

**Security Industry
Training Advisory Board**

(SITAB)

CHARTER

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Foreword

Yet to be written.

Introduction

Development of this Charter started in 2004, primarily to provide a coherent basis for the operation, function, and structure of the Security Industry Advisory Group (SITAB).

The Charter was developed in consultation with the broad range of stakeholders identified in Article 1.

The Charter, and changes to it, is endorsed by SITAB before implementation. Changes are recorded on the following page.

Any Member, or any other person, may propose changes or additions to the Charter. Proposals for changes and additions should be made to the Chair.

Changes

Version numbers are shown at the bottom right of each page. Minor editorial changes are identified as version 1.1, 1.2., etc. Significant changes or replacements are identified by changes to the first digit in the version number, e.g. 2.0.

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B				
C				
D				
E				
F				
G				

1 PURPOSE

This Article describes the operating context, purpose, objectives, and responsibilities of the Security Industry Training Advisory Board.

1.1 OPERATING CONTEXT

1.1.1 The Security Industry Training Advisory Board (SITAB) operates as an independent voluntary advisory and consultative forum on security training matters.

1.1.2 Established by the security industry, SITAB operates as a critical link between:

- a the security industry, together with industry's representative organisation, the New Zealand Security Association (NZSA);
- b the ElectroTechnology Industry Training Organisation Incorporated (ETITO), the industry training organisation that serves the security industry;
- c industry training providers; and
- d other bodies, organisations, and individuals with an interest in security training, including overseas organisations.

1.1.3 While the primary focus of SITAB is security training conducted within the National Qualifications Framework, both in the workplace and by registered and accredited training providers, it acknowledges that other training occurs. SITAB seeks to ensure that all industry training meets accepted industry standards.

1.1.4 In the context of this Charter, security is taken to mean the function or activity that provides protection for people, activities, property, and other assets, including information, from loss, damage, compromise, or harm, and includes asset protection, crime prevention, and physical risk management.

1.2 INDUSTRY

1.2.1 For the purposes of this Charter and SITAB functions, the security industry ('industry') comprises organisations, entities, and individuals in both public and private sectors that provide security and security-related products and or services, whether for commercial or non-commercial reasons. This includes:

- a security staff services;
- b electronic security - installation, maintenance, and monitoring;
- c physical security systems; and
- d security management, consultancy, and investigation.

1.2.2 It is acknowledged that elements of industry may have associations and affiliations outside the consultative and advisory framework provided by SITAB.

1.3 PURPOSE

SITAB is established to provide advice and information on security training matters to industry and other stakeholder organisations.

note 1

1.4 OBJECTIVES

SITAB objectives are to:

- a identify industry training needs,
- b enhance the quality of industry training,
- c monitor developments in industry training, and
- d provide advice and information on industry training.

1.5 RESPONSIBILITIES

In consultation with and the support of other stakeholders, SITAB has the following responsibilities:

- (1) provide advice, information, and recommendations on:
 - a development and maintenance of industry qualifications,
 - b training and assessment in industry,
 - c promotion of careers in industry,
 - d promotion and marketing of industry qualifications

continued

note 1 *Stakeholders* are identified at paragraph 1.1.2 a-c, above, and at 3.1.1 a-d, below, but may also include any person or entity identified by SITAB as having a valid interest in security, the security industry, or industry training.

- e equivalency between industry and overseas qualifications
 - f other issues related to industry training.
- (2) identify, address, and communicate issues of concern related to industry training, qualifications, assessment, and moderation
 - (3) participate with ETITO in the selection of a National Moderator for Security and a Deputy Moderator acceptable to industry, and ensure effective succession
 - (4) establish expert working groups (EWG) to assist in the development of industry qualifications, and support and monitor their progress
 - (3) support the activities of special interest groups (SIG) to provide advice and information on industry qualifications related to their specialist field
 - (4) engage and consult with other organisations and individuals to further the development of industry training
 - (5) recommend and agree with ETITO an annual workplan of industry training development tasks and monitor its execution

2 GOVERNANCE AND OPERATION

This Article describes the governance and management of the Security Industry Training Advisory Board (SITAB), and its operating principles.

2.1 GOVERNANCE

- 2.1.1 SITAB (the Board) operates as a voluntary industry advisory and consultative forum in accordance with its Charter using standard committee practice and procedure.
- 2.1.2 SITAB is chaired by the principal executive of the New Zealand Security Association (NZSA) who has a nominated Deputy elected by the Board.

