



New Zealand Search and Rescue Consultative Committee Meeting

**Minutes of Meeting
NZSAR Consultative Committee
Wednesday 22 February 2017
Miramar Golf Club
1 Stewart Duff Drive, Miramar, Wellington**

Attendees:

Carl van der Meulen – NZSAR (chair)	Jonty Mills – WSNZ
Duncan Ferner – NZSAR	Ben Smith – NZDF
Rhett Emery – NZSAR	Mike Daisley – MSC
Peter Baird – NZ Police	Allan Mundy – SLSNZ
Mike Hill – RCCNZ	Steve Caldwell – LandSAR
Kevin Banaghan – RCCNZ	Dave Comber – NZSAR Council
Rachel Roberts – NZSAR	Brendan Comerford – MOC
Nic Drew-Crawshaw – RCCNZ	Patrick Holmes – Coastguard NZ
Steve Kern – CAA	Simon Trotter – Antarctica NZ
Geoff Chapman - AREC	Paul Craven – RCCNZ
John Nicholson – Aviation NZ	

1. Welcome

Carl opened the meeting and welcomed the attendees; and noted the Secretariat is still being hosted at RCCNZ post-earthquake, and finding meeting venues is proving a challenge.

2. Apologies

Paul Turner – NZFS	David Waters – Ambulance NZ
Jeff Sayer – AREC	Morgan Stevenson – NASO

3. Minutes of previous meeting

The minutes of the 25 August 2016 meeting were accepted as a true and accurate record.

4. Matters Arising from Minutes

Item	Action	Responsibility	Update	
6	SAR Activity for 2015/16	A	The Secretariat will provide a summary of SAR activity for 2015/16 to the Lottery Grants Board.	Complete
9	Coronial Investigation – Fiona Wills	A	The Secretariat will collate the NZSAR Consultative Committee’s commentary and recommendations on the 11 issues and distribute this for review.	Complete
9	Coronial Investigation – Fiona Wills	A	All agencies are requested to provide feedback to allow the recommendations to be presented to the NZSAR Council for consideration at their meeting on 21 September 2016.	Complete

5. SLA Monitoring Report: 1 July – 31 December 2016

Reporting requirements for the SLA have been met by all partners. LandSAR volunteers provided 1,494 hours of support to CDEM Groups for the 14 November 2016 earthquake. Coastguard volunteers also provided significant support to the earthquake response, however the specific volunteer hours cannot be isolated in the current reporting.

Details are contained in the SLA monitoring report (attached).

6. Sector Update

The following oral updates were provided to the Sector Update paper (attached):

AREC

In addition to the existing analogue network a DMR network is being established throughout New Zealand which has the capability of communicating overseas. ALE links are being established which provide automated connectivity and frequency selection. The equipment has been obtained from Australia.

MSC

The avalanche advisory service has worked on ensuring consistent language is used across all avalanche forecasts which can be interpreted easily.

DOC

- The review of the Visitor Risk Management framework is now largely complete and is in implementation phase.
- A specific “High Use/High Risk” risk assessment and response programme is being developed to address risks to visitors at specific sites.

- A plan to ensure the DOC Aoraki SAR team remains sustainable over time has been developed. A number of short term and medium term actions are either in place or will commence soon.

Coastguard NZ

Recruitment is underway to replace the Communications Manager position, and a new position of Fleet Manager has been created. For the first time full consolidated accounts have been completed for the wider Coastguard Federation. Total income is about \$20m.

Antarctica NZ

Simon Trotter reported the summer season has been completed. The end of season activity is focusing upon transitioning from the active period of support to multiple field projects to a maintenance and winter works programme.

7. NZSAR Strategy 2017-20

Duncan briefed the Committee on the draft *NZSAR Strategic Plan 2017-2020* (copy attached). The Plan will be approved by the NZSAR Council, and provided to the Minister of Transport.

Updates to the Plan include:

- Reviewing the values and vision section, and re-aligning bullet points to the correct areas
- Producing a better quality image of the NZSRR
- Rewording the Strategic Risks section to align with the current Risk Matrix
- Adding a section on major initiatives

Feedback received from the Committee will be included in the Plan prior to it being submitted to the Council for approval.

Decision: The Consultative Committee **endorsed** the draft *NZSAR Strategic Plan 2017-2020*.

8. Terms of Reference

Duncan briefed the Committee on the revised Terms of Reference for the NZSAR Council, NZSAR Secretariat, and NZSAR Consultative Committee (draft copies attached). The Terms of Reference will be approved by the NZSAR Council, and provided to the Minister of Transport

Feedback was provided that the scope and purpose sections need to be aligned across all three terms of reference.

Decision: The Consultative Committee **endorsed** the revised terms of reference for the NZSAR Council, NZSAR Secretariat, and NZSAR Consultative Committee.

9. Operational Framework for NZSAR

Carl briefed the Committee on the revision of the *Operational Framework for the New Zealand Search and Rescue Region* (attached). This is a significant rewrite of the original document produced in 2011. Material has been sourced from the *NSS Handbook*, the *International Aeronautical and Maritime Search and Rescue Manual* (IAMSAR Manual), New Zealand's *Coordinated Incident Management System* (CIMS), *USA National SAR Plan*, and other relevant SAR operational documentation.

The Operational Framework is the peak operational document for New Zealand's SAR sector, with the purpose of establishing the national framework for overall development, coordination, and improvement of search and rescue services within the New Zealand Search and Rescue Region.

Decision: The Consultative Committee **endorsed** the revised *Operational Framework for the New Zealand Search and Rescue Region*.

10. Significant NZSAR Initiatives 2017-20

Joint Ministers (of Finance and Transport) have agreed to increased PLA funding for NZSAR for the three-year period commencing 1 July 2017. As part of the funding increase two new positions will be established within the NZSAR Secretariat.

Duncan briefed the Committee on the major initiatives the Secretariat will be conducting as part of the PLA funding increase. These include:

- Project SARdonyx – the establishment of a new system for SAR operational information (SAR incident reporting and analysis)
- Establishing SAR Sector Performance, Verification and Reporting
- Renewing the five Joint Service Level Agreements
- Developing and implementing a SAR IMTEX programme
- Redeveloping AdventureSmart & SAR Prevention Strategies
- Supporting the 2019 Major Transport Incident exercise, and conducting more MRO exercises
- Establishing an agreed, unified and documented, doctrinal basis for the conduct of Search and Rescue in New Zealand.
- Implementing the Land Communications Recommendations
- Implementing the Aviation Framework Recommendations
- Implementing the Recreational Safety Framework Recommendations

11. Coronial Investigation – Action items

Rhett reported that the Council had accepted the recommendations from the Consultative Committee. The major action item is the project plan to create and maintain an agreed, unified, and documented doctrinal base for the conduct and

operation of Search and Rescue in New Zealand. Planning is under way and someone will be contracted to work on this in the new financial year. The key to developing the document will be sector engagement at a governance level and the SME level. The Secretariat will be requesting nominations of people to be involved. They will be looking at what is already out there by way of documentation, identifying the gaps, compiling and filling in the gaps.

12. Maritime VHF Project Review

Patrick Holmes reported the PLA supported (over \$500k) project to implement the required changes to Coastguard's VHF radio, repeater, and NowCasting service has come in under budget and is 99.9% complete. The project included centralising licenses with Coastguard New Zealand. Recreational boaters have responded to the localised changes.

A review of the project identified two key lessons:

- Consider appointing an overall project manager for large projects
- Raise issues early, and do not assume that NZSAR has awareness of projects by other government agencies that may impact on the SAR sector.

Surf Life Saving raised a concern that one of their channels has been impacted by this project.

Action: Surf Life Saving to provide details of the problem to one of their VHF channels to NZSAR and Radio Spectrum Management.

13. SAR Telecommunications Working Group (Land)

The working group has been established with a core membership from the Secretariat, LandSAR, AREC, and NZ Police plus non-core membership from 10 agencies. One of the recommendations from the working group is that NZ Police retain and maintain the VHF digital and analogue radio network.

14. National SAR Support Programme 2016/17

Rhett gave a verbal update on the NSSP 2016/17.

a. AdventureSmart: A significant increase in use of the web site has been noted and it is important to ensure that it all sits cogently. There are still issues in providing information to inbound tourists.

b. IMT IT Project: To explore an IT approach that supports SAR IMTs. An evaluation has been completed of the capability of four IMT support systems across a broad range of criteria including cost, support, operating system and maintenance.

c. SAR Co-ordinators Workshop 3-4 April 2017: Agencies are invited to submit nominations of attendees. There will be various sessions focussing on SAR Coordinators, training, and a case study seminar.

d. Rauora II MRO Exercises: Rauora Mass rescue exercises have been held in Northland, Bay of Plenty and Southern Police Districts. People from many of the agencies attended including RCCNZ, ambulance, CDEM, harbourmaster, LandSAR, Coastguard etc., to put districts through their paces. The dynamic simulation does work well but is still being fine-tuned. There are time constraints and typically an exercise has lasted about four hours. The series has identified the requirement for a single, common mass rescue plan. The various IT systems used by agencies inhibit the provision of a common operating picture and good situational awareness. There is no common system for reconciliation of passengers and crew.

15. Training – SAR(ACE)

Rhett provided an update on SAR(ACE) training uptake for the year to date. If any agency has a demand for further training, please let Rhett know as there is potential to factor it into the training programme this year.

Evaluation training. The aim is to establish a pool of trained evaluators who have a common understanding and report in a common format. The proposal will go through to the TG meeting with the aim of offering this to the sector this year. Training will be split between online and face to face for around two days.

16. General Business

16a. Bar crossings

Mike Hill referred to the volume of calls being received by Maritime Operations Centre for bar crossings. There is no national system and reporting is not compulsory. Coastguard had carried out a review on the time taken for handling these reports and suggested a small working group be established to address the problem. Mike Hill and Brendan Comerford supported the suggestion.

Action: RCCNZ, MOC, Coastguard, Police to form a working group to discuss the issue of bar crossing reports.

16b. PacSAR Workshop

RCCNZ is currently organising the 7th PacSAR Workshop in Auckland 22-26 May 2017. There will be topic focussed sessions on four pillars of effective SAR. On Wednesday 24 May there will be a demonstration involving RCCNZ, Coastguard, NZ Police, Westpac Rescue Helicopter, and the US Coastguard.

16c. Ambulance/SAR Letter of Agreement

The Relationship Agreement between Ambulance NZ, St John, Wellington Free Ambulance, NZ Police, RCCNZ, and NZSAR has been signed. This confirms the relationship between the SAR sector and Emergency Ambulance Services for

managing patient recovery with respect to SAR operations. A flow chart helps clarify the co-ordinating responsibility.

16d. FENZ Transition Project

FENZ comes into effect on 1 July 2017. There is an opportunity to review the relationship between the SAR sector and FENZ. FENZ have indicated they are open to early engagement.

16e. NZSAR Awards

The Secretariat has received 39 nominations for NZSAR Awards. A subcommittee has been formed to consider these nominations and their recommendations will be made to Council for the 8 March meeting. The Awards date is yet to be confirmed but a request has been made for the Minister of Transport to host the event at Parliament on 10 May 2017.

Action: Secretariat to advise Committee members of date for Awards.

16f. NZUAV Conference

Carl attended the NZUAV Conference held in Auckland. It is clear that UAVs will be used more often in SAR operations.

Action: Include use of UAVs as a topic at the SAR Coordinators workshop in April.

16g. Next Meetings

10 May 2017 and NZSAR Awards (TBC)
23 August 2017
27 November 2017 combined workshop.

ANZSAR Gold Coast 24 May 2017. Some agencies are presenting at that conference.

Carl van der Meulen
Chair
NZSAR Consultative Committee

Actions and Decisions

Item	Action (A) / Decision (D)	Responsibility
7 Strategic Plan	D The Consultative Committee endorsed the draft <i>NZSAR Strategic Plan 2017-2020</i> .	
8 Terms of Reference	D The Consultative Committee endorsed the revised terms of reference for the NZSAR Council, NZSAR Secretariat, and NZSAR Consultative Committee	
9 Operational Framework	D The Consultative Committee endorsed the revised <i>Operational Framework for the New Zealand Search and Rescue Region</i> .	
12 Maritime VHF Project Review	A Surf Life Saving to provide details of the problem to one of their VHF channels to NZSAR and Radio Spectrum Management.	SLSNZ
16a Bar Crossings	A RCCNZ, MOC, Coastguard, Police to form a working group to discuss the issue of bar crossing reports.	RCCNZ, MOC, Coastguard
16e Awards	A Secretariat to advise Committee members of date for Awards.	Secretariat
16F UAVs	A Include use of UAVs as a topic at the SAR Coordinators workshop in April.	Secretariat

New Zealand Search and Rescue Consultative Committee

Wednesday 22 February 2017, 1-4 pm
Miramar Golf Club
1 Stewart Duff Drive, Miramar, Wellington

AGENDA

1.	Welcome (Coffee & Tea available)		
2.	Apologies		
3.	Minutes of meeting 25 August 2016	<i>for approval</i>	
4.	Matters arising from the minutes		
5.	SLA Monitoring Report	<i>paper</i>	Snr Adv
6.	Sector update	<i>paper</i>	All
7.	NZSAR Strategy 2017-20	<i>for endorsement</i>	Sec Mgr
8.	Terms of Reference		
	a. NZSAR Council	<i>for endorsement</i>	Sec Mgr
	b. NZSAR Secretariat	<i>for endorsement</i>	Sec Mgr
	c. NZSAR Consultative Committee	<i>for endorsement</i>	Sec Mgr
9.	Operational Framework for NZSRR	<i>for endorsement</i>	Snr Adv
10.	Significant NZSAR Initiatives 2017-20	<i>update</i>	Sec Mgr
11.	Coronial Investigation – Action Items	<i>update</i>	NSSP Co-ord
12.	Maritime VHF Project Review	<i>update</i>	Sec Mgr
13.	SAR Telecommunications Working Group (Land)	<i>update</i>	Sec Mgr
14.	National SAR Support Programme 2016/17	<i>update</i>	NSSP Co-ord
	a. AdventureSmart	<i>update</i>	Sec Mgr
	b. IMT IT Project	<i>update</i>	NSSP Co-ord
15.	Training – SAR(ACE)	<i>update</i>	NSSP Co-ord
	a. Evaluation Training Development	<i>update</i>	NSSP Co-ord
16.	General Business		
	a. Bar crossings		RCCNZ
	b. Pacific SAR Workshop		RCCNZ
	c. Ambulance/SAR Letter of Agreement	<i>update</i>	NSSP Co-ord
	d. FENZ Transistion Project	<i>update</i>	Sec Mgr
	e. NZSAR Awards	<i>update</i>	NSSP Co-ord
	f. NZUAV Conference	<i>update</i>	Snr Adv
	g. Next Meetings	<i>update</i>	Snr Adv



New Zealand Search and Rescue Consultative Committee Meeting

DRAFT -- Minutes of Meeting – DRAFT
NZSAR Consultative Committee
Thursday 25 August 2016
Meetings on the Terrace
152 The Terrace, Wellington

Attendees:

Carl van der Meulen – NZSAR (chair)	Brian Ruiterman - NZDF
Duncan Ferner – NZSAR	Jonty Mills – WSNZ
Rhett Emery – NZSAR	Mark Lindsay – WSNZ
Jo Holden – NZ Police	Mike Daisley – MSC
Mike Hill – RCCNZ	Allan Mundy – SLSNZ
Rachel Burns – RCCNZ	Steve Caldwell – LandSAR
Kevin Banaghan – RCCNZ	Dave Comber – NZSAR Council
Rachel Roberts – NZSAR	Brendan Comferford - MOC
Nic Drew-Crawshaw – RCCNZ	Patrick Holmes – Coastguard NZ
Steve Kern – CAA	Simon Trotter – Antarctica NZ
Morgan Stevenson - NASO	

1. Welcome

Carl opened the meeting and welcomed the attendees, noting this is the first meeting for Jonty Mills as the new CE of WSNZ.

NZSAR had moved to new premises at Harbour Quays. NZSAR Secretariat staff have new email addresses ending with @nzsar.govt.nz

2. Apologies

Paul Turner – NZFS	David Waters – Ambulance NZ
Jeff Sayer – AREC	
James Lamb – MOC	

3. Minutes of previous meeting

The minutes of the 24 May 2016 meeting were accepted as a true and accurate record.

4. Matters Arising from Minutes

Item	Action	Responsibility	Update
Risk Matrix	A	The Consultative Committee referred the paper to the NZSAR Council for consideration, and asked the Council to note the Consultative Committee's comments on the paper.	Complete
Coronial Investigation – Fiona Wills	D	The Consultative Committee endorsed the proposed method to review the issues of concern identified by Mr Gordon, and referred this to the NZSAR Council for approval. The Secretariat will keep the Wills family apprised of the review.	Agenda item 9
Arrangements for the 2017-2020 cycle	D	The Committee supported the proposed funding bids, with caveats about the establishment of a contestable fund.	Agenda item 8

5. SLA Monitoring Report: 1 January – 31 March 2016 Quarter

Reporting requirements for the SLA have been met by all partners, with 1,363 volunteers providing 8,050 volunteer hours in SAROPS during the quarter.

This is the first time that the report has been provided extracting data from the SAR Data Store.

6. SAR activity 2015/16

Information extracted from SAR Data Store shows little change over the preceding years. The number of lives saved included 36 lives saved in the rescue of the crew from the F/V Pacific Glory. Those receiving assistance included 125 people after the Waimarie got into difficulty on the Whanganui River on 26 November 2015.

Lives saved	195
People rescued	730
People assisted	1,014

A series of slides was shown to illustrate SAR incidents by category, by environment, trends in land and marine incidents, land incidents (by category), beacon types, and Cat 1 land incidents (by subject behaviour). There is a steady increase in Cat 1 land incidents involving wanderers (dementia, intellectually impaired, missing child). An aging population

There have been some very difficult searches in recent years in part because of an ageing population. The data available was not of a sufficient quality to allow a breakdown in terms of residents and tourists.

Duncan reported that the Lottery Grants Board and Community Trust were interested in receiving some background information to aid their funding decisions.

Action: The Secretariat will provide a summary of SAR activity for 2015/16 to the Lottery Grants Board.

7. Sector Update

The sector update paper was distributed prior to the meeting. The following oral updates were provided.

