



NZSAR Secretariat and National SAR Support Programme

Approved 2018 / 2019 Work Plan

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					
Southern Hemisphere Alpine Conference	Support for the Avalanche SAR component of the SHAC	MSC		1,2,3	03,05,07,09
Marine SAR and OSC Workshop	Discussion on marine SAR matters and refresh of on scene coordinator skills	NZSAR/RCCNZ/CG		1,2,3	03,05,07,09
Case Study seminar and Police planning meeting	Two-day Police and SAR partner agency case study seminar and SAREX planning meeting	NZSAR Secretariat		1,2,3	08,06,03,01,05
Safer Walking / Wander workshop	Discuss, refine and document improved Safer Walking/Wander Search techniques	NZSAR/LSAR		1,3,4	03,08,10
ACR Workshop	Alpine Cliff Rescue team techniques and engagement	NZSAR/DOC/LSAR		1,3,4	03,05,07,09
Evaluators Workshop	Engagement with SAREX evaluators to reinforce skills and describe agreed SAREX objectives	NZSAR		1,3,4	03,05,07
Fatigue Management workshop	Engagement to define SAR fatigue management issues and develop relevant guidance for the sector	NZSAR		1,3,4	03,05,07
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, SARTrack, Resouce Database, NZSAR Website, NZSAR Guidelines and the START knowledge library	NZSAR Secretariat / IT Rescue Solutions		2,3,4	01, 07, 08, 09, 10
SAR Operational Information system vendor	Project SARdonyx vendor payment year 1	BECA		1,2,3,4	01,02,04,06,07,09,10
SAR Operational Information system project management	Project SARdonyx project management and associated costs	Hague		1,2,3,4	01,02,04,06,07,09,10
SAR Operational Information system data migration	Clean, validate and migrate SLSNZ and Coastguard information to SARdonyx	TBC		1,2,3,4	01,02,04,06,07,09,10
NZSAR Data store (existing version) maintenance and operation	Maintain, update and query the existing NZSAR Data store to April 2019	Hague Consulting		1,3,4	01, 08, 06, 04, 03, 02
Portable Mobile Phone locating Project	Assess options, risks and challenges for Portable Mobile Phone locating	Contractor TBC		1,4	09,10
CARD Interface	Project SARdonyx – implement CARD Interface	Hexagon		1,2,3,4	01,02,04,06,07,09,10

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SAR Documentation					
SAR forms and guidelines	Maintain SAR sector forms and guidelines	NZSAR Secretariat		1,3	03
New Zealand SAR Guidelines	Develop and publish New Zealand SAR Guidelines establishing a centralised doctrinal basis for the conduct of SAR in NZ	Write & Paget		1,2,3	01,03,06,08,10
Volunteer Strategies	Develop 3 x volunteer strategies for LSAR, CG and SLSNZ. Update SAR sector volunteer study	Volunteer NZ		2,3	02,03,04,07
Search and Rescue Exercises					
NZSAR support for Police SAREXs	SAREX development, monitoring, debrief & operational support for 10 Police Districts	NZ Police / NZSAR Secretariat		1,2,3,4	03,06
Nationally significant SAR SAREXs	Plan and run up to five nationally significant SAR SAREXs - local operational level	NZSAR Secretariat		1,2,3,4	03,05
MTI / Nationally significant SAR SAREX support	Support for one MTI / Nationally significant SAR SAREX - national operational and strategic level	NZSAR Secretariat		1,2,3,	03,05
Reconciliation SAREX	Practical SAREX to validate reconciliation procedures	NZSAR Secretariat		1,2,3,	03,05
SAR Research and Reviews					
SAR Customers	A survey of people who have experienced SAR services	Distill		2,4	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
Independent reviews	Independent SAROP reviews	Contract		1,2,3	01,03,06,08,09,10
SLA H&S Audit	Audit SLA partner H&S and safety systems	Contract		1,2	01,02,07,

