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Committee Co-ordinating Executive Group (CEG)  
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## **Emergency Response Capability of NZ Red Cross**

### **1. Purpose**

To seek the CEG's approval for a Memorandum of Understanding between the Wellington CDEM Group and the New Zealand Red Cross.

### **2. Background**

Red Cross has had an Emergency Response Capability in the Wellington Region for some years in a number of formats. We are now looking to expand this capability to ensure the whole region is covered by teams able to work alongside CDEM Teams or alone in response to any event or disaster. These teams will be equipped and trained to deliver services required by the community and as agreed with the Wellington CDEM Group.

*Attachment 1* is the Memorandum of Understanding between the Wellington CDEM Group and New Zealand Red Cross.

### **3. Progress made to date**

Currently there is a Light Rescue Team based in Masterton that has been operational for 6 years. There are response teams in Wellington, Porirua and Hutt Valley that are currently non-operational.

### **4. Where to from here**

We are recruiting to re-establish the teams in Porirua and the Hutt Valley this financial year, then in Wellington City and Kapiti District (based in Paraparaumu) the following year. Later this financial year we are looking to expand the Welfare capability of the Wairarapa Team, so they can undertake 'field catering'.

## 5. Conclusion

Once operational, these teams will enhance the community resilience of the Greater Wellington region and provide an important response capability during a major disaster event.

## 6. Recommendations

*That the CEG:*

1. ***Receives the report.***
2. ***Notes the contents.***
3. ***Approves the Memorandum of Understanding between the NZ Red Cross and the Wellington Region CDEM Group.***

Report prepared by:

Graeme Brown  
New Zealand Red Cross

Encl: Memorandum of Understanding

# MEMORANDUM OF UNDERSTANDING

BETWEEN Wellington Region CDEM Group

AND New Zealand Red Cross

## 1. Intention of the Parties

This agreement is for the purposes of the establishment and maintenance of a New Zealand Red Cross emergency response capability within the Wellington Civil Defence Emergency Management Group.

## 2. Term, Amendment and Renewal of this Agreement

- 2.1 The conditions of this agreement are set out in **Schedule 1** of this document.
- 2.2 This agreement shall take effect upon execution by the parties.
- 2.3 This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.
- 2.4 This agreement may be amended from time to time by mutual agreement between the parties.
- 2.5 This agreement does not restrict any current or future agreements between the two parties.

## 3. Implementation

***The following, or their nominees, are responsible for implementing this agreement:***

The Chair, Wellington Region Civil Defence Emergency Management Group  
National Programmes Manager, New Zealand Red Cross.

***Day to Day operation of this agreement is delegated to the following:***

For Wairarapa - Wellington CDEM Group nominated person: CDEM Group  
Emergency Management Advisor – Greater Wellington Wairarapa Office

New Zealand Red Cross nominated person: NZRC Wairarapa Area Manager

For the rest of Wellington – Wellington CDEM Group nominated person:  
Manager CDEM Group Office

New Zealand Red Cross nominated person: NZRC Wellington Area Manager

#### **4. Application**

This agreement shall apply whether or not a state of local civil defence emergency has been declared under section 68 of the Civil Defence Emergency Management Act 2002.

The parties recognise that emergencies may occur that exceed available resources and any response will be undertaken on a best endeavour basis.

The Red Cross Teams would primarily operate in their 'home' area as a first priority, but be available throughout the entire Wellington Region according to the requirements of the Group Controller.

#### **5. Acceptance**

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

\_\_\_\_\_  
**Chair  
Wellington CDEM Group**

\_\_\_\_\_  
**National Programmes Manager  
New Zealand Red Cross**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule 1 – The specifics of the New Zealand Red Cross resources and how they will be managed before, during and after an emergency.

### Introduction

The specific focus of both parties entering this agreement is for New Zealand Red Cross to provide a professionally managed volunteer support capability to emergency management in the Wellington Region in an emergency.

New Zealand Red Cross will provide New Zealand Red Cross Response Teams, with the core functions of Welfare, First Aid and Casualty Handling. Local welfare teams may be established to provide a lower level response in areas that do not have a Red Cross Response Team. Details are in the following section.

Response Teams may, based on the needs of the CDEM Group and as agreed by the CDEM Group, provide additional functions such as light rescue, storm and flood response, swift water response, etc. These additional functions are detailed in the following section. Each function will have an accompanying standard equipment cache as determined by New Zealand Red Cross and contained in the New Zealand Red Cross National Emergency Management Plan.

