



LAND SEARCH AND RESCUE
ADVISORY GROUP
OPERATIONAL GUIDE
2019

- Prepared by: Lisa Mellish, ACM
- Authorised by: Tony Wells, GM Training
- Approved by: Carl McOnie, CE
- Date issued: v6 30/07/2019
- Next Review: 01/05/2020
-

Contents

Contents.....	2
Welcome	2
Purpose/Role.....	2
Definitions.....	3
Objectives.....	3
Relevant compliance.....	3
Policy.....	4
Establishment of LandSAR Advisory Groups (AGs).....	4
Responsibilities	5
Membership.....	5
Membership Conditions	5
Meetings.....	5
Minutes and reporting	6
Quorum and consensus decision making.....	6
Expenses and costs	6
Related procedures/documents	6
Example Agenda Items	7
Changes and Amendments.....	7
LandSAR AG's	8
Appendix 1 – AG Compositions.....	9

Welcome

Whether you are a new member of an Advisory Group, a long-standing member or a member of staff, this booklet will help you to understand the role in guiding programmes of learning at LandSAR. In here you will find information on the context in which the group operates, the policies which define it, and terms of reference. We hope this helps you to be an effective member of the group. Additional guidance can be gained from the Training Manager and LandSAR QMS.

Purpose/Role

An 'Advisory Group' is a collection of individuals and subject matter experts who bring unique knowledge and skills to more effectively guide LandSAR. The advisory group serves to make recommendations and/or provide key information to LandSAR in order to promote continuous improvement and ensure the organisation is fit-for-purpose. LandSAR Advisory Groups are defined by their education, training and assessment needs based on the groupings of the course delivery and competency assessment – known as a Programme.

The purpose of the Advisory Group is to ensure LandSAR receives **effective, independent** industry input, **guidance and advice** in relation to the development, delivery of training as well as assessment and competency attainment for LandSAR personnel and that the training and assessment outcomes are meeting an operational need.

Definitions

Course: a particular training and/or assessment occurrence or training module dealing with a discrete collection of outcomes or units. Synonymous with the term training **'event'**.

Programme: A larger area of training, assessment or operations that may include multiple qualifications and a diverse range of activities. Typically a programme is made up of a number of courses.

Advisory Group (AG): Advisory Groups consist of industry representatives, training advisors and Subject Matter Experts (SME's) with expertise within the fields in which they are advising LandSAR Training. AG's exist for the purpose of providing LandSAR with effective, independent industry input and advice to ensure that training is fit-for-purpose and is meeting the operational needs of LandSAR Groups and their members. Outcomes of the AG will be forwarded to the Programme Advisory Committee (PAC) as required.

Programme Advisory Committee (PAC): Within the SAR Sector, a PAC consists of all interested and/or relevant parties within the SAR Sector. For 2019/2020 this shall consist of LandSAR, NZSAR (responsible for coordination of funding), NZ Police and RCCNZ (as the two SAR Coordinating Bodies). Should TEC funded training become available to other SAR organisations they shall also be offered representation on this PAC. Outcomes of this PAC will be forwarded to the SAR Training Governance Group for approval in accordance with the NZSAR Training MoU.

Objectives

- To assist in liaison between LandSAR, it's Groups and individuals to ensure fit-for-purpose training and competency is achieved and maintained.
- To provide a forum for discussion and sharing of information to improve training outcomes.
- To provide input into the development, ongoing monitoring (including quality of delivery) and update/review of courses and/or training programmes.
- Provide recommendations to LandSAR on the competency framework (as appropriate to the AG).
- To review success rates/completions of course/programmes.
- To review student feedback and satisfaction.
- To determine any enrolment criteria and/or recommendations.
- Provide marketing advice (where appropriate).
- To advise in relation to longer term planning and identify training trends/future needs.
- To undertake specific advisory roles where specified by programme requirements, or outside agencies.
- Any other matter deemed to be of relevance to the AG by LandSAR.

Relevant compliance

Education Act 1989, section 253 (1) (c) and QMS Criterion 5 Courses.

Development, design and delivery of courses respond to the demonstrated needs of learners and relevant parties and are consistent with the goals and purposes of the private training establishment.