2.2 MEETINGS

- 2.2.1 Unless agreed otherwise, SITAB meets once a month, except January, at specified times. Meetings for the year are scheduled at the last meeting of the previous year and confirmed each month.
- 2.2.2 An agenda for each scheduled meeting is distributed by the Chair, or in the Chair's absence by the Deputy Chair, at least five working days before each scheduled meeting.
- 2.2.3 The Board may invite any person who is not a member to its meetings, if it is considered of benefit to the Board's business.
- 2.2.4 The Chair, or in the Chair's absence the Deputy Chair, may convene a special meeting, sub-committee, or working group at any time for the purpose of discussing and making recommendations on any subject relevant to the Board. Recommendations and findings of sub-committees and working groups require endorsement of the Board by simple majority vote.

2.3 OPERATION

- 2.3.1 To be valid, decisions, resolutions, and recommendations of the Board require a simple majority of assenting members' votes. The Chair, or Deputy Chair in the Chair's absence, may exercise a casting vote.

- 2.3.2 Resolutions and decisions of the Board are implemented by Members insofar as they are relevant to the Member and their organisation, except where a Member notifies the Board of their objection.
- 2.3.4 Unless elected as individual Members, Members attend Board meetings as representatives of the organisation to which they belong and attend Meetings on its behalf. Members are expected to:
- a inform their respective organisations of all Board matters, decisions, resolutions, and recommendations relevant to the organisation, and
 - b action any matter to which they have agreed or assented, or inform the Board accordingly.
- 2.3.5 Meetings are open to all Members. Non-Members may be invited to attend Meetings for specific reasons, subject to the approval of the Chair. Generally, attendance of non-Members is limited to discussion of the agenda Item to which their attendance relates.
- 2.3.6 Members are required to respect and maintain the confidentiality of discussion at Meetings insofar as it represents the views and opinions of individual Members.
- 2.3.7 At the discretion of the Chair, or at the request of any Member, the Board may meet *in Committee* to discuss any issue or matter relevant to the Board's business. Records of *in Committee* sessions are made at the Chair's discretion and in such detail as is necessary for their purpose and the interests of good governance.

2.4 MINUTES AND OTHER RECORDS

- 2.4.1 Minutes of each meeting are recorded by the Secretary and distributed by the Chair before the next meeting. Minutes are endorsed at the subsequent meeting by a simple majority vote.
- 2.4.2 Minutes of Board Meetings are neither copied nor released in any other form to persons other than Members or responsible persons in members' organisations, except with the consent of the Board.

2.5 EXTRACTS AND SUMMARIES

- 2.5.1 Extracts or summaries of Minutes and other Board records may be made and distributed to stakeholder organisations but only with the approval of the Chair.

3 MEMBERSHIP

This Article defines the membership of the Security Industry Training Advisory Board (SITAB) and its composition.

3.1 COMPOSITION

3.1.1 SITAB comprises representatives of:

- a the security industry, defined in its widest sense
- b industry training providers
- c industry associations, societies, and forums
- d other Members nominated and endorsed by the Board

3.1.2 There is no limit to the number of Members but, subject to their nomination and acceptance through normal process, it is the intention of the Board to have a fair and reasonable representation of all sectors of industry and other stakeholders.

3.2 INDUSTRY MEMBERS *refer to paragraph 3.1.1.a*

3.2.1 Industry Members are nominated by industry or any Board Member, and are elected by endorsement of the Board.

3.2.2 Industry Members are nominated on the basis that they represent any one of the following general industry categories:

- a corporate security companies
- b independent security companies
- c public sector security organisations
- d security consultants and security investigators
- e security officers

3.2.4 Industry Members included in the general categories identified at paragraph 3.2.3, a-c above, may be nominated on the basis that they represent any of following industry sectors:

- a security staff services, including specialist sectors
- b electronic security – alarm installation and maintenance

continued

c monitoring and response co-ordination

d physical security

3.2.5 The Board's intent is to have Members who represent one or more of all of the categories and sectors identified at paragraphs 3.2.3 and 3.2.4 above.

3.3 TRAINING PROVIDER MEMBERS *refer to paragraph 3.1.1.b*

3.3.1 Unless otherwise approved by the Board, industry training providers are represented on the Board by three Members.

3.3.2 Training provider representatives are elected by the Security Industry Training Advisory Board (SITPG) in accordance with Security Industry Training Provider Group protocols.

