

**New Zealand Search and Rescue Council's
Service Level Agreement
with the YSAR Trust
for Search and Rescue Youth Training
2023/24 to 2024/25**



YSAR Trust Service Level Agreement

for the provision of search and rescue youth training

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Parties

YSAR Trust, an independent non-profit charitable trust (YSAR)

and

The Secretary for Transport (representing the New Zealand Search and Rescue Council (NZSAR Council))

together, being “the Parties”, and individually a “Party”.

Strategic context

- A The NZSAR Council provides search and rescue (**SAR**) strategic leadership and direction to the many organisations that make up New Zealand's **SAR Sector**. The SAR Sector aims to provide effective SAR services throughout New Zealand's SAR Region and provide quick, effective, and efficient responses to people in distress.
- B The NZSAR Council is responsible for ensuring that the SAR Sector is aligned, coherent and cohesive. The NZSAR Council is chaired by the Secretary for Transport. The NZSAR Secretariat reports to the NZSAR Council and acts on the NZSAR Council's behalf in accordance with the NZSAR Council's directions.
- C Effective SAR requires the active cooperation of a number of organisations to work successfully. The principles of sound and cooperative relationships based on mutual respect and goodwill is central to effective search and rescue operations.
- D SAR services are provided by organisations that have a mix of paid and volunteer professionals with over 90% of the people being unpaid volunteers. The recruitment, development, and retention of volunteers is critical for organisations to be able to provide effective and efficient responses.
- E YSAR is an independent non-profit charitable trust that enables students to develop the necessary skills to participate in becoming full active members of community SAR and Emergency Management (EM) organisations. YSAR delivers a three-year programme to train a future SAR workforce. Currently it is growing as a feeder organisation, developing volunteers for the SAR operational community.
- F The Government has chosen to invest in YSAR with revenue derived from fuel excise duties (see Section 9(1) of the Land Transport Management Act 2003) (the **Funds**) to build systems and processes within YSAR to enable the organisation to open new branches across New Zealand.
- G To assist it achieve its goals, the NZSAR Council has agreed a set of **Funding Principles** to be applied to the use of all Funds. The Funding Principles outline clear expectations for the use of public resources especially where they are disbursed to a third party for use. The Funding Principles set expectations for accountability, value for money, decision making integrity, and financial transparency. The NZSAR Council also requires the Funding Principles be applied to regular reporting and monitoring requirements.

- H This Service Level Agreement (SLA) is intended to strengthen the relationship between YSAR and the NZSAR Council and set out the terms that apply to the use of funds. While this document uses formal terms, all Parties understand that a sound, cooperative relationship among themselves based on mutual respect and goodwill is central to the conduct of a SAR Future Workforce Development Programme.

- I The Parties enter into this SLA to set out the terms that apply to the use of the Funds. For each category of Funds arising under this SLA and detailed in Table One of Schedule 1, the initiatives relating to those categories require a plan agreed in advance with the NZSAR Council that applies sound and proportionate project management principles.

Agreement

1 Term

- 1.1 This SLA commences on 1 July 2023 for a period of two years and terminates on 30 June 2025 unless terminated earlier in accordance with Clause 10.
- 1.2 This SLA will be reviewed by the Parties at least three months prior to the termination date and at any other time if requested in writing by any Party.
- 1.3 This SLA may be extended for a further term by written agreement of the parties.

2 Purpose and Outcomes

- 2.1 The purpose of this SLA is to:
 - a) establish and promote a sound and collaborative working relationship based on mutual respect and goodwill between YSAR (at the national, regional, and local levels), and SAR Sector partners, to achieve the outcomes set out in Clauses 2.1 and 2.2;
 - b) establish requirements for transparency, cross-sector collaboration and support, sharing of services, demonstration of value for money, and a collective approach to SAR Sector issues;
 - c) describe the funding arrangements for supporting, expanding, and maintaining a **SAR Future Workforce Development Programme** and to contribute to the achievement of the **NZSAR Council Goals**, and mitigate identified **NZSAR Council Risks**; and
 - d) set out and agree the services to be provided and to ensure the Funding Principles are applied to achieve financial stewardship, collaboration, and transparency.
- 2.2 YSAR will use the Funds provided to deliver the services required under this SLA and to contribute towards achieving the following outcomes:
 - a) providing an efficient and effective SAR Future Workforce Development Programme that is of a high standard allowing graduates to transition into SAR operational response agencies with skills for operational readiness;
 - b) planning strategically and collectively to ensure the SLA funding is applied to maximise effective SAR outcomes;
 - c) ensuring the Funds provided through this SLA contribute to achieving the **NZSAR Council Goals**, and mitigate identified **NZSAR Council Risks**;

