

Papakura District Council



*Civil Defence
Emergency Management Plan*



Table of Contents

1	INTRODUCTION.....	4
1.1	Authority.....	4
1.2	Purpose of the Plan.....	4
	Objectives of the Plan	4
1.3	CDEM Group Plan - Relationship.....	5
	Fig 1.1 Relationship of this Plan with others	5
2	STRATEGIC ISSUES.....	6
2.1	The Papakura District.....	6
	Description	6
2.2	Strategic Direction.....	6
2.3	Papakura District Risk Profile	6
	Definition	6
2.4	Targets & Actions.....	7
2.5	District Map	8
	Table 2.3 Papakura District Hazardscape	9
3	OPERATIONAL ARRANGEMENTS.....	13
3.1	Readiness.....	13
	Facilities	13
	Operational Planning.....	13
	Operational Exercises	13
	Business Continuity Planning.....	13
	Community Education	13
3.2	Response	14
	Incident/Emergency Levels	14
	Declarations	14
	Appointment of Local Controllers	14
	Powers of Local Controllers	14
	Response procedures	14
	Liaison with adjacent Territorial Authorities	15
	Liaison with Emergency Services and other Organisations.....	15
	Warning Systems	15
	Table 3.1 Incident / Emergency Levels	16
	Fig. 3.1 EOC Functional Arrangement.....	18
	Fig 3.2 EOC Responsibilities	19
3.3	Transition to Level 4 events	20
	Transition Procedure.....	20
	Consequential procedures	21

3.4	Recovery	22
	Function.....	22
	Priorities for Recovery Assistance	22
	Disaster Recovery Manager.....	22
	Duties and authority of Disaster Recovery Manager	22
	Transition from Response to Recovery.....	22
	Co-ordination of Recovery activity	23
	Council Governance.....	23
	Expenditure Management	23
	Insurance and Contingency Provisions.....	24
	Mayoral Relief Fund	24
4	ADMINISTRATIVE ARRANGEMENTS	25
4.1	Papakura District Council CDEM Structure.....	25
4.2	Co-ordinating Executive Group (CEG) Representation.....	25
4.3	Counties Manukau Emergency Management Committee	25
4.4	Counties Manukau Welfare Advisory Group	26
5	STANDARD OPERATING PROCEDURES & SUPPORTING PLANS.....	27

1 Introduction

1.1 Authority

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

The plan was approved by the Auckland Region 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 Papakura District Long-term Council Community Plan².

Objectives of the Plan

The objectives of this CDEM Local Plan are:

¹ Civil Defence Emergency Management Act 2002, s4.

² Local Government Act 2002, s.93.

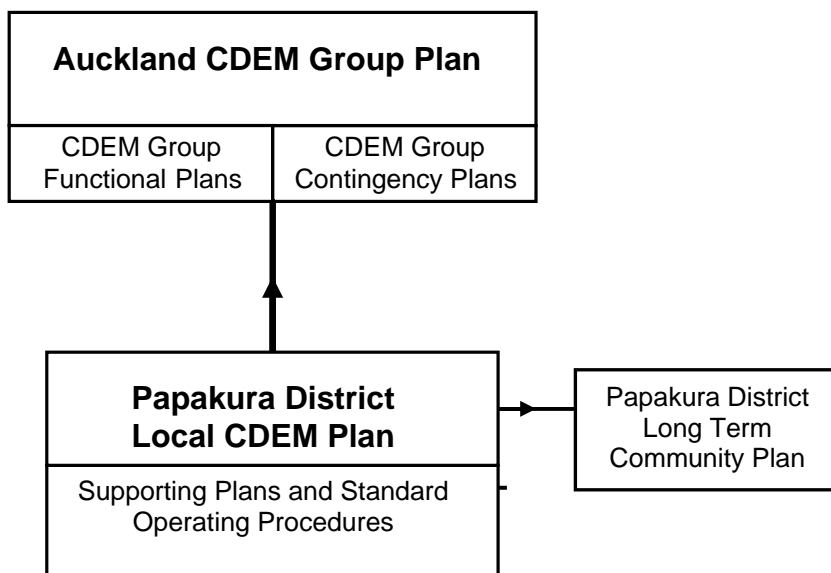
- To describe the basis of the provision of the discrete and local CDEM activities within Papakura District.
- To note the means of ensuring that the Papakura District Council is able to function to the fullest possible extent during and after an emergency.
- To document the arrangements for a transition 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.

