

# **WAIKATO VALLEY EMERGENCY OPERATIONS**

## **AREA**

Hamilton City Council – Administering Authority  
Private Bag 3010  
**Hamilton**

Telephone (07) 838 6699

Operative May 2005

**Waikato Valley Emergency Operations Area**

**CIVIL DEFENCE EMERGENCY  
MANAGEMENT ARRANGEMENTS**



**WAIKATO VALLEY EMERGENCY OPERATIONS AREA**  
**CIVIL DEFENCE EMERGENCY MANAGEMENT PLAN**

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# WAIKATO VALLEY EMERGENCY OPERATIONS AREA

## CIVIL DEFENCE EMERGENCY MANAGEMENT PLAN

### **“Civil Defence Emergency Management –Section 4 CDEM Act 2002.**

- (a) means the application of knowledge, measures, and practices that-
- (i) are necessary or desirable for the safety of the public or property; and
  - (ii) are designed to guard against, prevent, reduced or overcome any hazard or harm or loss that may be associated with any emergency, and
- (b) includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge and practices.

This plan is about how multiple agencies work together to coordinate their planning, training and activities to achieve comprehensive emergency management across the four ‘R’s’.

- Reduction
- Readiness
- Response
- Recovery

This will ensure local communities face the minimum exposure to known hazards and are better prepared to deal with an emergency.

This Plan is to be used in conjunction with, and is subject to The Waikato Civil Defence Emergency Management Group Plan, The National Civil Defence Emergency Management Plan and is consistent with the National Civil Defence Emergency Management strategy.

**Note** – This Plan has an intended transitional life until May 2006.

# INTRODUCTION

## THE WAIKATO VALLEY EMERGENCY OPERATIONS AREA

### CIVIL DEFENCE EMERGENCY MANAGEMENT PLAN

1. The aim of this plan is to set out the prior arrangements to be made, the responsibilities to be exercised by or on behalf of the Waikato Valley Emergency Operations Area and the constituent territorial authorities of the Waikato Valley Emergency Operations Area, during a state of a national emergency or local emergency.

This plan is concerned with those steps deemed necessary to reduce the loss of human life, to care for the injured and help those in distress as a result of the disaster whilst the state of emergency continues. This plan should be read in conjunction with the Civil Defence Emergency Management Act 2002 and the national and group civil defence emergency management plans.

2. **Territorial Authorities who make up the Waikato Valley Emergency Operations Area (WVEOA)**

Hamilton City Council – Administering Authority  
Waikato District Council  
Waipa District Council  
Otorohanga District Council  
Waitomo District Council

3. **Waikato Valley Emergency Operations Area**

- (a) The above five territorial authorities have agreed to unite for the purposes of maintaining a combined district in Civil defence terms which is administered by Hamilton City Council. The Waikato Civil Defence Emergency Management Group has approved this arrangement consistent with its obligations under S48 of the Civil Defence Emergency Management Act 2002.

This organisation is to be capable of operating during a state of national emergency or local emergency.

- (b) The Waikato Valley Emergency Operations Area has agreed to include civil defence arrangements for all the territorial authorities in the Waikato Valley Emergency Operations Area. This arrangement requires the close co-operation and support of all territorial authorities in the Waikato Valley Operations Area. It also demands a special understanding and commitment from all those persons with civil defence emergency management responsibilities. This aspect is dealt with more fully in later parts of the plan

4. **Waikato Valley Emergency Operations Area - Powers and Functions.**

The following is a summary of the functions and powers exercised by the combined district.

This civil defence emergency management arrangements described here in shall:-

- (a) Provide for the maintenance and operation of a civil defence emergency management organisation as required by the Waikato CDEM Group Plan – S48 CDEM Act 2002
- (b) Provide for the establishment of such committees, units and services as are considered necessary or desirable:
- (c) As five territorial authorities have united for civil defence emergency management purposes, specify one of the territorial authorities as the administering territorial authority for the uniting territorial authorities:
- (d) Be consistent with, and give effect to, any operative national or Waikato CDEM Group civil defence emergency management plan:
- (e) Identify the person who is appointed under Section 27 of the Act as the Local Controller, and the persons who may exercise those powers if the Controllers office is vacant or the Controller is absent from duty:
- (f) Identify the person or persons who are authorised by Section 25 of this Act to declare a state of local emergency:

Section 85 of the CDEM Act contains provisions important to local territorial response and recovery. This section replaces the provisions of Section 58 in the 1983 legislation. *It must now be noted that only the CDEM Group have these powers,* with appropriate delegation during a declared event. Note also that the NZ Police no longer have direct access to these powers prior to a declaration.

For the above reasons Section 85 is reproduced in full below.

### **Section 85 Emergency powers of Civil Defence Emergency Management Groups**

- (1) While a state of emergency is in force in its area, a Civil Defence Emergency Management Group may –
  - (a) carry out or require to be carried out all or any of the following:
    - (i) works:
    - (ii) clearing roads and other public places:
    - (iii) removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be:
  - (b) provide for the rescue of endangered persons and their removal to areas of safety
  - (c) set up first aid posts, and provide for first aid to be given to casualties and for their movement to hospital, other place of treatment, or areas of safety:
  - (d) provide for the relief of distress, including emergency food, clothing, and shelter”
  - (e) provide for the conservation and supply of food, fuel, and other essential supplies:
  - (f) prohibit or regulate land, air, and water traffic within the area or district to the extent necessary to conduct civil defence emergency management:
  - (g) undertake emergency measures for the disposal of dead persons or animals if it is satisfied that the measures are urgently necessary in the interests of public health:
  - (h) disseminate information and advice to the public:

- (i) enter into arrangements, including employment arrangements, with any person for the purpose of carrying out civil defence emergency management as may be agreed:
  - (j) provide equipment, accommodation, and facilities for the exercise of any of the powers conferred by this subsection.
- (2) A Civil Defence Emergency Management Group must not act inconsistently with any directions given by the Minister or the Director.

Compare: 1983 No 46 s 58(5)

## 5. **Administration**

- (a) All communications on civil defence emergency management matters should be addressed to:-

The Chief Executive  
Hamilton City Council  
Private Bag 3010  
**HAMILTON**

- (b) The Hamilton City Council is the Administering Authority for the Waikato Valley Emergency Operations Area (WVEOA). Their offices are situated at :-

44 Duke St  
**HAMILTON**

Ph: (07) 838 6699  
Fax: (07) 838 6599

## 6. **Area Covered by the Waikato Valley Emergency Operations Area**

- (a) **General Boundaries**

The combined district is bounded in the west by the Tasman Sea from the point on the coast where the Waitomo District adjoins the New Plymouth District boundary at Mokau, then north along the coast to the point where the Waikato District adjoins the Franklin District, then follows the Northern Waikato District boundary, turning South and following the Eastern boundaries of Waikato, Waipa, Otorohanga and Waitomo Districts, finally following the Southern boundary of Waitomo back to the Tasman Sea.

- (b) **General Characteristics**

(i) **Hamilton City.** Hamilton City is situated in the North Island and straddles the banks of the Waikato River. It is a major service centre for the fertile agricultural region of the Waikato. Hamilton is the major population centre in the Waikato Valley Emergency Operations Area and provides a transport hub, Lifelines centre and resource base for neighbouring Districts.

(ii) **The Waikato District.** The Waikato district is centred on the broad Waikato River valley. Although this regularly floods the potential for disaster is probably limited to the flooding of Huntly township. Although there are no

close faults known to be active the earthquake risk is not negligible. The Western and Eastern hills shelter most of the district from the prevailing storm directions and although they can attract short term heavy rain falls the essentially rural nature reduces the exposure of people but can result in damage to agricultural infrastructure. The District is split by national lifelines including SH1, the main trunk Rail, major gas and electricity lines and all the primary communications cables for NZ. These are vulnerable to disruption at many points in the area.

(iii) **The Waipa District.** Covering the major towns of Te Awamutu and Cambridge and the smaller settlements of Ohaupo, Pirongia and Kihikihi, Waipa District stretches over 1447 square kilometres. The District boasts a rich agricultural base dominated by dairy farming, but also featuring sheep and beef, thoroughbred horse studs, deer farming and fruit production. Although landlocked, the District has several large hydro lakes used extensively for watersports and recreation, two major rivers, and many smaller peat lakes, which are considered some of the best examples of their type worldwide.