MSC

Mike spoke of the difficulty of getting consistency of forecasts where the language is sometimes misunderstood or greater emphasis is made. MSC is working on engagement with those who use the advisory service. There have been a few technical difficulties with the system embedded in the DOC web site.

A state of the nation report has recently been produced which outlines what is going on. Noted that 79% of incidents involved actual New Zealanders, it is not always the tourist at fault.

SLSNZ

Three high profile searches in recent years have heightened the need to gain a better understanding of the rip currents particularly around the headlands. SLSNZ has started to map in-shore currents but most of the methods have been based off shore. There are two types of rips - fixed rips (headland) or moving (sandy beaches) which can move up to 500m per day. Little research has been carried out on rip currents worldwide. SLSNZ has employed a post graduate student from Plymouth University in the UK to carry out research during 2016-17 using his peer reviewed internationally recognised methodology. The research will be conducted at five selected beaches. These are Piha, Mt Maunganui, Whaungamata, Lyall Bay, and Muriwai.

SLSNZ has entered into a partnership with Emphasoft, an IT company, to undertake quantitative research on prominent rip currents around the country. The

company is funding the cost of the digital camera attached to each drifter. The camera, which takes a digital image every 10 seconds, is already providing information. Slides were shown illustrating the drifters to be used. This is a collaboration between SLSNZ and CGNZ personnel. Collation will be carried out by the post graduate student assisted by Waikato University. The method will be developed to set a data standard for future research on flow sites around the country. The data will also be compared with the UK and Australian data though the UK research only involved one beach whilst Australian research was on two beaches.

8. Arrangements for 2017-2020 cycle

Duncan briefed the committee on the process for reviewing the PLA (Permanent Legislative Authority) funding for SAR for 2017-20. The process is managed by the Ministry of Transport, and the Secretariat has been working closely with them. PLA funding is sourced from the hypothecated fuel excise duty paid by recreational boaters.

A new/revised NZSAR strategic plan is required for the next three-year cycle. This provides an ideal opportunity to update the goals and risks and include a 'road map'. The plan does not suggest how to achieve these goals. This will be workshopped at the combined meeting with the NZSAR Council at the end of the year.

Duncan gave a quick update on some of the more significant items being considered in the PLA funding bid.

Service Level Agreement updates. The SLA partners have provided business cases for increases or adjustments to the existing agreements. There are five joint service level agreements so quite a lot of effort will be needed on this in the first quarter of next year. New funding will likely require new measures/reports. This is an opportunity to blend in bilateral MOUs to the joint SLAs to produce a significant document.

SAR Doctrine or Manuals. Funding has been requested to establish an agreed New Zealand SAR doctrine / manual. The two year project will require significant engagement. It is a great opportunity but there is a need to get it right so processes will be needed to allow for updating/changing etc. The document will be set at a high level and refer to other documents providing further detail from the different organisations.

SAR System Assessment. Areas of risk and concern are not well defined. There is a need to establish the capacity of the various organisations. Funding has been requested for this. Funding has also been requested for extra Mass Rescue Exercises.

SAR Data Store. A major project (should funding be approved) will be the creation of a unified SAR Data Store, including the capture, analysis, and sharing of SAR data across the SAR sector.

9. Coronial Investigation – Fiona Wills

The NZSAR Council approved the proposed method to review the issues of concern identified by SARINZ. The committee engaged in a discussion to consider whether changes to policies and procedures were necessary. Following the coronial enquiry, a separate document had been received from SARINZ which included similar material and a number of additional recommendations. A member of the family had been approached for a family view. Rather than a family opinion they came back with a third party opinion provided by SARINZ. No other person who presented at the enquiry has had an opportunity to provide any information. This posed the question of whether the committee should consider any material received outside the coronial process.

The general view was that the Coroner had heard the information and had determined the findings. We should be keeping to the spirit and intent of the judicial finding which is more robust. The Committee noted that the new document raised no new issues. Consideration of the existing systems and processes has been carried out by an experienced and expert SAR Coordinator who had no involvement with the coronial process.

The committee discussed the nine issues raised from a systems improvement perspective. The conduct of the individuals or teams who participated in the Wills search is outside the scope of this work.

1. Initial field search abandoned too early

1.1 International best practice search methodologies and training not used.

The Committee noted that a unified or collective view to what constitutes international best practice for SAR does not exist. A variety of SAR practices exist in different jurisdictions around the world.

New Zealand's SAR training content is able to provide satisfactory training and guidance suitable to the New Zealand environment. This includes foundation training, refresher training and SAR exercises. This training is readily available to New Zealand SAR practitioners.

1.2 The search for Fiona didn't happen according to best practice.

The Committee noted that SAR training in New Zealand has been extensively developed over the last decade, with a training regime where skills and development are taught to a level appropriate to that person's current ability and role within the SAR organisation. There are a number of SAR courses available which provide satisfactory training and guidance for NZSAR practitioners. Some procedural / process / practice variations exist between SAR organisations in NZ.

1.3 Initial search phase abandoned too early.

The Committee noted that existing SAR terminology relating to search does not include the term '*abandoned*'. It does include the term '*suspended*'. Neither term applies to this issue.

The Consultative Committee observed that it is difficult to apply a specific time span to an initial search phase due to a number of factors including mobility of the missing person, weather, size of the search area and time of day. The availability of resources available at the time will also impact on the decisions made. The Committee agreed more direction could be given regarding SAR resource prioritisation and allocation.

1.4 Based on Lost Person Behaviour Survivability Tables for people with Alzheimer's Fiona Wills good physical health, the night temperature, lost in home environment – the search was abandoned too early.

Lost Person Behaviour and Survivability are extensively covered in current training courses. Survivability should be determined by a suitably qualified medical practitioner, and is dependent on many contributing factors.

The Committee agreed more direction could be given regarding survivability and search suspension.

1.5 Many of the points raised in the SARINZ reports are the result of poor policy decisions and the frontline response personnel being let down through poor support and a lack of current best practice training.

The Consultative Committee is satisfied that the current SAR training programme provides adequate training and guidance suitable to the New Zealand environment and is available to NZSAR practitioners. Individuals have the opportunity to maintain currency of their training through exercises although more could be done to further enhance IMT preparedness. The implementation of the LandSAR competency programme is designed to ensure that individuals maintain their level of operational capability.

1. *Fatigue poorly managed*

The Consultative Committee is satisfied that there are existing guidelines regarding the management of fatigue and for Health and Safety but that more guidance may be appropriate. Operations that start at the end of a day will typically have personnel coming on scene at the end of a normal working day. This should be taken into consideration when determining when changeover should occur.

The Consultative Committee is satisfied with the existing guidelines which describe procedures for operational changeover, including the timing when this should occur.

2. *Limited CIMS structure implemented*

The Consultative Committee is satisfied with the existing guidelines for the planning and management of SAR operations. SAR planning is based on the CIMS incident management process and the sector has a suite of up to date operational forms and guidelines and IMT operations.

3. Incident Controller function

4.1 There appears to be limited search planning documentation beyond the early first operational period

Police personnel responsible for the role of Incident Controller are qualified through a combination of training courses and operational experience. The Consultative Committee is satisfied with the existing documents and practice which are based on the use of CIMS for managing operations.

The Committee noted deficiencies with current SAR IMT Management information technology.

4. Lack of formal planning

5.1 Lack of written action plan

The Consultative Committee is satisfied that specific training in formal search planning addresses extended search operations. The *Extended Search Planning* course, introduced in 2015, specifically covers this issue.

5. Limited replacement of personnel

6.1 It is difficult to identify what personnel worked Tuesday night only and or Wednesday. During the review process a number of people who were directly involved in, or observed the official response, identified the issue of fatigue... It is not apparent from the documentation when the decisions were made to source, or not source, replacement personnel.

The Consultative Committee is satisfied that the current LandSAR Response Guidelines describe procedures for an operational changeover. This is also addressed within guidelines for health and safety.

7. Lack of appropriate equipment

7.1 There was a general lack of handheld GPS's which meant that electronic tracks, trails could not be recorded for subsequent analysis nor assist in determining how well areas or segments were searched. The Wills family have been generous in donating GPS units to the Hawkes Bay LandSAR unit to assist future SAR performance and this has been openly acknowledged by all parties.

The Committee is satisfied that the current LandSAR Response Guidelines describe procedures for evaluating Search Effort. The Committee agreed that downloaded GPS tracks, along with other team tracking information, can be used in identifying areas not searched. The Committee also agrees that access to team tracking information is useful for Health and Safety purposes.

8. General duties Police used as searchers

The Committee observed most Districts maintain an adequate membership of LandSAR volunteers and Police SAR squad members. However, an operation is reliant on the resources available at the time. Generally, most SAR operational requirements can be met without the need for out of District personnel to attend within the first days of an operation. Out of District support can be requested and is generally available as required.

9. Improved utilisation by search dogs

The Committee noted that the existing NZSAR Resources database provides detailed information regarding the existence, location, capabilities and callout process for SAR resources and assets throughout NZ. This includes search dogs.

The Committee also discussed two issues identified by the independent reviewer, and one issue identified by the NZSAR Secretariat.

10. File Management

Management and compilation of the forms and documents from a search operation should be covered within SAR Exercises, SAR courses including MTIR, ESP and SAR Managers. Consideration should be given to file management templates, also the electronic backing up of documentation.

Following the demobilisation or suspension of a search operation there should be a file that is compiled in chronological order and separated into the various components of the search.

The Committee agreed IMT file management, teaching, process and technology were deficient.

11. Family Liaison Role

MTIR and ESP have very little focus on the Family Liaison Role. While family liaison is covered with a 45 minute session during the SAR Managers, it should also be included in the MTIR and ESP courses to a higher degree, with considerations that should be part of the Initial Action process.

The Committee noted that very good family liaison teaching and process exist with the NZ Police but agreed more effort was needed to teach SAR personnel on family liaison requirements and Police capability in this area.

12. Search Suspension

The two coordinating authorities have different criteria for search suspension. The Committee is concerned by this variance and would prefer similar or the same criteria and processes for search suspension.

Action: The Secretariat will collate the NZSAR Consultative Committee's commentary and recommendations on the 11 issues and distribute this for review. All agencies are requested to provide feedback to allow the recommendations to

be presented to the NZSAR Council for consideration at their meeting on 21 September 2016.

10. NZ Inc Recreation Framework

Duncan briefed the Committee on the NZ Inc Recreation Framework. As the attached slide shows, there has been an upward trend in SAR incidents over the last 11 years.

The Recreation Framework intends to play a role with SAR prevention support by:

- Supporting inter-agency collaboration
- Providing SAR information/intelligence to create better prevention programmes
- Measurement of prevention effect
- Fill gaps in current prevention initiatives

11. Aviation Engagement Framework

Duncan briefed the Committee on the draft aviation engagement framework. Initial findings of the review has identified three core issues:

- Inconsistent approaches to SAROPS
- Gaps in Assurance
- Areas where relationships are ineffective

12. Land Communications Framework

The draft recommendations of the Land Communications Framework project were received for consideration by the committee.

13. National SAR Support Programme 2016/17

Rhett briefed the committee on the status of the NSSP 2016/17 as described in the table below.

Workshops & Seminars	SAR Training
Health & Safety Seminar	Training Support and Advice
SAR Case Study Seminar / Police Planning mtg	Air Observer training & Training material
SPC SAR Meeting support	SAR (ACE) Training Survey
SAR Information and IT	Evaluation Training
Maintain SARNET, Website, START, RDB etc	Prevention
Update existing SAR Date Store	AdventureSmart Communications
Data Store maintenance and operation	Recreational Safety Partnership
SAR Data Standard (Continues)	Visitor Intentions
SAR Documentation	Safety Codes, printing and advertising
SAR Forms and Guidelines	SAR Research
Operational Framework	Fatality Analysis
NZSAR Strategy	Wills request

Exercises	SAR Demand and Supply Study – Marine
Support Police SAREXs	SAR Demand and Supply study – Land
MRO SAREXs	Mass Rescue Study
Secretariat	SAR Communication - Land
Communications and publications	SAR Performance Measurement
NZSAR Awards	SAR Aviation Engagement Framework
Travel, meetings, advice, administration etc	
Advice	

Key:

Dark Green – Completed

Light Green - Underway

White – Yet to be started

Yellow – Still to be completed

13a. Case Study Workshop

The workshop will be run in New Plymouth following the LandSAR Conference.

13b. Health & Safety Seminar

Accommodation for the seminar is full. There is capacity for other agencies who wish to send attendees. Those interested should contact Rhett Emery.

13c. Rauora II MRO exercises

Exercises were scheduled for the following:

5 October - Northland

28 October - Bay of Plenty

14-15 February – Tasman

15/22 March – Southern

Carl advised that help was needed to run these exercises at a local level. It is an opportunity for organisations to be involved.

14. Technology in SAR

14a. IMT IT Project

Rhett briefed the Committee on the progress of this project.

14b. Mobile phone locating

Duncan briefed the Committee on this project, which is quite complex. A detailed study will be needed.

15. Training – SAR(ACE)

Rhett gave the Committee an update on the SAR (ACE) training to date, as shown in the table below. He asked to be advised if there is any demand for other courses.

As at 30 July	2015	2016
Number of courses planned for year	99	101
Number of courses to date	64	53
Number of courses cancelled (YTD)	19	16
Total number participants attending	881	709
Average number attending per course	13.7	13.4
Total EFTs used to date (max 155)	107.3	80.22

15a. Student Survey

The Search and Rescue Training Student Feedback Survey was received. Further feedback is available from Rhett Emery.

Results:

43% response rate overall (n=203)

97% rated subject knowledge of tutors as Excellent or Good

95% agreed that the course taught skills relevant to SAR tasks

Very strong score to recommend the course (NPS score 64)

Learning materials provided and rated Excellent or Good:

- Before the course 70%

- during the course 83%

- to support Post-course 46%

65% rated the suitability of the venue as Excellent

97% considered that Teamwork was encouraged.

16. General Business

16a. Next meeting – combined workshop – 22 November

Aim to workshop the SAR Sector Strategy, Values, and Roadmap for 2017-2020.

Carl van der Meulen
Chair
NZSAR Consultative Committee

Actions and Decisions

Item	Action (A) / Decision (D)	Responsibility
6 SAR Activity for 2015/16	A The Secretariat will provide a summary of SAR activity for 2015/16 to the Lottery Grants Board.	Secretariat
9 Coronial Investigation – Fiona Wills	A The Secretariat will collate the NZSAR Consultative Committee’s commentary and recommendations on the 11 issues and distribute this for review.	Secretariat
9 Coronial Investigation – Fiona Wills	A All agencies are requested to provide feedback to allow the recommendations to be presented to the NZSAR Council for consideration at their meeting on 21 September 2016.	All

NZSAR 2-1

20 February 2017

NZSAR Council
NZSAR Consultative Committee

**Joint Service Level Agreement monitoring report:
1 July - 30 September 2016 Quarter
1 October - 31 December 2016 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. **Activity for the Quarter.** A summary of activity as reported by the SLA partners for the July-September 2016 quarter.

Outputs	Coastguard	LandSAR	AREC	SLSNZ	Totals
SAROPs Attended	43	109	16	5	--
Volunteers Involved	246	1,342	36	21	1,645
Volunteer Hours	618	12,217	333	58	13,226

3. A summary of activity as reported by the SLA partners for the October-December 2016 quarter.

Outputs	Coastguard	LandSAR	AREC	SLSNZ	Totals
SAROPs Attended	110	115	15	17	--
Volunteers Involved	710	1,108*	47	77	1,942
Volunteer Hours	4,098	7,409*	257	162	11,926

* LandSAR volunteers provided 1,494 hours of support to CDEM Groups for the 14 November 2016 earthquake event.

4. A summary of overall activity for the July-September 2016 quarter.

Measures	Police	RCCNZ	Totals
SAROPs	343	206	549
Lives Saved	18	3	21
People Rescued	98	45	143
People Assisted	158	35	193
LandSAR Taskings	92	3	95
Coastguard Taskings	43	1	44
SLSNZ Taskings	18	0	18
AREC Taskings	9	1	8
Performance of SLA Partners	Satisfactory	Satisfactory	Satisfactory

5. A summary of overall activity for the October-December 2016 quarter.

Measures	Police	RCCNZ	Totals
SAROPs	332	225	557
Lives Saved	29	14	43
People Rescued	99	41	140
People Assisted	143	51	194
LandSAR Taskings	69	2	71
Coastguard Taskings	58	0	58
SLSNZ Taskings	17	0	17
AREC Taskings	10	0	10
Performance of SLA Partners	Satisfactory	Satisfactory	Satisfactory

Summary of Issues and Updates

6. Coastguard

(Jul-Sep update)

- The Coastguard Conference was successfully held at Wairakei Resort, Taupo over the weekend of 15/16 October. Rob Hamill was the keynote speaker, and Coastguard Ambassador Sir Graham Henry was the Guest of Honour.
- Coastguard launched the Old4New lifejacket campaign across the whole of the North Island (and the top of the South Island). Coastguard is grateful for the financial support of MNZ to this campaign.
- The Coastguard Rescue Vessel Kahurangi (*treasured possession*) was launched, which will be based at Whangaroa harbour.

(Oct-Dec update)

- Coastguard North Shore will shortly launch their replacement Rescue Vessel, which will be a direct replacement for their old 9.5m vessel.

7. LandSAR NZ

(Jul-Sep update)

- During the Jul-Sep quarter LandSAR has focussed on:
 - The review and update of the LandSAR strategic plan for 2016 through to 2019.
 - Lodgement of LandSAR NZ's application for NZSAR funding 2017/18 – 2019/20.
 - The LandSAR NZ Conference on 28-30 July 2016 and AGM on 31 July.

(Oct-Dec update)

- The main areas of focus in the second quarter of 2016/17 were the implementation of the LandSAR strategic plan for 2016 through to 2019 and the confirmation of LandSAR NZ's NZSAR funding 2017/18 – 2019/20.
- Progress continues with the Competency Framework. To date 95 assessors have been accredited, and 536 competencies have been awarded:
 - 231 Probationary Field Team Members
 - 159 Field Team Members
 - 109 Team Leaders
 - 17 Safety Advisors
 - 20 Ops Managers
- Ongoing improvements to the LandSAR Safety Management System (SMS) have included the provision of one page SMS guide for Field Team Members and Team Leaders. Accident/incident reporting requirements were also clarified with NZ Police.