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

Fig 1.1 Relationship of this Plan with others



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

2 Strategic Issues

2.1 The Papakura District

Description

Papakura is unique in that it occupies a strategic position at the interface of the southernmost part of the Auckland Metropolitan area and the rural areas of Franklin and Manukau beyond.

Papakura's southern gateway function is emphasised by its position between the Manukau Harbour and the Hunua ranges.

The District has a diverse physical environment which includes the forest covered Hunua foothills, the rolling to flat plains where agricultural and horticultural activities predominate, and the urban area which abuts the Manukau Harbour and the Auckland-Hamilton motorway. Ten percent of the land in the District is classed as urban.

Papakura features a broad range of rural and urban activities. These include the Ardmore Aerodrome, Karaka Horse Sales, Takanini thoroughbred training track, a major commercial and retail centre, the largest area of covered flower growing in New Zealand at Drury, two large quarries, substantial residential and industrial areas, and a broad range of recreational and community facilities including an all weather athletic track of international standard, an aquatic and leisure centre, a golf course and driving range, and an entertainment and conference centre.

2.2 Strategic Direction

The strategic direction for the region is set out in the CDEM Group Plan. CDEM activities conducted by Papakura District 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 Papakura District 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:

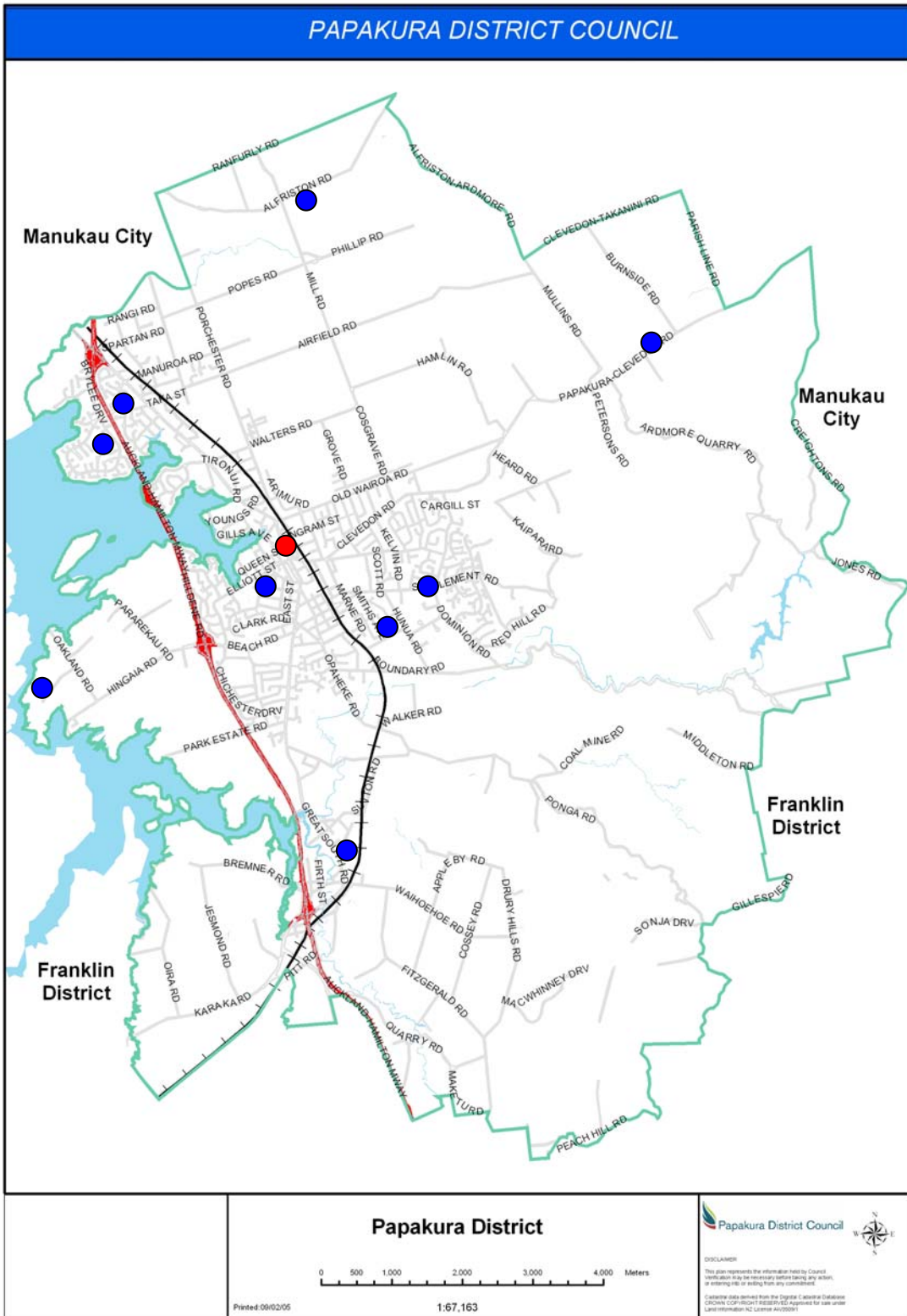
- seriousness – the relative impact in terms of people and/or dollars;
- manageability – the relative ability to mitigate or reduce the hazard;