- d) applying the Funding Principles to ensure organisational sustainability, and financial transparency;
- e) assisting in raising public awareness of the SAR Sector and enhance the community standing;
- f) working collaboratively and co-operatively with SAR and **EM Sector** partners so YSAR continues developing a programme for a younger and more diverse pool of volunteers that aligns with the skills required for operational activities undertaken by those organisations. The Funds covered by this SLA are to support development of volunteers for the SAR Sector; and
- g) obtaining and sharing agreed organisational, operational, performance, financial and safety data /information in a timely manner.

3 Relationship Management

- 3.1 The Parties agree this SLA is entered into with a view to maintaining and enhancing the existing harmonious and collaborative relationship to achieve the NZSAR Council's Goals and mitigate identified NZSAR Council Risks.
- 3.2 Each Party will provide an appropriate representative for any engagement required under this SLA to ensure the purposes clause can be achieved.
- 3.3 The Parties recognise that this SLA is a living document and will proactively engage with each other to discuss delivery and expectations.
- 3.4 Both Parties have a part to play in monitoring the implementation of this SLA.

4 Services

- 4.1 YSAR will provide the services and reporting requirements set out in Schedules 1 and 2 to a standard agreed to by the NZSAR Secretariat and YSAR.
- 4.2 YSAR must notify the NZSAR Council as soon as practicable where YSAR becomes aware of any circumstance affecting its capacity or ability to deliver the SAR Future Workforce Development Programme.
- 4.3 Throughout the year the Parties will monitor and discuss the initiative funded by the SLA. Changes to initiative timing, purpose, requirements, measures, and funding may be considered at any time and implemented following mutual agreement and written confirmation. Initiative objectives may not vary significantly from those approved by Joint Ministers without agreement.

- 4.4 Changes to the application and purpose of the funding for the SAR Future Workforce Development Programme may not vary from that approved by Joint Minister's without prior written agreement.

5 Payment

- 5.1 Subject to NZSAR Council approval of the plan submitted by YSAR for the relevant initiatives, agreed payments of Funds available to YSAR will be made in accordance with this SLA, including Schedule 3.

6 NZSAR Council Funding Principles and Reporting

- 6.1 YSAR are responsible for ensuring the Funds are applied in accordance with the Funding Principles.

- 6.2 YSAR agrees to:

- a) in addition to Clause 6.1, to ensure the Funds are applied in accordance with the specific requirements set out in the Schedules;
- b) meet the reporting and monitoring requirements for the funded initiatives as set out in the Schedules;
- c) ensure that their annual financial statements are audited by a qualified auditor. The auditor is to create a document that clearly shows how all SLA funding was used during the financial year. This document is to be provided to the NZSAR Council annually after ratification at the Annual General Meeting; and
- d) authorise and direct its auditors to communicate with the NZSAR Council in response to questions the NZSAR Council may have in respect of information disclosed in the annual audited financial statements as they relate to the SAR volunteer development programme.

7 Annual Letter of Intent

- 7.1 Regular YSAR performance reports and the review meetings throughout the year will inform the content of the next **Annual Letter of Intent**
- 7.2 The NZSAR Secretariat and YSAR will undertake an annual review to discuss the progress made against the Annual Letter of Intent.
- 7.3 Following the annual review, the Annual Letter of Intent will be issued by NZSAR to YSAR each year. The Annual Letter of Intent will be issued approximately mid-May each year.

