

SAR Training (Multi Agency) Governance Group Terms of Reference

August 2019

TERMS OF REFERENCE

Purpose

To manage, monitor and provide oversight to SAR multi-agency training inter-organisation relationships and set overall SAR Training goals and strategies.

Objectives:

- To manage the relationship between the various parties who deliver and receive training funded by Tertiary Education Commission and to agree on any changes required to the delivery of training.
- To maintain the overall health and direction of the system. The Governance Group will receive and consider 'summary level' qualitative and quantitative information, via the PAC, about the delivery of standards-based training to the SAR sector. This will include reviewing the student and tutor satisfaction report, a year to date delivery report and course delivery summary
- The management of performance issues & discussions.
- Receive (from the Programme Advisory Committee) and consider business cases regarding new courses, modification to existing courses, or research & development proposals.
- Approve the SAR Training programme.
- Set priorities and approve collective prediction of training need as well as monitoring and approving the tutor pool for multi agency SAR courses. This includes the final sign-off of the following years' 'training calendar', as developed by Programme Advisory Committee and recommended to Governance Group, for the whole SAR sector and associated parties. This should be completed by November annually.

Out of Scope

The governance group may monitor and advise on SAR land training financial matters. Formal responsibilities for financial matters are contractually tied to the NZSAR Secretariat, the Ministry of Transport and the TEC.

Membership and Composition

In keeping with the Governance Group's high-level strategic function, its membership is composed of the Chief Executives or delegated senior executive of the following agencies:

- NZSAR Secretariat (Chair)
- Land Search and Rescue
- Coastguard New Zealand
- Surf Life Saving New Zealand
- New Zealand Police
- Rescue Coordination Centre New Zealand

Observers:

- MCDEM
- Tai Poutini Polytechnic

Representation from other agencies with an interest in matters before the Governance Group may attend by request or invitation.

Quorum

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

Accountabilities

Group. When it is required, the Governance Group advises the NZSAR Consultative Committee and reports and / or advises the NZSAR Council, the Ministry of Transport and the Tertiary Education Commission

Individual Member. Individual Governance Group members are expected to:

- attend, to the greatest extent possible, all meetings of the Governance Group;
- examine issues before the Governance Group from a strategic, whole of sector viewpoint not withstanding individual agency responsibilities;
- support a consensus decision-making approach; and,
- support and endorse the decisions of the Governance Group.

External Communication and Media. All Governance Group members have a responsibility for the conduct of all of the Groups external communications and media activity. Members are expected to represent the collective views of the Group.

Processes

Meetings. The Governance Group is to meet at least two times per year. Additional meetings may be called 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 Governance Group 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. At the discretion of the Chair, 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 Governance Group as required.

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