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Project Implementation					
SAR Communications – Land	Implement the recommendations of the SAR Telecommunications Working Group (land)	Contract		1,2	06,08,10
SAR Assurance	Design and implement a system to provide SAR sector assurance	Contract		1,2,3	01,03,04,06,07,08,10
Aviation Engagement	Implement the SAR Aviation engagement workplan	Contract		1,2	01,02,03,05,07,09
Training and Training Development					
Training advice and support	Training advice and support	Xperts		1,2,3	03,04,08
Air observer training	1 x Air observer training event	RCCNZ		1,2,3	03,04,08
SARdonyx training	SARdonyx introduction training	Contractor		1,3	01,03,07,10
START Material	Develop and host additional SAR material and video for the START SAR knowledge library	Contractor		1,3	03,07,09
New Training model	Develop and implement a new training model to replace SAR (ACE)	Contractor		2,3	03
Prevention Initiatives					
Prevention Coordination	Plan, coordinate and manage NZSAR Prevention activity and initiatives	Outlook Media		04	06
AdventureSmart website	AdventureSmart website promotion, social media, update and maintenance	Contractor		4	06, 08
AdventureSmart graphic design	AdventureSmart graphic design and printing tasks as required	Bunkhouse		4	06, 08
Brochure storage and distribution	AdventureSmart and Safety Code brochure storage and distribution	Visitor Point		4	06, 08
Visitor intentions process	Maintain and promote the visitor intentions	MSC (contract)		2,4	06, 08
Geo triggered prevention messaging	Geo triggered prevention messaging	Campermate		4	06, 08
Prevention Research	Targeted prevention programme effectiveness research	Contractor		4	06, 08, 01, 10
Beacons Promotion	Promote purchase, rental and registration of Distress Beacons	Contractor		4	06, 08

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NZSAR Secretariat					
Strategic Communications	Communications advice incl Link Newsletters, Annual report, prevention activity & knowledge management	Secretariat / Contractor		1,2,3,4	01,02,03,04, 08, 09,10
NZSAR Awards and various catering	Host the 2017 NZSAR Awards plus general 2017/18 catering	Secretariat		4	04
Printing and graphic design Link/AR	Printing and graphic design costs for Link, annual report, strategic plan and miscellaneous	Secretariat		1,2,3,4	01,02,03,04, 08, 09, 10
International Travel	Attend the Australian NATSAR, ANZSAR Conference, IMRF quadrennial 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/Contract		1,3,4	08
Risk Management advice	Technical risk management advice as required	Secretariat/Contract		1,3,4	08
Independent NZSAR Council member	Support for the Independent NZSAR Council member	Secretariat		1,2,3,4	All
IMRF Membership	NZSAR membership of the International Maritime Rescue Federation	Secretariat		1,3	01,03,06
External Meetings	Hire of external meeting rooms and associated costs	Secretariat			

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Deferred Tasks					
Drifter Project	Develop options to enable maritime drifters			1	09,05
Revise SAR Training material	Update and revise selected SAR training materials			1,3	03,04
District SAR engagement	NZSAR Secretariat engagement in all Police Districts			1,2,3,4	01,02,03,04,05,06,07,08,09,10
Training Survey	SAR Student Training Survey			2,3	01,03,05
Nationally Significant SAR Study	External Study of Nationally Significant SAR preparedness			1,3	05
Evaluation Training	Train 2 nd Cohort of SAREX evaluators			1,3	03,04,05,07,09
Spontaneous Volunteer App	Develop and implement an app to support and manage spontaneous SAR volunteers			2,3	01,04,07
Avalanche Advisory Audit	Conduct and Audit of the Avalanche advisory			1,3	05,07,10
NZSAR website	Update and refresh the NZSAR website	Contractor TBC		1,2,3,4	01,03

NZSAR Council Goals	NZSAR Risks as at June 2018
<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 	<ol style="list-style-type: none"> 01 - SAR Information 02 - SAR Funding 03 - Cohesive SAR Training 04 - Volunteerism 05 – Nationally Significant SAR event 06 – Personal Safety 07 - Health and Safety 08 - SAR Expectations 09 – SAR Technology 10 – SAR Demand