- 7.4 The Annual Letter of Intent will:
- a) explain the NZSAR Council's intent and priorities for the use of the SLA funding for the year ahead;
 - b) explain NZSAR Council priorities for YSAR to utilise the Council's SLA funding for the SAR Future Workforce Development Programme for the forthcoming financial year (1 July – 30 June annually);
 - c) set out new or changed information and performance information requirements;
 - d) set out variations to the SLA including variations to initiative objectives, delivery, timings, and performance measures;
 - e) set out any clarifications or amendments to processes, procedures, expectations or required information in relation to this SLA; and
 - f) include other elements as required.
- 7.5 YSAR will consider the matters raised in the Annual Letter of Intent and any proposed changes to the SLA and provide a written response to the NZSAR Council within 20 working days prior to the commencement of each financial year which should:
- a) address the matters raised in the Annual Letter of Intent
 - b) confirm all matters agreed (including the terms of the SLA)
 - c) outline any circumstances which may impact delivery that year
 - d) detail the proposed SAR Future Workforce Development Programme budget (all components) and relevant delivery plans for the year for the NZSAR Council's consideration and agreement
- 7.6 The Parties will seek to discuss and resolve any outstanding matters in accordance with Clause 3. Once matters are resolved a final Annual Letter of Intent will be issued as required.

8 Health and Safety

- 8.1 The Parties acknowledge that the Health and Safety at Work Act 2015 (HWSA) applies to the provision of a SAR Future Workforce Development Programme as described in this SLA.
- 8.2 To provide assurance that the HSWA principles are being met, YSAR will:
- a) Ensure suitable / appropriate health and safety (H&S) policies are in place for all personnel participating in the training programmes and are contained in YSAR's Health and Safety induction hub-SMS Policies 01 through to 10.

- b) Polices need to include youth protection policies that meet the current standards of:
 - i) the New Zealand Police
 - ii) Ara Taiohi – Code of Ethics
 - iii) Adventure Activities
 - iv) Work Safe.
- c) Inform the NZSAR Council as soon as practicable of all notifiable injury, illnesses, or events sustained while delivering a SAR Future Workforce Development Programme that have been reported to WorkSafe NZ in line with statutory reporting requirements.
- d) Inform the NZSAR Council of all H&S incidents relating to the provision of the SAR Future Workforce Development Programme for the previous 12 months.

9 Failure to Perform

- 9.1 Where the NZSAR Council considers on reasonable grounds that the SAR Future Workforce Development Programme has not been provided in accordance with this SLA or any reporting requirements have not been met, then the NZSAR Council will, as soon as practicable, notify YSAR.
- 9.2 In accordance with Clauses 3 and 14, reasonable endeavours will be used to resolve these matters to the satisfaction of the Party.
- 9.3 Where there remains a difference of opinion after attempts to discuss and resolve the matter, and the NZSAR Council still considers on reasonable grounds that the Services have not been provided in accordance with this SLA or the reporting requirements have not been met, the Party may:
 - a) require YSAR to remedy the deficiency at YSAR's cost;
 - b) withhold payment until the deficiency has been remedied; and / or
 - c) if the deficiency remains unremedied for an unreasonable amount of time or cannot be remedied, deduct an appropriate amount from a future payment and/or terminate the agreement.

10 Termination

- 10.1 Any of the Parties may terminate this SLA on giving six months' notice in writing to the other Party. For clarity, any notice to terminate this SLA by one Party will terminate this SLA for all Parties.

- 10.2 In the event of termination, YSAR will make a refund of Funds paid or the NZSAR Council will provide a final invoice for payment by YSAR, to account for any Funds paid or due, on a pro-rata basis.

11 Privacy, Information and Confidentiality

- 11.1 The Parties must comply with their obligations in collecting, storing, accessing, disclosing, protecting, and maintaining any information that could identify an individual ("Personal Information") in accordance with the Privacy Act 2020.
- 11.2 Subject to any applicable law, the Parties agree to:
- a) share information to enhance community safety, and
 - b) supply information on request in support of YSAR's reporting obligation.
- 11.3 The Parties acknowledge that the Ministry of Transport (MoT) and the NZSAR Council are subject to the Official Information Act 1982 and information held by the MoT and the NZSAR Council, through this SLA, is subject to requests under the Act. Once agreed by all parties, this SLA will be proactively released to the NZSAR website. Each Party agrees to promptly advise the other Parties of any request received under the Official Information Act 1982, prior to any disclosure being made under that request.
- 11.4 Any information provided by one Party to another Party (including to their employees, volunteers, or agents) in relation to the performance of this SLA must be treated as confidential information and must not be disclosed unless required by law or with the other Party's prior written approval, unless such information is or was:
- a) at the time it was disclosed, generally available to, and known by, the public (other than because of a breach of Clause 20)
 - b) available to, and legally and properly obtained by, the recipient on a non-confidential basis from a third party, or
 - c) required to be disclosed by law.
- 11.5 The Parties must ensure that Confidential Information always remains secure and access to such information is limited to personnel who reasonably require access in the performance of this SLA. The Parties must ensure that personnel who are provided access to Confidential Information are aware of and adhere to the confidentiality obligations of this SLA.

