

Attachment 1

Wellington Region Civil Defence Emergency Management Group

“Together Wellington Regional Communities are Resilient”

Group Recovery Plan

July 2008 – June 2011

Hutt City Council
Porirua City Council
Upper Hutt City Council
Wellington City Council
Carterton District Council
Masterton District Council



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6. Introduction

6.1 Purpose

The Wellington Region Civil Defence Emergency Management (CDEM) Group Recovery Plan identifies the processes required to support local disaster recovery management through facilitation, co-ordination and monitoring.

6.2 Outcome statement

Recovery activities reduce the potential for the consequences of an emergency to escalate. They rehabilitate the emotional, social, physical and economic wellbeing of the community and promote opportunities to meet future community needs whilst reducing exposure to future hazards and risks.

6.3 Scope

The Group Recovery Plan is based on an all hazards approach, whilst recognising that a major earthquake along the Wellington, Ohariu, or Wairarapa fault segments within the Wellington region are hazards of national significance. In addition to this plan, these hazards require specific response and recovery arrangements addressed under a National Contingency Plan and recognising the heavy involvement of central government and national agencies.

This plan does not deal with recovery aspects being undertaken at reduction and readiness phases as these are addressed in the Wellington Region CDEM Group Plan. However, this plan recognises that response and recovery activities are interrelated and the necessary action to achieve one or both is concurrent.

The processes for managing disaster recovery within cities and districts of the Wellington region are not defined in this plan. It is expected that these will be set out and achieved within local recovery plans, developed by the Territorial Authorities.

6.4 Recovery in context

Recovery is an enabling and supportive process. It is aimed at allowing the social, built, natural and economic structures of affected communities to attain an appropriate level of functioning. The rehabilitation of these structures is a foundation in restoring community confidence.

CDEM recovery management is community driven. It utilises local capacity, capability and expertise whilst empowering individuals, families, businesses and organisations through the provision of information, specialist services and resources.

Local councils will be fully engaged in recovery activities. They will be under severe pressure to undertake building checks, clear debris and silt, provide welfare support and repair essential services whilst providing information to Central Government, industry, businesses, communities and local agencies.

CDEM Group recovery support and co-ordination is expected with significant regional hazard events as defined by section 17 of the Wellington Region CDEM Group Plan.

The timeframes associated with recovery will vary dependant on the nature and scale of the impact and range from extensive community planning to individual assistance. Formal recovery arrangements will be scaled down or terminated as the community regains the means to manage its own affairs, even though some restoration, rehabilitation or assistance issues remain.

6.5 The Wellington Region CDEM Group

In accordance with the CDEM Act 2002, s17(1)(e), the CDEM Group has a statutory function to carry out recovery activities. However, the CDEM Group does not have any statutory powers during recovery.

The Wellington Region CDEM Group Plan, s26.2, states the CDEM Group office will:

- appoint a Group Recovery Manager
- establish a multi-agency recovery management team with particular focus on key recovery issues
- provide advice and support to local recovery personnel
- report to Central Government departments

The Wellington Region CDEM Group has appointed a Group Recovery Manager and alternate Group Recovery Manager. These are detailed in Appendix A.

A Recovery Co-ordinator maybe appointed under the provisions of s29(1) of the CDEM Act 2002, if the Minister of CDEM deems that a CDEM Group is, or is likely to be, unable to ensure the effective carrying out of recovery activities in its area.

6.6 Territorial Authorities

In accordance with the CDEM Act 2002, s17(1)(e), each member of a CDEM Group has a statutory function to carry out recovery activities.

The Wellington Region CDEM Group Plan, s26.3, states that each Territorial Authority will:

- appoint a Local Recovery Manager
- establish a local recovery management team to facilitate recovery
- work with the Group Recovery Management Team
- plan for a managed withdrawal so that individuals and organisations within the community can, in the long-term, manage their own recovery processes, albeit with support available if required

The Wellington Region CDEM Group has appointed Local Recovery Managers. These are detailed in Appendix A.

6.7 Recovery plan links

This plan has been written in conjunction with the Wellington Region CDEM Group Plan. However, this plan should also be read in conjunction with the:

- Wellington Region CDEM Welfare Plan
- Wellington Region CDEM Public Information and Media Management Plan
- Wellington Region Debris Disposal Plan
- Wellington Region CDEM Group Standard Operating Procedures
- Response and Recovery Protocols for Lifeline Utilities
- National CDEM Plan
- Guide to the National CDEM Plan (The Guide)
- Ministry of Civil Defence Emergency Management (MCDEM) Directors Guideline to Recovery Management [DGL 4/05]

6.8 Duration of plan and plan audit

This plan is effective from 1 July 2008 following approval from the Wellington Region CDEM Group.

This plan will be subject to a written audit within three years from the effective date. However, amendments may be made following an exercise or emergency event at any time during the aforementioned period.

7. Recovery structure

7.1 National recovery management structure

The National CDEM Plan and Guide set out arrangements for recovery at a national level. Figure 2.1 shows the relationship of recovery at national, regional (Group) and local level within the national recovery management structure.

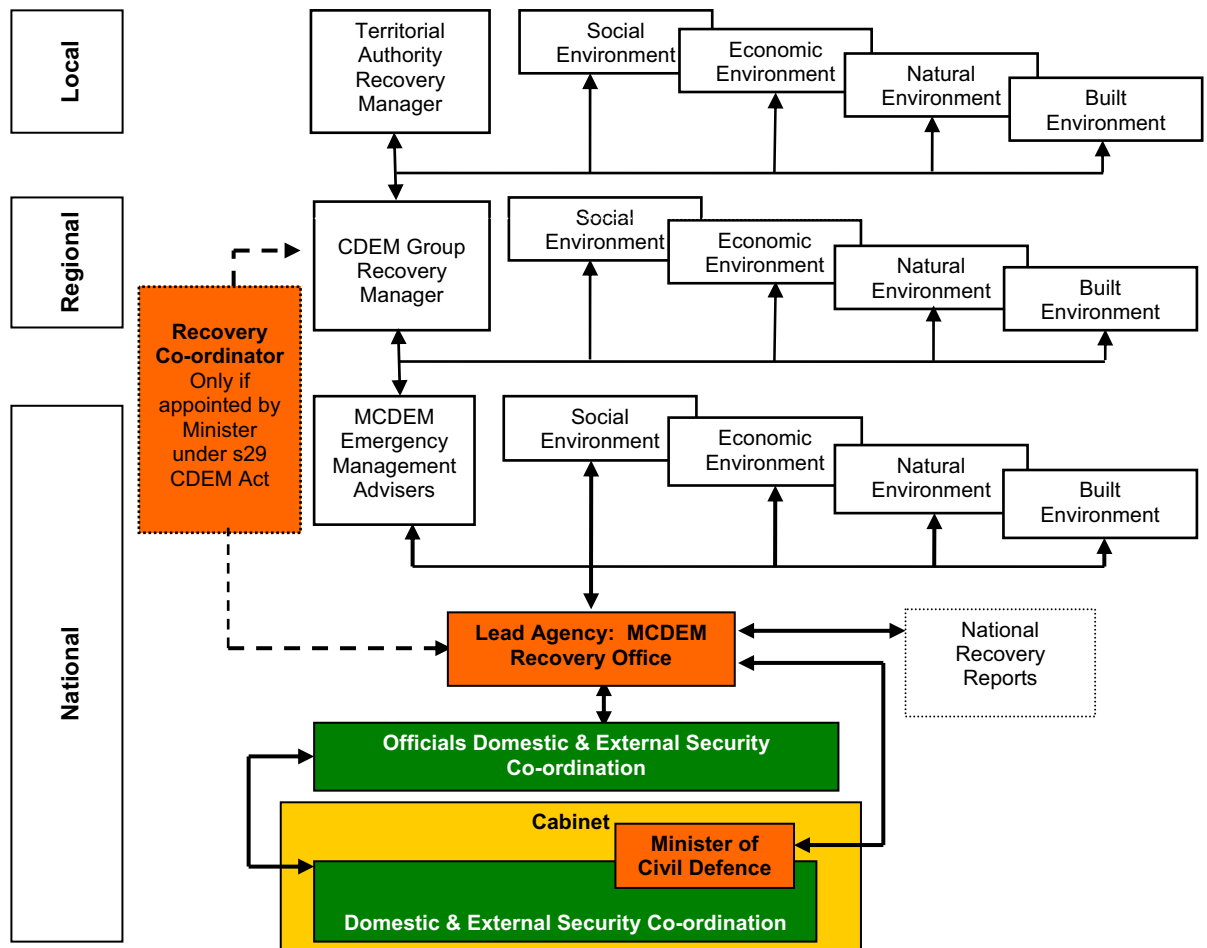


Figure 2.1 – National Recovery Management Structure

7.2 Wellington Region CDEM Group recovery structure

The Group recovery structure is shown in Figure 2.2. This structure should be established during the response phase of an emergency by the Group Recovery Manager.

