

NZSAR8-4

30 June 2017

See Distribution List

SUPPORT FOR NEW ZEALAND SEARCH AND RESCUE EXERCISES 2017 - 2018

General

1. The New Zealand Search and Rescue (NZSAR) Council will provide limited financial support for Search and Rescue Exercises (SAREX) during the 2017/2018 financial year (FY). The SAREX is an important inter-agency training activity and is one of the most productive forms of experiential training. SAREXs enable SAR people to meet, plan, practice, review and evaluate in an environment where time and stress can be controlled.

SAREX Funding Support

2. The NZSAR Council will make available up to seven thousand five hundred dollars (**\$7,500 excluding** GST) for each of the ten Police Districts with search and rescue responsibilities during the 2017/2018 training/financial year. This funding is primarily intended to supplement the major marine and/or land SAREXs organised by the NZ Police by enhancing their capacity to **plan, monitor, evaluate** and **debrief** these activities. Police Districts remain wholly responsible for organising and funding these activities with providing SAR agencies supporting them as arranged in kind.

3. For the purposes of this document, major SAREXs are considered to be functional or full scale exercises as described in Annex A. The Council requires the NZSAR SAREX Guidelines (at Annex B and available at nzsar.org.nz) to be utilised for the analysis, design, conduct and debrief of SAREXs it supports. The SAREXs which will receive NZSAR funding support during 2017/2018 are listed in the SAREX calendar at Annex C. While no further application for funding is required it is anticipated that adjustments will be made to the SAREX calendar as the year progresses. Retrospective requests for funding may be considered, funds permitting.

Intent

4. NZSAR SAREX funding is intended to supplement Police SAREX investment and support enhanced SAREX activity. NZSAR funding is **not** intended to replace Vote Police funding allocated for the conduct of SAREXs. Police Districts are expected to conduct and fund a minimum of one marine SAREX and one land SAREX per Police District per year in accordance with Police General Instructions.

5. The NZSAR SAREX funding may be used for the following purposes:

- a. Planning This may include activities such as conducting an analysis of SAREX need to identify the SAREX purpose and objectives, SAREX design, support for

an exercise writer, pre-SAREX reconnaissance and the conduct of SAREX planning meetings.

- b. Monitoring and Evaluation. This is intended to provide support for the monitoring and evaluation of the SAREX. Evaluators should be from a different District in order to bring impartiality and a fresh perspective to the monitoring and evaluation function. It is expected that the individual or team with this task will formally report, confirm good practice and identify improvements that may be made to future planning and training activities. Evaluation guidelines are available from the NZSAR website.
- c. Debriefing. This includes not only the debrief process but the capture of issues and lessons, making or recommending alterations to processes, procedures, training, SOPs etc. Debriefing should also incorporate the monitoring and evaluation report.
- d. General Support. Remaining funds may be applied to supplement general SAREX support including operational costs provided the elements described in sub paragraphs a, b and c above are addressed fully.

Reporting

6. All SAREXs which utilise NZSAR funding support are to:
 - a. Demonstrate the SAREX was planned in line with the NZSAR Search and Rescue SAREX Guidelines;
 - b. Provide to the NZSAR Secretariat **within 20 working days** of the completion of the SAREX:
 - i. a SAREX monitoring report prepared by the independent SAREX evaluator;
 - ii. any specific lessons or learning identified by the SAREX and suitable for sharing with the wider SAR sector; and
 - iii. a description of how NZSAR funding was applied and the effect achieved.
 - iv. a consolidated invoice
7. All NZSAR supported SAREX documentation including: SAREX guidelines, instructions, scenarios, evaluator/monitor reports, debrief and final reports, will be placed on the NZSAR website and available to view at:

nzsar.org.nz/Resources/SAREX-Reports

Funding Process

8. Police districts are expected to incur expenses for the purposes up to the agreed amount and then invoice the NZSAR Secretariat with a single collated NZ Police Customer Invoice Note within 20 working days of the completion of the SAREX.
9. The NZ Police SAREX Invoice Process:
 - The Form is the “**Customer Invoice Request**” on the Police Intranet:
 - **Customer number:** 12917
 - **Customer Name:** NZSAR
 - **Address:** C/- Ministry of Transport, PO Box 3175, Wellington

