

NZSAR FORMS AND TEMPLATES MANAGEMENT GROUP

TERMS OF REFERENCE

Purpose

To maintain an agreed suite of nationally consistent operational forms and templates that support all search and rescue agencies in New Zealand.

Definition

Operational SAR forms and templates for use in SAR operations.

Objectives

- To reaffirm the content and format of the suite of operational SAR forms and templates and ensure they have a consistent look and feel whilst retaining functionality
- Conduct a needs analysis and develop new forms and templates as required to cater for operational needs
- To establish the process/procedure for requesting changes to the NZSAR forms, including the need for version control
- To ensure the easy accessibility of the forms and templates for all SAR agencies
- To advocate the use of the operational NZSAR forms and templates to achieve national consistency across all SAR agencies
- The Forms and Templates Management Group (F&TMG) will receive applications for changes to forms, consider the application and notify and promulgate decisions to SAR agencies.

Membership and Composition

In keeping with the F&TMG's activity, its membership is composed of the 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 F&TMG may attend by request or invitation.

Quorum

The F&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 F&TMG advises the NZSAR Consultative Committee and reports to the NZSAR Council.

Individual F&TMG members are expected to:

- Attend, to the greatest extent possible, all meetings of the F&TMG;
- Examine issues before the F&TMG from a best practice, whole of sector viewpoint notwithstanding individual agency responsibilities;
- Represent the view of their national organisation;
- Support a consensus decision-making approach; and
- Support and endorse the decisions of the F&TMG.

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

Members are expected to represent the collective views of the Group.

Processes

Meetings. The F&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 F&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 F&TMG as required.

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