

AGENDA

Ordinary meeting of the Nelson Tasman Civil Defence Emergency Management Group

**Friday 5 April 2013
to commence at the conclusion of the
Joint Shareholders Committee
Tasman District Council
Queen Street
Richmond**

Membership:

His Worship the Mayor of Nelson A Miccio (Chair), His Worship the Mayor of
Tasman R Kempthorne, Deputy Mayor of Nelson Councillor A Boswijk, Deputy
Mayor of Tasman Councillor T King

Apologies

1. Conflicts of Interest

- 1.1 Updates to the Interests Register
- 1.2 Identify any conflicts of interest in the agenda

2. Confirmation of Minutes – 23 November 2012 3-4

Document number 1420149

Recommendation

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Group, held on 23 November 2012, be confirmed as a true and correct record.

3. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 20 March 2013 5-9

Document number 1479510

Recommendation

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting, held on 20 March 2013, be received.

4. Report of the Emergency Management Office 10-39

Document number 1473043 v2

Note: Attached for information is the report of the Emergency Management Office as presented to the Co-ordinating Executive Group on 20 March 2013.

Recommendation

THAT the report of the Emergency Management Office (1473043 v2) be received.

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Group**

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Friday 23 November 2012, commencing at 3.30pm

Present: His Worship the Mayor of Nelson A Miccio (Chairperson), His
Worship the Mayor of Tasman R Kempthorne, Deputy Mayor of
Nelson Councillor A Boswijk, Deputy Mayor of Tasman
Councillor T King

In Attendance: Chief Executive Tasman District Council (L McKenzie), Acting
Chief Executive Nelson City Council (R Johnson), Acting
Manager Nelson Tasman Emergency Management Office (D de
Geus), Acting Executive Manager Community Services Nelson
City Council (R Ball), Executive Manager Network Services
Nelson City Council (A Louverdis), Administration Adviser
Nelson City Council (L Canton)

Apologies: There were no apologies.

1. Conflicts of Interest

There were no updates to the Conflicts of Interest Register indicated, and
no conflicts of interest with items on the agenda were identified.

2. Confirmation of Minutes – 27 July 2012

Document number 1346512, agenda pages 1-3 refer.

Resolved

***THAT the minutes of the meeting of the Nelson
Tasman Civil Defence Emergency Management
Group, held on 27 July 2012 be confirmed as a
true and correct record.***

Boswijk/King

Carried

3. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 31 October 2012

Document number 1399250, agenda pages 4-10 refer.

Resolved

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting, held on 31 October 2012, be received.

Boswijk/Kempthorne

Carried

4. Report of the Emergency Management Office

Document number 1394166, agenda pages 11-16 refer.

Acting Manager Nelson Tasman Emergency Management Office, Debbie de Geus joined the meeting.

Ms de Geus gave a brief update on the new Emergency Management Office project. She said that an agreement between the developer, Nelson City Council, and Tasman District Council had now been signed and design work was now underway.

Resolved

THAT the report of the Emergency Management Office (1394166) be received.

Miccio/Kempthorne

Carried

There being no further business the meeting ended at 3.38pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Co-ordinating Executive Group (CEG)**

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Wednesday, 20 March 2013, commencing at 1.00pm

- Present: Clare Hadley (Chairperson), Lindsay McKenzie, Graeme Daikee,
Lynne Williams, Lyn Roberts, and Stu Koefoed
- In Attendance: Jim Frater, Angela Ricker, Roger Ball, Debbie de Geus, Joe
Kennedy, Michelle Griffiths, Alec Louverdis, Harvey Ruru, and
Shailey McLean
- Apologies: Mike Cummins, Peter Thomson, Steve Greally, and Simon
Chambers

1. Apologies

Resolved

***THAT* apologies be received and accepted from
Mike Cummins, Peter Thomson, Steve Greally and
Simon Chambers.**

McKenzie/Hadley

Carried

2. Introductions

Clare Hadley introduced herself to the group and welcomed Harvey Ruru.

3. Confirmation of Minutes - 31 October 2012

Document No. 1399250, agenda pages 1-7 refer.

Resolved

***THAT* the minutes of the meeting of the Nelson
Tasman Civil Defence Emergency Management
Co-ordinating Executive Group (CEG), held on 31
October 2012, be confirmed as a true and correct
record.**

Koefoed/Williams

Carried

4. Report of the Emergency Management Office

Document No. 1473043 v2, agenda pages 8-37 refer.

Joe Kennedy presented the report and summarised the key items, with additional input from Debbie de Geus.

In response to a question, Mr Kennedy advised that email invitations for Exercise Te Ripahapa had been sent to relevant managers and partnering agencies.

Jim Frater agreed to attend the discussion forum in Christchurch on 12 April 2013 on behalf of the Coordinating Executive Group. He agreed to receive any discussion topics that group members would like to be raised at the forum.

Resolved

THAT the Report of the Emergency Management Office (1473043 v2) be received;

AND THAT the Nelson Tasman Emergency Management Office application to the Ministry of Civil Defence and Emergency Management Resilience fund be endorsed;

AND THAT the audited accounts of the Nelson Tasman Combined Civil Defence Organisation for the year ended 30 June 2012 be received;

AND THAT the Nelson Tasman Civil Defence Emergency Management Group Welfare Plan 2013 be approved.

Hadley/McKenzie

Carried

5. Update from the Ministry of Civil Defence Emergency Management (MCDEM)

Joe Kennedy tabled a MCDEM update to the Group (1479185) and presented the document in the absence of Simon Chambers.

In response to a question regarding the MCDEM Recovery workshop Debbie de Geus confirmed that content and duration of the workshop would be queried.

6. Committees

6.1 Welfare Advisory Group – 19 December 2012

Document No. 1433474, agenda page 38 refers.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Advisory Group meeting, held on 19 December 2012, be received.

Williams/Daikee

Carried

6.2 Public Education Public Information Committee – 19 February 2013

Document No. 1468685, agenda pages 39-41 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Public Education Public Information Committee meeting, held on 19 February 2013, be received.

Hadley/Daikee

Carried

It was agreed that the date reference of the December rainfall event mentioned under item 3 of these minutes would be amended to 2011.

6.3 Welfare Advisory Group – 25 February 2013

Document No. 1464005, agenda pages 42-45 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Advisory Group meeting, held on 25 February 2013, be received.

Williams/Daikee

Carried

6.4 Recovery Committee – 26 February 2013

Document No. 1464449, agenda pages 46-49 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Recovery Committee meeting, held on 26 February 2013, be received.

McKenzie/Hadley

Carried

- 6.5 Reduction Committee – 27 February 2013
Document No. 1465088, agenda pages 50-54 refer.
Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Reduction Committee meeting, held on 27 February 2013, be received.

Daikee/McKenzie

Carried

- 6.6 Readiness and Response Committee – 1 March 2013
Document No. 1468908, agenda pages 55-60 refer.
Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Readiness and Response Committee meeting, held on 1 March 2013, be received.

Koefoed/McKenzie

Carried

7. General Business

7.1 New Zealand Fire Service

Graeme Daikee spoke about the fire service review and confirmed that the document was with the Government. He summarised that the review was looking very promising, with improved lines of governance proposed.

