

1 Introduction

1.1 Authority

This Civil Defence Emergency Management (CDEM) Local Plan is produced by the Waitakere City Council pursuant to the requirements of s.64 of the Civil Defence Emergency Management Act 2002 (hereafter referred to as “the Act”). The North West Emergency Management Committee has endorsed the plan as meeting the requirements of the Act.

The plan was approved by the Auckland Region Civil Defence Emergency Management Group on 25 June 2004. The plan becomes operative at the same time as the Auckland Region CDEM Group Plan becomes operative and has the same duration.

Amendments to the plan will be made independently or in tandem with amendments to the CDEM Group Plan to maintain consistency.

1.2 Purpose of the Plan

Civil Defence Emergency Management means¹ the application of knowledge, measures and practices that:

- Are necessary or desirable for the safety of the public or property; and,
- Are designed to guard against, prevent, reduce or overcome any hazard or harm or loss that may be associated with any emergency.

It also includes, without limitation, the planning, organisation, co-ordination and implementation of those measures, knowledge and practices.

This plan does not address the broad scope of CDEM. It is focused on describing the specific activities that relate to readiness, response and recovery at the district level. It therefore draws on other documentation without repeating it. This documentation includes:

- The National CDEM Strategy.
- The National CDEM Plan.
- The Auckland CDEM Group Plan.
- The Waitakere City Long-term Council Community Plan².

Objectives of the Plan

The objectives of this CDEM Local Plan are:

- To describe the basis for provision of local CDEM activities within Waitakere City.

¹ Civil Defence Emergency Management Act 2002, s4.

² Local Government Act 2002, s.93.

- To note the means of ensuring that the Waitakere City Council is able to function to the fullest possible extent during and after an emergency.
- To document the arrangements for a transition to control by the Group Controller should an emergency become a regionally significant event.

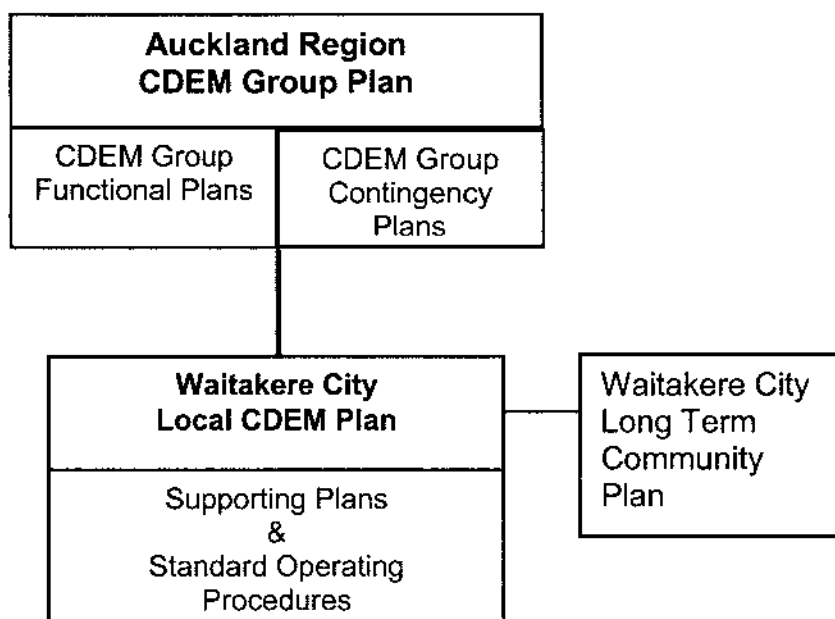
1.3 CDEM Group Plan - Relationship

This CDEM Local Plan is consistent with the CDEM Group Plan and meets the requirements of the CDEM Group. It does not repeat details contained in the Group Plan except where necessary for clarity. It should therefore be read in conjunction with the Group Plan and the Long-term Council Community Plan. Fig 1.1 depicts the relationships.

Waitakere City is a member of the Auckland CDEM Group formed under s.12 of the Act and is represented on that Joint Committee by Councillor Derek Battersby. A representative of the Chief Executive of Waitakere City Council is a member of the Co-ordinating Executive Group (CEG) formed under s.20 of the Act - see para 4.2.

For a list of supporting plans and SOPs, see Section 5.

Fig 1.1 Relationship of this Plan with others



2 Strategic Issues

2.1 The Waitakere City District

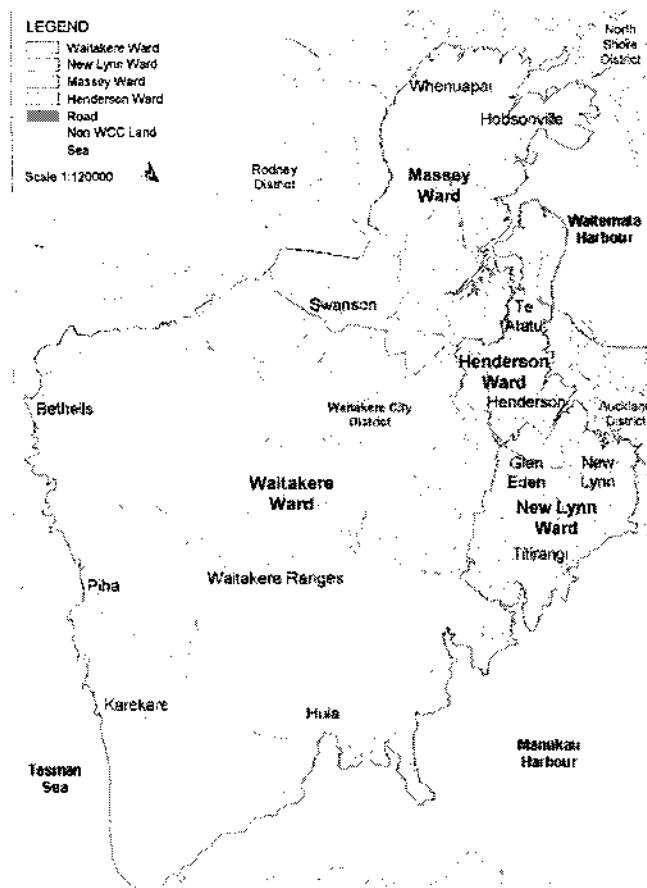
Description

Waitakere is one of New Zealand's fastest growing cities, with a population of about 186,000. In comparison there are approximately 1.2 million people in the greater Auckland area. The city has a total area of 367 square kilometres with approximately 23% of this area being urban.

