

**Minutes of Meeting
NZSAR Consultative Committee
Wednesday 8 August 2018
Defence Air Movements
1 Cochrane Street, Rongotai, Wellington**

Attendees:

Carl van der Meulen (chair)	NZSAR	Patrick Holmes	Coastguard NZ
Alannah Rogers	NZSAR	Mike Hill	RCCNZ
Stephen Ross	NZSAR	Ian Duncan	FENZ
Kevin Banaghan	RCCNZ	Don Bogie	DOC
Don Robertson	AREC	Carl McOnie	LandSAR
Mike Ambrose	LandSAR	Benjamin Smith	NZDF
Jonty Mills	WSNZ	Ceilidh Martin	NZDF
Allan Mundy	SLSNZ	Duncan Ferner	NZSAR
Rodney Bracefield	RCCNZ	Ian Coard	NZSAR Council
Paul Craven	RCCNZ	Roslyn Wells	MSC
Rachel Burns	RCCNZ	Brendan Comerford	Kordia MOC
Nic Brown	NZ Police	Erina Papp	Volunteering NZ
John Pine	NZ Police	Michelle Kitney	Volunteering NZ
Charlotte Penman	MoT		

1. Welcome

Carl opened the meeting and welcomed the attendees, with particular welcome to new attendees, Alannah Rogers (NZSAR), Carl McOnie (LandSAR), and Ceilidh Martin (NZDF). Carl thanked NZDF for hosting the meeting.

2. Apologies

Mike Daisley	MSC	Pete Theobald	NZ Police
Steve Kern	CAA	Rachel Roberts	NZSAR

3. Minutes of previous meeting

The minutes of the 09 May 2018 meeting were accepted as a true and accurate record.

4. Matters Arising from Minutes

The table of actions and decisions from the 09 May 2018 meeting was reviewed. There were no further matters arising from the previous minutes.

Actions and Decisions from meeting 09 May 2018

Item	Action (A) / Decision (D)	Responsibility	Status as at 08 August 2018
8 Volunteer Strategies	D The Committee endorsed the proposal from Volunteering New Zealand	N/A	N/A
9a Volunteerism – mental health	A Development of a SAR sector health and wellbeing strategy to be referred to the NZSAR Strategic Occupational Health & Safety Committee	Secretariat	On the agenda for the NZSAR Strategic Occupational Health & Safety & Wellness Committee
10 Technology – apps	D The Committee agreed that the PathTrack app should be investigated further by the Secretariat.	Secretariat	Under consultation and in the NSSP 2018/19
11 Air Ambulance Services RFP	D Agencies agreed to remain engaged and share information regarding the impacts of the air ambulance contracts	All	On the agenda of the 8 August 2018 Consultative Committee meeting
12 Operation Mangatawai review	A Committee members to inform the Secretariat of any factual errors or serious concerns with the key findings or recommendations in the Operation Mangatawai review by 23 May 2018	All	No concerns raised to the Secretariat
13 Fatigue Management	D The Committee endorsed the proposal for the Secretariat to engage with the relevant SAR sector agencies and develop guidance to manage volunteer fatigue	Secretariat	Update to be provided at the 8 August 2018 Consultative Committee meeting
15 NSSP 2018/19	A Committee members to provide feedback on the draft NSSP 2018/19 to the Secretariat by 23 May 2018.	All	Complete – NSSP 2018/19 approved by the NZSAR Council

5. SLA Monitoring Report

Reporting requirements from the SLA partners have been met. Information about operational activity during the quarter was not available in time for the meeting. This will be resolved when SARdonyx becomes the operational reporting tool.

6. Sector Update

The sector update was distributed prior to the meeting. Don Robertson provided a verbal update on the work to reorganise AREC's governance and management structures. This will be included in the sector update provided for the NZSAR Council.

Nic Brown made special mention of the recent high-profile SAROP on Mt Aspiring, and thanked all the volunteers that were involved in this operation.

Brendan Comerford informed the Committee that some retailers are selling marine VHF radios to the diving community, with the DSC functionality which does not work in New Zealand. MOC is monitoring this situation.

7. SARdonyx Update

Carl provided an update on the progress of project SARdonyx, which is now in the build phase. Some example slides of the current solution showing data entry and reporting were demonstrated.

SARdonyx should be of assistance in answering the large number of OIA requests that are received by RCCNZ.

8. NZSAR Risk Policy

Duncan briefed the Committee on the new NZSAR Risk Policy that is being developed. The aim is to produce a risk policy that can be genuinely useful to all agencies within the SAR sector.

Action: Committee members are invited to provide any feedback on the risk policy to NZSAR by 18 September 2018.

9. Risk Matrix

The risk matrix was distributed prior to the meeting. Prior to discussing the specific risks on the agenda, Duncan updated the Committee on the preliminary results of the Rescued Persons research. The initial research indicates there is a positive behaviour change within the recreational boating community. Patrick mentioned that at least 5,000 people have Coastguard NZ mobile phone app. Jonty offered to share the research WSNZ is currently conducting on the use of life jackets.

a) SAR Expectations

The risk regarding stakeholder and public expectations was discussed. The extent of public expectations was demonstrated during the recent high-profile rescue operation for the Thai youth football team from the flooded cave network. The media was providing live updates of the rescue. Multiple SAR agencies are often asked the same questions during high-profile SAR responses, which shows there is a need

for a coordinated response to ensure the public is consistently receiving the correct messaging.