(iv) **The Otorohanga District.** Otorohanga District is located some 50 kilometres south of Hamilton. The area administered by the Council covers 1976 sq.km. and extends from the Kawhia and Aotea Harbours on the west coast for a distance of 90 km to the eastern extremity near Mangakino. Included within the District are the urban communities of Otorohanga and Kawhia.

Geographically, the District comprises three distinct areas of approximately equal size. The eastern and western areas have predominantly more hills than the central area which is the southern limit of the Waikato Basin. Farming is the dominant industry with sheep and cattle farming in the hill country and intensive dairy farming in the central area. Horticulture and cropping are lesser but developing activities.

(v) **The Waitomo District.** Waitomo District is located in the King Country area of the North Island. The district has a coastline extending from Kawhia Harbour south to Mokau. With a total area of 3363 square kilometres, the topography varies from easy to very steep country, with the main industries of beef and sheep farming, dairying and forestry. Three main rivers flow through the district, the Mokau River and the Mangaokewa Stream (which flows through Te Kuiti), as well as the headwaters for the Waipa River. Tourism and holiday spots are a significant feature within the district, with Waitomo Caves, Marakopa and Mokau being popular destinations.

(c) **General Comments**

- (i) The nature of the river valleys, electricity dams and mountain streams have resulted in an extensive programme of river control throughout the Waikato Valley Emergency Operations Area. Stop banks and river level management by Mighty River Power are the result.
- (ii) The formation and position of mountain ranges around the Waikato Valley Emergency Operations Area tend to lessen the impact of high winds, although tornados are not unknown throughout the central and northern areas.

- (iii) Holiday and summer visitors to West coast settlements such as Kawhia and Raglan necessitates closer monitoring of coastal conditions and heightened civil defence/emergency management awareness.
- (iv) The main highways and many rural roads are susceptible to slips and closures during periods of sustained high rainfall with the potential to isolate small and remote communities.

## 7. **Population**

The population of the Waikato Valley Emergency Operations Area on a territorial authority basis is approximately:-

(1)	Hamilton City	125,000
(2)	Waikato District	39,000
(3)	Waipa District	40,000
(4)	Otorohanga	9,200
(5)	Waitomo	9,400

**Combined Emergency Operations Area Total - 222,600**

## 8. **Disaster Threats to The Waikato Valley Emergency Operations Area:**

Disasters can be classified in various ways. It is generally accepted that the disaster threat in New Zealand can be considered under four headings, viz-

- (1) **External Threat:** Events of extra-terrestrial or global origin, or overseas events, which have an impact on New Zealand.
- (2) **Geological Threat:** Events (earthquakes, volcanic eruptions, tsunamis) associated with New Zealand's location on an active margin of the Pacific and Indian-Australian crustal plates, or with land instability.
- (3) **Meteorological Threat:** Storms, tornadoes and floods representing extremes of New Zealand's weather conditions.
- (4) **Technological Threat:** Events associated with human activities which lead to disaster (e.g. accidents involving hazardous materials, failure of structures, major transportation accidents etc.)

The Waikato Valley Emergency Operations Area is subject to all four categories.

Note the following table and priorities for hazards in the Waikato Region.

**Significant hazard risks in the Waikato region.**

<b>Hazard Risk</b>	<b>Emergency Operating Area</b>	<b>Priority*</b>
Tsunami (Local)	Thames Valley	<b>VERY HIGH</b>
Earthquake (Kerepehi Fault, Richter Scale 6.8)	Thames Valley	<b>HIGH</b>
Earthquake (Ngangiho Fault, Richter Scale 6.3)	Southern	
River/Stream Flooding (Lower Waikato/Waipā)	Waikato Valley	
River/Stream Flooding (Waihou/Piako)	Thames Valley	
Tsunami (Distal)	Thames Valley	
Services/Infrastructure	Southern	
Electricity Failure	Thames Valley	
Human Pandemic	All	
River/Stream Flooding (Waihou/Piako)	Thames Valley	
Electricity Failure	Southern	
Ashfall Ruapehu	Southern	
Mayor Island Activity	Thames Valley	
Animal Epidemic	Waikato Valley	
Landslip/Hipāua	Southern	
Earthquake (Kerepehi Fault, Richter Scale 5.5)	Thames Valley	
Earthquake (Wairoa North fault, Richter Scale 7.1)	Waikato Valley	
Animal Epidemic	Thames Valley	
Geothermal Ground	Southern	
River/Stream Flooding (Coromandel Peninsula)	Thames Valley	
River/Stream Flooding (Middle Waikato)	Southern	
Animal Epidemic	Southern	
Severe Storm	Waikato Valley	
Storm Surge	Thames Valley	
Severe Storm	Southern	
River/Lake Control Structure Failure	Waikato Valley	

**Significant hazard risks in the Waikato Valley Emergency Operations Area (as above).**

<b>Hazard Risk</b>	<b>Emergency Operating Area</b>	<b>Priority*</b>
River/Stream Flooding (Lower Waikato/Waipā)	Waikato Valley	<b>HIGH</b>
Human Pandemic	All	
Animal Epidemic	Waikato Valley	<b>MODERATE</b>
Earthquake (Wairoa North fault, Richter Scale 7.1)	Waikato Valley	
Severe Storm	Waikato Valley	
River/Lake Control Structure Failure	Waikato Valley	

## **PART 1 - RESPONSE**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

#### **1.1 OBJECTIVE**

The purpose of this part of the Waikato Valley Emergency Operations Area Civil Defence Emergency Management Plan is to detail the responsibilities of local government and other authorities which have accepted roles in the event of a declared emergency.

#### **1.2 SCOPE**

- (a) The functions and priorities set out in this part of the Waikato Valley Emergency Operations Area Civil Defence Emergency Management Plan mainly apply to situations arising from localised disasters which can be handled by territorial authorities, with limited supporting action from some government agencies.
- (a) The measures in this plan, described for a state of local emergency, apply also during a state of national emergency as defined in section 66 of the Civil Defence Emergency Management Act 2002.

#### **1.2 PRIORITIES**

The following priorities for the allocation of resources are listed in order, although some overlap may occur:

- (1) *Preservation of life*  
Alleviation of life-threatening dangers to people, movement of people from immediately threatened areas, and assistance to those who have to remain.
- (2) *Preservation of government*  
Preservation, maintenance and possible relocation of the machinery of government.
- (3) *Maintenance of law and order*  
Deployment of Police and others which contribute to law and order.
- (4) *Care of sick, injured and provision of welfare services*  
Maintenance of first aid and medical facilities, and the provision of priority welfare supplies and services.
- (5) *Protection of property*  
Deployment of fire services to protect first those assets needed for recovery and restoration, and then other structures and assets.
- (6) *Inspection of damage*  
Deployment of structural inspection teams to evaluate building damage and classify buildings as safe for usage or otherwise.
- (7) *Maintenance and restoration of essential services*

- (8)
- (a) Discharge of their normal duties by central and local government agencies.
  - (b) Restoration of water supply and sewerage services.
  - (c) Restoration of telecommunication facilities.
  - (d) Supply of electric power and gas.
  - (e) Supply of food and other essential items.
  - (f) Restoration and operation of transport services.
  - (g) Restoration of public information and news services.
  - (h) Deployment of resources in a manner which minimises environmental damage and protects objects and structures of historical and cultural value.
- (9) *Other services*  
Restoration of business and other organisations supplying desirable but non-essential services.
- (10) *Other functions*  
Assistance to members of the public and businesses which do not qualify for a higher priority.

#### 1.4. OVERVIEW OF RESPONSE TO MAJOR INCIDENTS AND EMERGENCIES

A high level overview of how **Incidents** and **Emergencies** are responded to are shown in the following table.

Important features of the table are,

- The relationship of the emergency services (as Incident Controllers), interfacing with Local, Group and National Controllers.
- The levels of activity within Local and Group Emergency Operating Centres for the different levels of incident and emergency, and;
- The provision of an overview of how an escalating incident would be handled, and the various steps and considerations involved in preparing to declare a state of Local Emergency.

Note also reference to the table of Potential Regional Hazards in the Introduction section.

## Event types and status

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

## Cont'd: Event Types and Status

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

## 1.5 WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP CONTROLLER

- (a) The Waikato Civil Defence Emergency Management Group has appointed the Group Controller and Alternate Controllers to co-ordinate regional resources and measures when a local emergency is declared.
- (b) If the declaration sequence is from national downwards (as in a tsunami) the declaration automatically places the group in a state of local emergency.  
  
