Wellington Regional Council Civil Defence Plan

September 2002

THE REGIONAL COUNCIL

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CONTENTS

Authorisation

1.　This plan has been prepared by the Emergency Management Department, Environment Division, and recommended for approval by the Environment Committee in pursuance of section 23 of the Civil Defence Act 1983 and subsequent amendments.

Recommended for approval by: _____

Chairperson, Wellington Regional Council

Date: _____

2.　This plan is approved in accordance with section 24 of the Civil Defence Act 1983.

Approved: _____

Civil Defence Commissioner

Date: _____

This plan is valid for 3 years from the date of approval by the Civil Defence Commissioner.

Distribution

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PART ONE: BACKGROUND

Introduction

Emergency Management aims to prevent or minimise loss of life, injury and distress, to protect property, and to provide for the welfare of people affected by a disaster. Emergency Management involves reducing hazards (mitigation), ensuring readiness for disasters (preparation), responding to, and managing recovery from disasters.

This plan describes the responsibilities, organisational structure, functional roles and authorities for emergency management of events impacting or involving the Wellington Region. Such events may require significant response effort by all levels of government, the private sector, local communities and voluntary organisations.

In a disaster, the Regional Council role is to enhance and co-ordinate the total effort of local Controllers within the Region. This is based on the assumption that city and district Councils are responsible for managing and conducting local emergency management operations within their respective Territorial Local Authority boundaries.

This plan is designed as a stand-alone document but is supported by Regional Council Standard Operating Procedures and Response Plans.

Principles

This plan has been developed in recognition of the nine principles of emergency management as adopted by Government in September 1996, which are:

Principle 1   Acceptance of individual owner responsibility for property reconstruction and self-reliance.

Principle 2   Acceptance of community responsibility and self-reliance.

Principle 3   Acceptance that routine events and emergencies are best handled at First Tier level wherever possible.

Principle 4   Recognition of risk reduction, readiness for, response to emergencies, and post impact recovery as a continuum of activities.

Principle 5   Adoption of horizontally (between agencies) and vertically (between levels of government) integrated emergency management systems.

Principle 6   Recognition and involvement of volunteer organisations.

Principle 7   Identification of community risks through the all hazards approach.

Principle 8   Declarations of emergency be made at the most appropriate level of government by elected representatives.

Principle 9   Emergency management structures are underpinned with appropriate technical information and expertise.

Comprehensive Emergency Management

The Wellington region Territorial Local Authorities and the Wellington Regional Council operate using the Comprehensive Emergency Management approach. The Comprehensive Emergency Management approach has four phases:

1. **Reduction (Mitigation)**

   Actions taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards. Reduction (Mitigation) assumes that society is exposed to risks whether or not an emergency occurs.

   Examples:

   Building codes, Disaster insurance, Hazard analysis, Land use management, Monitoring/inspection, Research, Risk mapping

2. **Readiness (Preparedness)**

   Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs.

   Examples:

   Emergency broadcast systems, Communications networks, Emergency Operations Centres (EOC's), Public information, Mutual aid agreements, Resource management, Training personnel for response, Warning systems, Emergency operations plans

3. **Response**

   Actions taken immediately before, during or directly after an emergency occurs, to save lives, minimise damage to property, and enhance the effectiveness of recovery.

   Examples:

   Emergency instructions to public, Emergency plan activation, Emergency medical assistance, Shelter/evacuation, Search and rescue, Resource mobilisation

4. **Recovery:**

   Activity to return vital life support systems to minimum operating standards and long term activity designed to return life to normal or improved levels.

   Examples

   Crisis counselling, Damage assessment, Debris clearance, Disaster loans, Insurance payments, Grants, Reconstruction, Temporary housing, Decontamination.

Regional and Territorial Local Authorities employ strategies such as those in the examples above.

Integrated Emergency Management

The Regional Council operates alongside the Emergency Services, Territorial Local Authorities, community groups, private companies, and many other groups, to provide the community with a complete system of Emergency Management. The plans of the Regional Council are therefore part of a larger system of emergency plans within the Region that relate to each other, but serve distinct purposes.

The Regional Council maintains a close liaison with all groups who have roles to play in Emergency Management. All strategies of the Regional Council should not therefore be viewed in isolation, but with consideration to complementary plans of other organisations.

General

Territorial Local Authority Role

In the Wellington Region each Territorial Local Authority has its own Civil Defence or Emergency Management organisation. The Territorial Local Authority boundaries are shown on page 9.

The Territorial Local Authority task is to maintain an organisation that enables civil defence measures to be implemented. To achieve this, Territorial Local Authorities are required by Sections 34 - 42 of the Civil Defence Act 1983 to prepare civil defence plans and to appoint a Civil Defence Controller and alternates, whose primary task is management of the disaster response at the district level.

Each Territorial Local Authority must establish a civil defence headquarters, that in an emergency enables the local Controller to co-ordinate and control the use of resources for disaster relief. The local headquarters is the liaison point for all agencies involved in disaster relief at the local level during a state of civil defence emergency.

Regional Role

The Regional role is to enhance and co-ordinate the total effort of local Controllers within the Region. This is based on the assumption that city and district Councils are responsible for managing and conducting local emergency management operations within their respective Territorial Local Authority boundary.

The Wellington Regional Council Co-ordinates activities through the activation of an Emergency Operations Centre. The EOC is the site of overall co-ordination of an emergency situation, and is the primary liaison point for the Emergency services, government agencies and other organisations involved in disaster relief at the regional level. The EOC may set priorities for disaster response and facilitate the delivery of external aid to the local areas affected.

The Regional Emergency Operations Centre (EOC) can be located at any of the following facilities: The basement of the Beehive, Wellington, the Regional Council Centre, WRC Wairarapa Office, Mobile EOC based in Trentham.

The Wellington Regional Council also operates the Lifelines Co-ordination Centre as an adjunct to the Regional EOC. The Lifelines Co-ordination centre is a point of information collection and distribution for information from Lifelines organisations.

National Role

The role of the Ministry of Civil Defence and Emergency Management is to co-ordinate Government assistance, to provide advice and assistance, and to keep central Government informed of events.

Other national bodies with Civil Defence roles and responsibilities are detailed in the National Civil Defence Plan.

Requirements of the Civil Defence Act 1983

This plan complies with the requirements of Section 23 of the Civil Defence Act (1983).