7.2 District Health Board

Lyn Roberts spoke about a current flu vaccine program for staff. She added that they were in the final stages of organising an exercise that would run in conjunction with an upcoming air show.

7.3 Ministry of Social Development (MSD)

Lynne Williams spoke about a report resulting from the Christchurch earthquakes, that had suggested MSD needed to take on greater responsibility. She added that Work and Income were in the middle of a welfare reform, with an introduction day of 15 July 2013.

7.4 Iwi Representative

Harvey Ruru queried if contact information was available for Iwi. Debbie de Geus spoke about current liaison officers for Nelson City Council and Tasman District Council and confirmed the Emergency Management Office did not keep a community database.

7.5 Tasman District Council (TDC)

Lindsay McKenzie spoke about a perceived gap in statutory mandating across a range of incidents in the fire service. He mentioned that a recommendation had been made to TDC regarding the construction of debris dams, but that he felt Council would instead take on the debris flow risk.

There being no further business the meeting ended at 1.44pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Report of the Emergency Management Office

1. Reason for Report

- 1.1. To provide an update regarding regional developments in Civil Defence Emergency Management (CDEM).

2. Recommendation

THAT this report be received;

AND THAT the Nelson Tasman Emergency Management Office application to the Ministry of Civil Defence and Emergency Management Resilience fund be endorsed;

AND THAT the audited accounts of the Nelson Tasman Combined Civil Defence Organisation for the year ended 30 June 2012 be received;

AND THAT the Nelson Tasman Civil Defence Emergency Management Group Welfare Plan 2013 be approved.

3. Recent Events

Tsunami Alert – 6 February 2013

- 3.1. On Wednesday 6 February 2013 the Nelson Tasman Emergency Management Office received notice from the Ministry of Civil Defence Emergency Management of a marine and beach threat to our area advising people to stay out of the water and away from the beaches.
- 3.2. As a result Police, Fire, NZ-RT2 and Civil Defence actioned a co-ordinated response covering beaches from Cable Bay to the West Coast of Golden Bay advising, not enforcing, the public to stay off the beaches and out of the water while the tsunami alert was in place.
- 3.3. Both the Mapua and Marahau Community Response Plans were activated, with the communities responding quickly and effectively.
- 3.4. Other key locations and personnel were notified including campgrounds, public facilities, the Department of Conservation, airport and harbourmasters.

- 3.5. In general the public was appreciative and co-operative.
- 3.6. A multi-agency debrief occurred on Friday 1 March 2013. The minutes of which are to be sent to the debrief participants for confirmation shortly.

Cable Bay Fire – 14 February 2013

- 3.7. The Nelson Tasman Emergency Management Office was contacted by the Waimea Rural Fire Authority on Thursday 14 February 2013 advising us of a fire occurring in the Cable Bay area.
- 3.8. After advising the Group Controller the office monitored events until advised by the Waimea Rural Fire Authority that the event had reached a conclusion.

4. Group Emergency Operations Centre (EOC)

- 4.1. Nelson City Council (joint tenant) and Tasman District Council (joint tenant) entered into a heads of agreement with Fawdan Subdivision Limited (developer) on 28 November 2012. The project is being delivered for the CDEM Group by the Nelson Tasman Emergency Management Office supported by employees from Nelson City Council, as the Administering Authority of the CDEM Group.
- 4.2. The agreement covers the Design Development phase and takes the project to the stage where both the developer, Fawdan, and Council have the opportunity to decide whether to proceed with the project. This decision was initially to be made by no later than mid March 2013. However Fawdan is now to provide detailed costings and rental assessments together with design drawings by Friday 28 June 2013 thereby allowing the parties to decide to proceed or not by Friday 12 July 2013. It is worth noting that the postponement of these administrative timeframes has not affected the final completion date for the physical build of the project still set for end of December 2013. This is due to the developer continuing to proceed with the project at his own risk despite us not being formally committed to the project at this stage.
- 4.3. The timeframes detailed in previous the Coordinating Executive Group report of 31 October 2012 still hold true and are as follows:
 - Design Development: November 2012 – February 2013
 - Detailed Design: March 2013 – May 2013
 - Building Consent/Tender: June 2013 – July 2013
 - Construction July 2013: December 2013
- 4.4. We are awaiting further guidance regarding the Trafalgar Centre upgrade prior to sourcing temporary accommodation for the Nelson Tasman Emergency Management Office for the months of August 2013 – December 2013. The Nelson Tasman Emergency Management Office is currently housed at the Trafalgar Centre.

5. Emergency Management Information System (EMIS)

Integration of EMIS into an Emergency Operation Centre (EOC) Environment

- 5.1. The Nelson Tasman Emergency Management Office in consultation with Information Management personnel from both Nelson City Council and Tasman District Council has sought to formulate a process for integrating EMIS into the Emergency Operation Centre. As a result the integration of EMIS into EOC environments will be a staged process. Initially the focus will be on the utilisation of the messaging and tasking elements, and as EOC personnel become more familiar with the software other elements, such as reporting, will be included.
- 5.2. In the initial monitoring phase of a potential emergency event an event site will be created to allow Council Customer Service teams to start entering messages. If the emergency develops further and an EOC is activated it is envisaged that EMIS will then be used in the EOC for messaging and tasking purposes. Everyone within the EOC will have a basic understanding of EMIS.

Training Focus Over the Next Four Months

- 5.3. Training has been completed in January and February of this year with a number of employees (57) from Nelson City Council and Tasman District Council being trained in the basics of EMIS.
- 5.4. A plan has been put in place to have a more targeted approach to EMIS training over the next four months (the remainder of the current EMIS Training Coordinator's contract).

Future of EMIS Moving Forward

- 5.5. The EMIS Training Coordinator has been working on the development of user friendly guides for EMIS.

6. Community Response Planning

- 6.1. Community Response Plans have been completed for the following areas:
 - Murchison Community
 - St Arnaud Community
 - Golden Bay Community
 - Mapua Community
 - Tapawera Community
 - Wakefield Community
 - Marahau Community

- 6.2. The Nelson Tasman Emergency Management Office would like to extend our gratitude to all partnering agencies, Councils and community groups that have assisted in bringing the plans to fruition.
- 6.3. All of the above plans have been emailed out to Readiness and Response Committee members.
- 6.4. Looking forward the next item to be covered off/documented in this arena is the response arrangements for Motueka. This item of work currently sits in the Nelson Tasman Emergency Management Office 2013/14 financial year work programme.

7. Ministry of Civil Defence and Emergency Management Resilience Fund

- 7.1. The Ministry of Civil Defence and Emergency Management resilience fund's purpose is to generate resilience through building capacity at local levels. The fund has a national allocation of \$1 million that local Civil Defence Groups can apply for. Historically fifteen to eighteen projects are approved annually.
- 7.2. The Nelson Tasman Emergency Management Office has applied for additional funding for the 2012/13 financial year to cover a shortfall experienced with our current Emergency Management Information Systems (EMIS) Training Coordinator.
- 7.3. In addition to this, for the 2013/14 financial year we are in the process of compiling a funding application that forms two parts.

