

# APPENDICES



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## Appendix 1: Hazardous Substances Technical Liaison Committee terms of reference

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The Hazardous Substances Technical Liaison Committee (HSTLC) shall be an advisory group to the Taranaki Civil Defence Emergency Management Group, through the Co-ordinating Executive Group. The HSTLC will be chaired by the New Zealand Fire Service and administered by the Taranaki Regional Council.

### Composition

The composition of the HSTLC shall be divided into two distinct groups. The first group (tier 1) comprises emergency services and the principal statutory agencies that will attend regular meetings of the HSTLC. The second group (tier 2) comprises agencies that may provide specialist advisors for initial response and emergency planning/training.

Tier 1	Tier 2	
New Zealand Fire Service	Land Transport Safety Authority	Westgate Transport Ltd
New Zealand Police	Maritime Safety Authority	Dynea NZ Ltd
TDHB Ambulance Service	Civil Aviation Authority	Ballance Agri-Nutrients Ltd
TDHB Public Health	NZMP	NGC New Zealand Ltd
Occupational Safety and Health	Shell Todd Oil Services	Contact Energy
New Plymouth District Council	Methanex New Zealand Ltd	Tranz Rail Ltd
Stratford District Council	TDHB Medical Advisor	Taranaki Regional Council
South Taranaki District Council	Dow Agro Sciences	
Taranaki Regional Council	New Zealand Police - CVIU	

### Functions

The functions of the HSTLC are to:

1. Provide a specialist response group capable of providing expert advice for the safe and effective management of hazardous substance emergencies.
2. Provide a forum for discussion of issues relevant to hazardous substances and the provision of advice, including planning and review to the Co-ordinating Executive Group.
3. Assist with the development of hazardous substance incident action plans deemed necessary by the CDEM Group.
4. Assist with the development of the Taranaki Civil Defence Emergency Management Group Plan.

### Meetings

The HSTLC will meet on a quarterly basis to conduct routine business. Working groups may be established, within the HSTLC, to address matters of specific concern (e.g. training, exercises, contingency planning etc.). If requested by any agency with statutory responsibility, the Taranaki Regional Council will arrange for an incident debrief to be conducted outside the normal meeting schedule.

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## **Appendix 2: Rural Advisory Group terms of reference**

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The Taranaki Rural Advisory Group (RAG) will be an advisory group to the Taranaki Civil Defence Emergency Management Group, through the Co-ordinating Executive Group.

The Taranaki Rural Advisory Group will be administered by the Taranaki Regional Council.

### **Composition**

Membership will comprise appropriate representatives from:

- AgriQuality
- Wrightson Solutions Ltd.
- Road Transport Association
- Federated Farmers
- Taranaki Farmers
- Livestock Improvement Corporation
- Ravensdown Fertiliser Co-operative
- Meat Industry Association
- Fonterra
- Taranaki Branch Veterinarians Association
- Tegel Processing Plant
- Department of Conservation
- Parininihi Ki Waitotara Inc (PKW)
- Taranaki Rural Fire Association (Chair)
- MAF Policy
- Taranaki Regional Council

### **Functions**

1. Provide advice on rural issues across the 4 R's to the Taranaki CDEM Group.
2. Provide a forum for planning across the sector in terms of continuity plans.
3. Assist with the development of the Taranaki Civil Defence Emergency Management Plan.
4. To represent the rural sector with regard to civil defence emergency management matters in Taranaki.

### **Meetings**

The Taranaki Rural Advisory Group will meet no more than four times per year, whilst the initial CDEM Plan work is being undertaken. These will be scheduled prior to the Co-ordinating Executive Group (CEG) meetings, to allow for reports to be presented.

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## **Appendix 3: Welfare Advisory Group terms of reference**

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The Taranaki Welfare Advisory Group (WAG) will be an advisory group to the Taranaki Civil Defence Emergency Management Group, through the Co-ordinating Executive Group.

The Taranaki Welfare Advisory Group will be administered by the Taranaki Regional Council.