Section 24 (1) of the Act requires that the Wellington Regional Council "submit the regional civil defence plan and any amendments to the plan to the Civil Defence Commissioner for approval".

Section 27 (1) requires that the Wellington Regional Council make operative civil defence plans available for public inspection.

A copy of this plan is held at the Wellington Regional Council Library.

This plan refers to the following documents, which must be read in conjunction with this plan.
- Civil Defence Act 1983 (The Act)
- Civil Defence Act Amendments
- National Civil Defence Plan
- Memorandum of Understanding between WRC and the Wellington Basin Forum
- WRC Emergency Operations Centre Standard Operating Procedures
- WRC Disaster Recovery Guidelines
- WRC Communications and Marketing Strategy for Hazards and Emergency Management Information

Map – The Wellington Region

PART TWO: AUTHORITIES

Commencement and Duration of a state of Civil Defence Emergency

The state of Regional Civil Defence Emergency begins when the declaration is signed or at such later time and date as specified on the Declaration, under Section 54 of the Civil Defence Act (1983). The declaration expires on the commencement of the seventh day after the date of the declaration.

Declarations must be notified in the Gazette as soon as possible.

A "Civil Defence Emergency" is a situation (not attributable to an attack by an enemy or to any warlike act) that causes or may cause loss of life, injury or distress, or in any way endangers or may endanger the safety of the public, and cannot be dealt with by the New Zealand Police, New Zealand Fire Service or otherwise without the adoption of civil defence measures.

The declaration form can be found as an annex to this plan: Form A

Area of a state of Regional Civil Defence Emergency

The area covered by a Regional Civil Defence Emergency declaration is the Wellington Region as depicted in the map on page 8.

Limited Declarations

Limited declarations (geographic or purpose) are possible as per Section 51(4)(5).

Extension of a state of Regional Civil Defence Emergency

Those authorised to declare a state of Regional Civil Defence Emergency may also extend the declaration for up to an additional seven days by signing a "Declaration Extending a state of Regional Civil Defence Emergency". This may be done as many times as is necessary under Section 55 of the Civil Defence Act (1983).

The extension form can be found as an annex to this plan: Form B

Termination of a state of Regional Civil Defence Emergency.

Those authorised to declare a state of Regional Civil Defence Emergency may terminate that emergency by signing a "Declaration Terminating a state of Regional Civil Defence Emergency" under Section 56 of the Civil Defence Act (1983).

The termination form can be found as an annex to this plan: Form C

Persons Authorised to declare a state of Regional Civil Defence Emergency.

Pursuant to Section 51 of the Civil Defence Act (1983), the following persons are authorised in descending order of priority to declare a state of Regional Civil Defence Emergency in the Wellington Region or part thereof.

- Wellington Regional Council Chairperson
- Regional Controller

Or at any time, the Director of Civil Defence or Civil Defence Commissioner.

Declarations by other Authorities

A Regional declaration will automatically terminate local declarations according to Section 51(8) of the Civil Defence Act (1983). A national declaration will automatically terminate regional and local declarations according to Section 50(4) of the Act.

Regional Civil Defence Committee

The Environment Committee of the Wellington Regional Council is the Regional Civil Defence Committee for the Wellington Regional Council.

Authority

The Environment Committee advises the Regional Council on matters relating to emergency management in the Region, and may exercise any powers conferred upon it by delegation under Section 32 of the Civil Defence Act (1983).

The Environment Committee has the delegated authority to:
- Approve and review local civil defence plans
- Exercise all such other powers as are necessary to give effect to any operative civil defence plan.

Regional Controller

In accordance with section 30 of the Civil Defence Act 1983 the following person is appointed as Regional Controller for the Wellington Region:

1.   John Allard   Manager, Corporate Policy

The following persons (by order listed or by availability) shall perform the functions and duties, and may exercise the powers of the Regional Controller for the Wellington Region on the occurrence from any cause of a vacancy in the office of the Regional Controller, or in the absence from duty of the Regional Controller, and so long as the vacancy or absence continues:

2.   David Watson Divisional Manager, Regional Transport
3.   Colin Wright   Divisional Manager, Wairarapa
4.   Wayne Hastie   Council Secretary
5.   Rian van Schalkwyk   Manager, Emergency Management

The Regional Controllers will attend training provided by the Ministry of Civil Defence and Emergency Management, and internal emergency management training and exercises.

Authority

In accordance with Section 30 of the Act the following functions, duties and powers are delegated to the Regional Controller:

Section

30 (4)(5)	Authority
43	Ensure plans are prepared to continue Council's essential functions during and after a Civil Defence emergency.
51 (2)	Power to declare
(4)	Limited declaration (geographic)
(5)	Limited declaration (purpose)
(6)	Provision of assistance
55 (2)	Power to extend declaration
58	Functions during a National Civil Defence emergency as defined
(5)(a)	Require clearing of roads
(b)	Provide for the rescue/removal to safety endangered persons
(c)	Set up first aid posts
(d)	Relief of distress
(e)	Conservation of essential supplies
(f)	Prohibit or regulate land, air, water traffic
(g)	Emergency disposal of the dead
(h)	Disseminate information/advice to the public
(i)	Provide for equipment, accommodation and facilities
60	Evacuation of premises and places
61	Entry on premises
62	Closing of roads and public places
63	Removal of vehicles

Wellington Regional Council Chairperson

Authority

Powers delegated to the Chairperson are detailed in Section 51 of the Civil Defence Act (1983), and include the ability to declare a Regional Civil Defence Emergency, and in urgent cases enter into contracts as detailed in Section 68 of the Act.

Additional powers are set out in Section 67 of the Civil Defence Act (1983).

PART THREE: REDUCTION (MITIGATION)

Hazard Summary

The Wellington Region is subject to many geological, technological and meteorological threats. These hazards need to be identified, analysed for their risk to the community, and their potential affects mitigated against.

The Regional Council undertakes analysis of these hazards and makes the results available to the public, Territorial Local Authorities and other interested parties.

Floods

Flooding in the Region is the most likely hazard to be experienced in any year. Previous flooding problems have been seen at the Hutt River, Wainuiomata River, Black Creek, Porirua Stream, Horokiri Stream, Ruamahanga River, Waipoua River, Waingawa River, Whareama River, Waiohine River, Mangaterere River, Tauweru River, Otaki River, Waikanae River, Paekakariki Stream. Additional problems are often encountered due to storm water culvert flooding, and coastal flooding.