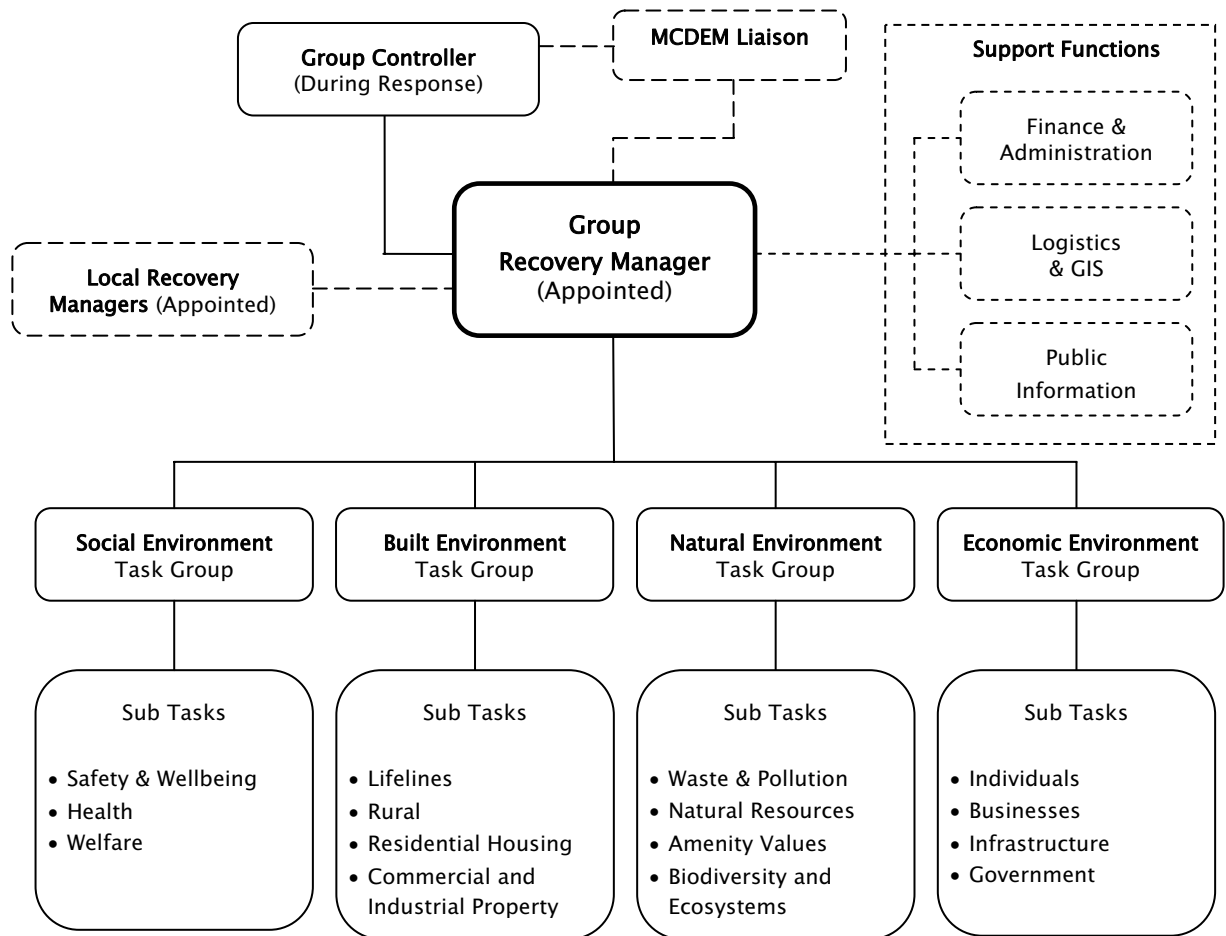


Figure 2.2 – Group Recovery Structure

7.3 Group Recovery Manager

The Group Recovery Manager is appointed by contractual agreement with the CDEM Group. This position has no statutory powers.

Appendix B is a generic Terms of Reference for the CDEM Group Recovery Manager. This may need to be amended to reflect the nature and scale of the event. Appendix C is the job description for the Group Recovery Manager.

In summary, the Group Recovery Manager will:

- engage the Group Controller, local recovery managers, government recovery agencies and the community to plan recovery activities
- establish response to recovery transitional arrangements
- co-ordinate and manage Group recovery activities
- develop an exit strategy

Subsequent sections of this plan deal with each of these elements.

8. Engagement during response

Recovery starts during the response phase, which means the Group Recovery Manager must:

- be familiar with response activities
- establish a Group Recovery Management Team
- establish a Group recovery office including personnel, physical resources and facilities
- engage local recovery managers, key recovery agencies (including central government agencies) and the community to consider recovery issues
- understand and establish damage and needs assessment requirements

8.1 Familiarisation with response activities

At the outset of an emergency, the Group Recovery Manager must be involved in the Group Controllers management team briefings to:

- understand response activities and priorities
- provide the Group Controller with advice on matters of importance for recovery
- identify early recovery priorities and public information messages
- establish contact with the key agencies who will be involved in recovery
- identify recovery issues that may require specific powers under a CDEM Group declaration

8.2 Group Recovery Management Team

The Group Recovery Manager is responsible for appointing a Group Recovery Management Team in accordance with the Group Recovery Structure (section 2.2). This should reflect the scale and nature of the event. A recommended composition is:

Social Environment Task Group Leader	As appropriate to the nature and scale of the event <i>Supported by Group Emergency Management Advisor</i>
Built Environment Task Group Leader	
Natural Environment Task Group Leader	
Economic Environment Task Group Leader	
Finance & Administration Support	Greater Wellington Regional Council (GWRC) – Finance
Public Information Manager (PIM)	Greater Wellington Regional Council – Communications
Logistical & GIS Support	Greater Wellington Regional Council – CDEM Staff
Other Support Staff as required	Greater Wellington Regional Council – CDEM Staff

8.3 Group recovery office

The Group recovery office will be located in the Hoyts Room, Level 4, Greater Wellington Regional Council, 142 Wakefield Street, Wellington, unless otherwise stated by the Group Recovery Manager.

The Group recovery office must have support systems and processes in place to co-ordinate and manage recovery activities. The primary tools available to the Group recovery office are:

- Group Emergency Operations Centre (GEOC) Computer Network and Information Management System
- Greater Wellington Regional Council (GWRC) Financial System
- GWRC Geographical Information System (GIS)
- Group emergency management office staff

8.3.1 Computer network and information management system

The GEOC utilises an independent emergency computer network. This emergency network should be used for all administration activities relating to recovery.

During response an information management system, Response Management Database (RMD), will be used on the emergency network. This should be used in recovery, allowing the Group Recovery Manager and Group Recovery Management Team access to all response information whilst providing a system for logging and recording all information relating to recovery. Section 5.1 covers information management in more detail whilst GEOC Standard Operating Procedures have been developed for the use of the RMD system.

8.3.2 Financial system

The GWRC finance system will be used for managing all Group recovery financial transactions, allowing normal business practices to be utilised during recovery. This system allows multiple recovery projects to be managed and linked to specific recovery activities.

8.3.3 Geographical Information System (GIS)

The GWRC ArcMap GIS system will be used for GIS outputs in relation to recovery activities. GWRC staff have access and are trained in the use of this system, allowing normal business practices to be utilised.

8.3.4 Group emergency management office staff

The Group emergency management office will provide support and advice to the Group Recovery Manager as required.

8.4 Engagement with local recovery and the community

Effective recovery programmes are best delivered by the local community and supported by local, regional and national agencies. Local Recovery Managers and recovery agencies will be actively engaged with communities to assess and identify the needs within their communities.

Where appropriate the Group Recovery Manager should support this engagement by liaising with Local Recovery Managers and recovery agencies to:

- understand community recovery activities and programmes
- participate in community consultation processes and where appropriate facilitate regionally
- promote the implementation of sustainable community recovery activities or frameworks
- provide feedback to central government recovery agencies, where appropriate

8.5 Establishing damage and needs assessments

GEOC response activities will be focussed on impact assessments across six critical areas:

- Urban Search & Rescue (USAR)
- Treatment and movement of the injured
- Health
- Sanitation
- Welfare
- Restoration of lifelines

Information gathered from the impact assessments will be used to shape short-term response priorities, whilst identifying the requirement for further, more comprehensive damage and needs assessments.