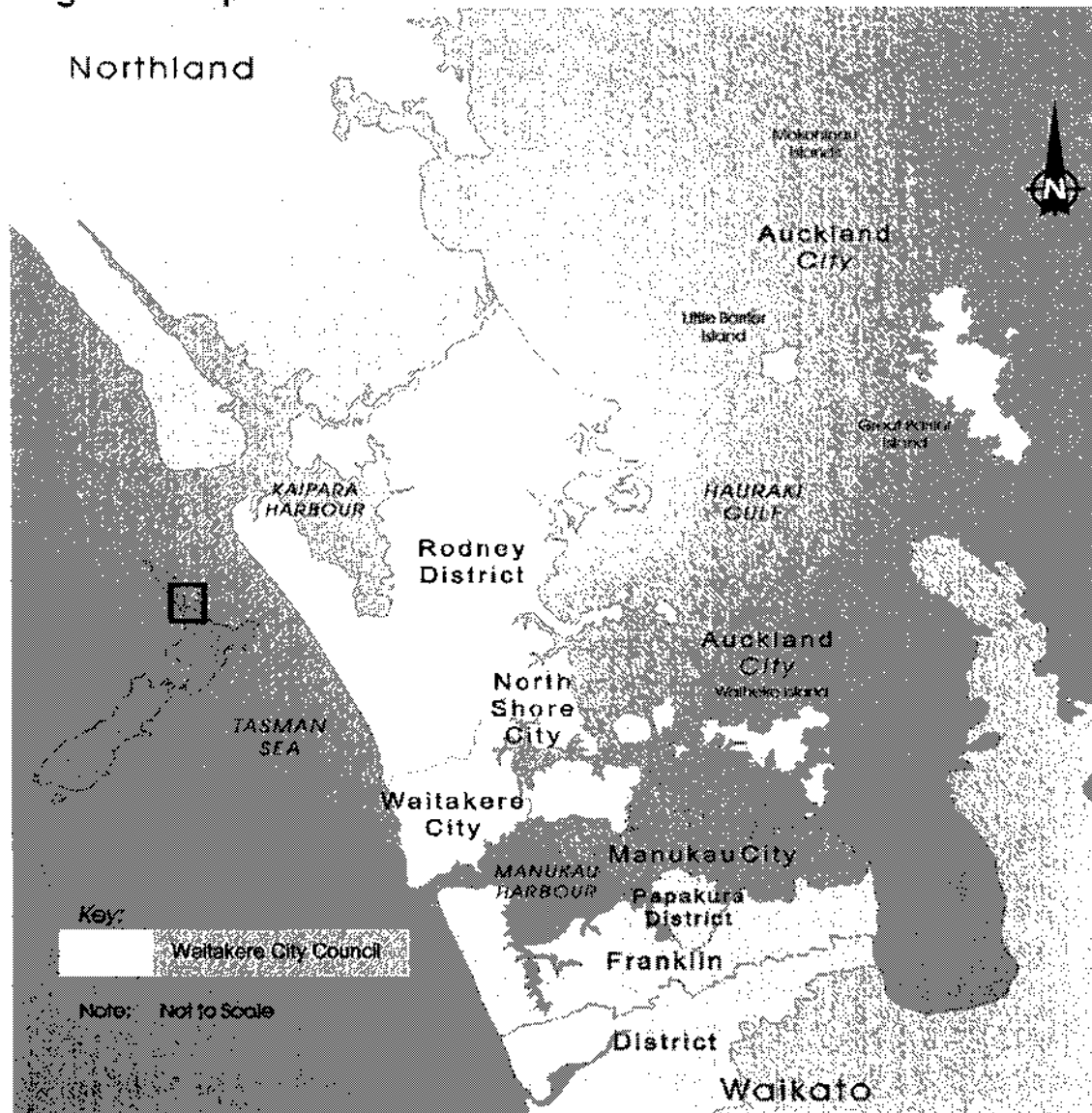
Waitakere is known as an Eco City. This means working with people and communities to:

- Build a strong local economy.
- Create attractive town centres with good road and passenger transport access.
- Protect and expand the "green network" which links our streams and parks from the Ranges to the sea.
- Use resources better, and produce less waste.
- Improve the wellbeing of residents.

Local Map



Regional Map



2.2 Strategic Direction

The strategic direction for the region is set out in the CDEM Group Plan. CDEM activities conducted by Waitakere City in each of the Reduction, Readiness, Response and Recovery domains are consistent with that direction and contribute to the vision, mission and goals of the CDEM Group.

2.3 Waitakere City Risk Profile

Definition

The risk profile is the outcome of analysing the likelihood and consequences of hazards. The hazards that may cause, or contribute substantially to the cause of an emergency, have been prioritised across the Auckland Region according to their:

- seriousness – the relative impact in terms of people and/or dollars;

- manageability – the relative ability to mitigate or reduce the hazard;
- urgency – how critical it is to address the hazard relative to its probability;
- growth – the rate at which the risk from the hazard will increase through either an increase in the probability of an event occurring, or an increase in the exposure of the community, or a combination of the two.