(The normal progression would be from the combined district to group).
- (c) If a state of local emergency is declared, the Group Controller shall co-ordinate the overall response throughout the Waikato Region.
- (d) If a local declaration is then terminated and one or more districts have re-declared at their level the Group Controller and Group Emergency Operating Centre would remain activated to the level required to support the district or districts.
- (e) The Group Controller maintains oversight where declarations occur at a District level and *may* direct.

## 1.6 LOCAL CONTROLLER

The Waikato Civil Defence Emergency Management Group have approved and appointed a Local Controller for the Waikato Valley Emergency Operating Area. This person is named in Appendix A.

## 1.7 ALTERNATIVE CONTROLLERS

The Waikato Civil Defence Emergency Management Group have also approved and appointed a number of Alternate Local Controllers. The Alternative Controllers, in the order as listed in Appendix A, are to assume all the powers and duties of Local Controller should that person for whatever reason be unable to carry out the duties or exercise the powers granted to the Local Controller by this plan or statute.

## 1.8 LOCAL CONTROLLER'S ROLE, JOB DESCRIPTION AND PERSON SPECIFICATION

Current and nominated Local Controllers will be consistent, as far as reasonably practicable, with the requirements of the Waikato CDEM Group Plan, Part Three.

***The Controller's Role, Job Description and Person Specification, as detailed in the group plan, are annexed to the Group Plan.*** The Waikato Valley Emergency Operations Area needs are currently being met within existing arrangements and the *Position* requirements in the Group Plan will require additional training and resourcing.

It is also noted that available 'Personal Development' opportunities are limited at this stage. The Waikato Valley Emergency Operations Area will keep pace with developments in this field and be fully compliant with the Group Plan by May 2006.

## 1.9 GROUP/LOCAL CONTROLLER INTERACTION

The interaction between a Group and Local Controller is one of the most critical interfaces in the CDEM environment. Knowing the boundaries of responsibility before, during and after an emergency is essential to an effective response.

The following table from the Waikato Group Plan illustrates this interface and is linked to the 'Levels of Emergency' at 1.4.

Activation level	Local controller role	Group controller role	Declaration likely
1	<ul style="list-style-type: none"> <li>• Maintains a watching brief</li> <li>• Reports to the Local EOC only if activated</li> </ul>	<ul style="list-style-type: none"> <li>• No formal involvement required</li> </ul>	x
2	<ul style="list-style-type: none"> <li>• Ensures Local EOC is partially or fully activated and adequately resourced (depending on the scale of the emergency)</li> <li>• Coordinates agreed functions as set by this Plan and the SOPs</li> <li>• Notifies Group Controller of situation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains a watching brief</li> <li>• Upon notification, offers assistance &amp; support to Local Controller</li> <li>• Notifies senior GEOC staff and places them on standby, particularly if situation has the potential to escalate</li> <li>• Reports to the GEOC only if activated</li> </ul>	x
3	<ul style="list-style-type: none"> <li>• Ensures local EOC is fully activated and resourced</li> <li>• Considers declaring a local emergency in consultation with the Group Controller &amp; emergency services</li> <li>• Upon declaration, exercise statutory powers under the CDEM Act</li> <li>• Provide regular updates to the Group Controller while seeking CDEM Group support if required</li> <li>• Invites a GEOC liaison officer to be based at the Local EOC (if not already present)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures GEOC is partially or fully activated (depending on the scale of the emergency)</li> <li>• Offers assistance to ALL Local Controllers (as and when required)</li> <li>• Advises senior GEOC staff and place them on partial activation in support of the Local EOC</li> <li>• Gives serious consideration to further escalation (i.e. a Group Declaration) in</li> </ul>	✓ (local level)

		consultation with the Local Controllers & emergency services <ul style="list-style-type: none"> <li>• Advises adjacent CDEM Groups and National Controller</li> <li>• Deploy a GEOC liaison officer to the Local EOC</li> </ul>	
4	<ul style="list-style-type: none"> <li>• Recommends (in discussion with the Group Controller and emergency services) declaring a Group Emergency</li> <li>• Supports and/or assist the Group Controller as required</li> <li>• Continues to coordinate response efforts at the local level</li> <li>• Ensures that the local EOC remains fully activated in support of the GEOC</li> </ul>	<ul style="list-style-type: none"> <li>• Places the GEOC on full activation</li> <li>• Recommend (in discussion with the Local Controllers and emergency services) declaring a Group emergency</li> <li>• Upon declaration, exercise statutory powers under the CDEM Act</li> <li>• Provides regular updates to ALL Local Controllers &amp; emergency services</li> <li>• Updates the National Controller on a regular basis, giving consideration to a National Declaration</li> <li>• Deploys a GEOC liaison officer to the Local EOC</li> <li>• Invites a MCDEM liaison officer to be based at the GEOC (if not already present)</li> </ul>	✓ (group level)
5	<ul style="list-style-type: none"> <li>• As above, but respond to priorities set by the Group Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to priorities set by the National Controller</li> <li>• Continues to coordinate response efforts at the Group level</li> <li>• Continues to</li> </ul>	✓ (national level)

		provide regular updates to ALL Local Controllers <ul style="list-style-type: none"> <li>• Considers with the National Controller the possibility of declaring a national emergency</li> <li>• Ensures that the Group EOC remains fully activated in support of the NEOC</li> </ul>	
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### 1.10 EXERCISE OF LOCAL CONTROLLER'S FUNCTIONS

- (a) Carry out any of the functions and duties of, or delegated to, the Group Controller and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94. (**Section 27(1) Civil Defence Emergency Management Act 2002**)
- (b) The Local Controller is delegated full powers of Section 86 to 94 of the Civil Defence Emergency Management Act 2002. Other delegations may apply.
- (c) For purposes of convenience the applicable statutes are reproduced in this section of the plan. **Note that Section 85, previously Territorial Powers under the Civil Defence Act, are now only exercisable by the Civil Defence Emergency Management Group unless delegated at the time of declaration.**

### 1.11 EMERGENCY POWERS OF CIVIL DEFENCE EMERGENCY MANAGEMENT GROUPS (Section 85 Civil Defence Emergency Management Act 2002)

- (1) While a state of emergency is in force in its area, a Civil Defence Emergency Management Group may -
- (a) carry out or require to be carried out all or any of the following:
1. works:
  2. clearing roads and other public places:
  3. removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be:
- (b) provide for the rescue of endangered persons and their removal to areas of safety:
- (c) set up first aid posts, and provide for first aid to be given to casualties and for their movement to hospital, other place of treatment, or areas of safety:
- (d) provide for the relief of distress, including emergency food, clothing, and shelter:
- (e) provide for the conservation and supply of food, fuel, and other essential supplies:
- (f) prohibit or regulate land, air, and water traffic within the area or district to the extent necessary to conduct civil defence emergency management:
- (g) undertake emergency measures for the disposal of dead persons or animals if it is satisfied that the measures are urgently necessary in the interests of public health:

- (h) disseminate information and advice to the public:
- (i) enter into arrangements, including employment arrangements, with any person for the purpose of carrying out civil defence emergency management as may be agreed:
- (j) provide equipment, accommodation, and facilities for the exercise of any of the powers conferred by this subsection.

- (2) A Civil Defence Emergency Management Group must not act inconsistently with any directions given by the Minister or the Director.  
Compare: 1983 No.46 s 58(5)

#### **1.12 EVACUATION OF PREMISES AND PLACES (Section 86 Civil Defence Emergency Management Act 2002)**

If a state of emergency is in force and, in the opinion of a Controller or any member of the police, the action authorised by this section is necessary for the preservation of human life, that person or a person authorised by him or her may require, within the area or district in which the emergency is in force, -

- (a) the evacuation of any premises or place, including any public place; or
- (b) the exclusion of persons or vehicles from any premises or place, including any public place.

Compare: 1983 No 46 s 60(1)

#### **1.13 ENTRY ON PREMISES (Section 87 Civil Defence Emergency Management Act 2002)**

If a state of emergency is in force in any area, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may enter on, and if necessary break into, any premises or place within the area or district in respect of which the state of emergency is in force if he or she believes on reasonable grounds that the action is necessary for-

- (a) saving life, preventing injury, or rescuing and removing injured or endangered persons; or
- (b) permitting or facilitating the carrying out of any urgent measure for the relief of suffering or distress.

