

30 June 2019

See Distribution List

## **SUPPORT FOR NEW ZEALAND SEARCH AND RESCUE EXERCISES 2019 - 2020**

### **General**

1. The New Zealand Search and Rescue (NZSAR) Council will provide limited financial support for Search and Rescue Exercises (SAREX) during the 2019/2020 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 2019/2020 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. The Council requires the NZSAR SAREX Guidelines (at Annex B and available at [nzsar.govt.nz](http://nzsar.govt.nz)) to be utilised for the analysis, design, conduct and debrief of SAREXs it supports. The Council also requires each SAREX to be evaluated by an NZSAR registered Evaluator as listed in Annex C, and reported using the *Exercise Evaluation Report Template*.

4. For the purposes of this document, major SAREXs are considered to be functional or full scale exercises as described in Annex A. The SAREXs which will receive NZSAR funding support during 2019/2020 are listed in the SAREX calendar at Annex D. 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**

5. 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.

6. 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. An Evaluator must be appointed to the SAREX. Evaluators must be NZSAR registered (Refer Annex C) and should be from a different District in order to bring impartiality and a fresh perspective to the monitoring and evaluation function. 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 reporting will use the *Exercise Evaluation Report Template*.
  - 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

7. 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. Use an NZSAR registered Evaluator
  - c. 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 using the *Exercise Evaluation Report Template*;
    - 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
8. 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](https://nzsar.org.nz/Resources/SAREX-Reports)

## Funding Process

9. 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.

10. The NZ Police SAREX Invoice Process:

- The Form is the “**Customer Invoice Request**” on the Police Intranet:
- **Customer number:** 12917
- **Purchase order:** RSAR
- **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](mailto:accounts_receivable@police.govt.nz)
- Accounts receivable will generate an invoice (in PDF format) and send it directly to NZSAR at:

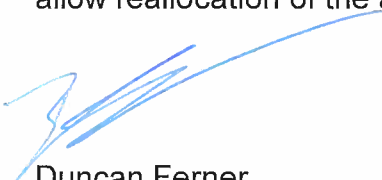
Email: [MOT-ap@digitize.power-business.co.nz](mailto:MOT-ap@digitize.power-business.co.nz) copy: [a.bigwood@nzsar.govt.nz](mailto:a.bigwood@nzsar.govt.nz)

Alita Bigwood  
Training Coordinator  
C/- Ministry of Transport  
PO Box 3175  
Wellington

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

### Unused Funding

12. 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.