Damage and needs assessments should be aimed at gaining a thorough understanding of where specific issues are, how limited resources need to be applied in order of priority and the extent and type of losses. Each assessment should be a continual process of assess, prioritise and action, involving the many different agencies involved in recovery, Figure 3.1.

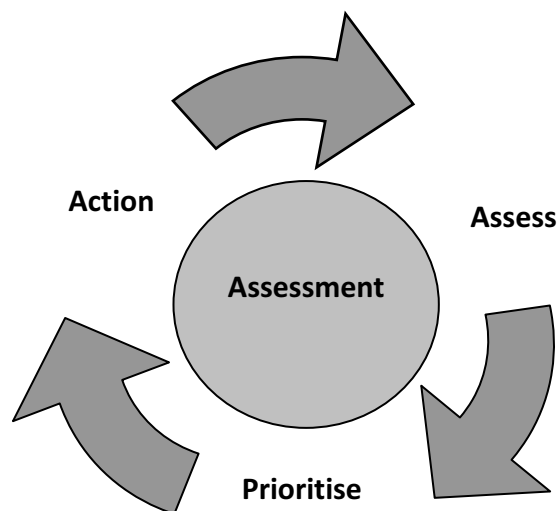


Figure 3.1 – Assessment Process

The Directors Guideline to Recovery Management [DGL 4/05] provides a twelve-step methodology, included as Appendix D, as an example of how to develop the assess stage. Appendix E provides a guide on areas where assessment may be required in the context of the social, built, natural and economic environments and the likely organisations involved at the local, regional and national level.

The nature and scale of the event will dictate the extent and range of damage and needs assessments, but invariably they will need to be prioritised and conducted at the local level, clearly documented, consistent and replicable to enable validation. The responsibility for undertaking the assessment, the source of the information, the measurement criteria and validation methods must be determined and agreed by the agencies involved. In addition, the priorities and actions resulting from the assessment should be subject to consultation with the affected community and recovery agencies.

To support the local management of damage and needs assessments, the Group Recovery Manager will:

- identify short, medium and long term damage and needs assessment requirements during response and recovery
- support Local Recovery Managers and recovery agencies in the development of damage and needs assessment processes, whilst promoting the use of common tools and standards
- where appropriate and in consultation with Local Recovery Managers and recovery agencies, co-ordinate the resources required for damage and needs assessments
- facilitate and support the gathering, processing and dissemination of information generated by damage and needs assessments across the region
- consult with any Government appointed Recovery Co-ordinator with regard to damage and needs assessments
- liaise with MCDEM Emergency Management Advisors on damage and needs assessment requirements

9. Transition from response

The transition from response to recovery will be dependant on a number of factors, including the nature and scale of the event, progress on response activities, the requirement for powers under the CDEM Act 2002 and the functionality of those agencies with a recovery role. The transition process can be complex and will require careful co-ordination and management.

In a declared national emergency or a civil defence emergency of national significance, the transition may be staged and variable across regions and areas, (s) 85(5) of the National CDEM Plan.

In a Wellington Region CDEM Group declared emergency, the termination of the declaration will place the emphasis on recovery activities and this maybe regarded as the formal point of transition. Where a CDEM Group declaration is not in place, the decision to acknowledge the transfer of co-ordination and accountability must be agreed by the Group Controller, the Group Recovery Manager and key response and recovery agencies.

The Group Controller and Group Recovery Manager will formally acknowledge the transfer of co-ordination and accountability for recovery related activities by:

- arranging a transition briefing
- preparing a Group Recovery Action Plan
- communicating the transition

9.1 Transition briefing

A transition briefing will be arranged once a decision on the formal transition to recovery has been made.

The aim of the transition briefing is to ensure that all issues and activities currently being carried out are captured and passed on to the Group Recovery Manager and supporting organisations to provide the basis for the development of the initial Group Recovery Action Plan.

The briefing will be chaired by the Group Controller and attended by a representative of responding agencies and those agencies already engaged by the Group Recovery Manager to undertake recovery activities. The briefing will be conducted in a consultative manner and cover, but not be limited to the following:

- the background, nature and scope of the event
- a summary of the situation (last situation report)
- a summary of the actions taken to date
- a summary of the outstanding tasks and requirements
- any observations that will impact on future recovery activities
- identification of short, medium and long-term recovery priorities

Appendix F is a checklist for Group transitional briefings.

The key points of the briefing, including financial statements must be documented and signed off by the Group Controller and Group Recovery Manager.

9.2 Group Recovery Action Plan

The Group Recovery Manager is responsible for Group Recovery Action Plans. The initial plan will be established following the Group transitional briefing.

Appendix G is the format for the Group Recovery Action Plan and should be regularly updated and communicated where a shift in recovery priorities, activities or outcomes is made. To aid in the development of the Group Recovery Action Plan consideration must be given to Group recovery priorities and recovery outcomes.

9.2.1 Group recovery priorities and outcomes

The Wellington Region CDEM Group Plan, s26.1, defines recovery priorities as:

Safety of individuals	the safety of people remaining in the disaster area: <i>Law, order and security, allocation of limited resources, aid management</i>
Social recovery	the restoration of material and emotional needs of individuals and groups within the community: <i>Ongoing welfare requirements, health and physiological issues, psychological impacts and stress management</i>
Economic recovery	facilitating the provision to the community of the tools needed to commence their own economic recovery: <i>Business / commercial sector requirements, rural residents and agricultural needs</i>
Physical recovery	restoring the built environment, consistent with appropriate risk management practices and principles: <i>Restoration of essential lifeline utilities, communications, transport, residential property damage, recovery of educational establishments</i>

Ultimately, short, medium and long-term recovery priorities will be dictated by the nature, scale and impacts of the event. Careful analysis of the information generated during the response and from completed damage and needs assessments will assist in determining how recovery activities will be prioritised.

Consideration must be given to the expected recovery outcomes i.e. the point where the social, built, natural and economic environments of the community attain an appropriate level of functioning. The outcomes need to be clear, measurable, achievable, realistic, communicated and documented in the Group Recovery Action Plan.

Table 4.1 provides some examples of recovery outcomes that may be adopted. The Group Recovery Manager will need to develop recovery outcomes in consultation with Local Recovery Managers and recovery agencies.

Table 4.1 – Recovery outcomes

Issue	Desired Outcome
Transport	The rail and road transportation network is working in all urban areas and whilst there are some delays people can go to work / school each day.
Social Support	The majority of event related evacuees in medium term temporary shelter are back in their own house, which is declared habitable, or a replacement house.
	Impacted people, households and businesses are either self-funding or in the benefits support system.
	Event traumatised people are within DHB / CYF support systems.
	Event related relief funds are being dispersed to target individuals. Impacted people are able to access the necessary services to ensure they can maintain an acceptable level of health and well-being.
Housing Recovery	Silt and / or debris have been completely removed from impacted houses, sections, businesses and urban public spaces.
	All impacted occupied buildings are assessed and are being processed for repair, demolition or reconstruction. All uninsured properties are made safe and are being assessed within community support systems.
Infrastructure	A level of infrastructure is in place to ensure that any further risk to public health is minimised i.e. access to potable water, safe food and sanitary facilities.
Rural Support	Silt and / or debris have been removed to allow the process of rehabilitation and farming activities to recommence.
	All impacted occupied buildings are assessed and being processed for repair, demolition or reconstruction. All uninsured properties are made safe and are being assessed within community support systems.

9.3 Communicating the transition

A media briefing should be conducted after the development of the initial Group Recovery Action Plan to communicate the formal transfer of co-ordination and accountability from the Group Controller to the Group Recovery Manager. Key focal points for the media briefing should:

- reflect on the positive aspects of the emergency response
- outline the scope and current priorities for recovery
- reinforce selected key messages to target audiences
- provide the media with new or updated contacts for the recovery office Public Information Manager (PIM)

Public information management is covered in section 5.2. However, the Wellington Region CDEM Group Public Information and Media Management Plan is the primary source of reference.

10. Co-ordination and management

10.1 Information management

Information management is a key function of the Group recovery office. Establishing communication channels to gather, process and disseminate information to recovery agencies and the affected communities will promote community bonding whilst inform those affected of the recovery services, programmes, resources and aid available.