12 Media

- 12.1 Each Party agrees to advise the other Party, as soon as possible if it:
- a) becomes aware of any issue relating to this SLA or that has or may have media or public interest;
 - b) issues to the media or any member of the public any oral or written statement about this SLA; and
 - c) issues a media or social media statement or comment that includes or mentions one of the other Parties.
- 12.2 A Party's media and social media engagement should not cause reputational or organisational harm to any Party.
- 12.3 YSAR agrees to advise any SAR Sector partners, prior to the release of any statement to the media or any member of the public, in any medium (oral or written) that mentions the partner.
- 12.4 Both Parties communications should, where appropriate, note the contribution both Parties make towards the successful delivery of the Services.

13 Insurance and Policies

- 13.1 YSAR must ensure that it has in place the appropriate insurance policies required to protect the Board, employees, volunteers and students and the activities undertaken by volunteers and students on behalf of YSAR, including policies to:
- a) protect against loss of property and damage to third party property or persons
 - b) protect the loss or damage to property owned by the organisation / unit, except when specific equipment is tasked that will likely result in the significant damage or destruction of the equipment.
- 13.2 YSAR must also ensure it has appropriate internal policies in place governing the provision of a SAR Future Workforce Development Programme – including, for example, the use of equipment, code of conduct and health and safety.

14 Dispute Resolution

- 14.1 The Parties agree to act in good faith to attempt to resolve any issues in relation to this SLA at the earliest opportunity through local representatives within 14 days of written notification of the matter. If the matter remains

unresolved, the Parties may refer the matter to senior representatives for resolution within 28 days of the matter being referred to them.

- 14.2 If the matter continues to be unresolved, the Parties may refer the dispute to mediation. Mediation shall proceed in a manner agreed to by the parties, acting reasonably.
- 14.3 If the dispute or difference remains unresolved after mediation, then the dispute must be submitted to arbitration in accordance with the Arbitration Act 1996.
- 14.4 All Parties are expected to continue to perform their respective obligations under this SLA during the resolution of any matter under this SLA.
- 14.5 The Parties will share the costs of the mediation or arbitration equally, or for arbitration, as determined by the arbitrators.

15 Variations

- 15.1 This SLA may only be varied by agreement in writing signed by or on behalf of both Parties.
- 15.2 This SLA is to be read subject to any Cabinet Directives or changes in law.
- 15.3 Where the Parties become aware of any changes to Government policy or instructions of the Minister(s) of the Crown or decisions affecting the purpose of this SLA, the Parties agree to inform each other as soon as practicable and to meet to negotiate any changes to this SLA where necessary.

16 Assignment and Contracting

- 16.1 Subject to Clause 16.2, YSAR may not transfer or assign any or all its rights or obligations under this SLA or assign any aspect of a SAR Future Workforce Development Programme, unless all parties agree in writing.
- 16.2 Subject to the prior written agreement of all Parties, YSAR may subcontract or assign any aspect of its reporting obligations to another party who must be suitably qualified to carry out those obligations and who must comply with all of the terms of this SLA (including confidentiality obligations) relating to the reporting obligations.

17 Force Majeure

- 17.1 No Party will be liable to any other Party for any failure to perform its obligations under this SLA during the time and to the extent that such performance is prevented, wholly or substantially, by reason of any **Force Majeure Event**.
- 17.2 Performance of any obligation affected by a Force Majeure Event shall be resumed as soon as reasonably practicable after the Force Majeure Event has ended or abated. If, by reason of a Force Majeure Event, a Party is unable to perform any material obligation under this SLA for a period of 30 days after the Force Majeure Event occurring, the other Parties may, on giving written notice to the other Parties, terminate this SLA.
- 17.3 The Party subject to the Force Majeure Event must:
- a) notify the other Parties as soon as practicable after the Force Majeure Event occurs and provide full information concerning the Force Majeure Event, including the extent of its inability to perform, an estimate of the time likely to be required to overcome the Force Majeure Event and the steps the nonperforming party will take to comply with Clauses 18.3 (b) and (c);
 - b) use all reasonable endeavours to mitigate and remedy the effect of the Force Majeure Event and minimise the impact of the event on the other Parties; and
 - c) use all reasonable endeavours to perform its obligations under this SLA as far as is practicable.
- 17.4 The NZSAR Council will not be required to approve payment under this SLA if YSAR fails to perform its obligations due to a Force Majeure Event.

