

## **10 ADMINISTRATIVE SECTION**

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### **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**

<b>Funded by Hawke's Bay Regional Council</b>	<b>Funded by each city, district, or regional council individually</b>	<b>Funded by utilities, businesses &amp; emergency services</b>
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

Under section 26 of the Act, the CDEM Group is required to appoint a Group Controller. The **Chief Executive of Hawke's Bay Regional Council** (or such person acting temporarily in that office) 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:

- East Coast Regional Commissioner for Work & Income; and
- Chief Executive, Hastings District Council.

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 fulfil 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 holding the following positions are appointed as local controllers for their districts:

- **Central Hawke's Bay District Council:** Chief Executive, Management Services Manager, Community Services Manager, Regulatory Services Manager, and Emergency Management Officer.
- **Hastings District Council:** Chief Executive, Manager Resource Management, Strategic Development Manager, Special Projects & Asset Manager, Team Leader Emergency Management, and Infrastructure Manager.
- **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, Administration Manager, and Finance Manager.

### 10.6.3 Group Recovery Managers

The CDEM Group appoints three 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: Pat Moore, Clive Squire, and John Campbell.

## 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 a MOU with the Gisborne, Waikato, & Wellington CDEM Groups for support during and outside of emergencies, a copy of the MOU's are contained in Annex 9. MOU's with the CDEM Groups of Manawatu-Wanganui and Bay of Plenty are being developed.

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.