

MINUTES

CD/15/556502*

Meeting details			
Meeting title:	Marine Search and Rescue Working Group		
Meeting date:	Sunday, 5 June 2016	Time:	11am-1pm
Location:	Life Saving Victoria, 200 The Boulevard, Port Melbourne		

Attendees	Title/Business area
John Todor	Superintendent, Victoria Police (Chair)
Mark Arneil	Inspector, Victoria Police
Russell Rees	Acting Head of Marine Search and Rescue Office
Alex Fowler Chris Newman Adam O'Neill	Australian Volunteer Coast Guard
Robert Paoletti	Coast Watch Ocean Grove
Russell Lemke	Port Fairy Marine Rescue Services
Elieen Murray	Southern Peninsula Rescue Squad
Andrew Kay	Torquay Ocean Rescue
Rick Cooper	Volunteer Marine Rescue
Graeme Davis	Parks Victoria
Mark O'Conner	Metropolitan Fire and Emergency Services Board
Kane Treloar	Life Saving Victoria
Jason Lawrence	Country Fire Authority
Adrian Mnew	Director Maritime Safety, Transport Safety Victoria
Tony Murphy	Director Capability and Response, EMV
Tim Wiebusch	Acting Director of Marine Pollution, DEDJTR



Apologies	Title/Business area
Andrew Graystone	Parks Victoria
Barry Joyce	Coast Watch Ocean Grove
Tony O'Day	Country Fire Authority
Dave Merry	Apollo Bay Ocean Rescue
Tim Madigan	Emergency Services Telecommunications Authority
Greg Scott	Life Saving Victoria
John Parker	Victoria State Emergency Services
Craig Lapsley	Emergency Management Commissioner
Anthony de Wit	Ambulance Victoria
Russell McMurray	Acting Executive Director of Emergency Management, DEDJTR

AGENDA

Item	Subject	Time	Speaker/Action
1.	Opening/apologies	10	John Todor
2.	Terms of Reference – MSAR Working Group <ul style="list-style-type: none"> Consider establishing short-term project groups according to paragraph 11 	10	For noting
3.	Office of Marine Search and Rescue <ul style="list-style-type: none"> Update on progress – report to be provided Discuss MSAR unit/flotilla summaries 	20	Russell Rees
4.	Overview – Interim Arrangements <ul style="list-style-type: none"> Document to be provided and discussed 	50	Discussion
5.	Volunteer Representatives <ul style="list-style-type: none"> Two volunteer representatives will sit on the Reform Implementation Board as ex-officio members Elect a representative from the independent MSAR providers and determine length of term 	20	Discussion Election of representatives
6.	Closing <ul style="list-style-type: none"> Summary of actions from this meeting 	10	John Todor
7.	Next scheduled meeting - TBC		

1. Welcome and apologies

The Chair welcomed members and apologies were **noted**.

2. Terms of Reference – Working Group

Draft Terms of Reference for the Working Group were circulated with the agenda for this meeting.

- Tim Wiebush queried if this group is responsible for coordinating joint training and exercise coordination and if this is clear in the Terms of Reference. The group agreed that this is sufficiently covered under point 4a.
- Tony Murphy highlighted that it was raised during the Regional Consultative Forums that four meetings a year of this group are probably not sufficient. It was agreed that the qualifier that meetings will be held more frequently as required is sufficient and that there is an understanding that there is likely to be more frequent meetings initially.

Russell Rees proposed four project groups be established to address priorities. These groups would be insurance and finance (established for six months), risk and capability (established for 12 months), training and assessment (established for 12+ months) and operating arrangements (established for 3-6 months).

The project groups will be established with a set lifespan and at the end of the lifespan the decision will be made to end the project group, continue it or evolve it so that it continues to meet the needs of the Working Group.

Russell Rees will develop Terms of Reference for each of the proposed project groups. Once these have been circulated we will ask for the members of the Working Group to nominate people for each group. The aim will be to have 5-8 people sitting on each project group. It is important that the work is shared amongst a range of people.

For a number of the proposed Project Groups the information from the survey that has been circulated to the units and flotillas will be critical.