- 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 Papakura District and the resulting risk profile is contained in the Table 2.3 – The Papakura District 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 Papakura District Long-term Council Community Plan. Where appropriate, specific activities and their budget details are contained in the Papakura District Council Annual Plan.



LEGEND	
●	Papakura District Council Emergency Co-ordination Centre (ECC)
●	Civil Defence Centre (Wardens and Emergency Welfare)

Table 2.3 - The Papakura District 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>Papakura District is highly dependent on its infrastructure 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</p> <p>An economic impact is inevitable from any infrastructure failure, and the flow-on effect on tourism and trade likely to be long term because of the resultant loss of credibility.</p> <p>If the Hayes Creek Dam (Watercare) was to fail, then some areas (mainly light industrial) of Papakura would be inundated for a short period until the water drained away to the Manukau Harbour.</p>	<p>Low</p>
<p>Volcanic Eruption a. Eruption in the Auckland volcanic field. b. Eruption elsewhere in the North Island.</p>	<p>The Auckland field is monogenetic - volcanoes erupt only in a single episode and subsequent eruptions are from different and unpredictable locations. An eruption on the waterfront or on key rail/road corridors would have the greatest consequences.</p> <p>Consequences</p> <ul style="list-style-type: none"> - Complete devastation within 3km or 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 tephra. - Severe disruption to transport, electricity, water, sewerage and stormwater systems from ash deposits - up to several weeks for deposits of less than 50mm. <p>The impact of a distant eruption will be generally uniform across the District and result in ash falls of typically 1mm from Mt. Taranaki to up to 100mm from an eruption in the central North Island.</p> <p>Consequences</p> <ul style="list-style-type: none"> - Severe disruption to transport, electricity, water, sewerage and stormwater systems from ash deposits - up to several weeks for deposits of less than 50mm. 	<p>Low</p> <p>Medium</p>
<p>Earthquake</p>	<p>Although the Auckland isthmus is one of the least seismically active areas in NZ, the population concentration and the potential hazardous substances inherent in the diverse industry clusters, means the danger from a local or near-field event (eg the Kerepehi fault) cannot be ignored. Earthquake intensities of Modified Mercalli VII (MM7) in Papakura District are feasible and would cause significant damage. Consequential slope failure and soil liquefaction will add to the direct damage from ground shaking.</p> <p>Consequences (MM7)</p> <ul style="list-style-type: none"> - Loss of life and high social disruption. 	<p>Low</p>