Earthquakes

The Wellington Region lies within a broad and complex area of major active faults. At least seven active faults, capable of producing earthquakes of greater than magnitude 7.0 on the Richter scale, have been identified. The probability of at least one of these faults rupturing in the next 100 years has been calculated as between 55% and 99%. The probability of an earthquake on the Wellington fault is 10 % in the next 50 years.

Earthquake affects may be ground shaking, liquefaction, earthquake induced slope failure, fault rupture and tsunami generated by the earthquake.

An earthquake may cause disruption to road and rail transportation networks, communications, water supply and sewerage disposal, electrical power and natural gas, as well as damage to buildings and fittings.

Storms

Many parts of the Wellington Region are coastal, and thus able to be buffeted by high winds and storms. Heavy rain is generally experienced from the South or the Northwest. Cyclonic events such as the 1968 Wahine storm are not common, but always possible in the Wellington Region.

It is possible that climate change impacts may increase the frequency or intensity of severe storm events.

Tsunami

Parts of the Wellington Region coastline are inhabited, and could be at risk from Tsunamis or seiching within harbours and inlets. Tsunamis could be generated at distant locations and travel across the Pacific giving hours of warning, or they could be generated by a local undersea landslide or earthquake and give little or no warning.

The Wairarapa coastline is most at risk, followed by the Southern Wellington coast and the Kapiti coastline. There is evidence that all of these coastlines have been effected by Tsunami.

Hazardous Materials

The Region has areas of storage of hazardous chemicals, and also many corridors for transportation of hazardous materials. In worst case scenarios any spill, leak or explosion may lead to the evacuation of many residents and premises.

Volcanic

Although no volcanic activity has been identified in the Wellington Region, the predominant Northwest winds could carry ash from eruptions of Mt Taranaki, or the mountains of the Central Plateau.

Fire

The bush fire threat in the Wellington Region is generally considered low to moderate. A number of minor incidents occur on an annual basis, but few threaten large numbers of residential properties or endanger human life. In extreme weather conditions, however, the potential exists for large bush fires to develop. High risk areas of gorse, manuka, low scrub, mixed scrub, exotics and urban scrub have been identified.

Transportation

The Wellington Region has road, rail, air and sea transportation routes. Road traffic can often be congested (e.g. over 70,000 people commute into Wellington City on a weekday), aircraft can carry up to 250 passengers, rail transport up to 1200 passengers, and sea vessels up to 1000 passengers. These factors indicate that there is a possibility of transportation incidents involving large numbers of people.

Lifeline Utility Failure

Disruption to the networks that supply water, electricity, gas, transportation or waste disposal can cause major impacts on the communities effected.

Biological

Biological hazard agents could be introduced through international airports and sea ports. In addition, there are contagious disease research facilities in the region.

More detail on hazards in this Region can be found in the Territorial Local Authority Civil Defence Plans.

PART FOUR: READINESS (PREPAREDNESS)

Warning Systems

Warning systems have been developed to alert emergency management organisations and the general public of the possible need for Civil Defence measures.

Initiation of Warnings

All warnings are directed to the 24-hour emergency contact point at Beacon Hill. The Beacon Hill Duty Officer will initiate contact with the Emergency Management Department by mobile phone or pager.

Warnings may originate from a number of sources including the MetService, WRC Flood Protection Department, Ministry of Civil Defence & Emergency Management or the Emergency Services.

Warnings to the Public

Territorial Local Authorities are responsible for making arrangements to provide warnings to the public. Regional Council will provide support to those effected Territorial Local Authorities to further enhance a co-ordinated public warning.

Planning

The Wellington Regional Council is committed to planning for Emergency Management and Civil Defence. This planning includes the four phases of the disaster cycle: Reduction (Mitigation), Readiness (Preparedness), Response and Recovery.

Where appropriate the Regional Council is involved in planning on a collective basis with other emergency management organisations.

Public Education

The WRC undertakes public education about hazards information and emergency preparedness. These activities are guided by the Communications and Marketing Strategy for Hazards and Emergency Management Information.

WRC public education activities are done in conjunction with local authority public education campaigns.

PART FIVE: RESPONSE

Regional Emergency Operations Centre

The Regional EOC is set up to co-ordinate relief measures within the Region. This involves gathering information, determining priorities, sourcing additional resources and co-ordinating the total effort of the local Controllers.

The Regional EOC is the liaison point for responders involved in disaster relief at the Regional level during a state of Regional civil defence emergency.

If required, the Wairarapa EOC could be activated to provide the Regional EOC with Wairarapa specific information.

Emergency Operation Centre Location

The Regional Civil Defence Emergency Operations Centre (EOC) can be located in the basement of the Beehive, the Regional Council Centre, WRC Wairarapa Office or the Mobile EOC based in Trentham.

The WRC Wairarapa Office may also be used by the Masterton District Council as their alternate EOC if it is required and not being used by the WRC.

Guidelines for Regional Emergency Operations Centre Activation

The following points are indicators that the Regional Emergency Operations Centre may need to be activated.

- When requested by a Territorial Local Authority and/or a senior member of the emergency services, the Regional Controller or the Chairperson of Council.

- When there has been severe disruption to lifelines and transportation networks within the Region.

- When a severe and disabling emergency has impacted on a neighbouring Regional Council.

- When a disaster is imminent.

Activation Conditions

Standby condition: There is the possibility that co-ordination and control of an emergency situation may have to be exercised by the Wellington Regional Civil Defence Controller.

Activation condition: A major disaster has occurred or is imminent. The EOC must be staffed and operational.

Stand-down condition: Regional Controller and Regional co-ordination no longer required. Territorial Local Authorities are in control of all events in their areas of authority. EOC no longer operational, no staff required.

Administration

Standard Forms

The primary documents for administration are the CD 1 form, the operational log, the situation report form (both inward and outwards), and Lifelines co-ordination forms. These documents capture requests from organisations, decisions made, and the reasons for the EOC response to any request. They form the basis for the audit trail.

