

Waitakere City Council

Recovery Plan



Plan Approved by the Waitakere City Emergency Management Committee

August 2004



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1.0 Introduction

Recovery is the co-ordinated process of supporting disaster-affected communities in the restoration of social, cultural, emotional, economic and physical well being. The activities involved in achieving this include:

- ◆ The assessment of the needs of a community affected by the emergency.
- ◆ The co-ordination of the resources made available to the community.
- ◆ The actions relating to community rehabilitation and restoration.
- ◆ The institution of new measures to reduce hazards and risks.

Depending on the nature of the emergency, the recovery phase may range from days to months, with some activities possibly continuing for years.

Waitakere City Council has a statutory obligation to make adequate preparation and provision for recovery activities within its jurisdiction. This plan provides the framework for the discharge of that obligation.

2.0 Background

2.1 Legislative Setting

The Civil Defence Act 2002 s.29 provides for the appointment of a Recovery Co-ordinator (RC) to direct and co-ordinate the use of all resources during the recovery phase. A Civil Defence Emergency Management Group (CDEMG) is also required to appoint a Group Recovery Manager (GRM). However, there is an underlying requirement for Waitakere City Council to appoint a Recovery Manager to manage recovery activities in the event the appointment of a RC or GRM is not warranted.

If a RC or a GRM is appointed, the Waitakere City Council Recovery Manager will act in support of the RC or GRM as appropriate. If a RC or GRM is not appointed, the Recovery Manager will be responsible to the Waitakere City Council and simultaneously maintain a comprehensive liaison with the Ministry of Civil Defence & Emergency Management¹ and other agencies and entities.

This plan addresses only the latter contingency, i.e. when the Waitakere City Council Recovery Manager under the provisions of the Local Government Act and CDEMG Plan coordinates recovery activities within Waitakere City alone. A Council-appointed Recovery Manager has no statutory authority.

2.2 Appointment of the Disaster Recovery Manager

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

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

When required, the appointment will normally be for a period of 28 days, which may be renewed, or may be decreased or terminated according to circumstances. A standard form of appointment and Terms of Reference, which can be modified to suit the circumstances, are at Annex A.

2.3 Transition from Response to Recovery

The Recovery Manager may be activated 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 required a declaration of emergency and will take effect when the declaration expires, ie at the end of the Response phase.

¹ Since July 1999 the Ministry for Civil Defence & Emergency Management has the responsibility on behalf of the Government of administering Recovery operations (a role formerly carried out by the Department of Prime Minister & Cabinet).

The transition from Response to Recovery is a complex process requiring careful management. Normally, the Recovery Manager will commence activity early in the Response phase. This is to allow the Recovery Manager the opportunity to familiarise himself with the situation, liaise with the Controller as required, and make such preparations as are necessary to execute a seamless transfer from the Response to the Recovery phase of the emergency. During this time, the Controller continues to exercise the statutory power to direct and co-ordinate all resources provided. However the Recovery Manager can make significant preparation for the eventual recovery task by being associated with response activities. A close working relationship with the Controller is essential whenever an emergency is declared.

The transition from Response to Recovery is effected by the cessation of the declaration of emergency.

2.4 Transfer of Control

The Controller and the Recovery Manager are to execute a formal acknowledgment of the transfer of control and accountability in the following manner:

- a. **Response Termination Report.** The Controller is to prepare a report to the Council containing, but not limited to, details or comment on the following aspects:
 - ◆ The existing Response Plan noting the intended actions that are incomplete or unexecuted.
 - ◆ The nature and state of all assigned resources, including national resources.
 - ◆ A summary of the nature and extent of damage to the district, noting specifically any areas or situations with the potential for a renewal of the circumstances that caused the emergency to arise.
 - ◆ A summary of the condition at the time of the various sectors affected by emergency such as transportation, communication, health, business, and residential communities.
 - ◆ The status of response activities that are recommended to continue such as welfare activities, road repair, public information and lifeline restoration.
 - ◆ Action taken to finalise the calculation of emergency expenditure.
- b. **Formal Briefing.** An extensive briefing by EOC Management Staff and Liaison personnel of the situation and the actions currently being undertaken within their respective span of control, a forecast of expected outcomes, and proposals for continuing activities in the recovery phase.
- c. **Formal Handover.** A formal transfer of control.