Papakura District Council Civil Defence Emergency Management Plan V 1 2004

	<ul style="list-style-type: none"> - Loss of key lifelines: communications - up to 7 days; water, sewerage & stormwater - up to 6 months; road/rail - up to 6 months; energy - variable, but could be several months. - Severe economic losses and a recovery timescale of up to 20 years. 	
Tropical Cyclone	<p>Cyclones by their nature are unpredictable. The scenario used here assumes that the storm centre passes over Papakura District at the time of high tide causing additional storm surge damage. Winds up to 140km/hr, rainfall up to 85mm/hr. A storm surge up to 2.5m above still sea level is likely to affect lowland coastal areas such as Conifer Grove and parts of the Hingaia Peninsular.</p> <p>Consequences</p> <ul style="list-style-type: none"> - 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. - Transport disrupted: rail - 2 to 7 days, but several months if slope failure is involved; road - several days to weeks if slope failure involved. - Energy - power outages for several hours at a time - Water, wastewater and stormwater - disrupted for up to 4-6 weeks. Localised flooding. 	Medium
Tsunami	<p>Tsunamis are unlikely to significantly affect Papakura District The Manukau Harbour is much less at risk of tsunami than the east coast.</p>	Low
<p>Fire</p> <p>a. Urban Fire</p> <p>b. Rural Fire</p> <p>c. Fire following earthquake/eruption</p>	<p>There are up to 400 fires of varying severity every year in Papakura District.</p> <p>Consequences</p> <ul style="list-style-type: none"> - Some loss of life, and short-term economic losses for repair and reconstruction. <p>There are very few rural fires occurring in Papakura District.</p> <p>Fire can arise from damaged energy facilities/pipelines or volcanic tephra.</p> <p>Consequences</p> <ul style="list-style-type: none"> - As for the core hazards. 	<p>High</p> <p>Low</p> <p>As for core hazards</p>

Papakura District Council Civil Defence Emergency Management Plan V 1 2004

Terrorism	<p>The risk associated with large-scale terrorism is variable and depends on what is targeted and the extent of damage. 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. 	Low
<p>Major Accident Roading Incident</p> <p>Rail Incident</p> <p>Airspace Incident</p>	<p>The high traffic density on the Southern Motorway, Great South Road and other local roads provides the potential for a large multi-vehicle incident involving passenger, commercial and private vehicles.</p> <p>Consequences</p> <ul style="list-style-type: none"> - Some loss of life and economic losses. <p>The North Island Main Trunk Railway traverses the District and passes through the Central Business District. This provides the potential for an incident involving passenger trains and hazardous materials.</p> <p>Consequences</p> <ul style="list-style-type: none"> - Some loss of life. - Short term economic losses to local businesses. <p>Ardmore Airport is the busiest in NZ as far as the number of flight operations is concerned, and a significant number of flying students are involved. Its proximity to the eastern approach path for the Auckland International Airport provides some potential for an airspace incident over Papakura. There is also the possibility of a large aircraft crashing in Papakura after taking off or preparatory to landing at Auckland International Airport.</p>	<p>High</p> <p>Medium</p> <p>Low</p>
Hazardous Substances	<p>There are a number of sites in Papakura District 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.</p> <p>Consequences</p> <ul style="list-style-type: none"> - 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. 	Medium

Papakura District Council Civil Defence Emergency Management Plan V 1 2004

<p>Biological Animal or human diseases/epidemics; introduced pests</p>	<p>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. While the direct impact on Papakura District of an animal-based biological hazard occurring is low, the economic consequences for tourism and trade are particularly significant.</p> <p>Consequences Animal-based occurrence - Human health risks and possible affect on other animal species. Human-based occurrence - Loss of life and stretched medical resources.</p>	<p>Low</p>
<p>Flooding</p>	<p>Some localised areas of Papakura are subject to flooding in heavy rain, due to the capacity of the stormwater system being insufficient to cope. This is usually of relatively short duration. The stream tributaries feeding into the Hingaia Stream are subject to overflowing in the event of sustained heavy rain, but because the stream system is close to the harbour, the duration of flooding is usually quite short.</p> <p>Consequences Some damage to properties, and scouring of waterways and bridge approaches.</p>	<p>High</p>

3 Operational Arrangements

3.1 Readiness

Facilities

Papakura District can activate an Emergency Co-ordination Centre (ECC) at the Council Offices, 35 Coles Crescent, Papakura. The ECC is equipped with a range of control and communication, processing and reporting services to deal comprehensively with a local emergency. Council employees staff the ECC during an emergency.

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 Counties Manukau 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 exercising across the region.

Papakura District supports and complies with the professional development programme and competency standards established by the CDEMG. Local targets for training and exercising are consistent with the CDEMG Plan

Business Continuity Planning

Papakura District Council maintains a comprehensive Business Continuity Plan that provides for a predetermined response to adverse events that affect the delivery of services and other functions of the Council. This plan is designed to ensure that the Papakura District 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.

