. Welcome

Martin Matthews (Chair) opened the meeting.

2. Apologies

Air Commodore Peter Port – NZDF

3. Minutes from previous meeting

Minutes from the Council meeting held 26 February 2013 were reviewed.

- The Council **accepted** the previous Minutes as a true and accurate record.

4. Matters Arising from the meeting of 15 August

The NZSAR award were a great success, good work from the Secretariat

5. Notes from strategic planning session

The notes from the strategic planning workshop were discussed and agreed. The action items from the workshop will be picked up in the course of the year.

6. Service Level Agreements

Carl spoke to this item and tabled three SAR trend graphs for Council information. Points from the ensuing conversation include:

- The average number of volunteers used by Coastguard per rescue is now six, previously it was eight.
- There appears to be issues across the sector about releasing people from paid employment for SAR purposes.
- Coastguard has established a small working group to undertake a review of its governance structure.
- Some concern over proposed recommendations relating to funding which are contained in the review of the role of Water Safety NZ, passing the LGB funding stream into the control of Sport NZ.
- Over 80 Surf Lifesaving locations were actively patrolled during the quarter.
- LandSAR national office in Wellington was shut down. A new administrative base has been established in Christchurch, saving \$200,000 annually.

7. NZSAR Consultative Committee sector update

The NZSAR Consultative Committee sector update report was discussed. Duncan noted the good quality of the update report which has improved considerably from a year ago. Some very good data is in the report and more thorough reporting from the agencies.

- The Council **noted** the report from the NZSAR Consultative Committee.

8. Secretariat & NSSP update

Duncan updated the Council on the current NSSP. The Secretariat is on track with most work streams and anticipates the budget will be fully expended by year end.

Carl briefed the Council on the mass rescue SAREX plans and his engagement with the Public Safety Cluster.

9 Proposed 2013/14 NSSP and Budget

Duncan briefed the Council on the proposed 2013/2014 NSSP work programme and budget. He noted the ongoing need for independent expertise to help drive and run specific items and that some costs were estimates at this point.

- Following discussion, the Council **approved** the 2013/2014 NSSP work programme and budget.

10 2013/14 SLA - Shaping and leading

Duncan briefed the Council on the proposed draft SLA letters noting that each is tailored to each SLA partner organisation. Some minor changes were suggested to the wording and inclusion of the Council's goals.

- The Council **agreed** that the draft letters be discussed and shown to the organisations.

Actions:

- The Secretariat will socialise the draft letters with the SLA partner organisations before sending the final letter.
- The Chair agreed to sign out the finalised letters.

11 Proposed NZSAR Risk Management

Duncan introduced the risk policy and register. NZSAR Secretariat engaged an expert risk assessor to provide a risk policy. The Council said it was a good strategic overview and the policy document was sound.

- The Council **Approved** the NZSAR Risk Policy document.

The Council reviewed the risk register on a line by line basis. Following lengthy discussion, the Council agreed that the draft register was a good start but it needed more consideration at later meetings. The Council also asked for the risk register to be reformatted and better aligned with the business plan to assist with future prioritisation discussions.

Actions:

- The draft NZSAR risk register is to be updated as per Council discussions.
- The NZSAR risk register is to be regularly reviewed at the Council meetings, approximately two times per year.

12 NZSAR Health and Safety

Duncan briefed the Council on the proposed NZSAR approach to health and safety management and noted that this has been prepared in conjunction with the agencies. The Health and Safety approach will be built into the future SLAs. The Council noted that the sector will use 2013 – 14 to fine tune health and safety regimes with full implementation occurring from July 2014.

- The Council **endorsed** the proposed NZSAR approach to health and safety.

13 Proposed Wander SAR Framework

Duncan briefed the Council on Wander SAR and the proposed safer walking partnership framework is being established.

The proposed actions to be taken include:

- Establish a national stakeholder reference group
- Establish local entities focussed on reduction and readiness
- Develop agreed common processes, procedure, interfaces, documentation etc

The plan is for LandSAR to project manage the implementation phase with the assistance of a contractor. This will include, establish regional entities and funding channels, providing guidance and support as well as assistance with workshops and standardised documentation.

- The Council **endorsed** the proposed NZSAR approach to health and safety.

14 Forecasting: Metservice and Avalanche

Mike spoke to this item on weather (Metservice) and avalanche forecasting tools. He noted:

- These are prevention rather than rescue tools, and can assist in individuals to take personal responsibility.
- Good quality and well targeted forecasting should reduce the need for SAR services.
- Potential risks to SAR people are mitigated through effective forecasting.
- Sustainable funding for needs to be established for avalanche forecasting.

The Council noted that stable and adequate funding is the core issue with providing adequate forecasting services. The existing MoT/Metservice contract for public good forecasting was described. It was noted that a temporary funding arrangement has been put in place for 2013/14 with an independent review of the broader issue about to commence. This may lead to consolidation and better targeting of public good weather forecasts.

The Council discussed land prevention messaging and noted DOC's temporary funding of the MSC avalanche forecasting services. The Council speculated if this was something that could be incorporated into Section 9(1) hypothecated funding.

Action:

- The Secretariat is to report back to the Council with options around land prevention messaging and avalanche forecasting.

15 General Business

The Council received short updates on SAR training, mass rescue developments and on Australian SAR matters.

Future Meetings

- The next meeting of the combined NZSAR Council and Consultative Committee is 22 August 2013.
- The next NZSAR Council meeting will be held Thursday 21 November 2013.

Meeting ended at 3:05pm.

Martin Matthews
Chair
NZSAR Council

Summary of Decisions and Actions

Item	Decisions / Action	Responsibility
10	<u>SLA Shaping and Leading</u> <ul style="list-style-type: none">• Secretariat will socialise the draft letters with the SLA partner organisations before sending the final letter.• Chair will sign off the finalised letters	Secretariat Chair
11	<u>NZSAR Risk Management</u> <ul style="list-style-type: none">• The draft NZSAR risk register is to be updated as per Council discussions.• The NZSAR risk register is to be regularly reviewed at the Council meetings, approximately two times per year.	Secretariat Council
14	<u>Forecasting</u> <ul style="list-style-type: none">• Secretariat is to report back to the Council with options around land prevention messaging and avalanche forecasting.	Secretariat