



# New Zealand Response Team (NZRT) National Governance Arrangements

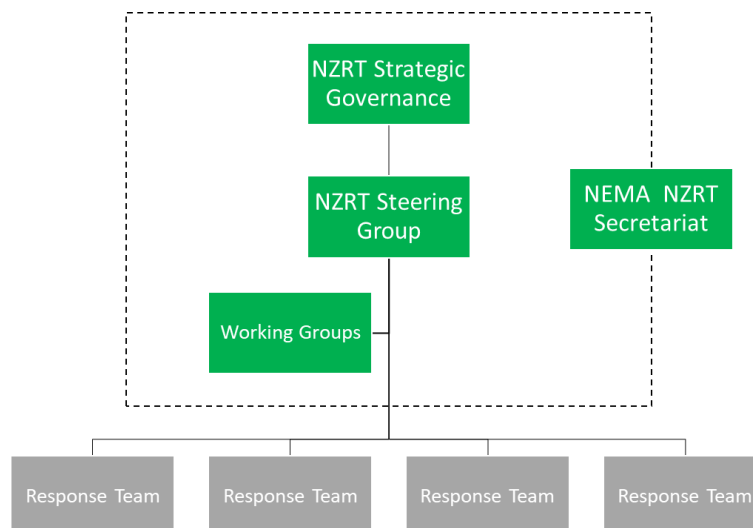
## 1 Introduction

This document explains the national governance arrangements for the oversight, coordination, and management of New Zealand’s volunteer response teams<sup>1</sup>. These arrangements are the result of consultation with response teams, response team owners, Civil Defence Emergency Management Groups, and tasking agencies and provide for a coordinated, well-governed, and sustainable response team system for New Zealand.

The formalised governance structure allows for integration, representation, and accountability for the work of registered response teams at all levels of emergency management in New Zealand; from individual teams to central government policy and decision-makers.

## 2 Response Team Governance Structure

Oversight of New Zealand Response Teams (NZRTs) has been split into two levels of governance; a Strategic Governance Group, and a Response Team Steering Group, as illustrated in the diagram below.



The NZRT Strategic Governance Group sets the national vision and direction for response teams to help achieve New Zealand’s National Disaster Resilience Strategy, approves

<sup>1</sup> The term ‘response teams’ is used throughout this document to refer to both existing New Zealand Response Teams (registered under the retired MCDEM-led registration system), and other teams that identify as response teams in that they intend to or are interested in, ‘registering’/being accredited under a future accreditation framework.

accreditation and registration criteria, and ensures response teams are integrated at all appropriate levels of New Zealand's response and recovery system.

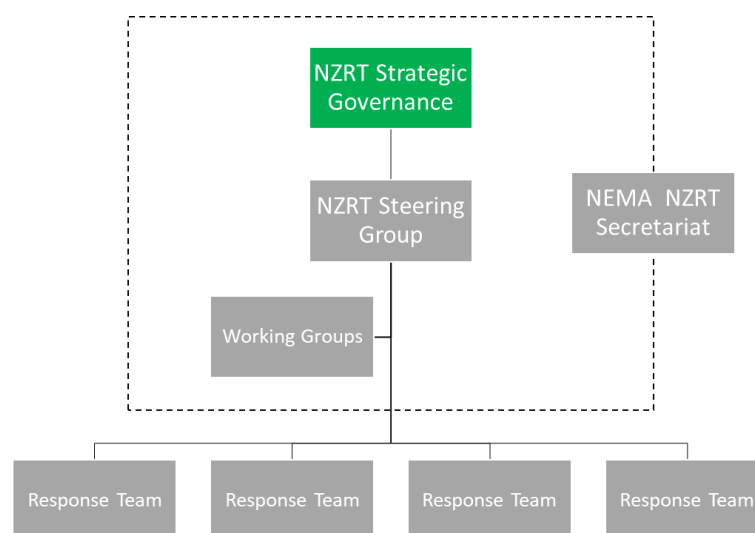
The NZRT Steering Group provides a body to represent and advocate for response teams at national level, and provide a link to emergency services and other central government decision-makers. This group also provides accountability for the response teams to the agencies represented in the NZRT Strategic Governance Group.

These two governance groups are supported by standing or ad-hoc working groups, and a NEMA-based NZRT secretariat function which provides oversight and coordination of the New Zealand response team system.

Internal governance arrangements of individual response teams, or governance arrangements between teams and their owning organizations, are not considered in this national structure, however, these will be considered as part of the accreditation process, as Governance groups will need to be confident that appropriate team structures are in place before approving registration.

### 3 NZRT Strategic Governance Group

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The NZRT Strategic Governance Group sits above the NZRT Steering Group and is chaired by NEMA and consist of executive officials or senior representatives from central government agencies, emergency services, CDEM Groups, and the NZRT Steering Group.