Community Education

Papakura District Council provides a range of educational material designed to promote community resilience and awareness. These activities are co-ordinated where appropriate with regional initiatives., developed under the Regional Public Education Strategy.

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 Papakura District may declare a state of local emergency for Papakura District, or one or more wards of Papakura District.

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 Papakura District, or one or more wards of Papakura District:

- 1) The Deputy Mayor
- 2) Council's representative on the Auckland CDEMG Committee.

Appointment of Local Controllers

Under s.27 of the CDEM Act, the Auckland CDEM Group has appointed the following persons to be a Local Controller for a Level 3 event involving Papakura District:

- 1) David Cox
- 2) Theresa Stratton
- 3) Joy Hames

Powers of Local Controllers

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

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

Response procedures

All actions during the response phase of an emergency will follow Co-ordinated Incident Management System (CIMS) principles. Specifically, the ECC is organised using CIMS principles. A diagram of the functional arrangement is at Fig 3.1, and the Responsibilities are listed in Fig 3.2.

Emergency welfare services are provided by volunteer teams at pre-designated Civil Defence Centres at 9 locations throughout the District. Full details are included in the Papakura Civil Defence Emergency Welfare Plan – 2004. Welfare delivery operates in a co-ordinated manner at a local, CDEM Group, and national level to provide integrated welfare services to individuals and communities through response and recovery – see Auckland Region Welfare Plan for details.

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 apprised of 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 discrete roles will be maintained throughout a Civil Defence emergency. Ideally, Liaison Officers will be seconded to the ECC 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.

Warning Systems

A procedure for the receipt and action required for civil defence warnings is in place through a system whereby the CDEM Officer is emailed, and faxed, and a text message is sent to his cellphone advising of the warning, by the Ministry of Civil Defence and Emergency Management. This operates 24 hours a day. A fax message is also sent to the Customer Services section at Papakura District Council. The Customer Services section also has radio communications with the CDEM Officer at his home.

Contact lists for personnel to be alerted for an event are held by the CDEM Officer, Local Controller, and Customer Services Manager.

Table 3.1: Incident/Emergency Levels

Event Type	Event Status/ Procedures	ECC 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>ECC in support</p> <p>Papakura ECC may be alerted or be partially operative in support of the Lead Agency.</p>	<p>Local Controller notified if ECC 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. ▪ Papakura District assumes co-ordinating role for functions agreed on the day. 	<p>ECC in Lead Agency role</p> <p>Papakura District ECC 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 style="text-align: center;">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 Papakura District or one or more wards.</p>	<p>ECC 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>Papakura District Controller exercising delegated powers.</p> <p>Group Controller is at the Counties Manukau Zone EOC and offering support to the Papakura District Controller, and giving consideration to further escalation.</p> <p>Adjacent CDEMGs and National Controller notified</p>

Papakura District Council Civil Defence Emergency Management Plan V 1 2004

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 and <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> ▪ A warning of a significant event that will have a regional impact has been received <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> ▪ 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 style="text-align: center;">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.</p> <p>Papakura District Controller responding to priorities set by the Group Controller.</p> <p>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 and ECCs fully activated</p>	<p>National Controller exercising statutory powers.</p> <p>Group Controller responding to priorities set by the National Controller.</p> <p>Papakura District Controller responding to priorities set by the Group Controller</p>

Fig. 3.1 ECC Functional Arrangement

Papakura Emergency Coordination Centre (ECC) structure:

The ECC will be organised using the following structure:

