



NZSAR Secretariat and National SAR Support Programme

2016 / 2017 Work Plan

NZSAR11-3

Impact: Support the provision of effective search and rescue services for people in distress throughout the NZSRR

Item	Outputs	Responsibility	NZSAR Goals	NZSAR Risks
NZSAR Workshops and Seminars				
Avalanche SAR Seminar	Sponsorship of a 1 day avalanche seminar	MSC	1,2,3	03, 06, 08
Health and Safety Seminar	Two day health and safety seminar for mid level SAR leaders from across the SAR sector	NZSAR Secretariat	1,2,3	08,01,03
Case Study seminar and Police planning meeting	Two day Police and SAR partner case study seminar and planning meeting August 2016	NZSAR Secretariat	1,2,3	08,06,03,01
SPC SAR Meeting support	Support the South Pacific Community SAR Meeting Q1 2017	RCCNZ	1,3	
Workshop organising support	Event planning and administrative support for workshops, training and awards	NZSAR Secretariat	1,2	
SAR Information and IT				
Maintain NZSAR IT infrastructure	Maintain and service, Cloud servers, SARNET, NZSAR Website and the START knowledge library.	NZSAR Secretariat / IT Rescue Solutions	2,3,4	01
Update existing SAR Data store	Update existing SAR data store to include full datasets from Police and RCCNZ	NZSAR/Hague	2,3,4	01
NZSAR Data store maintenance and operation	Maintain, update and query the NZSAR Data store	Contractor	1,3,4	01, 08, 05, 04, 03, 02
SAR Data Standard	Complete the preparation of a sector wide SAR data standard	Contractor	1,3,4	01, 08, 05, 04, 03, 02
SAR Documentation				
SAR Forms and guidelines	Maintain SAR sector forms and guidelines		1,3	03
Operational Framework	Update and publish the NZSAR Operational Framework		1,2,3	01,03,06, 08,10
NZSAR Strategy	Redevelop and publish the NZSAR Council Strategy 2017 - 2020		1,2,3,4	All
Search and Rescue Exercises				
NZSAR support for Police SAREX's	SAREX development, monitoring and debrief support for 10 Police Districts. (\$5k per SAREX)	NZ Police / Secretariat	1,2,3,4	03,06
Mass rescue SAREXs	Run four 'walk level' Raoura desktop mass rescue SAREXs	NZSAR Secretariat	1,2,3,4	03,06

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SAR Research and Reviews				
Fatality Analysis	Research into SAR related fatalities to better understand their causal factors and possible mitigating actions	Contract	2,4	01,02,05
SAR Supply and Demand Study - Marine	Study into SAR demand and related SAR sector capabilities in the Land environment	Contract	1,2	01
Wills Inquest	Complete Stage 1 of the process to analyse the SAR ramifications resulting from the Wills coronial inquest		1,2,3	03,04,09
Mass Rescue Study	Conduct a study to determine if any additional resources, skills or equipment should be considered to de-risk NZ should a mass rescue event occur within the NZSRR.	Contract	1,2	01,02,05
SAR Supply and Demand Study - Land	Study into SAR demand and related SAR sector capabilities in the Land environment	Contract	1,2	01,02,03,04,08
SAR Communications – Land	Determine the communications needs and delivery mechanisms for SAR in the land environment	Caravel	1,2	06,08,10
SAR Performance Measurement	Design and establish a SAR system performance management framework	Contract	1,2,3	01,03,04,06,07,08,10
SAR Aviation Framework	Complete the creation of a SAR – Aviation provider engagement framework	Martin Jenkins	1,2	08,01,03,06
Prevention Initiatives				
AdventureSmart Communications	Maintain and update AdventureSmart, Promote linkages, Support the prevention partnership including social media	Turn of Phrase	4	05
AdventureSmart site maintenance	Technical AdventureSmart website maintenance	Wired IT Solutions	4	05
AdventureSmart graphic design	AdventureSmart graphic design tasks as required	Bunkhouse	4	05
AdventureSmart printing, social media and advertising	Limited printing and placement of AdventureSmart material. Social media engagement & advertising	Contract	4	05
Visitor intentions process maintenance	Maintain and promote the visitor intentions	MSC (contract)	2,4	05
Safety Code storage and distribution	Safety Code storage and distribution targeting inbound tourists	Jasons	4	05