The regional hazards have then been reviewed for their specific applicability to Waitakere City and the resulting risk profile is contained in the Table 2.3 – The Waitakere City Hazardscape.

2.4 Targets & Actions

The CDEM Group Plan contains the strategic approach to treating the risks to the Auckland Region. Those activities that require a whole-of-Council approach have been incorporated in the Waitakere City Long-term Council Community Plan. Where appropriate, specific activities and their budget details are contained in the Waitakere City Council Annual Plan.

2.5 North West Zone Memorandum of Understanding

For the purposes of CDEM co-ordination and support within the North West Zone, the Rodney District Council, Waitakere City Council and North Shore City Council have entered into a Memorandum of Understanding (MOU).

The MOU describes the manner in which CDEM will work together within the North West Zone for general operations and emergency response.

Table 2.3 - The Waitakere City Hazardscape

Hazard	General description and potential consequences	Probability of Occurrence in a 50-year period
<p>Infrastructure Failure Failure of equipment, systems or networks as a result of a technical malfunction or collapse</p>	<p>Waitakere City is highly dependent on its infrastructure (as is the whole region) and thus highly vulnerable to a breakdown or total failure of a network or system. The consequences are variable and dependent on the nature and extent of the failure. Failures due to natural hazards are addressed under those hazards.</p> <p>Consequences An economic impact is inevitable from any infrastructure failure, and the flow-on effect on tourism and trade are likely to be long term because of the resultant loss of credibility.</p>	<p>Unable to estimate, but likely to exceed 10%</p>
<p>Volcanic Eruption a. Eruption from the Auckland Volcanic Field.</p>	<p>The Auckland Volcanic Field is monogenetic - volcanoes erupt only in a single episode and subsequent eruptions are from different and unpredictable locations. Past eruptions from the Volcanic Field have been centred on a 360km² area occupied by parts of North Shore, Auckland City and Manukau City Councils. Direct impact from the next eruption is more likely to affect these Councils, however Waitakere City could still be impacted by ash fall and the flow on effects of the eruption.</p> <p>Consequences Devastation in the path of lava flows up to 10 km from the vent. Extreme economic losses due to disruption and ash cleanup costs. Risk of fire from hot ash. Severe disruption to transport, electricity, water, sewerage and storm water systems from ash deposits - up to several weeks for deposits of less than 50mm.</p>	<p>5%</p>
<p>b. Eruption elsewhere in the North Island.</p>	<p>The impact of a distant eruption will be generally uniform across Waitakere City. Ash thicknesses will be dependant on location and size of eruption but could range from <1mm to >100mm.</p> <p>Consequences Severe disruption to transport, electricity, water, sewerage and storm water systems from ash deposits - up to several weeks for deposits of less than 50mm. Limited physical risk to people however driving may be hazardous and lungs and eyes may be irritated. Help may be required by communities closer to the eruption centre, putting a strain on resources such as food, water, construction materials and clean up equipment.</p>	<p>2.5 to 63% (2.5 – 4.9 Central North Island) (15 – 63 Mt Taranaki)</p>

Earthquake

Although the Auckland isthmus is one of the least historically seismically active areas in NZ, earthquakes of varying magnitude, from both local fault lines and those outside the region, are likely to occur in Auckland at some stage in the future. Areas of Waitakere City have been classified as being of moderate to high ground shaking amplification and consequential slope failure and soil liquefaction will add to the direct damage from ground shaking. Earthquake intensities of Modified Mercalli VII in Waitakere City are feasible and would cause significant damage.

Consequences (MM7)

- Loss of life and high social disruption.
- Loss of key lifeline utilities: Communications out for 1 – 7 days. Energy supplies variable but could be several months, Water supply, wastewater, and storm water out for up to 4 – 6 months. Transport up to 6 months.
- Severe economic losses and a recovery timescale of up to 20 years.

MM6 - 43%
MM7 - 7%

Tropical Cyclone

Cyclones by their nature are unpredictable. Cyclones which intrude into the New Zealand area move south and east. Blocking anticyclones slow their path and once they cross New Zealand they get caught up in the westerly circulation of the mid-latitudes, and move rapidly south east. The main hazards associated with tropical cyclones are wind gusts and heavy rainfall, but they can also generate significant storm surge and coastal erosion. A cyclone scenario that produces maximum impact on the Auckland region would have the cyclone tracking directly over Auckland, with gusts as high as 160 km/hr being felt in Waitakere City. Rainfall could be as high as 130 mm in a 24 hour period and could cause rain induced failure of some of the slopes in the city as well as causing localised flooding. This scenario would also generate a 1.0m storm surge in the Northern inner harbour and a 0.60m storm surge in the Manukau Harbour.

Consequences

- Little loss of life, but short-term economic losses for cleanup, repair and reconstruction.
- Moderate-High social disruption depending on the extent of evacuations necessary.
- Road transport disrupted by debris and flooding for several days, or up to a week or more for routes affected by landslips. Rail could take 2 – 7 days to recover, up to several months if widespread slope failure occurs.
- Energy - power outages for several hours at a time.
- Widespread damage to yachts, boats and some port facilities.
- Water, wastewater and storm water - disrupted for up to 4-6 weeks.
- Localised flooding in stream valleys and coastal areas.
- 5 – 20% of steeper slopes in coastal areas and across the city may fail.