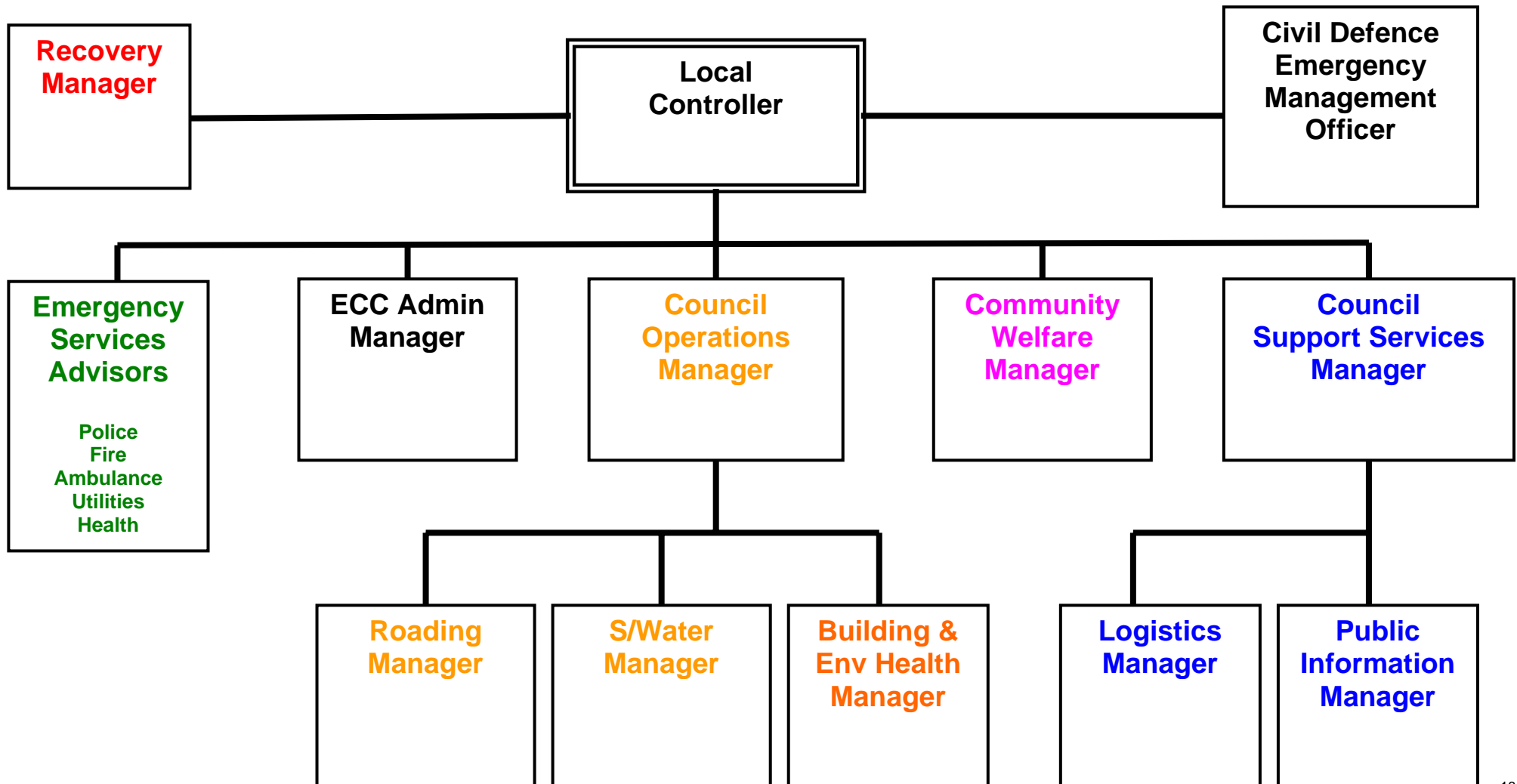


Fig. 3.2 ECC Responsibilities

Papakura Emergency Coordination Centre (ECC) Responsibilities:

People holding ECC appointments have the following key responsibilities:

<i>ECC Appointment</i>	<i>Key Responsibilities</i>
Local Controller	Overall management of the emergency. Liaison with other involved Agencies. Ensuring public safety. Liaison with Mayor and Elected Members. Liaison with Group Controller.
CDEM Officer	Advice to the Local Controller and other ECC Managers. Trouble shooter for the Local Controller.
Council Operations Manager	Overall direction and monitoring of Roding, Stormwater, and Building & Environmental Health Managers.
Roding Manager	Planning and implementing any actions in response to roading issues.
Stormwater Manager	Planning and implementing any actions in response to stormwater issues.
Building & Environmental Health Manager	Planning and implementing any actions in response to building safety and environmental health issues. Liaison and cooperation with Public Health officers.
Council Support Services Manager	Overall direction and monitoring of Logistics and Public Information Managers.
Logistics Manager	Procurement of equipment, people and facilities, in support of other ECC Managers, and for preparing and implementing a Communications Plan. Liaison with Customer Services Team Leader in relation to message handling procedures.
Public Information Manager	Issuing (after authorization of the Local Controller) all statements to the media and general public, and media liaison. Preparation of Situation Reports.
Welfare Manager	Activation of volunteer Civil Defence Welfare Teams as required, and overall management of the Welfare response. Liaison with other Welfare Agencies.
ECC Administration Manager	General setting up and administration of the Emergency Coordination Centre (ECC), and provision of record keeping and secretarial services for the Local Controller.

