

# NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



20 July 2021

See Distribution List

## SUPPORT FOR NEW ZEALAND SEARCH AND RESCUE EXERCISES 2021 - 2022

### General

1. The New Zealand Search and Rescue (NZSAR) Council will provide limited financial support for Search and Rescue Exercises (SAREX) during the 2021/2022 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 2021/2022 training/financial year. (Additional funding of \$20,000 excluding GST is available for agreed avalanche SAREX's for this 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](https://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 2021/2022 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:** CT000334
- **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)

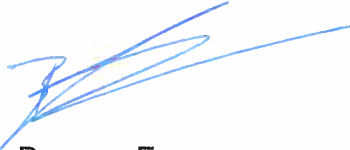
copy: [a.bigwood@nzsar.govt.nz](mailto:a.bigwood@nzsar.govt.nz)

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

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 2021/2022

## 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:

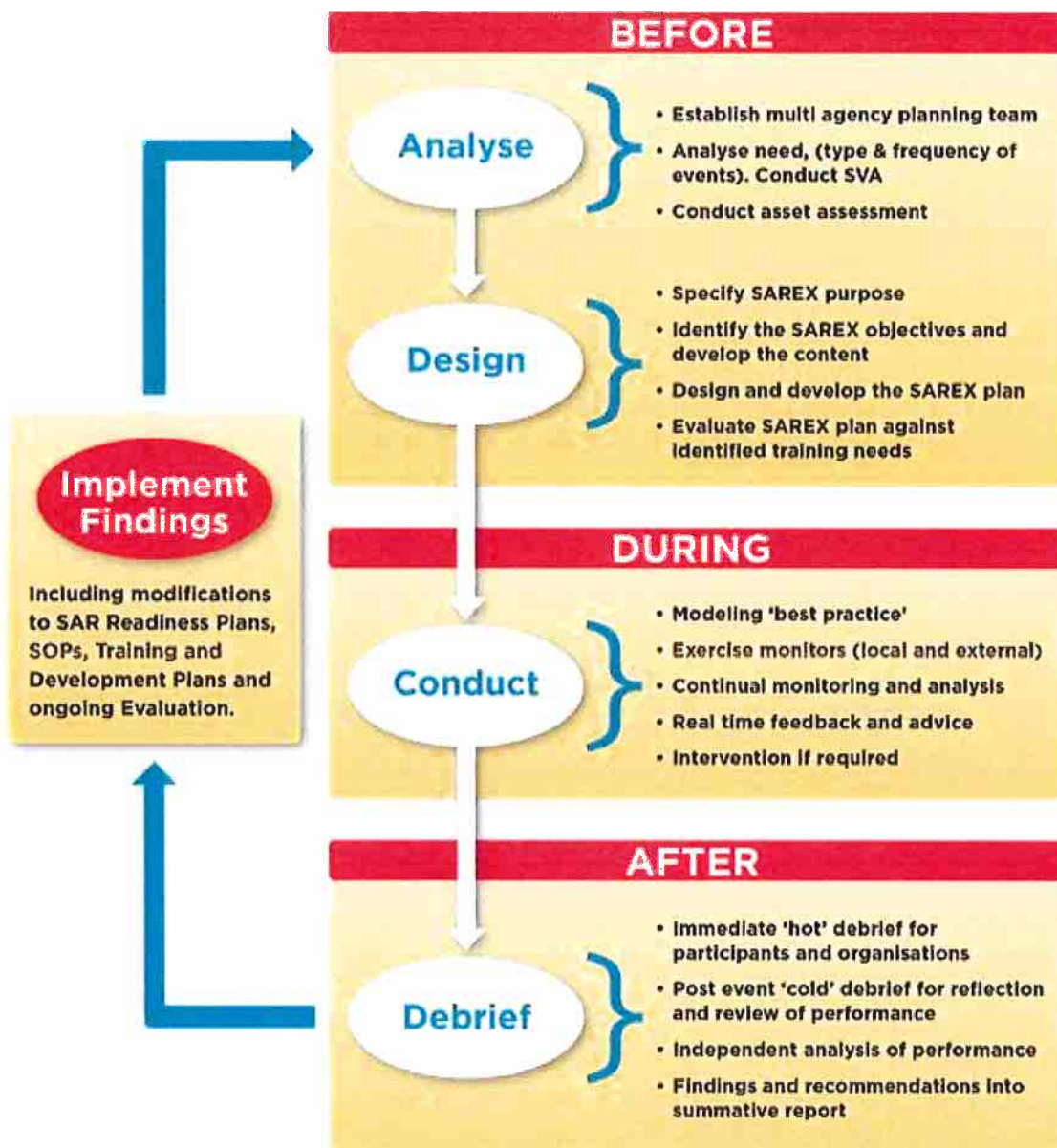
- **Orientation exercise.** An orientation exercise may also be referred to as a 'walk through'. It puts people in a place where they would work during an event, or uses them as participants in a demonstration of an activity. This type of exercise is used to familiarise the players with an activity.
- **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 2021