### **Composition**

Membership will comprise appropriate representatives from:

- Taranaki Regional Council (3 members)
- Child Youth and Family Services (2 members)
- Department of Work and Income (1 member)
- Red Cross (1 member)
- North Taranaki Neighbourhood Support (1 member)
- Salvation Army, New Plymouth (1 member)
- Salvation Army, Stratford (1 member)
- Salvation Army, Hawera (1 member)
- Housing NZ New Plymouth and Wanganui (2 members)
- Taranaki District Health Board (1 member)
- Victim Support, New Plymouth (1 member)
- Victim Support, Stratford (1 member)
- Victim Support, Hawera (1 member)
- ADRACare (1 member)
- Taranaki Lifeline (1 member)
- Department of Work and Income Wanganui (1 member)

### **Functions**

1. Provide advice on welfare related issues across the 4 R's to the Taranaki CDEM Group.
2. Provide a forum for planning across the sector in terms of continuity plans.
3. Assist with the development of the Taranaki Civil Defence Emergency Management Plan.

### **Meetings**

The Taranaki Welfare Advisory Group will meet no more than four times per year, whilst the initial CDEM Plan work is being undertaken. These will be scheduled prior to the Co-ordinating Executive Group (CEG) meetings, to allow for reports to be presented.

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## **Appendix 4: Lifelines Advisory Group terms of reference**

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The Taranaki Lifelines Advisory Group (LAG) shall be an advisory group to the Taranaki Civil Defence Emergency Management Group, through the Co-ordinating Executive Group. The Lifelines Advisory Group will be administered by the Taranaki Regional Council.

### **Composition**

Membership will comprise appropriate representatives from:

#### **Transportation**

New Plymouth District Council  
Stratford District Council  
South Taranaki District Council  
Transit New Zealand  
Toll Rail  
Westgate Transport  
New Plymouth Airport

#### **Energy**

Powerco  
Contact Energy  
TrustPower  
TransPower  
Methanex  
Swift Energy  
Shell Todd Oil Services  
NGC New Zealand

#### **Communications**

Telecom  
Broadcast Communications Ltd

#### **Water and Waste**

New Plymouth District Council

### **Functions**

The functions of the Lifelines Advisory Group are to:

1. Provide technical advice on lifeline issues across the 4 R's to the Taranaki CDEM Group.
2. Provide a lifeline forum to address integrated CDEM planning and preparedness.
3. Assist with the development of the Taranaki Civil Defence Emergency Management Group Plan.

### **Meetings**

The Taranaki Lifelines Advisory Group will meet no more than four times per year, whilst the initial CDEM Plan work is being undertaken. These meetings will be scheduled prior to the Co-ordinating Executive Group (CEG) meetings, to allow for reports to be presented.

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## **Appendix 5: Egmont Volcano Advisory Group terms of reference**

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The Egmont Volcano Advisory Group (EVAG) shall be an advisory group to the Taranaki Civil Defence Emergency Management Group, through the Co-ordinating Executive Group (CEG). The EVAG will be chaired by a member of the EVAG on a two-yearly rotational basis and administered by the Taranaki Regional Council.

### **Composition**

The composition of the EVAG will be determined by the CDEM Group in order to provide expert scientific advice on readiness, reduction, response and recovery issues relating to the Egmont Volcano. The CDEM Group may also co-opt members as required.

Membership will comprise appropriate representatives from:

Taranaki Regional Council	(2 members)
Institute of Geological and Nuclear Sciences ....	(2 members)
Massey University .....	(2 members)
University of Auckland .....	(2 members)
Department of Conservation .....	(1 member)

### **Functions**

The functions of the Egmont Volcano Advisory Group are to:

1. Provide a forum for discussion of issues relevant to volcanic hazard and the provision of advice to the Co-ordinating Executive Group or Group Controller as appropriate.
2. Assist with the development of volcanic hazard planning documents deemed necessary by the CDEM Group.
3. Assist with the development of the Taranaki Civil Defence Emergency Management Group Plan.
4. Assist with the development and implementation of volcano awareness outreach programmes and educational resources.
5. Members should also advise the Taranaki Regional Council if research activities being undertaken on the volcano are drawn to their attention.
6. Provide expert comment on the Taranaki Volcano – Seismic Network annual report.

