
2. Administrative arrangements for civil defence emergency management

2.1 Introduction

The purpose of this section of the Group Plan is to describe the administrative arrangements for civil defence emergency management in Taranaki.

The structure outlined in Figure 1 describes the committees and advisory groups established for the delivery of civil defence emergency management in Taranaki. These arrangements will be applied in planning for all aspects of emergency management in Taranaki and were used in the preparation of this Group Plan. They will also be of benefit for the development of response and recovery strategies in the event of an emergency.

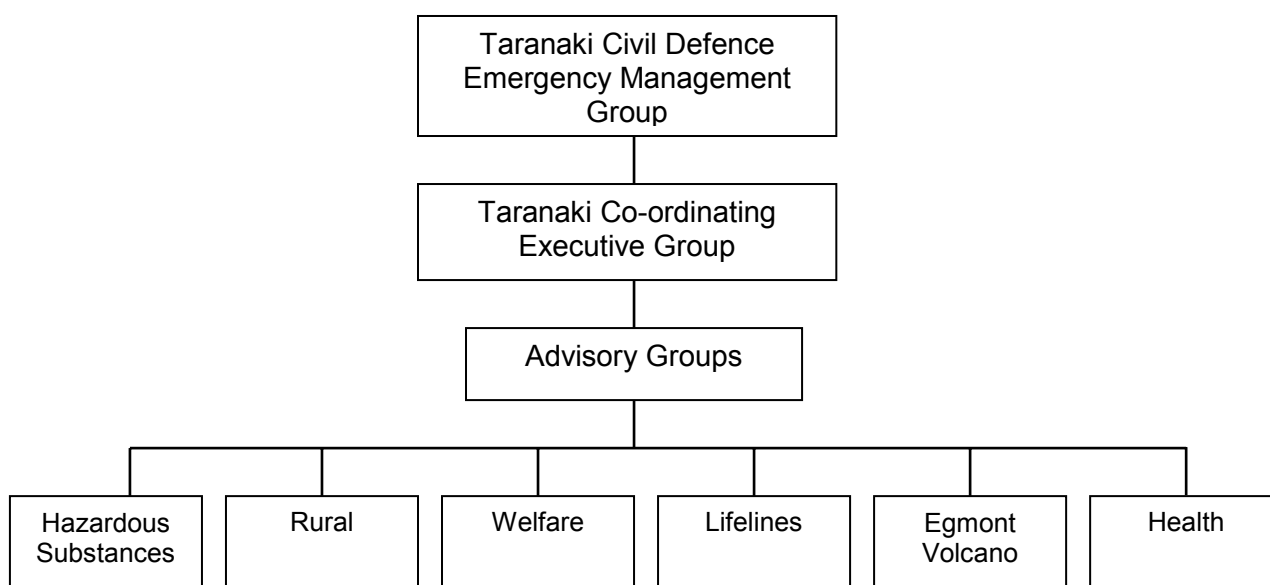


Figure 1 Civil Defence Emergency Management structure in Taranaki

2.2 Civil Defence Emergency Management Group

The Taranaki Civil Defence Emergency Management (CDEM) Group is established under section 12 of the Act, as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

The Taranaki Civil Defence Emergency Management Group comprises representatives of:

- New Plymouth District
- Stratford District
- South Taranaki District
- Taranaki Region

Each local authority is represented on the CDEM Group by the Mayor/Chairperson or Deputy Mayor/Chairperson of the local authority. The Taranaki CDEM Group elects its own chairperson who will hold office for one term of local government or such other term as may be decided by the Group.

The powers, obligations, functions and general powers of the CDEM Group are stated in sections 16, 17 and 18 of the Act. In summary, the functions of the CDEM Group include:

- **CDEM co-ordination:** the co-ordination of planning programmes and activities related to civil defence emergency management across the areas of reduction, readiness, response and recovery.
- **Risk management:** carrying out hazard and risk management.
- **Planning for CDEM:** developing, approving, implementing and monitoring a CDEM Group Plan and regularly reviewing the Plan.
- **Providing a CDEM organisation and resources:** maintaining and providing resources for effective CDEM, including suitably trained and competent personnel, and an appropriate organisational structure, together with necessary materials, services and information.
- **Promotion and public awareness:** promoting and raising public awareness of civil defence emergency management within its area.
- **Emergency response and recovery:** responding to and managing adverse effects of emergencies, carrying out recovery activities and assisting other Groups when requested.
- **Monitoring:** Monitoring and reporting on compliance within its area.