Name	City	Email
Vincent Ranger	Hamilton	<a href="mailto:vincejill@hotmail.com">vincejill@hotmail.com</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>
Maui 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>
Brett Main	Kapiti	<a href="mailto:brett.main@police.govt.nz">brett.main@police.govt.nz</a>



## Annex D

**SAREX CALENDAR 2021/2022 As at 20 July 2021**

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Northern	Land/Marine	Whangarei	Shane Turner/ Paul Overton	18-19 September 2021	Police, LandSAR, Coastguard SLSNZ	\$10K	
Auckland	Land /Marine	Auckland	Scott Iszard	23 -26 September 2021	Police, DoC, LandSAR, Auckland Coastguard, NZDF	\$10K	
Waikato	Land	Waikato	Sean Kenney	12-13 March 2022	Police, LandSAR Tauranga/Rotorua		
Waikato	Marine	East Coast	Sean Kenney	13 November 2021	Police, Coastguard, SLSNZ	\$10K	
Waikato	Marine	West Coast	Sean Kenney	28 May 2022	Police, Coastguard, SLSNZ		
Bay of Plenty	Land	Tauapo - District	Barry Shepherd	4-5 September 2021	Police, LandSAR		
	Marine	Tauapo	Barry Shepherd	10 October 2021	Police, Coastguard, Harbourmaster	\$10K	
	Land	Whakatane	Tina Zabern	6 – 7 November 2021	Police, LandSAR		
	Marine	Tauranga	Craig Madden				

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Eastern	Land	Hawkes Bay	Brian Halse	5-7 November 2021	Police, LandSAR, SLSNZ		
	Marine	Hawkes Bay	Brian Halse	10 October 2021	Police, Coastguard, SLSNZ, LandSAR		
	Land	Wairoa	Maui Aben	30-31 Oct 2021 TBC	Police, LandSAR	\$10K	
	Land	Gisborne	Maui Aben	5 -6 March 2022	Police, LandSAR		
	Marine	Gisborne	Maui Aben	November 2021	Police, Coastguard, SLSNZ		
Central	Land	Taranaki	Andrew Wong- Too	13/14 November	Police, LandSAR, AREC		
	Marine	Taranaki	Andrew Wong- Too	26 March 2022	Police, Coastguard, SLSNZ		
	Avalanche	Taranaki/National Park/Taupō	Andrew Wong- Too/ Conrad Smith	31 July – 1 August 2021	Police, LandSAR, North Island ACR	\$10K	\$10K
	Land	Whanganui	Colin Wright	9 -10 October 2021	Police, LandSAR, AREC, Doc		
	Marine	Whanganui	Colin Wright	6 November 2021	Police, Coastguard, SLSNZ		
		Manawatu	Andy Brooke		Police, Coastguard, SLSNZ		

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Wellington	Land	Wellington/Wairarapa	Paul Curd	12/14 November 2021	Police, LandSAR, AREC	\$10K	
	Marine	Wellington	Paul Curd	May 2022	Police, LandSAR, AREC, WPMU, Coastguard, SLSNZ		
Tasman	Land	Whole District	Steve Midgeley		Police, LandSAR, Canyon SAR	\$10K	
	Marine	Nelson Bays	Steve Midgeley		Police, Coastguard, LandSAR, SLSNZ		
Canterbury	Land	Canterbury	Phil Simmonds	25 - 27 Feb 2022	Police, LandSAR, DoC, AREC		
	Marine	South Canterbury	Phil Simmonds	10 October 2021	Police, Coastguard, SLSNZ	\$10K	
	Marine	Christchurch	Phil Simmonds	10 April 2022	Police, Coastguard		

Southern	Land/Marine	Queenstown	John Fookes	12-14 November 2021	Police, LandSAR Coastguard, AREC			
	Avalanche	Central Otago - Coronet	Terry Woods	18 August 2021	Police, LandSAR, ACR	\$10K	\$10K	
	Land	Dunedin	Nathan White	November 2021	Police, LandSAR, DoC, AREC			
	Marine	Dunedin	Nathan White	May 2022	Police, Coastguard, SLSNZ			