

NZSAR GUIDELINES, FORMS AND TEMPLATES

MANAGEMENT GROUP

TERMS OF REFERENCE

Purpose

To maintain New Zealand's Search and Rescue Guidelines, and an agreed suite of nationally consistent operational forms and templates, that support all search and rescue agencies in New Zealand.

Objectives

- To consider changes and maintain the content and format of New Zealand's Search and Rescue Guidelines
- To consider changes and maintain the content and format of the suite of operational SAR forms and templates
- To advocate the use of New Zealand's Search and Rescue Guidelines and the operational use NZSAR forms and templates across all SAR agencies.

Membership and Composition

In keeping with Guidelines, Forms and Templates Management Group (GF&TMG) activity, its membership is composed of senior representatives of the following agencies:

- NZSAR Secretariat (Chair)
- New Zealand Police
- Rescue Coordination Centre New Zealand
- Land Search and Rescue
- Coastguard New Zealand
- Surf Life Saving New Zealand

Representation from other agencies with an interest in matters before the GF&TMG may attend by request or invitation.

Quorum

The GF&TMG quorum shall be attendees present from the affected support agencies and must include a representative from each of the two co-ordinating authorities.

Accountabilities

When it is required, the GF&TMG advises and/or makes recommendations to the NZSAR Consultative Committee, and reports to the NZSAR Council.

Individual GF&TMG members are expected to:

- Attend, to the greatest extent possible, all meetings of the GF&TMG;
- Examine issues before the GF&TMG from a best practice, whole of sector viewpoint not withstanding individual agency responsibilities;
- Represent the view of their national organisation;
- Support a consensus decision-making approach; and
- Support and endorse the decisions of the GF&TMG.

All GF&TMG members have a responsibility for the conduct of all of the Group's external communications.

Processes

Meetings. The GF&TMG is to meet at least once per year. The Chair may call additional meetings as required.

Meetings will follow an agenda which is to be circulated in draft to members for their consideration and comment in advance of the relevant meeting.

Minutes of meetings and a record of decisions made will be kept and confirmed at the next meeting of the Group.

Papers are to be circulated for member's consideration in advance of the relevant meeting where possible.

Consideration of issues and related decisions can be made outside of formal meetings as required through processes agreed to by members.

Conflicts of Interest. Occasionally, potential or actual conflicts of interest may arise between GF&TMG members (or the organisations they represent) and the delivery of the sector's best practice objectives. In such cases, members (or their representatives) should declare the potential conflict of interest to the Chair at the beginning of each meeting. Members holding or representing the conflict of interest may participate in discussions but are to withdraw from the decision making process in relation to the area of potential conflict.

Administration. The NZSAR Secretariat will provide administrative and secretarial support to the GF&TMG as required.

The costs for members to attend meetings are to be borne by their respective organisations.