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NZSAR Secretariat				
Strategic Communications	Communications advice incl Link Newsletters, Annual report, prevention activity & knowledge management	Secretariat	1,2,3,4	01,02,03,04,08,09,10
NZSAR Awards and various catering	Host the 2015 NZSAR Awards	Secretariat	4	04
Printing and graphic design Link/AR	Printing and graphic design costs for Link, annual report, prevention activity and miscellaneous.	Secretariat	1,2,3,4	01,02,03,04,08,09,10
International Travel	Attend the Australian NATSAR, ANZSAR Conference, SARSCENE Conference and possibly the EuroSAR or MRO G4 conference	Secretariat	1,2,3,4	06, 10, 08, 01, 03, 04
Domestic travel	Secretariat domestic travel costs plus sector travel support	Secretariat	1,2,3,4	01,03,04,06,08,09,10
Conference & Course	Secretariat conference and course fees	Secretariat	4	03
NZSAR miscellaneous	Secretariat costs for individual training, phones, IT etc	Secretariat	4	
Health and Safety advice	Technical H & S advice to implement NZSAR H&S strategy	Secretariat/Contractor	1,3,4	08
Risk Management advice	Technical risk management advice as required	Secretariat/Contractor	1,3,4	08
Independent NZSAR Council member	Support for the Independent NZSAR Council member	Secretariat	1,2,3,4	All
IMRF Membership	Half payment (with RCCNZ) for NZ membership of the International Maritime Rescue Federation	Secretariat	1,3	01,03,06
Training and Training Development				
Training advice and support	Training advice and support	Contractor	1,2,3	03,04,08
Air observer training	2x Air observer training events	TPP / RCCNZ	1,2,3	03,04,08
SAR(ACE) Training survey	Independent survey of students who have received SAR (ACE) training	Contractor	1,3	01,03,04,08
Evaluation Training	Create and teach the knowledge, skills and attributes of a SAREX evaluator	Contractor	1,3	03,04,06,08,

Item	Outputs	Responsibility	NZSAR Goals	NZSAR Risks
Deferred Activities				
New Data store	Establish a new SAR Data store based upon the NZSAR Data standard	Contract	1,2,3,4	01,02, 03, 05, 08,09, 10
START Material	Develop START material	Contract	3	03,04
SAR documentation gap analysis	Determine if there is a need for centralised sector operational documentation	Contract	2	03
SAR Doctrine Development	Collate and write SAR doctrinal documents	Contract	1,2,3	03,04,08,10
Technology workshop	One day workshop multi agency to discuss SAR Technology and land communication issues	NZSAR Secretariat	1,2,3	03
Hoist workshop	Two day workshop to discuss hoist and long line helicopter operations	NZSAR Secretariat	1,2,3	03,08
Guide to SAR	Public facing communications to explain how the SAR system works and what might be expected.	Contract	4	04
Outdoor Safety Code Evidence	Evidence based research to support or adjust the Outdoor Safety Code	Contract	2,4	01,05

<p>NZSAR Council Goals</p> <ol style="list-style-type: none"> 1. A robust and integrated SAR system 2. Efficient and sustainable SAR organisations 3. Capable SAR people 4. Reduced demand for SAR services 	<p>NZSAR Risks as at June 2016</p> <ol style="list-style-type: none"> 01 - SAR Information 02 - SAR Funding 03 - Cohesive SAR Training 04 - Volunteerism 05 - Recreational Knowledge 06 - Mass Rescue Event 07 - MEOSAR Delay 08 - Health and Safety 09- SAR Expectations 10 – SAR Technology
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