

# LAND SAFETY FORUM

## Terms of Reference

### 1 Role of the Land Safety Forum

#### 1.1 Background

These Terms of Reference establish the agreed role, governance, membership and operation of the Land Safety Forum (LSF).

Changes to the Terms of Reference must be approved by the LSF sponsors, (the Department of Conservation and Ministry of Transport) and noted in the Terms of Reference (see 4.8).

#### 1.2 Purpose of the Forum

**Purpose:** To improve land safety sector outcomes through information sharing, collaboration and coordination.

**Vision:** Land safety organisations working together to achieve improved land safety sector outcomes by helping people recreate safely in the outdoors.

**Mission:** To work together in a collaborative way to increase our reach and impact by being part of a national network.

#### 1.3 Opportunities to be addressed by the Forum

- Greater collaboration between members will increase the Forum's effectiveness and ability to improve land safety
- Forum members acting in unison are more likely to create effective and consistent safety messaging
- Increased inclusive and cultural awareness will enable the Forum to better support safer land activities for all New Zealanders

The types of activity that are considered to be part of the Forum are:

- Data sharing
  - Intelligence sharing
  - Research collaboration and information sharing
  - Sector-related advice on request or where issues arise
  - Providing a voice for the sector to Government and Industry Groups
  - Providing a view of the sector on land safety issues
  - Shaping and focusing messaging and advocacy across sector members
  - Environment scanning of emerging issues across the sector
  - Identification of sector-wide collaboration opportunities
  - Leveraging joint capabilities
  - Determining sector-wide priority-setting and work planning
  - Supporting collaborative project work in the sector
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## 1.4 Intended benefits

If the above opportunities can be addressed, the following benefits can be realised:

- The Forum is better able to articulate and resolve complex problems
- The Forum gains leverage in the use of its limited resources
- Limited resources can be focused on common issues and messages that affect land safety
- Coherent messaging is produced that is applicable to a broad range of audiences
- The Forum adheres to Te Tiriti o Waitangi principles and promotes wider community engagement

## 1.5 Scope

The following are in scope for the Forum:

- Recreational land safety and safety related issues and opportunities
- Land-based outdoor activities outside of the direct urban environment
- Liaison and interaction with the water safety sectors (in support of land safety)

The following are out of scope for the Forum:

- The management of messaging of individual organisations
- The development of public facing messaging for the Land Safety Forum
- Operational regulatory matters (unless specifically invited)
- Commercial recreation operations (but noting awareness of crossover)
- Water safety sector, except as it affects land safety

## 1.6 Principles

Guiding Principles for the Forum:

- Sharing of information to support sector effectiveness
- Collaboration to optimise impact of interventions
- Coordination of activities to ensure leverage across the sector
- Encouraging agreement around priorities and benefits
- High quality data analysis and use of expertise from across the sector
- Use of data and evidence to inform decision making
- Increasing integration and efficiency for systemic benefits
- Utilising existing and emerging strengths
- Reducing duplication for system efficiencies
- Multiplier of benefits from initiatives
- Ensuring right capabilities and expertise are shared across the Forum
- Supporting people to make appropriate decisions in line with the spectrum of challenge and risk in outdoor experiences
- Increasing engagement between the land and water safety sectors in recognition of the Mountains to Sea network

## 2 Governance

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## **2.1 Deciding the strategic direction of the Forum**

The strategic direction of the Forum will be decided through discussion and agreed by consensus in Forum meetings, supported by confirming documentation.

A written plan guides the Forum's activities. The Forum reviews and updates this plan annually.

## **2.2 Governance structure**

Governance is provided by the Forum as a whole in the meetings. This is supported by the Secretariat.

Governance for sub-groups is provided by the Forum and is documented in the Terms of Reference.

## **2.3 Authority of the Forum**

The Forum's authority depends on agreement among the members. Where possible and appropriate, Forum members may commit the resources of their organisations to support Forum initiatives, but the Forum has no authority to demand such resources.

## **2.4 Risk management**

The Secretariat maintains a risk register which addresses risks to the operation and effectiveness of the Forum. This is made available to the members. Risk management is included as a standing agenda item at each meeting.

