



**NELSON TASMAN
EMERGENCY MANAGEMENT**

GROUP

**NELSON TASMAN
CIVIL DEFENCE
EMERGENCY MANAGEMENT
GROUP WELFARE PLAN**

Approved by -

Chair Coordinating Executive Group

5 Dec 2005

Enquiries

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Acknowledgement

Nelson Tasman Civil Defence and Emergency Management Group would like to acknowledge the assistance that Northland Civil Defence Emergency Management Group and Auckland Region Emergency Management Group have given in preparing this SOP.

Nelson Tasman CDEM Group Welfare Plan

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1. Forward

Information about welfare provision in the Nelson-Tasman region is contained in a number of documents;

- **Welfare Plan** (This document). The Welfare Plan gives an overview of how welfare will be delivered during the response and recovery phases.
- **Welfare EOP** The Welfare Emergency Operating Procedure (EOP) is designed as a guide to be used by the Welfare Manager during the response phase of an emergency in the Emergency Operations Centre (EOC). It contains detailed information about the location of possible Welfare Centres, the activation process and suggested forms to be used.
- **Welfare Centre Manual** This contains information about running a Welfare Centre.
- **Emergency Contact Lists** For ease of updating the information and due to the sensitive nature of home addresses and telephone numbers, the emergency contact details are contained in a separate file. Details of how to access these copies are in Section 7, page 13.

2. Introduction

Emergencies impact upon the physical and emotional wellbeing of large numbers of people who may suffer bereavement, physical injury, and separation from families. They may also experience personal losses of clothing, housing, household and other property, employment and income. The emergency may require care of the homeless following evacuation of all or part of a population from an affected area.

In order to provide for the safety of the public in responding to and recovering from an emergency as required under the Civil Defence Emergency Management (CDEM) Act 2002 (s4, 17 and 49), each Civil Defence Emergency Management Group (CDEMG) must plan for the delivery of welfare services in its CDEM Plan, its supporting documentation and through the plans of welfare sector partner agencies. The CDEMG is responsible for the coordination of regional welfare provision through its Welfare Advisory Group and Welfare Plan.

Welfare delivery operates in a coordinated manner at a regional (CDEMG) and National level (through the National Welfare Recovery Coordination Group) to provide integrated welfare services to individuals and communities through response and recovery. The National Welfare Recovery Coordination Group will assist with provision and coordination of welfare when an affected CDEMG cannot meet this need themselves and requires support.

The purpose of the Nelson Tasman Welfare Plan is to give effect to a coordinated approach to welfare services for both people and animals in the Nelson Tasman region following an emergency event.

Welfare includes supporting people who have been displaced from their homes and those who are affected in their homes and work places. Provision of shelter, accommodation, food, clothing and other financial assistance, personal support and advice may be required by people affected or threatened by an emergency. Registration of affected people is also a primary activity. Welfare activity begins with readiness planning and extends through an emergency and the duration of the recovery phase.

2.1 Outcome Statement

The effective, timely and integrated coordination of welfare for the Nelson Tasman region following a Level 4 or Level 5 emergency event, namely a Local or National State of Emergency.

3. Purpose

The purpose of this plan is to outline the current organisational arrangements and responsibilities for the provision of welfare services in the event of an emergency or non-declared local incident in Nelson Tasman. It outlines how the immediate welfare needs of people are to be met during the response phase and indicates the likely welfare provision in the recovery phase.

This is the first version of this plan and it is likely to alter in the short term.

3.1 Arrangements

The Nelson Tasman CDEMG, in cooperation with volunteer organisations, government agencies and emergency responders, will provide welfare services for the people of the Nelson and Tasman, whether evacuees, those that choose to shelter in place or those that self evacuate to friends, families and motels. Information on how to access welfare services will be provided through the Public Information and Media Plan. Information dissemination to those involved in disasters or emergencies is recognised as being critical in the preservation of life and property.

The arrangements outlined in this plan currently exist in the Nelson Tasman region. It must be acknowledged that the arrangements and responsibilities outlined may change as inter agency cooperation develops and new systems are employed. This plan will be amended and updated progressively as the arrangements alter. It is recognised that a number of professional welfare agencies will shortly accept responsibility for providing welfare services and that some of those who have historically delivered welfare services will no longer provide services. New memoranda of understanding are also being negotiated with some of these providers. Once these arrangements are finalised any changes will be included into the plan.

4. Overview

4.1 Services provided by Welfare Centres

The size and scale of the emergency will determine the nature of the services required. These could range from providing a full Welfare Centre, complete with clothing, sleeping and catering arrangements to one offering advice, information and access to government services. The latter has become known as a 'One Stop Shop.'

The following is a list of the services that could be delivered through a Welfare Centre.