Response Teams, by agreement with the CDEM Group, may be trained in additional functions to support Emergency Services in non declared emergencies. The cost of training and equipment for these functions will be negotiated with the Emergency Service and will not involve the CDEM Group. However, during a declared emergency, the requirements of this MOU will take precedence at all times.

### Location and Function of each Team

New Zealand Red Cross will provide the following capability in the following locations within the Wellington Emergency Management Group area:

Team and base.	Functions	Operational members (min)	Vehicles / trailers	Established
Wairarapa RT based in Masterton	1.Welfare 2.Casualty handling 3. Light rescue	12 08 08	1 x 4WD 1 x equipment trailer 1 x welfare trailer	Current
Kapiti RT based in Paraparaumu	1.Welfare + field catering 2. Casualty Handling	20 16 (To be confirmed)	Not established as yet	2010/11
Porirua RT based in Porirua	1.Welfare + field catering 2. Casualty Handling	20 16 (To be confirmed)	Not established as yet	2009/10
Hutt RT based in Lower Hutt	1.Welfare + field catering 2. Casualty Handling	20 16 (To be confirmed)	Not established as yet	2009/10

Wellington RT based in Wellington City	1.Welfare + field catering 2. Casualty Handling	20 16 (To be confirmed)	Not established as yet	2010/11
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### **Collaborative planning**

Collaborative planning, sharing technical information and other activities that will enhance Emergency Management in the Wellington Region will be undertaken between the two parties.

### **Operational Management Framework**

The Red Cross Response Teams will operate under the New Zealand Red Cross National Disaster Plan which will include but not be limited to methods of activation, standards, deployment, codes of conduct, equipment lists, etc. A copy of the New Zealand Red Cross National Disaster Plan will be made available to the CDEM Group. Each Team will have Standard Operating Procedures outlining its capabilities and operations a copy of which will be made available to the CDEM Group, and which the CDEM Group will be consulted on regarding their development.

Welfare Teams will operate under Group or local SOPs specific to the location and function they are to perform.

### **Training**

New Zealand Red Cross shall provide and fund training as required to ensure teams can meet the capabilities and capacities agreed in this MOU.

The CDEM Group will support and assist New Zealand Red Cross with training as agreed from time to time. Both parties will encourage active participation or the provision of observers in exercises, training or professional development opportunities.

### **Equipment**

All equipment required to meet the obligations of this MOU will be maintained by New Zealand Red Cross to the standard required by the National Disaster Plan. All equipment will be the property of New Zealand Red Cross except where it is agreed otherwise.

### **Operating Costs**

The day to day operating costs of and administrative support for the Teams will be the responsibility of New Zealand Red Cross. Any contribution by the CDEM Group will be negotiated on an annual basis (through a formal request process to the CDEM Group), and will be by way of a grant to New Zealand Red Cross to support the delivery of this MOU.

## **Insurances**

Insurances associated with the operation of New Zealand Red Cross under this agreement shall be covered by New Zealand Red Cross. This will include public liability insurance.

## **Team Deployment**

All Red Cross Response Team activities will be in accordance with the operating procedures and rules of the New Zealand Red Cross and will be the responsibility of the respective Red Cross Area Manager.

New Zealand Red Cross resources covered by this agreement will be deployed by the respective Area Manager within the Wellington Region in accordance with the procedures and plans of the Group or its local authorities.

New Zealand Red Cross may wish to deploy resources it has within the Wellington Region in support of its response in other Regions. This will only be done if the resources are not required within the Wellington Region and after consultation with the CDEM Group. Such deployment will be instigated and managed by New Zealand Red Cross.

The CDEM Group will arrange to reimburse Red Cross for any welfare resources used during an emergency and where possible will seek to recover costs & expenses via the MCDEM reimbursement process.

## **Additional Support**

New Zealand Red Cross resources in other Regions that are not being utilised elsewhere during an emergency may be made available to the Wellington CDEM Group. Such resources may be accessible by the Group through the respective Area Manager, New Zealand Red Cross, who will liaise with the New Zealand Red Cross National Emergency Operations Centre. Such resources deployed into the Wellington Region by New Zealand Red Cross will be deployed, supported and administered by New Zealand Red Cross.