## **2.5 Assurance management**

The effectiveness of the Forum is reviewed once per year in the meeting closest to the middle of the calendar year. Effectiveness will be based on the objectives of the Forum, alignment with the strategic plan, the Investment Logic Map benefits, and achievement of the activities planned for the year.

# **3 Membership**

## **3.1 Composition of the Forum**

The function of Chair for the Forum is carried out by the Secretariat.

Members of the Forum are organisations that are stakeholders in land safety. Representation of members is at a senior level. More than one person may represent an organisation as a member of the Forum, if needed. Alternative people may represent the organisation at a meeting as required.

There are no maximum or minimum numbers of Forum members.

## **3.2 Secretariat support**

The Department of Conservation provides a Secretariat service for the Forum. This includes:

- Meeting arrangements (notice of meetings, agenda, venue, minute taking and distribution)
  - Chairing the Forum meetings
  - Governance support (Strategy proposals, risk management and assurance support)
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- Ad-hoc support for issue resolution, opportunity response, sub-group operation, and stakeholder management.
- Project evaluation of the Forum and sub-group activity

### **3.3 Nomination/selection process**

Acceptance of a new member organisation is consensus driven. The aim is to have a full range of organisations that are key stakeholders in land safety.

## **4 Operation of the Forum**

### **4.1 Meetings**

Meetings will proceed if 60% of Forum members are able to attend.

Agendas and meeting papers at least ten days prior to meetings. Key decision points and actions will be circulated no later than ten days following meetings.

### **4.2 Meeting Frequency**

The Secretariat will schedule routine quarterly meetings. In person attendance is encouraged for all day meetings, unless there are extenuating circumstances (e.g. covid settings). Extraordinary out of cycle meetings may be called in the event of an urgent matter.

### **4.3 Expected behaviours**

Members are required to demonstrate behaviours that will contribute to and enhance governance of this work area.

These include:

- Acting collaboratively and cross-functionally where end-to-end process consideration is required
- Attending meetings regularly and actively engaging
- Providing data and evidence to verify assertions
- Sharing skills, experience, knowledge and insights
- Asking questions to ensure clarification and understanding of the implications for desired outcomes
- Actively listening to the varying perspectives of other Forum members
- Making timely decisions and acting in a way that does not hold up outcomes sought
- Offering constructive contributions at meetings

### **4.4 Decision-making process**

Activities for the Forum are proposed by members and through strategic discussions. Priorities are assessed in alignment with the Forum's objectives and principles.

Decisions are made by discussion and consensus and are confirmed in meeting minutes. Decisions are to be made by Forum members not representatives.

In this context, consensus means that all Forum members work cooperatively to find a decision that is acceptable to all. It does not provide the right of complete veto to any member.

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Issues or opportunities for Forum consideration are submitted by members and may be informed by problem and gap analyses. Actions are prioritised based on the Forum's principles (see para. 1.5) and by consideration of where the Forum can have the most positive impact.

## **4.5 Sub-groups**

The Forum may decide to form sub-groups to work on specific issues or opportunities. These are generally of a significant size or scale where several organisations need to work together or where specialist expertise is required.

The Forum appoints the sub-group using a brief that includes:

- Task
- Resources
- Time scales
- Completion and success criteria
- Report-back requirements

## **4.6 Stakeholder communications**

The Forum communications are largely amongst the Forum member organisations, and it conducts its activities through those organisations.

The Forum will have a website with the primary purpose of providing a repository of information for members and sub-groups to share and access.

## **4.7 Costs**

Travel and accommodation costs are reimbursed for members travelling from out of the Wellington area. Unless agreed by the Forum, member organisations pay for other attendance costs and for other costs relating to Forum or sub-group activities.

## **4.8 Approval process for the TOR or any amendments**

The Terms of Reference for the Land Safety Forum (this document), or any amendment to the document, is discussed at a Forum meeting, approved by consensus and recorded in the meeting notes with any final decision made by the LSF Sponsors.

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