3.0 Responsibilities of the Recovery Manager

3.1 General

The draft Terms of Reference of the Recovery Manager's appointment are at Annex A and provide specific detail of the appointment. The general responsibilities and tasks can be described as:

- ◆ The establishment of a Recovery Operations Centre (ROC) from where recovery activities can be effectively managed – normally this will be the existing Emergency Operations Centre (EOC) and be structured similarly with Planning/Intelligence, Public Information, Operations and Logistic teams. However additional new cells may need to be established for the long term management of some special functions, eg management of the Mayoral Relief Fund (if one is established).
- ◆ Arranging for the conduct of surveys², analysis and investigations as necessary to accurately determine the recovery needs of the community that should be undertaken by Waitakere City or in collaboration with Government or other agencies. There will also be a need to collate self-reported information (within Privacy Act constraints) from EQC, insurers, business and community groups, social agencies, Department of Work and Income, etc, as may be required.
- ◆ The assembly and chairmanship of a Recovery Management Group comprising relevant management expertise to assist in the prioritisation, direction and pan-Council co-ordination of resources and activities.

3.2 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, an existing Committee assuming the role, or a special-purpose Committee being formed. 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 have to 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 by way of 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 Long Term Council Community Plan and Funding Policy.
- ◆ 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:

² Survey forms are held in the Emergency Operations Centre

- Hazardous Substances & New Organisms Act 1996.
- Forest & Rural Fires Act 1977.

3.3 Recovery Management Group

The Recovery Management Group will be a committee of Council Officers and others determined by the Recovery Manager in the discharge of his duties. Additions to the Group will be decided by the Recovery Manager to meet prevailing circumstances as they arise.

The Recovery Management Group will meet under the Chairmanship of the Recovery Manager to:

- ◆ Determine and prioritise major areas of recovery action.
- ◆ Formulate recovery policies and strategies and propose new policies where existing means are insufficient to meet emerging needs.
- ◆ Ensure co-ordination of the recovery effort between agencies.
- ◆ Establish a timeframe for the recovery process.
- ◆ Identify, obtain and co-ordinate resources and monitor their use to ensure effectiveness and efficiency.
- ◆ Control expenditure and maintain financial management and accountability.

Sub-committees of the Recovery Management Group may be designated to deal with the major functional areas of Recovery applicable to Waitakere City. Recommended sub-committees are:

- Social Recovery Sub-Committee.
- Economic Recovery Sub-Committee.
- Physical Recovery Sub-Committee.

The composition and tasks of each sub-committee are at Annex B, but it is important for each sub-committee to recognise the impact their policies will have on the work of the others and avoid conflicts between plans, priorities and the use of resources.

4.0 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 – Restoration of essential services.
- 4 – Economic recovery.
- 5 – Physical recovery.

4.1 Priority One – Health & Safety

The first priority is the safety of persons remaining in the disaster area. Much will have been done during the Response phase, but in some cases a danger to life may continue during the Recovery phase. Careful policy measures and extensive dissemination of public information will be the principal means of effecting a robust Health & Safety strategy.

4.2 Priority Two – Social recovery

There are two principal aspects to the social recovery issue. The first is to ensure that the societal fabric remains strong and intact by supporting the preservation of law and order, central and local government functions and other institutional norms. The second is to actively provide for emotional and moral needs by countering fear, confusion and disorientation, and by the re-establishment of cohesion and stability in family and community groups. The members of the affected community should implement as much as possible of the recovery process by themselves. However, guidance and assistance should be made available if required, and cease as soon as it is no longer needed. Social recovery strategies will include demonstrations of leadership by elected representatives and community leaders, facilitating the provision of services and support from government departments and non-government organisations, and providing comprehensive advice and referral services by Waitakere City's Call Centre.

4.3 Priority Three – Restoration of Essential Services

The reinstatement of the material needs of the community will be a key recovery issue because many are objectively measurable. Those needs include housing, transport, communications, water, food and other essential supplies, medical care and sanitation. Close co-operation with Lifelines will be required to ensure competing priorities do not frustrate restoration activities.

4.4 Priority Four – Economic Recovery

The nature and format of economic recovery is likely to be a complex process as it depends on the nature and extent of damage. The key actions for Waitakere City are likely to involve rezoning issues, realignment of roads and services and similar activities that facilitate

economic recovery with a minimum of bureaucratic intervention. Decisions will need to be made quickly to keep ahead of commercial imperatives for reconstruction and also ensure that Council resources are not expended on renovation of low priority assets.