### **Meetings**

The EVAG will meet on an annual basis to conduct routine business. Members may also request additional meetings of the EVAG, through the Taranaki Regional Council, if required.

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## Appendix 6: Declaration of a state of local emergency

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Pursuant to section 68 of the Civil Defence Emergency Management Act 2002,

I, \_\_\_\_\_  
[full name]

declare that a state of local emergency exists in

\_\_\_\_\_  
[name of the Civil Defence Emergency Management Group area, district or ward]

This state of local emergency comes into force on the date of this declaration *(or omit final words and substitute a specified later date)*

\_\_\_\_\_ on \_\_\_\_\_  
[time] [date]

This state of local emergency shall terminate on the commencement of the seventh day after the date on which it was declared *(or omit final words and substitute a specified earlier date and time)*

\_\_\_\_\_ on \_\_\_\_\_  
[time] [date]

In the absence or unavailability of the Group Controller, for whatever reason, the following Alternative Group Controllers are identified in order of precedence:

- 1) \_\_\_\_\_ 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

Declared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Time and date of declaration: \_\_\_\_\_

Public notice of this declaration must be given forthwith by such means as reasonably practicable and it must be published in the Gazette as soon as practicable.

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## Appendix 7: Declaration extending a state of local emergency

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Pursuant to section 71 of the Civil Defence Emergency Management Act 2002,

I, \_\_\_\_\_  
[full name]

extend the state of local emergency declared in respect of

\_\_\_\_\_  
[name of the Civil Defence Emergency Management Group area, district or ward]

on \_\_\_\_\_  
[specify date of declaration]

until \_\_\_\_\_ on \_\_\_\_\_  
[specify the time and date, which must not be later than the commencement of the seventh day after the date of this declaration]

Declared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Time and date of declaration: \_\_\_\_\_

Public notice of this declaration must be given forthwith by such means as reasonably practicable and it must be published in the Gazette as soon as practicable.

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## Appendix 8: Declaration terminating a state of local emergency

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Pursuant to section 72 of the Civil Defence Emergency Management Act 2002,

I, \_\_\_\_\_  
[full name]

terminate the state of local emergency declared in respect of

\_\_\_\_\_  
[name of the Civil Defence Emergency Management Group area, district or ward]

The termination of the state of local emergency takes effect from

\_\_\_\_\_  
[date]

Declared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Time and date of declaration: \_\_\_\_\_

Public notice of this declaration must be given forthwith by such means as reasonably practicable and it must be published in the Gazette as soon as practicable.

## Appendix 9: Matrix of responsibilities – response and recovery

Agency	Evacuation	Law and Order	Firefighting urban	Firefighting rural	SAR urban	SAR marine	SAR land	Medical/health management	Water supplies	Electricity	Gas distribution/transmission	State highways	Local highways and roads	Storm water	Sewerage	Telephone landline	Telephone cellular	Radio communications	Railway	Airport facilities	Air traffic control	Port	Inter-service communications	Animal welfare	Damage limitation	Warnings	Registration	Welfare Co-ordination	Housing	Counselling/support	Emergency feeding	Clothing	Temporary shelter	Public enquiries	Public information	Media co-ordination	Emergency grants etc.	Labour management	Response Co-ordination	Flood protection works	Coastal protection works	Disaster Relief Fund															
Airways Corporation																																																									
Alpine Cliff Rescue Team					S	S	S	S														P																																			
Amateur Radio Emergency Corps					S	S	S												S																																						
Automobile Association																																																									
Broadcast Communications Ltd																																																									
Child Youth and Family																																																									
Church groups																																																									
Contact Energy																																																									
Department of Conservation																																																									
Federated Farmers																																																									
Fonterra																																																									
Forestry owners																																																									
Housing New Zealand																																																									
Institute of Geological and Nuclear Sciences																																																									
Lifeline Taranaki																																																									
Local GP's/medical centres																																																									
Local print media																																																									
Local radio media																																																									
MetService																																																									
Ministry of Agriculture and Forestry <sup>46</sup>																																																									
Ministry of Civil Defence & Emergency Management																																																									
Ministry of Health																																																									
National media																																																									
National Rural Fire Authority																																																									
Neighbourhood Support																																																									
New Plymouth District Council																																																									
New Plymouth District Council (Airport Authority)																																																									
New Zealand Defence Force																																																									
New Zealand Fire Service																																																									
New Zealand Police																																																									
NGC																																																									
Order of St John																																																									
Powerco																																																									
Local roading contractors																																																									
Red Cross																																																									
Road Transport Association																																																									
Salvation Army																																																									