The processes for managing information in relation to key agencies will be established during the response phase utilising the GEOC information management systems detailed in section 3.3.1. These processes should continue to be used during recovery whilst ensuring that key agencies are receiving the appropriate information. GEOC Standard Operating Procedures cover the operational components of the information management systems.

Information from the Group recovery office to the public is managed by the Group Public Information Manager (PIM).

10.2 Public information management

Public information management is a key response and recovery activity.

The processes for the delivery of public information during response will need to be maintained during the transition into and throughout recovery. This includes the provision for a media briefing as part of the transitional arrangements, section 4.3.

The Group PIM will support Local PIM's in the delivery of key public information messages to the affected communities. To achieve this, the Group PIM will not only be actively engaged with Local PIM's, but also a key member of the Group Recovery Management Team to ensure there is an alignment between the Group recovery planning activities, priorities and outcomes and public information messages.

The tools, processes and systems for the delivery of public information are contained in the Wellington Region CDEM Group Public Information and Media Management Plan. This plan should be utilised during response and recovery.

10.3 Co-ordination across the four recovery environments

The role of the Group is to facilitate, co-ordinate and support local management of recovery activities. To achieve this across the social, built, natural and economic environment task groups, the task group leaders will:

- engage with the Group Recovery Manager and recovery agencies to determine community based priorities
- identify and co-ordinate resources to assist in damage and needs assessments
- where necessary, co-ordinate the provision of staff and equipment to undertake recovery activities that promote a safe environment
- assist in the promotion of key public information messages regarding the task group

- disseminate task group information to recovery agencies and MCDEM
- assist the Group Recovery Manager in reporting to key stakeholders

10.3.1 Social environment task group

The role of the social environment task group is to co-ordinate the recovery activities of those agencies that have a role in the safety and well-being, health and welfare of individuals and communities.

Appendix H is a checklist covering the likely composition of the social environment task group and the issues that may need to be considered dependant on the nature and scale of the event.

10.3.2 Built environment task group

The role of the built environment task group is to co-ordinate the recovery activities of those agencies that have a significant role in the repair, reconstruction or relocation of lifelines, residential housing, rural farmland, commercial / industrial facilities and public assets / buildings.

Appendix I is a checklist covering the likely composition of the built environment task group and the issues that may need to be considered dependant on the nature and scale of the event.

10.3.3 Natural environment task group

The role of the natural environment task group is to promote sustainable management across all recovery activities and in particular, in relation to the social environment and built environment task groups. Sustainable management is defined by section 5(2) of the Resource Management Act 1991.

Appendix J is a checklist covering the likely composition of the natural environment task group and the issues that may need to be considered dependant on the nature and scale of the event.

10.3.4 Economic environment task group

The role of the economic environment task group is to co-ordinate the recovery activities of those agencies that have a significant role in the economic continuity of individuals, businesses, infrastructure and local government.

Appendix K is a checklist covering the likely composition of the economic environment task group and the issues that may need to be considered dependant on the nature and scale of the event.

10.4 Financial arrangements

An expenditure management system will be set up during the response phase. This must be closed off at the transition from response to recovery and the details submitted to the Group Recovery Manager and Wellington Region CDEM Group.

During recovery, the GWRC finance system and staff will be used for managing all Group recovery financial transactions.

The Group Recovery Manager will:

- consult with Local Recovery Managers and recovery agencies with regard to expenditure required to support local recovery activities
- where necessary, ascertain legal authority for the CDEM Group to meet costs for recovery activities
- co-ordinate the preparation of emergency expenditure claims for the Wellington Region CDEM Group
- consult with MCDEM Emergency Management Advisors with regard to claims preparation and the process for expenditure claims

Financial assistance from Central Government is covered in section 5.6.

10.4.1 Relief Funds

In accordance with the Wellington CDEM Group Plan, section 26.6.1, Territorial Authorities are responsible for establishing and distributing Mayoral relief funds. The Group Recovery Manager will need to obtain the details of these funds, the current dollar values, the application process and the status of applications as part of the Group recovery report, section 5.7.

Donations to these funds are dealt with in section 5.5.1.

10.5 Donated goods and services

Donations may come in various forms, each requiring different management arrangements. A specific Donated Goods Management Plan is required by the Wellington Region CDEM Group. Until this plan is effective, the following guidelines are appropriate.

10.5.1 Monetary donations

Monetary donations alleviate the need for complex and cost incurring logistical arrangements required for managing donated goods. Therefore, the Group Recovery Manager will:

- ensure the Group recovery office has all the details pertaining to local Mayoral Relief Funds
- promote monetary donations as the preferred method of donation and provide the details of Mayoral Relief Funds through all public information messages
- direct public enquiries regarding monetary donations to the appropriate Territorial Authority
- provide government activated 0800 help / information lines with the appropriate information regarding Mayoral Relief Funds
- report on the status of Mayoral Relief Funds in the Group recovery report

10.5.2 Designated goods and services

These are specific donations made to or requested by a specific organisation. It is expected that Local Recovery Managers will advise the Group Recovery Manager of specific donations / services or requests for a donation / service from an agency involved in recovery activities. This ensures the overall recovery process is taken into account.

The Group Recovery Manager will:

- co-ordinate specific requests for donations / services where appropriate and as requested
- where possible, direct designated goods to the requesting / receiving agency who will take responsibility for the acceptance and management of them in accordance with their policies and procedures
- support recovery agencies with the distribution of designated donations

10.5.3 Unsolicited goods

In accordance with the Wellington Region CDEM Group Plan, section 26.6.1, Territorial Authorities are responsible for the arrangements of receipt, management, storage and distribution of donated goods.

Whilst public information messages will endeavour to discourage unsolicited donated goods, recovery agencies will receive them. Local Recovery Managers therefore need to ensure that the appropriate arrangements are in place to manage these.

The Group Recovery Manager will:

- support Local Recovery Managers and recovery agencies in the movement of unsolicited goods where appropriate and as requested

10.5.4 Corporate donated goods

Local Recovery Managers will determine if accepting corporately donated goods will aid the recovery of local communities.

The Group Recovery Manager will:

- consult with Local Recovery Managers where offers of donated bulk items are made to the Group recovery office by corporations, businesses and companies
- support Local Recovery Managers in publicly acknowledging all corporately donated goods through public information messages
- co-ordinate distribution of bulk items where requested and ensure goods are tracked to their end destination
- where appropriate, ensure the receiving authority or agency acknowledges receipt of goods

10.5.5 International donated goods

The National Civil Defence Emergency Management Plan, part 8 (81), sets out arrangements for internationally donated goods. The Group Recovery Manager will:

- assist the National Controller in the co-ordination of internationally donated goods
- advise and consult with Local Recovery Managers and agencies in relation to the distribution of internationally donated goods
- support national public information messages in acknowledging internationally donated goods

10.5.6 Donated volunteer services

In accordance with the Wellington Region CDEM Group Plan, (s 25.7.1), Territorial Authorities are responsible for the co-ordination, reception and tasking of spontaneous and trained volunteers.

The Wellington CDEM Group Plan, Appendix 1 - CDEM work programme, states that a management system for spontaneous volunteers will be developed during June 2008 to June 2009. This plan should consider volunteers in response and recovery phases. In the interim, the Group Recovery Manager will:

- support Territorial Authorities in the co-ordination of spontaneous volunteers, where appropriate and as requested

10.6 Central Government Involvement

Government involvement in recovery and providing financial assistance is outlined in Part 9 and 10 of the National CDEM Plan Order 2005 and is summarised as follows:

Part	Section	Summary
9	84 (8)	Generally, government assistance in recovery will only be considered in circumstances involving emergencies of an unusual type or magnitude and will be made available only when recovery is beyond the capacity of the local community.
9	85 (4)	The transition from response to recovery in national emergencies or civil defence emergencies of national significance may be staged and variable across regions and areas.
9	85 (5)	Transition from response to recovery, as above, will be discussed and agreed between local, group and national controllers.
10	88 (1)	Cabinet determine arrangements for financial support for emergencies.
10	88 (2)	Provisions for financial support apply whether or not a state of national emergency or a civil defence emergency of national significance exist.
10	89 (2)	Government assistance is contingent upon the expectation that local authorities are responsible for local risks and proper risk management exists.
10	89 (3)	Government assistance is aimed at providing the minimum level of assistance to restore the communities' capacity for self-help.
10	89 (3)(C)	Initial and primary responsibility for recovery rests with the local community.
10	89 (3) (f)(v)	Government policies should encourage government organisations, local authorities, communities, business and individuals in proper risk management practices such as: providing resources for recovery (that is, physical and financial provisions including adequate emergency relief funds and insurance).