2.3 Co-ordinating Executive Group

The Taranaki Co-ordinating Executive Group (CEG) was established on 1 May 2003 under section 20 of the Act. The CEG comprises the statutory appointments of:

- the Chief Executive, or their representative, from each member local authority;
- a senior member of the Police;
- a senior member of the Fire Service, and
- the Chief Executive, or their representative, from the Taranaki District Health Board.

In addition, the CDEM Group appoints the following non-statutory members as full members and specialist advisors of the CEG:

- the chairperson of the Welfare Advisory Group;
- the chairperson of the Lifelines Advisory Group;
- the chairperson of the Rural Advisory Group; and
- the Group Controller.

The CEG elects its own chairperson who will hold office for one year.

The purpose of the Co-ordinating Executive Group is to provide specialist advice to the CDEM Group; implement the decisions of the CDEM Group; and to oversee the development, implementation, maintenance, monitoring and evaluation of the CDEM Group Plan.

2.4 Advisory Groups

There are six advisory groups that provide support and specialist expertise across the 4 R's (reduction, readiness, response and recovery) to the Co-ordinating Executive Group and CDEM Group as follows:

- **Hazardous Substances Technical Liaison Committee (HSTLC):** their main purpose being to provide the skills and expertise to support, in an advisory capacity, integrated agency planning activity that addresses the readiness for, and response to hazardous substance incidents (see Appendix 1: Hazardous Substances Technical Liaison Committee terms of reference for detail).
- **Rural Advisory Group (RAG):** provides advice to the CDEM Group on rural issues, enables a forum for planning across the sector in terms of continuity plans, participates in the development of the Group Plan and represents the rural sector with regard to civil defence emergency management matters in Taranaki (see Appendix 2: Rural Advisory Group terms of reference for detail).
- **Welfare Advisory Group (WAG):** has the responsibility of providing advice to the CDEM Group on welfare issues, providing a forum for planning across the sector in terms of continuity plans and participation in the development of the Group Plan (see Appendix 3: Welfare Advisory Group terms of reference for detail).
- **Lifelines Advisory Group (LAG):** has the responsibility of providing technical advice to the CDEM Group on lifeline issues, providing a lifelines forum to address integrated CDEM planning and preparedness, and participation in the development of the Group Plan (see Appendix 4: Lifelines Advisory Group terms of reference for detail).
- **Egmont Volcano Advisory Group (EVAG):** has the purpose of providing expert comment to the CDEM Group on the Taranaki Volcano-Seismic Network annual report, enabling a forum for discussion on issues relevant to volcanic hazards, as well as assisting in the development of volcanic hazard planning documents and the Group Plan (see Appendix 5: Egmont Volcano Advisory Group terms of reference for detail).
- **Health Advisory Group (HAG):** has the responsibility of providing a forum for discussion of issues relevant to health, the provision of advice to the CDEM Group and discussion of contingent capability for emergencies across the health sector in Taranaki, and assisting with the development of the Group Plan.

Terms of reference for the Health Advisory Groups are still in development. Members of each of these Advisory Groups are either specialists with technical knowledge or experience in their field, or representatives of organisations with leadership responsibilities, operational or service delivery functions of relevance to CDEM.

2.5 Administering Authority

Pursuant to section 23 of the Act, the Taranaki Regional Council [the Regional Council] is the administering authority for the Taranaki CDEM Group. The Regional Council is therefore required to:

- provide for the administration of the CDEM Group, CEG, and advisory groups (outlined in section 2.4), as required;
- provide financial services and advice to the CDEM Group for both programmed and emergency activities; and
- purchase and manage assets on behalf of the CDEM Group.

2.6 Taranaki Emergency Management Office

The administering authority maintains the Taranaki Emergency Management Office (TEMO) and associated Emergency Operations Centre (EOC). Civil defence emergency management activities of the CDEM Group will therefore be managed by the TEMO.

