

NEW ZEALAND SEARCH AND RESCUE (NZSAR) CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

Purpose

To provide national forum for all New Zealand SAR stakeholders, including voluntary groups.

Objectives

To inform the strategic decision making process of the NZSAR Council.

To share initiatives, processes and knowledge as appropriate for the betterment of SAR in New Zealand, as well as to create and strengthen linkages across participants within the New Zealand SAR Sector.

To work collectively in order to deliver objectives within the national SAR strategic plan.

To inform the Council and Secretariat of SAR issues as it affects individual or collective organisations

To provide information as necessary to enable the validation and monitoring of national SAR service and financial performance, standards, training, agreements and documentation relevant to all participants in New Zealand SAR.

- To inform the Secretariat in its provision of strategic search and rescue policy advice to the Council.
- To inform, support and deliver New Zealand's search and rescue:
 - Vision
 - Mission
 - Goals
 - Plan

Scope and Operation

While individual member organisations do, the Consultative Committee as a collective body does not have a role in the coordination or execution of search and rescue operations at the functional operational or tactical levels.

The Consultative Committee is providing leadership and supported by the Secretariat. The Consultative Committee is a forum for all New Zealand based SAR stakeholders. The Committee provides advice to the Council and informs the strategic decision making process.

The Council, Secretariat, and Consultative Committee operate cohesively to ensure the objectives are successfully delivered.

Membership and Composition

In keeping with the Consultative Committee membership is drawn from the leadership of the many organisations and stakeholders involved with New Zealand SAR. These include (but are not limited to):

- NZSAR Secretariat (Chair)
- Maritime New Zealand
- Civil Aviation Authority
- New Zealand Police
- New Zealand Defence Force
- Ministry of Transport
- Land Search and Rescue Inc (LandSAR NZ)
- Royal New Zealand Coastguard Federation (Coastguard NZ)
- Aviation Industry Association
- Amateur Radio Emergency Communications
- Rescue Co-ordination Centre New Zealand
- Department of Conservation
- Ambulance New Zealand
- New Zealand Mountain Safety Council
- New Zealand Fire Service
- Maritime Operations Centre
- Surf Life Saving NZ
- Federation of Commercial Fishermen
- Antarctica New Zealand
- National Ambulance Sector Office

Representation from other agencies or persons with an interest in matters before the Consultative Committee, may attend by request or invitation.

Secretariat and secretarial functions for the Consultative Committee are provided by the NZSAR Secretariat.

Quorum

The Council quorum shall be attendees present from a minimum of 60% of the member organisations.

Accountabilities

Group. The Consultative Committee provides advice to the Council and informs the Secretariat.

Individual Member. Individual SAR Consultative Committee members are expected to:

- attend, to the greatest extent possible, all meetings of the Consultative Committee.
- provide viewpoints on issues representative of their member organisation.
- support a consensus approach to decision-making.
- support and endorse the decisions or agreed advice of the Consultative Committee

External Communication and Media. The Chair of the Consultative Committee is responsible for the conduct of all of the Consultative Committee external communications and media activity.

Processes

Meetings. The Consultative Committee is to meet approximately four times 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 Consultative Committee. Papers are to be circulated for members 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.

Administration

The Secretariat will provide administrative support to the Consultative Committee as required.

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