Part One

- 7.4. A joint application with the West Coast and Marlborough CDEM Groups, an extension to the current EMIS Training Coordinator's contract until 30 June 2014. This is to include EMIS training, exercising and the setting up of templates for the Nelson Tasman, West Coast and Marlborough CDEM Groups. \$108,879.00 inclusive of accommodation, vehicle running costs, resource development, professional development, and administering authority costs has been applied for for this section of the application.

Part Two

- 7.5. A Business Continuity Contractor. If successful the intention is for the Business Continuity Contractor to support small to medium businesses in the Nelson Tasman region with mentoring, workshops, an online toolkit, and the development of resources. \$27,500 has been applied for for this section of the application.
- 7.6. We can expect notification regarding the success of our application in April 2013.

8. NZ-RT2

Elections

- 8.1. Team elections were recently held, the following is a list of the positions that were up for election together with the successful candidates:
- Team Leader – Matthew Dodd
 - Deputy Team Leader (two positions) – Jason Everett, Tania Jones
 - Training Officer – Bryn Stephenson
 - Equipment Officer – Ken Connor
 - Safety Officer – Juliet Westbury

Review

- 8.2. The MCDEM Monitoring and Evaluation Capability Assessment report conducted on the Nelson Tasman CDEM Group in May 2010 made the following recommendation:

THAT a multi-agency review of the Nelson Tasman Response Team (NZ-RT2) is undertaken to assess the value, cost effectiveness and future role of the team.

- 8.3. In order to add credibility to the review we were keen to identify an individual, preferably from another Civil Defence Emergency Management (CDEM) Group, that not only possessed suitable skill sets to conduct an independent review but also knowledge and experience of CDEM, the New Zealand Response Team system and the conducting of capability assessments.
- 8.4. Following a request to the Taranaki CDEM Group Shane Briggs, Senior Emergency Management Officer, Taranaki Regional Council has agreed to undertake the role. The Taranaki Regional Council has said that, as a contribution to emergency management in New Zealand, they are prepared to meet half the costs of Shane's salary while he undertakes this work.

Training

- 8.5. In November 2012 the team travelled to Christchurch for training purposes. Working in the Residential Red Zone with Christchurch response teams the team took to the opportunity to better relations between the teams and test their general rescue and storm response skills.
- 8.6. November also saw the team undergoing search and rescue, reconnaissance, mapping and specialist rope training with Wellington and Lower Hutt response teams in Wellington. All who attended said that it was a very worthwhile exercise and confirmed that the training that the team conduct in Nelson is current and up to an acceptable standard.

9. Exercise Te Ripahapa 29 May 2013

- 9.1. This tier three exercise written by the Canterbury CDEM Group includes all of the South Island CDEM Groups and the Ministry of Civil Defence and Emergency Management. The aim of the exercise is to test and manage inter and intra CDEM Group coordination of a major emergency that affects the whole of the South Island. Running between 9:00am and 9:00pm in the Tasman District Council Chamber the scenario is a maximum credible alpine fault earthquake.
- 9.2. The exercise objectives are fivefold:
 - Practice management of critical response resources, specifically.
 - Group EOC and welfare personnel.
 - Evaluate coordination and cooperation with partner agencies.
 - Practice EMIS notification systems, situation reporting and action plans.
 - Practicing CDEM Group process to access national processes and linkages e.g. Public Information Management, National Crisis Management Centre, National Declaration, National Welfare Coordination group, and National Lifeline Utility Coordination.
 - Evaluate welfare (Community Wellbeing) arrangements

Next Steps

- 9.3. Exercise documentation is currently being drawn up and will be distributed to Exercise players in due course. An Exercise planning team meeting is scheduled to meet.

10. Budget of the Nelson Tasman Emergency Management Office 2011/12

10.1. Attachment One details the audited finalised accounts of the Nelson Tasman Emergency Management (EM) Office for the financial year 2011/12. The accounts record that the EM Office showed a surplus of \$174,802 for 2011/12 as compared to a projected surplus of \$7,000. This higher surplus was the result of:

- Under-spend in a number of areas, due to emergency response of Nelson, Golden Bay floods December 2011.
- Funding for new Emergency Operations Centre.
- Staffing changes in the Emergency Management Office, which have included Manager replacement, and Administrative Support Officer.

11. Nelson Tasman CDEM Group Welfare Plan 2013

11.1. The Nelson Tasman Group Welfare Plan 2013 (Attachment Two) has been completed and endorsed by Welfare Advisory Group. The Plan is now awaiting approval from the Coordinating Executive Group prior to being publicly released.

12. South Island Civil Defence Emergency Management Conference 2013

12.1. The South Island Emergency Management Conference was held Nelson on 7, 8 March 2013 at the Trafalgar Pavilion with a Conference dinner at the Nelson Yacht Club. 62 attendees from the CDEM sector, emergency services and private sector were present.

13. Ministers Forum

- 13.1. John Hamilton, Director, Ministry of Civil Defence and Emergency Management on behalf of the Minister of Civil Defence, the Honourable Nikki Kaye, has extended an invitation to the Chair of the CDEM Group Joint Committee, the Chair of the Chief Executives Group and the Group CDEM Manager to attend a discussion forum in Christchurch on Friday the 12 April 2013. The Minister wishes to take this opportunity to meet the executives involved in CDEM, to outline her priorities in the portfolio and to provide the opportunity to raise issues for discussion.
- 13.2. We have been invited to send an outline of any topics that we wish to be discussed to the Regional Coordinator Southern, Peter Cameron, before the meeting.
- 13.3. The invitation extends to all members of the Joint Committee and all members of the Coordinating Executive Group including the Group Emergency Management Office.
- 13.4. It has come to our attention that Jim Frater will already be in Christchurch on other business on Thursday 11 April 2013. Consequently, if no one else wishes to attend the forum, Jim is available to attend as our representative.

Joe Kennedy

Acting Manager - Nelson Tasman Emergency Management Office

Attachments

Attachment 1: Audit of Nelson Tasman Combined Civil Defence Organisation for the year ended 30 June 2012 [1433589](#)

Attachment 2: Nelson Tasman Civil Defence Emergency Management Group Welfare Plan 2013 [1468677](#)

ATTACHMENT 1

20 December 2012

Richard Johnson
Acting Chief Executive Officer
Nelson City Council
PO Box 645
Nelson 7040

cc: Neville Hadfield, Accountant

Dear Richard

Audit of Nelson Tasman Combined Civil Defence Organisation for the year ended 30 June 2012

Introduction

We have completed the audit of the financial statements of the Nelson Tasman Combined Civil Defence Organisation (the Organisation) for the year ended 30 June 2012. Please find attached the audit opinion and audited financial statements.

No matters arose from our audit to bring to your attention.

Audit New Zealand has carried out this audit on behalf of the Controller and Auditor General

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001.

Our audit has been carried out in accordance with the Auditor-General's auditing standards. The audit cannot and should not be relied upon to detect every instance of misstatement, fraud, irregularity, or inefficiency that is not material to your financial statements.

Implementing and maintaining systems of internal control for detecting these matters remains the responsibility of the Board and management.

