

10 ADMINISTRATIVE SECTION

10.1 Membership and operation of CDEM Group

As required by Section 12 of the Civil Defence Emergency Management Act 2002, Wairoa, Hastings, and Central Hawke's Bay District Councils, Napier City Council, and Hawke's Bay Regional Council formed a joint committee under the Local Government Act 1974 on 24 March 2003. This joint committee is the Hawke's Bay CDEM Group.

The Terms of Reference for the CDEM Group are provided in Annex 8.

10.2 Membership and operation of CEG

In accordance with Section 20 of the Civil Defence Emergency Management Act the CDEM Group formed a Co-ordinating Executive Group (CEG) on 18 August 2003, and adopted a Terms of Reference for the Co-ordinating Executive Group.

The operational structure and planning arrangements of the CDEM Group and Co-ordinating Executive Group were provided in the operational section of this Plan (see section 7.2 CDEM Structure and planning (page 37)).

The Co-ordinating Executive Group may establish sub-committees in order to progress areas of its work or as a liaison mechanism. Sub-committees may be delegated specific or general decision making powers.

10.3 Administering Authority

As required by section 23 of the Civil Defence Emergency Management Act Hawke's Bay Regional Council is the administering authority for the Hawke's Bay CDEM Group. The administrative and related services Hawke's Bay Regional Council provide include:

- Secretariat for the CDEM Group (e.g. convening meetings, forums, organising agendas, providing minutes and catering services).
- Accounting for CDEM Group finances and budgets.
- Publishing the CDEM Group's work programme, budget and performance (once adopted) in the Hawke's Bay Regional Council's Annual Plan.

Hawke's Bay Regional Council will meet the costs of undertaking these services. Meetings of the CDEM Group will generally be held at the offices of Hawke's Bay Regional Council, but may by agreement, be held at alternative locations from time to time.

10.4 Financial arrangements

In determining the financial arrangements to allow the CDEM Group to carry out its functions and duties, the CDEM Group adopted the following principles:

Principle 1:

There is a need to deliver some CDEM services at a local level. It is the responsibility of each city or district council to provide and fund them.

Principle 2:

To ensure the overall integrity of CDEM capability throughout the region, the establishment of generic processes and the maintenance of minimum standards is necessary. The provision of planning and policy and necessary training and standards to ensure consistency, are best developed at a regional level through the CEG.

Principle 3:

The organisation responsible for ensuring the provision of services to the satisfaction of the CEG and ultimately the CDEM Group should have responsibility for funding those services. It will remain the responsibility of the Chief Executive Officer of each funding organisation to determine the most effective way of delivering those services.

The following table summarises the funding regime agreed to by the CDEM Group.

Table 5: Financial arrangements for CDEM Group

Funded by Hawke's Bay Regional Council	Funded by each city, district, or regional council individually	Funded by utilities, businesses & emergency services
Participating in development of National CDEM Strategy & Plan.	Maintaining an effective CDEM local response capability.	Development of contingency and recovery plans.
Development of CDEM Group Plan.	Operation of warning systems.	Mitigation works.
Development of long-term regional strategies, process, and standards for CDEM.	Development of contingency and recovery plans.	Development and implementation of business continuity plans.
Provision of regional response capability.	Training of response personnel and volunteers to minimum level.	Recovery activities.
The identification, assessment, and promotion of regional hazards and risks.	Quantifying risk to individual communities	Insurance.
Defining acceptable levels of risk for communities.	Provision of local communication networks.	
Group Controller & Recovery Manager.	Local Controller & local recovery manager.	
Provision of a regional EOC.	Operation of local EOC.	
Development of training standards and training of controllers and senior staff.	Education activities about local civil defence.	
Provision of regional communication network.	Response operations.	
Advocate CDEM issues during the development of Regional Policy Statement, Regional Resource Management Plans, and District Plans.	Mitigation measures, including the use of insurance.	
Educational activities of a regional nature.	Recovery activities.	
Administrative functions of CDEM.		