Duncan Ferner  
Secretariat Manager  
New Zealand Search and Rescue

### Annexes

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

### Distribution:

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

## Annex A

### Types of SAREX

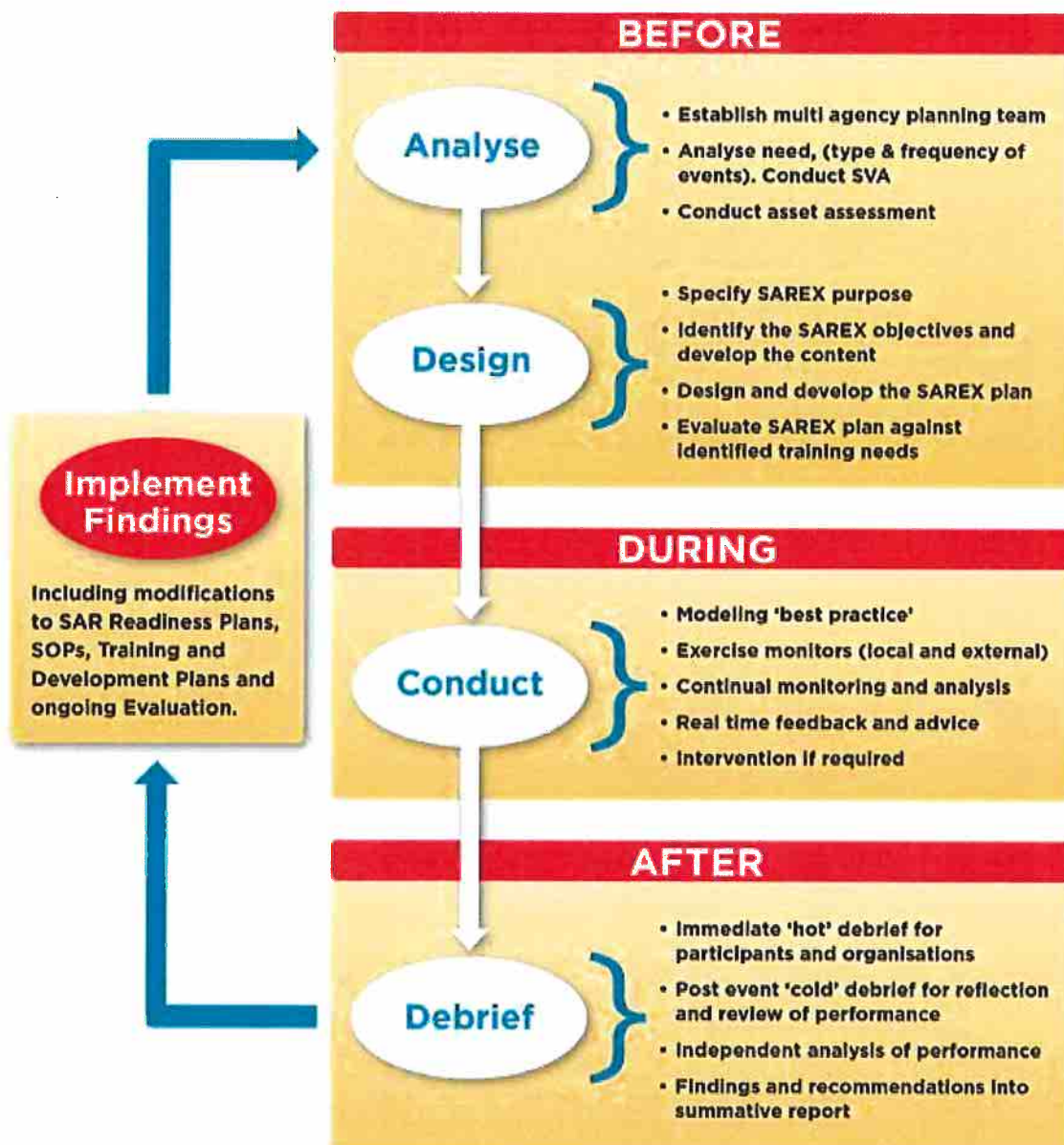
There are a wide variety of SAREXs which are variously used to inform, train, assess, refresh and test individuals, teams and organisations. SAREXs may also be used to follow on from individual training, evaluate plans, validate operating procedures, and test equipment and to assess future training needs. 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

### NZSAR Registered Evaluators

#### Evaluators 2018

<b>Name</b>	<b>City</b>	<b>Email</b>
Chase Cahalane	Mt Maunganui	<a href="mailto:chase.cahalane@surflifesaving.org.nz">chase.cahalane@surflifesaving.org.nz</a>
Vincent Ranger	Hamilton	<a href="mailto:vincent.ranger@police.govt.nz">vincent.ranger@police.govt.nz</a>
Kip Mandeno	Whatawhata	<a href="mailto:kip@kip.nz">kip@kip.nz</a>
Rachel McKenzie	Christchurch	<a href="mailto:latitude.orange@gmail.com">latitude.orange@gmail.com</a>
Sunny Peeters	Tauranga	<a href="mailto:sunny@equip2excel.com">sunny@equip2excel.com</a>
Adam Fraser	Taranaki	<a href="mailto:fraserracn@hotmail.com">fraserracn@hotmail.com</a>
Allan Mundy	Papamoa	<a href="mailto:allan.mundy@surflifesaving.org.nz">allan.mundy@surflifesaving.org.nz</a>
Seth McPhee	Otago	<a href="mailto:seth@dmholdings.co.nz">seth@dmholdings.co.nz</a>
Ray Burge	Auckland	<a href="mailto:ray.burge@coastguard.org.nz">ray.burge@coastguard.org.nz</a>
Conrad Smith	National Park	<a href="mailto:conrad.smith@police.govt.nz">conrad.smith@police.govt.nz</a>
Nick Coyne	Gisborne	<a href="mailto:nickcoyne@outlook.com">nickcoyne@outlook.com</a>
David Dittmer	Aoraki Mt Cook	<a href="mailto:djhdittmer@gmail.com">djhdittmer@gmail.com</a>
Michael Wright	Taupo	<a href="mailto:mwjimmywright@gmail.com">mwjimmywright@gmail.com</a>
Jo Holden	Nelson	<a href="mailto:joholden626@gmail.com">joholden626@gmail.com</a>
Mau Aben	Gisborne	<a href="mailto:maui.aben@police.govt.nz">maui.aben@police.govt.nz</a>
Thomas McIntyre	Wellington	<a href="mailto:tmg699@police.govt.nz">tmg699@police.govt.nz</a>
Phil Simmonds	Christchurch	<a href="mailto:philip.simmonds@police.govt.nz">philip.simmonds@police.govt.nz</a>