3.4 INDUSTRY ASSOCIATION MEMBERS *refer to paragraph 3.1.1.c*

3.4.1 Industry Association Members are nominated on the basis that they represent a recognised professional industry association, society, or forum operating in New Zealand. These include:

a New Zealand Security Association (NZSA)

b American Society of Industrial Security (ASIS)

3.5 ETITO REPRESENTATION

3.5.1 An ETITO staff member appointed by ETITO attends Board meetings in a liaison capacity.

3.5.2 The Board may invite other ETITO staff members to attend Board meetings for specific agenda items.

3.6 NATIONAL MODERATOR FOR SECURITY

3.6.1 The Board may invite the National Moderator for Security and or the Deputy Moderator for Security to attend Board meetings.

4 INDUSTRY TRAINING ORGANISATIONS

This Article defines relationships between the Security Industry Training Advisory Board (SITAB) and Industry Training Organisations.

4.1 PRIMARY RELATIONSHIP

4.1.1 SITAB's primary relationship with industry training organisations is with the Electrotechnology Industry Training Organisation (ETITO).

4.2 BASIS OF RELATIONSHIP

4.2.1 In terms of its relationship with the security industry, ETITO:

- a performs its statutory obligations under the Industry Training Act 1992, as amended in 2000, to:
 - (1) provide leadership to industry in matters related to current and future skill needs,
 - (2) set skill standards for industry, and
 - (3) manage training arrangements for industry trainees;
- b maintains its role as the industry training organisation for industry through Tertiary Education Commission (TEC) recognition, charter, and profile requirements, and New Zealand Qualification Authority (NZQA) accreditation and audit requirements;
- c works to align government and industry aspirations in the promotion of the Tertiary Education Strategy.

4.2.2 ETITO consults SITAB in the performance of ETITO's responsibilities related to NZQA audit requirements. These responsibilities include:

- a the accreditation and moderation system for security training and assessment
- b the industry Accreditation and Moderation Action Plan (AMAP) and related security sector provisions
- c registration of all security industry workplace assessors

continued

- d the annual moderation plan for security, and
- e ensuring that all assessments are moderated in accordance with the annual moderation plan and the industry AMAP

4.2.3 SITAB, established by industry to represent it on training matters, has a strategic relationship with ETITO, providing a key link to industry and supporting ETITO in the achievement of its objectives.

4.3 RELATIONSHIP BETWEEN SITAB AND ETITO

4.3.1 Acknowledging ETITO's statutory role in serving industry training, SITAB works with and where appropriate through ETITO to achieve its purpose, and the objectives and responsibilities specified in Article 1 of this Charter.

4.3.2 SITAB is a primary industry point of reference for ETITO. In this context, SITAB acts for and on behalf of the security industry which it represents.

4.3.3 The relationship between SITAB and ETITO involves one of mutual interdependence involving consultation on industry training matters and the exchange of advice and information related to these.

4.4 OTHER INDUSTRY TRAINING ORGANISATIONS

4.4.1 Other industry training organisations have responsibilities for unit standards that are included in security industry qualifications but are not included in domain Security. These unit standards are not the responsibility of ETITO. SITAB communicates issues related to these unit standards to other ITOs through ETITO.

4.5 QUALIFICATIONS DEVELOPMENT

4.5.1 SITAB makes recommendations to ETITO on the development of or changes to security qualifications and unit standards in accordance with industry need.

4.5.2 Qualification development needs are identified in an annual development plan. This plan is drafted for endorsement by SITAB in March each year and is reviewed at each subsequent SITAB meeting. Changes and additions to the plan may be made at any time subject to the approval of SITAB and the agreement of ETITO.

- 4.5.3 SITAB appoints one or more expert working groups (EWG) to develop and draft security qualifications and unit standards. The composition of each EWG reflects, as appropriate, the nature of the qualification or unit standard under development and will usually include ETITO representation.
- 4.5.4 The ETITO representative on each EWG provides standards-setting expertise in national qualifications design and systems development. Subject-matter expertise is provided by the industry members of EWG.
- 4.5.5 EWGs operate both in-session and out-of-session to complete their development work.
- 4.5.6 In addition to EWG, SITAB may approve the use of special interest groups (SIG) to develop the basis of specialised qualifications or unit standards related to their specific area of subject-matter expertise. SIG products and recommendations are forwarded to EWG before consideration by SITAB.

5 OTHER RELATIONSHIPS

This Article defines relationships between the Security Industry Training Advisory Board (SITAB) and organisations other than ITOs.