- a) **Reception:** the meeting and greeting of evacuees and dealing with any immediate needs.
- b) **Registration:** the registration of evacuees to allow individuals to be traced, families to be reunited and enquiries to be answered.
- c) **Clothing:** the provision of essential clothing, blankets and toiletries to replace items destroyed, inaccessible, lost or contaminated.
- d) **Catering:** the provision of meals for evacuees and the provision of supplies to isolated homes and community groups.
- e) **Accommodation:** the provision of emergency and temporary accommodation in a safe area. More permanent accommodation may be required once the recovery phase has begun.
- f) **Personal services:** the co-ordination of the services provided by on-site support agencies, including government departments and other organisations. These services could include the arrangement of financial assistance or counselling support.

4.2 Assumptions

When evacuation is recommended during an emergency, some evacuees will seek refuge with friends or relatives or go to commercial accommodation rather than to the public welfare centres. In addition, some people not at risk may evacuate spontaneously and some of those may seek assistance. Not all those that are evacuated or displaced will require welfare assistance; some may require only minimal assistance whilst others will require significant resources and support.

It is generally more effective in terms of resource utilisation to operate a few medium to large shelters than a large number of small facilities.

This welfare plan also provides for those who choose to remain in situ or self evacuate.

4.3 Additional Welfare Functions

Not all Welfare functions will be delivered through a Welfare Centre and in some cases a Welfare Centre may not be required. Some of the other functions that fall under a Welfare heading are:

- Provision of supplies in affected areas to people in their homes (e.g. water, food, blankets, medical supplies).
- Management of donated goods ¹
- Coordination of relief funds.
- Domestic animal welfare.

4.4 Welfare Advisory Group

As recommended in the Welfare Section (Part 8) of the National Civil Defence Plan a Welfare Advisory Group (WAG) has been established. This has representation from the following organisations;

- Salvation Army
- Red Cross
- Work and Income
- Child Youth and Family
- Nelson Tasman CDEMG
- Victim Support
- Nelson Marlborough District Health Board

It is recognised that a number of other organisations also have a role to play in the delivery of welfare. These will be consulted with and include;

- SPCA
- St John Ambulance
- Citizens Advice Bureau
- Housing NZ
- Ministry of Education
- Department of Internal Affairs
- Ministry of Maori Affairs (Te Puni Kokiri)
- Ministry of Civil Defence and Emergency Mangement

The role of the group is to ensure that the welfare arrangements for the Region are comprehensive, efficient and are capable of delivering the services that the community requires. The Terms of Reference for the Nelson Tasman Welfare Advisory Group is attached at Annex A.

¹ The preference of the CDEMG is to request money rather than donated goods.

5. Welfare Activation

Welfare may have to be activated with little notice. The Incident Controller or Emergency Operations Centre (EOC) will generally activate the welfare functions and will determine the need for welfare arrangements based upon the emergency situation that prevails. In the case of a requirement for welfare before a declaration is made, welfare activation may take place from the Emergency Management Office.

Individual organisations will be contacted via the nominated person listed in the Emergency Contact List (see Section 7, page 13).

The EOC will act as the co-ordination point for all resources, including welfare. It is possible that the EOC may have an active role in a non-declared incident, as well as during a declared Civil Defence Emergency.

5.1 Welfare Manager

The Welfare Manager has the overall responsibility for those people who have been affected by the emergency. He /she will work with the many agencies able to assist. During the Response Phase, the term 'Welfare Manager' will be used to indicate that this person is in charge of all welfare issues. During the other three phases (readiness, reduction and recovery), the term 'Welfare Co-ordinator' will be employed. This illustrates the cooperative nature of the welfare response during these stages.

During the readiness and reduction phases, the Welfare Co-ordinator will be the Emergency Management Office.

During the response phase, the Welfare Manager will be a pre-designated council staff member. He / she will be based in the EOC. The primary Welfare Manager is currently **Susan Coleman, Divisional Manager Community Services, NCC**. She will be supported by a team comprising of staff from the councils and Work and Income.

In the recovery phase, the Welfare Co-ordinator will be the **Operations Support Manager from Work and Income**. This position is currently held by **Gavin Cook**.

5.2 Responsibilities of a Welfare Manager (during response phase)

- Direct the establishment of Welfare Centres and co-ordinate the use of resources available from welfare agencies.
- Liaison with the Operations Manager at EOC to arrange the relocation of people who must be moved to ensure their welfare.

- Oversee the arrangement of the services referred to in section 4.1.
- Liaise with Public Information Section to provide advice and information to evacuees, displaced persons and the general public.

The Welfare Advisory Group (WAG) will be available in an advisory and coordination capacity as required.

5.3 Welfare Centres

A number of buildings suitable for welfare centres have been identified throughout the Nelson Tasman region. The details of these are set out in the Welfare EOP.

The staffing of any welfare centre would comprise of two elements; the Welfare Centre Management and specialist staff filling set functions. These functions will vary depending on the nature of the incident.