Compare: 1983 No 46 s 61

#### **1.14 CLOSING ROADS AND PUBLIC PLACES (Section 88 Civil Defence Emergency Management Act 2002)**

If a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, or any person so authorised in a relevant civil defence emergency management plan, may, in order to prevent or limit the extent of the emergency, totally or partially prohibit or restrict public access, with or without vehicles, to any road or public place within the area or district in respect of which the state of emergency is in force.

Compare: 1983 No 46 s 62(1)

#### **1.15 REMOVAL OF AIRCRAFT, VESSELS, VEHICLES, ETC (Section 89 Civil Defence Emergency Management Act 2002)**

If a state of emergency is in force, a Controller or a member of the police, or any other person acting under the authority of a Controller or member of the police, may, in order to prevent or limit the extent of the emergency,-

- (a) remove from any place within the area or district in respect of which the state of emergency is in force, any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle impeding civil defence emergency management; and
- (b) if reasonably necessary for that purpose, use force or break into the aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle.

Compare: 1983 No 46 s 63

### **1.16 REQUISITIONING POWERS (Section 90 Civil Defence Emergency Management Act 2002)**

(1) This section applies if a state of emergency is in force and, in the opinion of a Controller or a member of the police, the action authorised by this section is necessary for the preservation of human life.

(2) The Controller or member of the police, or a person authorised by him or her, may direct the owner or person for the time being in control of any land, building, vehicle, animal, boat, apparatus, implement, earth-moving equipment, construction materials or equipment, furniture, bedding, food, medicines, medical supplies, or any other equipment, materials, or supplies, to immediately place that property **(requisitioned property)** –

- (a) under his or her control and direction; or
- (b) under the control and direction of a Controller or a member of the police, or person authorised by that Controller or member of the police, if that person has requested the person making the requisition to do so on his or her behalf.

(3) A person exercising any power conferred on him or her by this section must give to the owner or person in charge of the requisitioned property a written statement specifying the property that is requisitioned and the person under whose control the property is to be placed.

(4) If the owner or person for the time being in control of any property that may be requisitioned under this section cannot be immediately found, a Controller or a member of the police, or a person authorised by a Controller or member of the police, may assume immediately the control and direction of the requisitioned property.

(5) If a person assumes the control and direction of requisitioned property under subsection (4), that person must ensure that, as soon as is reasonably practicable in the circumstances, a written statement specifying the property that has been requisitioned and the person under whose control it has been placed is given to the owner or person formerly in charge of the requisitioned property.

(6) The owner or person in control of any property immediately before it is requisitioned under this section must provide the person exercising the power under this section with any assistance that the person may reasonably require for the effective and safe use of that property.

Compare: 1983 No 46 s 64(1)-(4)

### **1.17 POWER TO GIVE DIRECTIONS (Section 91 Civil Defence Emergency Management Act 2002)**

While a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may –

- (a) direct any person to stop any activity that may cause or substantially contribute to an emergency:

- (b) request any person, either verbally or in writing, to take any action to prevent or limit the extent of the emergency.

Compare: 1996 No 30 s 137(1)(d), (e)

### **1.18 POWER TO CARRY OUT INSPECTIONS, ETC (Section 92 Civil Defence Emergency Management Act 2002)**

While a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may examine, mark, seize, sample, secure, disinfect, or destroy any property, animal or any other thing in order to prevent or limit the extent of the emergency.

### **1.19 PERSON EXERCISING EMERGENCY POWERS TO PROVIDE PROOF OF IDENTITY (Section 93 Civil Defence Emergency Management Act 2002)**

A person exercising a power conferred on him or her by this Part must –

- (a) have with him or her, and produce if requested to do so, evidence of his or her identity; and
- (b) if requested to do so, produce evidence of or give a general explanation of the authority under which he or she is acting and the power or powers he or she is exercising.

Compare: 1983 No 46 s 59

### **1.20 CONTRACTS IN URGENT CASES (Section 94 Civil Defence Emergency Management Act 2002)**

(1) Despite anything in the Public Bodies Contracts Act 1959, the following persons may, during a state of emergency, enter into any contract on behalf of a Civil Defence Emergency Management Group for any of the purposes of this Act:

- (a) the chairperson of the Group;
- (b) the deputy chairperson of the Group;
- (c) any employee of the Group who is authorised for the purpose in the Group's civil defence emergency management plan;
- (d) the Group Controller.

(2) A person who exercises the power conferred on him or her by this section must report the full circumstances of its exercise to the Civil Defence Emergency Management Group at its next ordinary meeting or, if that is not practicable, at its next succeeding ordinary meeting.

Compare: 1983 No 46 s 68

### **1.21 DECLARATION OF A STATE OF LOCAL EMERGENCY**

A declaration of a state of local emergency in respect of the Waikato Valley Emergency Operations Area, will be made by:

- (a) The Mayor of the Administering Authority (Hamilton). Or if he/she is incapacitated or out of effective communication by;
- (b) The Deputy Mayor of the Administering Authority (Hamilton).
- (c) Where the Mayor of the Administering Authority and the Deputy Mayor of the Administering Authority are incapacitated, or out of effective communication,

authorised personnel in the order nominated by the Waikato Valley Emergency Operations Area and listed as Controllers in Appendix A of this plan are empowered to declare a state of local emergency in respect of the Waikato Valley Emergency Operations Area or one or more districts.

- (d) The Chairperson of the Waikato Civil Defence Emergency Management Group, and other appointed personnel, may declare a Local Emergency for the whole area of the Civil Defence Emergency Management Group or 1 or more districts within the Waikato Valley Emergency Operations Area.

**Section 68 Civil Defence Emergency Management Act 2002**

- (1) *A person appointed for the purpose under section 25 may declare that a state of local emergency exists in the area for which the person is appointed if at any time it appears to the person that an emergency has occurred or may occur within the area.*
- (2) *A person who is authorised to declare a state of local emergency may declare that the state of local emergency exists in respect of the whole area of the Civil Defence Emergency Management Group concerned or 1 or more districts or wards within the area.*
- (3) *A state of local emergency may be declared in respect of an area that is not affected by an emergency if, in the opinion of any person authorised to declare a state of local emergency in respect of that area, the resources of that area are needed to assist any other area where a state of local emergency is in force.*
- (4) *The fact that a person purporting to be authorised by section 25 declares a state of local emergency is, in the absence of proof to the contrary, conclusive evidence that the person is a person authorised under that section to do so.*
- (5) *Nothing in this section authorises a person to declare a state of local emergency for any part of New Zealand while a state of national emergency is in force in respect of that part.*

Compare: 1983 No 46 ss 51, 52

- (e) Section 25 of the Civil Defence Emergency Management Act 2002 gives each Mayor of a territorial authority an overriding authority to declare for their District or ward/s thereof.

**Section 25 Civil Defence Emergency Management Act 2002**

- (1) *A Civil Defence Emergency Management Group must appoint at least 1 person as a person authorised to declare a state of local emergency for its area.*
- (2) *The person or persons appointed under subsection (1) must be chosen from the representatives of the members of the Group.*
- (3) *If a Group appoints more than 1 person under this section, it must state in the instrument of appointment –*
- (a) *whether the appointee has equal status to make a declaration or whether the appointee is authorised only to act in the absence of the other named persons:*
  - (b) *any other conditions or limitations.*

- (4) *If no appointed person is or is likely to be able to exercise his or her functions, duties, and powers under this Act, a representative of any member of the Group may exercise the power to declare a state of local emergency.*
- (5) *Despite subsections (1) to (4), the Mayor of a territorial authority, or an elected member of the territorial authority designated to act on behalf of the Mayor if the Mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.*

## 1.22 CONTACT LIST

The names of the persons empowered to declare a state of civil defence emergency are listed in the Waikato Valley Emergency Operations Area Initial Response Manual.

## 1.23 DECLARING A STATE OF LOCAL EMERGENCY

Persons authorised to do so within the Waikato Valley Emergency Operations Area should give consideration to declaring a state of local emergency under the following circumstances:-

- (a) When the powers granted to organisations or individuals by the Civil Defence Emergency Management Act 2002 are necessary or desirable for the preservation of life, property, or the relief of distress or suffering.
- (b) When a situation described in (a) above is threatening the population of the Waikato Valley Emergency Operations Area or any part of the combined district and it is considered desirable to co-ordinate civil defence operations.
- (c) When a significant and co-ordinated response under the Act is required.
- (d) In practice declarations will continue to be requested by the Emergency Services.
- (e) A thorough understanding of ‘**Emergency**’ as defined in Section 4 of the Civil Defence Emergency Management Act 2002 is essential.