Policy

Each LandSAR programme of study will have an Advisory Group (AG) consisting of tutors/facilitators and Subject Matter Experts (SME's) associated with it. The prime purpose of an AG is to advise the LandSAR on matters relating to a programme or course which the group has been formed to advise on. The AG also serves as a link between LandSAR National Support Office and the relevant sub-sections of LandSAR to ensure appropriateness, relevance and timeliness of training events meets their requirements i.e. is fit-for-purpose.

Where an AG is serving a specialised market or subset of LandSAR, existing sub groups or committees may have input into an AG or adopt the functions of the AG.

On creating the AG or appointing SME's to the AG, the Training Manager or LandSAR Staff AG Convener is to review the LandSAR SME list and Stakeholder Interests (Appendix Q to LandSAR QMS) to ensure all aspects of LandSAR are represented.

Minutes will be kept of all meetings, and distributed to AG members for confirmation at the next constituted meeting. The minutes will be held for all purposes to be a true statement and record of the proceedings of the AG. Confirmed minutes will be made available to the LandSAR membership.

Establishment of LandSAR Advisory Groups (AGs)

Where possible, existing groups of SME's and/or LandSAR Groups/Committees shall be utilised as an Advisory Group to save on logistical/meeting costs and duplication of effort/responsibilities within LandSAR. Where new Advisory Groups are required, selection shall be following an invite to apply being made available in accordance with the AG needs.

The Training Manager, or the LandSAR Staff AG Convener, will be responsible for appointing Subject Matter Experts (SME's) as required to the AG.

Administrative support and secretarial services will be provided by a staff member from LandSAR.

Meeting times, agendas and minutes shall be sent to these selected personnel every time an AG is scheduled to occur. Attendance shall be at the discretion of each individual.

The AG may elect to form subgroups of 'Steering Committees' or 'Working Groups' to undertake or manage particular pieces of work.

- ♦ **Steering committees** are formed to provide project management. They are also responsible for monitoring the quality of the project as it develops; providing advice (and sometimes making decisions) about changes to the project as required and providing support, guidance and oversight of progress. Members do not usually work on the project themselves, and the lifespan of the steering committee is usually that of the project.
- ♦ **A Working Group** is a group of subject matter experts working together to achieve specified goals. The groups are domain-specific and focus on discussion or activity around a specific subject area with usually a requirement for the group to deliver a product or an outcome. The lifespan of a specific working group can last anywhere between a single meeting and workshop for a few months or even years but disbands when the deliverables are produced. Staff members facilitating working groups are encouraged to adopt a participative style of leadership where the group is consulted, and it is generally the group that produces the product.

Responsibilities

The LandSAR Training Manager and/or the nominated Staff representative is responsible for establishing an appropriate AG and for ensuring compliance with LandSAR policy and the SAR Training Memorandum of Understanding for funding.

Membership

The purpose of an AG is to provide independent input on LandSAR training for LandSAR members; therefore membership should be representative of the Sector/Specialist area for which the AG is established.

AG membership (where applicable) will be offered for a term of up to two years and may be renewed up to three times for a maximum period of six consecutive years. A stand down period of two years following on from any six consecutive year period is required before an individual can make themselves available for the AG again. This ensures new ideas and thoughts are included in future planning.

Where existing AG functions are undertaken by existing Committees/Groups, membership terms of the AG shall be subject to the terms and conditions of the existing Committee/Group – i.e. their group rules apply for selection and duration of terms.

Membership Conditions

The membership of each AG shall be made up of representatives as listed in Appendix 1. The overarching conditions of each of the PAGs shall consist of the following:

- Each AG shall operate within the context of the LandSAR Training Ltd constitution, LandSAR Inc. QMS and policies and procedures of LandSAR NZ.
- Where AGs are utilising existing Groups or Committees, the rules or policies and procedures of the existing Group or Committee take overall precedence and this guide shall only apply for the duration of matters relevant to performance of the AG function.
- It is expected that AG members will act in the interests of LandSAR and its Groups, while providing independent industry or community input to guide and inform LandSAR Training.
- Members are encouraged to seek industry opinion from the LandSAR sector on non-sensitive issues outside of the AG so as to be sure to represent as wide a range of views as possible.
- Members may be asked to confirm their ongoing interest if unable to attend meetings on a regular basis.
- AG members may send a representative in their place, on a like-for-like basis with the prior permission of the PAG Convenor/Staff member and/or approval of GM Training.
- Sensitive information provided by LandSAR to AG members shall not be further disseminated without prior agreement by a member of the LandSAR Management Team.
- Membership of the AG is at the discretion of LandSAR. Membership may be terminated if the member cannot adhere to the AG Operational Guide and/or LandSAR policies.