Statement of auditor independence

We confirm that, for the audit of the Organisation's financial statements for the year ended 30 June 2012, we have maintained our independence in accordance with the requirements of the Auditor General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

Other than the audit, we have not provided any engagements for the Organisation during the year ended 30 June 2012. In addition, we have no relationships with, or interests in, the Organisation.

RECEIVED
24 DEC 2012
NELSON CITY COUNCIL
Records

PO Box 2, Christchurch 8140

www.auditnz.govt.nz

Freephone: 0508 AUDITNZ

(0508 283 4869)

Fax: 03 359 4128

1433589

Unresolved disagreements

We have no unresolved disagreements with management about matters that individually or in aggregate could be significant to the financial statements. Management has not sought to influence our views on matters relevant to our audit opinion.

Other relationships

We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with the Organisation that is significant to the audit.

We are not aware of any situations where a staff member of Audit New Zealand has accepted a position of employment with the Organisation during or since the end of the financial year.

Thank you

On behalf of the audit team, I would like to thank you and your staff for the co-operation and assistance received during the audit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Tobin', with a long horizontal line extending from the end of the signature.

Scott Tobin
Director

Independent Auditor's Report

To the readers of Nelson Tasman Combined Civil Defence Organisation's financial statements for the year ended 30 June 2012

The Auditor-General is the auditor of Nelson Tasman Combined Civil Defence Organisation (the Organisation). The Auditor-General has appointed me, Scott Tobin, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements of the Organisation on her behalf.

We have audited the financial statements of the Organisation on pages 2 to 10, that comprise the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of movements in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

Opinion

In our opinion the financial statements of the Organisation on pages 2 to 10:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Organisation's:
 - financial position as at 30 June 2012; and
 - financial performance and cash flows for the year ended on that date.

Our audit was completed on 20 December 2012. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Organisation and our responsibilities, and we explain our independence.

Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Organisation's financial statements that fairly reflect the matters to which they

relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organisation's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Organisation;
- the adequacy of all disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

Responsibilities of the Organisation

The Organisation is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Organisation's financial position, financial performance and cash flows.

The Organisation is also responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 200.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the New Zealand Institute of Chartered Accountants.

Other than the audit, we have no relationship with or interests in the Organisation.



Scott Tobin
Audit New Zealand
On behalf of the Auditor-General
Christchurch, New Zealand

NELSON TASMAN COMBINED CIVIL DEFENCE ORGANISATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2012

Contents

Summary of Related Information	1
Statement of Accounting Policies	2 - 5
Statement of Financial Performance	6
Statement of Movements in Equity	6
Statement of Financial Position	7
Statement of Cash Flows	8
Notes to Accounts	9 - 10



**Summary of Related Information pertaining to
Nelson Tasman Combined Civil Defence Organisation
As at 30 June 2012**

1. Accounting Period

The Financial Statements are for the year to 30 June 2012. The Financial statements were authorised for issue by the Nelson Tasman Combined Civil Defence Organisation on 14 December 2012.

2. Nature of Entity

To minimise risks and danger to life in civil defence emergencies.

The funding of Civil Defence is by way of agreed levies on the two constituent authorities.

Employees - 3 Emergency Management Officers.

3. General

The organisation utilises the services of -

Administering Authority - Nelson City Council, Trafalgar St, Nelson - R Johnson, Acting Chief Executive.

Bankers - Nelson City Council.

Auditors - Audit New Zealand, on behalf of the Controller and Auditor-General.

Statement of significant accounting policies for the year ended 30 June 2012

1. Entity Statement

The Nelson City Council and Tasman District Council formed the Nelson Tasman Civil Defence Management Group in pursuance of Section 12(1) of the Civil Defence Emergency Management Act 2002 and is a joint standing committee of these councils under clause 30(1)(b) of schedule 7 of the Local Government Act 2002 and is a joint standing committee of these councils under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

The Organisation has designated itself as a public benefit entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS)

2. Basis Of Preparation

The financial statements have been prepared in accordance with New Zealand generally accepted accounting practice (NZ GAAP).

They comply with NZ IFRS, and other applicable Financial Reporting Standards, as appropriate for public benefit entities.

The organisation qualifies for differential reporting exemptions as it has no public accountability, and is not large as defined by the framework for differential reporting. All available exemptions allowed under the framework for differential reporting have been adopted other than NZ IAS 7: Cash Flow Statements.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on the basis of historical cost.
The financial statements have been prepared in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the organisation is New Zealand dollars.

The organisation is a going concern and these financial statements are prepared on this basis.

3. Revenue

Revenue is measured at the fair value of consideration received.

Grants

Grants received from the Nelson City Council and Tasman District Council are the primary source of funding to the organisation and are restricted for the purposes of the organisation meeting its objectives. The organisation also receives other government assistance for specific purposes, and these grants usually contain restrictions on their use.

Council, government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grants are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

4. Financial instruments

The Organisation is party to financial instruments as part of its normal operations. These financial instruments include cash and cash equivalents, trade and other receivables and trade and other payables.

All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the surplus and deficit.

5. Cash and Cash equivalents

Cash and Cash equivalents include the current account with Nelson City Council.

6. Trade and other receivables

Trade and other receivables are initially measured at fair value and subsequently measured less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that the organisation will not be able to collect all amounts due according to the original terms of the receivables.

7. Inventories

Inventories are valued at the lower of cost or net realisable value.

8. Property, plant and equipment

Property, plant and equipment are shown at cost, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the Organisation and the cost of the item can be measured reliably.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the surplus and deficit.

Depreciation

Depreciation is provided on a straight line basis on all property, plant and equipment at rates that will write off the cost of the assets to their estimated residual values over their economic lives. The depreciation rates have been estimated as follows:

Plant, Office furniture and equipment - 4% - 25%

Building Improvements - 10%

Motor vehicles - 20 - 25%

The residual value and useful life of an asset is reviewed, and adjusted is applicable, at the end of each financial year.

9. Employee entitlements

Provision is made in respect of the organisation's liability for annual leave and wages owed at balance date. Annual leave is calculated on an actual entitlement basis at current rates of pay.

10. Goods and services tax (GST)

The financial statements have been prepared exclusive of goods and services tax (GST) with the exception of receivables and payables, which are stated with GST included.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows

11. Budget figures

5

The budget figures are those approved by the Joint Committee. The budget figures have been prepared in accordance with NZ IFRS, using accounting policies that are consistent with those adopted by the organisation for the preparation of financial statements.

12. Critical accounting estimates and assumptions

In preparing these financial statements the Joint Committee has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including estimates and expectations of future events that are believed to be reasonable under the circumstances.

13. Critical judgements in applying the organisation's accounting policies

The Joint Committee must exercise judgement when recognising grant revenue to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.

14. Changes in accounting policies

All accounting policies applied are consistent with those of the previous year.