The Taranaki Emergency Management Office has the purpose of:

- maintaining the Emergency Operations Center (EOC) for Taranaki;
- assisting members in the co-ordination of hazard and risk management;
- providing for the training of competent personnel for civil defence emergency management;
- making available materials, services and information for effective civil defence emergency management;
- monitoring and responding to the adverse effects of emergencies on behalf of the CDEM Group and disseminating warnings in line with the CDEM Group's Response Guide;
- assisting with recovery operations on behalf of the CDEM Group;
- assisting other CDEM Groups and the Ministry of Civil Defence & Emergency Management in implementing civil defence emergency management when requested;
- promoting and raising public awareness in line with the Public Awareness and Training Strategy developed by the CDEM Group; and
- administering the CDEM Group Plan and reference documents, including those documents identified in section 1.8 for information purposes only.

Section 5.5.2 of the Group Plan also provides more detail on the functions of the TEMO.

2.7 Co-operative arrangements with other Civil Defence Emergency Management Groups

The Act requires the Taranaki CDEM Group to make arrangements for co-ordination and co-operation between other CDEM Groups. In particular, the Taranaki CDEM Group will enter into memoranda of understanding with the neighbouring CDEM Groups (i.e. the Waikato and Manawatu/Wanganui CDEM Groups). The purpose of these memoranda is to outline the support to be provided by adjoining CDEM groups both during and following a local emergency. It also enables other collaborative activities to be specified that will be undertaken between the CDEM groups to enhance the co-ordination of emergency management, planning and activities related to civil defence emergency management in their respective areas.

The Taranaki CDEM Group believes that the spirit of the Act is one of co-operation between Groups across New Zealand. To this end, the provisions of Schedule 1 of each of these memoranda, for support during an emergency, can hold true for any of the CDEM Groups throughout New Zealand.

Memoranda of Understandings will also be signed for operational purposes between the administering authority and specific agencies concerned in civil defence emergency management in Taranaki, including the Red Cross and AgriQuality. The intent of these

memoranda is to provide clarity and common agreement as to the availability of facilities and resources in the event of a local emergency and how access to these resources can occur.

2.8 Key appointments

There are a number of key appointments that the Taranaki CDEM Group must, or may make (subject to sections 25 - 30 of the Act). Key appointments are those recognized as having a significant role to play in emergency management in Taranaki, therefore the following appointments are to be made:

- **Group Controller and alternatives** – The functions and powers of the Group Controller and alternatives (appointed by the Taranaki CDEM Group) are outlined in section 5.3.4 of the Group Plan.
- **Welfare Manager** - The functions of the Welfare Manager are described in section 0 of the Group Plan.
- **Recovery Facilitator and alternatives** - The Recovery Facilitator can be appointed as outlined in section 0 of the Group Plan. Terms of reference for the Recovery Facilitator are described in section Appendix 10: Recovery Facilitator's terms of reference.

2.9 Funding and resourcing arrangements

Taranaki CDEM Group funding can be divided into three categories:

- programmed activities;
- emergency expenditure; and
- disaster relief fund.

2.9.1 Programmed activities

Programmed activities relate to the day-to-day running of the CDEM Group. Consequently, the CDEM Group considers a draft annual business plan each year based on the following functions:

- risk management;
- staff and resources;
- response;
- recovery;
- assistance to other CDEM Groups;
- promotion of the CDEM Act;
- compliance with other statutes;
- development, management and review of the Group Plan;
- Ministry of Civil Defence & Emergency Management assistance; and
- public awareness.

When the business plan is agreed for the next financial year by members of the CDEM Group, provision may be made for members to budget accordingly. The administering authority subsequently adopts a capital expenditure programme/estimates, then advises the total cost of civil defence emergency management to the Taranaki CDEM Group.

Members of the CDEM Group have agreed to apportion the total costs of civil defence emergency management as follows:

- Taranaki Regional Council 50%
- New Plymouth District Council 35%
- South Taranaki District Council 12%
- Stratford District Council 3%

The total cost of civil defence emergency management includes: those costs associated with the programmed activities endorsed by the CDEM Group, all administrative and overhead costs, emergency preparedness (including the maintenance of emergency facilities and equipment), and the facilities and resources of the Taranaki Emergency Management Office.

With regard to capital purchases for and on behalf of the CDEM Group, these will be managed by the administering authority (i.e. the Taranaki Regional Council) and identified separately from operating costs but apportioned on the same basis as operating costs (i.e. 50-35-12-3).

A Memorandum of Understanding has also been entered into for Civil Defence Emergency Management Group use of civil defence assets made available by South Taranaki District Council.