5.3.1 Welfare Centre Management

The aim of Welfare Centre Management is to ensure the smooth running of the centre. This involves staffing of the functions (less those requiring specialist staff), security, lighting, provision of supplies (eg toilet paper, soap, cleaning materials) and recruitment and training of spontaneous volunteers. Communication with the EOC and dissemination of information are also the responsibility of Management.

The Welfare Centres will be managed initially by staff from Work and Income. These will be supported by staff from the councils.²

5.3.2 Support Agencies and Tasks

The following organisations are able to provide support to the services discussed in Section 4.1. Further details of each agency are in Sect 6.

Registration. The IRD has agreed to assist with Registration. It will provide staff to fill in the forms and will enter information into a database once this has been developed.

Reception. The Citizens Advice Bureau will help with meeting and greeting evacuees and providing information about supporting services in the Nelson area.

² The NZ Red Cross Nelson branch intends to set up a mobile welfare team, complete with trailer. Once this team is operational, it will be used to support the welfare centre management.

Information. The Public Information section at the EOC will develop emergency public information messages to advise those who are, or will be evacuating, of the location of welfare centres. Public Information staff should also provide information on the emergency situation to the centre managers so they can pass such information on to those in the welfare centres.

Clothing. The NZ Red Cross Nelson Branch has stocks of essential clothing, blankets, toiletries and baby supplies. It currently has a limited capability to transport the clothing to Welfare Centres³. Distribution within the Welfare Centre would need to be considered by the Welfare Centre Management Team.

The Salvation Army also has the ability to provide a limited amount of clothing.

Catering. It is anticipated that the provision of food will be centrally co-ordinated through the Catering Officer at the EOC. A summary of the catering plan is:

- For small incidents or when emergency / volunteer workers are working out on site, the Salvation Army and ADRA's catering trailers will be used. These organisations currently provide this facility to emergencies, such as rural fires.
- If a large amount of food is required, this can be prepared centrally by a professional catering organisation, preferably by a catering company who cater out in their normal role. The food will then be transported to where it is required.

Transport of both cooked food and of supplies for isolated families will be arranged by the Transport Officer in the EOC.

First Aid and Medical First Aiders from the St John Events Teams⁴ can be requested through their call centre 0800 222 600 or 111. These First Aiders will provide a basic service, with more serious casualties transported to further medical treatment.

In the case of displaced persons having forgotten to bring sufficient quantities of essential medication, the presence of a doctor may be required. This should be coordinated through the Medical Representative at the EOC or the NMDHB. Consideration should also be made to the coordinated collection of medication from a pharmacy.

Accommodation: The coordination of short term accommodation (such as motels, holiday homes, billeting) will be done by Housing NZ. They will also take responsibly for coordinating the provision of longer term accommodation.

³ The Red Cross intends to form a number of clothing teams which will be able to distribute the clothing to and within a welfare centre, including those in outlying areas.

⁴ Whilst the Nelson centre has a strong Events Team base, the members in the other areas are also often ambulance officers. Whilst not all would be required to staff the ambulances, using them in Welfare Centres could affect the ambulance staffing if they were required over a longer time period.

Personal services: Work and Income will coordinate the government agencies and also the Insurance Council.

Animals. The SPCA will coordinate the care of all animals, including pets and farm animals. When necessary they will liaise with MAF, the TDC and NCC's dog control officers, vets, Federated Farmers and students on the NMIT Animal Care and Veterinary Nursing programmes.

The preferred option is for householders to leave their pets at home, however it is recognised i) that not all people will be willing to do this and ii) past experience has shown that on subsequent days people attempt to enter the disaster zone to feed or rescue their animals.

Collection areas will be designated near welfare centres so the animals can be taken to a central depot. If the SPCA animal shelter in Waimea Road is not functioning, then an improvised shelter will be found.

Any additional transport resources will be provided by the Transport Officer at the EOC.

Support Mechanisms. This is the process of providing psychological and emotional support. The term 'Support Mechanisms' is preferred to 'counselling' as the latter could imply financial counselling, injury counselling, abuse counselling and the like. Four levels of support mechanisms have been identified:

- **Social support.** This is provided by conversation, peer support and opportunities to discuss experiences and 'tell their story'. The Welfare Centre Management Team need to ensure that those giving out cups of tea are aware of the importance of also providing a 'listening ear'. Whilst normally a phone organisation, 'Lifeline' have agreed to provide trained personnel for face to face listening.
- **Psychological support.** This will be provided by Victim Support. Victim Support will also identify those in need of this and further levels of support such as referrals.
- **Critical Incident Stress Debriefing.** Whilst this tends to be targeted at emergency services, it should be available to other workers involved in the incident, including those running or manning Welfare Centres and council staff. The CDEMG proposes to engage a clinical psychologist with experience in this work should this be necessary. The current Clinical Psychologist used by CDEM is Dr Anthony Page.
- **Post Disaster Psychopathology Treatment,** including Post Traumatic Stress Disorder (PTSD). Anecdotally for natural disasters, 0.5% of the population is likely to require this kind of support. The NMDHB is responsible for identifying and treating people with this level of disorder.