### **Section 4 Civil Defence Emergency Management Act 2002**

**“Emergency”** means a situation that –

- (a) *is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and*
- (b) *causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and*
- (c) *cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.*

## **Aid-Memoire**

While the above sets out the legal requirements for a declaration the following aid-memoir may assist in evaluating the situation and it's likely impact and consequences. Considerations may include, but are not restricted to;

- Is the situation being monitored by qualified personnel?
- Is there a clear danger to persons within the emergency operating area?
- Is there a need to evacuate significant numbers of people?
- Are Lifeline Utilities still functioning?
- If not what is the expected duration?
- Is accurate and relevant information available?
- Have warnings been adequate?
- Have the effects on individual communities been assessed?
- Are the Emergency Services still able to function?
- Has there been adequate consultation regarding a likely declaration?
- i.e Have the Emergency Services, Group/Local controllers and Governance representatives been consulted?

#### **1.24 DECLARATION OF A STATE OF LOCAL EMERGENCY FOR ONE OR MORE AREAS OF THE WAIKATO VALLEY EMERGENCY OPERATIONS AREA**

- (a) It will be necessary for the Incident Controller (CIMS Terminology) in the area involved to notify the Mayor of the affected area and the staff of the Waikato Valley Emergency Operations Area, by whatever means possible and as early as possible, of an impending or existing situation which requires or may require a declaration to be made.
- (b) A close liaison with the Waikato Valley Emergency Operating Centre and frequent situation reports will be necessary to enable the co-ordination of assistance to the affected area or areas.

#### **1.25 LOCATION OF WAIKATO VALLEY EMERGENCY OPERATIONS CENTRES**

- (a) The Waikato Valley Emergency Operating Centre will normally be established at :  
  
**Duke St EOC, 44 Duke St, Hamilton.**  
**Phone: 07-838 6699.**
- (b) An Incident Control Point at each member Council's main offices further supplements this.
- (c) Flexibility is the key to ensuring that the appropriate alternate Emergency Operations Centre is maintained. The back up to the EOC at Duke St Depot will be either the Waikato and/or Waipa District Council Buildings.
- (d) The Local Controller has the authority to establish his/her emergency operating centre at the most appropriate location subject to discussion with parties likely to be affected. Because of enhanced communication and accommodation resourcing the Duke St EOC is the preferred option.

#### **1.26 FUNCTIONS OF THE WAIKATO VALLEY EMERGENCY OPERATIONS CENTRE**

- (a) To provide a base for the Local Controller so that he/she can exercise his/her co-ordination and control functions.
- (b) To provide a liaison point for all Emergency Services, Voluntary Organisations, Territorial Authority personnel and Government Departments involved in disaster relief in the Waikato Valley Emergency Operations Area during a state of emergency.
- (c) To gather, co-ordinate, record and evaluate information from all parts of the Waikato Valley Emergency Operations Area, regarding the emergency.
- (d) To control and co-ordinate the deployment of personnel and material resources, to the best advantage to cope with the emergency, throughout the Waikato Valley Emergency Operations Area.
- (e) To keep the Incident Control Points and the Waikato Group Emergency Operating Centre informed as to the emergency situation.
- (f) To keep the public in the Waikato Valley Emergency Operations Area informed by way of instruction and news broadcasts.
- (g) To provide an Incident Control Point (ICP) for Hamilton City.
- (h) To request assistance from the Waikato Civil Defence Emergency Management Group as required.

*Please note, the Waikato Valley Emergency Operations Centre at Duke St also provides the Emergency Operations Centre for the Group. (refer CDEM Group Plan Section 3.3). Co-location of both a Waikato Valley event and a Regional Event would occur from the Duke St premises.*

#### **1.27 FUNCTIONS OF DISTRICT INCIDENT CONTROL POINTS (ICP's)**

- (a) To provide a base for the District Incident Controllers so that they can co-ordinate civil defence emergency management operations in the area.
- (b) To provide a liaison point for all Emergency Services, Voluntary Organisations, Territorial Authority personnel and Government Departments involved in civil defence emergency management operations in the area.
- (c) To gather, co-ordinate, record and evaluate information from within the area.
- (d) To co-ordinate the deployment of personnel and resources throughout the area to the best advantage.
- (e) To keep the Local Controller fully informed as to the emergency situation and the requirements for the area.
- (f) In some cases District Incident Control Points may operate from the Emergency Services base most closely associated with the area of impact.

#### **1.28 WAIKATO VALLEY EMERGENCY OPERATIONS AREA - CHAIN OF CONTROL AND CO-ORDINATION**

Waikato Group Controller Waikato CDEM Group Hamilton	Ph. (07) 856 7184 Ph. 0800 800 401 - 24 Hours
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Waikato Valley Emergency Operations Area Local Controller (See WVEOA Initial Response Manual)
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### DISTRICT EMERGENCY OPERATIONS CENTRES/ INCIDENT CONTROL POINTS

Te Kuiti	Council Office	Queen St	Te Kuiti
Otorohanga	Council Office	Maniapoto St	Otorohanga
Te Awamutu	Council Office	101 Bank St	Te Awamutu
Ngaruawahia	Council Office	15 Gallileo St	Ngaruawahia

#### **1.29 WARDENS**

A Warden system exists throughout the Waikato Valley Emergency Operations Area. Warden Posts have been established at strategic locations with most rural schools being designated for this purpose.

#### **1.30 RESOURCES**

- (a) Civil defence emergency management resources within the WVEOA are available to the Local Controller and resources have been identified in the Resource and Contacts manual.
- (b) Local resources should be utilised first and then additional assistance from within the Waikato Valley Emergency Operations Area should be requested from the Local Controller. Requests for resources from outside the WVEOA will be actioned by the Group Controller through the Waikato Group Emergency Operating Centre.
- (c) Liaison Officers from Government Departments and agencies based at the Waikato Valley Emergency Operating Centre will be available to advise as to the availability of their resources.

#### **1.31 CIVIL DEFENCE EMERGENCY MANAGEMENT EXPENDITURE – PROCEDURE FOR CLAIMS**

The Finance SOP refers to emergency expenditure. Those involved with tracking expenditure during an event should be fully conversant with this operating procedure. Note that each council requires separate coding which will need to be verified on the day.

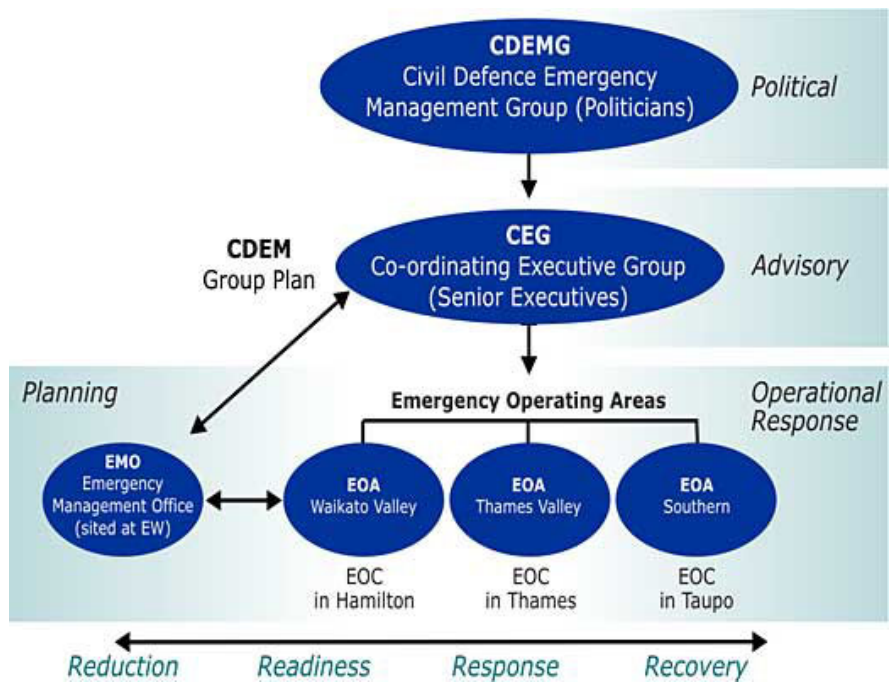
The Finance SOP will be kept up to date with evolving policy and the pending National Plan.