4.5 Priority Five – Physical Recovery

Physical Recovery involves the restoration of material services – utility services, roads, bridges, stormwater, etc. While addressed separately as a priority, it is inevitable that some physical recovery aspects will form part of social and economic recovery actions and activities. The issue is fundamentally one of careful planning without losing sight of those recovery activities that can proceed without compromising long-term objectives. All recovery activities must optimise the return to normalcy, but getting ‘early runs on the board’ will be a subsidiary goal.

5.0 Government Assistance

5.1 General Principles

Even in situations that a Recovery Co-ordinator is not appointed, Central Government has a role in the recovery process. Government is not however the fundamental provider of recovery assistance – initial and primary responsibility for recovery in our district rests with Waitakere City.

Government recovery assistance will normally only be provided where:

- a. there is a statutory requirement for action, or a need to invoke a statute to achieve the ends desired from the Recovery process; or,
- b. Recovery procedures cannot be carried out without Government assistance; or,
- c. Government assistance will aid the co-ordination of the Recovery process to a significant extent; or,
- d. There are advantages of economy of scale.

5.2 Government Reimbursement of Expenditure

Government policy is set out in the National Civil Defence Plan (NCDP), which is a statutory document approved by the Minister of Civil Defence under the Civil Defence Emergency Management Act 2002. There are two types of expenditure recognised in the NCDP:

- a. Civil Defence Emergency Expenditure - expenditure incurred during a declared emergency while a danger is present.
- b. Recovery Expenditure – expenditure on the restoration of permanent services.

The definitions of expenditure and the trigger for their application are linked to the declaration of a civil defence emergency; i.e. there can be no contribution by Government unless an emergency is declared whatever the actual level of cost.

Civil Defence Emergency Expenditure (CDEE) is the cost incurred during civil defence emergencies and comprises welfare costs (Category A) and other response costs (Category B). Category B CDEE may include clearing roads of rubble to enable their use by emergency services for example, but not their repair, which is Recovery Expenditure. An exception may be made for Category A CDEE to continue to apply to food/shelter costs for evacuees who are unable to return to their normal abode when the declaration is lifted.

The policy in regard to Recovery Expenditure is:

- a. Local authorities take full first-line responsibility for dealing with the impact of a disaster in their area, including the prior provision of insurance and emergency reserves to cover costs associated with recovery.
- b. Central government will assist in any ongoing rescue, medical care, emergency housing etc where this cannot be adequately achieved.
- c. Central government will restore those facilities which it owns or provides.

- d. Government assistance is generally not available for SOEs, LATEs, airport and port companies and electricity retailers.
- e. Local authority assets (other than LATE assets) which form part of the essential services required for the community to function are eligible for Government assistance if they fall into the category of “generally uninsurable”. This includes such items as storm water and sewage facilities, and other structures such as retaining walls and tunnels on which the essential services depend. The assistance that will be considered in a claim is for 60% of the repair or recovery costs if it exceeds 0.0075% of Net Equalised Rateable Capital Value (NERCV).
- f. Government may assist the recovery of private property if the risk is uninsurable and hardship is demonstrated.

The points to note are:

- a. Waitakere City must meet all the costs of recovery and will be liable for the first 0.0075% NERCV and 40% of all subsequent costs. To put this in context, for a disaster with nominal recovery costs of \$500 million, Waitakere City would have meet the entire \$500 million initially and Government would reimburse about \$300 million as a subsidy after a claim had been processed.
- b. The subsidy is only available to replicate damaged facilities, not improve their utility during reconstruction.

5.3 Disaster Recovery Employment Schemes (DRES)

Government may approve and fund schemes such as Task Force Green for large-scale clean-up operations. The schemes will primarily be designed to provide manual labour to assist in restoring land and assets to productive use. Usually they will not cover the cost of equipment or materials involved.

If Waitakere City uses a DRES, the employing authority will be Waitakere City Council with DRES employees allocated unique employment indicators assigned at the time. Waitakere City will undertake all payroll action with actual and reasonable costs being reimbursed by the Government.

5.4 Role of the Earthquake Commission

EQC, the Earthquake Commission, is New Zealand’s primary provider of natural disaster insurance to residential property owners. The Commission is a Crown entity, wholly owned by the Government of New Zealand. It insures against earthquake, natural landslip, volcanic eruption, hydrothermal activity, tsunami; and in the case of residential land, a storm or flood; or fire caused by any of these. The Commission has a Natural Disaster Fund for the payment of claims. EQC has also arranged its own overseas reinsurance cover in case of a catastrophic earthquake and, if that is not enough, the Government is required by law to make up any shortfall.