10	89 (4)	<p>Government recovery assistance will normally only be provided if –</p> <p>(a) recovery procedures cannot be carried out without government assistance; or</p> <p>(b) there is a statutory requirement for action, or a need to invoke a statute to achieve the ends desired from the recovery process; or</p> <p>(c) government assistance will aid the co-ordination of the recovery process to a significant extent: or</p> <p>(d) there are advantages to the economies of scale.</p>
10	89 (5)	<p>Government can normally be expected to provide –</p> <p>(a) emergency feeding, housing, welfare assistance where it is not available from other sources;</p> <p>(b) transportation assistance if evacuation becomes necessary;</p> <p>(c) restoration of services and facilities that are Governments responsibility to provide;</p> <p>(d) assistance in the assessment and restoration of services and facilities of other agencies, where insurance cannot be obtained or the responsible agency cannot effect restoration within an appropriate time frame;</p> <p>(e) technical assistance with other damage (restricted to actions that expedite insurance claims and damage repair, and if necessary, additional labour to expedite clean up operations);</p> <p>(f) appointment of a Recovery Co-ordinator</p>

A number of government policies and programmes exist that may assist individuals and businesses. How applicable these are will depend on the circumstances of the event, the household or business.

The Group Recovery Manager will:

- consult with MCDEM Emergency Management Advisors for clarity on what assistance is available and how it can be applied
- consult with recovery agencies on specific policies or programmes offered by their organisations
- support Local Recovery Managers with the provision of information on government assistance

10.7 Reporting

The Group information management system is the primary source for information in relation to Group response and recovery. The Group Recovery Action Plan provides the details of what, when, who and how this information is translated into recovery activities. The Group Recovery Manager must supplement the Group Recovery Action Plan with formal reports to maintain accountability and transparency.

Appendix L is the Group Recovery Report. The components of this report have been developed over the last 5 years of recovery reporting in New Zealand and must be followed to provide consolidated recovery reporting to Central Government, through MCDEM.

11. Exit

CDEM recovery activities are aimed at allowing the social, built, natural and economic environments of individuals and communities to attain an appropriate level of functioning. The withdrawal of the enabling and supporting structures to achieve this need to be planned with clearly documented arrangements for the handover of responsibilities to the agencies who would normally deliver the specific service.

Local Recovery Managers and recovery agencies are best placed to determine when CDEM recovery can be reduced or withdrawn. However, community participation in this process and the information provided to the affected communities is a key factor.

The Group Recovery Action Plan, Appendix G, has a section to encourage the early identification of arrangements for the managed withdrawal from recovery. This should be completed and developed as each action plan is reviewed to enable the development of the exit strategy.

The exit strategy should aim to capture, document and plan:

- arrangements for completing outstanding tasks e.g. lead and support agencies, timeframes
- assistance required to carry out those tasks e.g. resources, central government assistance
- remedial actions and reduction measures requiring special policy
- arrangements for communicating the scale down of CDEM activities and where the affected communities can go for future assistance
- opportunities for communities to discuss unresolved issues and continue to participate in recovery activities
- opportunities to learn from emergencies whilst maintaining confidentiality issues e.g. organisational debriefings and staff support mechanisms
- considerations for long term acknowledgement of the event

The Directors Guideline to Recovery Management [DGL 4/05], section 9, provides an example of how an exit strategy may be developed.

Recovery Manager Appointments

Group Recovery Managers

Group Recovery Manager	To Be Determined	-
Alternate Group Recovery Manager	Barry Leonard, GWRC	5 May 2005

Local Recovery Managers

Territorial Authority	Name	Appointment Date
Carterton District Council	Milan Haulter	5 May 2005
Hutt City Council	Stuart Duncan	2 Oct 2006
Kapiti Coast District Council	Bernie Goedhart	8 May 2008
Masterton District Council	George Butcher	5 May 2005
Porirua City Council	Sue Veart	5 May 2005
South Wairarapa District Council	Griff Page	5 May 2005
Upper Hutt City Council	Lachlan Wallach	5 May 2005
Wellington City Council	To Be Determined	-

Terms of Reference for the Group Recovery Manager

Terms of Reference

- 1 In consultation with the chair of the Wellington Region CDEM Group, establish a management structure to co-ordinate recovery measures for the participating central and local government agencies concerned with the community of:

To be completed

and it's surrounding districts in circumstances where they have not been able to establish themselves.
- 2 Support local recovery priorities through the facilitation and co-ordination of the recovery activities of agencies involved. In particular to:
 - Set up recovery structures as deemed necessary
 - Identify long-term solutions through a consultative manner involving all the affected parties
- 3 Provide regular reports on recovery priorities and activities to the Wellington Region CDEM Group and those agencies involved in recovery, including central and local government.
- 4 Identify areas where local government need to make decisions beyond existing policies and procedures and advise on recommended options.
- 5 Provide a financial report at the end of the appointment detailing expenditure committed, actions taken, lessons learned and any recommendations.

Authorisation

Date:

Group Recovery Manager:

Name

Signature

Wellington Region CDEM Group:

Name

Signature

Job description for the Group Recovery Manager

Job Title	Wellington Region CDEM Group Recovery Manager
Location	Wellington Region
Reporting To	Group Controller (prior to official transition from response to recovery) Wellington Region CDEM Group (during recovery)
Direct Reports	Staff directly reporting to the Group Recovery office. As determined by the management structure appropriate to the nature and scale of the event.

Authorisation

The position of Group Recovery Manager does not carry any statutory powers, unless delegated by specific agencies.

The Group Recovery Manager is accountable to the Group Controller prior to the official transition from response to recovery. During the recovery phase, they report to the Wellington Region CDEM Group.

A generic Terms of Reference for the Group Recovery Manager is included as **Appendix B** of the Group Recovery Plan, which may require amendment to reflect the nature of the event. Any Terms of Reference will require approval by the Group Recovery Manager and Wellington Region CDEM Group.

The Wellington Region CDEM Group has already appointed Group Recovery Managers. In the instance that a Group Recovery Manager will need to be appointed, the Wellington Region CDEM Group will undertake this within 24 hours of the event.

Description

The Civil Defence Emergency Management (CDEM) Act 2002 requires local authorities to coordinate, through regional CDEM Groups, planning, programmes and activities across the areas of reduction, readiness, response and recovery, and encourage cooperation and joint action within these regional groups. Part 2, (s17) of the CDEM Act 2002 states that as part of their function CDEM Groups must carry out recovery activities.

Purpose of the position

The Group Recovery Manager's role is to facilitate and coordinate the short and medium term recovery activities for the affected communities within the Wellington region.

Key Results

- The immediate safety, health and welfare needs of those affected have been met
- Systems have been established or re-established to assist individual and community self-sufficiency (including those agencies with statutory responsibility)
- Essential services have been restored to minimum operating levels
- New measures to reduce hazards and risks have been considered and recommended
- Ongoing training and development, including exercises and simulations, have been undertaken

Functions

In order to facilitate and co-ordinate short and medium term recovery activities the Group Recovery Manager will undertake the following functions:

- Liaise with the Group Controller and Local Recovery Managers during the response phase
- Establish or re-establish systems to assist individual and community self-sufficiency, including those agencies with statutory responsibilities
- Facilitate and co-ordinate the CDEM Group's recovery operations, including the assessment of tasks, setting priorities and the allocation of resources
- Support recovery agencies with the provision of public information messages
- The Group Recovery Manager is accountable for ensuring that expenditure is not for services or purposes which under normal circumstances would be borne by an agency or government department. Provisions to account for such expenditure should be made
- Establish and maintain regular dialogue with key stakeholders to ensure their participation in and awareness of the intended recovery process
- Mediate where conflicts emerge during the recovery process
- Ensure a system for undertaking damage and needs assessments of the affected communities has been agreed upon and is being undertaken
- Assist with facilitation and co-ordination of central, local government and non-government agency services involved in the recovery process
- Identify areas where existing policy provisions are unlikely to be sufficient to achieve the required level of recovery and, where appropriate, suggest special policies that may need to be applied
- Provide sufficient information to the central government agency responsible for recovery to allow central government to make timely and co-ordinated decisions to assist recovery activities
- At the conclusion of the official recovery phase, provide a report to the Wellington Region CDEM Group detailing actions taken, expenditure, predicted further expenditure required, lessons learned and recommended reduction measures to prevent or mitigate the impacts of future hazard events

Key Relationships

- Wellington Region CDEM Group in conjunction with Territorial Authorities
- Wellington Region CDEM Group Controllers
- Territorial Authority Local Recovery Managers
- Group Recovery Managers in adjoining regions
- Central Government (Ministry of Civil Defence Emergency Management, Ministry of Social Development, Department for Child, Youth and Family Services, Te Puni Kokiri, Housing NZ)
- Police, Fire and all Health agencies
- Lifeline utility co-ordinators / organisations
- Commercial, industrial and rural representatives
- Voluntary and community organisations / groups

Establishing damage and needs assessments

This checklist for damage and needs assessment has been adopted from the Directors Guidelines to Recovery management [DGL 4/05].

