Welcome. Last meeting before Christmas. If anyone is going to be in Auckland and wants to meet up, let Bruce know so he can put some time in the diary.

**ACTION**

**All**

**Coastguard Supporter Scheme**

All agree with the concept of changing the tag line to “the charity saving lives at sea”.

Advice to the Board to be prepared for meeting on 4 December. Advise nationally and then advise regional boards and then work out how to disseminate to the wider Coastguard family.

**ACTION**

Advice to CNZ Board

Key learnings/highlights of the RNLI visit from CM and DS, CH.

We will be in acquisition phase to start with and we need to manage these new relationships as they come on stream.

Dutch, Swedish Coastguard also have a good supporter scheme – we should be looking at the other schemes and look at some of these other models. Combination of both.

SMT agree with objectives as laid out in the report.

**Management of Coastguard Supporters**

Hinges around the database.

Units – acquisition

National – direct marketing driven from a national base so that it is consistent, overarching national and regions manage response to campaigns and Units to enhance. There needs to be local focus / local feeling as this gets the best response rates.

Managed at a regional level, message locally but planning and management is key. One co-ordination point, but need to have some involvement at regional level. What tasks happen where and KPI’s around responses to people etc.

Database requirements need to be specified on paper. It must be a relational database. CM happy that draft that specification
Team to draft the next stages etc and recommendations. Policy on distribution of funds etc needs to be a national policy etc, ie distribution of funds. The policy may need to change.

SMT happy to leave with CM, DS and CH to bring back to the SMT with recommendations for next phase. (DL to confirm DS involvement based on workloads).

One pager prior to Christmas – overview objectives and next steps
Next recommendations and clarity for SMT by end of January
CM to draft the database requirements

**ACTION**
CM/ CH/ DS

Operational people to perhaps look at some of the other suggestions recommendations that are happening and how we can take some of these ideas that were bought back from the RNLI.

**Coastal Risk Assessment Tool**
Bruce gave overview of the tool and the ACC funding ($100,000 between now and July) that has become available for this research - taking the same programming and logic that surf have used and develop this for the blue water etc.

No action is required at this stage. Scope of project management role to be provided by Bruce and if anyone knows of anyone let Bruce know.

**ACTION**
Scope – BR
Response – ALL

**Board Update as circulated**

**Trip Reporting/ SAR Watch**
DL has drafted and circulated internally. DL has circulated to the SMT. Needs to recirculate. Conscious that haven’t advanced it further from that and perhaps the development of a common tool to be used for Bar/SAR watch (closed trip report).

DL and PP to discuss and agree what the document should be as there are currently some differences. This should then be disseminated for consultation from the OPSCOMS.

Agree what a trip report is (straight out of the VHF handbook) what needs to be clearly defined is the Coastguard service of a “SAR Watch” is and be consistent around the country. Ideally to be implemented early next year. Out to OPSCOMs for response sooner rather than later.

**ACTION**
DL/ PP and then to OPSCOMS

**Channel 16**
Further discussion required about Channel 16 service (both CNR and CER) as Maritime NZ have a responsibility to provide Channel 16.

**ACTION**
BR (with DL and GM)

**Wanganui Vessel**
Independent review to be carried out.
**Service Level Agreement**

Police jobs – CM commented that they are having issues with Police paying their bills. CM to provide the event number to the BR. National MOU up and running and understood and signed off to complement the Service Level Agreement. Clarity needs to be provided.

**ACTION**

BR to start discussion and draft

Charging to Police. SMT to provide ball parks figures to Bruce for last 12 months. Four regions to give figures and then as an exercise compare the SAROP reports in the database.

**ACTION**

All by next Friday

NowCasting operational and maintenance costs.

**ACTION**

DL to provide CNR costs  
JC to provide CNZ costs

**National Pleasure Boat Communications**

Standard communications will be circulated soon. Nothing to prevent individuals making submissions, but if they are representing Coastguard, it should be the Coastguard message. Willing compliance the preferred course for lifejackets - skipper responsibility.

**Agenda of Board Work**

Any comments welcomed.

**Sheffield Report**

Going to put the Sheffield Report to bed. Board have asked to complete a summary of the outcomes and the completion of that report. Identify matters being carried forward and link into Coastguard 20/20 Vision – the way forward.

National review forum has been disbanded and will be replaced with the Presidents, SMT and Board with meetings a minimum of twice a year (like the meeting at Conference) one of which will be at Conference and one possibly early new year as planning and budgets etc are beginning.

**ACTION**

BR

**Operations Coordinator**

Bruce been asked to put together a proposal for what is required.