8. Surf Life Saving New Zealand

(Jul-Sep update)

- The call out coordinators from the twelve Surf Life Saving operational areas attended a workshop in Wellington focusing on Health and Safety in the Search and Rescue fields and during deployment.
- Joint Marine Search and Rescue exercises attended by Surf lifesaving squads occurred in Wellington, Hawkes Bay, Coromandel, and the Bay of Plenty.
- 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.

(Oct-Dec update)

- The Bay of Plenty/Coromandel Communications Network continued its development out into its more remote areas with the northern tip of the Coromandel getting lit up, this included Hahei Beach and the Cathedral Cove. This expansion enabled us to increase our life guard cover to two new hot spots which were previously not patrolled.
- The Capital Coast Communications Network is underway, and will be completed in time for the 2016/17 season. This roll out has provided a considerable challenge mainly due to the topography of the area, despite this we are commissioning the Kapiti Coast line from Paekakariki to Palmerston North along with the South Coast of Wellington City into Lyall Bay in late February this year.
- Southern Region Network has been developed to its first stage with the Christchurch and Otago network becoming operational at the start of this season. Investigations are currently underway to allow for the Southern Region and the Northern Region to "Patch into" the National Network; this is essentially a soft ware issue we are working to overcome. Although the final solution is funding dependent.
- The roll-out of the New RWC rescue Water Craft (Jet Skis) is well underway with three units being distributed (one each in the regions Eastern , Central and Southern). These will be used for training purposes during the off season of 2017. They will become fully operational in the 2017-18 summer season. The craft will have primarily two roles. With their obvious speed the craft allow patrols to extend their reach further than that of the IRB's, thus enabling responding guards to cover far more ground than before and reaching beyond the critical incident cloak we currently operate within. They are also easily single crewed, allowing for more roaming patrol options for the Patrol Captain on busy days.
- The Current IRB Crew training requirements have been reviewed over the last eighteen months. A key result of this has been the development of a new more accessible Crew Persons Module for all the Patrolling Membership. The Module is in its final trial phase and will be fully implemented by July 2017.

9. AREC

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

Avalanche Advisory Service SLA (August-October 2016)

10. Mountain Safety Council has supplied the monthly reports for August, September, and October 2016.

- 297 avalanche advisories posted in August
- 279 avalanche advisories posted in September
- 208 avalanche advisories posted in October
- There was one reported avalanche incident in September, at Spence Glacier, Mt Montgomerie, at the head of the Landsborough Valley.
- There was one reported avalanche incident in November, at Thurneysen Glacier, Huxley Range, Ahuiri River, Canterbury.

11. Mountain Safety Council has provided a comprehensive end of season report for the avalanche advisory service.

- A total of 1,268 avalanche advisories were provided across the 12 forecast regions.
- There were 5 reported avalanche incidents, with no fatalities.

12. Mountain Safety Council has not yet provided details for the public information signage that the avalanche advisory is supported by NZSAR and DOC.



New Zealand Search and Rescue Secretariat

NZSAR 2-2

21 February 2017

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 February and March 2017 is contained below.

Ambulance NZ

General:

Changes within Ambulance Communication centers – St John has introduced a dedicated air-desk and moving towards specialist air dispatchers.

Air sector dispatching continues to increase – both in the emergency (primary) and secondary (hospital transfers) missions. This is having an impact on airframe utilization, availability and maintenance frequency.

Ambulance NZ Air Sector Committee – Current projects include a full review of the Air Ambulance Standard which is progressing well. We are planning on publishing version 3 when the outcome of the review of air ambulance provision is completed by the MoH and ACC.

The MoH and ACC Co-design project for air ambulance provision:

The current contractual arrangements for emergency air ambulance services come to an end in 2018. The MoH and ACC see this an ideal opportunity to review and determine new ways to deliver aeromedical services to patients. They are using an Investment Logic Mapping approach and co-design process.

As a way to consolidate their thinking, they held a Problem Definition workshop on the 14th October 2016, with the aim of properly understanding and articulating the issues. The initial outcome was a first cut at the problem definitions. The next Investment Logic Map (ILM) session will be a Benefits workshop to understand how we might realise the benefits.

Progress to date – The project team is developing the Investment Logic Map for Aeromedical Services focusing on patient outcomes. This will identify the problem and benefit statements for the narrative of the business case.

New Zealand Search and Rescue and Emergency Ambulance Services Relationship Agreement:

Parties: New Zealand Police, Rescue Coordination Centre of New Zealand, Ambulance New Zealand, St John, Wellington Free Ambulance

This letter of agreement (LOA) confirms the relationship between the Search and Rescue sector and Emergency Ambulance Services for managing patient recovery

with respect to search and rescue operations. This document has been successfully updated and signed by all the parties.

Standards and Accreditation:

All Ambulance New Zealand member services remain certified against: Air Ambulance / Air Search and Rescue Standard version 2; NZS 8156: 2008; and AS/NZS ISO 9001: 2008. The current review has minor changes to date except for recognising differently the experience of fixed wing pilots and accommodating the role of co-pilot experience better.

Conferences:

The annual Aeromedical Society of Australasia conference will be held in Sydney in August. An aeromedical Safety Forum is planned prior to the conference on the 8th August.

Antarctica NZ

Nil report

AREC

Nil report

Coastguard NZ

Coastguard Conference was held at Wairakei Resort, Taupo over the weekend of 15/16 October. The event was a great success, with keynote speaker Rob Hamill delivering a moving and inspiring speech. Guest of Honour was Sir Graham Henry, Coastguard Ambassador and good bloke.

We are about to launch our Old4New lifejacket campaign across the whole of the North Island (and the top of the South Island). We are grateful for the financial support of MNZ.

We recently launched Coastguard Rescue Vessel Kahurangi (treasured possession) which will be based at Whangaroa harbour. The new vessel, built by Smuggler Marine, features an 11.2m GRP hull and is powered by twin Volvo Penta engines, each delivering 260hp. Optimal cruise speed is 21-27 knots with a range of 350-380 nautical miles. The new vessel replaces an old 8.5m ex-Team NZ Rayglass Protector, which has now been retired from the fleet.



Coastguard North Shore will shortly launch their replacement Rescue Vessel. Manufactured by AMF in Whanganui, she will be a direct replacement for their old 9.5m vessel.



Department of Conservation

Report being finalised

LandSAR NZ

PERIOD: 1 JULY 2016 TO 30 SEPTEMBER 2016 - QUARTER 1

Operations:

During the period 1 July to 30 September 2016 (Q1) the number of SAROPS reported to LandSAR was 109. This varies somewhat with SAROP data from previous years. The number of people reported by LandSAR groups as being 'at risk' for Q1 was 147. This is almost 1½ times that of the same quarter in 2015/16.

LandSAR NZ is taking preliminary steps to better train those who enter operational and non-operational data on the LandSAR website. The website has also been updated to ensure that the number 'at risk' totals correctly those saved, rescued, assisted, perished and not located. This should lead to an increase in accuracy and credibility, as well as closer alignment with the POL130 data.

Quarter 1	2016/17	2015/16	2014/15	2013/14	2012/13
Number of SAROPS	109	75	60	64	54
Category 1	107	73	60	63	54
Category 2	2	2	0	1	0
SAROP - volunteer hours	12,217	8870	2158	5061	4858
SAROP - volunteers	1,342	847	371	703	734

Number at risk:	147	96	101	90	93
Saved	24	20	1	15	15
Rescued	48	30	69	42	51
Assisted	67	24	30	34	34
Perished	7	18	6	8	7
Not located (Missing)	1	4	5	6	1

Support Activities:

The total amount of support effort (operational and non-operational) in Quarter 1 2016/17 was 46,640 hours. This compares with 34,550 hours of effort in Q1 2015/16.

Quarter 1	2016/17	2015/16	2014/15	2013/14	2012/13
Operations	12,217	8870	2158	5061	4858
SAREX including prep	5,888	3155	2494	4224	5428
Training	18,289	15,027	15,859	14,896	27,897
Administration	10,246	7498	7863	7719	7088
Total volunteer effort	46,640	34,550	28,373	31,899	45,271

Training consumed by LandSAR volunteers (hours):

Training hours also show as having increased; 24,745 compared with 18,313 in 2015/16.

Organisational Initiatives:

The main areas of focus in the first quarter of 2016/17 were:

- The review and update of the LandSAR strategic plan for 2016 through to 2019
- Lodgement of LandSAR NZ's application for NZSAR funding 2017/18 – 2019/20
- The LandSAR NZ Conference on 28-30 July 2016 and AGM on 31 July

PERIOD: 1 OCTOBER 2016 TO 31 DECEMBER 2016- QUARTER 2

Operations:

During the period 1 October to 31 December 2016 (Q2) the number of SAROPS reported to LandSAR was 115, a small increase on the same time last year (108). The majority were Category 1 = 106.

The number of people reported by LandSAR groups as being 'at risk' for Q2 was 146, compared with 162 in 2015/16, but still up on previous years. Lives saved are recorded as showing a significant increase in Lives Saved, how this compares with NZSAR and Pol 130 data would be worth exploring, for this quarter as would Not Located.

Quarter 2	2016/17	2015/16	2014/15	2013/14	2012/13
Number of SAROPS	115	108	92	53	67
Category 1	106				
Category 2	9				
SAROP - volunteer hours	7,409	8,163	4,637	2,762	5,948

SAROP - volunteers	1,108	1,085	638	N/A	783
Number at risk:					
Saved	18	6	7	6	9
Rescued	47	54	31	31	37
Assisted	52	79	38	21	64
Perished	21	14	14	6	5
Not located (Missing)	8	9	7	4	7
TOTAL	146	162	97	68	122

Support Activities:

The total amount of support effort (operational and non-operational) in Quarter 2 was 40,011 hours. This compares with 37,740 hours of effort in 2015/16.

Quarter 2	2016/17	2015/16	2014/15	2013/14	2012/13
Operations	7,409	8,163	4,637	2,762	5,948
SAREX including prep	9,064	10,,303	6,363	4,275	3,478
Training	15,135	12,931	9,327	9,628	9,846
Administration	8,403	6,343	10,289	6,732	8,357
Total volunteer activity	40,011	37,740	30,616	23,396	27,629

Training consumed by LandSAR volunteers (hours):

Training hours show a small increase for the quarter; 24,933 compared with 24,154 in 2015/16.

Quarter 2	2016/17	2015/16	2014/15	2013/14	2012/13
Training Preparation & Planning (Internal, External & SAREX)	1,464	1,802	1043	653	1191
Training Internal (Local/Regional Courses)	7,084	6,679	5772	6668	8088
Training External (including both SARACE and refresher/continuation training)	6,587	5,370	2895	2431	725
SAREX	9,798	10,303	5980	4151	3320
Total Training	24,933	24,154	15,307	13,903	13,324

Organisational Initiatives:

The main areas of focus in the second quarter of 2016/17 were the implementation of the LandSAR strategic plan for 2016 through to 2019 and the confirmation of LandSAR NZ's NZSAR funding 2017/18 – 2019/20.

Progress continues with the Competency Framework. To date 95 assessors have been accredited, and 536 competencies have been awarded:

- 231 Probationary Field Team Members
- 159 Field Team Members
- 109 Team Leaders
- 17 Safety Advisors
- 20 Ops Managers

Ongoing improvements to the LandSAR Safety Management System (SMS) have included the provision of one page SMS guide for Field Team Members and Team Leaders. Accident/incident reporting requirements were also clarified with NZ Police.

Maritime Operations Centre

Nil report

Mountain Safety Council

Nil report

NZDF

Nil report

NZFS

Nil report

New Zealand Helicopter Association / Aviation NZ

Nil report

Police

SAR Statistics

In the reporting period from October to December 2016, 354 Category I incidents were reported - 213 Land and 141 Marine. This represents a small increase from the last quarter (334).

TRAINING

Police National SAR Course

This is scheduled to be held at Dip Flat from May 8 – 19 2017; approximately 25 Police will attend this course, and invitations have also been sent to LandSAR, DoC and Woodbourne BCF to nominate 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 2016 SAR Managers course was evaluated by Sgt Mick Wear from Western Australia; a workshop was held in September to incorporate his feedback into further developments and enhancements of the course to keep it in line with best practice.

The 2017 course is scheduled for June 12 – 23. 12 Police SAR members will attend the 2 week course, and we will once again request nominations from our SAR Partner agencies for volunteers to join the second week to undertake IMT roles in multiple SAR syndicate scenarios.

An invitation has been extended to us to send a suitable NZ tutor to be included in the Directing Staff Group for the 2017 Australian SAR Managers course (NATSAR).

Air Observer Training

The first Air Observers/Air Observers Team Leader course was held in Raglan this month; Dave Greenberg and John Dickson delivered the training. Another one is scheduled to be held Auckland in March.

SAR Coordinators' workshop

A workshop for Police District SAR Coordinators will be held at the Brentwood Hotel in Wellington on April 3/4/5 2017. NZSAR and SAR partner agencies will update Police on developments of relevance; this session will be followed by the presentation of a number of Case Studies that will serve as a venue to share ideas and to learn from the operational experiences of colleagues.

Rhett Emery is coordinating invitations to our partner agencies.

EXERCISES

Mass Rescue

Two exercises in this series were held in October 2016 (Northland and Bay of Plenty) with two more scheduled for early 2017 (Southern and Central District). The focus of this set of table top exercises is the life saving aspects of a Mass Rescue Operation

Inspector Marc Paynter is evaluating all exercises and the associated District Mass Rescue Plans.

NZSAR-funded SAREXes

A number of multi-agency SAREXes were held during the last quarter of 2017; these included a technical rope "rescue" near on the Wanganui River, and Operation Big Glory in Southland which revisited a 1991 cold case based on an unresolved search for a hunter on Stewart Island.

Evaluation reports are posted on the NZSAR website.

STAFFING UPDATE

Inspector Peter Baird is the new Manager for Operations and Emergency Management, having replaced Garth den Heyer in February.

RCCNZ

Highlights from the first half of 2016/17:

The first half of 2016/17 has been busy for RCCNZ with the following key highlights:

- A number of engagements with key international partners and groups, including visits with Fiji and Australia, participation in the ICAO/IMO Joint Working Group, the ICAO Asia Pacific Regional SAR Working Group; the IMRF Asia Pacific Regional Development Meeting, and the COSPAS-SARSAT Joint Committee and Open Council.
- Strong progress with our Pacific SAR capability development Strategy, with visits to Kiribati, Samoa and American Samoa, Tuvalu, and Tonga.
- The build and instillation of two new GEOLUTs and progress on redeveloping our distress beacon registration system.
- Supporting the response to the Kaikoura earthquake and hosting the NZSAR Secretariat at our offices following the earthquake.

Our Core Business:

Incident breakdown by environment type, July – December 2016:

		Sea	Air	Land	Unknown	Quarter
CAT II	SAROP involving tasking	23	6	82	4	115
	Resolved by comms action	76	120	52	59	307
CAT I	Active involvement by RCCNZ	10	0	3	0	13
	SAD Produced by RCCNZ	7	0	0	0	7
	Active involvement & SAD	3	0	0	0	3
Other SAREX'S/ MAS/ Medevac	Operation involving tasking	4	0	6	n/a	10
	Resolved by comms action	4	1	1	n/a	6
Total (Quarter)		127	127	144	63	461

People Involved in incidents for the Quarter	
Number at Risk	1064
Lives Saved	12
Lives Rescued	90
Lives Assisted	99
Perished	10
Not Located	1
Self Assisted	622

Beacons

Beacon alerts made up 75% (347) of all incident alerts.

- Almost thirty percent of these were resolved to other Search and Rescue Regions (98)
- With the new MEOSAR data, a greater number of undetermined alerts are being received 11% (37).

Of those that were activated in the NZSRR:

- about 35% were real distress situations (86), and 3 were deliberate with questionable need for a SAROP
- the remainder were inadvertent or false activations.

Our Work Programme:

RCCNZ's work to support the development of SAR capability with our Pacific partners in collaboration with MFAT has continued over the last six months including the delivery of SAR training in Kiribati, scoping visits to understand SAR capability gaps in Samoa, Tuvalu and Tonga. Also ties with Fiji and American Samoa were strengthened, and work to develop training and exercising for all visited Pacific Islands continues.

Work is proceeding apace to prepare for the Pacific SAR (PACSAR) Workshop, which is being hosted by RCCNZ in Auckland in May 2017, and will bring together SAR practitioners from across the South-Eastern and Central Pacific.

RCCNZ is involved in the second series of the NZSAR Secretariat led Exercise Rauora MRO exercises and is participating with the District Police SAR teams, to build capability and readiness.

Work continues on the review of our distress beacons registration system, to ensure this is sustainable, effective and efficient into the future.

SLSNZ

July-September update

SAR Operations:

The period July to September 2016 (first quarter) has seen Surf Life Saving involved in five (5) Category 1 Search and Rescue Operations. The operations led to two (2) people being saved, three (3) people being rescued, and four (4) people being assisted. In one of the incidents, surf lifeguards were called out to assist but the persons involved were not actually in distress, making it to safety before lifeguards made it to the scene. Surf Life Saving provided over 57 hours service as part of official Search and Rescue operations.

Category 1 Search and Rescue Operations occurred in only the Southern Police District during the first quarter.

Search and Rescue Operations: First Quarter	#
Category 1 Search and Rescue Operations	5
Category 2 Search and Rescue Operations	0
Lives saved	2
People rescued	3
People assisted	4
Perished	0
Other incidents	0
Unknown	0
Search and Rescue Operations: hours	11.50
Search and Rescue Operations: personnel	21
Search and Rescue Operations: total hours	57.50

SLSNZ 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 Operations listed above (and detailed in the Appendices), surf lifeguards rescued thirteen (13) people, treated eleven (11) members of the public for injuries, and assisted 21 people through preventative activities (i.e. educated on rip currents and advised to swim between the red and yellow flags). Surf Lifesaving services amassed over 24 hours attending incidents and providing other services where required.