Audit Documentation

All expenditure by the headquarters in an activation situation must be supported by documentary evidence for the decision to expend Regional Council finance. These decisions must be captured on either the CD 1 or operations log. Purchasing of goods or services can only be initiated under the auspices of a Regional Council order form or with the support of a Territorial Local Authority order number.

Authority for Expenditure

Purchasing of goods or services that require Regional Council expenditure can only be authorised by the Regional Controller or Operations Manager. The Regional Controller has the authority to delegate this power to nominated personnel if, in their view, the situation warrants it. This is likely to be important for staff in the Logisitcs cell of the Regional EOC.

Insurance

The Regional Council has an insurance policy to cover headquarters operating expenses when a Regional Civil Defence Emergency has been declared. At the completion of the declaration all claims against this policy are to be supported as required by written evidence giving reasons for expenditure. Any claims that have no supporting documentation are to have a report raised by the Regional Controller detailing reasons for that expenditure.

The excess on this insurance is $250,000 and the cover is for a maximum of $1,000,000.

Claims Against Central Government

Claims to be made against Central Government for expenditure during a declared state of emergency or as a result of expenses following the declaration are to be made in accordance with the National Civil Defence Plan and the document "Preparing Civil Defence Emergency Expenditure Response Claims" produced by the Ministry of Civil Defence and Emergency Management.

Claims against central government are in two categories. Category A relates to direct costs of accommodating, transporting, feeding and clothing people who cannot continue to live at their normal place of residence. Category B relates to costs for other civil defence emergency expenditure. Category B claims can only be made after expenditure of 0.01% of the net equalised rateable capital value of the Region. The NECV for the Wellington Region is $45,470,215,688 (as at August 2002).

Temporary Staff

If a disaster extends over a prolonged period it may prove necessary to hire temporary support staff on short-term contract. The Regional Controller has the authority to initiate this action to meet specialist staff requirements.

Disaster Relief Fund

A disaster relief fund may be established following an assessment of the extent of the disaster. An example of a deed and its purpose is contained in the Wellington Regional Council Recovery Guidelines Manual page 27.

Fund establishment is normally a Territorial Local Authority function. If, however, a disaster is Region-wide a Regional disaster relief fund may be established. Establishment of such a fund is a decision that must be made by the Wellington Regional Council as a whole and not the Emergency Management Department.

Logistics

Emergency procurement of essential logistic supplies and transport taskings must, as far as possible, use the existing administrative resources of the Regional Council finance section. Purchasing of goods or services can only be initiated under the auspices of a Regional Council order form or with the support of a Territorial Local Authority order number.

General logistic procurement is initially the responsibility of the Territorial Local Authorities with the Regional Council taking a supporting role in providing access to logistic solutions outside their means.

Logistics Policy

Regional Council's policy on logistics:

- Territorial Local Authorities are responsible for their own procurement, co-ordination and transportation of resources within their area.

- Territorial Local Authorities should make use of their own resources before making a request to the Regional Council.

- During a Regional declaration major sources of bulk supplies of essential items within the Region may be deemed Regional resources and will come under the direction of the Regional Controller.

- During a state of Regional Civil Defence Emergency, local civil defence organisations will continue to act, but in accordance with any priorities for the use of resources and services that have been determined by the Regional Controller.

Logistics Responsibilities

The Regional Controller may set priorities for procurement, distribution and conservation of supplies during a Regional emergency.

If necessary a procurement officer will be attached to the headquarters from the Regional Council finance section. This officer is to ensure that there is a clear understanding of the processes for payment and procurement between all parties.

Payment or Reimbursement

Payment or reimbursement of costs are in the first instance the responsibility of the Territorial Local Authority placing the order.

Communications

Disasters create special demands for communications. In severe or widespread incidents normal communication systems may be unable to meet these demands or may fail completely or partially. It is essential that the best use is made of existing communication resources and that viable alternative systems are readily available.

National Communications

All communications to National level shall be direct to the Ministry of Civil Defence & Emergency Management. This is may be at their offices or at the national Emergency operations Centre if activated.

An Emergency Management Advisor (Liaison) designated for the Wellington Region may attend the Regional Emergency Operations Centre in a liaison role to facilitate information flow.

Regional Communications

Regional Emergency Management shall provide efficient and effective communication networks to all Territorial Local Authorities and is responsible for the maintenance of the network in a disaster situation.

The primary communications network includes all the technology that is available during day to day operations. This includes phone, fax, email etc.

Backup communications include a regional radio network on the ES Band. This is maintained and tested by Wellington Regional Council.

Policies

The following policies are applied to the Regional Radio Network:

- Only the relevant designated network will be used for communication.
- All networks remain under the control of the Regional Council.
- The Regional Emergency Operations Centre has the authority to apply flexibility to the situation to achieve optimum communications.

Systems

In the event of an incident that causes Regional Council Emergency Management to be activated, the primary communication system will be by the public telephone/fax system.

VHF Radio systems will be used as the secondary method of communication, supplemented by radio/fax.

Trunk radio systems will be used for communications with Regional Council departments that have these systems and with utilities.

Marine radio, ground to air, and High Frequency radio are also operational at the Emergency Operations Centre.

Regional Radio Network Channel Coverage

Channel 1:   ES 2 Colonial Knob repeater
Channel 2:   ES 4 Normandale repeater
Channel 3:   ES 5 Mt Eringa repeater
Channel 4:   ES 41 Mt Climie repeater

Channel 5:   ES 15 A simplex channel
Channel 6:   ES 39 A simplex channel

Channel 7:   ES164 Mt Climie. Emergency Services Liaison Channel

Base sets and/or handheld radios for the above channels are located at each Territorial Local Authority, WRC Marshall House, WRC Wairarapa, WRC Beacon Hill, WRC Beehive EOC, WRC Mobile Headquarters, Lifelines Co-ordinator vehicle, WRC Emergency Management Staff homes.

Selected channels are available to the New Zealand Police National Operations Room and Capital Coast Health.

Public Information

The Regional Council has a responsibility to provide appropriate emergency information to the public. The information provided is to be accurate, timely and consistent. The information provided will need to consider the regional perspective.

Territorial Local Authority Role

Under the provision of the National Public Information Plan each Territorial Local Authority will appoint an Emergency Public Information Officer who will disseminate all media releases applicable to that Territorial Local Authority. Other agencies within that Territorial Local Authority area wishing to provide information to the public should co-ordinate media releases through the public information office. The public information office will also be responsible for providing information to the Regional Council.