Nelson Tasman Combined Civil Defence Organisation
Statement of Financial Performance
For the year ended 30 June 2012

2011 Actual \$		Note	2012 Actual \$	2012 Estimate \$
	<u>Income</u>			
443,495	Levies		539,500	539,500
4,504	Sundry Income		78	0
42,692	Subsidies & Donations	5	39,755	0
3,425	Interest		3,432	1,500
<u>494,116</u>			<u>582,765</u>	<u>541,000</u>
	<u>Expenditure</u>			
210,021	Employee Expenses		215,565	211,207
141,634	Operations	2	146,190	289,793
33,438	Depreciation	2	46,208	47,000
<u>385,093</u>			<u>407,963</u>	<u>548,000</u>
<u>109,023</u>	Net Surplus / (Deficit)		<u>174,802</u>	<u>(7,000)</u>
0	Other Comprehensive Income		0	0
<u>109,023</u>	Total Comprehensive Income		<u>174,802</u>	<u>(7,000)</u>


Nelson Tasman Combined Civil Defence Organisation
Statement of Movements in Equity
For the year ended 30 June 2012

2011 \$		2012 \$
225,210	Equity at start of the period	334,233
109,023	Net Surplus (Deficit)	174,802
<u>109,023</u>	Total recognised revenues and expenses for the period	<u>174,802</u>
<u>334,233</u>	Equity at end of the period	<u>509,035</u>

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

Nelson Tasman Combined Civil Defence Organisation
Statement of Financial Position
As at 30 June 2012

2011 \$	Note	2012 \$
<u>334,233</u>	Accumulated Funds	<u>509,035</u>
<u><u>334,233</u></u>		<u><u>509,035</u></u>
	This is represented by :	
	<u>Current Assets</u>	
94,576	NCC Current Account	287,853
5,463	Inventories	4,609
0	Agency Receivable	15,731
<u>42,692</u>	Accounts Receivable	<u>39,821</u>
142,731	Total Current Assets	348,014
	<u>less Current Liabilities</u>	
0	Agency Payable	15,731
<u>3,350</u>	Sundry Creditors	<u>3,600</u>
3,350	Total Current Liabilities	19,331
<u>139,181</u>	Working Capital	<u>328,683</u>
	<u>Non Current Assets</u>	
195,052	Fixed Assets	180,352
<u><u>334,233</u></u>	Net Assets	<u><u>509,035</u></u>

 14/12/12.

R Johnson
 Nelson City Council Acting Chief Executive

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

Nelson Tasman Combined Civil Defence Organisation
Statement of Cashflows
For the year ended 30 June 2012

2011 \$		Note	2012 \$
	<u>Cash Flows from Operating Activities:</u>		
	Cash was provided from :		
447,999	Levies, Fees & Charges, Subsidies		582,802
3,425	Interest Received		3,432
<u>451,424</u>			<u>586,234</u>
	Cash was disbursed to :		
355,768	Payments to Suppliers and Employees		361,450
<u>355,768</u>			<u>361,450</u>
<u>95,656</u>	Net Cash Inflow (Outflow) from Operating Activities	4	<u>224,785</u>
	<u>Cash Flows from Investing Activities:</u>		
	Cash was applied to :		
142,499	Purchase of New Assets		31,508
<u>(142,499)</u>	Net Cash Inflow (Outflow) from Investing Activities		<u>(31,508)</u>
(46,843)	Net Increase (Decrease) in Cash Held		193,277
141,419	Plus Opening Cash Balance Brought Forward		94,576
<u>94,576</u>			<u>287,853</u>
	Represented By:		
94,576	NCC Current Account		287,853
<u>94,576</u>			<u>287,853</u>

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

Notes to the Accounts

Note 1. Related Party Transactions

Nelson Tasman Combined Civil Defence Organisation are related parties to the Nelson City Council and Tasman District Council.

1. Transactions between the two parties consist of levies paid by Nelson City Council and Tasman District Council.
The Nelson City Council operates a current account for the organisation to process payroll, administration, recruitment, computer rental and capital expenditure. The current account is also used to process receipts for the organisation, these include grants, levies, interest and sundry income and any payments.
The Nelson City Council is the employer of the three Civil Defence Officers, where all costs are charged to Civil Defence at cost.
2. The total value of these transactions during the year amounted to
 - (i) \$269,750 Levies paid by Nelson City Council. Previous year \$221,745.
 - (ii) \$269,750 Levies paid by Tasman District Council. Previous year \$221,750.
 - (iii) \$12,272 Administration Charges paid to Nelson City Council. Previous year \$11,579.
 - (iv) \$3,144 Computer Equipment Rental paid to Nelson City Council. Previous year \$10,678.
 - (v) \$3,432 Interest revenue paid by Nelson City Council. Previous year \$3,425.
3. The balance owing at balance date from these transactions was :
 - (i) \$Nil Payable to Nelson City Council (GST incl). Previous year \$Nil.
 - (ii) \$287,853 Current Account with Nelson City Council. Previous year \$97,675.
 - (iii) \$Nil Payable by Tasman District Council (GST incl). Previous year \$Nil.
4. No debts between the parties were written off or forgiven during the reporting period. Previous year Nil.
5. No transactions took place at nil or nominal value. Previous year Nil.

Note 2. Expenditure

The following disclosures are made -

Audit fees amounting to \$3,600 for Civil Defence have been included in Operations expenditure. Previous year \$3,550.

Depreciation is detailed as follows -

	<u>2012</u>	<u>2011</u>
Building Improvements	165	197
Motor Vehicles	21,120	19,351
Plant and Equipment	13,443	10,709
Office Furniture and Equipment	11,480	3,181
	<u>46,208</u>	<u>33,438</u>

Note 3. Fixed Assets

	Cost	Depreciation To Date	Book Value 30 June 2012
Building Improvements	25,088	23,900	1,188
Motor Vehicles	90,533	53,945	36,588
Plant and Equipment	216,815	172,214	44,602
Office Furniture and Equipment	126,667	28,693	97,974
Total Fixed Assets	<u>459,104</u>	<u>278,752</u>	<u>180,352</u>

Prior Year Comparatives

	Cost	Depreciation To Date	Book Value 30 June 2011
Building Improvements	23,735	23,735	0
Motor Vehicles	83,207	32,825	50,383
Plant and Equipment	195,233	158,771	36,462
Office Furniture and Equipment	125,419	17,213	108,207
Total Fixed Assets	<u>427,595</u>	<u>232,543</u>	<u>195,052</u>

Note 4. Cash Flow Reconciliation

Reconciliation of the reported operating surplus with the cash generated from operating activities -

	<u>2011/12</u>	<u>2010/11</u>
Net Surplus (Deficit)		
- Civil Defence	174,802	109,023
Overall Surplus (Deficit)	<u>174,802</u>	<u>109,023</u>
Add Back Non Cash Items		
Depreciation	<u>46,208</u>	<u>33,438</u>
	221,009	142,461
Movement in working capital items:		
increase/(decrease) in Sundry Creditors	15,781	1,350
decrease/(increase) in Inventories	854	(5,463)
decrease/(increase) in Accounts Receivable	(12,859)	(42,692)
Net Cashflows From Operating Activities	<u>224,785</u>	<u>95,656</u>

Note 5. Government Grants

The financial statements include grants of \$39,775 from the Ministry of Civil Defence & Emergency Management for reimbursement of approved capital expenditure .Previous year \$42,692.

Note 6. Statement of Commitments and Contingent Liabilities

There are no commitments or contingent liabilities as at 30 June 2012.
Previous year Nil.