#### **1.32 WAIKATO VALLEY COMMAND STRUCTURE, EMERGENCY OPERATING CENTRE LAYOUT AND INTERFACE WITH WAIKATO GROUP STRUCTURE**

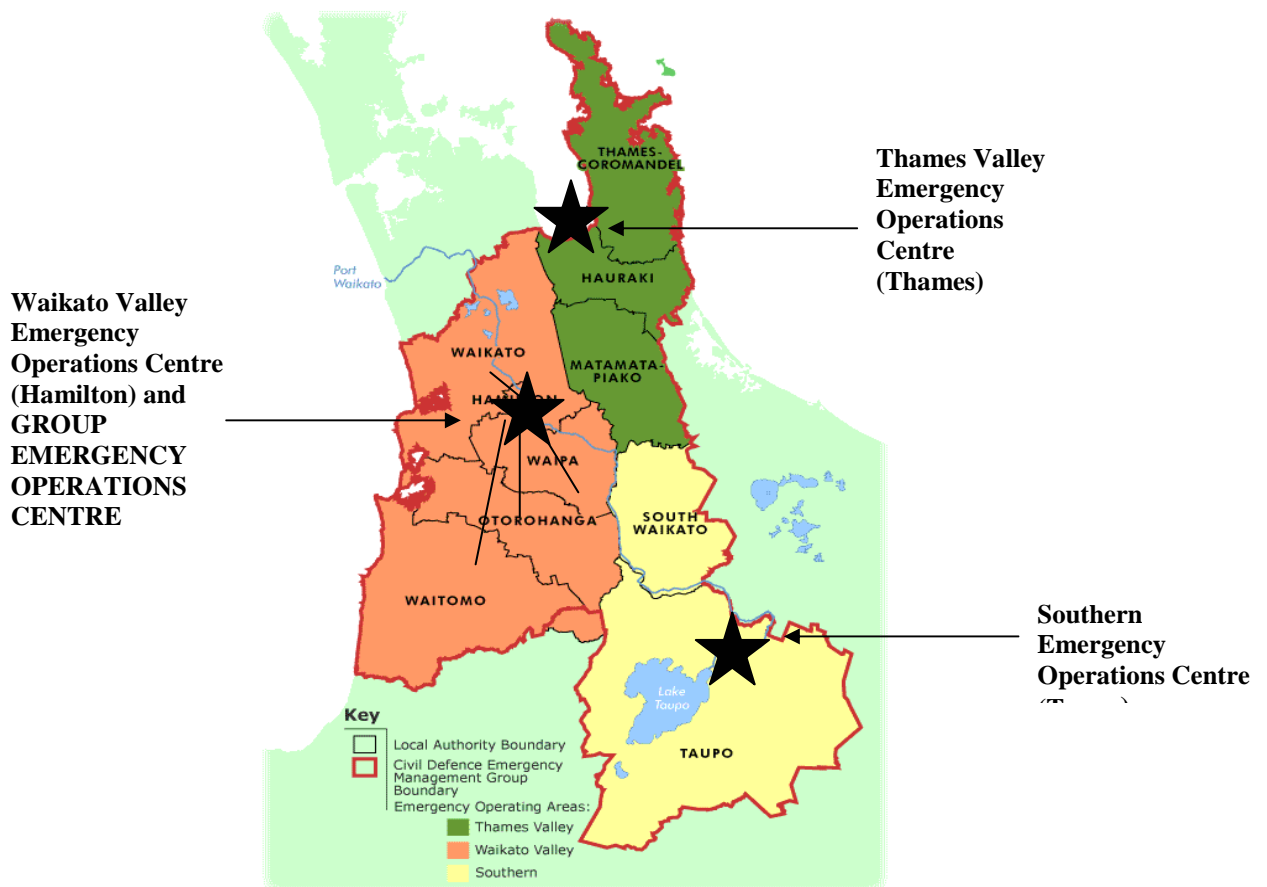
The following figures show the current Waikato Valley EOC and the interface with the Waikato CDEM Group.

Note that this structure is liable to change and at all times must be consistent with the overall direction of the Group CDEM Plan.

### **The structure of the Waikato CDEM Group**



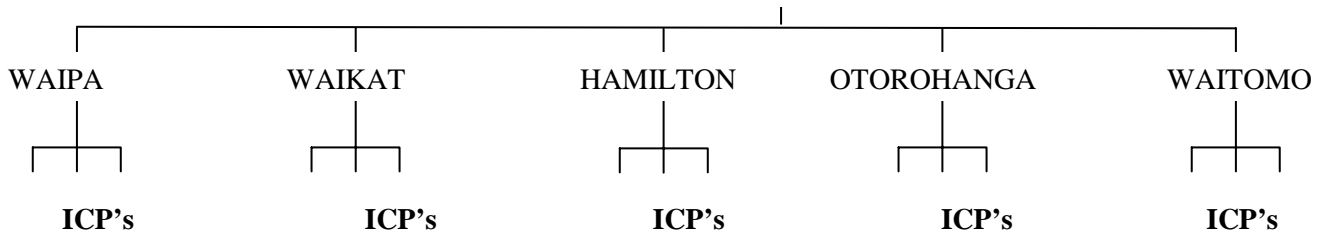
Note: The Group Emergency Operations Centre is located in the Waikato Valley Emergency Operations Area at Hamilton.



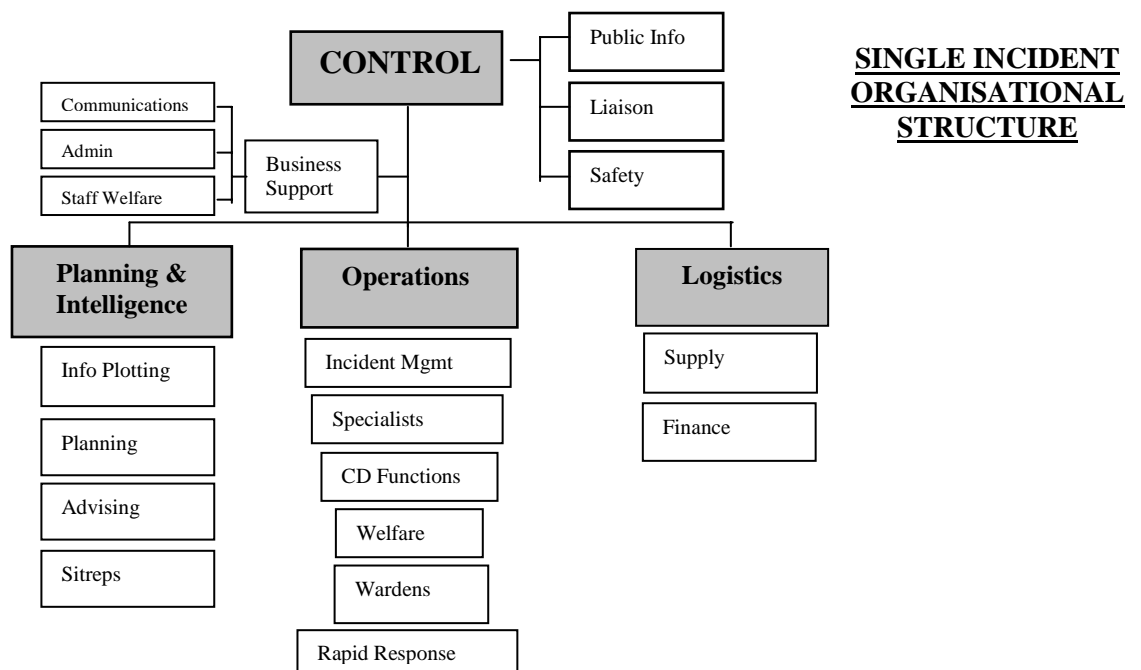
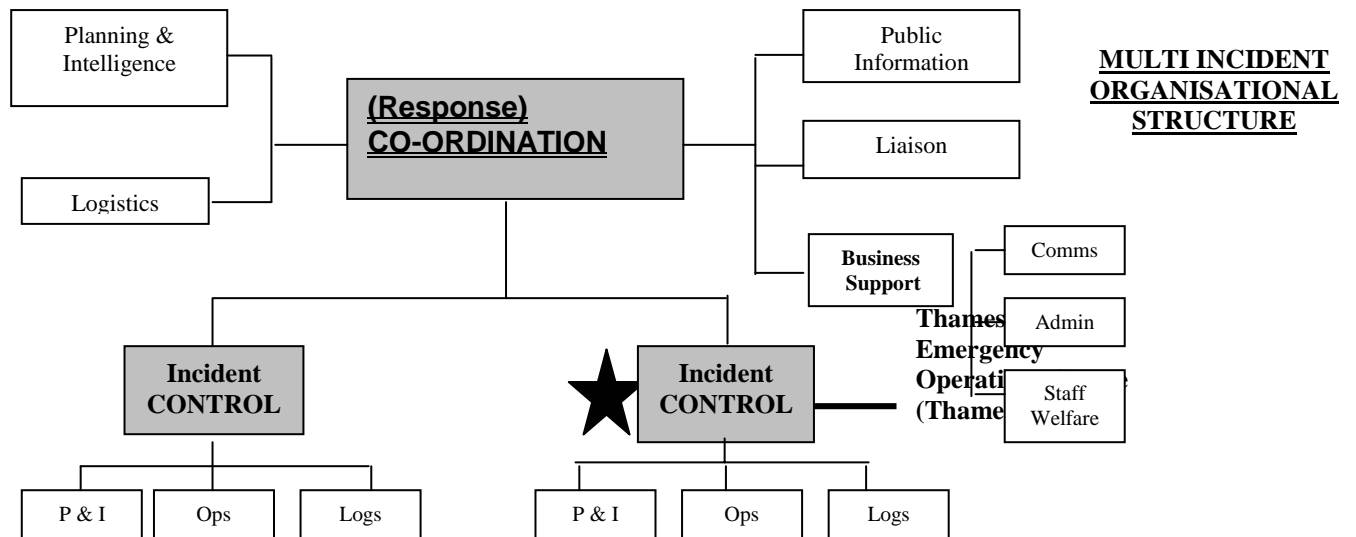
**The Waikato CDEMG Region Emergency Operating Areas (EOA's) and Emergency Operations Centres.**