**CNZ Board minutes** (approved version) can be released on request by the Regional Board representative. The Board members receive draft minutes within seven days of the meeting. Board rep can talk to the regional board (but not circulate the minutes until they are approved).

Load confirmed minutes into the SMT area of the intranet.
Communication – two way street
Need to establish some way of ensuring we are aware of things that are happening to ensure that there are no surprises. The “regional” pockets that are happening – shouldn’t they be happening at a national level.

How do we harness these ideas and working groups so that we are not working in isolation and that we are working together. Great that we have these things, but cannot happen in isolation. Some concepts may just be local.

Register of interest to run of projects, ideas, initiatives – online. When ideas updated, an email to go to the SMT. Belongs on the SMT area – simple template, with ability attach documents – a bulletin board. Initial contacts back to the Region.

ACTION
RJ / BR

CSR has a need for practical general leadership skills, ie decision making skills. CNR also has a need including team management skills. Discussion on the “leadership training” requirements and way forward etc need to be held.

ACTION
CM / PP / DL

CAP Committee CSR Cluster
A number of the comments raised have been discussed at the CAP Committee. Need to find a way to communicate wider with the people on committees. The people on the committees have a responsibility to communicate within the region etc.

This is the group responsible for the management – need to post the information into the bulletin board so that the SMT is aware of the issues etc.

Enforcement aspect of the CAP summary discussed. The answer to this is that any enforcement role is clearly in breach of the fundamentals of Coastguard.

Service Level Agreements
Agreed at Board as well that SLA’s need to be in place CNZ to Region and defines who is responsible for what with KPI’s – a two way agreement. Core document with schedules. All in agreement with this. Would like to have in place an agreement to be implemented before the start of the new financial year.

ACTION
BR to start the ball rolling

Funding For Units and Region
Draft circulated previously and revisited in 2009. Planned funding and unplanned funding. Change references GST inclusive to GST exclusive.

Reporting – agree what the reporting is before we debate the frequency.
Section 6 – minimum criteria to be specified to be measured against such as financial position of the Unit, including latest financial statements.
5.5.5 – refers to the CNZ Funding group (SMT plus President)
2.7 – ... add in ... Units should order the product from a supplier approved by the region, and have the supplier invoice CNZ...

5.5.7 – needs a time frame added in, eg - whichever quarter notice given in the quarter that funds indicated will be guaranteed for the next quarter.

5.5.6 (d) – change to constitution or policy.
All Appendices need to be re-written.

ACTION
BR/ CH/ JC
and then involve RJ for online versions

Phil’s Agenda Items
Commercial Qualification
In COC process if they have commercial qualification and have recognised – should there be a theory and practical component before we endorse

Can we remove the theory assessment?
DL believes they need to do the theory
GM/Baz in agreement with Phil
CM in favour of whatever keeps our people safest.
BR - historic matter we need to deal with and then need to define the way forward. Dealing with the historical minority. BR recommendation is that bringing people in they are aware of requirements to skipper you are required to hold COC and will be a requirement to sit theory and practical assessment. Need to ensure that new people from day one understand the requirements etc. The historical ones need to be cleaned up and resolved.

ACTION
BR to refer to T&D Committee

Rescue Vessel Builds
After every boat doing a de-brief. Wanganui was the first one. Appear to be other issues around vessel builds and wonder if we need to deal with a national overview.

Need to have person or persons with expertise to overview builds and keep them on track. Budget within the builds to have an auditor/clerk of works manage and monitor the build our boats – agreed.

Build guide – DL advised conducting a review of all builds with a project team with a survey document and methodology and find out goods and bads, what you should and shouldn’t be doing – a questionnaire to be sent out to Units before Christmas. Will visit the boats and talk to many of the crew and find out all of the issues and come back with an outcome so that we don’t repeat the same problems. This should be a national thing, but cut teeth on this in CNR. This could form the base document. Once the document is done could DL circulate to the other region.

ACTION
DL to circulate questionnaire once finalised
RJ to look at paper form to see if it can go online
GM and CM to let know if any vessels to be included
CH to forward existing documents to DL
Costs to “Clerk of Works” to be built into future builds
**Access to TracPlus and Red Book**

TracPlus and RCCNZ need to work together on this. A letter of permission has been provided to TracPlus. Had meeting with TracPlus yesterday and they have been tasked to make this happen.

Red book – a view of it will be made available to RCCNZ. They have had a login since last year. Will issue them a login to have access to what we want them to see.

Hard copy Red Book will be produced next week.