Homeowners, who insure their property against fire, pay a premium via their insurance company of 5 cents per \$100 cover. This premium, and investment income, makes up the Natural Disaster Fund. With reinsurance, the total payout before EQC would need to call on the Government guarantee, would be approximately NZ\$5 billion.

6.0 Finance

6.1 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 recommenced 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.

6.2 Insurance and Contingency Provisions

Waitakere City has insurance policies for a range of perils as part of its risk management strategy. Waitakere City, like any local authority, can raise special loans to cover disaster recovery costs without ratepayer approval.

6.3 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 establish a charitable trust entitled the Mayoral Relief Fund. The draft form of a Trust Deed is at Annex E of the National Civil Defence Plan. Administration of the Mayoral Relief Fund is a task of the Recovery Manager assisted by the Mayoral Office Executive Staff.

6.4 Donations

Donations of clothing, food or other items should be discouraged unless they are specifically required. Experience has shown that large quantities of unwanted goods arriving in a disaster area produce a huge logistical problem for an already stretched organisation. **Money is the best and preferred donation and should be administered through the Mayoral Relief Fund.**

7.0 Volunteer Management

Volunteers are likely to play a significant part in any recovery operation, particularly after large-scale highly publicised disasters. There are likely to be two types of volunteer, those from a specific organisation such as the Red Cross and the Salvation Army (Organised Volunteers) and those members of the general public who offer their services after the disaster has occurred (Spontaneous Volunteers).

7.1 Organised Volunteers

Organised volunteers can be effectively treated as a resource that can be planned and managed externally. Representatives of the provider organisation should be included on appropriate committees to ensure co-ordination of their provision and use. Clear understandings must be established over the Health & Safety in the field of organised volunteers.

7.2 Spontaneous Volunteers

The Recovery Manager is to appoint a Volunteer Co-ordinator to manage spontaneous volunteers. Comprehensive record keeping of each individual volunteer's activities must be maintained to ensure over-work, attempting tasks beyond their skill levels, and other undesirable outcomes do not arise. Individual work records are also important to make certain each volunteer is appropriately recognised after the event.

If well managed, volunteer labour can be a great asset to the recovery process, undertaking activities from personal support and catering through to the clearing of properties and rebuilding activities. Volunteer efforts need to be co-ordinated so as to ensure that the participant's time is used as productively as possible for the greatest benefit of the affected community.

Regular briefing and debriefing of both paid staff and volunteer workers is another important factor. This process should provide for both structured and informal briefings, depending upon the circumstances and the environment in which workers are operating.

Annex A

Appointment of Waitakere City Council Recovery Manager

To:.....

You are appointed by the Waitakere City Council as the Recovery Manager to direct and co-ordinate all assigned resources to achieve the timely recovery of the social, cultural, emotional, economic and physical well being of the district in the optimum manner.

Your appointment is effective from
being the time and date the present declaration of a state of emergency will cease. Prior to that time, you are to take such action as is necessary to familiarise yourself with the situation and the activities of the Controller, to enable you to best perform your duties. You are to execute a formal handover of responsibility and accountability from the Controller in the manner specified at Article 2.3 of the Waitakere City Council Recovery Plan.

Your appointment will cease at.....
unless the term is extended, decreased or terminated by another order.

Your specific duties are:

- ◆ To direct and co-ordinate the application of Waitakere City resources and other resources assigned to restore the well being of the community.
- ◆ To co-ordinate and liaise with the relief and recovery efforts of emergency services, lifelines, Government departments and other agencies and entities to facilitate the early resumption of normal activity throughout the community.
- ◆ To disseminate information to everyone involved in the recovery effort and the general public to ensure full awareness of relief facilities and a consistent approach to recovery activities.
- ◆ To authorise expenditure for recovery activities within the approved budget, provided the expenditure is not for services or purposes which would normally be borne by the Government or another agency, and make provision to account for that expenditure.
- ◆ The financial management of the Mayoral Relief Fund.
- ◆ To identify areas where existing policy provisions of Council or Government are unlikely to be sufficient to achieve the optimum restoration of normal activity, and to suggest policy amendments that may be appropriate.
- ◆ The provision of information to Government departments and agencies to allow the Government to make timely and co-ordinated decisions to assist recovery operations.
- ◆ The weekly briefing of the Council on progress of the recovery effort and provision of a report at the conclusion of your appointment detailing:
 - actions taken
 - actual and projected expenditure compared to the budget
 - lessons learned
 - recommended mitigation and other risk treatment measures to lessen the impact of future emergencies

Annex B

Recovery Management Group Sub-Committees

1. Social Recovery Sub-Committee

Function

To coordinate the efforts of all agencies, whether statutory or voluntary, that have a role in the promotion of the welfare of the community.