Note 7. NCC Current Account

The organisation does not operate a separate bank account, all expenditure and income is processed and recorded through a current account with the Nelson City Council.

Note 8. Post Balance Date Events

There are no post balance date events that have occurred which would affect the balances disclosed in the financial statements.



NELSON TASMAN CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP WELFARE PLAN 2013

He aha te mea nui o te ao
What is the most important thing in the world?
He tangata, he tangata, he tangata
It is the people, it is the people, it is the people
Maori proverb

TABLE OF CONTENTS

5	Introduction
5	Purpose of the plan
5	Legislation and higher level plans
5	Nelson Tasman setting
6	Welfare in Nelson Tasman
6	Members of the Welfare Advisory Group
6	Role of the Welfare Advisory Group
7	Role of the Welfare Advisory Group Chair
8	Members of the Welfare Operational Team
8	Role of the Welfare Manager
9	Agencies – roles and functions
10	Transition from response to recovery
11	Terms and definitions
11	Plans, policies and useful websites

NELSON TASMAN CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP WELFARE PLAN

INTRODUCTION

Our lives are structured around people and their communities. Therefore it is vital that we plan for the welfare of people before, during and after an emergency, adopting the 4 R's approach of emergency management: **Reduction, Readiness, Response and Recovery.**

Emergencies can seriously impact the lives of people, impacting on the emotional, psychological and physical wellbeing of individuals, family/whanau and communities. People's lives are affected in far-reaching ways, such as experiencing loss of those close to them, physical injury or trauma, separation, loss of property and possessions, employment and income.

Welfare takes an integrated and holistic approach by addressing the social, built, natural and economic environments when planning for, and delivering services during and after an emergency.

This is demonstrated by the wide variety of welfare agencies that are involved in the planning for, and delivery of welfare by providing food, shelter, clothing, financial assistance and psychosocial support to those affected by an emergency.

PURPOSE OF THE PLAN

This welfare plan outlines how we will plan for and address the needs of people and their companion animals in an emergency (please refer to *Planning for Companion Animal Welfare in an Emergency*, a document produced by MCDEM. Planning for this in the readiness phase will improve how we assist people during and after an emergency.

This is a high level plan that explains the concept of welfare and sets out the roles and responsibilities of the agencies involved in welfare. This plan should be read in conjunction with the Welfare Standard Operating Procedures that provides more detailed information. This plan is consistent with the legislation and plans described below.

This plan does not cover donated goods management or the management of spontaneous volunteers. Donated goods are discouraged in an emergency. The Nelson Tasman Civil Defence Emergency Management Group will not have the capacity during an emergency to process donated goods. People will instead be encouraged to make monetary donations to a recognised charity.

Spontaneous volunteers will be addressed in a separate document at a later date. In the meantime please refer to the Ministry of Civil Defence and Emergency Management best practice guidelines on these topics:
Donated Goods Management BPG 02/06
Spontaneous Volunteer Management Planning BPG 03/06

LEGISLATION AND HIGHER LEVEL PLANS

The Civil Defence Emergency Management Act (2002) sets the scene for civil defence emergency management in New Zealand, including the provision of welfare to communities during and after an emergency.

The National Civil Defence Emergency Management Plan Order 2005 and the subsequent *Guide to the National Plan* sets out information and responsibilities of CDEM groups and agencies for the provision of welfare.

The Nelson Tasman Civil Defence Emergency Management Group Plan (2012) is an overarching document for the Nelson Tasman region, and should be read in conjunction with this plan (see Figure 1).

NELSON TASMAN SETTING

Emergency Management in the Nelson Tasman region is carried out by the Nelson Tasman Civil Defence Emergency Management Group (CDEM Group). The CDEM Group is a partnership between Nelson City Council and Tasman District Council (both unitary

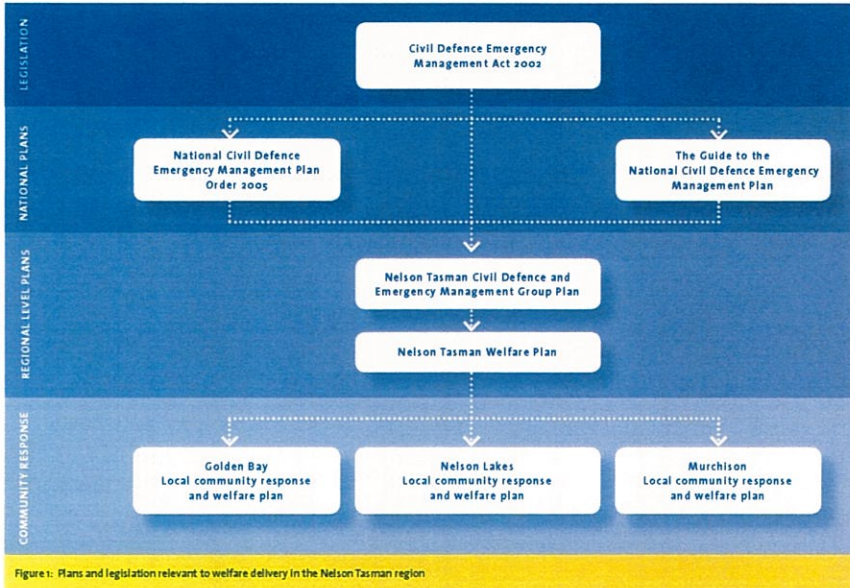


Figure 1: Plans and legislation relevant to welfare delivery in the Nelson Tasman region

authorities) and other key agencies involved in the delivery of emergency management. This plan is therefore written at the group level and should be read as a Group-level Plan.

In areas such as St Arnaud, Murchison and Golden Bay that have the potential to be geographically isolated in an emergency, local community response and welfare plans have been developed. (see Figure 1).

WELFARE IN NELSON TASMAN

Welfare in our region is planned and delivered in a coordinated and integrated manner between local government, non-profit organisations and other government agencies. These agencies are represented by two groups: the Welfare Advisory Group (WAG) and the Welfare Operational Team (WOT). High level direction and support at a national level is provided by the National Welfare Coordination Group (NWCG) (see Figure 2).

The Welfare Advisory Group has been set up to foster relationships between key welfare agencies to ensure that a coordinated and integrated approach to welfare is provided.

The WAG has an elected chair and this role is described below. The WAG acts as an adviser to and liaison between the NWCG and the CDEM group. Membership and attendance may change from time to time in reflection of the work programme. Training will be made available to members who will be encouraged to attend sessions.

MEMBERS OF THE WELFARE ADVISORY GROUP

- Ministry of Social Development (Chair)
- Nelson Tasman CDEM Group
- Nelson Marlborough District Health Board
- New Zealand Red Cross
- Ministry of Civil Defence and Emergency Management
- Welfare Managers
- Iwi

Membership of the WAG may change in relation to each emergency.