39%

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Tsunami

The most likely hazardous tsunami event for the region is a far-field tsunami caused by an earthquake off the west coast of Chile. Incoming waves could reach up to 3.6m above mean sea level (not including local amplification effects). A far field event from this source would affect both coasts, with historical evidence suggesting the east coast response to be twice that of the west coast. Tsunami bores could be experienced in Henderson creek and other Waitakere City waterways. Near field tsunamis from earthquakes along local faults or from a volcanic eruption are also possible. The effects from locally generated tsunami will be similar to the effects of a distantly generated tsunami, although less severe.

49%

Consequences

Some loss of life, social and psychological disruption, and short to long term economic losses due to clean-up, and construction of repair and remedial structures.
 Temporary obstruction or failure of coastal roads for up to 2 days. Water networks could be out for up to 6 weeks.
 Damage to moorings and coastal structures due to high wave velocities and scour. Coastal erosion and potential loss of support to structures in the coastal area.

Fire

a. Urban Fire

There are over 1,000 fires of varying severity every year in Waitakere City.

100%

Consequences

Some loss of life and short-term economic losses for repair and reconstruction.

b. Wildfire

Wildfire is a significant hazard for the Waitakere ranges and could result from agricultural burn-off getting out of control, arson, careless actions or natural causes such as lightning strikes. Weather plays a significant factor – the risk of fire increases during times of drought or high temperatures.

Unable to estimate

Consequences

Little loss of life, and short-term economic losses for repair and reconstruction.
 Loss of flora and fauna and possible consequential susceptibility to erosion.
 Physical losses include loss of residences.

c. Fire following earthquake/eruption

Fire can arise from damaged energy facilities/pipelines or volcanic ash.

2.5% (earthquake induced) to
 4.9% (volcanic induced)

Consequences

Multiple fire centres exceeding the capacity of existing fire services.
 Little loss of life, and short-term economic losses for repair and reconstruction. The consequences will be complicated by any effects of the earthquake or volcanic eruption that generated the fire.

<p>Terrorism</p>	<p>The risk associated with large-scale terrorism is variable and depends on what is targeted and the extent of damage. The likelihood of terrorism varies significantly, and can reflect the stability within international politics, or the state of mind of a particular individual.</p> <p>Consequences It is probable that a terrorist event would have a major impact on infrastructure but consequences could also include:</p> <ul style="list-style-type: none"> ▪ Social and psychological injury ▪ Sickness/illness depending on the nature of the event. ▪ Short-term economic losses to affected commerce and possible longer-term economic effects if tourism was affected. 	<p>Unable to estimate</p>
<p>Major Accident</p>	<p>a. Harbour incident</p> <p>Although there have been no significant waterborne incidents, there is always the potential for collisions, groundings and oil spills</p> <p>Consequences Some loss of life and economic losses. Longer term economic costs due to offshore clean up and repair or reconstruction works onshore.</p> <p>b. Roading Incident</p> <p>The high traffic density on Waitakere City roads provides the potential for a large multi-vehicle incident involving passenger, commercial and private vehicles.</p> <p>Consequences Some loss of life and economic losses.</p>	<p>Unable to estimate</p> <p>100%</p>
<p>Hazardous Substances</p>	<p>There are large numbers of sites in Waitakere City with potentially lethal chemicals stored in solid, liquid and gaseous form. Accidental release or release as a consequence of a natural hazard or negligence is always possible. Hazardous substances releases can cause large explosions and toxic gas plumes and therefore affect a large area.</p> <p>Consequences Some fatalities and medical treatment required for several hundreds. Large scale evacuations and consequential social disruption. Short and long-term economic losses from site cleanup requirements. Potential long-term physical and psychological consequences.</p>	<p>100%</p>

Biological

Animal or human diseases/epidemics; introduced pests

The NZ economy could be severely affected or disrupted by a range of biological hazards impacting on our agricultural, horticultural, forestry, fishing or tourism industries. Due to our economy's dependence on horticultural, agricultural and forestry industries, and limited historical exposure to disease Waitakere City is vulnerable to biological hazards. The consequences of an occurrence of a human-based biological hazard in Waitakere City could be large.

Unable to estimate

Consequences

Animal-based occurrence

Loss of exports and cessation of some imports affecting economic vitality and employment.

Competition and habitat reduction for some native animal species and possible loss of these species from Waitakere City and the Auckland region.

Human health risks and possible affect on other animal species.

Human-based occurrence

Loss of life and stretched medical resources.

Widespread social and psychological disruption and isolation.

Loss of reputation as a tourism gateway affecting economic vitality and employment.

Flooding

Flooding occurs when natural and artificial drainage systems can't cope with a particular rainfall event. In Waitakere City most flooding events are of short duration and affect relatively localised areas. Physical and economic vulnerability to a flooding event is considered high, social vulnerability is considered low to moderate.

100%

Consequences

Flooding of residential homes and consequent evacuation of a number of residents.

Roads may be impassable for a short period of time.

Damage to land and buildings from sediment deposition.

Low risk to human life.

Economic loss due to the cumulative effects of flood damage to property and dwellings.

3 Operational Arrangements

3.1 Readiness

Facilities

Waitakere City maintains a purpose-designed Emergency Operations Centre (EOC) in Glendene. The EOC is equipped with a range of control and communication, processing and reporting services to deal comprehensively with a local emergency. Council employees, volunteers and Emergency Services liaison representatives staff the EOC during an emergency.

A secondary role of the EOC will be to co-ordinate assistance for any Council located within the North West Zone that has declared a state of local emergency in its district.

The Waitakere City EOC is also designated to act as the Group EOC during a regional or national emergency should the designated Group EOC become unoperational.

Operational Planning

Planning for the response to emergencies is conducted and documented in a range of Standard Operating Procedures (SOPs). These SOPs are reviewed by the North West Emergency Management Committee (see 4.3) to ensure the proposed activities are consistent and integrated with those of the Emergency Services and other entities.

