

# NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



27 July 2022

Police National Headquarters  
NZ Police SAR Districts (x 10)  
RCCNZ

## SUPPORT FOR NEW ZEALAND SEARCH AND RESCUE EXERCISES 2022 - 2023

1. 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, stress and safety can be actively managed.
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 2022/2023 training/financial year. Additional funding of \$60,000 excluding GST is available for agreed avalanche SAREXs is also provided 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. For the purposes of this document, major SAREXs are considered to be functional or full scale exercises as described in Annex A.

### Intent

4. 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. 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.

### SAREX Funding Support

5. 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 used 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*.

6. The pre-approved list SAREXs to receive NZSAR funding support during 2022/2023 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.

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:** CT000655
- **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.



Bryn Gandy  
Chair  
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 2022/2023

## 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.

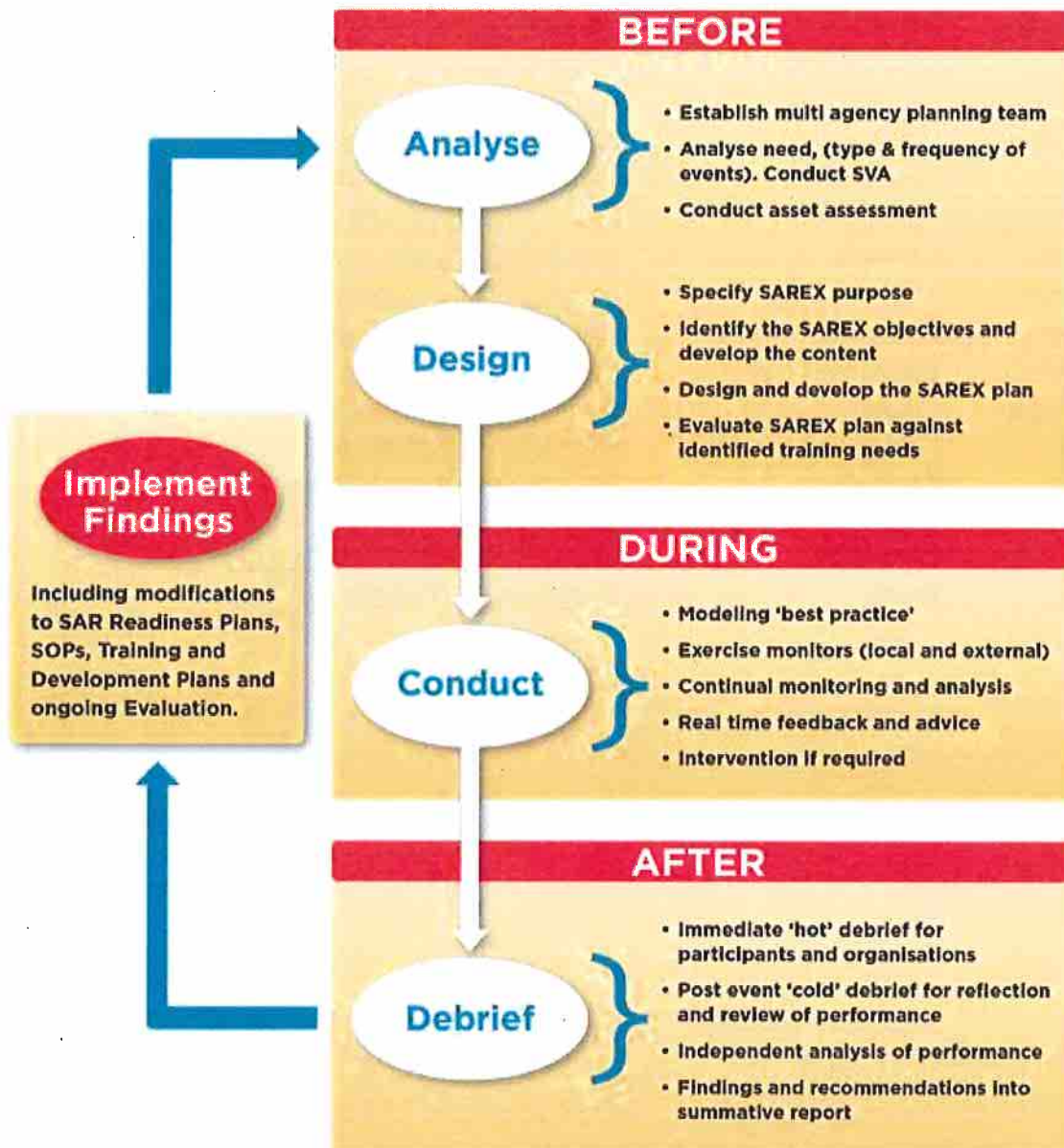
Participants are presented with a situation or problem that they are required to discuss and formulate the appropriate response or solution. Normally, the exercise requires no simulation other than a scenario and/or prewritten exercise injects. This type of exercise is used to practice problem solving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

- **Rogaine exercise.** A rogaine exercise provides the opportunity to test and evaluate multi - agency SAR personnel in a realistic field setting run over a 24 hour period. Rules of the rogaine exercise will be shared before an exercise. An IMT can be assessed around command and control of the rogaine exercise along with an AREC group managing radio communications, utilizing SAR Track to record information and team's station booking status and locations. Teams of three to four people will navigate their way to allocated stations/checkpoints. Teams are required to book a time for when they are to arrive at the station/checkpoints via radio communication. The stations will have tasks that are based on SAR competencies, with a maximum time limit to complete the tasks. Some stations will be compulsory to be completed. A compulsory 6 hour rest period is set by the organiser. This type of exercise takes many months of planning and needs to be tightly managed. Refer to the 2020 Arrowsmith Exercise as an example.