**ACTION**

CH produce Red Book

View aircraft the same as other assets and only opened up when required.

Process – all regions agree that CNR can open up the assets to RCCNZ. Updated policy to be circulated to regions for circulation and also a copy to RCCNZ.

**MNZ Safe Boating Advisor one pager**

DL likes the idea of safe boating advisors. Would like to have Coastguard safe boating advisors, coastguard advisors, coastguard material – not co-branded. May be out of the Unit and managed by the Region.

SMT agree that this is an area that Coastguard should take ownership. Talk to Jim and Alistair about what they are expecting out of this.

**ACTION**

Initial discussion BR at MNZ level to flesh out more
Perhaps a shoulder tap around this role
DL to come back as has some ideas

**Regional Roundups**

CCR – Bluff (Mana) boat going to Auckland today. Hoping to back in Mana before Christmas. NowCasting for Wanganui in the new year. Enhance service in Marlborough sounds in new year.

CNR – 10.2 builds are behind schedule. BOI due out this week. Kawau just before Christmas, Waiheke after Christmas. Agreement from the three units for the next three builds to have as much commonality as possible – 9.5m Naiads ($420,000).

Issue recently with health and wellbeing of a volunteer – have standard application which asks a few medical questions which probably is not sufficient. Raises some concerns, questions about this aspect and need to look at this and review.

People first – application forms and recommendations / best practice at the moment.

**ACTION**

Circulate to Ops Managers to collate and recommend standard
CH to send Ops Managers the RNLI document
CH as part of People First
About to make decision on new staff member. Raglan continuous weather station commissioned.

CER – steady training ongoing. HB NowCasting working now. Tauranga and Auckland taking over night calls. Three year fund with BOP Community Trust for training. Whitianga association with Michael Fay and donations to Coastguard Whitianga.

CSR – Naiad in Bluff should be on water before too long. Sumner should be on water soon and official launch in new year. Canterbury on the water, Waimak/Ashley back on water before Christmas. Changes to constitution 29 November. Focus groups early in the new year. Start project on communications across the region what is there etc.

Ray – SAROP process waiting on feedback from DL and PP. Link to be circulated out to the wider group.

Jim – financially CNZ on budget. Notification from NZCT of a change in audit process CH to send a copy of the letter and the report to the Regions.

**ACTION**

CH to send NZCT letter to Regions

Xero – shelf companies held. Need to take these up by 15 December to take advantage of cheaper pricing.

**Conference Review**

Debrief held if there is anything else people want to add.

CNR concerned about the cost of conference – concerned that it is expensive, smaller units to send a lot of people. Measure the costs against like conferences.

**ACTION**

All

Ideas for workshops and speakers etc to CH by 11 December

**Insurance**

Bailey insurance – any member of the public who is a member of Coastguard has vessel insured with them the Unit gets commission.

DL and GM looking at insurance. CNR has consolidated all of their insurance with Baileys. GM has a spreadsheet to circulate to other Regions.

**ACTION**

GM to circulate spreadsheet to Regional Managers

Information back by end of January pulled together summary

**Governance Training**

National training – governance training

**ACTION**

CH to follow up and provide date

**Position Descriptions**

Should be sent out to Units for discussion and comment. DL has OPSCOM’s between now and Christmas – asked them for feedback.
SMT are happy with them. Take to Boards and put them out there as a base document as a recommendation. Have the tools available and review in the first quarter based on any feedback. Position them as a working draft.

**ACTION**

Tidy up (dates consultation) and put them online

Recommendation of any others that are required - CH

Incident controller PD to NOT be circulated at this time

**Uniform**

Dean has shown the concept boards to the CNR board. The comments from that group are

- Flame retardant – must be a flame retardant option for the Air Patrol
- CNR opposition to RESCUE on any of the clothing
- Surprised that there is not an opportunity for consultation
- Overall look is good.

CCR also like the overall look but not the word RESCUE on the clothing.

Note on the project to be circulated. Here is the product, nailing the last details. Uniform looking to make available from 1 February.

**ACTION**

CH note to be sent out

**Summer Media**

Overview of the summer media campaign given. Assistance may be required from appropriate people for check list etc. Request to offer assistance if requested.

**ACTION**

CH and ALL

**Additional media training**

Names of representatives to speak from a national perspective to be provided. People need to be located in Auckland, Wellington, Christchurch. Once names are provided a suitable date will be found to get the people to Auckland for additional training.

**ACTION**

Names of regional people to CH by 27 December

The meeting closed at 4.45 pm with Bruce wishing every a safe and happy Christmas as this would be the last time the group would be together as a group.