Surf Life Saving Operations: First Quarter	#
People rescued	13
People treated (first aid)	11
People assisted through preventative activity	21
Surf Life Saving Operations: hours	24.50

SLSNZ Organisational Update:

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

- The call out coordinators from the twelve Surf Life Saving operational areas attended a workshop in Wellington focusing on Health and Safety in the Search and Rescue fields and during deployment. All attendees were extremely happy to attend and got loads of information from the weekend.
- Joint Marine Search and Rescue exercises attended by Surf lifesaving squads occurred in Wellington, Hawkes Bay, Coromandel, and the Bay of Plenty.
- 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.

October-December update

SAR Operations:

The period October to December 2016 (Second quarter) has seen Surf Life Saving involved in Seventeen (17) Category 1 Search and Rescue Operations. The operations led to seven (7) people being saved, Twenty seven (27) people being rescued, and Twenty eight (28) persons being assisted. In six of the incidents, surf lifeguards were called out to assist but the persons involved were not actually in distress, making it to safety before lifeguards made it to the scene. Surf Life Saving provided over 161 hours service as part of official Search and Rescue operations.

Category 1 Search and Rescue Operations occurred in six Police Districts during the second quarter, namely: Northland, North Shore Waitakere, Bay of Plenty, Wellington, Waikato, and, Southern.

Search and Rescue Operations: Second Quarter	#
Category 1 Search and Rescue Operations	17
Category 2 Search and Rescue Operations	0
Lives saved	7
People rescued	27
People assisted	28
Perished	3
Other incidents	6
Unknown	0
Search and Rescue Operations: hours	31.25
Search and Rescue Operations: personnel	77
Search and Rescue Operations: total hours	161.50

SLSNZ Operations:

The period October to December can often become the busiest time of year for Surf Life Saving services, however with the unseasonably cold prevailing weather due to the El Nino weather pattern and associated colder than normal water temperatures (up to 5 degrees Celsius below normal) the life guard intervention work is well down on previous years during the same time of the year.

The activity in the Surf Lifesaving Search and Rescue space was well up with Surf Lifesaving units being called in to assist with more missing person's searchers as well as assisting various Coast Guard Units in their work when operating close within the littoral surf zone. In addition to the Category 1 Search and Rescue Operations listed above, surf lifeguards rescued eighty two (82) people, treated three hundred and fifty five (355) members of the public for injuries, and conducted forty five searches (45).

Surf Life Saving Operations: Second Quarter	#
People rescued	82
People treated (first aid)	363
Number of Searches	45

SLSNZ 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 continued its development out into its more remote areas with the northern tip of the Coromandel getting lit up, this included Hahei Beach and the Cathedral Cove. This expansion enabled us to increase our life guard cover to two new hot spots which were previously not patrolled.
- The Capital Coast Communications Network is underway, and will be completed in time for the 2016/17 season. This roll out has provided a considerable challenge mainly due to the topography of the area, despite this we are commissioning the Kapiti Coast line from Paekakariki to Palmerston

North along with the South Coast of Wellington City into Lyall Bay in late February this year.

- Southern Region Network has been developed to its first stage with the Christchurch and Otago network becoming operational at the start of this season.
- Investigations are currently underway to allow for the Southern Region and the Northern Region to “Patch into” the National Network; this is essentially a software issue we are working to overcome. Although the final solution is funding dependent.
- The roll-out of the New RWC rescue Water Craft (Jet Skis’) is well underway with three units being distributed (one each in the regions Eastern , Central and Southern) .
- These will be used for training purposes during the off season of 2017. They will become fully operational in the 2017 – 18 summer season. The craft will have primarily two roles. With their obvious speed the craft allow patrols to extend their reach further than that of the IRB’s, thus enabling responding guards to cover far more ground than before and reaching beyond the critical incident cloak we currently operate within.
- They are also easily single crewed, allowing for more roaming patrol options for the Patrol Captain on busy days.
- The Current IRB Crew training requirements have been reviewed over the last eighteen months. A key result of this has been the development of a new more accessible Crew Persons Module for all the Patrolling Membership.
- The Module is in its final trial phase and will be fully implemented by July 2017.

WSNZ

Nil report

NZSAR

New Zealand Search
and Rescue



The New Zealand Search and Rescue Strategic Plan

2017 – 2020

DRAFT V3

Yellow = new, moved or changed

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Foreword

The New Zealand Search and Rescue (NZSAR) Council provides strategic leadership and direction to the many organisations that make up New Zealand's Search and Rescue sector. The sector aims to provide effective search and rescue services throughout New Zealand's Search and Rescue Region (NZSRR).

Search and Rescue is a resource intensive sector with over 12,000 operational people involved as well as many hundreds of vessels, aircraft and vehicles. SAR agencies across New Zealand have equipped themselves with the assets and equipment that allows them to carry out their task as efficiently and safely as possible. But it is the skill and dedication of our people that makes our search and rescue sector world class.

It is imperative that the NZSAR sector is aligned, coherent and cohesive so we can quickly, effectively and economically respond to the needs of New Zealanders in distress. **Our community has very high expectations of us and we are determined to meet our full potential.** Organisations, agencies and individuals will continue to improve, collaborate, to work alongside each other, building stronger relationships and grow their understanding of the various roles and how the sector fits together as a community.

This plan will help us achieve our goals. I urge all people who make up New Zealand's search and rescue community to not only read this plan, but to assist in making this plan happen.

Peter Mersi
Chair
NZSAR Council

NZSAR Outcome

NZSAR will ensure New Zealand has effective search and rescue services for people in distress throughout New Zealand's search and rescue region in order to save lives.

NZSAR Vision

A cohesive community of capable people in sustainable organisations, finding and rescuing people in distress, operating collaboratively within a robust SAR system.

The New Zealand Search and Rescue community will:

- be **proficient** at search and rescue;
- be **efficient** in the use of scarce resources;
- **learn** from our individual and collective experiences; and,
- recognise the **dedication, courage** and **commitment** of the people who make up our sector.

NZSAR Values

As a sector, we value:

- open and effective **communication and engagement**;
- **collaboration and cooperation** between individuals, teams and organisations; and,
- **respect** of SAR individuals, teams and organisations;

Parameters

This plan does not alter or abrogate any participant organisations SAR responsibilities as defined by statutes, executive orders or international agreements.

Who we are

Over 12,000 operational SAR people are directly involved in the NZSAR sector with a further 400 working in support of them. People from all over New Zealand and all walks of life are involved in NZSAR.

Non paid volunteer professionals make up around 95% of the sector. New Zealand has one of the highest rates of volunteer involvement in SAR in the world.

In addition, the NZSAR sector occasionally draws upon the considerable latent SAR capacity that is resident within a variety of government agencies.

SAR partner agencies make 240 4WD vehicles, 52 aircraft and over 350 vessels available to SAR coordinating authorities for SAR operations. In addition, many other assets of opportunity can be called upon as the need arises.

Who benefits from our services

Approximately 2,000 people are assisted by the NZSAR sector every year. Many of these people owe their lives to the dedication and skill of the people who make up the sector.

Searches and rescues take place for a wide variety of people in all kinds of places throughout the region and occasionally beyond. People in distress may be from international air or sea-going traffic in remote oceanic areas or those involving domestic commercial air and coastal traffic. They can also be part of New Zealand's general aviation or people undertaking recreational pursuits in the rugged terrain of New Zealand, inland waterways and lakes or in the coastal waters of any of the Pacific Island nations within the Search and Rescue Region.

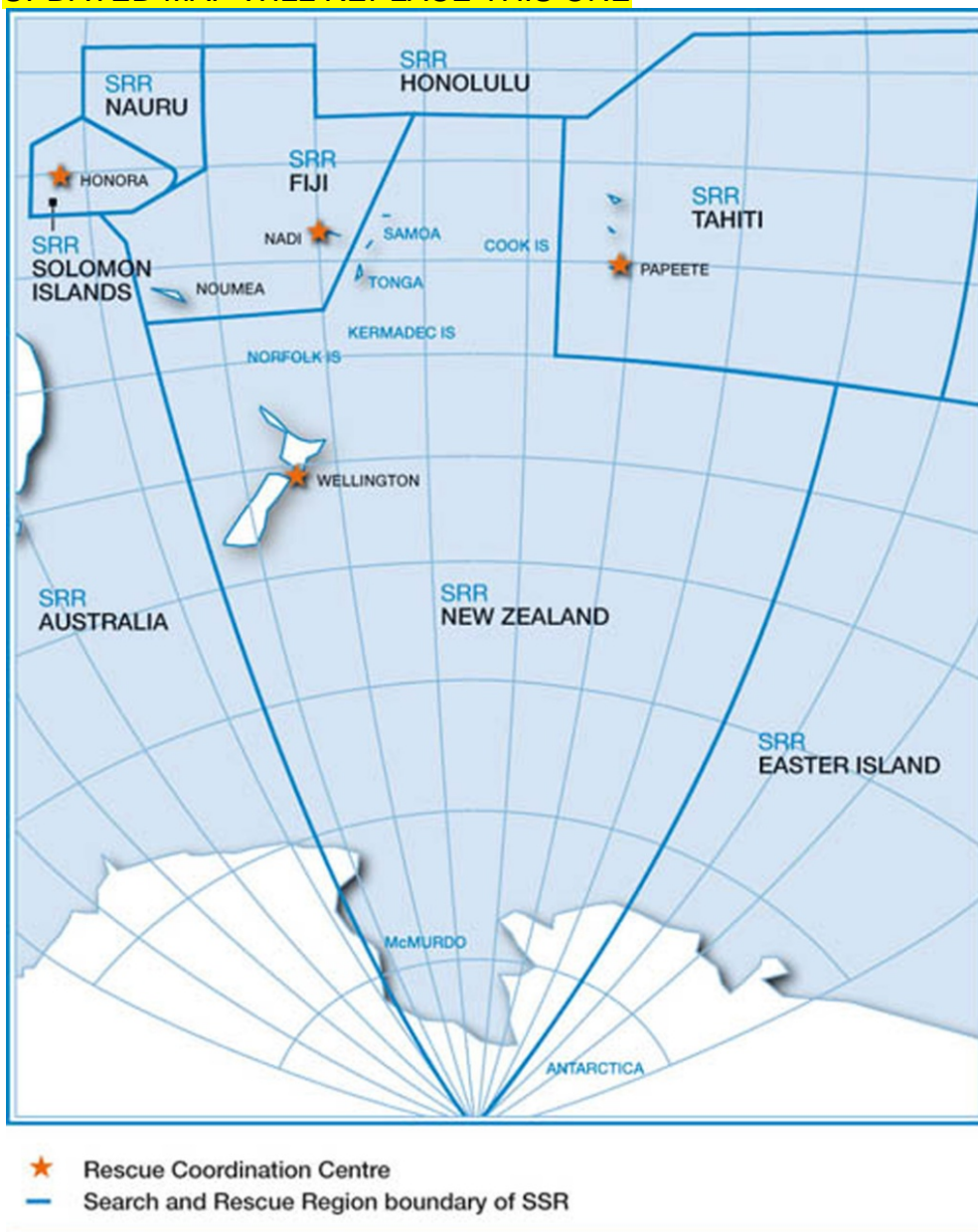
While New Zealanders make up the great majority of those assisted, visitors to our country and our region can also expect an effective SAR response should the need arise.

Our Region

New Zealand's search and rescue region covers over 37 million square kilometres of ocean and relatively small, isolated land masses extending from latitude five degrees south to the Antarctic continent and bounded by the 163E and the 131W meridians of longitude.

While New Zealand has a relatively small landmass by world standards, we have a low population and large tracts of very difficult terrain and highly changeable weather. Years of experience have shown us that it is both very easy to get lost or injured in the New Zealand wilderness and very difficult to find people when they do get lost or injured.

UPDATED MAP WILL REPLACE THIS ONE



Concept of operations

The New Zealand search and rescue sector supplies effective search and rescue services throughout the NZSRR by providing:

- two SAR coordinating authorities able to coordinate land, sea and air SAR operations 24 hours a day, seven (7) days a week;
- appropriately located and trained, land, sea and air search and rescue teams and assets available to conduct SAR operations on request by the coordinating authorities; and,
- long range SAR assets able to conduct operations throughout the NZSRR and in support of neighbouring SAR regions.

The sector functions using trained personnel that are a mix of volunteers, partly paid and fully paid people and using equipment appropriate for the task.

The sector prepares for mass rescue incidents in the region by developing and practising integrated multi-agency policies and plans.

Search and rescue is integrated component of New Zealand's wider emergency management framework. We seek resilient, self-reliant communities and use the Government's "4Rs" approach to emergency response risk management: reduction, readiness, response, and recovery.

NZSAR Council Risks

New Zealand's search and rescue sector operates in a complex and evolving environment characterised by scarce resources, technological change, increased public expectations and a heavy reliance on the voluntary sector. While no response system can be rendered fail-safe, a number of current risks facing the SAR sector can be addressed effectively. NZSAR aims to provide an affordable, effective and sustainable SAR system available for all New Zealanders and guests to New Zealand and Pacific nations within the NZSRR. *

- **SAR Information.** NZSAR, the wider SAR sector and our partner agencies need reliable information based upon sound data in order to identify strategic changes, risks and opportunities and improved decision making.
- **SAR Funding.** The sector experiences funding sufficiency and volatility risks which can inhibit long term planning, investment and degrade sector effectiveness.
- **Cohesive SAR Training.** Training and doctrinal variances can impact on sector collaboration, degrade inter agency cohesion, create incompatible processes, systems and expectations and contribute to deficient SAR services, inefficiencies and potentially avoidable loss of life.
- **Volunteerism.** Risks exist around volunteer recruitment, retention and training.
- **Recreational Knowledge and Equipment.** The public frequently do not take adequate responsibility for their own safety through poor planning, insufficient preparation, unsound decision making or inadequate equipment.
- **Mass Rescue / (Extended? or Extensive?) Search Event.** Certain search and/or rescue events can overwhelm normal SAR capabilities, involve significant numbers of fatalities, may attract very significant attention and possibly introduce reputational risks to SAR agencies and New Zealand.
- **Health and Safety.** Risks exist around the injury or fatality of SAR people in the conduct of their duties.
- **SAR Expectations.** Risks exist around unsound or unrealistic expectations of the SAR sector by the public as well as senior policy and decision makers.
- **SAR Technology.** The SAR community may not know of, or be able to access, technologies that have the capacity to significantly increase SAR effectiveness.

** The NZSAR Council maintains an active risk register and reassesses its perceived risk on a regular basis*

NZSAR Council Goals

As part of the NZSAR Council role to shape and lead the combined efforts of New Zealand's search and rescue sector, it seeks to attain these goals.

✓ **A robust and integrated SAR system**

We seek a collective, cross sector culture of being “one SAR body” within an integrated SAR sector. The sector will continually work on improving its effectiveness and efficiency matching adequate, appropriately located SAR capabilities with identified SAR needs. NZSAR will continue to improve our understanding of the SAR Sector, improve our internal and external relationships with other SAR agencies, our operations, external influences and the risks to the sector. Our processes and procedures, documentation and training, will reflect sound and safe SAR practice be continually refined by knowledge as it accrues.

✓ **Efficient and sustainable SAR organisations**

The sector will further enhance its internal and external organisation and communications. We will be as efficient as possible with secure funding adequate to address the known SAR need. We will make key, affordable decisions based on good quality information. We will adapt our organisations and arrangements to meet the changing environment and ensure we continue to be effective at delivering adequate SAR services throughout the NZSRR.

✓ **Capable SAR people**

We seek to maximise the potential of our SAR people. We will work to ensure our people have access to adequate training and ensure we conduct SAR activities safely. We will collectively coordinate our standards, training, exercises and documentation. We will share knowledge without restriction and learn from each other. NZSAR will maintain a good understanding of the SAR sector and what we need to succeed. NZSAR will also promote and support SAR innovations and showcasing good practices and, when appropriate, recognise and celebrate our people.

✓ **SAR Prevention**

We seek an informed, responsible, adequately equipped and appropriately skilled public who are able either avoid distress situations or survive them should they occur. A large number of organisations have a role to play with SAR prevention. Collectively, we will enhance personal responsibility through information, education, regulation, investigation and enforcement. NZSAR will collaborate with, inform, contribute to partner organisations and when required, coordinate or lead public focussed SAR preventative strategies and actions in order to reduce the frequency and/or the severity of SAR incidents within the NZSRR.

NZSAR Work Plan 2017 – 2020

In addition to the extensive array of new initiatives and usual business activity conducted by the agencies that comprise the New Zealand SAR sector, The NZSAR Council has modest resources at its disposal to effect its goals and minimise the identified risks. The Councils National SAR Support Programme (NSSP) is approved annually and operated by the NZSAR Secretariat. It comprises projects and programmes of SAR support activity including: workshops and seminars, information and technology, documentation, exercises, research, reviews, prevention, training, training development and the operation of NZSAR Secretariat.

In addition to the annual NSSP's, the table below outlines the planned significant NZSAR initiatives for the 2017 – 2020 period.

Significant NZSAR Initiatives 2017 - 2020	2017				2018				2019			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Establish new System for SAR Operational Information												
Establish SAR Sector Performance, Verification and Reporting												
Redevelop 4 x Joint Service Level Agreements												
Develop and Implement SAR IMTEX program												
Redevelop AdventureSmart & SAR Prevention Strategies												
Support Mass Transport (MRO) Exercise												
Establish agreed SAR Sector Doctrinal Material												
Implement Land Communications Recommendations												
Implement Aviation Framework Recommendations												
Implement Recreational Safety Framework Recommendations												

NZSAR Roles:

NZSAR Council: Provides national level strategic governance and leadership to the New Zealand Search and Rescue (SAR) sector.

NZSAR Consultative Committee: A national forum for all New Zealand SAR stakeholders, including voluntary groups.

NZSAR Secretariat: Provides the New Zealand Search and Rescue (NZSAR) Council with information, support services and advice. Also provides sector leadership and implements measures to effect strong strategic coordination of New Zealand's search and rescue sector.

Key Definitions

Category I SAROP: A SAROP coordinated at the local level; including land operations, subterranean operations, river, lake and inland waterway operations and close-to-shore marine operations.

Category II SAROP: A SAROP coordinated at the national level; including operations associated with missing aircraft or aircraft in distress and off-shore marine operations within the New Zealand Search and Rescue Region. Category II SAROPS typically require the use of national or international resources, and may involve coordination with other States.

CIMS: The Coordinated Incident Management System is a New Zealand framework to systematically manage emergency/SAR incidents.