# SAREX Planning Guide



## Annex C

## NZSAR Registered Evaluators

## Evaluators 2022

<b>Name</b>	<b>City</b>	<b>Email address</b>
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:rachel.mckenzie@coastguard.nz">rachel.mckenzie@coastguard.nz</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>
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:philsimmonds@windowslive.com">philsimmonds@windowslive.com</a>
Brett Main	Kapiti	<a href="mailto:brett.main@police.govt.nz">brett.main@police.govt.nz</a>



**Annex D** **SAREX CALENDAR 2022/2023** **As of 1 July 2022**

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Northern	Land/Marine	Whangarei	Shane Turner/ Cliff Metcalfe	30 September-2 October 2022	Police, LandSAR, Coastguard SLSNZ	\$10K	
Auckland	Land /Marine	Auckland	Scott Iszard	10-14 November 2022	Police, DoC, LandSAR, Auckland Coastguard, NZDF	\$10K	
Waikato	Land	Waikato	Sean Keeley	10-12 March 2023	Police, LandSAR Tauranga/Rotorua		
Waikato	Marine	East Coast	Sean Keeley	19-20 November 2022	Police, Coastguard, SLSNZ	\$10K	
Waikato	Marine	West Coast	Sean Keeley	19-20 November 2022	Police, Coastguard, SLSNZ		\$4K
Bay of Plenty	Land	Taupo - District	Barry Shepherd	03-04 September 2022	Police, LandSAR	\$10K	
	Marine	Taupo	Barry Shepherd	16 October 2022	Police, Coastguard, Harbourmaster		
	Land	Whakatane	Shane Forsyth		Police, LandSAR		
	Marine	Tauranga	Craig Madden				
Bay of Plenty	Land/Marine	Rotorua	Graeme Hill		Police, LandSAR Coastguard		

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Eastern	Land	Hawkes Bay	Brian Halse		Police, LandSAR, SLSNZ		
	Marine	Hawkes Bay	Brian Halse		Police, Coastguard, SLSNZ, LandSAR		
	Land	Wairoa	Maui Aben		Police, LandSAR	\$10K	
	Land	Gisborne	Maui Aben		Police, LandSAR		
	Marine	Gisborne	Maui Aben	23 July 2022	Police, Coastguard, SLSNZ		
Central	Land	Taranaki	Andrew Wong-Too	12-13 November 2022	Police, LandSAR, AREC		
	Marine	Taranaki	Andrew Wong-Too		Police, Coastguard, SLSNZ		
	Land	Whanganui	Colin Wright	5-7 May 2023	Police, LandSAR, AREC, DoC	\$10K	
	Marine	Whanganui	Colin Wright		Police, Coastguard, SLSNZ		
		Manawatu	Andy Brooke	Oct/Nov 2022	Police, Coastguard, SLSNZ		
	Avalanche	Taranaki/National Park/Taupo	Andrew Wong-Too/ Conrad Smith	29-31 July 2022	Police, LandSAR, North Island ACR		\$20K

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
Wellington	Land	Wellington/Wairarapa	Jono Westrup		Police, LandSAR, AREC	\$10K	
	Marine	Wellington	Jono Westrup		Police, LandSAR, AREC, WPMU, Coastguard, SLSNZ		
Tasman	Land	Whole District	Peter Payne		Police, LandSAR, Canyon SAR	\$10K	
	Marine	Nelson Bays	Greg Bear		Police, Coastguard, LandSAR, SLSNZ		
	Avalanche		Jonathan Evans	7-9 August 2022			\$20K
Canterbury	Land	Canterbury			Police, LandSAR, DoC, AREC		
	Marine	South Canterbury			Police, Coastguard, SLSNZ	\$10K	
	Marine	Christchurch			Police, Coastguard		
Southern	Land - Combined	Queenstown	Nathan White/John Fookes	12-13 November 2022	Police, LandSAR Coastguard, AREC	\$10K	

District	Type	Area	Contact	Date	Agencies involved (Police are the lead agency)	NZSAR Funding	Additional NZSAR funding
	Avalanche	Central Otago	John Fookes	2 August 2022	Police, LandSAR, ACR		\$20K
	Land	Dunedin	Nathan White	9-11 September 2022	Police, LandSAR, DoC, AREC		
	Marine	Dunedin	Nathan White		Police, Coastguard, SLSNZ		