#### 3.1 NZRT Strategic Governance Group Membership

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Membership of the group consists of an executive official or senior representative of:

- National Emergency Management Agency (Chair)
- Fire & Emergency New Zealand
- New Zealand Police
- Ministry of Health
- St John Ambulance Service
- New Zealand Search and Rescue Secretariat
- CDEM Group Managers
- NZRT Steering Group

Members from Fire & Emergency New Zealand, New Zealand Police, Ministry of Health, St John Ambulance Service, and New Zealand Search and Rescue Secretariat are appointed by their respective agency. A representative of CDEM Group Managers will be nominated by the National Emergency Management Development Group. The NZRT Steering Group elect a representative to sit on the NZRT Strategic Governance Group.

Members are appointed for their interest and expertise in emergency management and search & rescue, and for the decision-making mandate they hold from their respective agency or group. They represent the interests of their respective agency or group, whilst considering the 'national picture' and taking a sector-wide perspective.

### 3.2 NZRT Strategic Governance Group Responsibilities

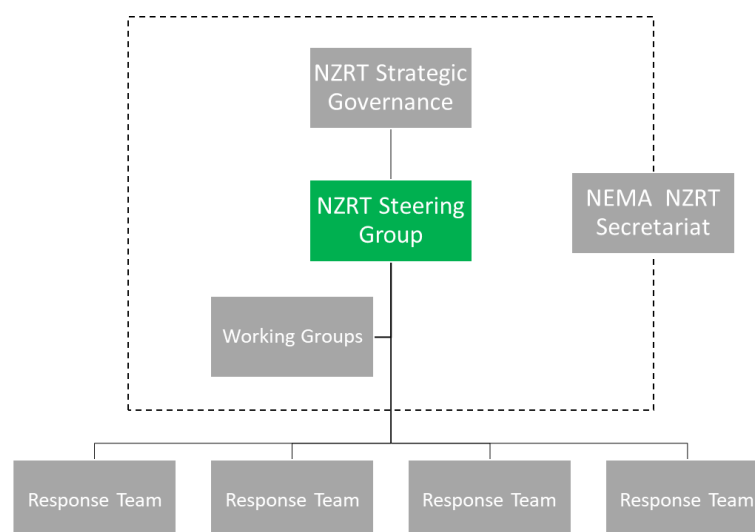
The NZRT Strategic Governance Group is responsible for:

- Developing a clear national vision and strategy for New Zealand Response Teams
- Providing strategic direction and advice to the NZRT Steering Group
- Providing strategic direction, and where appropriate, approval for elements of a national capability and accreditation framework where that component of the framework falls within the legislative or agreed responsibility of the represented agencies
- Ensuring integration of response teams at all appropriate levels within tasking agencies represented on the NZRT Strategic Governance Group
- Oversight of the performance and activities of response teams and the NZRT Steering Group

### 3.3 Decision-Making

Members of the NZRT Strategic Governance Group have the mandate to make decisions on behalf of the agency or group they represent, and to take a system-wide view of volunteer capabilities.

## 4 NZRT Steering Group



The NZRT Steering Group sits below the NZRT Strategic Governance Group and provides a direct link to individual response teams. The group works closely with the NEMA NZRT

Secretariat and any appointed Working Groups to develop and maintain national capability and accreditation frameworks.

## 4.1 NZRT Steering Group Membership

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Membership of the NZRT Steering Group consists of representatives from:

- NEMA NZRT Secretariat
- CDEM Groups (1 x North Island; 1 x South Island)
- Response Team Owners (1 x North Island; 1 x South Island)
- Response Team Members (1 x North Island; 1 x South Island)

The two representatives of CDEM Groups are nominated by the National Emergency Management Development Group. The representatives of Response Team Owners and Members are appointed by nomination, as per below.

NZRT Steering Group members are elected for a two year period.

### 4.1.1 Response Team Owner and Member nominations

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The NEMA NZRT Secretariat will facilitate nominations for Response Team Owner and Member representatives (four in total, as above). If more than one nomination for each of the representatives is received a vote will be held.

Registered Response Team Owners are able to vote for their representatives (Response Team Owners (1 x North Island; 1 x South Island)) and have one vote per owner (i.e. if a team is owned by a City Council, the City Council have one vote; If a team is owned by a Trust, the Trust has one vote).

Registered Response Teams are able to vote for their representatives (Response Team Members (1 x North Island; 1 x South Island)) and have one vote per team. The person with the largest number of votes for each representative position will become a member of the NZRT Steering Group.