Coordinating Authority: The Coordinating Authority is the agency or body responsible for the overall conduct of the Search and Rescue Operation. The Coordinating Authority will lead and manage the operation. New Zealand Police and the Rescue Coordination Centre New Zealand are the recognised Coordinating Authorities in New Zealand. Only SAROPs conducted by the coordinating authorities are recorded as SAR events.

IAMSAR: International Aeronautical and Maritime Search and Rescue is an international model, prepared jointly by the International Civil Aviation Organisation and the International Maritime Organisation, for setting standards and for coordinating responses to marine and aviation SAR events.

SAR: Search and Rescue is the activity of locating and recovering persons either in distress, potential distress or missing, and delivering them to a place of safety.

SAROP: A Search and Rescue Operation is an operation undertaken by a Coordinating Authority to locate and retrieve persons missing or in distress. The intention of the operation is to save lives, prevent or minimise injuries and remove persons from situations of peril by locating the persons, providing for initial medical care or other needs and then delivering them to a place of safety.

Search and Rescue Region (SRR). An area of defined dimensions, associated with a rescue coordination centre, within which search and rescue services are provided.

Search and Rescue Service. The performance of distress monitoring, communication, coordination, and search and rescue functions, including provision of medical advice, initial medical assistance, or medical evacuation, through the use of public and private resources, including cooperating aircraft, vessels, and other craft and installations.

NEW ZEALAND SEARCH AND RESCUE (NZSAR) COUNCIL

TERMS OF REFERENCE

(Revised DRAFT January 2017)

The New Zealand Search and Rescue Council was established by Cabinet in April 2003 (CBC Min (03) 2 14).

Purpose

To provide national level strategic governance and leadership to the New Zealand Search and Rescue (SAR) sector.

Objectives:

- Provide strategic search and rescue policy advice to government.
- Provide strong strategic coordination and leadership for search and rescue (sea, land and air) within New Zealand's search and rescue region.
- Provide a centralised public voice for strategic SAR issues.
- Maintain a New Zealand Search and Rescue strategy including:
 - Vision
 - Mission
 - Values
 - Goals
 - Risks
- Maintain New Zealand's Search and Rescue Plan (Framework).
- Monitor New Zealand's international SAR obligations.
- Monitor search and rescue sector: trends, finances, capabilities, performance, agreements, strategies and goals
- Approve and monitor SAR Government funding to non-governmental organisations including the Joint Service Level Agreements.
- Approve and monitor the National SAR Support Programme.

Scope and Operation

While the Council is responsible for the provision of national level strategic governance to the New Zealand Search and Rescue (NZSAR) sector, it does not have a role in the coordination or execution of search and rescue operations at the functional operational or tactical levels.

The Council is supported by the NZSAR Secretariat and the NZSAR Consultative Committee. The Secretariat provides the Council with support services, policy advice and implements agreed measures to effectively coordinate strategic SAR in New Zealand. The Consultative Committee is a forum for all New Zealand based SAR stakeholders. The Committee provides advice to the Council and informs the strategic decision making process.

The Council, Secretariat and Consultative Committee operate cohesively to ensure the objectives are successfully delivered.

Membership and Composition

In keeping with the Council's high level strategic function, its membership is composed of the Chief Executives (or delegated to a person from the senior executive level) of the following government agencies:

- Ministry of Transport (Chair)
- New Zealand Police
- New Zealand Defence Force
- Maritime New Zealand
- Civil Aviation Authority
- Department of Conservation
- A non-government Independent Member

Where representation is delegated, organisations are expected to be consistent in their representation to ensure familiarity with, and continuity in matters before the Council.

The non-government Independent Member's role is to:

- Contribute meaningfully to the Council's strategic leadership, policy and advisory functions.
- Represent the non-governmental elements of the SAR sector at the NZSAR Council.
- Be a conduit of NZSAR Council thinking back to the wider SAR sector.

Council Members are expected to prioritise NZSAR Council strategic responsibilities ahead of their separate organisational search and rescue interests.

Representatives from external agencies with an interest in matters before the Council, including the NZSAR Consultative Committee, may attend NZSAR Council meetings by request or invitation.

Secretariat and secretarial functions for the Council are provided by the Secretariat.

Quorum

The Council quorum is a minimum of four NZSAR Council Members.

Reporting and Accountabilities

Group. The NZSAR Council formally reports to the Government through the National Security System (NSS). This occurs via the Hazard Risk Board (HRB) and/or the Officials' Committee for Domestic and External Security Coordination (Governance) (ODESC (G)). The Council may report to Cabinet via the Minister of Transport.

The important relationship between the Council and the wider SAR community is supported by and maintained through the NZSAR Secretariat and the NZSAR Consultative Committee.

Individual. As representatives of their agencies, NZSAR Council members are expected to:

- attend, to the greatest extent possible, all meetings of the Council;
- examine issues before the council from a strategic viewpoint not withstanding individual agency responsibilities;
- support a consensus decision-making approach; and,
- support and endorse the decisions of the Council.

External Communication and Media. The Chair of the NZSAR Council is responsible for the conduct of all of the Council's external communications and media activity. The Chair is supported in this role by the NZSAR Secretariat.

Processes

Meetings. The NZSAR Council is to meet at least three times per year. The Chair may call additional meetings as required.

Meetings will follow an agenda which is to be circulated in draft to members for their consideration and comment in advance of the relevant meeting.

Minutes of meetings and a record of decisions made will be kept and confirmed at the next meeting of the Council.

Papers are to be circulated for member's consideration in advance of the relevant meeting where possible.

Consideration of issues and related decisions can be made outside of formal meetings as required through processes agreed to by members.

Conflicts of Interest. Occasionally, potential or actual conflicts of interest may arise between NZSAR Council members (or the organisations they represent)

and the delivery of the Council's objectives. In such cases, members (or their representatives) should declare the potential conflict of interest to the Chair at the beginning of each meeting. Members holding or representing the conflict of interest may participate in discussions but are to withdraw from the decision making process in relation to the area of potential conflict.

Administration. The Secretariat will provide administrative support to the Council as required.

The costs for members to attend meetings are to be borne by their respective organisations.

NEW ZEALAND SEARCH AND RESCUE (NZSAR) SECRETARIAT

TERMS OF REFERENCE (Revised DRAFT January 2017)

Purposes

To provide the New Zealand Search and Rescue (NZSAR) Council with information, support services and advice. Provide sector leadership and implements measures to effect strong strategic coordination to New Zealand's search and rescue sector.

Objectives

Assist the NZSAR Council achieve its purpose and objectives by:

- providing information, support services and advice.
- maintaining key documentation.
- monitoring New Zealand's domestic and international SAR obligations.
- developing, maintaining and monitoring Government funding arrangements with non-governmental organisations including the Joint Service Level Agreements.
- providing assurance to the Council by reporting on SAR sector risks, capabilities, preparedness, finances and service performance.
- serving as an ideas initiator.
- converting NZSAR Council policies and principles into actions by developing and delivering the National SAR Support Programme (NSSP).

Coordinating activities necessary to support the provision of SAR services including the following.

- Promoting effective relationships, common understandings and strong coordination among all elements of the SAR sector.
- Development and maintenance of SAR sector agreements and documentation.
- Maintain a sound understanding of:
 - the SAR sector, its operations, performance, capabilities, preparedness, safety through research and the collection, collation and analysis of SAR sector data and information.
 - SAR sector trends, finances and external influences.

- domestic and international SAR developments, technologies and practices.
- SAR demand - its nature, drivers, trends and demographics.
- Inform, co-ordinate, and if required, undertake SAR preventative programmes.
- Maintain strong domestic and international SAR linkages including representing the SAR sector at domestic and international forums and with relevant agencies.
- Manage and monitor sector level SAR standards and procedures.
- Coordinate and support individual and collective SAR training.
- Undertake activities and forums to collect, collate, share and disseminate SAR information, practices and lessons.
- Respond to sector and strategic SAR issues as they arise.
- Chair and lead the NZSAR Consultative Committee including the provision of support services.
- Chair and lead agreed SAR sub-committees including the provision of support services.

Scope and Operation

The Secretariat supports the Council and provides leadership to the Consultative Committee. The Secretariat provides the Council with support services, policy advice and implements an array of measures to effectively lead and coordinate the provision of SAR services in New Zealand.

The Council, Secretariat, and Consultative Committee operate cohesively to ensure the objectives are successfully delivered.

The Secretariat does not have a role in the coordination or execution of search and rescue operations at the functional, operational or tactical levels. Nor does it have a role with established performance and functional responsibilities of individual SAR delivery agencies.

Composition

The Secretariat is comprised of a Secretariat Manager, a Senior Advisor, an NSSP Coordinator, Assurance Coordinator and an Information Support and Administrative person. The Secretariat also contracts other resources as required for project specific work.

Accountabilities

The Secretariat is accountable to the NZSAR Council.

The Secretariat utilises Ministry of Transport administrative accountability policies, processes and procedures.

National SAR Support Programme (NSSP)

The Secretariat manages the National SAR Support Programme (NSSP) on behalf of the Council. The NSSP provides an array of high value activities in support of SAR organisations throughout New Zealand, which contribute directly towards achieving NZSAR Council goals and minimising NZSAR Council risks. The programme changes annually according to priority and need.

External Communication and Media

The Secretariat supports the Council by providing advice and support for Council's external communications and media activity.

Administration

The Secretariat purchases accommodation, financial, legal, human resource and some information technology and administrative services from the Ministry of Transport.

The Secretariat receives hypothecated funding via mechanisms described in Section 9(1) of the Land Transport Management Act (2003).



New Zealand Search and Rescue

NEW ZEALAND SEARCH AND RESCUE (NZSAR) CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

(Revised DRAFT February 2017)

Purpose

To provide a national forum for all New Zealand SAR stakeholders, including voluntary groups.

Objectives

- Inform the policies and strategic decision making process of the NZSAR Council.
- Share initiatives, processes and knowledge for the measurement, capacity, capability, preparedness, delivery and reduction of SAR in New Zealand.
- Create and strengthen relationships and linkages across participants within the New Zealand SAR Sector.
- Work collectively and collaboratively in order to deliver objectives within the national SAR strategic plan.
- Inform the Council and Secretariat of issues which may impact on the delivery of SAR services, capability or preparedness.
- Provide relevant information to enable the validation and monitoring of national SAR service and financial performance, standards, training, agreements and documentation relevant to all participants in New Zealand SAR.
- To inform, support and deliver New Zealand's search and rescue:
 - Vision
 - Mission
 - Values
 - Goals
 - Risks
 - Plan
- Assist in shaping and delivering the National SAR Support Programme.

Scope and Operation

The Consultative Committee is the primary forum for all New Zealand based SAR stakeholder organisations. The Committee is a channel where issues generated at the functional level can be fed into Governance deliberations. It achieves this by providing advice to the Council and informing the strategic decision making process. The Consultative Committee, as a collective entity, does not have a role in the coordination or execution of search and rescue operations at the functional operational or tactical levels¹. The Secretariat provides leadership and administrative support to the Committee.

The Council, Secretariat, and Consultative Committee operate cooperatively and cohesively to ensure the sector's goals and objectives are successfully delivered.

Membership and Composition

In keeping with the Consultative Committee membership is drawn from the leadership of the many organisations and stakeholders involved with New Zealand SAR. These include (but are not limited to):

- Amateur Radio Emergency Communications
- Ambulance New Zealand
- Antarctica New Zealand
- Aviation Industry Association
- Civil Aviation Authority
- Department of Conservation
- Federation of Commercial Fishermen
- Fire and Emergency New Zealand
- Land Search and Rescue NZ
- Maritime New Zealand
- Maritime Operations Centre
- Ministry of Transport
- National Ambulance Sector Office
- New Zealand Defence Force
- New Zealand Mountain Safety Council
- New Zealand Police
- NZSAR Secretariat (Chair)
- Rescue Co-ordination Centre New Zealand
- Coastguard New Zealand

¹ Individual members and/or their organisations are likely to have a role at the role in the coordination or execution of search and rescue operations at the functional operational or tactical levels.

- Surf Life Saving NZ
- Water Safety New Zealand

Representatives from other agencies or persons with an interest in matters before the Consultative Committee, may attend by request or invitation.

Quorum

The Committee quorum is a minimum of 60% of the member organisations.

Reporting and Accountabilities

Group. The Consultative Committee reports to the NZSAR Council and informs the Secretariat.

Individual. Individual SAR Consultative Committee members are expected to:

- attend, to the greatest extent possible, all meetings of the Consultative Committee.
- provide viewpoints on issues representative of their member organisation.
- support a consensus approach to decision-making.
- support and endorse the decisions or agreed advice of the Consultative Committee

External Communication and Media. The Chair of the Consultative Committee is responsible for the conduct of all of the Consultative Committee external communications and media activity.

Processes

Meetings. The Consultative Committee is to meet at least three times per year. The chair may call additional meetings as required.

Meetings will follow an agenda which is to be circulated in draft to members for their consideration and comment in advance of the relevant meeting. Minutes of meetings and a record of decisions made will be kept and confirmed at the next meeting of the Consultative Committee. Papers are to be circulated for members consideration in advance of the relevant meeting where possible.

Consideration of issues and related decisions can be made outside of formal meetings as required through processes agreed to by members.

Conflicts of Interest. NZSAR Consultative Committee members are intended to both represent their organisation and work collaboratively for the betterment of the wider SAR system. Occasionally, potential or actual conflicts of interest may arise between NZSAR Consultative Committee members (or the organisations they represent) and the objectives of the Consultative Committee. In such cases, members should declare the potential conflict of interest to the Chair at the beginning of each meeting. Members holding or representing the conflict of interest may participate in discussions

but are to withdraw from the decision making process in relation to the area of potential conflict.

Administration

The Secretariat will provide administrative support to the Consultative Committee as required.

The costs for members to attend meetings are to be borne by their respective organisations.

NZSAR

New Zealand Search
and Rescue



Operational Framework for the New Zealand Search and Rescue Region

DRAFT FOR REVIEW BY THE NZSAR CONSULTATIVE COMMITTEE

NOT FOR FURTHER DISTRIBUTION

***** DO NOT REVIEW SECTIONS IN YELLOW - STILL TO BE COMPLETED *****

February 2017

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Version Control

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The version on the NZSAR website is the current version.

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PART 1: INTRODUCTION

1.1 Policy

It is the policy of the New Zealand Government to provide a *National Search and Rescue Plan* (referred to as the “Operational Framework”) for New Zealand for coordinating search and rescue (SAR) services to meet domestic needs and international commitments.

Implementing guidance for this Operational Framework is provided in the *International Aeronautical and Maritime Search and Rescue Manual* (IAMSAR Manual), New Zealand’s *Coordinated Incident Management System* (CIMS), the *NZSAR Manual of SAR Doctrine*¹, and other relevant SAR operational documentation.

1.2 Purpose

This Operational Framework establishes the national framework for overall development, coordination, and improvement of search and rescue services within the New Zealand Search and Rescue Region.

1.3 Guiding Principles

No provision of this Operational Framework or any supporting plan is to be construed as an obstruction to prompt and effective action by any agency or individual to assist persons in distress. All actions are to be in the best interest of persons in distress.

If a distress situation appears to exist or may exist, search, rescue, or similar recovery efforts will be based on the assumption that a distress situation does actually exist until it is known differently.

Assistance will be provided to any person in distress, regardless of the nationality or status of such person, or the circumstances in which the person is found.

Unless required for by law or by previous agreement, SAR services provided to persons in danger or distress will be without subsequent cost-recovery from the person(s) assisted.

In accordance with customary international law, when a nation requests help from another nation to assist person(s) in danger or distress, if such help is provided it will be accomplished voluntarily; New Zealand will neither request nor pay reimbursement costs for such assistance.

¹ Note: *NZSAR Manual of SAR Doctrine* is a placeholder name for the current piece of work to “develop an agreed, unified, and documented doctrinal basis for the conduct of Search and Rescue in New Zealand” (NZSAR Council meeting, 21 September 2016)

1.4 Concept of Operations

The NZSAR sector delivers effective search and rescue services throughout the NZSRR by providing:

- two coordinating authorities, able to coordinate land, sea, and air SAR operations 24 hours a day, seven days a week;
- appropriately located and trained land, sea, and air search and rescue response agencies and assets, available to conduct SAR operations on request by the coordinating authorities; and
- long-range SAR assets, able to conduct operations throughout the New Zealand Search and Rescue Region and in support of neighbouring SAR regions.

1.5 Terminology & Definitions

Terminology and definitions used throughout the New Zealand SAR sector will be standardised to the extent possible, and be as consistent as possible with usage in pertinent international conventions and the IAMSAR Manual.

The following key terms and definitions are used within this Framework. A more comprehensive glossary is contained at Appendix A.

1.5.1 Place of Safety

A place of safety is the location where rescue operations are considered to terminate, and where:

- 1) the survivor's safety or life is no longer threatened; and
- 2) basic human needs (such as food, shelter and medical needs) can be met; and
- 3) transportation arrangements can be made for the survivor's next or final destination.

A place of safety may be on land, or it may be on board a rescue unit or other suitable vessel or facility at sea that can serve as a place of safety until the survivors are disembarked at their next destination.

1.5.2 Search and Rescue Facility

Any mobile resource, including designated search and rescue units, used to conduct search and rescue operations.

1.5.3 Search and Rescue Operation

A Search and Rescue Operation (SAROP) is an operation undertaken by a Coordinating Authority to locate and retrieve persons missing or in distress.

The intention of the operation is to save lives, prevent or minimise injuries, and remove persons from situations of peril by locating the persons, providing for initial medical care or other needs, and then delivering them to a place of safety.

1.5.4 Search and Rescue Point of Contact (SPOC)

A point of contact for SAR, designated by the national administration, that is responsible for receiving distress alert information and providing the information to appropriate SAR authorities.

1.5.5 Search and Rescue Region (SRR)

An area of defined dimensions, associated with a rescue coordination centre, within which search and rescue services are provided.

1.5.6 Search and Rescue Service

The performance of distress monitoring, communication, coordination, and search and rescue functions, including provision of medical advice, initial medical assistance, or medical evacuation, through the use of public and private resources, including cooperating aircraft, vessels, and other craft and installations.