A **DESK FILE** for each of the above appointments is held in the Civil Defence cupboard in the Committee Room. These detail the specific functions and responsibilities

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/her 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 Papakura District 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 Papakura District Controller of the intentions.
3. The Papakura District 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 Papakura District 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 Papakura District 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 Papakura District 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 Papakura District Controller acts in support of the Group Controller

Consequential procedures

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

- **Financial Recording:** At the time of the changeover, expenditure records must be terminated and recording restarted.
- **Logs:** The change in the controlling authority is to be noted in all Logs being kept in the ECC.

3.4 Recovery

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

Function

The purpose of Disaster 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 Papakura District are:

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

Disaster Recovery Manager

The designated Papakura District Council Disaster Recovery Manager that will be appointed is J Hames, Director of Policy and Democracy Services.

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 Disaster Recovery Manager

On the implementation of the Disaster Recovery Plan, the Council will formally authorise the Disaster Recovery Manager to co-ordinate disaster recovery activities for the Papakura District Council.

Transition from Response to Recovery

A Disaster 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.

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.

Co-ordination of Recovery activity

Papakura District takes full first line responsibility for managing the Recovery process within its district and is committed to assisting the recovery process in other districts affected by an emergency event.

- In a Level 3 event in Papakura District, the Recovery Manager will implement the procedures in the Papakura District Recovery Plan.
- In a Level 3 event in another district of the Auckland CDEM Group area, the Recovery manager will liaise with the affected TLA over the provision of support.
- In a Level 4 or 5 event in the Auckland CDEM Group area, the Recovery manager will effect or support the recovery process as appropriate under the co-ordination of the Group Recovery Manager.
- In a Level 4 or 5 event in another CDEM Group area, the Recovery Manager will support the recovery process as appropriate under the co-ordination of the Group 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, 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 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 vide 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

At the time of writing this Plan, Council is reevaluating its provisions for insurance and contingency provisions.

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 may establish a charitable trust entitled the Mayoral Relief Fund. Administration of the Mayoral Relief Fund is a task of the Recovery Manager.

4 Administrative Arrangements

4.1 Papakura District Council CDEM Structure

Papakura District Civil Defence & Emergency Management Officer plans and manages all aspects of Readiness, Response and Recovery to ensure that the Plan can be implemented to meet the requirements of the Act.

The CDEM Officer is responsible through the Director of Community Services to the Council. The Council Committee with direct oversight is the Works and Services Committee.

4.2 Co-ordinating Executive Group (CEG) Representation

Papakura District representative on the CEG is Ray Johnston, CDEM Officer. The alternate is Neil Munro, Director of Community Services.

4.3 Counties Manukau Emergency Management Committee

Papakura District Council is a core member of the Counties Manukau Emergency Management Committee (EMC). The core committee comprises senior representatives from:

- Manukau City Council Civil Defence & Emergency Management
- Papakura District Council Civil Defence & Emergency Management
- Franklin District Council Civil Defence & Emergency Management
- NZ Police
- NZ Fire Service
- St John Ambulance
- Counties Manukau District Health Board

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 Counties Manukau Welfare Advisory Group

Papakura District is a member of the Counties Manukau Welfare Advisory Group (WAG). The WAG comprises representatives from:

Children, Young Persons and their Families
Citizens Advice Bureau
Department of Work & Income
Disabled Persons representative
Housing New Zealand
Red Cross
Salvation Army
Victim Support

The purpose of the WAG is to:

- collaboratively provide expertise and guidance to Manukau, Papakura and Franklin Civil Defence and Emergency Management organisations.
- 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 Manukau City, and Papakura and Franklin Districts.

5 Standard Operating Procedures & Supporting Plans

SOP ECC1 Emergency Coordination Centre Standard Operating Procedures
SOP ECC2 Activation and Callout Procedures.

Other Procedures & Plans

SOP CDC1 Civil Defence Centre Standard Operating Procedures

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