2.9.2 Emergency expenditure

The costs associated with emergency management response and recovery during an emergency on behalf of the CDEM Group (i.e. those supporting the Group Controller and Welfare Manager’s activities) will also be shared on the basis of the above funding apportionment (i.e. 50-35-12-3), regardless of the area for which the response was undertaken.

Costs associated with an emergency response by any member of the CDEM Group, or any other organisation, are also the responsibility of that organisation. These costs include the continuation of core business, as well as liaison and co-operation with the Group Controller for effective civil defence emergency management. Where a local authority has incurred other emergency expenditure, for example emergency works for road clearing, provision of water etc., the local authority may submit a subsidy claim for Category B expenditure from the Ministry of Civil Defence & Emergency Management. The residual costs, or the full cost (if the threshold is not met) for Group operations, will be met by the members of the Group, in line with the agreed funding split.

Therefore:

‘the costs incurred to responding agencies for the continuation of their core business shall lie with that agency’.

Important note: A clear record of who authorises any expenditure, its purpose and total amounts must be kept, with the Group Controller ensuring that all costs are properly accounted for.

Costs associated with an emergency response by the CDEM Group (as described in this Group Plan), whether a local emergency was declared or not, will initially be borne by the Taranaki CDEM Group and administered by the administering authority. The administering authority can then seek reimbursement of response and recovery costs

through available mechanisms. In particular, Category A and Category B claims can be forwarded to the Ministry of Civil Defence & Emergency Management.

These categories can be defined as:

Category A expenditure is defined as - the cost of:

- Emergency accommodation
- Transportation
- Feeding and clothing

In terms of Category A claims, all costs incurred by the CDEM Group for emergency welfare will be claimed by the administering authority. The district councils should not incur Category A expenses.

Category B expenditure is described as –

Other expenditure associated with emergency response, but not including recovery costs. Central government will reimburse the local authorities for 60% of these costs above a threshold calculated as 0.0075% of the Equalised Capital Value of the district or districts, and 0.002% for the regional council.

- Local authorities take full first-line responsibility for dealing with the impact of a disaster in their geographic and functional areas of responsibility. Central government assistance can be called upon only where local resources are inadequate to cope with the scale of the disaster or they are unable to cope within a reasonable time-frame.
- While the initial and primary responsibility rests with the local community, central government will assist in rescue, medical care, provision of emergency feeding, housing and transport, where this cannot be adequately achieved by a local authority, community or voluntary agency in a timely manner. Such assistance may be either physical or financial.

With regard to recovery costs the National Civil Defence Plan currently specifies that:

- Government assistance will be available where the cost of repair or recovery of uninsurable essential services (which include water, storm water, electrical, sewerage and gas facilities) and other structures, such as retaining walls and tunnels upon which the essential services depend is greater than 0.0075% of Equalised Capital Value in the case of City or District Councils, and 0.002% of the Equalised Capital Value in the case of the Regional Council. Where damage costs are greater than this threshold the government will provide 60% of the repair or recovery cost of the outstanding amount.

Category B and Recovery cost claims meeting the set criteria are combined to achieve the one threshold.

The Ministry has also requested that CDEM Groups collate and co-ordinate the response and recovery claims to submit to the Ministry after an emergency event, rather than individual local authorities submitting separate claims.

The claim is to be certified by the relevant chief executive(s) and forwarded to the Ministry of Civil Defence & Emergency Management. Claims should be accompanied by all relevant details to support the classification of costs as emergency expenditure.

The duration and boundaries of emergency declarations are to be explicitly stated. Costs are to be separately identified under Category A and B. Receipts are not initially required but details of payments made should be listed for each item under the appropriate category.

All claims for Category B expenditure must be accompanied by a statement of the Equalised Capital Value as issued at the 31 March prior to the emergency by Quotable Value New Zealand. If a claim is made for a limited number of districts, the separate valuation for those districts should be shown for their calculation.

All CDEM Group residual response and recovery costs will be divided between members based on the 50-35-12-3 funding split.

2.9.3 Disaster Relief Fund

In Taranaki the Disaster Relief Fund is administered by the Taranaki Regional Council on behalf of the Taranaki Disaster Relief Fund Trustees. Trustees meet on a regular basis during and following an emergency to consider applications to the fund.

Rules for processing applications and eligibility are outlined in the 'Taranaki Disaster Relief Trust Fund - Trust Deed' document.