

NEW ZEALAND SEARCH AND RESCUE (NZSAR) COUNCIL

TERMS OF REFERENCE

Purpose

To provide national level strategic governance and leadership to the New Zealand Search and Rescue (SAR) sector.

Objectives

- To provide strategic search and rescue policy advice to government.
- To provide strong strategic coordination and leadership for all search and rescue strategies (sea, land and air) within New Zealand's search and rescue region.
- To provide a centralised public voice for strategic SAR issues.
- To monitor New Zealand international SAR obligations and provide strategic advice to the Government when needed.
- To establish and maintain New Zealand's Search and Rescue:
 - Vision
 - Mission
 - Goals
 - Plan

and monitor performance agreements and goals within the plan.

Scope and Operation

While the Council is responsible for the provision of national level strategic governance to the New Zealand Search and Rescue (NZSAR) sector, it does not have a role in the coordination or execution of search and rescue operations at the functional operational or tactical levels. Nor does it have a role with the narrower issues associated with performance of the functional responsibilities of individual SAR delivery agencies.

The Council is supported by the NZSAR Secretariat and the NZSAR Consultative Committee. The Secretariat provides the Council with support services, policy advice and implements agreed measures to effectively coordinate strategic SAR in New Zealand. 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 Council's high level strategic function, its membership is composed of the Chief Executives (or delegated to a person from the senior executive level) of the following government agencies:

- Ministry of Transport (Chair)
- New Zealand Police
- New Zealand Defence Force
- Maritime New Zealand
- Civil Aviation Authority
- Department of Conservation

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

Secretariat and secretarial functions for the Council are provided by the Secretariat who is to be in attendance at Council meetings.

Quorum

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

Accountabilities

Group. The NZSAR Council formally reports to the Government through the Domestic and External Security Co-ordination (DESC) system. This occurs via the Officials' Domestic and External Security Committee (ODESC). The Council reports to Cabinet via the appropriate Minister.

The important relationship between the Council and the wider SAR community is supported by and maintained through the NZSAR Secretariat and the NZSAR Consultative Committee.

Individual Member. Individual NZSAR Council members are expected to:

- attend, to the greatest extent possible, all meetings of the Council
- examine issues before the council from a strategic viewpoint not withstanding individual agency responsibilities
- support a consensus decision-making approach
- support and endorse the decisions of the Council

External Communication and Media. The Chair of the NZSAR Council is responsible for the conduct of all of the Council's external communications and media activity. The Chair is supported in this role by the NZSAR Secretariat.

Processes

Meetings. The NZSAR Council is to meet at least three 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 Council.

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 NZSAR Council members (or the organisations they represent) and the delivery of the Council's 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 Secretariat will provide administrative support to the Council as required.

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