10.4.1 Financial Assistance

There are a number of areas that may require financial consideration both during and after a state of local emergency. Financial assistance may be

available from Central Government, although it is worth noting there is an expectation that agencies will be insured and will have attempted to minimise or mitigate risk in advance of any event, see *National Civil Defence Plan Part 2 Para 10 (e)*. The correct apportionment of costs, and procedures for reimbursement of these costs are detailed in the *National Civil Defence Plan, Part 1, Annex F and Part 9, Logistics*.

10.4.2 Government financial assistance

Government policy on the reimbursement of local government expenditure for recovery activities is set out in the National Civil Defence Emergency Management Plan.

As from 1 July 2003 the Government will:

- fully reimburse city and district councils for the costs of caring for displaced people (Category A - response costs);
- reimburse city and district councils 60% of the other response costs (category B - response costs) above the threshold of 0.0075% of the equalised capital value of the district;
- reimburse regional councils 60% of the other response costs (category B - response costs) above the threshold of 0.002% of the equalised capital value of the whole region;
- reimburse city and district councils 60% of the cost of repairing essential council infrastructure (recovery costs) above a threshold of 0.0075% of the equalised capital value of the district;
- reimburse regional councils 60% of the cost of repairing essential council infrastructure (recovery costs) above a threshold of 0.002% of the equalised capital value of the whole region.

Examples of essential council infrastructure are: flood control facilities, roading, sewerage reticulation and treatment facilities, water and storm water reticulation, and other essential structures such as retaining walls and tunnels upon which the essential services depend.

Category A and B costs can be claimed from Central Government, regardless of whether or not a state of local emergency was declared.

When claiming Category B and recovery costs, each council should combine these costs into one claim. It is the combined value of the expenditure, which must be over the respective threshold for each Council. The CDEM Group will then co-ordinate the claims for CDEM Group Members.

10.4.3 Insurance provisions

Each Member of the CDEM Group is responsible for the protection of its own assets, and should assess the various risks to its own property and infrastructure and undertake their own financial protection mechanism.

10.5 Delegated authority

The CDEM Group is able, pursuant to section 18(1) of the Civil Defence Emergency Management Act, to delegate any of its functions to members of the CDEM Group, the Group Controller, or any other person.

10.5.1 Declarations of a state of local emergency

The CDEM Group have made the following delegations in relation to who has the power to declare a state of local emergency within Hawke's Bay

- Mayors are delegated authority to declare for any ward or district within the region.
- The Chairman of the Regional Council is delegated authority to declare for any ward or district within the region.
- Members of the CDEM Group are delegated authority to declare for any ward or district within the region.
- Elected members of the city, and district councils are delegated authority to declare for their district or any ward within their district.

The CDEM Group requires that a declaration of a state of local emergency in any one district, be made by the following list in hierarchal order. If the first person on the list is unavailable or unable to be contacted, then the second person on the list is able to made the declaration, and so on:

1. The Mayor of the affected district.
2. An elected member of the affected district.
3. The HBRC representative on the CDEM Group.
4. The Chairman of the Regional Council.
5. Any member of the CDEM Group.
6. Another Mayor from within the region.

The CDEM Group also agreed that the person who had authority to declare a state of local emergency in more than one district would be the following hierarchy:

1. A member of the CDEM Group representing the region as a whole or one of the districts affected.
2. A Mayor of one of the districts affected.
3. The Chairman of the Regional Council.
4. Any member of the CDEM Group.

10.5.2 Delegations and directions to Controllers

The CDEM Group delegates under Section 18 of the Act all of the powers of section 85 of the Act to the persons appointed or acting as Group Controller.

The CDEM Group delegates under Section 18 of the Act the powers of section 85 of the Act to the persons appointed and acting as Local Controllers.

The CDEM Group delegates under Section 18 of the Act, to the person who declares a state of local emergency, in a state of local emergency, the authority granted under Section 26 of the Act, to appoint a Group Controller in the absence of the Group Controller or Alternate Group Controllers named in this Plan. This appointed person will also have the powers of Section 85 of the Act.