Meetings

- LandSAR Training Manager or the Staff representative shall convene each AG which shall meet at least once per calendar year, or as often as required to achieve the requisite outcomes.

- LandSAR shall supply the venue as mutually agreed and will work with AG's to coincide with existing meetings or with existing specialist Group gatherings to minimise impact on volunteers.
- An agenda shall be circulated prior to each meeting and minutes distributed to all members of the AG.

Minutes and reporting

- The nominated Staff representative shall facilitate each AG meeting and record minutes.
- The minutes need not necessarily include the details of all discussions and or debates but will record any resolutions and or recommendations made.
- The unconfirmed minutes will be circulated to the AG members for confirmation prior to being made available to the wider membership (website or similar).
- The AG will report directly to the nominated LandSAR Staff convener or to other individuals as determined by the LandSAR Staff convener.

Quorum and consensus decision making

- A quorum for each meeting who must be present at a meeting in order for decisions and recommendations to be made shall be at least four (4) of the nominated AG members.
- Attendance may be in person or in communication via telephone, video conferencing or internet connection.
- Voting on any resolutions may occur by absent members of the AG through advising the convenor in writing (email) in advance of the AG meeting.
- Decisions and recommendations will be reached by a simple majority vote with all members supporting and representing the decisions and recommendations of the AG.

Expenses and costs

- Membership of the AG's is on a voluntary basis.
- All reasonable expenses directly associated with AG activities will be paid for LandSAR volunteers – including travel, accommodation and catering where required.
- AG costs may be shared to support existing specialist Group meetings if/where required.
- The nominated Staff representative is responsible for managing the AG budget in consultation with GM Training.

Related procedures/documents

- LandSAR QMS, Appendix Y, Development, Policy programme/course development.
- LandSAR QMS, Appendix Y, Development, Policy programme/course approval.
- LandSAR QMS, Appendix Y, Review, Policy programme annual review policy.
- LandSAR QMS, Appendix U, Consultation Policies, Advisory Groups.

Example Agenda Items

The following is an indicative agenda for an AG meeting. It serves to review what is being delivered, how it is being delivered and recommendations for change. Contents may change to suit each meeting.

1. Courses – are the existing courses within the programme meeting our operational needs?
2. Course Structure and Content
 - i. Is the structure of the course engaging learners?
 - ii. Are we balancing theory with practical and meeting adult learning needs?
 - iii. Are the references relevant and suitable (course/pre-course)? Recommendations?
3. Course feedback
 - i. Summary - are we achieving 95%+ positive student feedback?
 - ii. Any issues/comments on course content/resourcing that need addressing?
 - iii. Any issues/comments on tutors that need addressing? Any new tutor applications?
 - iv. Recommendations moving forward.
4. Competency Statements
 - i. Are these still fit-for-purpose? Recommendations?
5. General business
 - i. Any other training/assessment recommendations?

Changes and Amendments

These terms of reference may be added to, altered, rescinded or otherwise amended by LandSAR to meet ongoing operational needs.

LandSAR AG's

LandSAR Advisory Groups (AG's) shall consist for each group as listed in the table below.

LandSAR AG	Existing Committee/Group	LandSAR Staff member
Search Dogs	LandSAR Search Dog Committee	Kelly Hoskin
Canyon Search and Rescue	Canyon SAR Committee	Aimee MacDonald
Cave Search and Rescue	Cave SAR Committee of NZSS	Pete Zimmer
Health and Safety	Health and Safety Advisory Group	Mike Ambrose
Telecommunications	Operational Communications working group	Mike Ambrose
Alpine Cliff Rescue(ACR)	<i>New – see Appendix 1.1</i>	Pete Zimmer
First Aid/PHEC	<i>New – see Appendix 1.2</i>	Lisa Mellish
Land Search Management/Technology	<i>New – see Appendix 1.3</i>	Tony Wells
Field Search	<i>New – see Appendix 1.4</i>	Tony Wells
Tracking	<i>New – see Appendix 1.5</i>	Tony Wells
River Search and Rescue	<i>TBC</i>	

Appendix 1 – AG Compositions.

