

PARTNERSHIP FRAMEWORK SAFER WALKING

STAKEHOLDER REFERENCE GROUP

TERMS OF REFERENCE

PURPOSE

To collectively engage and provide leadership and governance in order to achieve positive outcomes for the Safer Walking sector.

OBJECTIVES

- Provide collective leadership and guidance to the Safer Walking sector.
- To represent and raise awareness of the Safer Walking framework.
- To have oversight of the effective achievements of the Safer Walking framework.
- To identify and engage with all relevant stakeholders within the Safer Walking framework.
- To provide and promote wander related reduction, readiness, response and recovery guidance and good practice documentation.
- To review and evolve the Safer Walking framework to reflect collective learning and progress.
- Drive improvements of the Safer Walking sector through better linkages, relevant forums, research, information sharing and quality documentation.

MEMBERSHIP AND COMPOSITION

In keeping with the strategic focus of the Stakeholder Reference Group membership is drawn from the national organisations whose members are the client group, or who are involved in the operations of Search and Rescue.

These include (but are not limited to):

- Age Concern NZ
- Alzheimers New Zealand
- Autism NZ
- Dementia New Zealand
- Disabled Persons Assembly

- Grey Power
- Health Care NZ group
- Home and Community Health Association
- IDEA (IHC)
- Ministry of Education (MoE)
- Ministry of Health (MoH)
- Ministry of Social Development (MSD)
- New Zealand Land Search and Rescue (LandSAR)
- New Zealand Police (NZP)
- New Zealand Search and Rescue (NZSAR)
- People First
- Retirement Village Association (RVA)
- The Royal New Zealand College of General Practitioners
- WanderSearch New Zealand Charitable Trust

ACCOUNTABILITIES

Individual Stakeholder Reference Group members are expected to:

- Attend, to the greatest extent possible, all meetings of the Stakeholder Reference Group
- Provide viewpoints on issues representative of their member organisation
- Support a consensus decision-making approach
- Support and endorse the decisions of the Stakeholder Reference Group, and
- Undertake and promote agreed actions within their own organisations.

EXTERNAL COMMUNICATION AND MEDIA

Members are expected to represent the collective view of the Stakeholder Reference Group and ensure that the media are provided with positive comments which enhance the profile of the Safer Walking Framework and risks are minimised where possible. That Stakeholder Reference Group members must speak with one voice on issues. LandSAR NZ as the administrator is the main conduit for external communications and media activity.

PROCESSES

Meetings

The Stakeholder Reference Group is to meet at least annually. 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 /notes of meetings and records 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 Stakeholder Reference Group members (or the organisations they represent). 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 LandSAR NZ will provide administrative support to the Stakeholder Reference Group as required.

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