

# NZ RT 12

## Civil Defence Response Team

### Waimakiriri District

Physical Address: WDC Water Unit, Marshes Road Rangiora  
Postal Address: 1025E Lower Styx Road, Brooklands, Christchurch



Governing Document for NZ RT 12 Urban Search and Rescue Response Team hereafter referred to as the voluntary response team. Agreement made on the ..... 2009.

#### 1. Introduction

(1) This Agreement sets out the minimum terms and conditions under which the voluntary response team agrees to be subject to the control and direction of the **CDEM controller**.

(2) All members of the Voluntary response team are employees of the Civil Defence authority for the purposes of the CDEM act 2000.

(3) The operations of the voluntary response team at all times - training, emergencies, other occasions - shall be directed by the **CDEM Controller** or voluntary response management team.

#### 2. Purpose

The core purpose of the voluntary response team shall be to provide urban search and rescue and flood response capability to the Waimakiriri council and the Canterbury Emergency Management group.

#### 3. Scope of Responsibility

The voluntary response teams primary area of operation is the Waimakiriri district and Canterbury Emergency Management Group area.

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#### 4. Organisation and Management

(1) The affairs of the voluntary response team shall be administered by a Management Committee consisting of the Team Leader, Deputy Team Leader and Section Leaders.

(2) The Management Committee shall:

(a) Maintain an effective voluntary response team with a roll of not less than six members and generally not more than twenty voluntary responders available to respond as required.

(b) Appoint personnel to vacant positions within the voluntary response team.

(c) Operate a bank accounts with all cheques for payment to be signed by the Team Leader and the Deputy Team Leader.

(d) Keep records of all meetings, decisions and correspondence pertaining to the Voluntary response team.

(e) Maintain a record of all call outs attended by the voluntary response team.

(f) Make provision for the Management Committee to meet and dispatch business and regulate their meetings as they think fit.

(4) One person may hold the Offices of both Secretary and Treasurer.

(5) The volunteer response team is able to independently raise funds for the purchase of equipment not supplied by the WDC. This equipment remains the property of the volunteer response team.

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#### 5. Meetings of the Management Committee

- (1) The following provisions shall apply at a meeting of the Management Committee:
  - (a) Any matters in which questions arising at any meeting shall be decided by a majority of votes.
  - (b) The Team Leader has a deliberative vote and, in the event of an equality of votes, also has a casting vote.
  - (c) Any two members of the Management Committee may requisition a meeting of the Committee; and
  - (d) A quorum of the Management Committee shall be a majority of the existing membership of the Committee present at the meeting;

#### 6. Membership of Voluntary Rural Fire Force

- (1) Membership may be granted, by a majority of the Committee, to any person who is both fit and able if:
  - (a) The Management Committee considers the person can contribute to the effectiveness of the Voluntary response team and
  - (b) The person has attained the required competencies or is likely to respond positively to training to achieve the required competencies in urban search and rescue; and
- (2) Members may resign at any time by verbal notification to the Team Leader and the return of any Team equipment held.
- (3) The Team Leader may resign at any time by written notification, to the **Civil defence controller for WDC**.
- (4) The Committee may call for the resignation of any member who:
  - (a) Does not regularly attend training sessions.
  - (b) Acts in a manner which inhibits the operations or safety of the Voluntary response team or any of its members.
  - (c) Brings the Voluntary response team into disrepute.

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#### 7. Competency Requirements

(1) Team Members will be expected to complete NZQA unit standards to the level of Responder (Orange Card) and other aspects of training related to the rescue function.

Units may include but are not restricted to:-

##### Core Units

Emergency Preparedness Units  
528, 7334, 10425(or 497), 12355, 17279

##### Operations

Emergency Communications Units  
7321, 11282(or 4573), 20854 (or 7316)

Emergency Operations Centre Support Units  
7321, 22445 (or 17280 expired), 23696

Emergency Rescue Units  
6400, 6401, 6402 (or 14470 & 14471) 7317, 7318 (or 10618 or 20473 & 24500), 7321, 18516

Emergency Flood Response Units  
7321, 7332, 22297, 22298

Emergency Community Coordination Units  
7321, 7327, 7335, 11282 (or 4573)

Emergency Storm Response Units  
7321, 7332, 17600, 23694

Emergency Transportation Units  
7321, 20388, 23691, 23692, 23693

Emergency Welfare  
1304, 7321, 7336 (elective 23695 not compulsory)

**You may want to add a minimum competence for Team Leader in here!**

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#### 8. Donation Compensation for Services

- (1) The Waimakiriri District Council may provide an annual grant to the volunteer response team for the purposes of purchasing or maintaining some communications, and equipment.
- (2) A petrol allowance **covering actual costs of petrol may be claimed to the WDC** whereby a personal vehicle is used in a callout situation.
- (3) Donations by the public in recognition of the volunteer response team services shall be paid into the volunteer response team bank account and shall be used as the Management Committee see fit.
- (4) **The volunteer response team consists entirely of volunteers and no member may draw any kind of wage or salary from its funding.**

#### 9. Insurance

- (1) **The Waimakiriri District Council shall provide insurance coverage for volunteer response team responders while on official volunteer response team duties in respect of:**
  - (a) **Death or major permanent disability involving two limbs or more arising out of firefighting operations or travelling to or from rescue operations. (\$100,000.00 lump sum payment);**
  - (b) **Minor permanent disability according to a sliding scale but less than \$100,000.00;**
  - (c) **The first week's wages and the difference between normal take home pay and Accident Compensation payments for firefighters;**
  - (d) **Loss or damage to firefighters personal effects including boots and clothing;**
  - (e) **Loss or damage to Voluntary Rural Fire Force vehicles and equipment;**
  - (f) **Fire insurance for Voluntary Rural Fire Force buildings and contents;**
  - (g) **Public Liability insurance.**

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(2) The Voluntary Rural Fire Force and the Rural Fire Authority shall each hold copies of all insurance documents.

#### 10. Accommodation

(1) A suitable and secure building is required to house all rescue equipment and with such additional space for meetings and training purposes as necessary. This building shall be provided by the Waimakiriri District Council for the sole use of the volunteer response team.

(2) The volunteer response team and the WDC shall jointly determine the responsibility for the supply and maintenance of the accommodation. The volunteer response team shall be responsible for the day to day tidiness and cleanliness of the accommodation whilst WDC will be responsible for its maintenance.

#### 11. Clothing

(1) The volunteer response team must hold in good order and condition for each responder personal protective equipment as per the Civil Defence General Rescue Manual

(2) The Waimakiriri District Council will provide and maintain Personal Protective Equipment as per the Civil Defence General Rescue Manual in accordance with this agreement.

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#### 12. Callouts

- (1) The CDEM controller and the volunteer response team will jointly determine the type of incidents to be attended and the callout process.
- (2) The CDEM controller will advise the Canterbury Emergency Management Group of those arrangements.

#### 13. Dissolution of Voluntary Rural Fire Force

- (1) In the event of dissolution of the volunteer response team all equipment and all monies held provided by WDC shall return to WDC for redistribution. Equipment purchased by supplementary Grants/fundraising shall be donated by agreement of the volunteer response team management team and no individual member or group of members may profit from this redistribution.
- (2) The volunteer response team shall be dissolved:
  - (a) *By the* volunteer response team management team if the volunteer response team has ceased to function effectively for more than one year.

Signed ..... Team Leader

Signed..... Deputy Team Leader

Signed..... On Behalf of Waimakiriri District Council