1.6 SAR Services covered by this Plan

This Operational Framework covers the following types of SAR services:

- Aeronautical SAR (including SAR assistance in the vicinity of airports).
- Land SAR within New Zealand and the Antarctic Treaty Area (including SAR operations associated with environments such as remote areas, swift water, caves, mountains, etc.).
- Maritime SAR (involving search and rescue from a water environment).
- Wander SAR (involving SAR operations for persons who suffer from cognitive impairment such as dementia, autism, or young children; often in suburban areas).
- Provision of initial assistance at or near the scene of a distress situation (e.g. initial medical assistance or advice, medical evacuations, provision of needed food or clothing to survivors, etc.).
- Delivery of survivors to a place of safety or where further assistance can be provided, or further transportation arranged if necessary.
- Saving of property when it can be done in conjunction with or for the saving of lives.
- Mass Rescue Operations.
- SAR services as a sub-phase of a Police-led missing persons inquiry.
- SAR services associated with incidents led by other agencies as part of the National Security System (e.g. SAR operations for persons in distress as a result of illegal mass arrivals, or a flooding or tsunami event).

This Operational Framework does *not* cover operations such as:

- Air ambulance services which did not result from a rescue or recovery operation.
- Land SAR within the territorial limits of other nations in the New Zealand Search and Rescue Region.
- Military operations, such as combat SAR or other types of recovery by military operations to remove military or civilian personnel from harm's way (e.g. non-combatant evacuation operations).
- Salvage operations.
- Assistance in cases of civil disturbance, insurrection, or other emergencies which endanger life or property or disrupt the usual process of government.
- Urban search and rescue (USAR) which involves finding and rescuing people trapped when a structure collapses (e.g. if a single building collapses or as a result of a major landslide or earthquake). In New Zealand USAR comes under the umbrella of Fire and Emergency New Zealand.

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PART 2: LEGAL AND NATIONAL FRAMEWORKS

2.1 International Conventions

The New Zealand Government has obligations to establish and provide search and rescue services under international conventions to which it is a signatory. These include the:

- Convention on International Civil Aviation 1944: Annex 12 'SAR Standards and Procedures';
- International Convention for the Safety of Life at Sea (SOLAS) 1974: Chapter V 'Search and Rescue';
- Convention on the High Seas 1958: Article 12;
- International Convention on Maritime Search and Rescue 1979: 'Provision of regional SAR services and RCC';
- United Nations Convention on the Law of the Sea (1982): Article 98 'Duty to render assistance'.

In brief, these conventions impose obligations on the party states to:

- arrange for the establishment and prompt provision of search and rescue services within their Search and Rescue Regions (SRR);
- establish a 'national machinery' for the overall coordination of search and rescue services;
- establish a rescue coordination centre for the relevant search and rescue region, staffed 24 hours a day.

2.2 NZ Legislation

The New Zealand Government has ensured that its international obligations for the provision of SAR services are implemented by incorporating the requirements into New Zealand legislation.

This section has been left highlighted in yellow, as I will go through each of the Acts as listed to ensure they are still correct. I have already found one error in the section on the Coroner's Act that was quoted in the original Framework.

ADD MOC – distress radio capability

New Zealand statutes that pertain directly to the provision of SAR services include the:

- Civil Aviation Act 1990, S 14, S 28(1), S 72B (2A); and the
- Maritime Transport Act 1994 S 431(3).

The Minister of Transport, through these two statutes, is responsible for the organisation and conduct of particular SAR activities within the NZSRR.

Amendments to the **Civil Aviation Act 1990** made in 2004 (Section 14B (1), Search and Rescue Operations) require that the Minister:

- (a) must establish, maintain, and operate a search and rescue co-ordination centre to co-ordinate and conduct—
 - (i) an aviation search and rescue operation; and
 - (ii) a maritime search and rescue operation; and
 - (iii) any other search and rescue operation that the Minister considers appropriate; and
- (b) may exercise any powers that may be necessary or desirable—
 - (i) for the effective co-ordination and performance of a search and rescue operation specified in paragraph (a); and
 - (ii) to implement any international convention or agreement relating to search and rescue to which New Zealand is a party; and
- (c) may appoint persons to, either generally or in any particular case, participate in or co-ordinate a search and rescue operation specified in paragraph (a).

The Minister also has the power to authorise payment out of money appropriated for the purpose by Parliament to persons who assist in search and rescue operations (Section 14B(2)).

The **Maritime Transport Act 1994** (Section 431 (3)) states that:

The [Maritime Safety] Authority must, if directed by the Minister under [section 14C](#) of the Civil Aviation Act 1990, do any or all of the following:

- (a) maintain and operate the search and rescue co-ordination centre established under [section 14B\(1\)\(a\)](#) of the Civil Aviation Act 1990;
- (b) co-ordinate, or participate in the co-ordination of, any search and rescue operation specified in [section 14B\(1\)\(a\)](#) of the Civil Aviation Act 1990;
- (c) perform, or participate in the performance of, any search and rescue operation specified in [section 14B\(1\)\(a\)](#) of the Civil Aviation Act 1990;
- (d) exercise any or all of the powers of the Minister under [section 14B\(1\)\(b\) and \(c\)](#) and section 14B(2) of the Civil Aviation Act 1990.

To meet the legislative requirements outlined above, the RCCNZ was established in July 2004, as a unit within the Maritime Safety Authority – since renamed Maritime New Zealand (MNZ) – to coordinate particular types of SAR operations (see definitions in Appendix 1).

The **Policing Act 2008** does not specifically refer to Search and Rescue but covers it in Section 9, 'Functions of Police' - Clause (h) Emergency Management. Further, Section 10, (2) acknowledges *'that it is often appropriate, or necessary, for the Police to perform some of its functions in co-operation with individual citizens, or agencies or bodies other than the Police'*.

Taken together, these international obligations and Acts are the mandate for the arrangements made by the responsible departments and authorities to establish, maintain and operate effective SAR functions in the NZSRR. Other Acts, such as the Coroners Act 2006, also apply.

The **Coroners Act 2006**, Section 17, provides for investigations by Police as follows:

- If a death has been reported to a coroner under [section 15](#), the Commissioner of Police must cause to be made all investigations—
 - (a) necessary to help to achieve the purpose of this Act in relation to the death; or
 - (b) directed by the designated coroner.

Section 20 provides for directions that may be made by a coroner as to the removal of a body.

Section 19A of Coroners Act.

Section 115 prescribes a positive obligation upon Police to assist and help with coroners' investigations under the scope of the Coroners Act. These Sections place a requirement on Police to recover bodies when directed by the coroner. Notably, Police have elected to include the recovery of bodies in the internal definition (and therefore scope) of SAR. Police have the legal responsibility for all body recoveries in accordance with the Coroners Act 2006. Police may continue to search for a missing person after the RCCNZ have suspended a search due to the probability of the person being deceased.

2.3 New Zealand's National Security System

National security is the condition which permits the citizens of a state to go about their daily business confidently free from fear and able to make the most of opportunities to advance their way of life. It encompasses the preparedness, protection and preservation of people, and of property and information, both tangible and intangible.

New Zealand takes an "all hazards – all risks" approach to national security, and has done so explicitly since a Cabinet decision to this effect in 2001². This approach acknowledges New Zealand's particular exposure to a variety of hazards as well as traditional security threats, any of which could significantly disrupt the conditions required for a secure and prosperous nation.

The *National Security System Handbook*³ outlines seven key objectives that underpin the comprehensive "all hazards" approach that the New Zealand system takes to national security. The provision of SAR services is fundamental to achieving the national objective of **ensuring public safety** — providing for, and mitigating risks to, the safety of citizens and communities (all hazards and threats, whether natural or man-made).

²POL Min (01) 33/18

³ <https://www.dpmc.govt.nz/sites/all/files/dpmc-nss-handbook-aug-2016.pdf>

PART 3: NEW ZEALAND'S SAR SYSTEM

3.1 Overview of the SAR System

This diagram (figure 1), and the brief explanation of the various components, illustrates the structure of New Zealand's SAR system. Further details about the various components of the SAR system are contained in this part of the Framework.

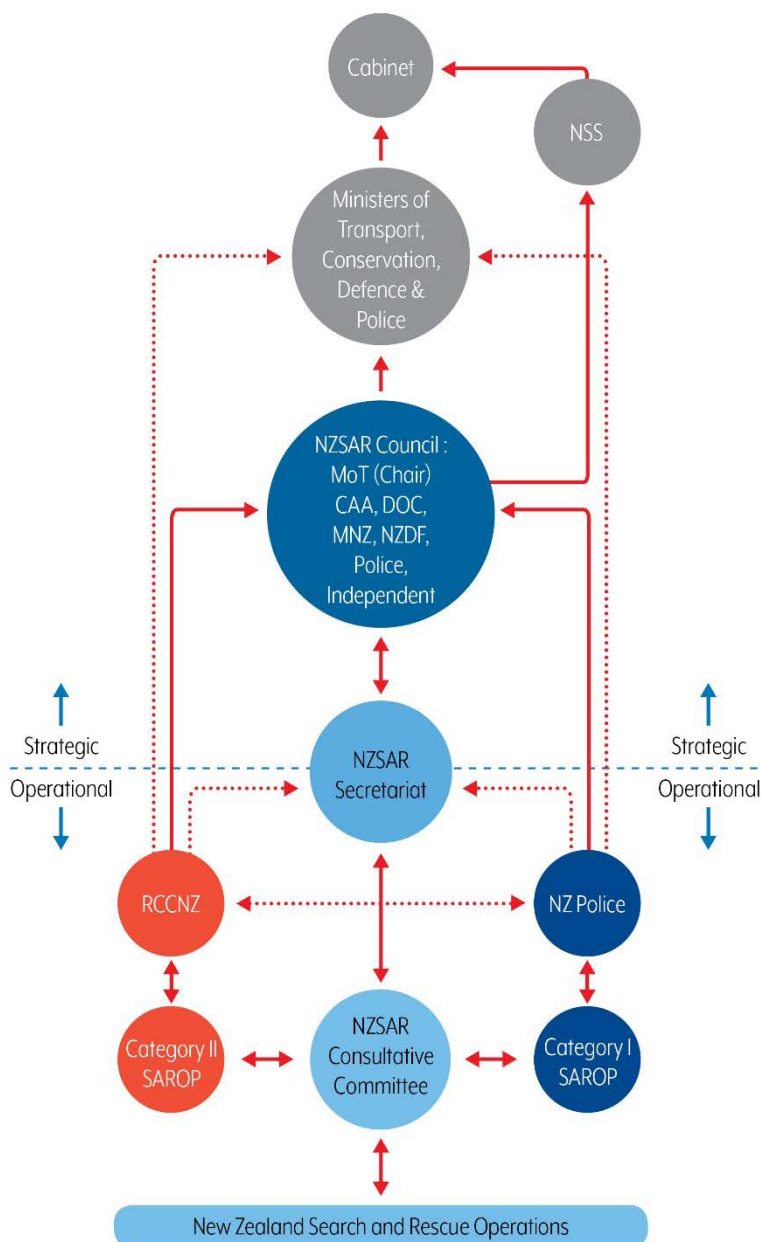


Figure 1 – NZSAR Governance Structure

Cabinet and **Ministers** have responsibility for national policy relating to SAR in New Zealand.

The **National Security System (NSS)** is made up of a number of components. Flexibility enables the National Security System to respond at an appropriate level, with many events being managed by multi-agency groups of senior officials. In contrast, when national

leadership or involvement is required, the high-level planning and strategic response is directed by the Prime Minister and senior members of Cabinet.

The **NZSAR Council** provides national strategic governance to the New Zealand search and rescue sector. In keeping with the Council's high level strategic function, its membership is drawn from the chief executives of the Ministry of Transport (chair), New Zealand Police, New Zealand Defence Force, Maritime NZ, the Civil Aviation Authority, the Department of Conservation, and an independent member representing the non-government sector.

The **NZSAR Secretariat** supports the NZSAR Council, and provides strategic coordination for search and rescue in New Zealand through support services, policy advice, and implementation of NZSAR Council decisions.

The **NZSAR Consultative Committee** is a national forum for all New Zealand SAR stakeholders, and facilitates research, reviews, and reports across the SAR sector.

The **Coordinating Authorities** have responsibility for the operational co-ordination of SAR operations. The Coordinating Authorities work in close cooperation and coordinate the activities of the organisations, groups, and individual assets that respond to search and rescue operations.

Search and Rescue Operations (SAROPs) are carried out by a range of organisations, groups, and individual assets. Most of the organisations involved in responding to or supporting SAROPs are represented on the NZSAR Consultative Committee.

3.2 National Security Governance Structures

New Zealand's arrangements for dealing with national security issues is referred to as the "National Security System".

The existence of a structured approach to national security through the National Security System does not override the statutory powers and responsibilities of Ministers or departments. Responsibility for actions and policies remains with the Chief Executive of an agency, statutory officers and the relevant Minister. The aim of approaching national security considerations through the construct of the National Security System is to ensure more effective coordination when agencies work together on complex problems in order to achieve better outcomes.

The National Security System operates at three levels:

- **Ministers** (Cabinet National Security Committee), led by the Prime Minister – who also holds the portfolio of "National Security and Intelligence";
- **Chief Executives** – the various structures which comprise the Officials' Committee for Domestic and External Security Coordination (ODESC), led by the Chief Executive of DPMC – who is the "lead official" for the whole National Security System, a role encompassed by the descriptor "Chair of ODESC";
- **Senior officials and other officials** (Committees, Working Groups and Watch Groups), who work together in formal structures and less formally in pursuit of shared national security objectives.

At the Chief Executive level the **Hazard Risk Board (HRB)** reports to ODESC. The purpose of the HRB is to build a high performing and resilient National Security System able to manage civil contingencies and hazard risks through appropriate governance, alignment, and prioritisation of investment, policy and activity.

3.3 NZSAR Council

SECTION RESERVED FOR INFORMATION ON THE COUNCIL TO BE TAKEN FROM THE UPDATED TERMS OF REFERENCE

The NZSAR Council has a mandate from the New Zealand government to provide national level strategic leadership to the New Zealand SAR sector.

The NZSAR Council reports to the Hazard Risk Board, which sits within the National Security System.

The Council's objectives are to:

- provide strategic search and rescue policy advice to government;
- provide strong strategic coordination and leadership for all search and rescue strategies (sea, land and air) within New Zealand's search and rescue region;
- provide a centralised public voice for strategic SAR issues;
- monitor New Zealand international SAR obligations and provide strategic advice to the Government when needed;
- establish and maintain New Zealand's Search and Rescue:
 - Vision
 - Mission
 - Goals
 - Plan
- and monitor performance agreements and goals within the Plan.

The Council comprises the Chief Executives (or their designated representative) of six public organisations, and one independent member representing the non-governmental elements of the SAR sector.

The six public organisations are:

- Civil Aviation Authority
- Department of Conservation
- Maritime New Zealand
- Ministry of Transport
- New Zealand Defence Force
- New Zealand Police

The independent member is selected by the NZSAR Council and endorsed by the NZSAR Consultative Committee; and is appointed as a member of the NZSAR Council for a term of two years.

3.4 NZSAR Secretariat

SECTION RESERVED FOR INFORMATION ON THE SECRETARIAT TO BE TAKEN FROM THE UPDATED TERMS OF REFERENCE

The NZSAR Secretariat supports the NZSAR Council in the provision of leadership to the sector and to Chair the NZSAR Consultative Committee. The Secretariat helps the Council by:

- delivering the NZSAR Council's National SAR Support Programme (NSSP);
- maintaining NZSAR's key documentation;
- maintaining strong domestic and international SAR linkages;
- monitoring New Zealand's domestic and international SAR obligations; and
- responding to SAR issues as they arise and providing relevant advice to the NZSAR Council.

The NZSAR Secretariat does not have an operational SAR role, nor does it oversee individual SAR delivery agencies. It is accountable to the NZSAR Council and provides leadership to the NZSAR Consultative Committee which is a forum for all New Zealand based SAR stakeholders.

The NZSAR Secretariat provides advice and support for the NZSAR Council's external communications and media activity. Costs for the NZSAR Secretariat are met directly from government as it is administered and accommodated by the Ministry of Transport.

3.5 NZSAR Consultative Committee

SECTION RESERVED FOR INFORMATION ON THE CONSULTATIVE COMMITTEE TO BE TAKEN FROM THE UPDATED TERMS OF REFERENCE

The NZSAR Consultative Committee comprises membership drawn from the leadership of the many organisations and stakeholders involved with New Zealand SAR sector. The Committee is a link between the Secretariat and SAR providers and offers a forum for all SAR stakeholders, including voluntary groups. In effect, the Committee is a channel through which issues generated at an operational level are fed into the governance process.

Its objectives are to:

- inform the strategic decision making process of the NZSAR Council;
- share initiatives, processes and knowledge as appropriate for the betterment of SAR in New Zealand as well as to create and strengthen linkages across participants within the New Zealand SAR sector;
- work collectively in order to deliver objectives within the national SAR strategic plan;
- inform the Council and Secretariat of SAR issues as it affects individual or collective organisations;

- provide information as necessary to enable the validation and monitoring of national SAR service and financial performance, standards, training, agreements and documentation relevant to all participants in New Zealand SAR;
- inform the Secretariat in its provision of strategic search and rescue policy advice to the Council; and
- inform, support and deliver New Zealand's search and rescue:
 - Vision
 - Mission
 - Goals
 - Plan

While individual member organisations may have a role in the coordination or execution of search and rescue operations, the NZSAR Consultative Committee does not. It is a forum that offers collective leadership for members and, along with the NZSAR Secretariat, also provides advice to the NZSAR Council and informs the strategic decision making process.

NZSAR Consultative Committee members are:⁴

- Amateur Radio Emergency Communications
- Ambulance New Zealand
- Antarctica New Zealand
- Aviation New Zealand
- Civil Aviation Authority
- Coastguard New Zealand
- Department of Conservation
- LandSAR New Zealand
- Maritime New Zealand
- Maritime Operations Centre
- Ministry of Transport
- National Ambulance Sector Office
- New Zealand Defence Force
- New Zealand Fire Service
- New Zealand Mountain Safety Council
- New Zealand Police
- NZSAR Secretariat
- Rescue Coordination Centre New Zealand
- Surf Life Saving New Zealand
- Water Safety New Zealand

⁴ As at November 2016

3.6 SAR Coordinating Authorities

A search and rescue Coordinating Authority is the agency or body responsible for the overall conduct of a Search and Rescue Operation. The Coordinating Authority will lead and manage the operation.