18 Legal Effect

- 18.1 Nothing in this SLA is intended to make any Party liable for the actions of any other Party or constitute any legal relationship between the Parties.
- 18.2 Nothing in this SLA may be construed to make any Party a partner, servant, agent, employer, or employee of any other Party.

19 Compliance with Laws

- 19.1 All Parties will comply with the provisions of all statutes, standards, regulations, and rules of any government, local or public authority that may be

applicable to the provision of a SAR Future Workforce Development Programme and this SLA.

20 Conflict of Interest

- 20.1 YSAR warrants that it has no actual or potential conflicts of interest and will not undertake any work either directly or indirectly which may place YSAR in a conflict of interest position with respect to this SLA.
- 20.2 If any Party becomes aware, or is notified of, any actual or potential conflict of interest during the term of this SLA, they will immediately notify the other Party.

21 Costs and Taxes

- 21.1 Each Party will bear its own costs of negotiating, preparing, and executing this SLA.
- 21.2 YSAR will be responsible for all taxation and ACC levies payable in respect of earnings and payments made by YSAR in relation to this SLA.

22 Notices

- 22.1 The addresses for notices are:

New Zealand Search and Rescue Council

Representative: NZSAR Secretariat Director
Address: 3 Queens Wharf
Wellington 6011
Email: d.ferner@nzsar.govt.nz
Phone: 021 249 0463

The YSAR Trust

Representative: Chief Executive Officer
Address: 80 Glamorgan Drive, Torbay
Auckland 0630
Email: steve.campbell@ysar.nz
Phone: 027 448 2216

23 Survival

- 23.1 On termination or expiry of this SLA, the clauses relating to Confidentiality, Reporting, Official Information Act and Media will continue in full force and effect.

24 Waiver

- 24.1 No failure by any Party to insist upon the strict performance of any covenant, duty, agreement, or condition of this SLA or to exercise any right or remedy consequent upon a breach shall constitute waiver of any such breach of any other covenant, duty, agreement, or condition.

25 Winding up

- 25.1 Should YSAR be wound up, the NZSAR Council has the first right of refusal to the relevant YSAR IT systems, training materials, Intellectual Property and Partner/Contractor details to enable continuation of the programme excluding regionally funded equipment that is required to stay within the funded area. That equipment will be donated to SAR organisations locally. Once they are identified, YSAR will provide these to the NZSAR Council within 20 working days and at no cost. YSAR will manage this process in collaboration with the NZSAR Secretariat.

26 Counterparts

- 26.1 This SLA may be signed by the Parties in counterparts, all of which, when signed, will constitute the agreement between the Parties.

27 Definitions

In this SLA (including the Schedules), the following definitions apply:

- 27.1 **Annual Letter of Intent** means the Annual Letter issued by the NZSAR Council and agreed with YSAR.
- 27.2 **EM Sector** means the organisations involved in the national and local response to, and recovery from, emergencies.
- 27.3 **Force Majeure Event** means an event or circumstance beyond the reasonable control of a Party which makes it impossible or illegal to perform, or prevents compliance with, or the performance of, a party's obligations under this SLA, including:
- a) fire, floods, tsunami, storms, tempest, earthquake or other act of God
 - b) any act of a public enemy, war, riot, or act of civil or military authority
 - c) nuclear, chemical, or biological contamination
 - d) epidemic or pandemic
 - e) any act of a third party engaged in subversive or terrorist activity or sabotage,

but does not include an event to the extent that:

- f) the effect of that event could have been substantially prevented, avoided, or overcome or mitigated by:
 - i) implementation of any contracted business continuity or disaster recovery service, or any contingency plans agreed between the Parties or which a Party has represented it has in place or
 - ii) exercising a reasonable standard of care or
 - iii) using information provided by the other Party or which is available in the public domain or
- g) it is an event:
 - i) for which the Party affected is or was directly responsible
 - ii) that event is caused by any act or omission of a Party's personnel or
 - iii) that event is constituted or caused by an insolvency event.

27.4 **Funding Principles** means the NZSAR Council Funding Principles set out in Appendix Two.