Composition

Community Service Manager

Public Affairs officer

Volunteer Coordinator (Waitakere City appointment)

EOC Welfare and Public Information Managers

NZ Police

Citizen's Advice Bureau

Medical Officer of Health

Waitakere District Health Board

Maori Affairs

NZ Red Cross

Salvation Army

Supporting Agencies/Advisors

Insurance Council

EQC

Child Youth & Family

RSPCA

Housing New Zealand

Victim Support

Presbyterian Support

Work & Income Services (Ministry of Social Development)

Tasks

- ◆ Establish catering needs, develop a plan and implement as required.
- ◆ Establish counselling needs³ and co-ordinate and deploy resources as required.
- ◆ Establish any ongoing public health management issues and co-ordinate action.
- ◆ Establish a public information plan incorporating:
 - Regular advice and progress reports via the media from a single spokesperson.
 - One-stop shops at Citizen's Advice Bureaux and Welfare Centres for the public to obtain advice on insurance, EQC, income support and related matters.
 - Co-ordination of elected representatives activities and visits from external entities (MPs, technical experts, industry representatives, etc) with the media.
- ◆ Establish financial needs and related employment issues, and co-ordinate action with Government departments and operation of the Mayoral Relief Fund.
- ◆ Develop a strategy to cease provision of any service or support as soon as the community or regular providers no longer require it.

³ Counselling for Waitakere City employees is contracted to EAP Services – 0800 327 669

2. Economic Recovery Sub-Committee

Function

To facilitate the co-ordination of the economic recovery of the community.

Composition

Chamber of Commerce
Strategic Planning Manager
Partnership and Advocacy Manager
Business Improvement
Manufacturers Association
Employers Federation
Industry New Zealand
Insurance Council
Lifeline entities as appropriate

Supporting Agencies/Advisors

Industry Training Federation Banking Industry
Exporting Councils and Bodies
Local Business Associations in affected areas

Tasks

- ◆ Assess the impact on key economic assets (large employers) and pivotal economic and service institutions (banking, insurance, telecommunications, transport, etc) and develop a plan to prioritise recovery action.
- ◆ Set up a one-stop business assistance centre including access to insurance claim processing.
- ◆ Ensure the maximisation of the use of local resources to generate internal economic recovery.
- ◆ Identify bureaucratic and institutional roadblocks and develop policies or propose changes to remove obstructions.
- ◆ Develop a strategy to cease provision of any service or support as soon as the community or regular providers no longer require it.

3. Physical Recovery Sub-Committee

Function

To prioritise the physical reconstitution, reconstruction and restoration activities to best meet the community's needs.

To embody reduction techniques into replacement construction as far as feasible.

Composition

Roading Engineer
Field Services
Senior Finance officer
Transit New Zealand
Waitakere Engineering Lifelines Group Representative
Contractors Federation

Supporting Agencies/Advisors

Building Industry Federation
Master Builders Federation
Building Sub-Contractors Federation

Tasks

- ◆ Co-ordinate Council service restoration activities with those of LATEs, Lifelines, Government Departments and other providers to prevent redundant work and optimise the use of resources.
- ◆ Co-ordinate building and infrastructure inspections, demolition or cordoning of unsafe structures
- ◆ Co-ordinate consent activities
- ◆ Co-ordinate tradesmen activities
- ◆ Co-ordinate disposal of rubble, hazardous waste and other products of the disaster.
- ◆ Develop a strategy to cease provision of any service or support as soon as the community or regular providers no longer require it.

MEMORANDUM OF UNDERSTANDING

Between

**Waitakere City Council, North Shore City Council and
Rodney District Council**

For Civil Defence Emergency Management

Coordination and Support

1. Intention of the Parties

This agreement describes the manner in which civil defence emergency management organisations will work together within the North West Civil Defence Emergency Management Zone as outlined in the Auckland Region Group Civil Defence Emergency Management Plan and as required by the Civil Defence Emergency Management Act 2002.

