

# NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



## Search and Rescue Training (Multi agency) Programme Advisory Committee

### Terms of Reference November 2020

The SAR Training (Multi-agency) Joint Memorandum of Understanding and Operating Agreement establishes the framework to support multi-agency SAR training delivered by Tai Poutini Polytechnic.

### Purpose

The purpose of this PAC is to provide timely and accurate advice to the SAR Training (Multi agency) Governance Group and NZSAR and to ensure search and rescue related skills acquisition training:

- meets the needs of the search and rescue sector
- maintains search and rescue relevancy and currency
- is based on educationally sound learning and assessment programmes
- is readily accessible to SAR sector people
- maximises the benefits of available funding

### Objectives

The committee will take into consideration cross-sector needs to:

- consider and recommend the annual SAR training (Multi agency) programme and its associated resourcing
- monitor the delivery and conduct of the SAR training (Multi agency) programme, including the annual moderation programme
- provide feedback on the programme delivery
- establish Technical Advisory Group(s) as required
- consider and make recommendations on the development or alteration of SAR Training (Multi agency) training material and/or courses
- provide advice to the Governance Group on ways to maximise the value of the SAR Training (Multi agency) SAR training contract funded from TEC.

### Membership and Composition

PAC membership will include search and rescue sector representation that will enable the Committee to best meet its objectives. Membership will include:

- NZSAR Secretariat representation
- Tai Poutini Polytechnic representation
- representation from SAR sector agencies:
  - Land Search and Rescue,
  - Coastguard New Zealand,
  - Surf Lifesaving New Zealand,
  - New Zealand Police,
  - Rescue Coordination Centre New Zealand
  - Amateur Radio Emergency Communications.

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

### **Quorum**

The Programme Advisory Committee quorum shall be attendees present from a minimum of four of the agencies.

### **Accountabilities**

Group When it is required, the Programme Advisory Committee advises the SAR Training Multi- agency Governance Group.

The committee is responsible for consulting with stakeholders and ensuring that relevant views are represented.

Individual Member Individual Committee members are expected to:

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

### **Processes**

Meetings the Committee meetings will be held on a regular basis, a minimum requirement of two times per year, prior to the SAR Training (Multi agency) Governance Group meeting, as face to face meetings, or by conference video call.

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 Committee.

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.

Members will advise each meeting of any conflicts of interest they may have.

Conflicts of Interest. Occasionally, potential or actual conflicts of interest may arise between Programme Advisory Committee 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. A register of the conflicts of interest will be kept.

Administration. The Chairperson will be the NZSAR representation.

NZSAR secretariat is responsible for organising and preparing the agenda, supplying a minute taker and completing minutes that record meeting key points and decisions, allocated responsibilities and action timelines will be undertaken by the TEO(s) as decided by the Committee.

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