Regional Role

After Regional Emergency Operations Centre (EOC) activation, the Regional Media Liaison Officer located within the EOC will handle public information functions.
The Regional Media Liaison Officer will serve as the dissemination point for all media/public information releases relating to Regional activities.

Other Regional responders wishing to release information to the public should co-ordinate releases through the Regional Media Liaison Officer.

Regional Media Liaison Officer

The role of the Regional Media Liaison Officer is to provide support to local government within the Wellington Region by the provision of high quality information for dissemination to the public.

The Regional Media Liaison Officer will provide information summarising response activities and recommending safety actions. All news or public information statements must be authorised by the Regional Controller.

Other specific responsibilities include:

- Issuing public information that provides a Regional overview of the situation, complementary to information releases by Territorial Local Authorities.

- Establishing liaison and ongoing communication with all organisations and the media involved in the response.

- Monitoring media coverage of the emergency to ensure that accurate information is being issued and when necessary, issuing media information statements to correct any misinformation.

- If the 0800 public information line is operating, write hourly situation updates and fax these to the location of the telephone operators.

- Maintaining a current picture of the situation for presentation to media personnel by way of regular briefings and media releases.

- Determining the requirements for Regional support to public information officers at Territorial Local Authority level.

Public Enquiries

In the first instance enquiries from members of the public should be directed to the appropriate Territorial Local Authority.

If necessary a system for handling general public enquires relating to the emergency will be established using the current Ridewell 0800 number.

Hourly situation updates will be provided to staff operating the 0800 phone lines. These will be transmitted by fax and/or radio fax from the Regional Media Liaison Officer.

Regional Emergency Management will not become involved in the dissemination of information relating to the registration of evacuees or general public enquires on the whereabouts of persons. This function is a Territorial Local Authority responsibility and Regional Council media releases will advise the public of contact numbers for this information.

Law and Order

The maintenance of law and order is entirely a function of the New Zealand Police and remains so in the event of a state of Civil Defence Emergency. A disaster adds to the complexity of police functions and may be expected to overwhelm their resources.

In most situations the Police in the disaster area will be required to accept the initial responsibility for operational co-ordination.

Police Responsibilities

The Police have the following responsibilities towards Civil Defence:

- Participate in the dissemination of Civil Defence warning messages in accordance with the instructions for Civil Defence warning systems maintained by the Ministry of Civil Defence & Emergency Management.

- Maintain law and order.

- Provide for road traffic safety and control.

- Take all measures within their power and authority to protect life and property; to facilitate movement of rescue, medical, fire protection and other essential services; and to attend to the dead.

- Provide representation at the Regional Emergency Operations Centre.

- Deploy and control civil defence police as required as per Section 17 of the Civil Defence Act (1983).

Police Powers during a Declaration

The Civil Defence Act (1983) confers powers on the Police during a state of Civil Defence emergency. These include:

Section 60	Evacuation of premises and places
Section 61	Entry on premises
Section 62	Closing of roads and public places
Section 63	Removal of vehicles
Section 64	Requisitioning powers

Any member of the Police may authorise someone else to exercise any of their powers, provided that the Police member believes the action is necessary.

Regional Council Responsibilities

Regional Council has the following responsibilities for liaison with the New Zealand Police:

- Provide to the Police accurate and timely information.

- Pass on warning messages to the Police.

- Use all avenues, such as the Emergency Services Co-ordinating Committees, to maintain a high level of liaison with the Police.

Health

Personal Health Services are concerned with the health of individuals and families. Public Health issues concern the health of the total population. If necessary the Regional Controller is able to request health representation at the Regional Emergency Operations Centre.

Personal Health Services

The Capital & Coast District Health Board is the co-ordinating authority for personal health services in the Wellington Region (with the exception of the Otaki Ward). The Public Hospital and Health Services in the Region that are provided by Capital & Coast are the Hutt Valley; and Wairarapa District Health Boards

When a Regional Civil Defence Emergency is declared, the Regional Health Controller from Capital & Coast Health will be responsible and accountable for co-ordinating, facilitating and directing Hospital and Health services affected by the emergency.

The Regional Health Controller reports to the Director General of Health or to the Regional Civil Defence Controller as required.

The Regional Major Incident Plan is activated in situations where an emergency requires response from more than one Hospital in the Region. The Regional Plan also allows for co-ordination with neighbouring Regions if necessary.

Regional Public Health

The responsibility for Public Health in the Wellington Region belongs to Regional Public Health (RPH), at Hutt Valley District Health Board. The RPHS Medical Officer of Health shall be responsible for the overall supervision of public health measures that are required.

The Ministry of Health has obligations under Sections 70 and 71 of the Health Act (1956), which are not derogated by the Civil Defence Act (1983).

Mobile Public Health Teams shall be established by the Director of Public Health, Ministry of Health to provide advice and assistance to the populations that have been subjected to a major disaster.

During a Regional Declaration, the Medical Officer of Health shall be responsible for the overall co-ordination and management of any public health measures that are required. These include making a request to the Minister of Health for granting of the powers contained in Sections 70 and 71 of the Health Act (1956), establishing and maintaining liaison with the Director General of Health and the Regional Controller, advising the Regional Controller and other Regional Council officers on matters of Public Health.

Advice to the media for public health issues is the responsibility of the Medical Officer of Health or the Ministry of Health.

Fire

A Civil Defence emergency may tax the normal resources of the Fire Services in dealing with major outbreaks of fire or in undertaking other emergency tasks for which the fire services are suitable because of their equipment and training.

The methods of extinguishment, control or containment of fire in a Civil Defence emergency may differ drastically from normal fire service methods.

New Zealand Fire Service Responsibilities

The New Zealand Fire Service has the following Civil Defence responsibilities:

- To extinguish and prevent the spread of fires.

- To stabilise and render safe hazardous substances emergencies.

- To save lives and property in danger where fire service training, equipment or manpower can offer effective assistance.

- To assist the Regional Council in providing emergency water supplies within the capability of the physical resources at its disposal.

- To provide co-ordination between all fire brigades.

To meet these responsibilities the New Zealand Fire Service shall appoint a Fire Service adviser to the Civil Defence Regional Controller. The Fire Service adviser:

- Establishes contact with and if necessary reports to the Regional Emergency Operations Centre.

