

WANDER STAKEHOLDER REFERENCE GROUP

TERMS OF REFERENCE

13 December 2013

Purpose

To collectively engage and provide leadership sector and governance, in order to achieve positive outcomes for the Wander Sector.

Objectives

- Provide collective leadership and guidance to the Wander sector
- To represent, raise awareness of, and speak for, the Wander Sector.
- To own and have oversight of the effective achievement of the Wander Partnership Framework (WPF) goals.
- To identify and engage with all relevant wander stakeholders.
- To provide and promote wander related reduction, readiness, response and recovery guidance and good practice documentation.
- To review and evolve the SWPF to reflect collective learning and progress.
- Drive improvement of the Wander 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):

- New Zealand Search and Rescue (NZSAR)
- Land Search and Rescue (LSAR)
- Ministry of Health (MOH)
- New Zealand Police (NZP)
- Alzheimers New Zealand
- IDEA (IHC)
- New Zealand Disability Support Network (NZDSN)
- Autism NZ
- Aged Care Association
- Ministry of Social Development. (MSD)

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

All Stakeholder Reference Group members have a responsibility for the conduct of all of the Group's external communications and media activity. Members are expected to represent the collective views of the Group.

Processes

Meetings

The Stakeholder Reference Group is to meet at least 4 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 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 NZSAR Secretariat 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.