- 1.1 The parties will individually undertake to meet the requirements of Section 64 Civil Defence Emergency Management Act 2002 in respect to the duties of local authorities.
- 1.2 Each party will produce and maintain their own Local Civil Defence Emergency Management Plan in accordance with paragraph 3.1.5 of the Auckland Region CDEM Group plan
- 1.3 Each party will maintain a civil defence emergency management response capability and management structure based upon the Co-ordinated Incident Management System (CIMS).
- 1.4 Each party shall undertake collaborative activities to enhance the reduction, readiness, response and recovery elements of civil defence emergency management coordination and planning within the North West CDEM Zone.

2. Term, Amendment and Renewal of this Agreement

- 2.1 This agreement shall take effect upon execution by the parties.
- 2.2 This agreement shall remain in effect until superceded by mutual agreement between the parties, or cancelled by any party advising the others in writing.

2.3 This agreement may be amended from time to time by mutual agreement between the parties.

2.4 The parties agree that this agreement will be reviewed in conjunction with any review of respective Local Civil Defence Emergency Management Plans.

3. Application

This agreement shall apply whether or not a state of local emergency has been declared under section 68 of the Civil Defence Emergency Management Act 2002 in any or all of the areas of the respective Councils.

4. Disputes

In the case of any dispute arising from this agreement, that party shall promptly notify the other party or parties in writing giving details of the matters in dispute. If the dispute cannot be resolved within 10 working days by the persons nominated for implementing this agreement, it shall be referred to the respective Councils for resolution.

5. Costs of Implementing this Agreement

5.1 The costs incurred in implementing this agreement shall lie where they fall and none of the parties shall be liable for the debts of the other party, whether incurred in providing civil defence emergency management or not; **except that,**

5.2 The costs incurred in providing specific civil defence emergency management assistance by one party at the specific request another may be recovered as a debt due from that other party for all actual and reasonable costs and expenses incurred.

6. Acceptance

The undersigned accept the terms of this agreement in accordance with the requirements of the Auckland Region CDEM Group Plan.

Waitakere City Council:

Signature.....Date

Chief Executive , Waitakere City Council

North Shore City Council

Signature.....Date

Chief Executive, North Shore City Council

Rodney District Council

Signature.....Date

Chief Executive, Rodney District Council

Schedule 1 – Provision of Civil Defence Emergency Management assistance during and after a declaration of emergency

Introduction

The specific nature of the support that one Council can provide another during the response and recovery phases of an emergency will depend on the circumstances prevailing at the time, including the extent to which the emergency has affected each Council. Support is therefore conditional and will be provided on a best endeavours basis.

Consultation on priorities

The parties agree to consult on priorities for resources, which includes without limitation, equipment and materiel, logistics management and personnel. Competing demands for resources are always likely to be evident, particularly where the emergency affects both parties, and active consultation to resolve competing demands and achieve optimum resource allocation will have precedence over all other activities.

Support that could be considered

This list is neither inclusive nor exclusive, and any request for specific support from one Council to another will be considered on its merits.

- ◆ Personnel
 - Persons trained in Emergency Management response.
 - Technical and other specialists

- ◆ Equipment and Material
 - Stocks on hand of particular items or supplies, e.g. portable radios
 - Facilitation with purchasing/ordering particular items or supplies through locally contracted arrangements

- ◆ Logistic Management
 - Management of supplies as may be required

- ◆ Evacuee Management
 - Management of evacuees arriving from the affected area, including registration and arranging food, clothing and temporary accommodation

Schedule 2 – Collaborative planning and other activities

Introduction

The parties agree that no opportunity should be lost to share and co-ordinate planning and other activities for mutual benefit. This list describes those activities that are intended to happen routinely or as a matter of course.

- ◆ Participation in the North West Emergency Management Committee, Welfare Advisory Committees, and other emergency management forums within the North West Emergency Management and Auckland Region Civil Defence Emergency Management Group.
- ◆ Sharing of plans and other material
Each party undertakes to share access to all plans, standard operating procedures (SOP's) and procedures to facilitate a common and standardised approach to civil defence emergency management within the North West Civil Defence Emergency Management Zone.
- ◆ Training and exercise participation
Each party will keep the other informed of training and exercises scheduled in their area and encourage active participation or the provision of observers in those activities.