27.5 **Funds** means the Funds approved by Joint Ministers (Transport and Finance) for the Youth Development programme as set out in Schedules 1 and 3.

27.6 **NZSAR Council Goals** means the documented goals of the NZSAR Council set out in Appendix One.

27.7 **NZSAR Council Risks** means identified NZSAR Council risks and their treatments contained in set out in Appendix Two.

27.8 **SAR** means search and rescue.

27.9 **SAR Future Workforce Development Programme** is a programme to develop the next generation of search and rescue professionals. The program focuses on youth development, diversity and inclusion, identifying emerging trends, utilising technologies, design initiatives, and testing ideas to ensure that the workforce is well prepared for the challenges of the future.

27.10 **SAR Sector** means the organisations and entities that perform and assist (or prevent the requirement for the provision of search and rescue services within the New Zealand Search and Rescue Region.

Execution

Executed as an agreement.

Date: 2023

Signed by the Chair of the **YSAR Trust**



Chair/Authorised signatory

In the presence of:



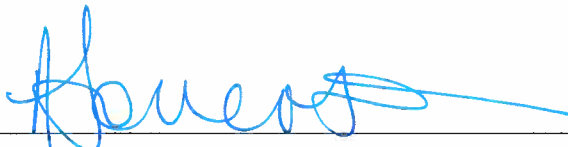
Witness signature

Witness name: Steve Campbell

Occupation: CEO

Address: 80 Glamorgan Drive
Auckland 0630

Signed by the The Secretary for Transport (representing the **New Zealand Search and Rescue Council**)



Secretary/Authorised signatory

In the presence of:



Witness signature

Witness name: Sharyn Forty

Occupation: Executive Assistant

Address: 3 Queens Wharf
Wellington.

Schedule 1: Initiatives Funded

Funding

All Parties are responsible for and have a part to play in the success of the SLA and its ongoing management. The funding (and funding from any other source) is intended to support the training of a future SAR workforce and is listed in Table One.

Table One		
#	Initiative	Context
1	Youth Development	<p><u>Purpose:</u> To support a SAR Future Workforce Development Programme that focuses on integrating Science, Technology, Engineering and Maths learning with experiences in dynamic outdoor environments to develop future volunteers for the SAR Sector. The programmes design looks to help address sector workforce issues including aging volunteers, diversity, and inclusion, and improving the connection to tikanga and Te Tiriti o Waitangi.</p> <p><u>Funding:</u> \$875,000 for 2023/24-2024/25, split into \$375,000 for 2023/24 and \$500,000 for 2024/25. No outyear funding.</p> <p>This funding is to cover a portion of the payroll for the Chief Executive Officer; Business Manager; Operations Manager; Development Manager and Administrator (or the equivalent positions).</p> <p><u>NZSAR requirements to be included in the Plan:</u> This delivery requires a two-year plan including a proposed budget to be agreed with the NZSAR Council. The plan will include plan execution, oversight, milestones, responsibilities, collaborative opportunities, measures, reporting, a proposed full budget, go/no-go points, and similar sound project management processes.</p>

Table One

#	Initiative	Context
		<p>YSAR is to identify:</p> <ul style="list-style-type: none"> ● what the funding will be spent on in line with the purpose and the associated budget ● whether any of these areas will be supported /supplemented from other revenue sources, identifying the source and by how much ● how YSAR will benefit from this investment ● any collaboration with sector partners ● relevant key performance measures (e.g. milestones or targets) and outcomes that can be used for reporting ● any underlying assumptions, constraints and/or issues.

Schedule 2: Reporting

The table reflects reporting requirements for this SLA. For the avoidance of doubt, it is acknowledged that reporting required to be made to the NZSAR Council under other agreements may also be included in the reports submitted for this SLA.

YSAR will provide reports to the NZSAR Council as per Schedule 2 for monitoring and performance measurement purposes.