- **Tax Code:** V3
- The form requires approval from the **District Cost Centre manager** who is responsible for forwarding the form to accounts_receivable@police.govt.nz
- Accounts receivable will generate an invoice and send it directly to NZSAR at:

Rhett Emery
 NZSAR NSSP Coordinator
 C/- Ministry of Transport
 PO Box 3175
 Wellington

Email: r.emery@nzsar.govt.nz

10. The Customer Invoice note description must have this information within it; District, Type of SAREX, Dates and Major Organisations involved.

Unused Funding

11. Districts not able to make use of all or part of the allocated NZSAR SAREX supplementary funding should advise the NZSAR Secretariat as soon as possible to allow reallocation of the available funding among other Police districts.

Rhett Emery
 NSSP Coordinator
 New Zealand Search and Rescue

Annexes

- A. Types of SAREX
- B. SAREX Planning Guide
- C. NZSAR Training and SAREX Calendar 2017/2018

Distribution:

NZ Police National HQ
 NZ Police SAR Districts (x 10)
 RCCNZ
 Coastguard
 LandSAR
 AREC
 SLSNZ
 NZSAR

Annex A

Types of SAREX

There are a wide variety of SAREXs which are variously used to inform, train, assess, refresh and test individuals, teams and organisations. SAREXs may also be used to follow on from individual training, evaluate plans, validate operating procedures, and test equipment and to assess future training needs. Common forms of exercise within New Zealand's SAR community include:

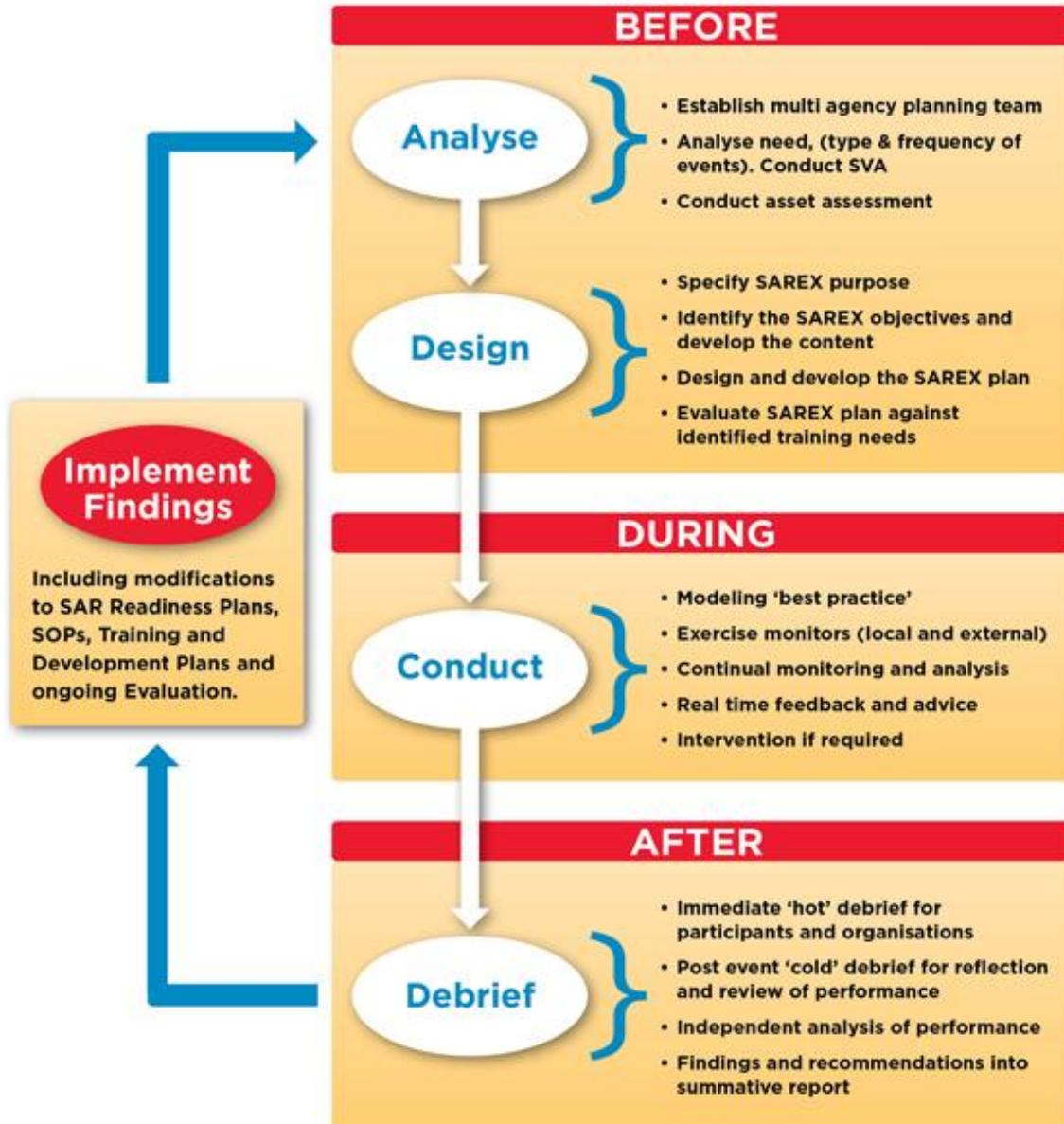
- **Orientation exercise.** An orientation exercise may also be referred to as a 'walk through'. It puts people in a place where they would work during an event, or uses them as participants in a demonstration of an activity. This type of exercise is used to familiarise the players with an activity.
- **Drill exercise.** Also called training stand. In a drill exercise people physically handle specific equipment or perform a specific procedure. The exercise usually has a time frame element and is used to test the procedures. A number of these may be combined into **Round Robin** exercises which are typically used to teach or refresh skills for individuals, teams or groups by use of a series of small training events or stands. Each stand would normally be focused on a particular skill or task and include an instructor/evaluator.
- **Tabletop exercise.** Usually based on a specific plan or topic as a means to train staff and evaluate plans for review. Scenarios are based on particular areas of response or worsening conditions. A presentation/paper based exercise usually working in multi-agency groups. Conclusions from exercise can be used when updating the plan.

Participants are presented with a situation or problem that they are required to discuss and formulate the appropriate response or solution. Normally, the exercise requires no simulation other than a scenario and/or prewritten exercise injects. This type of exercise is used to practice problem solving and coordination of services with or without time pressures. There is no deployment or actual use of equipment or resources.

- **Functional exercise.** A functional exercise may also be referred to as an 'operational' or a 'tactical' exercise. It takes place in an operational environment and requires participants to perform the functions of their roles. A normally complex response activity is simulated, which lacks only the people "on the ground" to create a full-scale exercise. Participants interact within a simulated environment through an exercise control group who provide prewritten injects and respond to questions and tasks developing out of the exercise. Functional exercises normally involve multi-agency participation (real or simulated) and it can focus on one or many geographical areas. This type of exercise is used to practice multiple SAR functions e.g. direction and control, resource management and communications.

- **Full scale exercise.** A full scale exercise may also be referred to as a 'practical' or 'field' exercise. These include the movement or deployment of people and resources to include physical response 'on the ground' to a simulated situation. They can be 'ground' focused only or may include the higher level response structures, and they can be simple (single agency) or complex (multi agency). These exercises are typically used to test all aspects of a component of emergency management. This type of exercise takes many months of planning and can be tightly managed. The exercise play may include time lapses to move the participants through an extended situation covering 2 days.

