

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



30 June 2020

See Distribution List

SUPPORT FOR NEW ZEALAND SEARCH AND RESCUE EXERCISES 2020 - 2021

General

1. The New Zealand Search and Rescue (NZSAR) Council will provide limited financial support for Search and Rescue Exercises (SAREX) during the 2020/2021 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 ten thousand dollars (\$10,000 **excluding GST**) for each of the ten Police Districts with search and rescue responsibilities during the 2020/2021 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. Should this funding be utilised, the Council requires the NZSAR SAREX Guidelines (at Annex B and available at 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.

5. The pre-approved list SAREXs to receive NZSAR funding support during 2020/2021 are listed in the SAREX calendar at Annex D. While no further application for funding is required it is anticipated that adjustments (and possibly increases to allocations) will be made to the SAREX calendar as the year progresses and needs are further refined. Post exercise, retrospective requests for additional funding to cover shortfalls will not be considered.

Intent

6. 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.

7. 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 and if required, funded using this resource. Evaluators must be NZSAR registered (Refer Annex C). Ideally, the evaluator(s) 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*.

NZSAR funding may be applied to evaluator time and expenses if they are not employed by NZ Police.

- c. Debriefing. An exercise debrief must be conducted and summarised in writing. The debrief ought include the capture of issues and lessons, recommend alterations to processes, procedures, training, SOPs etc. Debriefing should also incorporate the monitoring and evaluation report.
- d. General Support. Provided paragraphs a through c above are fully addressed. Any remaining funds may be applied to supplement general SAREX costs including operational, administrative and non-Police travel costs.

Reporting

8. 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

9. 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:

<https://nzsar.govt.nz/training-resources/collective-training/sarex-reports/>

Funding Process

10. 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.

11. The NZ Police SAREX Invoice Process:

- The Form is the “**Customer Invoice Request**” on the Police Intranet:
- **Customer number:** 12917
- **Purchase order:** 1020
- **Contract number:** CT000104
- **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 (in PDF format) and send it directly to NZSAR at:

Email: MOT-ap@digitize.power-business.co.nz

copy: a.bigwood@nzsar.govt.nz

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

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

Unused Funding

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

Duncan Ferner
Secretariat Manager
New Zealand Search and Rescue Council

Annexes

- A. Types of SAREX
- B. SAREX Planning Guide
- C. NZSAR Registered Evaluators
- D. NZSAR Training and SAREX Calendar 2020/2021

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.

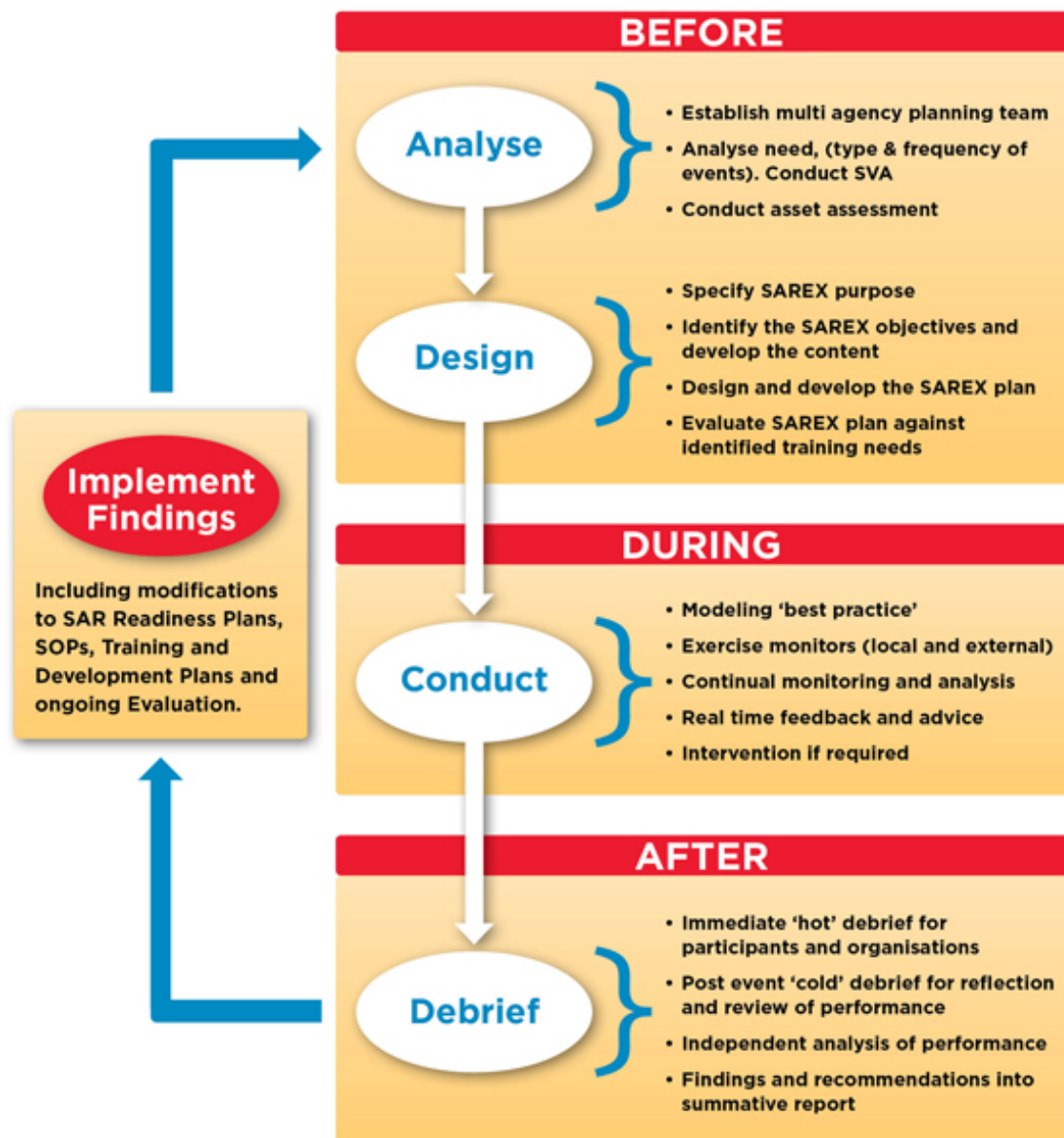
Participants are presented with a situation or problem that they are required to discuss and formulate the appropriate response or solution. Normally, the exercise requires no simulation other than a scenario and/or prewritten exercise injects. This type of exercise is used to practice problem solving 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.