Table Two			
#	Initiative	Reporting Frequency and audience	Report recipient
1	<p>Reply to the Annual Letter of Intent</p> <p>a) Coverage as detailed in Clause 7 of this SLA.</p>	10 working days after receipt	NZSAR Council
2	<p>Funded Initiative</p> <p>YSAR will report quarterly covering how the:</p> <p>a) investment has been used including progress against key performance measures and outcomes identified in the agreed plan, and budget with commentary on any variances</p> <p>b) investment is supporting the maintenance of service levels</p> <p>c) YSAR is deriving benefits from the investments</p> <p>d) achievement of the NZSAR Council Goals and mitigation of the NZSAR Council Risks is being supported.</p>	Quarterly	NZSAR Secretariat

Table Two

#	Initiative	Reporting Frequency and audience	Report recipient
3	<p>Financial Information Report following Audit</p> <p>a) An Annual Report or equivalent, including the audited annual financial statements:</p> <ul style="list-style-type: none"> i) an independently audited summary of how the Crown Funds were applied during the financial year, and how this compares to the Annual Letter of Intent for the year (this may be a note to the audited annual financial statements or may be a separate summary). ii) certification by the independent auditor that YSAR satisfactorily applied and complied with its written financial management procedures and all requirements of the Incorporated Societies Act 1908 / Charities New Zealand requirements. iii) annual income summary that lists all income sources that contribute to the SAR Future Workforce Development Programme and its component parts. 	Annually after ratification at the AGM	NZSAR Secretariat
4	<p>Meetings</p> <ul style="list-style-type: none"> a) YSAR is expected to maintain and provide through the Annual Letter of Intent, or as soon as practicable after, the YSAR meeting information for the year that might be of relevance to the NZSAR Secretariat and SAR Sector partners (dates, times, durations, likely invitees). b) All SAR-Sector partners are expected to attend NZSAR Consultative Council meetings (the NZSAR Secretariat will provide dates for all sector partners and 	As required and requested	NZSAR Secretariat

Table Two

#	Initiative	Reporting Frequency and audience	Report recipient
	<p>sector partners will ensure any conflicts are managed) and other sector meetings as mutually agreed.</p> <p>c) YSAR will encourage the parties to this SLA and SAR Sector partners to attend its Annual General Meeting (AGM).</p>		
5	<p>NZSAR Award Nominations</p> <p>a) YSAR will nominate relevant YSAR members for the NZSAR Awards as appropriate.</p>	As required and requested	NZSAR Secretariat

Schedule 3: Payments

- 1 It is intended that YSAR will be assisted in providing a fit-for-purpose future workforce development programme for the NZSAR Council in line with a largely predictable income stream.
- 2 Payments will be made by the NZSAR Council, through the Secretary for Transport, to the YSAR for the Services in the Schedules. It is not intended that Funds be used for the remuneration of YSAR volunteers, but YSAR may choose to use a portion for reimbursements and honoraria.
- 3 YSAR acknowledges that the NZSAR Council Funding Principles apply and expenditure of payments by the NZSAR Council must be used for the purpose intended and remain transparent and open to public scrutiny.
- 4 It is acknowledged that YSAR is training youth for both the SAR and EM sectors. YSAR will ensure that the SLA funding is spent on training appropriate for the SAR sector.
- 5 YSAR receives funding from a variety of other sources such as the Lotteries Grants Board, sponsorships, bequests etc. YSAR will ensure it will not apply any funding under this SLA to matters being funded through other sources.
- 6 Payments for each financial year will generally be in four quarterly payments (at the beginning of July, October, January, and April) as detailed in the Annual Letter of Intent to meet organisational requirements unless otherwise agreed by the Parties in writing.

Summary Table

Initiative	2023/24 \$000s	2024/25 \$000s	Outyears \$000s
General funding	375	500	-

Appendix One: NZSAR Council Goals

Goals	Impacts Sought
A robust and integrated SAR system	Integrated sector: To improve services and mitigate risk through an integrated collective cross-culture SAR Sector which is supported by policies, processes, safe SAR practice, and ongoing understanding of the SAR system. Funding models are diversified.
Efficient and sustainable SAR organisations	Effective SAR services: Delivered by high-performing, sustainably funded SAR organisations that are fit-for-purpose, and responsive to change. Also aim to: <ul style="list-style-type: none"> • improve SAR system data quality and access • improve technology for SAROPs.
Capable SAR people	Maximise Capability: Appropriate training can be accessed and coordinated. Knowledge sharing will improve volunteer worker engagement, skills, health and safety, and SAROP standard practices.
SAR prevention	Reduce number and severity of SARs: Lead SAR preventative strategies. Facilitate more prevention activities and coordination. An informed responsible and skilled public.

Appendix Two: Useful Links

[NZSAR Council Funding Principles](#)

[NZSAR Council Risk Matrix](#)

[Office of the Auditor General](#)

[The Treasury](#)