**Annex D**

**SAREX CALENDAR 2019/2020** (As at 30 June 2019)

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Northern	Land	Waipu Caves	Cliff Metcalfe	2-3 Nov 2019	Police, LandSAR	\$7.5K	
	Marine	Whangarei	Cliff Metcalfe	TBC	Police, Coastguard		
Auckland	Land / Marine	Manukau Harbour	Garry Learmouth	13-15 Sep 2019	Police, LandSAR, Auckland Coastguard, SLSNZ	\$7.5K	
Waikato	Marine	Waikato	Vince Ranger	23-24 Nov 2019	Police, Coastguard, SLSNZ	\$2.5K	
	Land	Waikato	Vince Ranger	14 – 15 Mar 2020	Police, LandSAR	\$5K	
Bay of Plenty	Land	Rotorua	Graeme Hill	30 Nov – 1 Nov 2019	Police, LandSAR	\$7.5K	
	Land	Taupo	Barry Shepherd	7-8 Sept 2019	Police, LandSAR, DoC		
Bay of Plenty	Marine	Taupo	Barry Shepherd	10 Aug 2019	Police, Coastguard, Harbourmaster		
	Land	Tauranga WBOP	Craig Madden	2-3 May 2020	Police, LandSAR		
	Land/Marine	Eastern BOP	Ross Macrae	TBC	Police, LandSAR, Coastguard		

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Eastern	Land	Hawkes Bay	Marty James	9&10 Nov 2019	Police, LandSAR	\$7.5k	
	Land	Wairoa	Maui Aben	1-3 Nov 2019	Police, LandSAR, Te Uru Taumatua		
	Land	Gisborne	Maui Aben	22-25 May 2020	Police, LandSAR		
	Marine	Gisborne	Maui Aben	13-14 Sep 2019	Police, Coastguard, SLSNZ		
Central	Land	Whanganui / Taranaki	Andrew Wong Too	9-10 Nov 2019	Police, LandSAR	\$7.5k	
	Marine	Taranaki	Andrew Wong Too	15 Feb 2020	Police, Coastguard		
	Marine	Whanganui	Colin Wright	TBC – Feb 2020			
	Land	Manawatu	Andy Brooke	29 Feb – 1 Mar 2020	Police, LandSAR		
	Marine	Manawatu	Andy Brooke	14 Mar 2020			
Wellington	Land	Wairarapa	Ants Harmer	9-11 Nov 2019	Police, LandSAR	\$7.5K	
	Land	Marine	Dave Houston	TBC	Police		
Tasman	Land	Fox Glacier	Mark Kirkwood	30 Jan – 3 Feb 2020	Police, LandSAR, DoC, AREC	\$7.5K	\$2.5k TBC



District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Canterbury	Marine	Christchurch & Timaru	Phil Simmonds	October 2019 TBC	Police, Coastguard	\$1K	
	Harris Cup	Christchurch	Phil Simmonds		Harris Cup - Police, LandSAR, AREC		
	Land	Christchurch	Phil Simmonds	March 2020 TBC	Police, LandSAR	\$6.5K	
Southern	Land / Marine (District)	Invercargill	Brian Benn & Phil Vink / Ian Martin	9-10 Nov 2019	Police, LandSAR Coastguard, AREC SLSNZ	\$7.5K	
	Land - Tautuku Cup	Gore	Brian Benn		Police, LandSAR		