Operational Exercises

A regular schedule of skill training and operational exercises is conducted to maintain and test readiness domains. Where appropriate, this training is co-ordinated with other training and exercises across the North West Zone and the Region.

Business Continuity Planning

Waitakere City maintains Business Continuity Plans that provide for a predetermined response to adverse events that affect the delivery of services and other functions of the Council. These plans are designed to ensure that the Waitakere City Council will be able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency or crisis event.

Community Education

Waitakere City CDEM provides a range of educational material and specific activities designed to promote community resilience and awareness. These activities are co-ordinated where appropriate with regional initiatives.

3.2 Response

Incident/Emergency Levels

Incidents or Emergencies are categorised into five levels reflecting the intensity or scope of the event. These levels are described in Table 3.1

Declarations

Under s.25 (5) of the Act, the Mayor of Waitakere City or an elected representative may declare a state of local emergency for Waitakere City.

By resolution of the Council, the following have been authorised to act on behalf of the Mayor if the Mayor is absent to declare a state of local emergency for Waitakere City, or one or more wards of Waitakere City:

- 1) The Deputy Mayor – Councillor Carolynne Stone.
- 2) Chairman Emergency Services Special Committee - Councillor Derek Battersby.
- 3) Deputy Chairman Emergency services Special Committee - Councillor Ross Dallow.

Appointment of Local Controllers

Under s.27 of the CDEM Act, the Waitakere CDEM Group has appointed the following persons to be a Local Controller for a declared local emergency within Waitakere City:

- | | | |
|------------------------------|----------------|--|
| 1) Controller | Ross McLeod | Director Corporate and Civic Services |
| 2) 1 st Alternate | Darryl Griffin | Group Manager Democracy Services |
| 3) 2 nd Alternate | Philip Brown | Group Manager Planning and
Community Services |
| 4) 3 rd Alternate | Bill Morley | Manager Emergency Management |

Powers of Local Controllers

The CDEM Group has delegated the following powers during a state of local civil defence emergency in Waitakere City or one or more wards, to the appointed Local Controllers:

- All powers under ss.86 to 92 of the CDEM Act 2002.

Response procedures

All actions during the response phase of an emergency will follow Co-ordinated Incident Management System (CIMS) principles. Specifically, the EOC is organised under the CIMS framework. A diagram of the functional arrangement is at Fig 3.1.

Liaison with adjacent Territorial Authorities

In any local civil defence emergency, adjacent Territorial Authorities will be kept informed at all stages of the state of emergency and kept up to date on what actions are being taken and what assistance can be rendered.

Liaison with Emergency Services and other Organisations

Strong liaison with the Emergency Services and other organisations with specific roles will be maintained throughout a Civil Defence emergency. Ideally, Liaison Officers will be seconded to the EOC where they can take part in planning activities. Where that is not feasible, regular and comprehensive reports and advice of what actions are being taken will be made.

