MINUTES

Meeting details			
Meeting title:	Marine Search and Rescue - Reform Implementation Board Meeting		
Meeting date:	Thursday, 18 May 2017	**Time:**	1600 hrs
Location:	EMV, 121 Exhibition St, Melbourne L23 Russell 4		

Attendees	Title/Business area
Craig Lapsley	Emergency Management Commissioner
Tony Murphy	Director Capability and Response, EMV
Wes Oswin	Manager, Marine Search and Rescue Office
John Todor	Superintendent, Victoria Police
Mark Bainbridge	AVCG Representative
Rick Cooper	Independent Representative
Peter Corcoran	Director Maritime Safety, Transport Safety Victoria (via phone)
Russell McMurray	DEDJTR

Apologies	Title/Business area
Nil	

UPDATE ON ACTION ITEMS FROM LAST MEETING			
Item	**Action**	**Allocated to**	**Status**
1	MSAR Office to finalise Interim Arrangements, provide covering page with 'issue date' and 'effective from' date as well as an explanatory communique.	Wes Oswin	Completed
2	MSAR Office to investigate opportunities to geospatially map the risk assessment and MSAR capability	Wes Oswin	Completed
3	MSAR Office to provide out of session update re VMIA insurance options	Wes Oswin	Completed
4	MSAR office to respond to volunteers at Waratah Beach regarding revival of MSAR unit	Wes Oswin	Completed
5	MSAR office to draft acknowledgement letter for Russell Rees for signature by Craig Lapsley	Wes Oswin	Completed
6	MSAR Office to schedule bi-monthly meetings for October, early December & February	Wes Oswin	Completed

AGENDA

Item	Subject	Time	Speaker/Action
1.	Opening/apologies/review of actions	5	Craig Lapsley
2.	Marine Search and Rescue Office – Progress Report	15	Wes Oswin Tony Murphy
3.	Project Working Group – Overviews • Finance & Insurance • Risk & Capability • Training & Assessment	10	Wes Oswin
4.	• Finance / Budget Update	10	Craig Lapsley
5.	Governance Arrangements	5	Wes Oswin Tony Murphy
6.	Volunteer representative updates	10 min	Rick Cooper Mark Bainbridge
7.	Other business	5	All
8.	Next scheduled meeting – 31 August 2017		

MINUTES

1. Opening/Apologies – Craig Lapsley

- There were no apologies. Peter Corcoran (TSV) joining meeting via telephone.

2. MSAR Office Progress and Project Updates – Wes Oswin

A May Progress Report and a Progress report against the Initial Work Plan was tabled. Craig Lapsley provided an update on budget noting:

- EMV was continuing to work with Government to identify sources of funding for 2016/2017 as well as a sustainable funding source for the sector. The discussions are positive and EMV is expecting this to be resolved in the near future.

Wes Oswin provided updates on the following:

Insurance

VMIA insurance scheme continues to be in place for the sector, with no claims formally lodged to date. Mark Bainbridge noted that a minor car claim was expected to be lodged soon.

Training & Assessment

The MSAR Office produced a Training Strategy Discussion Paper. This was reviewed and endorsed by the Training and Assessment Working Group at a meeting on 26 April. This will be presented at the next Working Group meeting.

MSAR Flotilla / unit Training Plans are now in development. The MSAR Office will be visiting each provider to develop these plans. The intention is to capture the specific training needs considering local knowledge requirements etc.

Risk & Capability Project

BMT Design & Technology have been engaged by EMV to provide professional services within the Risk & Capability work stream. The scope of works includes:

Phase 1 – Concept of Operation

- Undertake a workshop with EMV and stakeholders to understand the operational needs and provide a sound basis for developing standardised vessel specifications that will meet the operational needs of the operators

Phase 2 – Develop Vessel Specifications

- Develop specifications for four vessel categories (Bays, Coastal Inshore, Close Offshore and Far Offshore), including the performance requirements and regulatory compliance requirements for delivery of the vessels. This includes workshopping the specifications with EMV and the working group

Phase 3 – Develop Tender Response Templates for the 4 categories of vessels

This work will essentially allow EMV to go to tender to procure the vessels prioritised to be replaced within the first 3 years.

These specifications will also align with the Vic Water Police specifications already

3. New Project –Performance Standards & Operational Protocols

The MSAR Office has had site visits to ESTA (Tally Ho), FIRS (Fire and Incident Reporting) at CFA Burwood as well as SES State headquarters. The purpose of these visits has been to assess the ESTA call taking, despatch and reporting systems in terms of suitability for MSAR.

In addition, initial discussions have also taken place with Vic Water police. In summary, it is felt that there are potentially significant benefits in moving towards a CAD command and control system, like what is in place for all other emergency services. The high order benefits include:

- The opportunity to get all MSAR providers on one alert (paging) system
- The opportunity to get all MSAR providers on common despatch and tactical radio channels
- Comprehensive sector performance monitoring (time of page, time of response etc.)
- Integrated reporting opportunities (TSV, VicPol, EMV)
- Increased efficiency at RCC

Regional Forums

Two of the three regional forums have now been completed with the last in Traralgon on Sunday 21 May. These events have gone well, with excellent feedback.

4. Governance Arrangements

A Board Paper was tabled and discussed in relation to the MSAR Governance Arrangements. Wes Oswin provided an overview of the papers key points and asked that the Board:

- Notes the proposal to develop a long-term governance model for the sector and
- Approve the MSAR Office to develop a Discussion Paper on possible governance options for the sector.

The Board unanimously agreed with the Recommendations with the following action.

ACTION:

1. The MSAR Office develops a Discussion Paper detailing the relevant range of governance options available
2. When complete, the MSAR Office present this paper to the Reform Board out of sessions for discussion and consideration

Volunteer Updates

<u>Rick Cooper</u>

Noted that his tenure as representative on the Reform Board was about to conclude. Wes Oswin stated that this would be raised at the next Working Group meeting and nominations called from the independent MSAR providers.

<u>Mark Bainbridge - AVCG</u>

- Mark noted that he was recently re-elected to the position of Squadron Commodore – Victoria Squadron. The board congratulated Mark.

3. Other Business

Peter Corcoran advised that he had recently put forward a proposal to the BIA seeking support for a Volunteer MSAR breakfast at the forthcoming Boat Show. The MSAR Office and TSV are going to jointly explore options.

4. Next Meetings

- The next meeting is scheduled for 31 August 2017.