10.6 Appointments

10.6.1 Group Controller

10.6.1 Group Controller

Under section 26 of the Act, the CDEM Group is required to appoint a Group Controller.

Ross McLeod, Chief Executive Officer, Hastings District Council is appointed to be the Group Controller.

Under section 26 of the Act, the CDEM Group may appoint alternate Group Controllers. The following people are appointed alternate Group Controllers, who will perform the functions and duties and exercise the powers of the Group Controller in the absence of the Group Controller:

- Andrew Newman, Chief Executive Officer, Hawke's Bay Regional Council
- Ken Foote, Director Support Services, Hawke's Bay District Health Board

As required by the Act, the CDEM Group retains the right to remove or replace the Group Controller or any person appointed as alternate Group Controller.

10.6.2 Local Controllers

Under section 27 of the Act the CDEM Group may appoint local controllers. The CDEM Group appoints local controllers for each of the districts within the region.

Within their respective districts, the local controllers shall carry out all the functions and duties of, or delegated to, the Group Controller and shall have all the powers set out in sections 86 to 94 of the Act and also the power to authorise any suitably qualified and experienced person to exercise any one or more of those powers or to fulfill any one or more of those functions or duties and each may delegate the whole or any part of those functions powers or duties as he or she considers necessary subject, always, to any directions given by the Group Controller.

The people by name or the holders of the following positions are appointed as Local Controllers and Alternate Local Controllers for their districts in order as below:

- **Central Hawke's Bay District Council:** Regulatory Services Manager, Technical Services Manager, Roading Manager, Emergency Management Officer and Chief Executive
- **Hastings District Council:** Group Manager: Corporate & Customer Services, Group Manager: Asset Management, Group Manager: Strategy & Development and Team Leader Emergency Management.

- **Napier City Council:** Planning Manager, Corporate Services Manager, Community Development Manager, Civil Defence Manager, Chief Executive, and Works Asset Manager.
- **Wairoa District Council:** Chief Executive Officer, Engineering Manager, Des Jane (Animal Control Officer), Administration Manager, and Finance Manager.

10.6.3 Group Recovery Managers

The CDEM Group appoints people to act as Group Recovery Managers to carry out its recovery functions. The Recovery Managers may operate as a team and report to the Co-ordinating Executive Group.

The appointed Recovery Managers are:

- Clive Manley, of Kaikohe"

10.7 Plan duration and amendments

This Plan shall be in force from 24 March 2005 until 30 June 2010, unless it is replaced following a review sooner.

10.8 Group Plan Monitoring & Review

Within its area the CDEM Group is responsible for monitoring and reporting on compliance with this CDEM Group Plan, the Civil Defence Emergency Management Act, and other legislative provisions relevant to the purpose of the Civil Defence Emergency Management Act. This includes the:

- Biosecurity Act 1993;
- Building Act 1991;
- Fire Service Act 1975;
- Forest and Rural Fires Act 1977;
- Hazardous Substances and New Organisms Act 1996;
- Health Act 1956;
- Health and Safety in Employment Act 1992;
- Local Government Act 1974;
- Local Government Act 2002;
- Maritime Transport Act 1994; and
- Resource Management Act 1991.

Co-ordinating Executive Group members and chairman of committees or groups tasked with carrying out any actions under this Plan are therefore required to report through the Co-ordinating Executive Group to the CDEM Group at least once a year on the status of their work in complying with the actions required by this Plan and the above list of legislation.

The Co-ordinating Executive Group will check the Plan and recommend any changes or minor alterations on a regular basis. Any amendments may result in minor changes being made to this CDEM Group Plan in accordance with section 57 of the Civil Defence Emergency Management Act. Any major amendments that require review under section 56 of the Act, unless deemed

critical to the overall emergency management function of the Group, will be held over until a new Plan is made.