Step	Comment	Check
1. Identify the purpose of the assessment	Define what the assessment is intended to be used for	
	Define what problems its results might address	
	Determine what level of accuracy needs to be achieved	
2. Organise consultation and information collection	Who are the agencies involved	
	Who is the lead agency and where is the central collecting, processing and reporting centre	
	Develop a set work plan with milestones for consultation, assessment, feedback and reporting	
	Consider budget limitations that need to be set and observed	
3. Define the area and timeframe of the assessment	Determine the geographical boundary to be assessed (<i>Territorial Authority boundaries allow pre-event statistics to be overlaid e.g. demographics</i>)	
	Determine how long into recovery the assessment will take place	
	Determine an overall timeframe and timeframe for certain activities	
4. Select the type of assessment	A rapid assessment is based on pre-existing data or estimations from historical data	
	A synthetic approach is based on model estimations using average building types, population distributions, economic models and assumptions for time or time span of the event	
	A survey approach establishes actual losses. Commonly used for post event community needs assessment. They can be used in conjunction with a synthetic approach. (<i>See MCDEM Directors Guideline for Recovery Management, Annex D for an example survey</i>)	
5. Obtain information about the hazard event	What are the key aspects of the hazard event	
	Consider the extent of the affected area	
	Consider scientific information such as flood depths, projected rainfall, intensity, wind etc	
	Consider the secondary impacts of the event, such as lifeline failure, contamination of water	
6. Obtain information about the people, assets and activities at risk	Aim to get a database of everything likely to be affected by the hazard event	
	Consider number dead, injured, displaced, buildings and facilities damaged or destroyed	

7. Identify the types of impacts	Using information obtained in steps 5 and 6 separate impacts into categories: direct losses <i>resulting from direct contact with the hazard e.g. flood damage to a house, or;</i> indirect losses <i>resulting from the emergency but not from a direct impact e.g. non recoverable business loss</i> In addition, losses will be either: tangible - <i>loss of things that have a monetary (replacement) value, or;</i> intangible - <i>loss of things that can not be replaced such as lives, memorabilia</i>	
	Identify major impact components	
	Identify what measurement techniques will be required, in conjunction with step 4	
8. Measure the extent of losses from all sources	This step is the start point for counting the losses	
	Consider losses by the item or component e.g. residential, rural, industrial, retail, tourism and infrastructure. Use the social, built, natural and economic environments as a guide	
	Consider each of the above items or components in terms of direct, indirect and either tangible or intangible losses	
9. Decide whether to count 'actual' or 'potential' losses	Consider the benefits and disadvantages of using actual losses (resulting from surveys or direct indicators) against potential losses (forecasts dependant of the effectiveness of recovery activities)	
	Consider the value of actual losses for those communities that have fewer assets and less economic activity against those communities that are more economically active	
10. Calculate annual average damages (AAD) if required	This is generally used for detailing the economic impact to a region, by plotting loss estimates for a given hazard at a range of magnitudes against the probability of occurrence	
	Consider the required investment for recovery redevelopment	
	Consider the investment required for disaster mitigation	
11. Assess benefits to region of analysis	Normally only relevant to economic loss assessment	
	Measures net loss to the economy by subtracting any benefits to the economy as a result of the event from the assessed losses	
12. Collate and present the results of the assessment	Use a simple format to present the results. Use maps, tables to detail and document the steps taken	
	Identify the risk assessment required, benefits, mitigation measures, tangibles and intangibles	

Damage & needs assessment in the four recovery environments

The following tables are a guide to establishing requirements for damage and needs assessment within the context of the four environment task groups.

Social Environment Task Group

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Wellbeing / Safety		Police Fire Service Territorial Authorities Local Contractors	Police Fire Service GWRC	Police Fire Service Defence Force
	Temporary Shelter	Housing NZ Local Welfare Advisory Group / Committee Local Recovery Manager	RWAG Group Recovery Manager	Ministry of Social Development
Welfare	Fast Moving Consumer Goods	Local Welfare Advisory Group / Committee Local Recovery Manager Local Distributors / Retailers Trade Associations	RWAG Group Recovery Manager	National Food Agencies
	Psychosocial (Community)	District Health Boards Child Youth & Family Primary Health and Social Service Organisations Local Welfare Advisory Group / Committee	RWAG Group Recovery Manager	Ministry of Social Development Ministry of Education Ministry of Health
	Psychological (Individuals)	District Health Boards Child Youth & Family Primary Health and Social Service Organisations Salvation Army / Church Groups / Private Providers, Plunket	RWAG Group Recovery Manager	Ministry of Health Ministry of Education

Social Environment Task Group (continued)

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Welfare	Living Expenses	Work & Income Local Welfare Advisory Group / Committee Local Recovery Manager	RWAG Group Recovery Manager	Ministry of Social Development
	Benefits	Work & Income Local Welfare Advisory Group / Committee Local Recovery Manager	RWAG Group Recovery Manager	Ministry of Social Development
	Mayoral Relief Funds	T.A's Local Recovery Manager Local Welfare Advisory Group / Committee	Group Recovery Manager	MCDEM
Primary Health	GPs / Medical Centres	District Health Boards	District Health Boards	Ministry of Health
Public Health	Hospitals (Public & Private)	District Health Boards	District Health Boards	Ministry of Health
	Disease Assessments		Regional Public Health	Ministry of Health
	Environmental Health	Territorial Authorities	Regional Public Health	Ministry of Health
	Health Needs Assessments		Regional Public Health	Ministry of Health

Built Environment Task Group

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Lifelines (Transport)	Passenger Rail	On Track Toll NZ	GWRC – Transport Lifelines Co-ordinator	Ministry of Transport
	State Highways	Contractors	Transit NZ Lifelines Co-ordinator	Ministry of Transport LTNZ
	Urban / Rural Roads	Territorial Authorities	Contractors	
	Seaport	Centreport	GWRC – Harbours Lifelines Co-ordinator	Maritime New Zealand
	Airport	Wellington International Airport	Lifelines Co-ordinator	Civil Aviation Authority (CAA)
Lifelines (Utilities)	Power	Vector PowerCo Electra	Lifelines Co-ordinator	Vector PowerCo Electra
	Water / Wastewater	Territorial Authorities Contractor	GWRC Lifelines Co-ordinator	
	Fuel	Local Retailers	Lifelines Co-ordinator	National Companies
	Telecommunication	Telecom Vodafone Telstra Clear Kordia	Lifelines Co-ordinator	Telecom Vodafone Telstra Clear Kordia
	Information & Advice	Federated Farmers AgriQuality NZ Ltd Local Welfare Manager Local Recovery Manager Rural Support Trusts Farm Service Consultants and Contractors SPCA	GWRC – Catchment Management Division Group Recovery Manager RWAG	MAF Ministry of Social Development

Built Environment Task Group (continued)

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Residential Housing	Clean Up	Insurance Companies Work & Income Territorial Authorities Local Welfare Manager Local Recovery Manager Housing NZ	Group Recovery Manager	Ministry of Social Development EQC Insurance Council
	House Repair	Insurance Companies Work & Income Territorial Authorities Local Welfare Manager Local Recovery Manager Housing NZ	Group Recovery Manager	Ministry of Social Development Insurance Council
	Reconstruction	Insurance Companies Work & Income Territorial Authorities Local Welfare Manager Local Recovery Manager Housing NZ	Group Recovery Manager GWRC – Environment Division	Ministry of Social Development Insurance Council
	Demolition	Insurance Companies Territorial Authorities Local Welfare Manager Local Recovery Manager Housing NZ	Group Recovery Manager GWRC – Environment Division	

Built Environment Task Group (continued)