**Waikato Valley Emergency Operations Area  
Command Structure**

**DUKE ST EOC**



**Note, The Duke St EOC while providing a Co-ordination centre for the WVEOA, may concurrently be operating as an Incident Control Point for Hamilton and also provides the centre for a Group response – Refer CDEM Group Plan Section 3.3**



**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**

Pursuant to Section 61 of the Civil Defence Emergency Management Act 2002,

I, (Name) \_\_\_\_\_

hereby declare a state of local emergency to be in force in the Waikato Valley Emergency Operations Area *or in that area specified below. (delete as necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The state of local emergency shall come into force on 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** \_\_\_\_\_

**DISTRIBUTION.** Original to Director of Civil Defence  
Copy to Civil Defence Emergency Management Advisor  
Copy to Waikato Valley Emergency Operations Centre

*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.*

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP****DECLARATION EXTENDING STATE OF LOCAL EMERGENCY**

Pursuant to Section 71 of the Civil Defence Emergency Management Act 2002,

I, (Name) \_\_\_\_\_

hereby extend the state of local emergency declared in respect of;

*Waikato Valley Emergency Operations Area or that area specified below (delete as necessary)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

on (date of original declaration) \_\_\_\_\_

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** \_\_\_\_\_

**DISTRIBUTION.** Original to Director of Civil Defence  
 Copy to Civil Defence Emergency Management Advisor  
 Copy to Waikato Valley Emergency Operations Centre

*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.*

<b>WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP</b>
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**DECLARATION TERMINATING STATE OF LOCAL EMERGENCY**

Pursuant to Section 72 of the Civil Defence Emergency Management Act 2002.

I, (Name) \_\_\_\_\_

hereby terminate the state of local emergency declared in respect of;

*Waikato Valley Emergency Operations Area or that area specified below. (delete as necessary)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

on (date of original declaration) \_\_\_\_\_

The termination of the state of local 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** \_\_\_\_\_

**DISTRIBUTION.** Original to Director of Civil Defence  
 Copy to Civil Defence Emergency Management Advisor  
 Copy to Waikato Valley Emergency Operations Centre

***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.***

## **PART 2 - DISASTER RECOVERY**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

- 2.1 Recovery policies and programmes address both the short and long term aspects of post impact. The immediate problems of stabilising the affected community and assuring that the critical utilities and social and economic systems are operational are paramount. These programmes extend into the longer term wherein programmes for community rehabilitation and social restoration are major issues. Further information can be found in the Disaster Recovery Action Plan. Recovery from disaster is a community effort. This means that agencies and voluntary organisations with specific skills and resources will be called upon to perform functions they are equipped to undertake.

Response and recovery strategies are dependent on local conditions. Agencies involved in the recovery process must understand the physical, economic and social environment of the area prior to impact. By understanding the pre-event conditions, the measures and programmes necessary for effective recovery are more likely to be provided to the affected community. It is important that the management of recovery occurs in the context of clear and agreed arrangements between the organisations involved. There needs to be clearly defined processes of consultation and co-operation through established communication channels.

## **2.2 PRIORITIES DURING RECOVERY**

### **Safety of Individuals**

The first priority in any recovery operation is to ensure the physical safety of people remaining in the disaster area. Much will have been done to achieve this during the initial phase of disaster relief. In some cases, however, danger to life may continue while the recovery operation is underway.

Recovery plans may include the demolition of, or barring access to, damaged buildings, repair of sanitation and hygiene facilities, provision of temporary facilities, emergency feeding and housing, emergency medical facilities, or the evacuation of inhabitants from the area.

### **Social Recovery**

There are two aspects to the social recovery issue. Both aspects are equally important, are interdependent, and should be addressed concurrently.

- The first issue is the restoration of immediate material needs to the community. These include basic comfort needs such as housing, transportation, communications, food, water, essential supplies, medical care and sanitation facilities.
- The second aspect to effective social recovery is to provide for the emotional needs of the impacted population by countering disillusionment, grief and hopelessness. The most effective way of achieving this is to re-establish cohesion and stability in family and community groups.

## **Economic Recovery**

By its very nature, economic recovery is likely to be complex and will take a long time. Disasters tend to emphasise social and economic trends that exist prior to the hazard impact. If a community is in the midst of an economic downturn a disaster can exacerbate this. Conversely, a buoyant economy will take less time to fully recover.

Hence, the viability of the area's previous economic base has to be evaluated in the context of a post-disaster situation. In particular, thought needs to be given as to whether the local economic framework is reconstructed to its previous state, or if other activities replace it. This of course is a political issue as well as an economic one. Where a clear policy framework does not exist, issues will need to be resolved as soon as possible after impact.

Immediately following impact many effective hazard reduction strategies can be instituted. It is the time when most of the population is fully aware of the need for hazard reduction, and when public sentiment is conducive to mitigation actions.

## **Physical Restoration**

Physical restoration needs to be considered in conjunction with the social and economic requirements of the community. Social and economic recovery is interdependent on the restoration of facilities and essential utilities. As such, the restoration of water, gas, power, sewerage and communications need to be systematically restored alongside major rebuilding programmes.

## **2.3 RECOVERY MANAGEMENT**

The role of the Waikato Valley Emergency Operations Area is to provide overall co-ordination of disaster recovery activities within the community. The WVEOA will appoint a senior manager to the position of Disaster Recovery Manager to provide overall co-ordination of disaster recovery activities with the support of the Emergency Management Office.

### **Disaster Recovery Manager**

The function of Waikato Valley's Disaster Recovery Manager is to co-ordinate post-disaster recovery efforts, ensuring there is communication and co-operation between community groups and agencies. The Disaster Recovery Manager utilises existing networks and expertise to execute the activities necessary to restore community functioning to at least pre-disaster levels. These resources will be consolidated into a Recovery Committee. The committee will provide the support and direction necessary to ensure all aspects of disaster recovery are addressed.

### **Disaster Recovery Co-ordinator**

Pursuant to Section 29 of the Civil Defence Emergency Management Act 2002 and as provided for in the National Civil Defence Plan (Part 2, Annex B), if a state of Civil Defence emergency is in force and the Minister is satisfied that WVEOA is unable to ensure the effective carrying out of recovery activities in its area, the Minister may appoint a Recovery Co-ordinator who will be responsible for the management of recovery activities for that disaster.

#### **2.4 Disaster Recovery Employment Scheme (DRES)**

See National Civil Defence Plan Part 2 for guidelines and administration procedures.

#### **2.5 Mayoral Relief Funds**

See National Civil Defence Plan Part 2 for guidelines and sample trust deed.