5.1 GENERAL POLICY

- 5.1.1 SITAB may communicate and maintain a continuous and open relationship with any other organisation with which it shares common interests or which is necessary for the purpose of achieving SITAB's purpose and objectives.
- 5.1.2 Any relationship with other organisations requires general approval by SITAB before it is established.
- 5.1.3 Relationships with organisations represented at SITAB are established by virtue of their representation. Communications with organisations represented at SITAB are made through the respective Member.
- 5.1.4 Relationships may be in any form appropriate to their purpose and the organisations involved.

5.2 ESTABLISHED RELATIONSHIPS

- 5.2.1 SITAB maintains relationships with the following organisations not represented by Members:
 - a New Zealand Police
 - b Minister of Justice
 - c Ministry of Justice
 - c Registrar of Private Investigators and Security Guards
 - d Institute of Private Investigators (IPI)
 - e Hospitality Association of New Zealand (HANZ)
 - f Aviation, Travel and Tourism Industry Training Organisation (ATTITO)
 - g overseas organisations with functions and roles similar to SITAB

6 MARKETING AND PROMOTION

This Article defines the marketing and promotion policy and strategies of the Security Industry Training Advisory Board (SITAB).

6.1 GENERAL POLICY

reference

6.1.1 SITAB promotes both the use of approved industry qualifications in the security sector and their acceptance as industry standards by government, clients, other end-users, and other stakeholders.

Article
1.5 (1)

6.1.2 SITAB also promotes the use of approved industry qualifications to provide career pathways to industry, and career progression within it.

6.2 IMPLEMENTATION

6.2.1 The Marketing and Promotions Sub-Committee:

- a is established to plan, co-ordinate, and implement the marketing and promotion of industry qualifications, and to promote careers in industry,
- b meets as required and reports to SITAB at its monthly meetings, and
- c develops an annual Marketing and Promotions Plan which is endorsed by SITAB at its meeting in February each year.

10.2.4

7 PUBLIC AND MEDIA RELATIONS

This Article defines the public, media relations, and information policy of the Security Industry Training Advisory Board (SITAB).

7.1 GENERAL POLICY

reference

7.1.1 SITAB actively engages with the public, media, and others to:

a achieve its purpose and objectives, and

Articles
1.3, 1.4

b promote industry training and Board activities and interests.

1.5

7.1.2 No Member of the Board may make statements as a Board Member, or on behalf of the Board, to the media, in public, or to any other persons or organisation, or provide any information which is derived from Board activities, without the prior approval of the Board, or, if time is of the essence, without the prior approval of the Chair.

7.2 IMPLEMENTATION

7.1.2 SITAB's public, media relations, and information policy is implemented through a planned programme of public, private, and media activities; and co-ordinated, timely, positive, and authoritative responses to enquiries from industry, the public, media representatives, and others.

7.2 PUBLIC AND MEDIA ACTIVITIES PLAN

7.2.1 A Board Member, supported by other nominated Board Members, is appointed to plan public and media activities. The plan is presented for endorsement by the Board at the April Board meeting each year.

7.2.2 The Board member appointed to plan public and media activities reports progress on implementing the plan to the Chair as required out of session, and periodically to the Board at its monthly meetings.

7.3 ENQUIRIES AND REQUESTS FOR INFORMATION

7.3.1 Enquiries and requests for information related to Board activities are, in all cases, to be referred to the Chair, and if time permits, to the Board, before any response is made.

8 COMPLIANCE

This Article defines the compliance policy and procedure of the Security Industry Training Advisory Board (SITAB).

8.1 GENERAL POLICY

reference

- 8.1.1 SITAB expects its Members to comply with all Board policy and, in particular, to observe its requirements related to confidentiality.

Articles
2.3.6 - 7

8.2 BREACHES

- 8.2.1 Breaches of policy or any other activity of any Member which, in the opinion of another Member of the Board, reflects adversely on the reputation of the Board, its activities, or other Members, or are issues of concern to a Member of the Board or another person, are reported to the Board. The Board decides how the matter will be treated.

- 8.2.2 The Board takes into account all available information related to the matter and may request advice and information from whomsoever it decides.

- 8.2.3 The Board will always take into account information provided by the subject(s) of the report and will ensure that this is given all due consideration and weight.

8.3 SANCTIONS

- 8.3.1 The Board may, after due process and in respect to any issue raised in the report:
- a remind a Member of their responsibilities to the Board and its Members, and the need for compliance
 - b in the case of a serious breach or repeated breaches, request a Member to resign.

8.4 APPEALS

- 8.4.1 Members sanctioned by the Board in accordance with Article 8.3 may appeal the decision of the Board, or any of its actions related to the matter, to a referee agreed to by the Board and the Member. The decision of the referee is final.