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Commercial / Industrial Property	Clean Up	Insurance Companies Territorial Authorities Local Recovery Manager Work & Income	Group Recovery Manager	Ministry of Social Development Insurance Council
	Repair	Insurance Companies Work & Income Territorial Authorities Local Recovery Manager	Group Recovery Manager	Ministry of Economic Development Insurance Council
	Reconstruction	Insurance Companies Work & Income Territorial Authorities Local Recovery Manager Chamber of Commerce	Group Recovery Manager GWRC – Environment Division	Ministry of Economic Development Insurance Council
	Demolition	Insurance Companies Territorial Authorities Local Recovery Manager	Group Recovery Manager GWRC – Environment Division	Ministry of Economic Development Insurance Council

Natural Environment Task Group

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Waste & Pollution	Debris Disposal	Territorial Authorities Local Recovery Manager	Group Recovery Manager GWRC - Environment	Ministry for the Environment
	River Pollution	Local Companies	GWRC – Environment	Ministry for the Environment
	Air Pollution	Local Companies	GWRC – Environment	Ministry for the Environment
	Water Pollution	Territorial Authorities	GWRC – Environment	Ministry for the Environment
Natural Resources		Local Contractors Territorial Authorities	GWRC – Environment GWRC – Catchment Management Iwi	Ministry for the Environment
Amenity Values		Territorial Authorities Iwi Local Groups	GWRC – Environment GWRC – Catchment Management Iwi	Ministry for the Environment Te Puni Kokiri
Biodiversity and Ecosystems		Territorial Authorities Iwi Local Groups	GWRC – Environment GWRC – Catchment Management Iwi	Ministry for the Environment Te Puni Kokiri

Economic Environment Task Group

Sub Task Group	Recovery Component / Assessment	Local (Management)	Regional (Co-ordination)	National (Support)
Businesses		Retail Trade Representatives Inland Revenue Federated Farmers Territorial Authorities	Chamber of Commerce	Department of Labour Bankers Association Ministry of Tourism Ministry of Economic Development Insurance Council

Checklist for Group transitional briefings

It is important the transitional briefing is documented, approved and signed off by the Group Controller and the Group Recovery Manager.

Headline	Task / Consideration (<i>requires what, when, where and how questions</i>)	Check
General	Obtain background information on the hazard event	
	Establish the current situation (<i>latest situation report</i>)	
	Check existing administration arrangements, including GIS and RMD	
Incident Action Plan (IAP)	Key actions taken during response, by whom	
	Progress reports on objectives from last IAP	
	Outstanding response activities, lead agency	
Finance	Obtain a reconciliation of finances at termination of Declaration, including calculation of emergency expenditure	
	Costs relating to restoration of council owned assets	
	Mayor relief funds – current \$, bank details, call lines, application process	
	Rural support funds – current \$, bank details, call lines, application process	
	Central government assistance funds	
Logistics	Donated goods systems and processes	
	Current resource allocation	
	Committed future resource allocation	
	Future resources required	
	Specialist staff and equipment needs	
Public Information	Latest key messages being delivered	
	Communication channels established with local PIM, recovery agencies	
	Identified future messages	
	Communications plan arrangements, process, issues, review	
	Details of next media briefing, website update	
	Arrangements for transitional media briefing	
Social Environment	Brief from Group Welfare Manager and RWAG liaison on welfare status across affected areas	
	Issues with primary health services – GP's, medical centres, prevention	
	Issues with tertiary health services – hospitals, staff, medical supplies, equipment	
	Issues with public health - (disease control, epidemiological studies, vector control, public information, food safety, immunisation programmes)	
	Outstanding or required damage and needs assessments	
	Details of completed damage and needs assessments	

Headline	Task / Consideration (<i>requires what, when, where and how questions</i>)	Check
Social Environment	Specialist staff and equipment needs (see logistics)	
	One stop shops established, locations, issues, information management	
	0800 activation and progress	
	Details of any risk reduction measures that have or need to be implemented	
Built Environment	Brief from lifelines co-ordinator covering transport, water, wastewater, power and fuel	
	Residential housing concerns, demolition, repair, reconstruction	
	Rural issues, animal welfare, stock feed	
	Commercial / industrial site issues	
	Details of completed damage and needs assessments	
	Outstanding or required damage and needs assessments	
	Details of any risk reduction measures / strategies that have or need to be implemented	
	Specialist staff and equipment needs (see logistics)	
Natural Environment	Activation of debris disposal arrangements	
	Issues with solid waste management (domestic waste, debris disposal, vector control, public information)	
	Land use change issues (including the effect of landslips)	
	Details of completed damage and needs assessments	
	Outstanding or required damage and needs assessments	
	Details of any risk reduction measures / strategies that have or need to be implemented	
Economic Environment	Specialist staff and equipment needs (see logistics)	
	Current economic impacts	
	Likely economic impacts	
	Details of completed damage and needs assessments	
	Outstanding or required damage and needs assessments	
	Details of any risk reduction measures / strategies that have or need to be implemented	

Group Recovery Action Plan

Group Recovery Manager	Name		Signature	
Action Plan number				
Date of issue				
Date to be reviewed				
Plan circulation	Group Controller		Emergency Services	
	NCMC		Local Recovery Managers	
	Social Environment Task Group		Built Environment Task Group	
	Natural Environment Task Group		Economic Environment Task Group	
	Public Information Manager		Regional Welfare Advisory Group	
	Recovery Co-ordinator		Group Manager	
	Group EMA's		MCDEM EMA's	
	Lifelines Co-ordinator		District Health Boards	
	Regional Public Health		TA Emergency Management Officers	

Schedule of Meetings

Date	Time	Location	Task Group / Sub Task Group	Agencies To Attend

Event Information

Date of event	
Hazard type & location	
Affected Territorial Authorities	

	Group	CDC	HCC	KCDC	MDC	PCC	SWDC	UHCC	WCC
Date of Declaration									
Date of Termination									

Key Situation Details

Exit Strategy

Objective	Activities	Agency responsible
<p>Identification of assistance required in the longer term</p>		
<p>A transition to business as usual to manage long term recovery activities</p>		
<p>Planning and reporting in the longer term</p>		
<p>Management of public information and communications</p>		
<p>Opportunities for communities to discuss unresolved issues and continue to participate in their recovery</p>		

<p>Changes to organisational arrangements including need for subcommittees and contact lists</p>		
<p>Learning from the event: debriefing and reviewing</p>		

Checklist for the Social Environment Task Group

Social environment task or sub task group agencies			
<i>(composition and task group leader are dependant on nature, scale, impacts of the event and availability of representatives)</i>			
Group Emergency Management office		Group Welfare Manager	
Child, Youth & Family		Housing New Zealand	
Work & Income		District Health Board	
Regional Public Health		Ministry of Education	
Ministry of Social Development		Te Puni Kokiri (<i>Ministry of Maori Development</i>)	
Insurance Council		Police	
Salvation Army		Chair of RWAG	
SPCA		Fire Service	
Ministry of Health		Ministry of Agriculture and Forestry	
Department of Labour		Built Environment Task Group	
GNS Science (<i>Social Scientist</i>)		EQC	

Task or Considerations	Check
Establish communication channels with local social environment task groups, where appropriate.	
Establish composition of the social environment task group, or communication channels with those required agencies	
Select a chair of the social environment task group based on the most appropriate for the situation	
Details of impact assessments undertaken in response	
What are the requirements for further damage and needs assessments	
Security, law and order issues	
Status on the provision of temporary shelter, food and water arrangements	
Status on one-stop shops through the affected areas (<i>where, staffing, access to information</i>)	
0800 helpline status (<i>staffing, updated messages from the various agencies</i>)	
Status on school services, education programmes	
Status on donated goods management	
Status on mayoral relief funds	
Safe demolition processes and the requirements for public information (<i>where, when, by whom</i>)	
Pharmaceutical supply needs	
Repair of sanitation and hygiene facilities	

Task or Considerations	Check
Identifying vulnerable groups for post event specialist care (e.g. children, elderly)	
Primary health care services status (GP's, medical facilities)	
Tertiary health care services status (hospitals)	
Surveillance measures on communicable diseases	
Hygiene promotion development, issues, programmes	
Ongoing, new vaccination programmes (status, resources, promotion)	
Environmental health surveillance, issues, programmes	
Stress support, counselling, support services for psychological issues	
Cultural issues to be considered	
Language barriers for transient population (interpreters, basic shelter, food, water or relocation)	
Social environment public information messages	
Liaise with other environment task groups on key issues	