There are two recognised SAR Coordinating Authorities within the New Zealand Search and Rescue Region. They are:

- The New Zealand Police
- The Rescue Coordination Centre New Zealand

Special coordination arrangements are made for SAR incidents that occur within Antarctica (see section 5.2.1).

3.7 NZSAR Working Groups

From time to time, the NZSAR Council or NZSAR Consultative Committee may establish inter-agency working groups for a specific purpose. Terms of Reference for these working groups are available on the NZSAR website⁵.

The current⁶ working groups are:

- Forms & Templates Working Group
- SAR Telecommunications Working Group (Land)
- SAR Training Governance Group
- Strategic Occupational Health & Safety Committee
- Wander Stakeholder Reference Group

⁵ www.nzsar.govt.nz

⁶ As at January 2017

PART 4: SEARCH AND RESCUE REGION

4.1 New Zealand Search and Rescue Region

By international agreements the world is divided into Search and Rescue Regions (SRRs). The New Zealand Search and Rescue Region (NZSRR) covers over thirty million square kilometres of ocean expanses and relatively small, isolated land masses. The NZSRR contains a number of Pacific Islands and part of the Antarctic Treaty Area.

The area of the NZSRR is roughly one twelfth of the world's surface (figure 2).

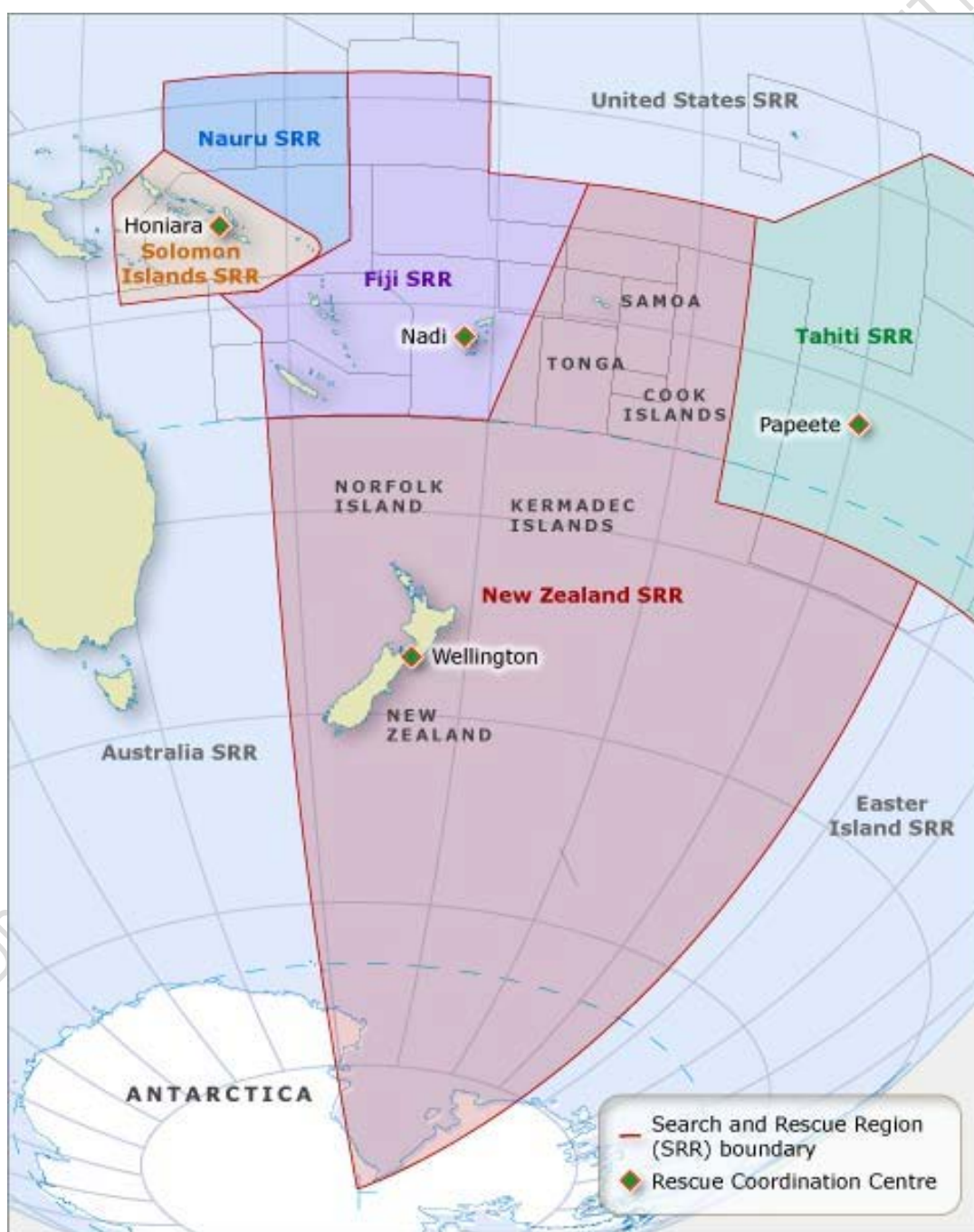


Figure 2 - Map of the New Zealand Search and Rescue Region (NZSRR)

4.2 NZSRR Limits

The NZSSR is bounded to the:

- West by meridian 163° 00'E.
- East by meridian 131° 00'W.
- South to the South Pole.
- North by a line joining:
 - 25° 00'S., 163° 00'E.
 - 25° 00'S., 180° 00'W.
 - 05° 00'S., 171° 00'W.
 - 05° 00'S., 157° 00'W.
 - 30° 00'S., 157° 00'W.
 - 30° 00'S., 131° 00'W.

4.2.1 Pacific Islands

A significant portion of the NZSRR sits within the South Pacific Ocean, and contains a number of independent States and Territories. Independent States and Territories are responsible for the provision of search and rescue services within their territorial limits.

The Independent States and Territories within the NZSRR are:

- American Samoa
- Cook Islands
- Niue
- Norfolk Island (an External Territory of Australia)
- Samoa
- Tokelau
- Tonga

4.2.2 Antarctica

A significant portion of the NZSRR sits within the Antarctic Treaty Area (ATA) as defined by the Antarctic Treaty of 1959 (of which New Zealand is a signatory). The ATA is defined as the area south of 60° South Latitude, including all ice shelves.

4.2.3 Neighbouring Search and Rescue Regions

As part of an international system, the NZSRR shares boundaries with other Search and Rescue Regions. In clockwise order from the West, these are:

- Australia SRR
- Fiji SRR

- United States SRR
- Tahiti SRR
- Easter Island SRR

4.3 International Support

New Zealand authorities may support SAR operations anywhere in the world, consistent with their expertise, capabilities, and legal authority. This is consistent with the principles of assisting persons in distress without regard to nationality or circumstances, and of using all available resources for SAR. It is in the interest of the safety of New Zealand citizens who travel or live worldwide. It is also consistent with New Zealand's humanitarian goals and the advantages of domestic and international cooperation.

In accordance with international law, New Zealand SAR facilities, in a position to render timely and effective assistance, may enter into or over the territorial seas or archipelagic waters of another state for the purposes of rendering assistance to a person, ship, or aircraft, whose position is reasonably well known, is in danger or distress, and requires emergency assistance.

New Zealand authorities, consistent with their capabilities and legal authority, may support another country's SAR operations in territorial and international waters beyond the limits of the NZSRR.

New Zealand authorities, consistent with their capabilities and legal authority, may conduct SAR support functions with other nations, such as training, exercises, and liaison. Such support functions are to be coordinated with other New Zealand authorities having SAR expertise with respect to the support concerned.

4.4 SAR Agreements

Bilateral or multilateral SAR agreements with international authorities (either within or adjacent to the NZSRR) or international organisations may be of practical value for the effective delivery of SAR services by:

- Helping fulfil New Zealand's domestic and international obligations and needs
- Enabling more effective use of all available SAR resources
- Better integration of New Zealand's SAR services within the global SAR system

Negotiation and conclusion of such agreements should consider matters such as:

- Which authorities of the Governments, agencies, or organisations concerned should be involved with the agreement
- Which types of SAR operations (e.g. aeronautical, maritime, etc.) or SAR support functions should be included within the scope of the agreement
- Consistency with international and domestic SAR principles or policies
- Relevant guidance of the IAMSAR Manual and other pertinent directives

PART 5: RESPONSIBILITY FOR SAR OPERATIONS

5.1 Category of SAR Operations

There are two categories of SAR operations. These are defined as Category I and Category II (or as Category 1 and Category 2).

Category I (Category 1). A SAROP coordinated at the local level; including land operations, subterranean operations, river, lake and inland waterway operations, and close-to-shore⁷ marine operations⁸.

Category II (Category 2). A SAROP coordinated at the national level; including, operations associated with missing aircraft or aircraft in distress, and off-shore marine operations within the New Zealand Search and Rescue Region⁹.

5.2 SAR Coordinating Authorities – Responsibilities

For any SAROP there can only be one Coordinating Authority who is responsible for the management and coordination of the operation. The current responsibilities are as follows:

- New Zealand Police are the Coordinating Authority for all Category I SAROPs in New Zealand.
- The Rescue Coordination Centre New Zealand (RCCNZ) is the Coordinating Authority for all Category II SAROPs.

The Coordinating Authority to receive initial notification of an incident that may require a SAROP will undertake the initial classification of the SAROP and assume responsibility until any formal transfer required is agreed.

With the agreement of both Coordinating Authorities any SAROP may be re-categorised at any time and responsibility passed in either direction.¹⁰

5.2.1 Antarctic SAR Coordination

Within the Antarctic Treaty Area (ATA) of the NZSRR, the coordinating authority will be either RCCNZ or a National Antarctic Programme (NAP).

⁷ The nature of 'close-to-shore' will vary according to the availability of local resources and the need to task national assets. Typically such operations will be within NZ Territorial Waters (12 nautical miles).

⁸ Category I SAROPs typically require the use of local personnel and resources and can be carried out efficiently and effectively at the local level.

⁹ Category II SAROPs typically require the use of national or international resources and may involve coordination with other States.

¹⁰ Typically such re-categorisation would happen no more than once in any SAR operation.

Antarctica New Zealand and the United States Antarctic Programme have established the NZ/US Unified Incident Command to coordinate SAR operations for their supported activities (Category I SAROPs).

Unless other arrangements have been made it is expected that other National Antarctic Programmes operating within the ATA of the NZSRR will coordinate SAR operations for their own supported activities.

Within the ATA of the NZSRR, the categories of SAR operations are typically:

Category I (Category 1). Any SAR response to a National Antarctic Programme supported activity. This would include a response to incidents involving individuals, vehicles, vessels, and aircraft on intra-continental flights.

Category II (Category 2). Any SAROPs associated with:

- Inter-continental aircraft missing or in distress
- Off-shore marine operations
- Satellite emergency beacon or Satellite Emergency Notification Device alerts
- Response to a SAR or medical request from a National Antarctic Programme or Non-Government Organisation.

5.2.2 Body Recovery

New Zealand Police have the legal responsibility for all body recovery activities in New Zealand¹¹ in accordance with the Coroners Act 2006.

During a Category I SAROP New Zealand Police is the Coordinating Authority and will handle body recovery as part of the SAROP.

During a Category II SAROP the Rescue Coordination Centre New Zealand is the Coordinating Authority and will manage all SAROP activity but, where practicable, will defer all matters relating to any subsequent body recovery activity to New Zealand Police.

5.3 Incidents involving the National Security System

In general terms, government is likely to engage through the National Security System if New Zealand's key national security objectives are impacted by risks which could lead to, or cause, a crisis, event, or circumstance that might adversely and systemically affect (inter alia) the **safety** of New Zealanders or people in New Zealand; or New Zealand's **reputation**.

The National Security System takes a particular interest in risks that have (inter alia) unusual features of **scale, nature, intensity, or possible consequences**.

A National Security System response may be initiated for the management of risks, where any of the following conditions apply:

¹¹ New Zealand means the land and the waters enclosed by the outer limits of the territorial sea of New Zealand (as described in section 3 of the Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977); and includes the Ross Dependency.

- Response requirements are unusually demanding of resources;
- There is ambiguity over who has the lead in managing a risk, or there are conflicting views on solutions;
- The initial response is inappropriate or insufficient from a national perspective;
- There are cross-agency implications;
- There is an opportunity for government to contribute to conditions that will enhance overall national security.

The National Security System provides for a coordinated government response in which:

- Risks are identified and managed;
- The response is timely and appropriate;
- National resources are applied effectively;
- Adverse outcomes are minimised;
- Multiple objectives are dealt with together;
- Agencies' activities are coordinated.

Two types of SAR operations that may require the activation and involvement of the National Security System are:

- Mass Rescue Operations
- Extensive Search Operations

5.3.1 Mass Rescue Operations

A Mass Rescue Operation (MRO) is a low-probability, high-consequence event that will require a response to provide immediate assistance to a large number of people who are in distress. The definition of an MRO is:

For any Category I or II search and rescue (SAR) incident, a mass rescue operation (MRO) is one that involves the need for immediate assistance to large numbers of persons in distress, such that capabilities normally available to search and rescue authorities are inadequate

An MRO incident would likely require the activation and involvement of the National Security System.

Further information about MROs can be found in the *NZSAR MRO Operational Policy*.

5.3.2 Extensive Search Operations

The 2014 search for flight MH370 in the Indian Ocean demonstrated the need for the SAR sector to plan for incidents that require a large, extended, or remote search component.

There is no formal definition for such search incidents. They may not involve the need to provide assistance to a large number of people (as per the MRO definition), however they may still include many of the attributes, multiple response activities, and challenges as MROs.

An extensive search operation incident would likely require the activation and involvement of the National Security System.

Further information about extensive search operations can be found in the *NZSAR MRO Operational Policy*.

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PART 6: SAR OPERATING PROCEDURES

6.1 Initial Actions

Any search and rescue unit or facility receiving information of a distress incident shall initially take immediate action if in the position to assist, and shall without delay notify the appropriate Coordinating Authority.

6.2 SAR Manuals and Documentation

The Coordinating Authorities rely on many other agencies and assets to conduct SAR operations. In order for SAR operations to be effective, they are conducted in accordance with established policies, practices, and procedures.

These policies, practices, and procedures are contained across a variety of documentation:

- IAMSAR Manual
- New Zealand Coordinated Incident Management System
- SAR Chapter of the Police Manual
- NZSAR Manual of SAR Doctrine (*placeholder name*)
- SAR Plans of Operation (as the collective name for all individual specific SAR readiness plans, standard operating procedures, and aides-memoir)

6.2.1 IAMSAR Manual

The IAMSAR Manual (International Aeronautical and Maritime Search and Rescue Manual) is a joint International Civil Aviation and International Maritime Organisation publication issued under the auspices of the United Nations, is designed to assist jurisdictions meet their own SAR needs, taking account of the obligations they accepted under several international Conventions. While the Manual provides guidelines for a common aviation and maritime approach to organising and providing SAR services, jurisdictions are encouraged to develop (and train for) their SAR services as part of a cooperative global system.

The Manual is made up of three volumes:

- Volume I, *Organisation and Administration*;
- Volume II, *Mission Coordination*; and
- Volume III, *Mobile Facilities*.

6.2.2 Coordinated Incident Management System

New Zealand's Coordinated Incident Management System (CIMS) establishes a framework of consistent principles, structures, functions, processes and terminology that agencies can apply in an emergency response.

The purpose of CIMS is to achieve effective coordinated incident management across responding agencies by:

- establishing common structures, functions and terminology used by agencies in incident management, yet within a framework that is flexible, modular and scalable so that it can be tailored to circumstances specific to any level or type of incident; and
- enabling agencies to develop their own processes, procedures and training for the execution of CIMS.

6.2.3 SAR Chapter of the Police Manual

The SAR Chapter of the Police Manual provides the information, policy, and procedures necessary for Police to carry out their duties during a SAROP. It also contains guidelines for interaction with Government departments and volunteer organisations involved in SAR operations.

6.2.4 NZSAR Manual of SAR Doctrine

The *NZSAR Manual of SAR Doctrine (placeholder name)* provides an agreed, unified, and documented doctrinal basis for the conduct of search and rescue operations within New Zealand.

6.2.5 SAR Readiness Plans

The Coordinating Authorities are responsible for preparing comprehensive readiness plans for the conduct of SAR operations in their respective areas of responsibility. These plans should be based on agreements between the Coordinating Authorities and the providers of SAR facilities or other support for SAR operations.

Plans are intended to be valuable aids for time-critical search planning and SAR coordination processes. The Coordinating Authorities should develop plans that:

- Meet the requirements of applicable international SAR manuals
- Cover all potential SAR emergency scenarios likely to occur within the NZSRR, or within the Police District or area of the NZSRR relevant to that plan
- Are based on identified SAR risks and analysis of SAR trends
- Are reviewed and updated regularly
- Are readily available to SAR coordinators in convenient form for quick and easy use

6.3 Conduct of SAR Operations

Unless otherwise required for by international requirements, SAR operations will be coordinated using the CIMS Framework.

6.4 Distress Communications

Distress communications includes both distress alerting, and SAR communications. Distress traffic includes all messages relating to immediate assistance required by person, aircraft, or marine craft in distress, including medical assistance. Distress traffic may also include SAR communications and on-scene communications.

Distress calls take absolute priority over all other transmissions.

Distress alerts may arrive at the Coordinating Authorities from a variety of sources. These include (but are not limited to):

- Maritime Operations Centre and/or Coast Radio Stations
- 111 emergency phone system
- Cospass-Sarsat System (distress beacons)
- Inmarsat System
- Air Traffic Services
- Commercial emergency notification device service providers
- Fire or Ambulance communication centres
- Vessels, aircraft, or members of the public

Not all of the Coordinating Authorities will have access to all of the methods of receiving distress alerts. The Coordinating Authorities must have clarity regarding which authority is responsible for receiving the different methods of distress alerts, and have processes in place for relaying distress alerts to the appropriate authority as appropriate.