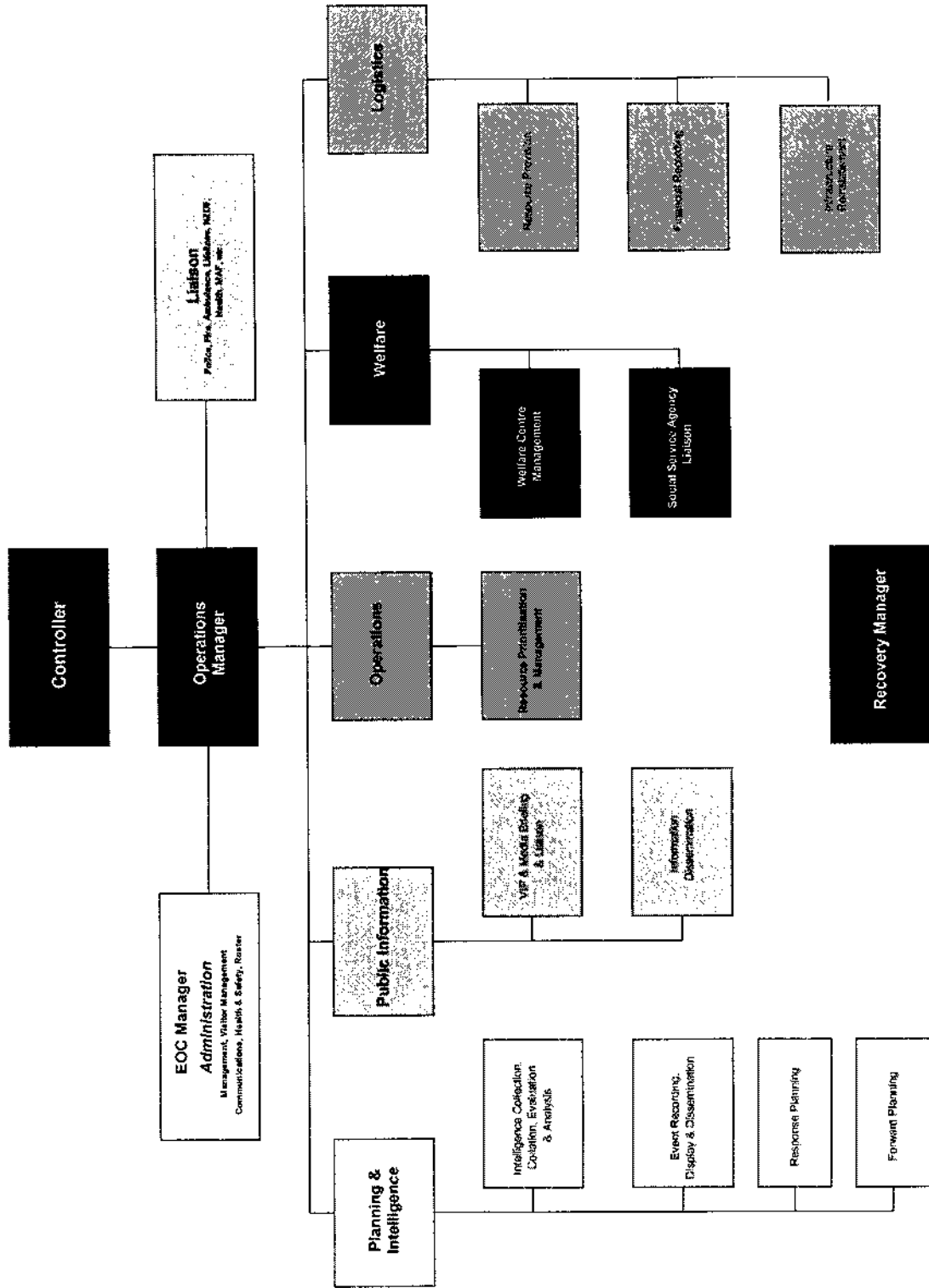
Table 3.1: Incident/Emergency Levels

Event Type	Event Status/ Procedures	EOC Role	Controller's Role
<p>Level 1</p> <p>Local Incident for which a declaration is not required or appropriate</p> <ul style="list-style-type: none"> • Can be dealt with by Emergency Services and/or Local Authority resources alone. • Specialists may be required for specific circumstances. 	<p>No Declaration</p> <ul style="list-style-type: none"> • The incident is dealt with using CIMS structures and principles. • Nature of the incident will dictate the Lead Agency. 	<p>EOC in support</p> <p>Local Co-ordination Centres/ EOCs may be alerted or be partially operative in support of the Lead Agency.</p>	<p>Local Controller notified if EOC involved.</p>
<p>Level 2</p> <p>Local Incident for which a declaration is not required or appropriate</p> <ul style="list-style-type: none"> • Can be dealt with by Emergency Services and/or Local Authority resources alone. • Specialists may be required for specific circumstances. 	<p>No Declaration</p> <ul style="list-style-type: none"> • The incident is dealt with using CIMS structures and principles. • Waitakere City assumes co-ordinating role for functions agreed on the day. 	<p>EOC in Lead Agency role</p> <p>Waitakere City EOC partially or fully activated and co-ordinating agreed functions.</p>	<p>Local Controller co-ordinating the agreed functions.</p> <p>Group Controller notified.</p>
<p>Level 3</p> <p>Imminent or State of Local Emergency involving a single TLA</p> <ul style="list-style-type: none"> • Escalates from Level 1 or 2 incident; or a warning of a major event is received and the event may not be able to be managed without the adoption of emergency powers <p>Or</p> <ul style="list-style-type: none"> • Immediately recognisable as an event that cannot be managed without the adoption of emergency powers. 	<p>Declaration of state of local civil defence emergency is being constructed, or has been deemed necessary involving a single TLA – declaration can be for the entire Waitakere City district or one or more wards.</p>	<p>EOC fully activated and is co-ordinating response and management of the emergency.</p> <p>GEOC and adjacent EOCs may be alerted or partially activated to monitor the situation and be ready to respond if the situation deteriorates.</p>	<p>Waitakere City Controller exercising delegated powers.</p> <p>Group Controller is at the EOC and offering support to the Waitakere City Controller, and giving consideration to further escalation.</p> <p>Adjacent CDEMGs and National Controller notified.</p>

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Event Type	Event Status/ Procedures	EOC Role	Controller's Role
<p>Level 4</p> <p>Imminent or State of Local Emergency that is regionally significant</p> <ul style="list-style-type: none"> ▪ Due to the magnitude or geographic spread of the incident, the GEOC has been activated to manage the emergency and co-ordinate regional resources. Or ▪ A warning of a significant event that will have a regional impact has been received. Or ▪ Co-ordinated assistance is required to support an adjoining CDEM Group. 	<p>Declaration of state of local civil defence emergency in the Auckland region is being considered, or has been deemed necessary, that involves the entire region or one or more districts.</p> <p>Or</p> <p>An adjacent CDEM Group requires assistance or other major population centre is devastated.</p>	<p>GEOC and all EOCs fully activated</p> <p>National Crisis Management Centre and adjacent GEOCs may be alerted or partially activated to monitor the situation and be ready to respond if the situation deteriorates.</p>	<p>Group Controller exercising statutory powers. Waitakere City Controller responding to priorities set by the Group Controller. National Controller giving consideration to further escalation.</p>
<p>Level 5</p> <p>A state of national emergency has been declared.</p>	<p>Declaration of state of national emergency is being considered, or has been deemed necessary.</p>	<p>National Crisis Management Centre, GEOCs and all EOCs fully activated</p>	<p>National Controller exercising statutory powers. Group Controller responding to priorities set by the National Controller. Waitakere City Controller responding to priorities set by the Group Controller.</p>

Fig. 3.1 EOC Functional Arrangement



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3.3 Transition to Level 4 events

Transition Procedure

Should a Level 3 event become regionally significant (see Table 3.1), the Group Controller will use his authority to exercise the powers assigned. Before the Group Controller assumes control, the following procedure will be executed. All steps in this process are mandatory.