Checklist for the Built Environment Task Group

Built environment task or sub task group agencies			
<i>(composition and task group leader are dependant on nature, scale, impacts of the event and availability of representatives)</i>			
Group Emergency Management office		Federated Farmers	
Lifelines Co-ordinator <i>(to co-ordinate lifeline utilities where lifelines sub task group is not established)</i>		Ministry of Agriculture and Forestry	
AgriQuality NZ Ltd		Iwi Representatives	
Housing New Zealand		Fonterra	
Telecommunications		GWRC Water	
Power		Transportation	
Regional Public Health		Fuel Companies	
Ministry of Transport		Ministry of Education	
Master Builders		Senior Building Inspector	
EQC		Chamber of Commerce	
GWRC Resource Planning & Consents		Insurance Council	
Ministry of Social Development		GNS Science	
Insurance Council		Te Puni Kokiri <i>(Ministry of Maori Development)</i>	
Land Transport New Zealand		Social Environment Task Group	

Task or Considerations	Check
Establish communication channels with local built environment task groups, where appropriate.	
Establish composition of the built environment task group, or communication channels with those agencies	
Details of impact assessments undertaken in response	
What are the requirements for further damage and needs assessments	
Co-ordination of post earthquake building safety evaluations, securing, staff and equipment	
Process for authorisation of demolition works	
Co-ordination of heavy lifting and demolition equipment and staff to use these	
Co-ordination of building materials, equipment and skilled staff	
Status and implementation of debris disposal plans (Group and Territorial Authorities)	
Disposal of contaminated waste	
Land use planning and resource consents issues, consultation processes	
Maximise local resources, contractors and employment	

Task or Considerations	Check
Risk management and mitigation measures for reconstruction	
Status and issues on insurance claims	
Advice on animal welfare	
Co-ordination of animal movement and / or welfare	
Development of drought recovery strategies	
Status of transport, power, fuel, water, waste water and telecommunications	
Transfund engagement with road recovery	
Safe demolition processes and the requirements for public information (<i>where, when, by whom</i>)	
Cultural issues to be considered	
Built environment public information messages	
Liaise with other environment task groups on key issues	

Checklist for the Natural Environment Task Group

Natural environment task or sub task group agencies			
<i>(composition and task group leader are dependant on nature, scale, impacts of the event and availability of representatives)</i>			
Group Emergency Management office		GWRC Environment Division	
Environmental Risk Management Agency		Ministry of Agriculture and Forestry	
Department of Conservation		Iwi Representatives	
Ministry of Economic Development		Ministry for the Environment	
Built Environment Task Group		Conservation Trusts	

Task or Considerations	Check
Establish communication channels with local natural environment task groups, where appropriate.	
Establish composition of the natural environment task group, or communication channels with those agencies	
Details of impact assessments undertaken in response	
What are the requirements for further damage and needs assessments	
Identify and provide advice on waste and or pollution issues that negatively affect the natural environment	
Co-ordinate the preservation of community assets such as parks, reserves and other community amenities	
Identify threatened or endangered species known to be on or near to affected communities	
Provide advice on any future plans, development, reconstruction or activity connected to the are under consideration	
Consider the preservation and improvement to the natural environment	
Cultural issues to be considered	
Built environment public information messages	
Liaise with other environment task groups on key issues	
Consider the implications for land use changes, including the affects of landslips on the natural environment	

Checklist for the Economic Environment Task Group

Economic environment task or sub task group agencies			
<i>(composition and task group leader are dependant on nature, scale, impacts of the event and availability of representatives)</i>			
Group Emergency Management office		Work & Income	
Inland Revenue		Department of Labour	
Federated Farmers		GWRC	
Retail Trade		Chamber of Commerce	
Insurance Council		Bankers Association	
Ministry of Economic Development		Ministry of Tourism	
Grow Wellington		Employers and Manufactures Association	
Territorial Authority Business Development Unit			

Task or Considerations	Check
Establish communication channels with local economic environment task groups, where appropriate.	
Establish composition of the economic environment task group, or communication channels with those agencies	
Details of impact assessments undertaken in response	
What are the requirements for further damage and needs assessments	
Prioritisation of essential services to community economic assets	
Restoration of banking and other financial services	
Support and restore businesses through business assistance centres, where necessary	
Establish communication strategies to assist reopened businesses	
Co-ordinated insurance sector response and adequacy of cover for reconstruction	
Maximise local resources, contractors and employment	
Facilitate and co-ordinate resources to aid reconstruction to meet community business and manufacturing requirements	
Economic environment public information messages	
Liaise with other environment task groups on key issues	

Group Recovery Report

Group Recovery Manager	Name		Signature	
Report number				
Date of issue				
Filed By				
Report submitted to	CDEM Group		CDEM CEG	
	MCDEM EMA's		Group Controller	
	Recovery Co-ordinator		National Recovery Manager	
	Group Manager		Local Recovery Managers	
	Public Information Manager		Emergency Services	
	Social Environment Task Group		Group EMA's	
	Natural Environment Task Group		Regional Welfare Advisory Group	
	Economic Environment Task Group		Built Environment Task Group	
	Lifelines Co-ordinator		TA Emergency Management Officers	

Recovery Managers / Office Contact Details

	Recovery Manager	Email address	Mobile No.	DDI No.	Office No.	Fax No.
Group						
CDC						
HCC						
KCDC						
MDC						
PCC						
SWDC						
UHCC						
WCC						

Background

Date of event	
Hazard type & location	
Affected Territorial Authorities	

	Group	CDC	HCC	KCDC	MDC	PCC	SWDC	UHCC	WCC
Date of Declaration									
Date of Termination									

Key Situation Details

Key Group Recovery Priorities

Key priority	Required outcome	Lead agency	Risk assessment / resources / actions required	Date to be completed	Date completed

Summary of Territorial Authority Recovery Priorities

Territorial Authority	Priority / Need / Issue / Concern	Required outcome	Date to be completed	Date completed

Community Support

General

Include a statement about all efforts and actions being undertaken by responding agencies to support the community.

For Example: Property visits, Community meetings / public meetings, Community events / street parties, Council open days, Radio and print advertisements regarding assistance available, Information about school/education facilities closures / issues, Rates relief (if relevant)

Service Delivery

Provide detail about the actions of responding non-government and government agencies, noting where they are working together and what is being done.

Include information provided by local government agencies such as numbers of people seen, calls to help-lines, payments etc. This information will also be collected at national level.

Insurance / EQC

Provide any details known about insurance and non-insurance issues, responses from insurance agencies and EQC response. In addition, provide some details on claims received, processed and value using the table below:

Note: To track progress, please add the new figures below the previous reported figures.

Insurance Company	Claims Received	Claims Processed	\$Value	Comments

Mayoral Relief Fund

Provide any details known about Mayoral Relief Funds (if applicable).

	Contact Number	Bank	A/C Number	\$MRF	Applications	\$Value
CDC						
HCC						
KCDC						
MDC						
PCC						
SWDC						
UHCC						
WCC						
TOTAL						

Social Environment

Welfare

Provide a summary of key Welfare issues and concerns across all the recovery agencies.

Displaced People

Note: To track progress, please add the new figures below the previous reported figures.

Date	Number in Emergency Shelter	Number in Temp Shelter (Individuals)	Number in Temp Shelter (Households)	Number Registered for Welfare Support

Health

Provide a summary of key Health issues and concerns across all the recovery agencies. Include details on health assessments, disease control etc.

Built Environment

Housing

Include comment and figures on all residential housing issues and other building damage that is significant.

Note: To track progress, please add the new figures below the previous reported figures.

Date	Number homes inspected	Number homes inspected and uninhabitable	Number unsafe	Number can be repaired	Number can't be repaired

Commercial / Industrial

Note: To track progress, please add the new figures below the previous reported figures.

Date	Number properties affected	Number considered 'active'	Properties with 'uninhabitable' notices	Properties with 'at risk' notices	Properties with 'unsanitary' notices

Transport

Include details about all transport issues and related costs where known.

Transport	Details
Roading	
Rail	
Airports	
Ports	

Utilities

Include details about all infrastructures and related costs where known.

Utility	Details
Power	
Telecommunication	
Water and Wastewater	
Fuel	
Council and Community services	

Rural

Provide information about all responses occurring in the Rural Sector (if applicable).

Include actions such as shed meetings for farmers, enhanced task force green information, and any issues arising. If loss to the rural sector is known include it here. This information may include input from a Rural Support Network or MAF Rural Coordinator (if appointed and relevant).

Natural Environment

Include information about damage to and costs to the natural environment such as council land and Department of Conservation estate.

Specify any issues, concerns and costs relating to pollution and waste management measures that have been / likely to be implemented.

Economic Environment

Include any overall statements about economic impacts if known. If known detail the cost to council/s of the event/recovery actions to date.