## 4.2 Responsibilities

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The NZRT Steering Group is responsible for:

- Implementing the national vision and strategy as determined by the NZRT Strategic Governance Group
- Collectively advocating for, and representing response teams at a national level
- Approving 'registered response team' status once the NEMA NZRT Secretariat has determined that a team is appropriately accredited and audited
- Oversight and monitoring the performance and activities of response teams
- Providing direction and advice to teams where appropriate
- Identifying and sharing best practice across the response team system

## 4.3 Decision-Making

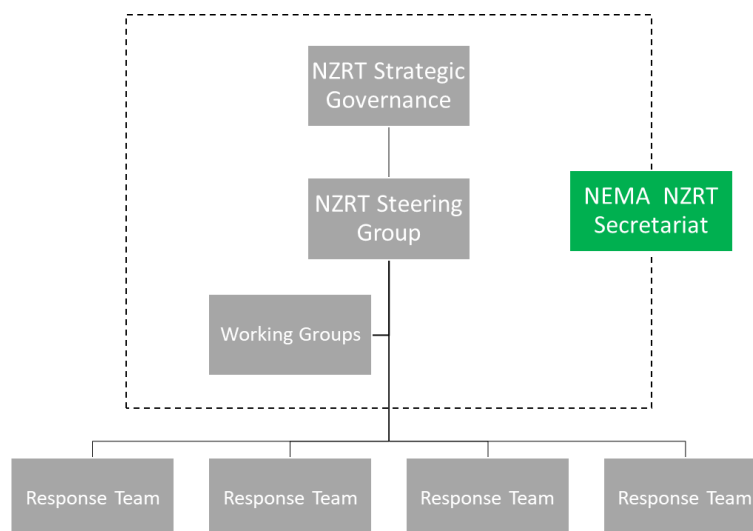
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Members of the NZRT Steering Group have the mandate to make decisions on behalf of response teams, and to implement any decisions or directions from the NZRT Strategic Governance Group.

Decisions by the NZRT Steering Group should be aligned with, and not contradictory to, decisions made by NZRT Strategic Governance.

## 5 NEMA NZRT Secretariat

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A secretariat function sitting within NEMA supports and coordinates NZRT Strategic Governance and NZRT Steering Groups, and working groups, and administers the national response team capability, accreditation, and registration framework.

### 5.1 NEMA NZRT Secretariat Responsibilities

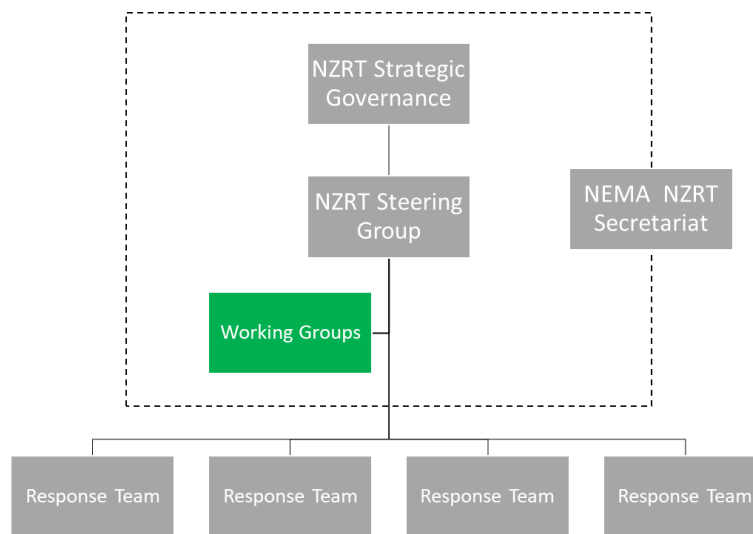
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The NEMA NZRT Secretariat is responsible for:

- Tracking progress towards achieving the national vision and strategy
- Supporting national policy development, especially in relation to a capability framework
- Developing, implementing and administering a national accreditation framework including an audit function
- Administration of the NZRT Strategic Governance Group
- Administration of the NZRT Steering Group
- Sitting on the NZRT Steering Group
- Oversight and facilitation of any committees or working groups NZRT Strategic Governance or the NZRT Steering Group may wish to establish
- Administration of applications for 'registered response team' status
- Maintaining a national register of accredited response teams including their capabilities, capacity, and availability
- Oversight of the performance and activities of teams
- Establishing and maintaining relationships with national and international partner agencies and organisations to ensure best practice for volunteer response teams is identified, and subsequent advice given to NZRT Strategic Governance and NZRT Steering Groups where appropriate
- Coordinating out-of-region requests for response team deployment
- Organising and facilitating national-level response team forums, workshops, and conferences

## 6 Working Groups

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Committees or working groups may be established to address or consider particular issues. These committees and working groups may operate continuously and in conjunction with the NZRT Steering Group, or be set up on an ad-hoc basis to address specific topics such as capability standards, health and safety policies, and national uniform and equipment standards, for example.

Committees and working groups make use of subject matter experts from across the emergency management sector and allow issues relating to response teams to be explored in detail. Ongoing working groups inform the development of, and updates to, the national governance arrangements, the national capability framework, and accreditation and registration processes.