ROLE OF THE WELFARE ADVISORY GROUP

The Nelson Tasman WAG exists to provide coordinated planning and delivery of welfare services in Nelson Tasman. Members of the WAG are responsible through the combined resources within their respective agencies for:

- Developing inter agency planning, coordination and relationship building for welfare prior to, during and after an emergency.
- Acting as an advisory and coordination group as required in an emergency situation
- Providing appropriate support and guidance in the recovery phase through liaison with the Group Recovery Manager or Local Recovery Manager.
- Identifying areas for improvement and recommending strategies for solutions
- Establishing welfare policies and plans to ensure welfare

solutions are implemented and maintained within and across agencies.

- Liaising with relevant agencies to assess capability and capacity
- Co-ordination of resources and agency needs
- Identification of funding needs and supporting funding applications as a result of an emergency
- Assisting with the identification and engagement of vulnerable communities to ensure appropriate emergency welfare support is provided
- Formulating consistent messaging from welfare agencies to support a coordinated response
- Considering and making recommendations on the range of remote services that will support welfare efforts including online assistance and o800 help lines (such as MSD and Health).
- Providing support to other groups when needed.

ROLE OF THE WELFARE ADVISORY GROUP CHAIR

The chair must ensure that the WAG is able to support an integrated, effective and coordinated response in an emergency.

- The Regional Commissioner of the Ministry of Social Development is mandated to be the chair of the WAG
- The chair of the WAG must develop and maintain good working relationships with the Controller, the Welfare Manager, key welfare agencies and ensure membership of the WAG is maintained
- Responsible for overseeing the planning of regional welfare coordination and supporting this coordination during an emergency
- Supports the Welfare Manager during and after an event that requires coordination
- Provides accurate and timely information to the Welfare Manager
- Regularly liaising with key welfare agencies to assess response capability and capacity
- Activate and convene the WAG as required during an emergency
- Reports to the controller and communicates with the NWCG during an emergency
- Providing support to other groups when needed.

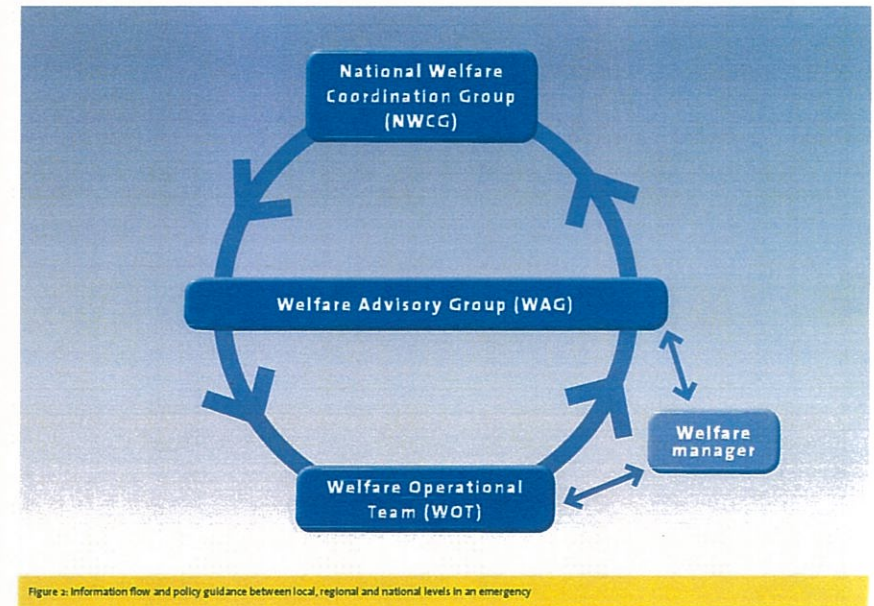


Figure 2: Information flow and policy guidance between local, regional and national levels in an emergency

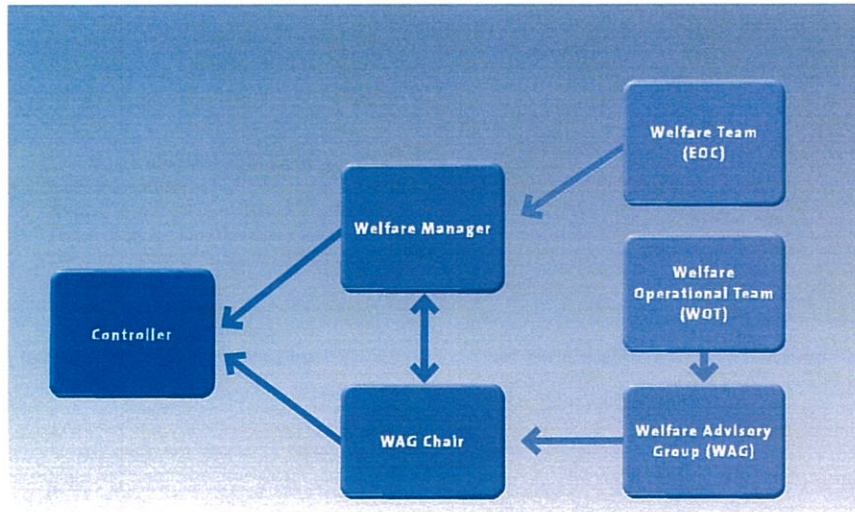


Figure 3. Welfare reporting structure in the EOC during an emergency

MEMBERS OF THE WELFARE OPERATIONAL TEAM

The Welfare Operational Team (WOT) is more operationally focused and has a wider membership of agencies. The WOT reports to the WAG during an emergency and to the Manager, Emergency Management, at other times. (see Figure 2). Below is a list of the core members.

- Housing New Zealand Corporation
- Inland Revenue
- Citizens Advice Bureau
- The Salvation Army
- The Society for the Protection of Animals (SPCA)
- Victim Support
- Lifeline
- Accident Compensation Corporation
- Ministry of Education
- Neighbourhood Support
- Order of St John Ambulance
- Top of the South Rural Support Trust

Depending on the nature of the emergency, there may be other agencies involved in welfare response.

ROLE OF THE WELFARE MANAGER

During an emergency, the Welfare Manager oversees the Welfare section in the Emergency Operations Centre (EOC) and provides a link between this team, the WAG, WOT and the Controller (see Figure 3).

- Builds and maintains relationships with the WAG members and ensures membership is maintained
- Attends WAG meetings
- Supports training for WAG members
- With advice from the WAG, the Welfare Manager ensures that the Welfare section in the EOC are able to support and coordinate welfare delivery and services to affected individuals and communities in an emergency
- Principal adviser to the Controller and other members of the EOC on the strategic provision and coordination of welfare services during an emergency
- Liaises with the Public Information Manager on the provision and content of key messages
- During recovery the Welfare Manager supports the strategic and operational management of welfare issues.
- Providing support to other groups when needed.

AGENCIES - ROLES AND FUNCTIONS

The functions listed under each agency or group have been agreed at either a national or group level. The members of the welfare teams (WAG and WOT) have a common understanding that resources will be applied in levels and locations determined by the nature of the event and the presented welfare needs. Both the WAG and WOT team members will work together to coordinate the best utilisation of resources available. The following list reflects core functions but is not exhaustive.