Until December 2005, CYF will coordinate the counselling.

6. Agencies

Several external organisations provide important support in an emergency. The following sections outline the services that key external agencies provide⁵, in support of the Welfare function. Additional services not directly related to welfare provision have not been included.

Child Youth and Family

- Co-ordination and provision of care services to those children and young persons who have been identified (after registration) as separated from their parents or normal guardians by the event.
- Co-ordination of assistance with counselling services for persons affected by the event (until Jan 2006).
- The provision of trained staff for the duration of the emergency.
- Provision of representation on Welfare Advisory Group.

Citizens Advice Bureau

- Provide a reception function; meet and greet affected persons at a welfare centre.
- Provide information about supporting services in the Nelson Tasman region

Housing New Zealand

- Co-ordinate short term accommodation such as motels, holiday homes and billets.
- Coordination of longer term, post-response and recovery 'Temporary Accommodation'.
- Provide, on request, representation to the EOC or Welfare Centre.
- Coordination of rural housing group.
- Assist with the inspection of housing.

Inland Revenue

- Coordinate the registration function;
 - Provide staff at welfare centres to complete forms
 - Enter information into the database (once this has been developed)

Lifeline

- Provide two staff at welfare centres for face to face listening

⁵ The services provided are encompassed in MOU's at Annex B.

Nelson City Council and Tasman District Council

- Identify staff to fill the role of 'Welfare Manager', and backups to this position.
- Provide staff for the Welfare Centre Management Team.

Nelson Marlborough District Health Board

- Nelson Marlborough DHB will deploy services where appropriate to support people with health problems that are identified as needing support.
- Coordination of the mental health services response
- Coordination with Public Health Services to ensure appropriate service delivery
- Provision of representation on Welfare Advisory Group.

Red Cross⁶

- Provision of the National Disaster Victim Enquiry Service in an emergency.
- Provision of essential (new) clothing, blankets and toiletries for victims, where required and maintenance of reserve stocks.
- Provision of representation on Welfare Advisory Group.

Salvation Army

Through liaison with affiliated and connected groups

- Provision of catering services, where possible.
- Provision of basic food and drink at incident scenes, where possible.
- Provision of representation on Welfare Advisory Group.

St John Ambulance

- Provision of first aid assistance as required at Welfare Centres.
- Where possible, provide transportation from the welfare centres to an Emergency Medical Centre or hospital.

SPCA

- SPCA will provide advice and assistance on the welfare, transportation and accommodation of animals in a civil defence emergency.
- When necessary will liaise with MAF, the TDC and NCC's dog control officers, vets, Federated Farmers and students on the NMIT Animal Care and Veterinary Nursing programmes.
- SPCA will maintain a current updated list of animal accommodation and collection points. Support staff lists will also be maintained by the Society.
- In an emergency SPCA personnel will arrange:

⁶The Red Cross intends to set up a mobile welfare team and clothing teams.

- Appropriate support team and locally appointed personnel.
- Arrange clear identification of selected personnel.
- Organise the collection of household animals (in consultation with Civil Defence personnel) in or near the evacuation area, or from a selected area, for relocation at a designated animal collection point.
- Clearly tag each animal with owner identification to ease eventual collection by owners.
- Arrange emergency care and feeding of all animals at collection points including long term care for long term evacuees.
- As appropriate recheck evacuation areas for stray and injured animals as and when authorised by a civil defence official.

Victim Support

- Provide support to affected persons.
- Provision of representation on Welfare Advisory Group.

Work and Income

- Processing of applications under a range of income support programmes.
- Continued payment of established benefits.
- Payment of any special allowances approved in connection with the emergency.
- Payment of billeting allowances.
- Provision of representation on Welfare Advisory Group and at the Emergency Operations Centre when required.
- The co-ordination and control of other emergency financial assistance.
- Coordinate Task Force Green teams
- Work with local marae, iwi and hapu to facilitate welfare services

Other organisations

- A number of organisations, including Inland Revenue, Insurance Council, Neighbourhood Support, Te Puni Kokiri, the Motelliers' Association, IHC and voluntary service groups such as Lions and Rotary all have a role to play in the welfare process. The roles of some of these organisations are recognised in the Group Recovery Plan. Some of the organisations identified and others who will emerge at the time of the event will be tasked accordingly at the time through the EOC.

7. Contact Details for Key Organisations

Due to their confidential nature and the need to frequently update details, contact details are contained in the 'Emergency Contact details' file.

Up to date hard copies of this are located:

- On the Emergency Management Manager's desk (Trafalgar Centre)
- In NCC records department, File CD 0107
- In TDC records department, File C271.