9 TREATY RECOGNITION

This Article defines Security Industry Training Advisory Board (SITAB) policies related to Treaty recognition and cultural diversity.

9.1 GENERAL POLICY

- 9.1.1 SITAB recognises the significance and relevance of the Treaty of Waitangi (the Treaty) to New Zealand and New Zealand society, as it is reflected in law. SITAB acknowledges this in terms of its commitment to the Treaty insofar as the Treaty impacts on industry, its members, and all activities of the Board.
- 9.1.2 SITAB also recognises the fact of New Zealand's multicultural society and the disproportionate representation of ethnic minorities working in industry. SITAB acknowledges this in terms of its effort to avoid any form of discrimination in its activities and to encourage the active participation of all sectors of the community in industry and its affairs.

10 MEETING INDUSTRY NEEDS

This Article defines Security Industry Training Advisory Board (SITAB) policy, procedure, and initiatives related to meeting industry needs.

10.1 GENERAL POLICY

references

10.1.1 SITAB engages with industry at every level to determine its training and development needs and, in cooperation with other stakeholders, assists in and supports the development and delivery of appropriate industry qualifications.

Articles 1.3
1.4 and 1.5

10.1.2 SITAB Membership is open to any industry representative and SITAB encourages contributions from industry members as a whole without regard to their other involvement with the Board.

Articles 3.1
and 3.2

10.1.3 SITAB Membership is balanced to ensure appropriate and adequate industry representation.

10.2 IMPLEMENTATION

10.2.2 SITAB appoints subcommittees, expert working groups (EWG), or special interest groups (SIG) to support its activities. These may include Board members and others necessary for the achievement of the group's objectives. It may also allocate tasks to nominated individuals. These groups and individuals work with the appropriate sectors of industry to ensure that industry perspectives and interests are acknowledged.

10.2.3 SITAB subcommittees, working groups, and special interest groups report to SITAB which considers their findings and recommendations.

10.2.3 Standing SITAB subcommittees and EWG comprise:

- a the Security Qualifications EWG,
- b the Electronic Security EWG,
- b the Marketing and Promotions Sub-Committee, and
- c the Qualifications Equivalency Working Group.

10.2.4 Terms of Reference (TOR) for each group are developed by each sub-committee or group and endorsed by SITAB.

10.3 WORK PLAN

- 10.3.1 SITAB develops its annual work plan based on industry needs identified by its constituent subcommittees, EWG, SIG, and other stakeholders, and initiatives taken by the Board.
- 10.3.2 The annual work plan covers each subsequent calendar year and is:
- a formulated in October of each year,
 - b endorsed by SITAB in November of each year,
 - c reviewed and updated each month by SITAB.
- 10.3.3 SITAB annual work plans are open documents available to any industry member and other stakeholder, and any other interested organisation and person.

11 RESOURCES

This Article defines Security Industry Training Advisory Board (SITAB) policy and procedure related to resources.

11.1 GENERAL POLICY

11.1.1 SITAB maintains no resources other than the documentary resources necessary for its own administrative purposes. These include:

- a Minutes of meetings,
- b correspondence,
- c annual work plans,
- d its Charter, and
- e sub-committee and working group reports, records, plans, and working papers.

11.1.2 Resources are maintained by the Chair assisted by an Administrative Assistant.

11.1.3 Conditions for the release or availability of SITAB resources to others are decided by SITAB.

11.2 RESOURCE DEVELOPMENT PLANS

11.1.2 SITAB may develop or acquire additional resources. These include:

- a information resources for industry and other stakeholders,
- b security qualification equivalency statements, and
- c other resources that support SITAB's purpose and objectives.

11.3 SITAB CHARTER

11.3.1 Changes to the Charter are made as required but are not valid until endorsed by SITAB.

11.3.2 To ensure that this Charter accurately reflects SITAB's needs and is both valid and current, one Article of the Charter is reviewed every month by Members and updated or changed as required.

12 FINANCE

This Article defines Security Industry Training Advisory Board (SITAB) policy and procedure related to financial matters and resources.

12.1 GENERAL POLICY

- 12.1.1 SITAB maintains no financial resources or interests of its own other than funds allocated for its use by stakeholder organisations to support its activities and administration.
- 12.1.2 Financial resources are managed by the Chair in conjunction with the stakeholder organisation that provides them. Financial expenditure is approved by SITAB before its commitment.
- 12.1.3 Records of financial expenditure are presented by the Chair to SITAB annually or at SITAB's request.