6.4.1 SAR Point of Contact

The Rescue Coordination Centre New Zealand (which operates as a joint rescue coordination centre) is the SAR point of contact for the New Zealand Search and Rescue Region, and is responsible for receiving distress alerts from the Cospass-Sarsat system and from commercial emergency notification device service providers.

6.5 SAR Facilities

SAR facilities include designated Search and Rescue Units (SRUs) and other resources which can be used to conduct or support SAR operations. An SRU is a unit composed of trained personnel and provided with equipment suitable for the expeditious and efficient conduct of search and rescue. An SRU can be an air, maritime, or land-based facility.

Facilities selected to be SRUs should be able to reach the scene of distress quickly, and be suitable for one or more of the following operations:

- Providing assistance to prevent or reduce the severity of accidents and the hardship of survivors (e.g. escorting an aircraft, standing by a sinking vessel).
- Conducting a search.
- Delivering supplies and survival equipment to the scene.

- Rescuing survivors.
- Providing food, medical, or other initial needs of survivors.
- Delivering survivors to a place of safety.

6.5.1 SAR Units

Search and rescue units may belong to state authorities, or to non-governmental or voluntary organisations. In the latter situation, agreements between the Coordinating Authorities and these organisations should be developed. Search and rescue units do not need to be dedicated solely to SAR operations, but do require to have the training and equipment necessary for proficient operations.

The SAR system in New Zealand makes use of designated SAR Units, non-governmental and voluntary agency SAR Units (including specialised SAR units, which are teams with specialised training and equipment for specific rescue scenarios), and vessels of opportunity.

Designated SAR Units include:

- An on-call Royal New Zealand Air Force fixed wing aircraft
- An on-call Royal New Zealand Air Force helicopter
- An on-call Royal New Zealand Navy vessel

Non-governmental and voluntary SAR agencies that the Coordinating Authorities have agreements for the provision of SAR services include:

- Amateur Radio Emergency Communications (AREC)
- Coastguard New Zealand
- Land Search and Rescue New Zealand (LandSAR NZ)
- Surf Life Saving New Zealand (SLSNZ)
- A number of air ambulance rescue helicopters

6.5.2 Resource Database

The Coordinating Authorities will maintain up-to-date information concerning search and rescue facilities, units, and available communications relevant to search and rescue operations appropriate to their areas of responsibility.

The Coordinating Authorities have appropriate arrangements to be kept informed of the state of preparedness of search and rescue units.

The SAR Coordinating Authorities can readily access this information via the online NZSAR Resources Database¹².

¹² <https://nzsar-resources.org.nz/>

6.6 On-Scene Coordination

When two or more SAR facilities are working together on the same SAR operation, it may be advantageous if one person is assigned to coordinate the activities of all the participating facilities. The Coordinating Authorities may designate an On-Scene Coordinator (OSC) with a clear delegation of tasks, who may be the person in charge of an SRU, ship, or aircraft participating in a search, or be someone at another nearby facility able to handle OSC duties.

The OSC should be the most capable person available, taking into consideration SAR training, communications capabilities, the incident management support available to the OSC to achieve the delegated tasks, and the length of time the OSC can stay in the search area. Frequent changes in the OSC should be avoided.

For large or complex searches, more than one OSC may be assigned by the Coordinating Authority.

When appropriate, an aircraft coordinator (ACO) may also be designated to assist with on-scene coordination of SAR aircraft.

6.7 Conclusion of SAR Operations

SAR operations enter the conclusion stage when:

- Information is received that the subject(s) of the SAR incident are no longer in distress;
- The subject(s) who were in distress have been located, and the survivors rescued, and/or bodies have been recovered; or
- During the distress phase, the Coordinating Authorities determine that further search would be to no avail because additional effort cannot appreciably increase the probability of successfully finding any remaining survivors, or because there is no longer any reasonable probability that the distressed persons have survived.

6.8 Search Suspension

Some SAR operations may require extended searching, and at some point the Coordinating Authority must take the difficult decision to suspend search operations pending the receipt of additional information. That is, the Coordinating Authority must decide that additional search effort will not result in success.

In making this decision, each SAR incident must be considered on its own merits, and care should be taken not to end the search prematurely. The decision to suspend a search involves humanitarian considerations, but there is a limit to the time and effort that can be devoted to each SAR case.

6.8.1 Search Review

Prior to suspending search operations, a thorough case review must be made by a suitably qualified and experienced SAR Manager who has had no prior involvement with the search.

The case review should also examine:

- Search decisions for proper assumptions and reasonable planning scenarios;
- Certainty of initial position (or Initial Planning Point) and any drift factors or lost person behaviour (as applicable) used in determining search areas;
- Significant clues and leads re-evaluated;
- Data computations;
- Search plans, to ensure that:
 - All assigned areas were searched;
 - Probability or likelihood of detection is as high as desired;
 - Compensation was made for search degradation caused by weather, navigational, mechanical, or other difficulties;
- Determination about survivability of survivors, considering:
 - Time elapsed since the incident;
 - Environmental conditions;
 - Age, experience, and physical condition of potential survivors;
 - Survival equipment available;
 - Studies or information relating to survival in similar situations.

Determination of survivability should be made by a suitably qualified and experienced medical professional.

6.8.2 Decision to Suspend

The decision to suspend operations should be based on an evaluation (as appropriate to the circumstances of the case under review) of:

- The probability or likelihood that there were survivors from the initial incident;
- The probability or likelihood of survival after the incident;
- The probability or likelihood that any survivors were within the computed search area;
- The effectiveness of the search effort.

The reasons for search suspension must be clearly recorded. Considerations for suspending a search include:

- All assigned areas have been thoroughly searched;
- All reasonable probable locations have been investigated;
- All reasonable means of obtaining information about the whereabouts of the subject of the search have been exhausted; and
- All assumptions and calculations used in search planning have been reviewed.

6.8.3 Approval to Suspend

After the coordinating authority has decided to suspend a search, and an independent case review has been conducted, the coordinating authority must seek approval of their decision to suspend the search.

As search suspension is a difficult decision involving humanitarian considerations, the approval to suspend resides at executive level, as outlined in table 1.

For instances where the SAR operation involved the activation of the National Security System, then the approver (Police Commissioner for the Police District Commander) must bring the decision to suspend to the relevant level of the NSS for approval to suspend.

Type of Operation	Approver
Any Category 1 search	Police District Commander
Category 2 aeronautical search	Director Civil Aviation Authority
Category 2 land search	Director Maritime New Zealand
Category 2 maritime search	Director Maritime New Zealand

Table 1 List of Approvers for search suspension

6.8.4 Reopening a Suspended Search

If significant new information or clues are developed, reopening of a suspended search should be considered. The decision to reopen a suspended search needs to be balanced against factors such as, the unwarranted use of resources, risk of injury to searchers, possible inability to respond to other emergencies, and providing false hope for relatives.

6.9 Contingency

The coordinating authorities should ensure there are established contingency facilities, or if a SAR service is unable to be provided by one of the coordinating authorities procedures are in place for the temporary delegation of SAR responsibility to another coordinating authority. Contingency arrangements should be tested periodically, but not less than once every six months for RCCNZ.

PART 7: SUPPORTING SAR SERVICES

7.1 Training

Training is critical to performance and safety. SAR personnel, who are competently trained, will be more effective in saving people who are in distress, potential distress, or missing; and they will be able to make sound risk assessments to reduce risks to themselves and people they are rescuing.

All personnel who could be involved in a SAR operation need to undertake relevant SAR-specific training to enable them to competently perform the role(s) they may be called upon to perform. SAR training is usually organisation specific, or multi-agency.

Organisation specific training is delivered within (or on behalf of) one of the SAR organisations, and is usually focussed on teaching specific SAR related skills.

Multi-agency training is usually delivered as part of the *NZSAR Integrated SAR Incident Management Training Pathways*, and is focussed on SAR incident management.

The NZSAR Secretariat chairs the multi-agency SAR Training Governance Group. The purpose of this body is to manage SAR training inter organisation relationships, and set overall SAR training goals and strategies.

7.2 Exercising

Search and Rescue Exercises (SAREX) are an important inter-agency training activity and one of the most productive forms of experiential training.

NZ Police Districts are expected to conduct and fund a minimum of one marine SAREX and one land SAREX per Police District per year in accordance with Police Instructions. The NZSAR Secretariat maintains an annual calendar of these SAREXs as agreed to by the SAR sector.

As part of the annual National SAR Support Programme, the NZSAR Secretariat will deliver a number of exercises designed to test the arrangements for responding to mass rescue, extended searching, or other significant incidents within the NZSRR. These exercises are listed on the NSS calendar.

7.3 SAR Assurance

In line with international expectation and practice, New Zealand will implement a range of measures relating to SAR System Improvement, Assessment, Safety Management, SAR Management Reviews, and Assurance.

Collectively these measures will be known as SAR Assurance, and should include the following aspects.

- Provision of performance indicators, including post-incident lessons learned and management reviews.

- Provision of safety indicators, including post-accident/near-miss lessons learned, and health & safety reviews.
- Identification of SAR sector system and operational risks, and the corrective or preventative actions that prevent or minimise risks and the possibility of substandard SAR performance.
- Establishment of internal quality assurance programmes, which will include regular internal audits of the SAR Coordinating Authorities, SAR operations, SAR facilities, and procedures.
- Provision of submissions (as appropriate) to the ICAO/IMO Joint Working Group (JWG) on SAR to share lessons learned and experiences with other States for the continuous improvement of the worldwide SAR system.
- Conduct regular analysis of New Zealand's SAR system to identify any specific gaps in capability against the minimum requirements of relevant international conventions and the Guidelines of the IAMSAR Manual.
- Regular reviews and updates of SAR agreements as appropriate.
- Analysis of SAR operational data to identify trends and areas for improvement.
- Other initiatives as directed by the NZSAR Council to promote system assurance.

7.4 SAR Information

The timely and accurate collection of data relating to SAR incidents (whether at the uncertainty, alert, or distress phase) is essential to SAR research and development programmes (as part of SAR Quality Assurance).

The Coordinating Authority that possessed coordinating responsibility at the conclusion or suspension of a SAR incident is responsible for all statistical reporting in relation to that incident.

The NZSAR Secretariat is responsible for managing the SAR information system, and the corresponding SAR Data Standard.

7.5 SAR Case Studies

When used to review and evaluate all aspects of a response to a SAR incident, case studies are one of the most valuable and effective tools for improving SAR system performance.

SAR case studies or reviews will be conducted on a regular basis, even when no problems are apparent. There is almost always room for improvement, especially in large or complex SAR incidents.

Early detection and correction of apparently small problems or potential problems will prevent them from growing into serious deficiencies later.

7.6 Health & Safety

The [Health and Safety at Work Act 2015](#) (HSWA) provides a framework to protect workers and others from harm to their health, safety, and welfare by eliminating or minimising risks arising from work. This encompasses work undertaken by search and rescue personnel (whether paid or volunteer) on behalf of the SAR Coordinating Authorities.

In keeping with the principles and the requirements of the HSWA, the SAR sector has a collaborative and collective approach to health and safety management.

Search and rescue activity often occurs in dangerous situations or locations. The SAR sector is committed to ensuring that SAR personnel conducting SAR activities shall not have their lives placed at unacceptable or unnecessary risk.

The inter-agency Strategic Occupational Health & Safety Committee encourages a planned and structured discussion about health and safety management across the sector enabling opportunities for improvement to be identified.

7.7 SAR Library

The coordinating authorities are to have access to a SAR Library (electronic or hard copy), and have ready access to the following reference documents as a minimum (as appropriate to the type of SAR the coordinating authority is likely to manage):

- ICAO Annex 12
- IAMSAR Manuals Volumes I, II, III
- International Convention on Maritime SAR
- New Zealand Coordinated Incident Management System 2nd edition
- NZSAR Manual on SAR Doctrine
- MRO Response Plan
- Other relevant SAR Plans, Standard Operating Procedures, Aides-Mémoire, and other documents

7.8 Distress Beacon Registration System

As the Coordinating Authority responsible for coordinating distress beacon alert procedures, RCCNZ is responsible for managing a reliable distress beacon registration system that:

- Provides a readily-accessible mechanism (preferably by internet) to enable distress beacon owners to fulfil their obligations to register distress beacons, and to update their registration details as circumstances change.
- Is available to RCCNZ SAR personnel 24 hours a day, and includes up-to-date registration details for all registered distress beacons.

RCCNZ also provides guidance on the appropriate methods to dispose of old distress beacons.

7.9 SAR Prevention

The New Zealand SAR system seeks an informed, responsible, adequately equipped and appropriately skilled public who are able either avoid distress situations or survive them should they occur. A large number of organisations have a role to play with SAR prevention. Collectively, the SAR sector enhances personal responsibility through information, education, regulation, investigation and enforcement. NZSAR will collaborate with, inform, contribute to partner organisations, and when required coordinate or lead public focussed SAR preventative strategies and actions in order to reduce the frequency and/or the severity of SAR incidents within the NZSRR..

DRAFT FOR REVIEW BY NZSAR CONSULTATIVE COMMITTEE

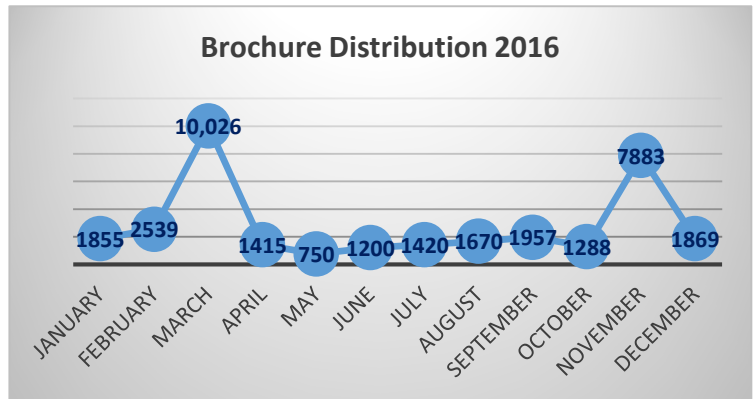
APPENDIX A: GLOSSARY

PLACEHOLDER FOR A GLOSSARY TO BE INSERTED

Abbreviation	Title	Explanation/definition
AREC	Amateur Radio Emergency Corps	AREC is a service offered by the New Zealand Association of Radio Transmitters (NZART) which provides trained radio communicators and communication systems for emergency situations.
	Body Recovery	New Zealand Police have the legal responsibility for all body recovery activities in accordance with the Coroners Act 2006. During a Category I SAROP New Zealand Police is the Coordinating Authority and will handle body recovery as part of the SAROP. During a Category II SAROP the Rescue Coordination Centre New Zealand is the Coordinating Authority and will manage all SAROP activity but, where practicable, will defer all matters relating to any subsequent body recovery activity to New Zealand Police.
AIA	Aviation Industry Association	The AIA aims to encourage, promote, and protect New Zealand's aviation industry and generally watch over and protect the general interest of companies and persons engaged in the aviation industry.
CAA	Civil Aviation Authority of New Zealand	The CAA establishes civil aviation safety and security standards, and monitors adherence to those standards. The CAA carries out accident and incident investigations and collates this material to establish an industry-wide safety picture. This becomes the basis of safety initiatives ranging from education campaigns to increased monitoring and regulatory action. The Civil Aviation Authority supplies information to assist aircraft focused searches and make recommendations following post search investigations.
	Category I SAROP	A SAROP coordinated at the local level; including land operations, subterranean operations, river, lake and inland waterway operations and close-to-shore marine operations.

1. Brochure Activity

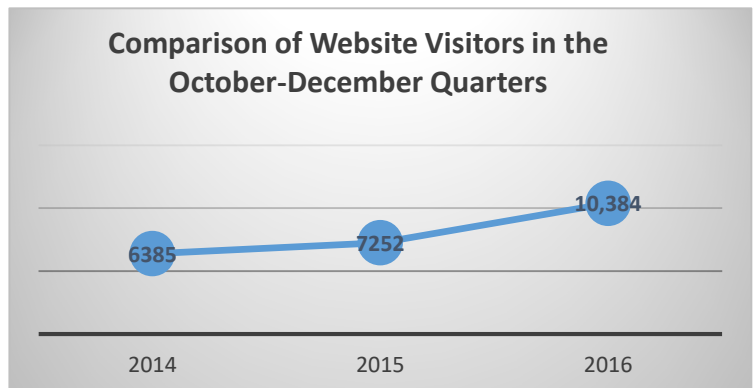
- During this quarter a total of **11,044** were distributed, an increase from 5,047 brochures last quarter.
- A total of **33,832** brochures were distributed in **2016** (January-December).
- This equates to an average of 2,819 brochures were distributed each month.



2. Website Maintenance and Analytics

- This quarter saw a total of **10,384** visitors/sessions compared to 6980 visitors last quarter and 7252 during the same period last year.

- All indicators are up compared to last quarter:
 - +48% increase of visitors/sessions
 - +50% page views
 - +1.45% pages viewed per second
 - +21.5% average session duration
 - 23% lower bounce rate (48% vs 62.5%)
 - +235 downloads of the Outdoors Intentions Form (avg 78 per month)
 - +888 general downloads including safety codes (avg 296 per month).



- Visitors this quarter are mainly from New Zealand (57%), followed by Russia (10%), the USA (6%), Australia (6%), Germany (3.2%), UK (3%), Canada (1.6%), France (1.4%), Singapore (1.3%) and Netherlands (>1%).
- DOC continues to be the top referral site for traffic (40%), followed in the top 10 by GWRC (4.2%), Te Araroa - NZ's Trails, MSC, newzealand.com (Tourism NZ), WSNZ, <http://www.manawatunz.co.nz>, Camping Our Way and Lake Wanaka Tourism.
- All Outdoors Intentions pages combined see the most visitors, followed by Land, Water, Boating, Hiking, Safety Codes, Camping, 4x4 Driving, Snow, Air, Mountain Biking and Swimming in the top 20.

3. Social Media Activity and Facebook

- The AdventureSmart Facebook 210 fans at 1 October 2016 and **296** at 31 December 2016 – and increase of 86 (+35.54%).
- During this quarter, the average daily post reach was 226 people.
- The website received 717 referrals from social media sites (6.9% of total traffic) – up 583 (435%) from last quarter (339 Reddit, 227 Twitter, 137 Facebook, 9 Stack Exchange, and 1 Blogger, Meetup, Naver, Weebly & Yammer).