Annex B

SAREX Planning Guide



Annex C**NZSAR Registered Evaluators****Evaluators 2020**

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

Annex D

SAREX CALENDAR 2020/2021

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Northern	Land/Marine	Whangarei	Cliff Metcalfe	21 - 22 Nov 2020	Police, LandSAR, Coastguard SLSNZ	\$10K	
Auckland	Land /Marine	Great Barrier	Scott Iszard	15 – 18 Oct 2020	Police, DoC, LandSAR, Auckland Coastguard, NZDF	\$10K	
	Land/Marine	Auckland	Scott Iszard	Early 2021	Police, DoC, LandSAR, Auckland Coastguard, NZDF		
Waikato	Land	Waikato	Vince Ranger	13-14 Mar 2021	Police, LandSAR Tauranga/Rotorua	\$10K	
	Marine	Waikato	Vince Ranger	21-22 Nov 2020	Police, Coastguard, SLSNZ		
Bay of Plenty	Land	Taupo	Barry Shepherd	5 -6 Sept 2020	Police, LandSAR	\$10K	Yes
Bay of Plenty	Marine	Taupo	Barry Shepherd	17 Oct 2020	Police, Coastguard, Harbourmaster		
Bay of Plenty	Land	Whakatane	Mike McIntyre	2-3 May 2021	Police, LandSAR	\$10K	

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Eastern	Land	Hawkes Bay - TBC	Mike Signal	7- 8 Nov 2020	Police, LandSAR	\$10K	
	Land	Wairoa	Tony Maultsaid	31 Oct – 1 Nov 2020	Police, LandSAR		
	Land	Gisborne	Maui Aben	21 - 23 May 2021	Police, LandSAR		
	Marine	Gisborne	Maui Aben	14 Nov 2020	Police, Coastguard, SLSNZ		
	Marine	Hawkes Bay – Waimarama	Mike Signal	1 October 2020	Police, Coastguard, SLSNZ, LandSAR		
Central	Land	Taranaki	Andrew Wong Too	6 - 8 Nov 2020	Police, LandSAR, AREC	\$10K	
	Marine	Taranaki	Andrew Wong Too	1 Feb 2021	Police, Coastguard, SLSNZ		
	Land	Whanganui	Colin Wright	3 - 4 Oct 2020	Police, LandSAR, AREC, DoC		
	Marine	Whanganui	Colin Wright	27 Feb 2021	Police, Coastguard, SLSNZ		
	Marine	Manawatu	Andy Brooke	20 Mar 2021	Police, Coastguard, SLSNZ		
Wellington	Land	Wellington	Ants Harmer	13-15 Nov 2020	Police, LandSAR, AREC	\$10K	
	Marine	Wellington	Dave Houston	3 April 2020	Police, LandSAR, AREC, WPMU, Coastguard, SLSNZ		

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Tasman	Land	Whole District	Malcolm York	30 Oct – 1 Nov 2020	Police, LandSAR, Canyon SAR	\$10K	
	Marine	Nelson Bays	Malcolm York	14 -15 Nov 2020	Police, Coastguard, LandSAR, SLSNZ		
Canterbury	Land	Canterbury	Phil Simmonds	19-21 Feb 2021	Police, LandSAR, DoC, AREC	\$10K	
	Marine	South Canterbury	Phil Simmonds	20 Sep 2020	Police, Coastguard, SLSNZ		
	Avalanche	Mt Cook	Phil Simmonds	14- 16 Oct 2020	Police		
Southern	Land/Marine	Dunedin - Caitlins	Nathan White	7 -8 Nov 2020	Police, LandSAR Coastguard, AREC	\$10K	
	Marine		Nathan White				
	Land/ Avalanche	Otago Lakes	Terry Wood /Phil Vink	10 August 2020	Police, LandSAR, ACR		