

**MEMORANDUM OF
UNDERSTANDING**

BETWEEN

CHILD YOUTH AND FAMILY SERVICES

AND

**CANTERBURY CIVIL DEFENCE
EMERGENCY MANAGEMENT GROUP**

[Approved by CEG 7 May 2007]

MEMORANDUM OF UNDERSTANDING

BETWEEN:

Child Youth and Family-Canterbury Service Centre hereinafter referred to as CYF

AND

The Canterbury Civil Defence Emergency Management Group hereinafter referred to as CDEM Group

1 BACKGROUND

1.1 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 such as those of Government Departments, from Government mandates 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 organisation and individual stakeholders and partners.

1.2 Community Welfare and CDEM Group

To advance the desired level of integrated planning for the Canterbury area, the Canterbury CDEM Welfare Advisory Group ("WAG") has been formed to focus on the collaborative development of response and recovery plans for community welfare in the event of an emergency. Using the expertise and guidance of stakeholders and partners, appropriate arrangements will ensure the optimum delivery of co-ordinated support to affected communities. Our readiness will be enhanced by having response and recovery plans in place.

2 CDEM GROUP WELFARE PLAN

A Welfare Plan has been developed to support the CDEM Group Plan. Welfare planning will ensure effective, timely and integrated coordination of welfare for the Canterbury area following a significant emergency. The Welfare Plan documents an integrated planning process using the WAG to collaboratively develop group level arrangements for the coordination of community welfare in the event of an emergency.

3 INTENTION OF THE PARTIES

The parties acknowledge the need to document, for the avoidance of doubt, their capabilities and their expectations of each other in responding to an emergency.

Schedule 1 details the roles and responsibilities of each party, accepting that in all cases, any undertaking will be on a best endeavour basis.

4 ADMINISTRATIVE ARRANGEMENTS

Administrative arrangements are detailed separately in Schedule 2

5 TERM, AMENDMENT AND RENEWAL OF THIS AGREEMENT

- 5.1 This agreement shall take effect upon execution by the parties.
- 5.2 This agreement shall remain in effect until superseded by mutual agreement between the parties, or cancelled by one party advising the other in writing.
- 5.3 This agreement may be amended from time to time by mutual agreement between the parties.
- 5.4 This agreement shall be routinely reviewed every year, more or less, with the first review taking place on or about 1 June 2008.

6 ACCEPTANCE

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



Paddy Clifford
Chair Canterbury CDEM
Coordinating Executive Group

Date 2.5.07



Ross Haggart
Canterbury Service Centre Manager

Date 7/5/07.

SCHEDULE 1

CANTERBURY CDEM WELFARE ADVISORY GROUP Roles and responsibilities

This schedule is an annex to the memorandum of understanding between "Canterbury Civil Defence Emergency Management Group" and "Child Youth and Family - Canterbury Service Centre" signed on the 7th day of May 2007, and sets out the roles and responsibilities of the parties.

1. Roles and responsibilities of Canterbury Civil Defence Emergency Management Group (CDEM Group)

CDEM Group acknowledges their obligation to support the community in an emergency. They undertake to:

- 1.1 Support and advise the Welfare Advisory Group members on the emergency management procedures as they specifically affect welfare agencies especially where major changes, additions or alterations are made to the National or CDEM Group Plan.
- 1.2 Consult with the Welfare Advisory Group, through the WAG Chair, when a CDEM Emergency is contemplated or declared, or an exercise is scheduled.
- 1.3 Share technical information, operational plans and such other information necessary for the effective conduct of this agreement.
- 1.4 Ensure that District Welfare Plans link with the Group Welfare Plan.

2. Roles and responsibilities of Child Youth and Family - Canterbury

- 2.1 CYF acknowledges its obligation to support the community in an emergency.
- 2.2 Following an emergency or any incident where the CDEM Group has been activated, CYF will contribute to a co-ordinated response as agreed to aid the response and recovery process.
- 2.3 CYF undertakes to ensure that their organisation is represented at the welfare management level within the CDEM Group area as follows:
 - (a) Group Welfare Advisory Group (WAG): Canterbury Service Centre Manager
 - (b) District Welfare Management Committee Christchurch and Timaru only by the respective Site Managers
- 2.4 CYF undertakes to ensure that their organisation is represented at the operational level within the CDEM Group area as follows:
 - (a) Group ECC Welfare Unit: Team Leader Professional Services
 - (b) District Welfare Sections Christchurch and Timaru EOCs only

- 2.5 In an emergency CYF will co-ordinate the provision of Services for children and young persons. This includes:
- (a) In conjunction with the Ministry of Education looking after children in school during an emergency who are separated from their caregivers; and
 - (b) Care services to those children and young persons who have been identified (after registration) as separated from their parents or normal guardians by the emergency; and
 - (c) Trained staff at welfare centres or elsewhere to identify and provide the services required.
- 2.6 Those EOCs, except Waimate and Mackenzie, at which CYF is not represented should immediately contact the Group ECC if a problem involving children or young persons is identified in their District. The Group ECC will coordinate and arrange the provision of CYF support in those Districts. In the first instance, the Waimate and Mackenzie EOCs should contact the Timaru EOC. If the Timaru EOC cannot assist, the request should be forwarded to the Group ECC for appropriate action.
- 2.7 If an emergency is declared, CYF staff will attend Welfare Unit/Sections in Christchurch and Timaru on a rostered basis until the declaration is terminated. Staffs will co-ordinate the provision of welfare services to children and young persons affected by the emergency. The Group ECC will coordinate these services for Districts EOCs that do not have CYF representation. However, for Waimate and Mackenzie EOCs Timaru will provide this initial coordination. In all cases, CYF will work in with the lead agency, normally Work and Income.
- 2.8 If Government department 'One stop shops' or equivalent are established CYF staff, if appropriate, will be made available to form part of the team at designated Welfare/Recovery Centres. Their role will be to arrange for the care of children and young persons separated from their parents or normal guardians by the emergency.
- 2.9 The Canterbury Service Centre Manager for CYF has been appointed to coordinate all CYF operational response and recovery activities throughout the CDEM Group area and to be the principal CYF advisor to the Group Controller.

SCHEDULE 2

Canterbury CDEM Group Welfare Advisory Group Administration

This schedule is an annex to the memorandum of understanding between "Canterbury Civil Defence Emergency Management Group" and "Child, Youth and Family - Canterbury Service Centre" signed on the 7th day of May 2007.

Administrative Arrangements

1. Meetings

- 1.1 The parties agree to meet on a regular basis through the Welfare Advisory Group to ensure that they are pro-actively informed of issues and relevant information is shared.
- 1.2 The CDEM Group Emergency Management Office will host meetings.
- 1.3 Full minutes will be distributed to all members of the Welfare Advisory Group
- 1.4 Parties undertake that should their nominated representative be unable to attend a meeting that a substitute representative will attend in order to contribute to the functions of the Welfare Advisory Group.

2. Information Sharing

- 2.1 Welfare Advisory Group participants acknowledge the need to inform each other about developments and changes within their individual organisations. In recognition of this they each undertake to identify and communicate as appropriate, any issues for the Group, which may be mitigated through Group input.
- 2.2 Participants also undertake to disperse on a regular basis within the Group, updated contact details.

3. Training

- 3.1 The Group Emergency Management Office will arrange to provide appropriate CDEM Welfare training for CYF staff as requested and on terms agreed from time to time.