The following issues or points were raised by the group:

- One of the challenges that will face the training project group is the ongoing changes to Scheme R. AMSAR have not provided much direction about the regulations that MSAR providers will be required to comply with. The next exemptions are expected to be applied from the 30th of June.
- Tony Murphy suggested that only three project groups be established with the Working Group taking responsibility for finalising the Interim Arrangements. The Interim Arrangements will require input from all members of the Working Group and finalising the interim strategy is the priority for this group.
- The Working Group agreed to the creation of three project groups which will address insurance and finance, risk and capability, and training and assessment. It was agreed that the Working Group as a whole would consider and manage the finalisation of the Interim Arrangements

AGREED ACTION:

- **Nil updates to the Terms of Reference required.**
- **Amy Miller will publish the Terms of Reference on the Marine Search and Rescue website.**
- **Amy Miller will circulate the finalised Terms of Reference to the Working Group.**

- **Russell Rees will develop Terms of Reference for each of the three proposed project groups and will circulate these.**
- **TSV to contact AMSAR to see if they would be willing to meet with the Working Group or training project group.**

4. Update from Office of Marine Search and Rescue

Russell Rees provided a progress update for the Office of Marine Search and Rescue.

Reform Implementation Board

The first meeting of the Reform Implementation Board occurred on the 26th of April. Terms of Reference, and minutes will be made available via the Marine Search and Rescue Website. The next meeting of the Reform Implementation Board will be held on Thursday, 9 June 2016.

Newsletter and Webpage

The first newsletter has been published. This will be published every month and anyone can subscribe to it. We encourage you to send in photos and stories that will be included in the newsletter.

We are creating a webpage that will host all of the information about marine search and rescue. This will be live next week.

Regional Forums

159 people attended the three regional forums. The PowerPoint slides from the forums will be made available via the marine search and rescue webpage. Questions and comments from the forums have been noted. We are considering holding another round of regional forums in late 2016 or early 2017.

Finances

We are currently reviewing funding for marine search and rescue. We have collected some funding information from some of the MSAR providers. In addition to this we have reviewed the grant funding that has been allocated to MSAR over the last five years including where it has come from and who it has been allocated to.

A capital and operating budget has been drafted with the aim of securing funding for the sector next financial year. This will go to ERSC who govern the allocation of funding. Further work is being done to look at alternative funding sources.

Insurance

Victoria Police are reviewing the Emergency Worker legislation with the aim gaining clarity about what this legislation covers. This is proving to be complex to untangle. At this stage it appears that training that is assigned is covered. We are also looking at clarifying what is covered and how much is covered. Once we have clarify on this we will put in place business rules around this.

At this point in time Victoria Police are comfortable that if a MSAR provider made a claim it would be met.

- Eileen Murray - Southern Peninsula Rescue Squad have the understanding that they are covered under work cover while undertaking official training. They are not paying premiums for this. Victoria Police are unsure who will be paying premiums.

Capability Review

TSV are going to do an assessment of vessels during June. These will be undertaken by TSV Marine Engineers. The outcomes of this assessment will be feed back into the Working Group. This information will important for capability.

Risk Assessments

If you refer to Section 4 – State MSAR Risk Assessment of the Interim Arrangements you will see that we are going to undertake a state-wide risk assessment. We have started this risk assessment and will shortly do a cross reference by taking a whole of state review. This will be sent to the units / flotillas for the relevant areas for their input. We will then update the risk assessment to reflect your feedback.

This risk assessment is looking at the risk for the state and not capacity to respond to risk. For the risk in some areas we may decide to use other arrangements to meet the risk.

The risk assessments will be sent to the units and flotillas in the next two weeks. We will indicate when this is sent out the due date to have it back to us.

- Adam O'Neill – Coast Guard – make sure that when the matrix is sent out it is clear that this is not looking to gather information on how the units / flotillas do the job. The aim of this is not to build capability to respond to all risks. There are other arrangements to deal with some risks including whole of state, AMSAR, helicopter etc.

Boat Show

We have included a flyer for the Boat Show. We encourage you to share this with your organisations.

MSAR Office Establishment

We have secured funding for the MSAR Office. The Manager job has been advertised. We have provided a hardcopy of this advertisement and would encourage you to circulate this.

Information Summaries

The survey has been sent out to all units and flotillas. This is in the form of a Google form and a word table. We are asking people to finish this as soon as possible as it is critical for sourcing further information on insurance options. It will also be vital for the project groups and for planning and submissions.

- Insurance information for Coast Guard will be provided for the whole of Victoria rather than at a flotilla level.

