

**SEARCH AND RESCUE
TELECOMMUNICATIONS WORKING GROUP (LAND)
TERMS OF REFERENCE**

Purpose

The purpose of the Search and Rescue Telecommunications Working Group (Land) - STWG(L) - is to collaboratively devise, implement and monitor approved actions, initiatives and procedures to effect and maintain an integrated Search and Rescue Telecommunications Framework for the land environment.

Goal

Effective, affordable and sustainable telecommunications supporting efficient and safe search and rescue activities on land in New Zealand.

Objectives:

- Maintain an integrated Search and Rescue Telecommunications Framework for the land environment.
- Provide telecommunications advice to SAR agencies.
- Interact with non-SAR agencies who are able to assist in achieve the goal of the STWG (L).
- Generate ideas and provide recommendations to enhance and advance SAR telecommunications for the land environment.

Membership and Composition

The core membership includes representatives from:

- NZSAR Secretariat (Chair)
- Land Search and Rescue NZ
- Amateur Radio Emergency Communications
- NZ Police
- Surf Life Saving New Zealand

Non - core members include:

- Coastguard New Zealand
- Department of Conservation

- New Zealand Defence Force
- Ministry of Civil Defence & Emergency Management
- Maritime NZ
- Mountain Radio Service
- Fire and Emergency New Zealand

Representation from other agencies with an interest in matters before the STGW(L) may attend by request or invitation.

Quorum

The STWG(L) quorum is attendance by representatives from four core member organisations.

Accountabilities and Reporting

Group. The STWG(L) advises the NZSAR Consultative Committee (including its individual member organisations), the NZSAR Secretariat and reports to the NZSAR Council.

Resources to effect the actions and initiatives recommended by the STWG(L) are held separately by member organisations.

Individual Member. Individual STWG(L) members are expected to:

- attend, to the greatest extent possible, all meetings of the STWG(L);
- examine issues before the STWG(L) from a whole of sector viewpoint not withstanding individual agency responsibilities;
- support a consensus decision-making approach;
- allocate (or negotiate for) the provision of resources from their own organisation to implement the actions and initiatives recommended by the STWG(L); and,
- support and endorse the decisions or advice of the STWG(L).

External Communication and Media. All STWG(L) 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 STWG(L) 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 STWG(L) members (or the organisations they represent) and the delivery of the NZSAR Council's and/or STWG(L) 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 STWG(L) as required.

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

Updated: 25 September 2019