

Minutes

SAR Consultative Committee Meeting

Ministry of Transport

Thursday 27 November 2003

Attendees: Ian Webb (MSA), Peter Williams (MSA), Helen Hanify (MOT), Ron Logan (NZDF), Rodney Bracefield (NRCC), Gerry Prins (Police), Kevin Rangi (Coastguards Federation), Laurie Gallagher (Land SAR), John Funnell (AIA), Brian Purdie (AREC), Jon Graham (SAR Sec), Helen Stewart (MOT)

Apologies: Cath Taylor (CAA), Alastair Bisley (MOT)

Jon Graham welcomed the members of the Consultative Committee to the first meeting. Committee members briefly introduced themselves.

Agenda Item 4: Overview – The Council and Secretariat

Jon Graham presented an overview of the role of the SAR Council, the Secretariat and the linkages with the Consultative Committee.

Gerry Prins commented that it was important to have DOC representation on the Committee. DOC has not responded to the correspondence Jon Graham sent DOC on the Consultative Committee.

The committee **agreed** that Alastair Bisley should contact the Chief Executive of DOC to raise the issue.

Action point: Jon Graham to ask Alastair Bisley to contact the Chief Executive of DOC.

Agenda Item 5: Update

Jon Graham gave an update on:

1. Oamaru incident. The Minister of Transport requested the SAR Council to carry out an independent review of the incident. The Bowdler report was presented to the Minister and the SAR Council. Copies of the report can be found at www.transport.govt.nz and on the SAR Council Website www.nzsar.org.nz All the recommendations from the report have been implemented.
2. As a result of one of the recommendations from the Bowdler report, a risk assessment was completed on the NRCC. Government is yet to make decisions on this report. Until decisions have been made, it is not possible for the report to be made public.
3. The recommendations of the Bowdler report do have some legislative and funding implications. Helen Hanify commented that the government are treating these issues as a high priority.

Agenda Item 6: The Consultative Committee – Purpose and Challenges

Jon Graham noted that the role of the Consultative Committee was to provide advice to the SAR Council. The Committee will also be a forum to discuss SAR Council policies and strategic objectives and to provide feedback to the Council.

Agenda Item 7: Brief introduction from the Chair SAR Council

Alastair Bisley arrived at the meeting and spoke to the committee about the events leading up to the formation of the SAR Council – the Maritime Patrol Review and the Maritime SAR Review, and discussed the linkages between the Council and the Consultative Committee. In particular, the Council does not have an operational role. To ensure a co-ordinated and effective SAR system, the Council needs to work closely with stakeholders who play an operational role in the SAR system.

Agenda Item 8: Upcoming Issues

The upcoming issues were discussed as part of agenda items 6, 9, 10 and 11.

Agenda Item 9: Strategic Planning Process

Jon Graham gave a presentation on the strategic planning process. The presentation covered the different aspects of the process. The five steps in the process include:

1. Develop a strategic vision and mission
2. Analysis of environment
3. Develop strategic goals
4. Implement and execute strategy
5. Evaluate performance

Action Point: Committee members were asked to prepare for the next meeting:

- (i) SWOT analysis of their sector and organisation
- (ii) Analysis of the internal and external environment
- (iii) Views on a mission and vision

The group **agreed** that if members would like to share their ideas with other committee members prior to the next meeting, papers should be emailed to Jon Graham (j.graham@transport.govt.nz), who will circulate papers to other committee members.

Agenda Item 10: Training Forum

Due to time constraints it was **agreed** that the committee should put some thought to this issue and it will be put on the agenda of the next meeting.

Agenda Item 11: Funding Forum

Due to time constraints it was **agreed** that the committee should put some thought to this issue and it will be put on the agenda of the next meeting.

Agenda Item 12: General business and feedback

There was no general business discussed.