10.9 Cooperative arrangements and MOU's with other Groups.

The CDEM Group will provide support and assistance when requested to other CDEM Groups with respect to their civil defence emergency management functions. This will include, but not necessarily be limited to:

- assistance in the event of an emergency;
- sharing relevant hazards information and planning;
- mechanisms to help develop a common understanding and approach to civil defence and emergency management, including the development and implementation of CDEM Group Plans; and
- seeking and promoting mutual operational arrangements such as training opportunities and standard operating procedures.

The CDEM Group has MOU which provide for support during and outside of emergencies, copies of MOU are contained in Annex 9.

Consideration will be given to the development of additional (or amended) Memoranda of Understanding (MOUs) where a joint approach to management is required for specific circumstances. This may be particularly relevant where a cross-boundary risk or function has been identified which will require an agreed management approach.

10.10 Approval and Distribution

The Hawke’s Bay Civil Defence Emergency Management Group (CDEM Group) has approved this document as an operational plan on **Monday 14 March 2005**.

Official copies of this plan are distributed in printed format and collated in folders, to the position holders of the organisations listed below [10.12] who are responsible for the maintenance of the copy held by them. The Plan is available in the internet at the CDEM Group Website <http://www.cdemhawkesbay.govt.nz/>.

Updates and informal versions are distributed to the position holders of the organisations listed below who are responsible for the internal distribution and maintenance of additional copies held by their organisation and training of staff for their compliance.

- Central Hawke’s Bay District Council - Emergency Management & Bylaws Officer
- Department of Work and Income East Coast Region - Regional Commissioner
- Eastern Regional Rural Fire Committee - Secretary
- Hastings District Council - Senior Emergency Management Officer
- Hawke’s Bay District Health Board - Emergency Response Advisor
- Hawkes Bay Regional Council – Emergency Management Co-ordinator
- Napier City Council - Civil Defence Manager
- NZ Police Eastern District – District Superintendent
- NZ Fire Service Eastern Fire Region - Fire Region Commander
- St John Ambulance - Central Region - Regional Operations Manager
- Wairoa District Council - Emergency Management Officer
- Ministry of Civil Defence & Emergency Management – EM Advisor [HB]
- Civil Defence Emergency Management Group – Group Co-ordinator

10.11 Version information and update record

Section number	Title	
1.	Table of Contents	V 1.0 (March 05)
2		V 1.0 (March 05)
3		V 1.0 (March 05)
4		V 1.0 (March 05)
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6		V 1.0 (March 05)
7		V 1.0 (March 05)
8		V 1.0 (March 05)
9		V 1.0 (March 05)
10.6.1	Group Controllers	V 1.7 (May 10)
10.6.2	Local Controllers	V 1.6 (Sept 09)
10.6.3	Group Recovery Managers	V 1.5 (Nov 06)
10.12	Distribution List	V 1.1 (Nov 08)
11		V 1.0 (March 05)

10.12 Hawke's Bay CDEM Group Distribution List
NOTICE TO COPY HOLDERS: REMOVE CONTACT LISTS FROM DOCUMENTS HELD IN PUBLIC PLACES

