

Minutes

Inaugural Meeting New Zealand SAR Council

Ministry of Transport Boardroom
Level 10 Petherick House

15 April 2003
2pm

Attendance: Alastair Bisley - Transport (Helen Hanify, Donna Soo)
Brigadier Clive Lilley – Defence (Commodore David Ledson)
Assistant Commissioner Gavin McFadyen - Police (Senior Sergeant Gerry Prins)
Russell Kilvington - Maritime Safety Authority (Peter Williams)
John Jones - Civil Aviation Authority (Cath Taylor)

Apologies: Deputy Commissioner Operations Steve Long – Police and
Air Marshall Bruce Ferguson – Chief Defence Force

Opening statement by Alastair Bisley on the purpose of the NZ SAR Council:

- high level strategic body
- counselling role
- across modes but work together
- financial contribution
- link with consultative committee through secretariat
- taking over from National Search and Research Committee (NSRC)

Express thanks for NSRC for work done to date on search and rescue issues.

The meeting then agreed to the proposed Agenda (attached).

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| 1. Agree to the establishment of the NZ SAR Secretariat to provide information, advice, and support services to the NZ SAR Council. |
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Moved by Russell Kilvington
Carried

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| 2. Agree that the five Government Agencies will provide funding for the NZ SAR Secretariat (established to be in the order of \$200,000 per annum) for the first 2 year period. |
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It was clarified that the \$200,000 would be made up of \$40,000 per agency and invoiced for year 2002/2003 and 2003/2004.
Any surplus would be refunded equally at the end.

Motion agreed – from 1 May 2003

Carried

3. Consider the recommendation from the Working Group for appointment to the position of Search and Rescue Secretariat Manager.

Helen Hanify gave an overview of the recruitment process to date and noted the working groups preferred candidate, Jonathan Graham.

She proposed on behalf of the working group that the NZ SAR Council endorse offering the position to Jonathan Graham. Salary offer to be in the range of \$95,000 - \$105,000. Direct contract with Ministry of Transport for two years.

The NZ SAR Council also agreed that if Jonathan Graham was for some reason no longer available, then the position would be offered to the second candidate, Clive Libby.

Moved by Russell Kilvington
Carried

4. Agree that the SAR Secretariat Manager will, as a priority, develop the Terms of Reference for the NZ SAR Council.

David Ledson emphasised the importance of sorting out Terms of Reference.

Action Point – *Helen Hanify to circulate Secretariat Job Description to the Council to endorse before the next meeting.*

5. Agree that the SAR Manager will be tasked with developing a New Zealand SAR vision, mission and goals as a precursor to New Zealand SAR Strategy.

Moved by Russell Kilvington
Carried.

6. Agree that the SAR Secretariat Manger be tasked with the establishment, validation and monitoring of national standards, procedures, preventative programmes training, agreements and documentation relevant to all participants in New Zealand SAR.

- Alastair Bisley commented that the Secretariat Manager has to begin process of engaging with what people do.
- Russell Kilvington said that 6 and 7 are quite large expectations and that a potentially disaffected community needs to be considered who will want to be involved with the Consultative Committee. He suggested that the members of the committee should be approved

by the NZ SAR Council, in order to protect the Secretariat Manager's relationship with the Consultative Committee.

- Peter Williams suggested that in addition to regular members of the Consultative Committee, there could be 'guest members' who are invited to participate on specific issues, so as not to exclude people who genuinely want to make a contribution.
- Police agreed with that comment.
- David Ledson raised the issue of how to publicise the new role of the Secretariat Manager. Suggested announcements be made in various Department's quarterly newsletters/internal magazines etc. Also raised issues of sensitivities around boundaries established in the past. Needs to be promoted positively and emphasise how this is a positive improvement. Include some positive publicity about what is coming up, and about making the appointment (after confirming appointment) and also write to a range of organisations.

7. Agree that the SAR Secretariat Manager be tasked with recommending the arrangements for the membership of the SAR Consultative committee, to serve as a link between the Secretariat and SAR providers and as a forum for all SAR stakeholders, including voluntary groups.

Moved by Russell Kilvington that the new working (above) be agreed
Carried

8. Agree the meeting frequency for the NZ SAR Council.

- It was established that the new Secretariat Manager would informally meet with SAR Council representatives in the first week.
- Suggested the next council meeting should be in 8 weeks time (1 month after the appointment of the SAR Manager), then six weeks after this, and quarterly thereafter.
- SAR Manager would be supported by the working group, which would act as a mentor organisation in the beginning.

Action point: *Agencies agree to provide names of those who would regularly attend and deputise in the absence of regular members.*

9. National Search and Rescue Award

- Ceremony to be held 19 May 2003 6pm
- Still waiting for confirmation of speaker
- Opportunity to Minister to reinforce role of Secretariat
- Police in charge of organising, but SAR working group will need to contribute information
- Minister's involved include Minister of Transport, Associate Minister of Transport (Harry Dynhoven), Minister of Police and Minister of Defence.

Meeting adjourned 2.59pm