



**SURF LIFE SAVING®**  
NEW ZEALAND

## **National Search and Rescue Summit Working Group Terms of Reference**

Type: Project Working Group  
Title: National Search and Rescue Summit Working Group (NSAR)  
Objective: To assist SLSNZ in development of the National Search and Rescue Summit (see note in comments)  
Responsible to: National Search & Rescue Manager (NSARM)  
National Education Manager (NEM)  
**Updated:** October 2022

### The Vision:

- To develop a Summit that enhances the search and rescue capability of every Search and Rescue Squad (SAR) member while undertaking search and rescue operations.

### Goals:

- Develop a Summit that meets the development needs of SAR squad members.
- Develop a culture of learning that embraces the safety and wellbeing of all SAR members.
- Develop a platform to enhance national search and rescue standards, innovation and collaboration.

### Authority:

- The purpose of the working group is to:
  - a. Discuss and debate matters within the "Work Plan Scope" as listed below.
  - b. Provide positive leadership and contribution to developing documents that support the development, delivery and operational capability of Surf Life Saving Search and Rescue.
  - c. Provide SLSNZ staff with advice, feedback and support.
  - d. Develop learning material required for the NSAR Summit.

### Committee Structure:

1. National Search & Rescue Manager (NSARM), National Education Manager (NEM) plus;
2. The National Search and Rescue Summit Working Group (NSAR –WG) shall comprise seven (7) other persons as set out below. These appointments may include representatives from Surf Life Saving and other stakeholders or organisations.
3. The NSARM will Chair the meetings.
4. Other SLSNZ staff may be invited to attend NSAR -WG meetings by the NSAR –WG, NSARM or NEM to provide the NSAR -WG with a direct technical comment in their field of expertise.



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5. A quorum shall be the National Search & Rescue Manager, National Education Manager or nominated person plus three (3) committee members.

**Appointment:**

1. By application and selected by an appointment panel convened by the NSARM.
2. The committee can co-opt specialist skills if required.

**Term:**

1. The working group term will commence on 1<sup>st</sup> October and conclude at the end of a review of the following National SAR Summit.
2. This term will last no longer than two years.

**Profile:**

The following factors shall be taken into consideration when appointing members:

1. The individual's ability to think strategically and philosophically and contribute to the future development/direction of Search and Rescue right across New Zealand:
2. The individual's technical knowledge and understanding of Surf Life Saving SAR operations, policies, regulations and models of best practice:
3. The mix of skills and experience required across the committee as a whole:

**Operating Principles:**

1. The NSAR-WG may choose to co-opt additional members on a temporary basis for particular specialist knowledge.
2. It is anticipated there will be two face-to-face meetings of the committee each year; these will be in Wellington or Auckland.
3. In addition, the NSAR-WG shall meet and communicate via teleconference or email as deemed necessary by the NSARM.
4. All NSAR-WG meetings shall be conducted with a work plan agreed by the NSARM and NSAR-WG; members may put forward discussion items to the NSARM for consideration.
5. Any person with commercial or personal conflicts of interest with any elements of the NSAR-WG work plan should be declared to the NSARM at the start of the meeting. The NSARM will decide whether the conflict of interest will exclude that member from voting or participating in the discussion on the matter that causes a conflict.
6. For clear and consistent communication, updates to the work plan's progress after each meeting will be circulated to the working group by email from the NSARM.
7. For clear and consistent communication, no statements will be made concerning the work of the NSAR-WG other than back to the NSARM.
8. Members of the NSAR-WG are to be positive role models for all members of SLSNZ.
9. The NSAR-WG shall be united in supporting the positive implementation of the work plan to set up the NSAR Summit and subsequent decisions in a non-partisan manner.

10. Meetings, conference calls and any decisions made by email shall be recorded as progress notes in the work plan as deemed appropriate.
11. Working Group members will act in the interests of Surf Lifesaving overall, not just for the Region or club they represent.

#### Work Plan Scope:

The Scope of the working group will include all areas of development of the NSAR Summit, from Scoping to Summit delivery:

- Develop the Work Plan Scope
- Workshop on the Scope of the Summit, from prerequisites of participants for attendance, through to Summit objectives.
- Identify, develop and review learning material required for the Summit.
- Assist in the development of the criteria for appointing the NSAR Summit instructors.
- The learning material developed to support the Summit outcomes will be a mix of digital and hard copy resources.
- The work plan objectives will include :
  - Setting learning objectives commensurate with a higher level of skill and knowledge of awards at this higher level of the SLSNZ framework:
  - Assist in the development of the NSAR Summit program:

#### Meeting Administration Process:

1. NSARM calls for a progress report one week from the meeting. Discussion items are to be confirmed two weeks before the meeting to allow for the production of papers, reports etc.
2. Progress notes and updated actions from the previous meeting will be distributed one week before the meeting.
3. Action points must be updated and circulated by email at least once between meetings.
4. Progress notes are to be confidential to committee members, but the NSARM update is to be made available to the NEM and COO for updates and considerations towards the project outcomes.

See Appendix 1 on the following page for the NSAR-WG Meeting Schedule

## Appendix 1: National Search and Rescue Summit Working Group Meeting Schedule

Month/Date	Meeting format	Meeting purpose
20 <sup>th</sup> October 2022	Phone Conference	Set out plan for the 2023 Summit Review of interim material search and Summit Focus
16 <sup>th</sup> November 2022	Membership news and OPS circular	Call for EOI for Material for the Summit
13 <sup>th</sup> December 2022	Phone Conference	Lesson planning and assignments for material development
17 <sup>th</sup> January 2023	Phone Conference	Work Shop review on Lesson Plans and interim material development
16 <sup>th</sup> February 2023	Phone Conference	NSAR Summit Material development checkpoint Selection of Summit instructors
14 <sup>th</sup> March 2023	Phone Conference	NSAR Summit Material development workshop.
6 <sup>th</sup> April 2023	Phone Conference	Spare meeting if required
27 <sup>th</sup> April 2023	Phone Conference	Review final drafts of Lesson plans and Summit program
19 <sup>th</sup> to 21 <sup>st</sup> May 2023 NSAR Summit	Phone Conference	Three-day residential Summit Muriwai Beach
6 <sup>th</sup> June 2023	Phone Conference	Summit Review