- Advises the Regional Controller on the fire service operations, priorities and resources required to continue operations.

- Informs the Civil Defence National Fire Service Adviser of the fire services resource needs from other fire service Regions.

- Where the emergency is in a rural fire district, the Regional Controller will initiate appropriate liaison with the Conservator of Forests.

Statutory Authority

Section 28 of the Fire Service Act (1975) confers authority on the officer in charge of a fire incident or other emergency to direct those under their control to do whatever is necessary, within reason, for the protection of life and property.

On the declaration of a Civil Defence emergency no additional powers or authority are conferred on the fire services. Rather they continue to operate under the relevant sections of their own acts and co-ordination of all fire resources remain under the control of the New Zealand Fire Service pursuant to Section 16 of the Fire Services Act (1975).

During a Civil Defence emergency, the Regional Controller who may direct the New Zealand Fire Service, Defence Firefighting Units, Industrial Fire Brigades and other organisations and people assisting the fire services to undertake duties not covered under the Fire Services Act (1975).

Welfare

Providing for the welfare of people affected during a civil defence emergency is the responsibility of Territorial Local Authorities.

Territorial Local Authority Response

The Territorial Local Authority response shall provide for the care of persons who are displaced, homeless or distressed during an emergency.

Following a local declaration the Territorial Local Authority will identify the resources and personal services required to carry out the welfare response, and notify Regional Council of the situation and any requests for assistance.

Regional Response

During a Regional emergency the Regional Council has the following responsibilities in relation to the provision of a welfare response:

- To support the Territorial Local Authority response by providing advice and assistance as requested.

- To co-ordinate resources from within the Region and, where required, from other Regions to assist affected Territorial Local Authorities.

- To provide a Regional Council response that facilitates the early recovery of affected communities with the minimum social and economic disruption.

- The Regional Council may require Territorial Local Authorities within the Region to assist with the welfare response to an emergency elsewhere (within or beyond the Region). The Regional Council will organise, co-ordinate and provide the logistical support. The Territorial Local Authorities will undertake the response.

- The Regional Controller during a Regional declaration will be responsible for setting Regional welfare priorities in consultation with Regional responders and Territorial Local Authorities.

Regional Welfare Advisory Group

If necessary, representatives of the following organisations will be asked to meet with the Controller to discuss the overall welfare requirements and priorities for the Wellington Region.

- New Zealand Red Cross

- Salvation Army

- Work and Income New Zealand

- Victim Support

- Child, Youth and Family

- Wellington Regional Council

- Any other organisation deemed necessary.

Utility Services

A disaster will create special demands for utility service providers. In a severe or widespread disaster normal supply systems may be unable to meet these demands or may fail.

The Wellington Regional Council will be activate the Lifelines Co-ordination system in the event of a regional scale disruption to utility supplies.

Supply System

The supply of electricity, gas and petroleum products to the Wellington Region will depend largely on the extent of damage to the supply system outside the Region. For restoration of supply to the Wellington Region for electricity, Trans Power, United Networks, or PowerCo should be contacted.

In a disaster situation Regional Civil Defence may arrange for a liaison officer from these organisations.

The Wellington Region Council Utility Services Division will implement their emergency response plan for restoring bulk water supply for the areas supplied by the bulk water network.

Priorities of Restoration

- Emergency response agencies (includes hospitals).
- Domestic utility agencies.
- Liquid fuel supply agencies.
- Domestic and industrial power.

Rescue

The collapse of a large number of urban structures, especially following an earthquake, will require the use of specialised equipment and rescue expertise.

Territorial Local Authority Responsibility

Rescue of endangered people during a declared state of Civil Defence emergency is the responsibility of Territorial Local Authorities.

The management of general rescue teams is a role of the Territorial Local Authority. This includes tasking these teams in the event of an emergency.

When national or international teams are involved they will be assigned to a Territorial Local Authority. That TLA will be responsible for their management and tasking. If the TLA no longer requires the additional rescue resource the Regional EOC should be notified and the teams will be reassigned.

Regional Responsibilities

The responsibility of Regional Council is to provide timely assistance and co-ordination of resources to Territorial Local Authorities in their endeavours to rescue endangered people. The Regional Controller will, after consultation with Territorial Local Authority Controllers and National Civil Defence Headquarters, set the priorities for rescue resources that are in short supply.

This role may involve requesting national and international rescue teams. When these teams arrive the Regional Controller will assign them to a Territorial Local Authority and the management of the teams will then transfer to the TLA.

PART SIX: RECOVERY

The purpose of disaster recovery is to quickly restore the community to a position whereby normal social and economic activity may be resumed. After a disaster, community leaders, residents, outside and local experts will all begin discussing how the community should be rebuilt.

Recovery from a disaster is a community effort. This means that agencies and voluntary organisations will be called upon to perform functions they are equipped to undertake. The pre-event conditions must be taken into account so that the most effective programmes for recovery can be developed. There will also need to be clearly defined processes of consultation and co-operation through established communication channels.

Local government is expected to take the lead in recovery of their area or region. Each Territorial Local Authority in the Wellington Region has made provisions for disaster recovery.

Further information on disaster recovery can be found in the Wellington Regional Council Disaster Recovery Guidelines booklet.

Recovery Management

Recovery Manager

The Regional Council may appoint a Recovery Manager. Guidelines on operating in this role are detailed in the Regional Council Recovery Guidelines Manual. This person will be responsible for:

- Consulting with all agencies involved in the disaster.

- Assessing and determining priority of resources for the Regional recovery.

- Monitoring, and co-ordinating where necessary, local recovery efforts.

- Identifying special policy needs required for recovery.

- Authorising expenditure, as necessary, to facilitate co-ordination of the recovery. Money should not be spent for purposes that are the responsibility of another agency.

- Providing a recovery report at the completion of the task, detailing actions taken, lessons learned and recommendations for future recovery managers.

Disaster Recovery Co-ordinator

Under Section 69 of the Civil Defence Act (1983) the Ministry of Civil Defence & Emergency Management may appoint a Disaster Recovery Co-ordinator where it is deemed necessary. This Co-ordinator will work with the affected communities to institute the necessary programmes for effective Disaster Recovery.

