

MINUTES

Meeting details			
Meeting title:	Marine Search and Rescue Project Working Group Meeting: Finance and Insurance		
Meeting date:	Tuesday, 25 October 2016	Time:	1830-1915hrs
Location:	Australian Volunteer Coast Guard, Sandringham		

Attendees	Title/Business area
Wes Oswin	Manager, Marine Search and Rescue Office (Chair)
Adrian Mnew	Deputy Director, Maritime Safety Victoria, Transport Safety Victoria
Alan Hopkins	Chief Financial Officer, Victoria State Council, Coast Guard
Carlo Viti	Coast Guard
Eileen Murray	President, Southern Peninsula Rescue Squad
Dan Knapp	Volunteer Marine Rescue – Mornington (via teleconference)

Apologies	Title/Business area
Ben Penrose	Acting Sergeant, Victoria Water Police

AGENDA

Item	Subject	Time	Speaker/Action
1.	Opening / Apologies <ul style="list-style-type: none"> Minutes from last meeting (4 October 2016) 	5 min	Wes Oswin
2.	Office of Marine Search and Rescue <ul style="list-style-type: none"> Update on progress 	5 min	Wes Oswin
3.	Terms of Reference <ul style="list-style-type: none"> Discuss expanded Terms of Reference 	10 min	Wes Oswin Group Discussion
4.	Project Working Group – Project Plan <ul style="list-style-type: none"> Discuss draft Project Plan for Finance and Insurance Project Working Group 	15 min	Wes Oswin Group Discussion
5.	VMIA Insurance Scheme Update	10 min	Wes Oswin
6.	Finance and Insurance Workshop <ul style="list-style-type: none"> MSAR providers survey – Review collated data Review MSAR Office Draft Budgets 	60 mins	Wes Oswin Group Discussion
7.	General Business	10 mins	Discussion
8.	Closing <ul style="list-style-type: none"> Summary of actions from this meeting 	5 min	Wes Oswin
9.	Next scheduled meeting – TBC		

1. Welcome and apologies

Wes Oswin welcomed members and apologies noted.

2. Marine Search and Rescue Office

Wes Oswin provided an update on progress so far.

a) Reform Implementation Board

The Board met last week and Risk and Capability Maps were tabled and discussed.

b) Victorian Managed Insurance Authority (VMIA)

Briefs have been submitted of MSAR insurance scheme and these are now with Emergency Management Victoria to be signed before being presented to the Minister to sign off. The scheme seems to have broad agreement and it is hoped that it will be in place by the end of November 2016.

c) Proposed levy on boat registration and licences

Wes met with Minister Donnellan's office to discuss this proposal. Agreement has been made to extend the current deadline to July 2017. During this time EMV will be working with DEDJTR to go out for public consultation on the issue and other regulatory processes. At this stage it is looking positive.

- *Question from Dan Knapp –
"Perhaps a marketing campaign is needed; is that a possibility?"*

Wes Oswin and Adrian Mnew agreed that marketing would be necessary.

The Minister wants the EMV Business Case to be included with Department of Economic Development, Jobs, Transport and Resources (DEDJTR) submission.

3. Terms of Reference

All present were happy with expanded version.

4. Project Working Group – Project Plan

Wes distributed a draft Project Plan. Discussion took place with regard to future financial reporting by MSAR units e.g. what is appropriate, is training needed etc.

Wes also mentioned that in the future, the current process of faxing MIR forms for fuel reimbursement will possibly be replaced with an annual fuel allocation as part of an overarching operating budget.

A staff member with financial expertise is currently on secondment to EMV from the Department of Environment, Land, Water & Planning (DELWP) and will assist with developing a strategy for financial management & reporting.

- *Question from Alan Hopkins –
"Will building costs be factored in?"*

Wes stated that there was an intension for the budget to include some provision for building maintenance or replacement.

5. VMIA Insurance

Wes reported that once the VMIA insurance scheme has been signed off by the Minister, it is the intension that the insurance scheme be funded through the 'valuing volunteers' funding announcement whereby approximately \$800,000 is available for the MSAR Sector. Once costs per annum are known, an application would be made by the Finance & Insurance Project Working Group for funding the insurance scheme. There may be a possibility of covering the scheme for two years. The MSAR Office is exploring this possibility with the VMIA.

There may be some funds available for urgent equipment e.g. Personal Locator Beacons or even training.

6. Workshop

a) MSAR provider survey – Review collated data

Wes stated that many of the figures shown e.g. replacement costs, MIR, training etc. are either an average or estimated. More accurate figures will be available as things move forward.

Trucks will be costed in with new boats – estimated cost \$70,000.

AGREED ACTION:

Dan Knapp offered to provide information VMR gathered when researching the purchase of their new truck.

The Police Tender for new boats will be announced in a couple of weeks which may give some direction for MSAR.

Alan Hopkins suggested that the motor replacement costs shown may be a bit low.

b) Review MSAR Office Draft Budget

Wes stated that MSAR Office is expected to consist of a Manager plus two Administration staff. Under TSV restructure, 1.5 staff will be allocated to MSAR services. Wes also conceded that the budget is not perfect but a lot healthier than the present situation.

- *Question from Carlo Viti –
“Will current grants continue?”*

Wes replied that the VESEP would probably continue but if the levy proposal is accepted the Boating & Facilities Grant would not.

- *Question from Carlo Viti –
“Why has fuel and insurance not increased on the budget as it is unlikely that they would remain the same?”*

AGREED ACTION:

Wes to ask EMV to consider increasing fuel and insurance over time. Wes to report back to Project Group.

- *Question from Alan Hopkins –
“Why do the figures for vessels & vehicles increase over the years?”*

Wes stated that it depends whether large or small vessels are being replaced in a given year.

- *Question from Eileen Murray –
“Will consideration be given to include Marina Berth costs?”*

Wes replied that this may be looked at in the future.

Figures will be updated as other Project Groups have more information.

AGREED ACTION:

Wes asked Dan Knapp to provide details of their truck research.

A truck/vessel package will be explored. Adrian Mnew commented that perhaps it would be best to involve two companies to maximise discounts.

7. General Business

a) GIS Maps

Wes explained the data that is shown on the maps (i.e. all vessels are mapped and capability) has been assessed for their particular area of operation. The human aspect of capability needs to be established – may be through self-audits or surveys.

b) Local Risk and Capability Flow Chart

Wes spoke about the methodology that will be presented to the Risk and Capability Project Group.

c) TSV is keen to use MSAR in a proactive way to assist with preventing incidents from happening (e.g. education of the public).

8. Next meeting

Next meeting to be via Teleconference (date TBA).

ACTIONS

No	Action to be taken	Assigned to	Due date	Status (as at meeting)
1.	Dan Knapp to provide research information gathered by VMR during the process of purchasing their new truck	Dan Knapp	Next meeting	In progress
2.	MSAR Office to ask EMV to consider increasing fuel and insurance funding over time	MSAR Office	Next meeting	In progress
3.	MSAR Office will send out invitations for next meeting (teleconference) to Group members	MSAR Office	TBA	In progress