They are also held by:

- Emergency Management Officer (Sarah Holland)
- Welfare Manager (Susan Coleman, NCC)
- Gavin Cook (Work and Income)

This can be accessed electronically by [//nelson-city\data\Civil Defence ..\Emergency Contacts - phone numbers etc\welfare.xls](//nelson-city\data\Civil Defence..\Emergency Contacts - phone numbers etc\welfare.xls)

8. Focus Areas

Whilst there is a robust plan for the provision of Welfare in Nelson and Tasman, there would be a number of problems if an emergency occurred tomorrow. These are;

Welfare Centre Buildings A number of suitable buildings have been identified, but formal negotiations to use the buildings as a Welfare Centre have yet to be completed. Whilst there are provisions under the CDEM Act 2002 to requisition property, it would be preferable to organise this in advance. This item is being worked on by the Emergency Management Officer.

Registration The Emergency Management office has stockpiles of Registration forms CD107. This form is outdated (eg no space for mobile phone numbers) and is currently being revised by the NZ Red Cross. The CDEMG will adopt the new form once it is nationally in use.

At present there is no system within the region to manage the data collected by the forms. This ranges from the numbers of people affected to concerns they may have. The Red Cross will be supplying a database for this. The NZ Red Cross national Enquiry Centre in Wellington is able answer inquiries based on the information on the CD107 form.

Catering. A catering coordinator has yet to be nominated and discussions about capability with catering-out companies still needs to take place.

Clothing The only stockpile of clothing, blankets etc is at the Red Cross in Parkers Road, Tahunanui. Transport to isolated areas from here could be challenging.

It is possible that the Red Cross would need assistance to transport the items to Welfare Centres. Staff to manage distribution within the Welfare Centre need to be identified. At present this would be down to spontaneous volunteers.

The Red Cross is looking to set up clothing teams in Nelson, Motueka, Takaka, Collingwood, Tapawera and Murchison. Once these are in place they will deal with transport to and distribution within Welfare Centres.

Note that the preference is for providing new clothing. Second hand clothing should only be provided when there is no other option. It is proposed to link up with large department stores (eg Warehouse, Farmers) with the intention of these stores providing emergency clothing or vouchers for clothing.

Counselling coordination CYF have the national mandate to coordinate counselling until the end of December 2005. The CDEMG will seek a suitable government funded organisation who can locally provide this service after this time.

Ministry of Education Issues regarding the care of children separated from their parents are under review by CYF in conjunction with the Ministry of Education.

Memoranda with agencies. Memoranda with supporting agencies still need to be completed.

Isolated Areas The provision of welfare made under this plan is largely depended on external agencies and organisations. These have limited presence in isolated areas, such as Takaka, Collingwood, Tapawera, St Arnaud, and Murchison and so other provisions need to be made here. It is proposed to talk with prominent local residents in these areas and ask them to take a lead role, with the assistance from community groups, until backup can arrive. Depending on the emergency, this could take a couple of days.

Chain of Control Whilst more of an operational issue and thus one for the Welfare EOP, the chain of control between the Welfare Manger in the EOC, the Welfare Centres and the assisting agencies needs to be considered. This was briefly discussed in the April 2005 WAG meeting, but requires further consideration.

Annex A Terms of Reference

Nelson Tasman Welfare Advisory Group

The Nelson Tasman Welfare Advisory Group exists to provide coordinated planning and delivery of welfare services in Nelson Tasman.

Members of the Nelson Tasman Welfare Advisory Group are responsible through the combined resources within their respective agencies for:

- a. Developing inter agency planning and coordination and relationship building for Welfare prior to, during and after an emergency
- b. Acting as an advisory and coordination group as required in an emergency situation
- c. Providing appropriate support and guidance in the recovery phase through liaison with Group Recovery Manager or Local Recovery Manager
- d. Identifying individual agency deficiencies in Civil Defence Emergency Management (CDEM) planning and resources
- e. Bringing deficiencies to the attention of agency senior management along with proposed solutions
- f. Ensuring solutions to deficiencies are implemented and maintained within and across agencies

The Nelson Tasman Welfare Advisory Group will meet on a quarterly basis or when ever required.

Costs for agency participation will lie where they fall. The Nelson Tasman Civil Defence Emergency Management Group will provide support for the Welfare Advisory Group as appropriate.

The members of the Nelson Tasman Welfare Advisory Group are –

- Work and Income
- Child, Youth and Family Services
- Salvation Army
- NZ Red Cross
- Victim support
- Nelson Marlborough DHB
- CDEMG representative

ANNEX B

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Child Youth and Family, Nelson Tasman

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. CHILD YOUTH AND FAMILY RESPONSIBILITIES