1. The Group Controller makes a decision to escalate to a Level 4 event and formally advises the Waitakere City Controller of the intention to assume control at a specified time.
2. The Group Controller makes a decision whether the extant declaration of a state of local emergency needs to be terminated and a new declaration for a wider or different area made. If a new declaration is to be made, the Group Controller obtains the consent of a person authorised to declare a state of local emergency (see CDEMG Plan 3.3.4). The Group Controller formally advises the Waitakere City Controller of the intentions.
3. The Waitakere City Controller prepares a sitrep effective at the time specified for the transfer of control. The sitrep includes the advice of the intention to escalate to a Level 4 event.
4. If a new declaration is to be made, the Waitakere City Controller prepares the form terminating the state of local emergency to coincide with the time the Group Controller has advised the promulgation of a new declaration will be made.
5. Shortly before the designated time the escalation is to take effect, the Waitakere City Controller provides a comprehensive face-to-face brief to the Group Controller, particularly focussing on:
 - established priorities
 - current activities and progress
 - preparations already made for new initiatives
 - areas of concern such as gaps in intelligence, shortages of logistic supplies, etc.
6. When the Group Controller is satisfied, he formally advises the Waitakere City Controller that he is ready to assume control.
7. At the designated time:
 - the prepared sitrep is released
 - if required, the extant declaration is terminated and the new one promulgated
 - the Group Controller assumes control
 - the Waitakere City Controller acts in support of the Group Controller.

Consequential procedures

There are several consequences of a change in the controlling authority:

- **Message Handling.** If the Group Controller intends to operate from the Waitakere City EOC, Group message handling procedures will be implemented.
- **Financial Recording.** At the time of the changeover, expenditure records must be terminated and recording restarted.
- **Administration.** If the Group Controller intends to operate from the Waitakere City EOC, the pre-determined Group administration procedures will be implemented.

3.4 Recovery

Waitakere City Council maintains a separate Recovery Plan and this section therefore only summarises details of that plan.

Function

The purpose of recovery is to allow the community to return to normal social and economic activities as soon as possible, at the same time taking action which may relieve the future occurrence of disasters and noting opportunities which may arise to make improvements within the community.

Priorities for Recovery Assistance

Resources available to conduct Recovery activities will, at least initially, be scarce, and must therefore be allocated on a prioritised basis. The Recovery priorities of Waitakere City are:

1. Health & Safety of Individuals and the Community
2. Social recovery
3. Economic recovery
4. Physical recovery

Recovery Manager

The designated Waitakere City Council Recovery Manager is John Dragicevich, Director City Services. He will be assisted, in order, by:

Tony Miguel, Group Manager Asset Management
Alan Tresadern, Group Manager Project Services

For recovery management purposes, the appointment will normally be for a period of 28 days, which may be renewed, or may be decreased or terminated according to circumstances.

Duties and authority of Recovery Manager

On the implementation of the Recovery Plan, the Council will formally authorise the Recovery Manager to co-ordinate recovery activities for the Waitakere City Council.

Transition from Response to Recovery

A Recovery Manager may be appointed by the Council at any time at its sole discretion to manage repair and renewal activities, whether or not an emergency has been declared. However it is most likely that the appointment will arise following an event that has occasioned a declaration and will take effect when the declaration expires or is terminated, i.e. at the end of the Response phase.

Normally, the Recovery Manager will be appointed early in the Response phase. A dedicated office near the Emergency Operations Centre has been pre-assigned for a Recovery Manager to occupy whenever an emergency is declared.

The transition from Response to Recovery is effected by the expiry or termination of the declaration of emergency being concurrent with the formal appointment of the Recovery Manager.

Council Governance

The Council will decide the nature of governance it wishes to adopt at the time of the emergency. Options include the full Council retaining oversight, or the existing Emergency Services Special Committee. Early in the Recovery phase at least, arrangements for responsive governance will be crucial to the achievement of effective day-to-day management by the Recovery Manager.

The Council will give consideration to specific actions, including but not limited to:

- Seeking special legislation to vary the processes under which resource and building consents are granted under the Resource Management Act and the Building Act to aid speedy recovery activity.
- Making a resolution to amend or ignore the Annual Plan as appropriate and create a new plan the following year.
- Consider any implications for the Council's Community Plan.
- Seeking special legislation varying or suspending the public consultation requirements of s.42H and s.42I of the Transit New Zealand Act 1989 if the district roading plan is compromised.
- Reviewing the priority of all service delivery activities, including ceasing or suspending discretionary outputs, based on the recommendations of the Recovery Manager.
- Consider any consequences for other statutory obligations arising from the Forest & Rural Fires Act 1977 and the Hazardous Substances & New Organisms Act 1996.

Expenditure Management

An expenditure management regime will have been established during the Response Phase. However, that regime must be closed off and reconciled when the declaration of emergency is lifted and a new regime commenced for the Recovery Phase. In both phases there is a need for a rigorous management regime to record details of expenditure to support claims for Government subsidies and repayments.

Insurance and Contingency Provisions

Waitakere City has insurance policies for a range of perils as part of its risk management and disaster recovery strategy.

Mayoral Relief Fund

If it becomes apparent that there will be a significant number of people suffering financial hardship because their homes are uninsured or under-insured, the Council will normally establish a charitable trust entitled the Mayoral Relief Fund. Administration of the Mayoral Relief Fund is a task of the Recovery Manager assisted by the Mayoral Office Executive Officer.

4 Administrative Arrangements

4.1 Waitakere City Council CDEM Structure

Waitakere City Civil Defence & Emergency Management Unit plans and manages all aspects of Readiness, Response and Recovery to ensure that the Plan can be implemented to meet the requirements of the CDEM Act, 2002.

The Unit is responsible through the Director of Corporate and Civic Services to the Emergency Services Special Committee of Council.

4.2 Co-ordinating Executive Group (CEG) Representation

Waitakere City's representative on the CEG is Ross McLeod, Director Corporate and Civic Services. The alternate is Bill Morley, Manager, Emergency Management.