Ministry of Social Development

- Provides a chairperson for the WAG
- Provides financial assistance by:
 - Ensuring the continuation of established benefit payments;
 - Providing financial assistance to meet the immediate needs of evacuees from affected areas for temporary accommodation, food and clothing;
 - Reimbursing costs for accommodation and food for those hosting evacuees in private homes, marae, or community welfare centres;
 - Providing other financial assistance for specific situations as directed by the Government.
- Provides staff for the EOC, evacuation centres, and community assistance centres where required
- Provides advice on and supports the application process for Enhanced Task Force Green and flexi-wage packages for post emergency clean up
- Continues to provide care services for children and young people through Child, Youth and Family
- Plans for the provision of psychosocial support with assistance from other agencies such as the Ministry of Health and the Nelson Marlborough DHB

Nelson Marlborough District Health Board

- Provides representation on the WAG
- Coordinates the response to public health issues
- Regularly liaises with local and regional health providers to ensure a coordinated health response in an emergency

New Zealand Red Cross

- Provides representation on the WAG
- Distributes relief supplies including blankets, tarps, water
- Assists with first aid
- Assists with inquiry and registration
- Provides disaster welfare support teams
- Provides a community outreach service
- Assists with establishing and running an evacuation centre
- Provides staff in the EOC and evacuation centres

Ministry of Civil Defence & Emergency Management

- Provides representation on the WAG
- Provides guidance, liaison and coordination for and between central government and the WAG during an emergency

Housing New Zealand Corporation

- Provides representation on the WOT
- Provides support with immediate emergency accommodation (prime responsibility of the CDEM Group)
- Identifies and coordinates temporary and long-term accommodation options for people displaced from their homes (prime responsibility of HNZC)
- Providing staff in the EOC, evacuation centres and/or community assistance centres if required

Inland Revenue Department

- Provides representation on the WOT
- Provides staff in evacuation centres and/or community assistance centres to assist in matters relating to taxation and in the collection and distribution of child support payments
- Provides staff in the EOC and/or community assistance centres if required

Citizens Advice Bureau

- Provides representation on the WOT
- Assists with the provision of a reception function at evacuation centres
- Provides information about supporting services in the Nelson Tasman region
- Provides staff in evacuation centres and/or community assistance centres if required

The Salvation Army

- Provides representation on the WOT
- Assists with identifying those that may need psychosocial support and providing that support if required
- Provides catering
- Provides non-food items
- Provides staff in evacuation centres

Victim Support

- Provides representation on the WOT
- Provides emotional psychosocial support and practical support, information and personal advocacy for those that are affected in an emergency

SPCA

- Provides representation on the WOT
- Provides for the welfare, transportation and accommodation of companion animals in an emergency
- Liaises when necessary with the National Animal Welfare Emergency Management Advisory Group (NAWEM), MPI (Ministry for Primary Industries), TDC and NCC's dog control officers and Federated Farmers
- Maintains a current list of animal accommodation

Accident Compensation Corporation

- Provides representation on the WOT
- Ensures that people can continue to lodge claims and continue to receive payment of existing claims
- Provides staff at the community assistance centre if required

Ministry of Education

- Provides representation on the WOT
- Coordinates the care of children who have been separated from their parents and caregivers during school hours, in consultation with the Welfare Manager and Child Youth and Family.

Neighbourhood Support

- Provides representation on the WOT
- Liaises with affected people and communities, in consultation with the Welfare Manager

Order of St John

- Provides representation on the WOT
- Provides first aid and psychosocial support, if required
- Provides support at evacuation centres, if required

Top of the South Rural Support Trust

- Provides representation on the WOT
- Assists rural individuals and communities during and after emergencies
- Provides links to access Government funding and support
- Provides confidential personal assistance to rural affected people
- Liaises with animal welfare agencies and primary production industries
- Provides links with biosecurity affected incursions

Note: there are strict requirements that must be followed to enable reimbursement of expenses. Reimbursements will not be unreasonably withheld, however all agencies should either meet these requirements or accept costs for work during an emergency.

TRANSITION FROM RESPONSE TO RECOVERY

Where welfare services are still required in the recovery phase of an emergency, these needs will be met by welfare agencies. The WAG has a fundamental role to play in the recovery process and the recovery committee.

The Nelson City Council and the Tasman District Council provide staff for the Emergency Operations Centre and Evacuation Centres. Council staff also have an ongoing role in the recovery process.

As a governance team for welfare, the WAG provides the platform to incorporate residual welfare requirements into recovery planning, as well as anticipating future or emerging needs.

The WAG should, where possible, construct appropriate systems to support this approach including:

- Collate data to:
 - Identify trends in need
 - Anticipate continuing membership and welfare resources required in recovery
- Identify and escalate any outstanding or emerging policy implications
- Formalise an exit strategy to return to business as usual, considering:
 - The continuation and accessibility of welfare support for those who have ongoing welfare needs;
 - The agreement in principle for WAG and WOT arrangements to remain active until the welfare needs return to a pre-emergency state;
 - People's needs are addressed holistically across all of the recovery task groups;
 - Undertake and document a formal review and debrief process for both the WAG and the WOT;
 - Internally displaced people, including supporting those who need to return to housing and to employment.

March 2013

TERMS AND DEFINITIONS

CDEM – Civil Defence Emergency Management

Welfare – The response the CDEM sector and their welfare partner agencies will deliver to those people (individuals and communities) adversely affected by an emergency. This includes responses such as the provision of food, shelter and clothing, financial assistance, psychological and social support and extends throughout response and recovery

WAG – Welfare Advisory Group

WOT – Welfare Operational Team

The 4 R's:

- **Reduction**
- **Readiness**
- **Response**
- **Recovery**

Evacuation Centre – formerly called 'Welfare Centre'.

A location where people who have been evacuated from their homes can congregate to receive support, information and to register as an evacuee. Immediate accommodation needs can be met at the Evacuation Centre (as a last resort), or staff at the centre can assist with accommodation in other locations.

Community Assistance Centre – formerly called 'One Stop Shop'. A location where people can go to meet with welfare services and agencies to receive advice and information about the assistance (generally financial) they might be eligible for as a result of the emergency.

Psychosocial – the interaction between social and psychological factors

PLANS, POLICIES AND USEFUL WEBSITES

Nelson Tasman CDEM Group Plan

<http://www.nelsontasmancivildefence.co.nz/cdem-group-plan>

MCDEM list of publications for the CDEM sector

http://www.civildefence.govt.nz/memwebsite.nsf/wpg_url/for-the-cdem-sector-publications-index?opendocument

Nelson Tasman CDEM Group Welfare Centre Manual – July 2006

new welfare SOPs will be produced in 2013

Spontaneous Volunteer Management Planning BG 03/06

[http://www.civildefence.govt.nz/memwebsite.nsf/Files/SpontaneousVolBPG306/\\$file/SpontaneousVolBPG306.pdf](http://www.civildefence.govt.nz/memwebsite.nsf/Files/SpontaneousVolBPG306/$file/SpontaneousVolBPG306.pdf)

Donated Goods Management BPG 02/06

[http://www.civildefence.govt.nz/memwebsite.nsf/Files/DonatedGoodsBPG206/\\$file/DonatedGoodsBPG206.pdf](http://www.civildefence.govt.nz/memwebsite.nsf/Files/DonatedGoodsBPG206/$file/DonatedGoodsBPG206.pdf)