- In the event of an emergency, Child Youth and Family will;
 - Co-ordinate and provide care services to those children and young persons who have been identified (after registration) as separated from their parents or normal guardians by the event.
 - Provide trained staff for the duration of the emergency.
- Both prior to and during an emergency, Child Youth and Family will liaise with the Department of Education regarding the care of children who are not collected from school after an event.
- Costs for Child Youth and Family participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, all expenditure must be authorised by the Controller at the Emergency Operations Centre. unless it falls within Child Youth and Family's normal budget
- During an emergency or activation, Child Youth and Family will maintain adequate financial records and receipts for reimbursement.
- In accordance with the Guide to the National Civil Defence Emergency Management Plan 2006 (s26.3), "government departments will meet all their own costs of supporting or participating in response measures without recovery of these costs from the local authorities concerned, unless the levels of support provided exceed the allowances provided for or set out in their departmental forecast."
- Child Youth and Family will provide representation on the Welfare Advisory Group.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Child Youth and Family personnel will be the responsibility of the Child Youth and Family.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Child Youth and Family
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: Nelson Tasman Civil Defence Emergency Management Group (hereinafter referred to as Nelson Tasman CDEMG)

AND

Nelson Bays Citizens' Advice Bureau (CAB)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. CITIZENS ADVICE BUREAU RESPONSIBILITIES

- In the event of an emergency in Atawhai, Nelson, Stoke or Richmond, the CAB will;
 - Provide a reception function at a welfare centre by meeting and greeting affected persons when they arrive.
 - Provide information at welfare centres about supporting services in the Nelson Tasman region.
 - Support outside the Atawhai to Richmond area will be dependent on volunteer availability and transport.
- Costs for CAB participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, the CAB will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, the CAB will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of CAB personnel will be the responsibility of CAB.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Citizens' Advice Bureau
Nelson Bays
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Housing New Zealand Corporation (HNZC)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. ORGANISATIONAL RESPONSIBILITIES

- In the event of an emergency, HNZN will;
 - Co-ordinate short term accommodation such as motels, holiday homes and billets.
 - Co-ordinate longer term, post-response and recovery 'Temporary Accommodation'.
 - Provide, on request, representation to the EOC or Welfare Centre.
 - Co-ordinate rural housing group.
 - Assist with the inspection of housing.
 - If required, bring in additional staff from other regions.
- Costs for HNZN participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, HNZN will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, HNZN will maintain adequate financial records and receipts for reimbursement.
- In accordance with the Guide to the National Civil Defence Emergency Management Plan 2006 (s26.3), "government departments will meet all their own costs of supporting or participating in response measures without recovery of these costs from the local authorities concerned, unless the levels of support provided exceed the allowances provided for or set out in their departmental forecast."

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of HNZN personnel will be the responsibility of HNZN.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

HNZC
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Inland Revenue Department (IRD)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. INLAND REVENUE DEPARTMENT RESPONSIBILITIES

- In the event of an emergency the IRD will;
 - Coordinate the registration function by providing trained staff at welfare centres to complete forms.
 - Enter information into the 'enquiry' database, using computers provided by the CDEMG.
 - Costs for IRD participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, the IRD will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, the IRD will maintain adequate financial records and receipts for reimbursement.
- In accordance with the Guide to the National Civil Defence Emergency Management Plan 2006 (s26.3), "government departments will meet all their own costs of supporting or participating in response measures without recovery of these costs from the local authorities concerned, unless the levels of support provided exceed the allowances provided for or set out in their departmental forecast."

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of IRD personnel will be the responsibility of the IRD.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

IRD
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Lifeline Nelson

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. LIFELINE RESPONSIBILITIES

- Lifeline will provide two staff to a welfare centre in the Nelson, Richmond, Brightwater, Wakefield and Motueka area for face to face listening. Additional staff or welfare centres outside this area will be determined at the time according to volunteer availability.
- Costs for Lifeline participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, Lifeline will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, Lifeline will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Lifeline personnel will be the responsibility of the Lifeline.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Lifeline
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Nelson Marlborough District Health Board (NMDHB)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. NMDHB RESPONSIBILITIES

- In the event of an emergency, NMDHB will;
 - Coordinate the response of the health resources in the region as outlined in its Major Incident and Emergency Plan. Coordinate the responses of mental health services
 - Coordinate the response of Public Health Services to ensure appropriate service delivery
- Costs for NMDHB participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, NMDHB will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, NMDHB will maintain adequate financial records and receipts for reimbursement.
- In accordance with the Guide to the National Civil Defence Emergency Management Plan 2006 (s26.3), “government departments will meet all their own costs of supporting or participating in response measures without recovery of these costs from the local authorities concerned, unless the levels of support provided exceed the allowances provided for or set out in their departmental forecast.”
- The NMDHB will provide representation at a suitable level on Welfare Advisory Group and any Welfare Recovery Coordination Groups.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of NMDHB personnel will be the responsibility of NMDHB.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

NMDHB
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

NZ Red Cross Nelson

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. RED CROSS RESPONSIBILITIES

The NZ Red Cross Nelson Branch will:

- Complete annual audits of the current stock of clothes, blankets, toiletries and baby supplies at 59 Parkers Road, Tahunanui. These will be enough for 100 people.
- Work towards the provision of transport from the clothing store at 59 Parkers Road to the area of need.

