

## **NEW ZEALAND SEARCH AND RESCUE (NZSAR) OPERATIONAL LEADERSHIP GROUP (OLG)**

### **TERMS OF REFERENCE**

#### **Purpose**

To provide nationally consistent coordination of operational SAR and ensure alignment with NZSAR Council direction.

#### **Objectives**

- Enable coordinating authorities to meet their SAR operational leadership responsibilities
- Ensure that NZSAR operational guidance and procedures align with NZSAR Council strategy and direction
- Provides operational advice and highlights risks and issues within the New Zealand search and rescue system to the NZSAR Council and in collaboration with the SAR Advisory group
- Develop and maintains the NZSAR Operational Framework
- Supports engagement and coordination across the NZSAR operational service providers
- Provides direction on the NZSAR sector training and exercise priorities and programmes.
- Ensures operational SAR is supported by an ongoing lesson learnt process.

#### **Membership and Composition**

The Council's membership is composed of the senior SAR operational manager from each of the following SAR organisations:

- Maritime New Zealand (Co-Chair)
- New Zealand Police (Co-Chair)
- NZSAR Secretariat (Secretary)
- New Zealand Coastguard
- Land Search and Rescue New Zealand
- Surf Life Saving New Zealand
- St John Ambulance
- Health NZ
- Fire and Emergency New Zealand

- New Zealand Defence Force
- Amateur Radio Emergency Comms (AREC).

Attendance at OLG meetings can be delegated to an appropriate senior representative (who can make operational decisions on behalf of their organisation). Where representation is delegated, organisations are expected to be consistent in their representation to ensure familiarity with, and continuity in matters before the group.

Members are expected to take a national view of SAR in their discussions ahead of their separate organisational search and rescue interests.

## **Quorum**

The group quorum is a minimum of seven Members.

## **Council Governance Groups**

The OLG will take direction from the NZSAR Council and will stay connected to other NZSAR Council groups and will be supported by NZSAR Secretariat.

The OLG is able to establish operational sub-groups to deliver specific outputs from time to time. These are to be reported to the NZSAR Council when established.

## **Meetings**

The group will meet quarterly.

An agenda and related papers will be circulated to members five working days before the relevant meeting.

Minutes of meetings and a record of decisions made will be kept and confirmed at the next meeting.

## **Conflicts of Interest**

Occasionally, potential or actual conflicts of interest may arise between members (or the organisations they represent) and the delivery of the group's objectives. In such cases, members (or their representatives) should declare the potential conflict of interest to one of the Chairs.

## **Secretariat**

The OLG is supported by the NZSAR Secretariat. The Secretariat provides support services, advice and may implement work as commissioned by the group (if agreed by the Chair of the NZSAR Council).

## **Accountability reporting**

The group reports to the NZSAR Council.