

Proposed Draft Agreement

RESPONSE TEAM AGREEMENT

1. This agreement is made on the day of 2007 between the Wellington Region Civil Defence Emergency Management Group (hereinafter called the “CDEM Group” and theResponse Team Sponsor Organisation (hereinafter called “the Response Team Sponsor”).

2. **Introduction**

(1) This Agreement sets out the minimum terms and conditions for mutual support between the CDEM Group and the Response Team Sponsor in the provision of CDEM activities at Local, Group or National level.

3. **Purpose**

The purpose of this agreement is to describe the terms and conditions to be applied when a Response Team is deployed in support of the CDEM Group. The Response Team shall be available to respond to emergency events, including recovery assistance, within the Greater Wellington Region as determined by the CDEM Group. Emergency events may or may not be during a Declaration of State of Local Emergency. In addition the Response Team will be available to respond to emergency events throughout New Zealand with the approval of the CDEM Group.

Any deployment will only be with the approval of the Response Team Sponsor.

4. **Organisation and Management**

(1) The Response Team Sponsor shall:

- (a) Maintain an effective Response Team with a roll of not less than 6 members available to respond to emergency events; and
- (b) Make available to the CDEM Group a copy of the annual report to the Annual General Meeting of the Response Team; and

- (c) Keep records of all meetings, decisions and correspondence pertaining to the Response Team and provide a copy to the CDEM Group if requested; and
- (d) Maintain a schedule of all training, incidents and other emergencies attended by the Response Team and provide a copy annually to the CDEM Group; and
- (e) Complete an incident report form and schedule of costs for each deployment attended and provide a copy to CDEM Group after the incident; and
- (f) Maintain an individual training record for each member and make available to the CDEM Group on request.

6. Team Capability and Competency Requirements

- (1) The Group and the Response Team Sponsor will agree to the capability and competency of the Response Team.
- (2) In agreeing to the capability and competency of the Response Team the Sponsor will ensure that the team (including members and equipment) meet the appropriate units standards, best practice guidelines or industry standards for the agreed capability.
- (3) Capabilities and Competency may include but are not restricted to those listed in Appendix 1. The capabilities and competency are to be updated annually.

7. Compensation for Services

- (1) A schedule of Response Team costs for attending emergency events outside of the Response Team Sponsor's authority shall be defined and agreed jointly by the CDEM Group and the Response Team Sponsor, and updated annually. Refer to Appendix 2.
- (2) Donations by the public in recognition of the Response Team services, and all other monies received shall be paid into the Response Team bank account.
- (3) The CDEM Group, on behalf of the Response Team Sponsor, shall request payment for attending emergencies outside the Response Team Sponsor callout area.

8. Training and Exercises

- (1) The CDEM Group will undertake to fund and co-ordinate appropriate exercises for the Response Teams each year.
- (2) The CDEM Group will co-ordinate training for all response teams where the training adds to the capability of the teams in being able to respond to events in line with the region hazard scope and for economies of scale

- (3) The Response Team Sponsor will ensure that the Response Team undertakes its own training and exercises to maintain skills and competencies.

9. Responding to Emergency Events

- (1) The CDEM Group in discussion with the Response Team Sponsors will determine which Response Team or combination of teams will respond to a request for resources from a CDEM Group outside of the Wellington Region.
- (2) It is agreed that the Response Team will not respond to a request for service without the approval of the Response Team Sponsor and the CDEM Group, especially where this request is from outside of the Wellington Region.
- (3) The CDEM Group will advise the relevant Authorities of these arrangements.

10. Response Team Activities

- (1) It is noted that teams will undertake activities in agreement with their team Sponsor. If these activities mean the Response Team will be outside of the Wellington Region, then the CDEM Group is to be advised.

Signed
..... for CDEM Group
..... Date:

Signed
..... for Response Team
Sponsor
..... Date:

APPENDIX 1 – TEAM CAPABILITY AND COMPETENCY

Delete or add as appropriate for each team.

Capability	Level 0 – Developing	Level 1 - Basic	Level 2 - Intermediate	Level 3 - Advanced
Flood	Training Towards Level 1	Personal Safety	Sandbagging, evacuations)	Pumps, generators, etc
Storm	Training Towards Level 1	RAPID® Storm Response Module	25m line, fall arrest harness	Pumps, generators, etc
Rope	Training Towards Level 1	Rope Responder –Access only	Rope Technician – Pick off rescue only	Rope Specialist – stretcher rescues/full
Water	Training Towards Level 1	Swiftwater Responder – shore based	Swiftwater Technician – contact rescues	Swiftwater Advanced Technician
Medical	Training Towards Level 1	Comprehensive First Aid	PHEC, Current ambulance officer	Paramedic, Trauma Nurse, Doctor
Canine	Training Towards Level 1	Trainee USAR Dog	Certified Basic USAR dog	Certified Advanced USAR dog
Welfare (self)	Training Towards Level 1	Self contained food/water – 24 hours	Food, water, ablutions, accom – 36h	(+ 2 dedicated support staff)
Welfare (others)	Training Towards Level 1	Welfare Centre Staff	Welfare Centre Equipment	Field Catering
Communications	Training Towards Level 1	Incident Ground Radios Only	Portable Repeater (ES)	Alternative HF and/or SATCOM, Datalink
Vehicle	Training Towards Level 1	Standard Vehicle	Four Wheel Drive	N/A
Confined Space	Training Towards Level 1	Awareness	Responder (Gas Test/Non Tech)	Technician (BA/Tech Entry)
Incident Management	Training Towards Level 1	CIMS Level 2	CIMS Level 4	N/A
Road Site Mgmt	Training Towards Level 1	RAPID® Movement Control Module	Traffic Controller	STMS
Rural Fire	Training Towards Level 1	Personal Safety Only (US 3285)	Rural Firefighters /Defensive Fire Attack	Rural Crew Boss or higher

APPENDIX 2 – SUMMARY OF EQUIPMENT HIRE RATES

VEHICLES

Bus (20 person or more)	\$1.73/km
Van (10 seater)	\$1.14/km
Car or Utility (4x2)	\$0.59/km
Utility (4x4)	\$0.86/km
All types of trailers and caravans	\$0.17/km

Note: Running sheets required for emergency related vehicle use

MOTOR MANUAL EQUIPMENT

Item	\$/shift	\$/half shaft
Includes: Generators Chainsaws Power Tools	\$20.80	\$10.40

Note: Requires signed timesheet validation of use at emergency

RADIOS

Item	\$/shift	\$/half shift
Handhelds and mobiles	\$6.24	\$3.12
Repeater	\$124.80	\$62.40

Note: Require signed timesheet validation of use at emergency

RESCUE LINE EQUIPMENT

Item	\$/shift	\$/half shift
Rescue lines		
Basket Stretcher		
Board Stretcher		
etc		

Note: Require signed timesheet validation of use at emergency

FLOOD RESPONSE EQUIPMENT

Item	\$/shift	\$/half shift
Throw lines		
PFD's		
Wetsuits		
etc		

Note: Require signed timesheet validation of use at emergency

SWIFTWATER RESUCE EQUIPMENT

Item	\$/shift	\$/half shift

CONSUMABLES

To provide for the costs of food, drinking water, supplies used in the treatment of casualties and the commercial cleaning of PPE