SAREX Planning Guide



Annex C

SAREX CALENDAR 2017/2018 (As at 30 June 2017)

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	HF	RNZAF
Northern	Land	Whangarei	Cliff Metcalfe	TBC	Police, LandSAR	\$7.5K		
	Marine	Whangarei	Cliff Metcalfe	TBC	Police, Coastguard			
Auckland	Land	Hunuas	Dene Duthie	7-10 Sept 2017	Police, LandSAR, Auckland Council rangers	\$7.5K		
Auckland	Marine		John Saunders	April 2018	Police, Coastguard			
Waikato	Marine	Waikato - Raglan	Vince Ranger	18 Nov 2017	Raglan Coastguard & SLSC	\$3.5K		
	Marine	Waikato - Whitianga	Vince Ranger	3 Feb 2018	East Coast Coastguard & SLSC			
	Land	Waikato	Vince Ranger	17 – 18 March 2018	LandSAR	\$4K		Y
Bay of Plenty	Land	Rotorua	Colin Fraser	27 – 29 Oct 2018	Police, LandSAR	\$7.5K		
	Marine	Rotorua	Colin Fraser	16 -19 June 2018	Police, Coastguard			

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	HF	RNZAF
Bay of Plenty	Land	Taupo	Barry Shepherd	9 - 10 Sept 2017	Police, LandSAR			
	Marine	Taupo	Barry Shepherd	14 Oct 2017	Police, Coastguard, Harbourmaster			
	Land	Tauranga	Craig Madden	6-8 April 2018				
	Marine	Tauranga	Craig Madden	TBC				
	Land/Marine	Eastern BOP	Ross Macrae	9-11 March 2018	Police, LandSAR, Coastguard			
Eastern	Land	Hawkes Bay	Marty James	4-5 November 2017	Police, LandSAR	\$4K		Y
	Land	Wairoa	Maui Aben	October 2017	Police, LandSAR, Te Uru Taumatua	\$3.5K		Y
	Land	Gisborne	Maui Aben	23-25 Mar 2018				Y
	Marine	Hawkes Bay	Marty James	1 October 2017				
Central	Land	Taranaki	Thomas McIntyre	Oct/Nov	Police, LandSAR	\$1k (TBC)		
	Marine	Taranaki	Thomas McIntyre	March 2018		\$1k (TBC)		
	Marine	Wanganui	Colin Wright	11 Mar 2018		\$1k (TBC)		
	Land	Wanganui	Colin Wright	24/25 Feb 2018		\$1k (TBC)		
	Land	Manawatu	Andy Brooke	3-4 March 2018		\$1k (TBC)		
	Marine	Manawatu	Andy Brooke	TBC				

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	HF	RNZAF
Wellington	Land	Wairarapa	Ants Harmer	Feb 2018	Police, LandSAR	\$3.5K		
	Land	Marine	Dave Houston	April 2018	Police, CPMRA,	\$4K		
Tasman	Marine	Nelson Bays	Steve Savage	TBC	Police, Coastguard	\$7.5K		
	Land	Tasman District	Mat Tailby	November 2017	Police, LandSAR			
Canterbury	Marine	Christchurch & Timaru	Phil Simmonds	August 2017	Police, Coastguard	\$1K		
	Land	Christchurch	Phil Simmonds	October 2017	Harris Cup - Police, LandSAR, AREC			
	Land	Christchurch	Phil Simmonds	March 2018	Police, LandSAR	\$6.5K		
Southern	Land (District)	Dunedin	Brian Benn & Nathan White	18 Nov 2017	Police, LandSAR	\$7.5K		
	Land - Tautuku Cup	Catlins	Brian Benn	May 20-21 2018	Police, LandSAR			
	Marine		Brian Benn	TBC	Police, Coastguard			