Priorities for Disaster Recovery

Recovery planning should acknowledge the following aspects of recovery:

Safety of people

The first priority in recovery operations is to ensure the physical safety of people remaining in the disaster area. This includes repair or demolition of unsafe structures, restoring sanitation facilities, emergency feeding, housing, medical attention, and evacuation.

Social restoration

Restoring the material needs and providing for the emotional needs of the communities enhances social restoration.

Economic restoration

Economic restoration may be very complex and occur over a long time period. Thought needs to be given to whether all aspects of the community should be rebuilt to their previous state, or if other activities should replace them.

Physical restoration

Physical restoration needs to be considered along with the social and economic requirements of the community. Rebuilding of water, gas, electricity, sewerage and communications systems, property and buildings, may be needed

Guidelines for Disaster Recovery

The following are a guideline for actions to be followed in the recovery process:

- Identify the process by which recovery decisions will be integrated into the political process.

- Decide how best to let the public have a voice in recovery actions. It is preferable for a broad representation of community groups to have an input.

- Establish a Recovery Committee to guide overall policy and recovery decisions. It may be necessary to have committees for social, economic, physical and Regional Council recovery.

- Define the authorities and responsibilities of a Recovery Committee. Define who they take direction from, report to, or need approval from.

- There will be strong pressure from the community to get things back to normal as quickly as possible. Be prepared to modify operating procedures to streamline, expedite, and simplify.

- A major recovery issue centres on the choice between trying to recreate the Region as it was, or changing and managing it to create safer conditions.

PART SEVEN: TRAINING

Emergency Management volunteers are trained to operate an effective EOC that is ready to fulfil its role of co-ordinating Regional activities in a disaster situation.

Radio Procedures Training

Staff are trained to operate a radio set in a practical exercise, with access to reference materials and staff assistance. Channel designation and correct radio procedures are also learned.

Mobile Headquarters Training

Staff are trained in how to transport and set up the mobile headquarters and inflatable tent. This includes a practical exercise.

Controllers Training

Controllers are given training to understand their role and their authority in an emergency. They are also trained in practical exercises of the EOC.

Exercises

Full EOC exercises are held annually. The exercises require messages to be received, interpreted, responses formulated and return messages transmitted from the EOC. This exercises the communications and decision making functions of the EOC.

EOC Administration

EOC administration is taught in preparation for EOC exercises and then practised at the exercises. All staff have an understanding and ability to take up any position in the EOC. Additional training is given to the Operations Managers, Media Liaison Officers and Controllers.

Media Training

All Operations Managers, Controllers, Media Liaison Officers and Emergency Management Officers are given training in how to relate to the media and on written and verbal media releases.

Co-ordinated Incident Management System (CIMS)

Key staff are trained in CIMS. This is the organisational structure for managing incidents, and has been adopted by most Emergency Services and Councils in the
Region.

First Aid and Basic Rescue Training

Provided to all Emergency Management voluntary staff.

GLOSSARY

All Hazards Approach

Developing one plan to deal with all hazards, rather than different plans for each hazard.

Civil Defence Plan

The Wellington Regional Council emergency management planning document prepared in accordance with Section 23 of the Civil Defence Act, 1983.

Comprehensive Emergency Management

The term used to describe the four phases of the disaster cycle: reducing hazards (mitigation), readiness (preparing plans and personnel), response (responding to the event), and recovery (getting the community back to normal). Also referred to as 'the Four R's.

Council or Regional Council

The Wellington Regional Council

Declaration

The Civil Defence Act 1983 empowers regional authorities to declare a state of local civil defence emergency that then allows them the use of certain powers provided under Part V of the Act.

Disaster

A large scale, non-routine event in which community sub-systems are socially disrupted and physically damaged. These generally involve loss of life and property.

Emergency (state of)

The Civil Defence Act 1983 empowers regional authorities to declare a state of Regional Civil Defence Emergency that then allows the use of certain powers provided under Part V of the Act.

Emergency Management

The discipline and profession of applying science, technology, planning and management to deal with hazards and disasters. This includes activating, controlling and directing the community's response.

Emergency Operations Centre

A location from which response to an emergency is managed. EOC staff process inwards information, make decisions, and determine what actions should result.

The Regional Emergency Operations Centre is the basement of the Beehive, located at Bowen Street, Wellington. Alternate sites are the Regional Council Centre, Wairarapa Office, or the mobile headquarters.

Hazards

Potential extreme events that can injure or kill a large number of people, do extensive damage to property, and disrupt community life. Natural or technological processes or a combination of these can cause them.

Integrated Approach

Making sure that all emergency services and support groups are working together as a whole.

Lifelines

Utilities such as Telecommunications, Water supply, Waste water, Electricity, Gas, Transportation networks. These are priorities for restoration as they are necessary for normal community functioning.

Ministry of Civil Defence and Emergency Management

Formerly called the Ministry of Civil Defence.

Mobile Headquarters

The mobile headquarters of the Wellington Regional Council is a caravan that can be towed behind a vehicle. It is fitted with all radio communications, and carries all necessary plans as well as a generator for backup power and an inflatable tent as an attachment.

National Plan

The National Civil Defence Plan, prepared by the Ministry of Civil Defence and Emergency Management, in accordance with the Civil Defence Act. 1983.

Readiness (Preparedness)

Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs.
Examples:
Emergency broadcast systems, Communications networks, Emergency Operations Centres (EOC's), Public information, Mutual aid agreements, Resource management, Training personnel for response, Warning systems, Emergency operations plans

Recovery

Activity to return vital life support systems to minimum operating standards and long term activity designed to return life to normal or improved levels.
Examples:
Crisis counselling, Damage assessment, Debris clearance, Disaster loans, Insurance payments, Grants, Reconstruction, Temporary housing, Decontamination.

Reduction (Mitigation)

Actions taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards. Reduction (Mitigation) assumes that society is exposed to risks whether or not an emergency occurs.
Examples:
Building codes, Disaster insurance, Hazard analysis, Land use management, Monitoring/inspection, Research, Risk mapping

Regional Controller

The Civil Defence Act 1983 provides for the position of Regional Controller who, during a state of emergency, is empowered to direct and co-ordinate the emergency response.

Regional Radio Network

The Regional Radio Network is owned, maintained and tested by the Wellington Regional Council. Radio sets are located in the EOC of each Territorial Local Authority in the region as well as at the Police Operations Room, Capital Coast Health, Beacon Hill and the Regional Council EOC and alternates.

