

## SAR Training (Land) Governance Group Terms of Reference

May 2019

### TERMS OF REFERENCE

#### Purpose

To manage, monitor and provide oversight to SAR Land skill acquisition training and set overall SAR Land Training goals and strategies.

#### Objectives:

- To approve, monitor the delivery of, and agree on any changes required for the delivery of NZSAR-funded (via the Tertiary Education Commission (TEC)), SAR land skill acquisition training by LandSAR.
- To maintain the overall health and direction of the system. The SAR Training (Land) Governance Group will receive and consider 'summary level' qualitative and quantitative information about the delivery of training to LandSAR members. This will include reviewing the student and tutor satisfaction report, a year to date delivery report and course delivery summary.
- Receive and consider business cases regarding new courses, modification to existing courses, or research & development proposals.
- Approve the annual SAR Land Training programme.
- Monitor and approve the tutor pool.
- Monitor course delivery against the approved programme.
- Set priorities and approve collective prediction of training need as well as monitoring and approving the tutor pool. This includes the final sign-off of the following years' 'training calendar' for the SAR land sector. 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 and Point of Contact)
- New Zealand Police
- Rescue Coordination Centre New Zealand

Observers:

LandSAR representative

MCDEM - representative

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

### **Quorum**

The Governance Group quorum will include representatives present from all three 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. 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.