4.3 North West Emergency Management Committee (NWEMC)

Waitakere City hosts on occasion and administers the North West Emergency Management Committee. The core committee comprises senior representatives from:

- Waitakere City Council CDEM
- NZ Police
- NZ Fire Service
- Rural Fire
- St John Ambulance
- Waitemata District Health Board
- Royal New Zealand Air Force
- Rodney District Council CDEM
- North Shore City CDEM

Representatives from utilities and other entities with a specific role in response and recovery activities support the core committee as the need arises.

The role of the committee is to conduct peer reviews of all local plans and physical preparations to ensure that response and recovery activities are co-ordinated, coherent and complete. The committee reports periodically to the CDEM Group through the Co-ordinating Executive Group.

4.4 Waitakere City Welfare Advisory Group

Waitakere City hosts and administers a Welfare Advisory Group (WAG). The WAG comprises representatives from:

Children, Young Persons and their Families
Citizens Advice Bureau
Department of Work & Income
Housing New Zealand
Neighbourhood Support
Red Cross
Salvation Army
Latter Day Saints Church
Community Policing
Ministry of Civil Defence and Emergency Management

The purpose of the WAG is to:

- collaboratively provide expertise and guidance to Waitakere City Emergency Management.
- develop and implement individual welfare response plans which enable appropriate participation in a critical incident / declaration of a civil defence emergency.
- participate in ongoing training and exercising of emergency preparedness within Waitakere City.

5 Standing Operating Procedures & Supporting Plans

5.4.1 General

- SOP 101 EOC Activation List
- SOP 102 EOC CDEM Contact List
- SOP 103 EOC Staffing and Operational Structure
- SOP 104 EOC Desk Files.
- SOP 105 EOC General Information and Utilities Emergency Supplies
- SOP 106 EOC Telephone Directory
- SOP 107 EOC Communications
- SOP 108 EOC Warnings and Activation
- SOP 109 EOC EOC Media and Public Information
- SOP 110 EOC Logisites
- SOP 111 EOC Message Handling Procedures
- SOP 112 EOC Welfare

5.4.2 New Zealand Response Team 3 (NZ-RT3)

- SOP 113 NZRT3 Operations
- SOP 114 NZRT3 rope Rescue operations

5.4.3 Other Procedures & Plans

- Recovery Plan
- Public Information Handbook for use by The Mayor & Elected Representatives

5.4.4 Business Continuity Plans

- Crisis Management Plan
- CDEM Business Continuity Plans
- EOC and Repeater site Power Supplies.

Note: These SOPs and Plans are not available for public scrutiny.

DISTRIBUTION LIST
WAITAKERE CITY CIVIL DEFENCE EMERGENCY MANAGEMENT
PLAN

1	The Declarer	The Mayor	B. Harvey
2	1 st Deputy declarer	Deputy Mayor	C.Stone
3	2 nd Deputy Declarer	Councillor	Derek Battersby
4	3rd Deputy Declarer	Councillor	Ross Dallow
5.	Chief Executive		Harry O'Rourke
6	Controller	Director Corp and Civic Services	Ross McLeod
7	1 st Alternate Controller	Grp Mger Democ & Support Ser's	Darryl Griffin
8	2 nd Alternate Controller	Grp Mger Plan &Community Ser's	Philip Brown
9	3rd Alternate Controller	Manager Emergency Management	Bill Morley
10	Recovery Manager	Director City Services	John
Dragicevich			
11	Deputy Recovery Manager	Grp Mger Assett Management.	Tony Miguel
12	Deputy Recovery Manager	grp Mger Project Services	Alan Tresadern
13	Emergency Management	Manager	Bill Morley
14 - 16	Emergency Management Unit	EMO Staff	
17	Henderson Police EMC Advisor	Inspector	Rob Abbott
18	Henderson Police Duty Manager	Duty Senior Sergeant	
19	Emergency Management Advisor	Ministry for CDEM	J.Titmus
20	National Office	Ministry for CDEM	
21 -22	WCC Public Affairs Section	Public Affairs Manager	Dai Bindoff
23	WCC Purchasing/Logistics Section	Purchasing Officer	Brian Hewitt
24	EOC Communications Room		
25	EOC Operations Room	CDHQ	
26 - 27	Operations Room	CDHQ	
28	Titirangi Library	CD information centre	librarian
29	Glen Eden Library	CD information centre	librarian
30	New Lynn Service Centre	CD information centre	librarian
31	Te Atatu Peninsular Library	CD information centre	librarian
32	Te Atatu South Library	CD information centre	librarian
33	Henderson Library	CD information centre	librarian
34	Massey Library	CD information centre	librarian
35	Civic Centre Admin. Centre	CD information centre	Margaret Nelson
36	Hobsonville School	CD information centre	Principal
37	Laingholm School	CD information centre	Principal
38	Huia NZFS Station	CD information centre	Phil Hill
39	Piha RSA	CD information centre	TBA
40	Karekare RF Station	CD information centre	K. Witten-
Hannah			
41	Waitakere RF Station	CD information centre	TBA
42	Bethells RF Station	CD information centre	
43	Auckland Regional Council	Emerg. Management Office	Louise Chick
44	Rodney District Council	Emerg. Management Officer	C.Laird
45	North shore City Council	Emerg. Management Officer	R.Dearing
46	Auckland City Council	Emerg. Management Officer	F.Wilson
47	Manukau City Council	Emerg. Management Officer	B. Wallace
48	Papakura District Council	Emerg. Management Officer	R. Johnson
49	Franklin District Council	Emerg. Management Officer	M. Ball
50	Waitemata Health DHB	Disaster Response Co-ord	J.Peach
42	NZFS Waitakere City Fire District	District Fire Chief	W.Ellis
43 - 45	National Archives	PO Box 12050 Wellington	

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