Resources

All personnel and major items of equipment available for assignment to incident tasks and on which status is maintained.

Response

Actions taken immediately before, during or directly after an emergency occurs, to save lives, minimise damage to property, and enhance the effectiveness of recovery.
Examples:
Emergency instructions to public, Emergency plan activation, Emergency medical assistance, Shelter/evacuation, Search and rescue, Resource mobilisation

The Act

The Civil Defence Act (1983) and all amendments.

ANNEXES

Form A

<div align="center">

WELLINGTON REGIONAL COUNCIL
P O Box 11-646, Wellington, Telephone 384-5708

DECLARATION OF A STATE OF REGIONAL CIVIL DEFENCE EMERGENCY

</div>

Pursuant to section 51 of the Civil Defence Act 1983, I _____ (name) hereby declare a state of Regional Civil Defence Emergency to be in force in

_____ (name of region or description of part of region).

The state of Regional Civil Defence Emergency has been declared for a limited purpose only, in order to enable the exercise of the powers conferred by

_____

_____ (specify all or any sections 60 to 64) of the Civil Defence Act, 1983. (Delete if inapplicable).

The state of Regional Civil Defence Emergency shall come into force on the time and date of making this declaration (or omit final words and substitute a later specified time and date).

Declared by: _____

Designation: _____

Time and date of declaration: _____

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

Form B

<div align="center">

WELLINGTON REGIONAL COUNCIL
P O Box 11-646, Wellington, Telephone 384-5708

DECLARATION EXTENDING A STATE OF CIVIL DEFENCE EMERGENCY

</div>

Pursuant to section 55 of the Civil Defence Act 1983, I _____ (name) hereby extend the state of Regional Civil Defence Emergency declared in respect of

_____

_____
(name of region or description of part of region), on _____ (date) until _____ (specify time and date which must not be later than the commencement of the 7th day after the date of this declaration).

Declared by: _____

Designation: _____

Time and date of declaration: _____

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

Form C

<div align="center">

WELLINGTON REGIONAL COUNCIL
P O Box 11-646, Wellington, Telephone 384-5708

DECLARATION TERMINATING A STATE OF CIVIL DEFENCE EMERGENCY

</div>

Pursuant to section 56 of the Civil Defence Act, 1983, I _____ (name) hereby terminate the state of Regional Civil Defence Emergency declared in respect of

_____

_____

(name of region or description of part of region) on _____ (date).

The termination of the state of Regional Civil Defence Emergency shall take effect from the time and date of the making of this declaration (or omit final words and substitute a later specified time and date).

Declared by: _____

Designation: _____

Time and date of declaration: _____

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

MEMORANDUM OF UNDERSTANDING

Introduction

In 1991 the territorial Authorities of the Wellington Region came together to clarify the roles and responsibilities of Emergency Management within the greater Wellington region. This led to the development of a Memorandum of Understanding that was agreed to by all Councils excluding those in the Wairarapa.

This framework has been used extensively by the Wellington Region in the past decade.

This Memorandum was revised I 2001 and now covers all territorial authorities in the Wellington region. The MoU fits well under the Civil Defence Act 1993 and the proposed Civil Defence Emergency Management Legislation.

Purpose

The Purpose of this memorandum is to establish a set of agreed principles for the development and delivery of effective emergency management practices and principles for both day-today and operational activities.

It is predicated on a common agreement on comprehensive emergency management practices and procedures between the territorial local authorities of Kapiti Coast District Council, Hutt City Council, Porirua City Council, Upper Hutt City Council, Wellington City Council, Masterton District Council, Carterton District Council, South Wairarapa District Council and the Wellington Regional Council.

Comprehensive emergency management (CEM) is based on the four phases of reduction (mitigation), readiness (preparedness), response and recovery. Integrated emergency management (IEM) provides a strategic and operational framework for the implementation of CEM, and calls for the assessment of potential hazards and available resources, and the development of a plan to bring resources into line with risk. hence CEM provides emergency management with a conceptual framework and IEM shows how the framework can be translated into action.

The WELLINGTON REGIONAL COUNCIL agrees to undertake the following in relation to comprehensive emergency management:

In aspects of reduction:
- Conduct hazard analysis programmes in line with legislative requirements.
- Where possible, to expand this programme into an all hazards and reduction process; and to promulgate this information via relevant channels throughout the Region.

In aspects of readiness:
- Provide and maintain a robust regional communications network.
- Assist territorial authorities to identify relevant resources.
- Assist in the supply and co-ordination of resources not available to territorial authorities.

- Identify and co-ordinate contingencies pertaining to cross boundary lifelines.

- Help integrate territorial authority reduction, readiness, response and recovery planning.

- Assist in education measures.

In aspects of response:

- Support and co-ordinate to enhance territorial authorities in their emergency operational needs.

- Allocate and prioritise resources not available to territorial authorities.

In aspects of recovery:

- Support and co-ordinate to enhance territorial authorities in their post-disaster recovery needs.

- Allocate and prioritise resources not available to territorial authorities.

EACH TERRITORIAL AUTHORITY agrees to undertake the following in relation to comprehensive emergency management:

In aspects of reduction:

- Collect and interpret hazard and risk information about their jurisdiction and translate this material into hazard management and reduction programmes.

- Operate within an all hazards framework.

- Promulgate this information via relevant channels throughout the local area.

In aspects of readiness:

- Provide and maintain a local emergency operations centre (headquarters) and other relevant emergency organisational components.

- Provide a local emergency communications network.

- Identify relevant emergency resources and prepare contingencies enabling co-ordination of those resources.

- Integrate local reduction, readiness, response and recovery planning.

- Conduct and co-ordinate community and emergency management training.

- Carry out education and awareness programmes.

In aspects of response:

- Co-ordinate local resources during emergencies and where appropriate, provide support and guidance to local responding agencies in their operational needs.

In aspects of recovery:

- Identify and develop disaster recovery processes for the local area.

- Integrate and co-ordinate post-disaster recovery needs.

AMENDMENT RECORD

The amendments listed hereunder, each of which has been approved by the Civil Defence Commissioner pursuant to section 24 of the Civil Defence Act 1983, are operative from the effective dates shown.

No.	Effective Date	Incorporated by	Date of Entry