AGREED ACTION:

- Amy Miller to circulate a link to the [Manager, Marine Search and Rescue Office](#).
- Working Group members to circulate the flyer for the Boat Show and the advertisement for the Manager of the MSAR Office to their members.
- Amy Miller to circulate the link to the MSAR webpage

5. Overview of Interim Arrangements

Russell Rees presented the Working Group with the Interim Arrangements for Marine Search and Rescue. This document is in essence the arrangements that were approved in principle by the State Planning Committee in 2012 and that MSAR providers have been operating under since then.

There are a couple of parts of the Interim Arrangements that have been left blank including the Service Provider Charter. This will describe the commitment to providing marine search and rescue services. It will also detail what MSAR providers give as a service to Victoria, what they expect, the standard of behaviour and conduct. While this is expected to take a while to construct, and will likely be built in part from different providers' charters it is important because it clarifies the fundamental purpose of marine search and rescue providers.

The aim is to finalise the Interim Arrangements over the next three months. The Working Group members will need to provide feedback on this document.

- Tim Wiebusch asked if there is intention to include this document into the plans that he is currently developing for marine pollution. Russell Rees confirmed that at this stage there is no intention to include this document into other state level marine plans.

AGREED ACTION:

- **Amy Miller to circulate an electronic version of the Interim Arrangements and the process for providing feedback.**
- **Working Group members to provide feedback on the Interim Arrangements by 1 July 2016.**

6. Volunteer Representatives

Two nominees from independent MSAR providers were considered

Russell Rees used a coin flip to determine the length of the term that the volunteer representatives will serve for. The coin flip determined that the independent representative will hold their seat for one year (end June 2017) and the Coast Guard representative will hold their seat for two years (end June 2018). The next election for the volunteer representatives will be held in June 2017.

Following the voting it was determined that Rick Cooper will be the independent representative.

7. Other Business

- We are not looking at setting up a business inside of EMV but rather will set up a strategy through EMV. We will then buy services from agencies for example Victoria Police may end up doing work for procurement for boats.
- Jason Lawrence – CFA rely on Coast Guard for marine fire response. Does the agreement that CFA has with Coast Guard around this arrangement get impacted by MSAR? At this stage \$70,000-100,000 is being provided to Coast Guard by CFA. This arrangement will not be impacted at this stage as we are focusing on marine search and rescue. The priority is tackling the issues.
- Jason Lawrence – There is very limited capability on boats for fire fighting. CFA would like this to be captured when looking at future infrastructure.
- The Command and Control arrangements need to be reviewed as part of the Interim Arrangements as they are currently not ideal. These will include support for fire rescue activities.
- TSV to provide an update on building communication channels between Kordia and Coast Guard.

Closing remarks

- Thank you for attending. Thank you for taking the time to volunteer to be here.
- We will try to use your time efficiently.
- We are available to assist at any time so don't hesitate to contact us. We are willing to go out and address issues with the individual units.

8. Next meeting

Next meeting will be held Sunday, 7 August 2016.

AGREED ACTIONS				
No	Action to be taken	Assigned to	Due date	Status (as at meeting)
1.	Amy Miller to circulate a link to the Manager, Marine Search and Rescue Office.	Amy Miller	10/06/16	Done
2.	Amy Miller will publish the Terms of Reference on the Marine Search and Rescue website.	Amy Miller	10/06/16	Done
3.	Amy Miller to circulate the link to the MSAR webpage	Amy Miller	10/06/16	Done
4.	Amy Miller will circulate the finalised Terms of Reference to the Working Group.	Amy Miller	10/06/16	Done
5.	Russell Rees will develop Terms of Reference for each of the three proposed project groups and will circulate these.	Russell Rees	10/06/16	Done
6.	Working Group members to provide nominations for the project groups	Working Group	1/07/16	
7.	Amy Miller to circulate an electronic version of the Interim Arrangements and the process for providing feedback.	Amy Miller	10/06/16	Done
8.	Working Group members to provide feedback on the Interim Arrangements by 1 July 2016.	Working Group	1/07/16	
9.	Working Group members to circulate the flyer for the Boat Show and the advertisement for the Manager of the MSAR Office to their members.	Working Group	10/06/16	
10.	TSV to contact AMSAR to see if they would be willing to meet with the Working Group or training project group.	TSV	17/06/16	