<sup>46</sup> The primary role/responsibility of the Ministry of Agriculture and Forestry associated with animal welfare relates only to the recovery phase and not response.



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## Appendix 10: Recovery Facilitator's terms of reference

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The Taranaki Civil Defence Emergency Group confirms the active appointment of:

\_\_\_\_\_ (full name)

as Taranaki Civil Defence Emergency Management Group Recovery Facilitator. The active appointment is effective from:

\_\_\_\_\_ (day, date, time)

and will cease at (unless amended earlier):

\_\_\_\_\_ (day, date, time)

Where the appointee is not an employee of a member of the Taranaki Civil Defence Emergency Management Group, a contract for services will be entered into between the appointee (or their employer) and the administering authority.

Where the appointee is not a person named in section 0 of the Taranaki Civil Defence Emergency Management Group Plan, the appointee must first be approved by a full meeting of the Taranaki Civil Defence Emergency Management Group.

### Functions and duties

The specific duties of the Recovery Facilitator are to:

- Establish an appropriate management structure for the co-ordination of recovery efforts across the Taranaki Civil Defence Emergency Management Group area, consistent with the Taranaki Civil Defence Emergency Management Group Plan.
- Establish an office for the co-ordination of recovery efforts in consultation with the administering authority and agencies with a primary role in recovery
- Ensure the collection, collation, and analysis of impact assessments undertaken by agencies during the response.
- Identify and seek to resolve gaps in the impact assessment(s) if necessary.
- Plan and implement recovery options in conjunction with agencies and the affected community.
- Establish priorities for recovery works and deadlines.
- Identify whether adequate statutory or regulatory authorities exist to aid recovery.
- Consider resource requirements including equipment, facilities, personnel, and funding for the recovery management function.
- Actively promote donations that are consistent with the needs of the community.
- Identify and establish systems through the Taranaki Disaster Relief Trust Fund for equitable distribution of relief funds and donated goods made available to the Recovery Facilitator.
- Disseminate information to agencies and the affected community.
- Identify and establish systems for financial accountability of the recovery operation in line with the Civil Defence Emergency Management administering authority.
- Inform and advise the Taranaki Civil Defence Emergency Management Group on a regular basis.

- Inform and advise the Ministry of Civil Defence & Emergency Management on a regular basis.

### **Management structure**

The management structure is outlined in section 6.4 of the Group Plan. The Recovery Facilitator must recognise the considerations of the day and adapt the structure below the position of Recovery Facilitator accordingly.

### **Financial delegation**

Financial delegations are outlined in section 0 of the Group Plan. Where the appointee is a staff member of the administering authority, the financial delegation for day-to-day business, or the Recovery Facilitator financial delegation (whichever is the greater) will be recognised.

### **Reporting**

The Recovery Facilitator will report to the Taranaki Civil Defence Emergency Management Group through the administering authority on an as required basis.

I, \_\_\_\_\_ (*full name*), hereby accept the appointment described above as Recovery Facilitator for the term outlined above. I further understand that the appointment is dedicated full time to the Taranaki Civil Defence Emergency Management Group.

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(*signed and dated*)

Signed on behalf of the Taranaki Civil Defence Emergency Management Group:

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(*Chief Executive, Taranaki Regional Council*)