- Work towards providing trained volunteers who are able to attend a welfare centre to give out clothing.
- Work towards establishing a mobile welfare team as part of the focus of the Nelson Emergency Response Unit.
- Work towards maintaining an equipment cache as set out in Section 9 of the Red Cross, Emergency Response Unit, Standard Operating Procedures.
- Costs for Red Cross participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, the Red Cross will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, the Red Cross will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- In the event of an emergency, the CDEMG will provide transportation for clothing, toiletries, blankets and baby supplies from 59 Parkers Road to the area of need if the Red Cross is unable to do this.
- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Red Cross personnel will be the responsibility of the Red Cross.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

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This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

NZ Red Cross Nelson

Date:

Chair Coordinating Executive Group
Nelson Tasman CDEMG

Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

The Order of St John, Northern Region, South Island

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. ST JOHN RESPONSIBILITIES

- St John will provide first aiders from the St John Events Teams at Welfare Centres. These will be requested through the St John call centre 0800 222 600 or 111. First aiders will provide a basic service with more serious casualties transported to further medical treatment.
- Costs for St John participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, St John will ensure that all expenditure they wish to claim for is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, St John will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of St John personnel will be the responsibility of St John.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of Civil Defence expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

The Order of St John
Northern Region, South Island
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

NOTE. This MOU is still being worked on by St John and is not yet finalised.

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND **The Salvation Army Southern Division**
(hereinafter referred to as The Salvation Army Nelson Tasman)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community.

Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

Both parties shall conform to the requirements of The Health and Safety in Employment Act 1992 in the provision of services covered by this MOU.

2. THE SALVATION ARMY RESPONSIBILITIES

- The Salvation Army will be represented on the Welfare Advisory Group (WAG) by the Officer in Charge of the Nelson Corps, or a nominated representative.
- Through liaison with affiliated and connected groups, The Salvation Army will, on request, provide one or more of the services outlined in the attached Schedules on a best endeavour basis:
 1. Temporary shelter
 2. Catering at welfare centres
 3. Catering at incident scenes
 4. Meeters and greeters
 5. One stop centre
 6. Critical incident support
 7. Distribution of food supplies in the event of a pandemic
- The Officer in Charge of the Nelson Salvation Army reserves the right to limit the term of involvement in any event.
- Costs for The Salvation Army participation in routine emergency welfare planning will lie where they fall.
- During an emergency, activation, or training event, the Salvation Army will ensure that all expenditure has prior authorisation by the Controller at the Emergency Operations Centre or his nominated authority.
- During an emergency, activation, or training event the Salvation Army will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Salvation Army personnel will be the responsibility of the Salvation Army.
- After an emergency or training event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

The Salvation Army
Divisional Commander
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

Schedules Attached:

1. Temporary shelter
2. Catering at welfare centres
3. Catering at incident scenes
4. Meeters and greeters
5. One stop centre
6. Critical incident support
7. Distribution of food supplies in pandemic

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Nelson Branch, Society for the Prevention of Cruelty to Animals (SPCA)

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. SPCA RESPONSIBILITIES

- The SPCA will provide advice regarding the welfare of animals prior to, during and after a Civil Defence emergency.
- The SPCA will coordinate the care of household pets. The 'care' of animals includes all aspects relating to animal welfare, including collection, transportation and accommodation in a Civil Defence emergency.
- In an emergency The SPCA will act as a coordination point with MAF, Assure and Federated Farmers regarding the care of farm animals. The SPCA's role will be that of liaison as they have no resources to physically care for or transport farm animals.
- In an emergency SPCA personnel will arrange:
 - Appropriate support team of locally appointed personnel.
 - Arrange clear identification of selected personnel.
 - Liaise with Civil Defence regarding the location of emergency animal shelters if the SPCA accommodation at Waimea Road is not functioning.
 - Organise the collection of household animals (in consultation with Civil Defence personnel) in or near the evacuation area, or from a selected collection point, for relocation to a designated animal shelter.
 - Clearly tag each animal with owner identification to aid eventual reuniting with owners.
 - Arrange emergency care and feeding of all animals at collection points including long term care for long term evacuees.
 - As appropriate, recheck evacuation areas for stray and injured animals as and when authorised by a civil defence official.
- When necessary the SPCA will liaise with MAF, the TDC and NCC's dog control officers, vets, Federated Farmers and students on the NMIT Animal Care and Veterinary Nursing programmes.
- SPCA will maintain a current list of animal accommodation and collection points. Support staff lists will also be maintained by the Society.
- Costs for SPCA participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, the SPCA will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, the SPCA will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- In a Civil Defence emergency, additional transport resources required will be provided by the Transport Officer at the Emergency Operations Centre.

- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of SPCA personnel will be the responsibility of the SPCA.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Manager
Nelson SPCA
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Victim Support, Nelson Tasman Group

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. VICTIM SUPPORT RESPONSIBILITIES

- Victim Support will provide psychological support at Welfare Centres.
- Victim Support will identify people in need of psychological and further levels of support and will refer them to the appropriate help.
- Costs for Victim Support participation in routine emergency welfare planning will lie where they fall.
- During an emergency or activation, Victim Support will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre.
- During an emergency or activation, Victim Support will maintain adequate financial records and receipts for reimbursement.

3. CDEMG RESPONSIBILITIES

- The CDEMG will, in conjunction with Victim Support and the Police, determine the greatest area of need in an emergency so that support workers can be most effectively used.
- The CDEMG will provide administrative support for emergency welfare planning.
- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Victim Support personnel will be the responsibility of Victim Support.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Nelson Tasman Group
Victim Support
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: **Nelson Tasman Civil Defence Emergency Management Group** (hereinafter referred to as Nelson Tasman CDEMG)

AND

Work and Income

1. BACKGROUND

Civil Defence Emergency Management (CDEM) Principles

CDEM planning follows a concept of addressing issues along a continuum of:

- Reduction – taking action to reduce the occurrence or consequences of an event
- Readiness – preparing for an event through comprehensive planning and exercising
- Response – reacting to an event in a measured and integrated manner
- Recovery – restoring community well being following an event.

It also relies on clear and unambiguous relationships being developed with stakeholders and partners who have complementary or supplementary roles to play in dealing with the consequences of an event. These roles may arise from statutory obligations to perform specific functions, and from organisational goals and objectives to contribute to the alleviation of distress in the community. Whatever the source or the role, there needs to be a clear mutual understanding of the capabilities and expectations between the CDEM organisations and individual stakeholders and partners.

Intention of Parties

The parties acknowledge the need to document, for the avoidance of doubt, the capabilities and expectation of each other in responding to an emergency. Section 6 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

2. WORK AND INCOME RESPONSIBILITIES

- The Regional Commissioner for Work and Income will chair the Welfare Advisory Group.
- During the response and recovery phases, Work and Income will
 - provide representation in the Welfare team in the Emergency Operations Centre (EOC) for an initial two week period, with staffing after this by negotiation. The number of staff required will depend on the size of the incident, but is likely to be two.
 - provide trained staff to manage / run Welfare Centres. NB The first Welfare Management training course will take place in November 2005.
 - facilitate coordination of government agencies and the Insurance Council.
 - process applications under a range of Work and Income programmes.
 - continue with payment of established benefits
 - pay any special allowances approved in connection with the emergency.
 - arrange for payment of billeting allowances.
 - co-ordination and control other emergency financial assistance.
 - co-ordinate Task Force Green teams
 - work with local marae, iwi and hapu to facilitate welfare services.
- In the recovery phase, the Operations Support Manager (Work and Income) will take on the role of Welfare Co-ordinator for an initial four week period. The extension of this role would be by negotiation.
- In accordance with the Guide to the National Civil Defence Emergency Management Plan 2006 (s26.3), "government departments will meet all their own costs of supporting or participating in response measures without recovery of these costs from the local authorities concerned, unless the levels of support provided exceed the allowances provided for or set out in their departmental forecast."
- Work and Income will provide resources where appropriate at its own cost for participation in routine emergency welfare planning.
- During an emergency or activation, Work and Income will ensure that all expenditure is authorised by the Controller at the Emergency Operations Centre, unless it falls within the Work and Income budget.
- During an emergency or activation, Work and Income will maintain adequate financial records and receipts for reimbursement of items that can be claimed for.

3. CDEMG RESPONSIBILITIES

- The CDEMG will provide administrative support for emergency welfare planning, including sending out agendas and taking minutes at Welfare Advisory Group meetings.
- The CDEMG will maintain the Emergency Welfare Contact list and will forward a copy to a nominated person at Work and Income each time it is updated.

- The CDEMG will, from time to time, provide appropriate Welfare training. On going training of Work and Income staff will be the responsibility of Work and Income.
- The CDEMG will provide Coordinated Incident Management System (CIMS) training to appropriate staff.
- The CDEMG will support the Welfare Recovery Coordinator through providing information as it is made available from Ministry of Civil Defence and Emergency Management and through the CDEMG Recovery Committee.
- The CDEMG will provide council staff (likely one per centre) to assist in the management of Welfare Centres.
- After an emergency event involving welfare activation, the CDEMG will organise reimbursement of expenses on receipt of financial records.

4. TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

This agreement shall take effect upon execution by the parties.

This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.

This agreement may be amended from time to time by mutual agreement between the parties.

This agreement shall be routinely reviewed every year, around the anniversary of the signing of this MOU.

5. ACCEPTANCE

The undersigned accept the terms of this agreement on behalf of their respective party.

Regional Commissioner
Work and Income
Date:

Chair, Coordinating Executive Group
Nelson Tasman CDEMG
Date: