

NEW ZEALAND SEARCH AND RESCUE (NZSAR) SECRETARIAT

TERMS OF REFERENCE

Purpose

To provide the New Zealand Search and Rescue (NZSAR) Council with support services, policy advice and the implementation of agreed measures in order to give effective leadership and strategic coordination to the New Zealand search and rescue sector.

Objectives

To assist the Council in the provision of strong strategic coordination and leadership for all search and rescue (sea, land and air) within New Zealand's search and rescue region.

To support the Council by:

- maintaining NZSAR's key documentation
- maintaining strong domestic and international SAR linkages
- monitoring New Zealand's domestic and international SAR obligations
- developing and delivering the Council's National SAR support programme
- responding to SAR issues as they arise and providing relevant advice to the NZSAR Council.

Scope and Operation

The Secretariat supports the Council and provides leadership to the Consultative Committee. The Secretariat provides the Council with support services, policy advice and implements agreed measures to effectively coordinate 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.

The Secretariat 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 established performance and functional responsibilities of individual SAR delivery agencies.

Composition

The Secretariat is comprised of a Secretariat manager, a senior advisor, a NSSP coordinator, and other resources as required for project specific work.

Accountabilities

The Secretariat is accountable to the Council.

For day-to-day matters and administrative convenience, the Secretariat utilises the Ministry of Transport financial, human resource and administrative accountability processes.

National SAR Support Programme (NSSP)

The Secretariat manages the national SAR support programme (NSSP) on behalf of the Council. The NSSP provides an array of high value activities in support of SAR organisations throughout New Zealand, which contribute directly towards NZSAR Council goals. The programme includes activities such as training, education, workshops, exercise support, documentation support, and SAR prevention initiatives.

External Communication and Media

The Secretariat supports the Council by providing advice and support for Councils external communications and media activity.

Processes

The Secretariat supports the processes of the Council and the Consultative Committee.

Internal processes are arranged by the Secretariat Manager.

Administration

While the Secretariat provides administrative support to the Council and the Consultative Committee as required, it is in turn administered and accommodated by the Ministry of Transport.

Costs for the Secretariat are met by the five organisations represented on the Council and directly from Crown funding as required.