

Minutes

New Zealand SAR Council

Ministry of Transport Boardroom Level 10 Petherick House

10 July 2003
1pm

Attendance: Alastair Bisley - Transport (Jonathan Graham, Manager SAR Secretariat, Helen Hanify, Donna Soo)
Graham Lintott - Defence
Rob Robinson, Commissioner of Police - Police (Gerry Prins)
Russell Kilvington - Maritime Safety Authority (Peter Williams)
John Jones - Civil Aviation Authority

Apologies: None.

Agenda Item 3 – Welcome and introduction of Secretariat manager.

Alastair Bisley welcomed Council members to the second SAR Council meeting, and gave a brief introduction to Jonathan Graham, the newly appointed Manager to the NZ SAR Secretariat.

Agenda Item 4 – Minutes from previous meetings.

Minutes from meeting 15 April 2003 – **Agreed** as a record of the meeting.

Minutes from meeting 21 May 2003.

- There was a discussion about the Minutes of 21 May 2003.
- Alastair Bisley proposed that pg 2 of the Minutes should be amended as follows:

“The Council takes the view that the review would not apportion blame on an individual, meaning that the resulting investigation report avoids concluding that a person or organisation has been responsible for causing an accident. It does mean that the information gathered from witnesses can not be used in punitive action against that person or organisation.”

With the proposed changes, it was **Agreed** that the Minutes of 21 May 2003 were a true and proper record.

Agenda Item 5 – Update and progress report on Oamaru review.

At 1.30pm, John Bowdler joined the meeting and gave a report on the Oamaru Search and Rescue incident.

Russell Kilvington said that Peter Williams may be called to testify at the Coronial Inquiry, and therefore Peter left the room for this item.

The meeting **Agreed** that:

- John Bowdler's report would be sent in the first instance to the Secretariat Manager, who would provide it to Council members to check of factual errors or areas of uncertainty. Any comments would be reported to the Reviewer;
- the Council would then be provided with the final report for its consideration; and
- the Council would meet the following week for an extraordinary meeting to develop Council recommendations to the Minister, once they had had time to assess the final report.

Alastair Bisley raised the issue of significant communications issues, including the need for communications plans, to ensure centralisation. Russell Kilvington said that if the Minister wants to do a press conference the Council would need to assist in developing a co-ordinated strategy. Rob Robinson offered the use of Police's general manager of public affairs to help with a communications strategy.

Alastair Bisley said he would ask Sarah Adamson, PR executive for Ministry of Transport, to convene a group to work on the communications issues.

Agenda Item 6 – Secretariat report.

Jonathan Graham, SAR Secretariat Manager, gave a presentation of how he sees his new role, and asking the Council to approve a work strategy and budget.

Key points

Immediate goals:

- For Council to endorse a work plan for the Secretariat Manager; and
- For the Secretariat Manager to:
 - kick off a strategic planning process so that a strategy will be endorsed by the sector;
 - to complete an environmental analysis of the sector by 1 October 2003 to try to understand and define Search and Rescue, and get feedback from the Council on this;
 - establish a meeting programme – next meeting in 6 weeks, then meet quarterly.

Longterm:

- to have a strategic plan for Search and Rescue in New Zealand by July 2004, by which time the Council can go back to the government with a strategic view;
- to develop objectives and missions;
- to establish the role of the Council into the future (next 10 years and beyond);

Action point – several corrections in the presented documents were proposed by the meeting, principally in the area of names of sector organisations.

Russell Kilvington supported the idea of a strategic plan but thought that point 5 required some modification and focussing. (National Search and Rescue strategy government approval plan on 1 July 2004).

Helen Hanify asked why the strategic plan would not be done sooner, ie. in six months. Jonathan Graham highlighted the need for broad consultation to gain the required level of acceptance of the plan within the sector.

Russell Kilvington said that the strategy should be realistic and not a 'wish list'.

Rob Robinson said that the 2004/2005 work plan for the Secretariat Manager would then be driven by the strategic plan.

Graham Lintott – agreed to the timeline concerning the implementation, resourcing and functions by 1 July 2004.

Agenda Item 7 – Communications plan for Council/Secretariat.

At this point, the discussion under Agenda Item 6 relating to communications, was taken as the discussion for the communications plan for the Council/Secretariat at present.

Agenda Item 8 – Financial Report.

A preliminary budget was presented by the Secretariat Manager and the meeting agreed to take the document away for consideration and confirm acceptance or any changes within several weeks.

Agenda Item 9 – other Business.

Helen Hanify raised the issues of payment for the Oamaru review. The Ministry of Transport had paid approximately \$20,000 to the period 30 June 2003. She suggested that from the period commencing 1 July that the review be funded out of the Secretariat's budget (probably another \$17,000-\$20,000).

Rob Robinson indicated that he would be out of the country from 11 August through to 9 September 2003.

John Jones is not available for 10 days at the end of August and beginning September.

Meeting adjourned 3pm