Decision: The Committee **recommended** the inclusion of coordinated strategic communications in the treatment options for this risk.

b) Recreational Knowledge

The inadequate public understanding of personal risks undertaken during recreational activities was discussed. Social media is becoming more influential in driving risky behaviours, for example encouraging users to take photos on risky terrain.

Decision: The Committee **recommended** the inclusion of the influence of social media as cause of this risk.

c) Volunteerism – volunteer commitments

A recent editorial regarding volunteer commitments (Peter Cullen, Dominion Post, 18 July 2018) was distributed with the meeting papers. The issues raised in this editorial relating to SAR volunteers commitments to their employers impacting on their ability to volunteer for SAR operations was discussed, and will be included in the volunteer strategies that are being completed for AREC, Coastguard, LandSAR, and SLSNZ.

10. Assurance Coordinator

a) Aviation engagement

Stephen informed the Committee that the Council has reviewed and accepted the Aviation Engagement Product Report prepared by Pappus Consulting. Work is now underway to prepare the following aviation related products:

- Aircraft briefing / debriefing form
- Service level agreement
- Flowchart for engaging aircraft that do not have an SLA
- SAR aircraft crew brief
- Operational risk management form
- Inflight weather threat assessment
- LandSAR field guide 2010 amendment
- Aeronautical decision making

b) Health & Safety

Stephen informed the Committee of the major items that will be covered in the Strategic Health & Safety Committee meeting scheduled for the afternoon. These are:

- The fatigue management workshop to be held on 1 October 2018

- Trauma and PTSD support for volunteers, as discussed at the last Committee meeting
- Confirming the verbal H&S message for tasking unknown SAR assets during operations
- The H&S reporting process

11. Air Ambulance Services RFP

Paul Craven provided an update on the NASO Air Ambulance RFP and contracting process. Paul has been actively engaged with NASO to present a collective view on behalf of the SAR sector. NASO is currently considering the proposals and aims to announce the providers of air ambulance services by the end of the year.

12. Operation Mangatawai Review

The Council accepted the Operation Mangatawai Review. The Coordinating Authorities and the Secretariat were asked to consider the nine recommendations contained in the report. Carl provided an update on the status of the recommendations.

13. National SAR Support Programme 2018/19

Workshops & Seminars	
Southern Hemisphere Alpine Conference	Marine SAR and OSC Workshops
SAR Case Study Seminar / Police Planning	Alpine Cliff Rescue Workshop
Wander (Operational)	Fatigue Management Workshop
Evaluators and Exercise Planning	
SAR Information & IT	
NZSAR Website update	SARdonyx – Beca
Maintain existing datastore	SARdonyx – Project Management
Portable mobile phone location	SARdonyx – Data migration
	SARdonyx – CARD interface
SAR Documentation	
SAR Forms	New Zealand's SAR Guidelines
Volunteer Strategies	
Exercises	
Reconciliation exercise (practical)	MTI / Nationally Significant SAR (Strat x1)
Support Police SAREXs	Nationally Significant SAREXs x 5
SAR Research & Reviews	
Survey of SAR Customers	SAR Demand & Supply – Land
Survey Observed Behaviours	Mass Rescue Study
SAR Demand & Supply - Marine	

Project Implementation	
SAR Communications – Land (STWG(L))	Aviation Engagement
SAR Assurance Programme	
Prevention Initiatives	
AdventureSmart website	Visitor intentions process
AdventureSmart graphic design	Geo-triggered prevention messaging
Brochure storage & distribution	Prevention research
Beacons promotion	

Duncan and Rhett briefed the Committee on the NSSP for 2018/19 (as per the above table), with further details on the following items.

a) NZ's SAR Guidelines

Subject matter experts have been identified for the specific areas of the Guidelines. The lead contractor will meet with each SME group to review the content.

b) Training

Rhett provided an update of the SAR (ACE) training. There have been a number of course postponements by the training provider, which is starting to cause some concerns. In part this is due to course enrolment numbers dropping after the courses have been booked. SAR agencies need to ensure they align requested courses to their needs and their ability to provide enough students for the course. Allan Mundy noted that cancelling or postponing courses has a negative effect on volunteers who have prepared to go on the course.

c) SAREX Support

There is now a trained team of evaluators to support exercise planning, provide exercise evaluations, and to ensure consistency in post exercise reports. Having a pool of evaluators should also assist in identifying common themes in the capture of insights from the exercises.

d) MRO Exercises

There are a number of MRO exercises planned for 2018/19. The locations and dates for these exercises are yet to be confirmed.

14. General Business

Next meeting:

- Wednesday 21 November 2018 (combined workshop with NZSAR Council)

The meeting was formally closed at 12.30pm

15. RNZAF SAR Capability

Following the meeting, members of 3 and 5 Squadrons, RNZAF, briefed the Committee on the overall and SAR specific capabilities of the NH-90 helicopter and P-3K2 Orion aircraft respectively.

Following the briefings, committee members were invited to view static displays of these aircraft and talk with the aircraft crew.

Carl Van Der Meulen
Chair, NZSAR Consultative Committee

Actions and Decisions

Item	Action (A) / Decision (D)	Responsibility
8 NZSAR Risk Policy	A Committee members are invited to provide any feedback on the risk policy to NZSAR by 18 September 2018.	All
9a SAR Expectations	D The Committee recommended the inclusion of coordinated strategic communications in the treatment options for this risk.	N/A
9b Recreational Knowledge	D The Committee recommended the inclusion of the influence of social media as cause of this risk.	N/A