Copy Number(s)	Holder	CDEM Role	Organisation
01	Alan Dick	CDEM Group Member (Chair)	HBRC
02	Les Probert	CDEM Group Member	WDC
03	Barbara Arnott	CDEM Group Member	NCC
04	Lawrence Yule	CDEM Group Member	HDC
05	Patricia Giddens	CDEM Group Member	CHBDC
06 & 07	Andrew Newman	Group Controller	HBRC
08 & 09 & 19		Group Controller (Alternate) & Recovery Manager	HBRC
10 & 11	Ken Foote	Group Controller (Alternate)	DHB
12 & 13	Vacant Position	Group Controller (Alternate)	HBRC
14	Peter Freeman	Local Controller	WDC
15	Alastair Thompson	Local Controller	NCC
16	Mike Maguire	Local Controller	HDC
17	TeAroha Cook	Local Controller	CHBDC
18 & 64	Michael Adye	Incident Controller (HBRC)	HBRC
20	Clive Manley	Recovery Manager	Recovery
21	Vacant Position	Recovery Manager	Recovery
22 & 27	Sam Hoyle	Commander Police Services	Police East
23	Chris Nicoll	Commander Fire Services	Fire Service
24 & 31 & 74	Lindsay Scott	Commissioner Social Services	MSD
25	Noel Evans	Engineering LifeLines Co-ordinator	Lifelines
26	Paul Baker	Rural Fire Advisory Group Representative	RFA
28	Paul Baxter	Commander Fire Services	Fire East
29	Kevin Snee	Medical & Health Services	DHB
30	Stephen Smith	Commander Ambulance Services	St John
32	Graeme Hansen	Incident Controller (Alternate HBRC)	HBRC
33	David Coetzee	National Controller	MCDEM
34 & 92 & 93 & 94	Nigel Simpson	Group EM Advisor	HBRC
35	Lisa Pearse	HBRC EM Advisor	HBRC
36	Timothy Allan	Local EM Advisor	Wairoa CDEM Office
37	Angela Reade	Local EM Advisor	Napier CDEM Office
38	Paul Hawke	Local EM Advisor	Hastings CDEM Office
39 & 75	Bruce Kitto	Local EM Advisor	Central HB CDEM Office
40	Paul Drury	Group Planning & Intelligence	HBRC
41	Liz Lambert	Group Public Information	HBRC
42	Helen Codlin	Group EOC Manager	HBRC
43	Darryl Lew	Group EOC Manager	HBRC
44	John Keenan	Group EOC Logistics	HBRC
45	Peter Manson	Liaison Officer	HBRC
46	Neil Faulknor	Liaison Officer	HBRC
47	Gary Clode	Engineering Advisor	HBRC
48	Geoff Gage	Air Traffic Control Agency Liaison	Airways Corp.
49	Eddie Kahika	Department of Conservation Liaison	DOC
50	Wayne Withey	Electricity Network Liaison	Centralines
51	Brent Stewart	Electricity Network Liaison	Eastland
52	Nigel Sutton	Airport Liaison	Airport HB
53	Kay Matthews	Gas Liaison	NGC
54	Bruce Lockhead	Port Liaison	PONL
55	Dan Hynson	Gas Advisor	PowerCo
56	Mike McElhinney	Broadcast Radio Liaison	Radio Network
57	Fiona Horne	Broadcast Radio Liaison	RadioWorks
58	Mike Sheely	Telecommunication Liaison	Telecom
59	Neil Hubbard	Telecommunication Liaison	TelstraClear
60	Mark Gullery	Railway Liaison	OnTrack
61	Gordon Hart	State Highways Liaison	Transit
62	Phil Ramby	Electricity Supply Liaison	Transpower
63	Ken Sutherland	Electricity Network Liaison	Unison
65	Mike Maguire		HDC
66	Vacancy		WDC
67	Neil Taylor	Local Controller (Alternate)	NCC
68	Te Aroha Cook	Local Controller (Alternate)	CHBDC
69	Chris Nicoll	Fire Services Liaison	Fire East
70	Michael O'Leary	Police Services Liaison	Emergency Services Co-ordinating Committee (Chair)
71	Sandra Bee	Hospital Services Liaison	DHB
72	Caroline McElnay	Public Health Advisor	DHB
73	Grant Pennycook	Ambulance Services Liaison	St John
76	Andrew Hickey	National EM Advisor	MCDEM
77	John Hamilton	National Director	MCDEM
78	Jon Carter	Minister for Civil Defence	Parliament
79	Susan Wylie	Group Public Information	HBRC
80	Council Library		HBRC
81	Wairoa Library		WDC
83	Taradale Library		NCC
84	Hastings Library		HDC
84	Napier Library		NCC
85	Flaxmere Library		HDC
86	Havelock Library		HDC
87	Waipukurau Library		CHBDC
88	Waipawa Library		CHBDC
89 & 90 & 91	National Library		National Library
98	Dennis Morgan	Local Controller (Alternate)	NCC