The AG's shall consist of the following members:

- **Search Dogs** The responsibilities of the AG shall fall to the existing LandSAR Search Dog Committee. Appointment to the committee and duration of terms shall be as per the LandSAR Search Dog committee policies and procedures.

- **Canyon Search and Rescue** The responsibilities of the AG shall fall to the Canyon SAR committee. Appointment to the committee and duration of terms shall be as per the Canyon SAR committee policies and procedures.

- **Cave Search and Rescue** The responsibilities of the AG shall fall to the existing Cave SAR/Underground Subcommittee of NZSS. Appointment to the committee and duration of terms shall be as per the Cave SAR committee policies and procedures.

- **Safety** The responsibilities of the AG shall fall to the existing Health and Safety Advisory Group. Appointment to the group and duration of terms shall be as per the LandSAR Safety Advisory Group policies and procedures.

- **Communications** The responsibilities of the AG shall fall to the existing Operational Communications working group. Appointment to the group and duration of terms shall be as per the LandSAR Operational Communications working group policies and procedures.

1.1. **Alpine Cliff Rescue (ACR)** The composition of the AG shall consist of the Team Leaders (or their nominated representative) of each of the LandSAR Alpine Cliff Rescue teams. Appointment to the committee and duration of terms shall be as per the respective ACR team TL appointment processes. Where representatives are appointed in lieu of TL's attending, terms shall be as per the terms of this AG Operational guide. Notionally the ACR AG shall consist of the following Group representatives:

- Christchurch
- Ruapehu (RARO)
- Westland/Tasman
- Taranaki
- Wakatipu
- Wanaka
- Aoraki/Mt Cook

1.2. **First Aid/PHEC** The composition of the AG shall aim to balance delivery/training outcomes with current technical knowledge. The AG shall consist of 4-6 persons selected from the following:

- Up to three current First Aid/PHEC tutors
- Up to three Medical Advisors (Doctors) from the Medical Advisory Group

1.3. **Land Search Management/Technology** The composition of the AG shall consist of 4-7 persons selected from the following:

- Up to five (5) current LandSAR practitioners selected to represent the breadth and requirements of LandSAR Groups.
- A standing invite shall be made to the NZ Police.

The following may be requested to attend depending on subject expertise required:

- Up to one SARtrack tutors/SME's (where required for SAR track)
- Up to one Field Search AG representative (where/when required)
- Up to one Tracking AG representative (where/when required)
- Technical experts/IMT tutors (where/when required)
- *Up to one from each of any other future technology platforms (where required)*

Additional attendees may include representatives of other PAG's as appropriate, including but not limited to:

- Search Dogs, ACR, Cave, Canyon, River, Communications, and Safety

1.4. **Field Search** The composition of the AG shall consist of 4-8 persons selected from the following:

- Up to four (4) current LandSAR practitioners selected to represent the breadth and requirements of LandSAR Groups. This shall consist of a balance of rural, wilderness and urban based responders.
- A standing invite shall be made to the NZ Police.

The following may be requested to attend depending on subject expertise required:

- Up to one Tracking AG representative (where/when required)
- Up to one Search Management AG representative (where/when required)
- Technical experts/tutors (where/when required)

Additional attendees may include representatives of other PAG's as appropriate, including but not limited to;

- Search Dogs, ACR, Cave, Canyon, River, Communications and Safety

1.5. **Tracking** The composition of the AG shall consist of 4-8 persons selected from the following:

- Up to four current tutors and/or practitioners selected to represent the breadth and requirements of LandSAR Groups.
- A standing invite shall be made to the NZ Police.

The following may be requested to attend depending on subject expertise required:

- Up to one x Field Search AG representative (where/when required)
- Up to one x Search Management AG representative (where/when required)

Additional attendees may include representatives of other AG's as appropriate, including but not limited to:

- Search Dogs, ACR, Cave, Canyon, River, Communications and Safety

- **River Search and Rescue** TBC