#### **2.6 Relationship to Waikato Group Plan**

Recovery is of significant national, regional and local interest at the present time. Recent events have highlighted the gaps in current recovery planning.

The Group plan provides guidance and a checklist for local planning. This section of the Waikato Valley EOA Plan will need to be reviewed consistent with the final draft of the Group Plan.

## **PART 3 - WARNING SYSTEMS**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

3.1 The Civil Defence Warning System alerts Civil Defence Emergency Management Organisations, Government Departments, and other agencies and organisations at all levels as well as the public in general, of possible or actual need for Civil Defence measures. Warnings may be initiated locally and passed on upward, to finally reach Central Government or vice versa.

### **3.2 Procedures**

A person who is listed in the WVEOA Initial Response Manual as an officer of or contact person for Waikato Valley's Emergency Management Organisation and receives a warning message must:

- record in writing all information received and actions taken,
- verify the authenticity of the warning,
- contact the on duty emergency contact person, and
- convey the message to Regional Council and the Ministry of Civil Defence/Emergency Management.

The Manual contains detailed information for the following:

- Reporting information
- Conveying warnings
- Issue warnings to the public
- Contact details
- Verification of the messages

Certain hazard events may be preceded by a 'Warning' that an event is likely to occur or escalate which could affect the Waikato Valley. The warning fax system, e-mail and Hamilton City Council's 24hr-call centre is used for transmitting weather information etc to other combined district members and the emergency services. These systems are regularly tested and refined in line with the test of the national warning system.

### **3.3 Weather Warnings**

These are issued by the Met Service in respect of:

1. *Rain* : When heavy or excess rain is expected.
2. *Wind*: High wind warnings.
3. *Severe convection*.

The Severe Weather warnings come into two phases.

- Severe Weather Watches: Issued when there is a possibility of heavy rain/strong winds but low confidence. In practice, this means there is a long lead-time (normally 24 hours or so).

- **Special Weather Warnings:** Issued when heavy rain/strong winds are confidently expected to occur. Hamilton City Council's call centre receives the warning and informs the Duty Officer, who then distributes the information to the necessary agencies if it is deemed appropriate.

Part three of the National Civil Defence Plan gives further information and outlines specific procedures.

### **3.4 Public Information**

Communication to the public is broadcast via the media. Scripted bulletins are issued to the media for their dissemination. The responsibility for the co-ordination of public information prior to, during, and after an emergency, are through the Administering Authorities Communications Marketing Group and the Civil Defence Emergency Management's Public Information Officer.

The persons listed in Appendix A of this plan, subject to availability and in order of listing, are authorised to issue public warnings in the imminence or during a State of Civil Defence Emergency in the Waikato Valley Area.

Standard Operating Procedures contain details of media group contacts, liaison arrangements with Regional Council (other key stakeholders), procedures, and resources availability. All procedures are consistent with part seven of the National Civil Defence Plan.

### **3.5 DUTY OFFICER**

The Duty Officer is available as a first responder to any matters, which affect the emergency management functions of the Waikato Valley Area. The position is staffed through the Waikato Valley Emergency Operations Area staff of Hamilton City Council.

The aim of this position is to provide a service of immediate referral or direct response as required. In line with Council's call centre this achieves 24-hour coverage and provides involvement by a permanent staff representative at the earliest opportunity.

The Local Controller is also available as a first responder to any matters, which affect the emergency management function of combined district. The Local Controller is normally contacted through the Duty Officer, who will provide a briefing and assist the Local Controller in developing an initial course of action.

## **PART 4 - LAW AND ORDER**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

4.1 A disaster can create complex problems for the maintenance of law and order, and the performance of recognised Police functions. By virtue of their day-to-day role as co-ordinators of emergency situations and their 24 availability, it is essential that continuous liaison be established and maintained at the appropriate level, thereby ensuring the most effective use of Police resources.

Upon the declaration of a State of Civil Defence Emergency the Area Manager will establish and maintain liaison with the Emergency Operations Centre. The Police will work to the priorities agreed with the Local Controller.

4.2 In a Civil Defence Emergency, the Police will:

- Participate in the dissemination of Civil Defence warning messages;
- Maintain law and order;
- Take all measures within their power and authority to protect life and property;
- Facilitate the movement of rescue, medical, fire protection and other essential services; and
- Carry out their coronial functions.

The National Civil Defence Plan (part 4), the Civil Defence Act (1983), SOPs and Police plans for civil defence detail further specific responsibilities, roles, and powers for the Police.

## **PART 5 - FIRE SERVICES**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

5.1 A disaster may tax the normal resources of the fire services in dealing with outbreaks of fire, or in undertaking other emergency tasks for which the fire services are suitable because of their equipment or training. The methods of suppression, control, or containment of fire or hazardous substances in a disaster may differ drastically from normal practices and may require assistance from other organisations or services.

5.2 In a State of Local Civil Defence Emergency, close liaison is essential between the Fire Service and the Emergency Operations Centre. The Fire Service will maintain liaison with the Emergency Operations Centre through a Senior Fire Officer. This position will provide timely and relevant information and advise to the Local Controller on the Fire Service's operations, priorities, and resource requirements. The Fire Service will work to the priorities agreed with the Local Controller.

5.3 As detailed in the National Civil Defence Plan (part 5), the Civil Defence Act and supporting SOPs, the Fire Service is primarily tasked with:

- The rescue of entrapped persons;
- Fire fighting and fire prevention;
- Responding to hazardous substance incidents;
- Limitation of damage and the salvage of essential resources from endangered locations; and
- Assistance with the temporary supply and distribution of water through the use of Fire Service pumping equipment and hose lines.

## **PART 6 - MEDICAL AND PUBLIC HEALTH**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

#### 6.1 Introduction

- (a) Health has been defined as a state of complete physical, mental and social well-being. An event leading to a declared emergency may seriously threaten the health of large numbers of people. Individuals may experience bereavement, physical injury, mental trauma and separation from families.
- (b) At the same time, such an event may strain the health resources of the affected community. Large numbers of casualties may test hospitals and other medical facilities. Health protection and mental health services may be confronted by new and intensified demands for help.
- (c) After a declared emergency health problems may persist. In particular, mental health problems may last a considerable time. Measures for the longer term will be found elsewhere in the Civil Defence Emergency Management Plan and in particular in Part Two - Disaster Recovery. Additionally, health is closely related to welfare and further guidance on welfare issues may be found in Part Eight - Welfare.

#### 6.2 General Principles

The planning and execution of medical and public health measures during a local emergency should follow the principles below:

- (1) The normal responsibilities of Waikato District Health Board, the Public Health Service and the Medical Officer of Health are not relinquished by the declaration of a local emergency.
- (2) Wherever possible the normal systems for the movement of casualties, their treatment and documentation will continue to be used.
- (3) All health professionals will continue to work using standard procedures and familiar surroundings to the greatest extent possible.
- (4) The Health Sector has adopted the New Zealand Co-ordinated Incident Management System, (CIMS).

#### 6.3 Objective

Each local plan must include or make reference to arrangements for first aid, emergency medical units, and procedures for the health response. First aid training is normally available to the public through a range of certified providers. Procedures for health response are the responsibility of the Ministry of Health. Waikato District Health Board will serve as the point of contact for the health system.

A disaster may tax the medical and public health resources of the affected community. Hospitals and other medical facilities may be tested by large numbers of

casualties. Public Health services may be tested by the outbreak of disease, or by contaminated water or food.

Waikato District Health Board will maintain contact with the Emergency Operations Centre through an appointed Liaison/Advisor. This position will provide timely and relevant information and advise to the Local Controller on the Health Service's operations, priorities, and resource requirements. The Health Service will work to the priorities agreed with the Local Controller.

It is WDHB responsibility to develop and maintain a medical sub plan covering the Waikato Valley Area. If required, the Group CD Controller will arrange further medical and public health assistance.

Further details are outlined in the National Civil Defence Plan and in **Waikato District Health Board's Emergency Management Plan**.

#### 6.4 St John Ambulance Service

Waikato Valley Emergency Operations Area lies within the area served by St John Ambulance Service, Midland Region.

St John Ambulance will perform the casualty-related tasks as outlined in the National Plan, SOPs and **St John Ambulance Multi-Casualty Incident Plan** – for further detail, please refer to this plan.

St John Ambulance will maintain liaison with the Emergency Operations Centre so that advice can be provided on ambulance activities and priorities determined by the Local Controller forwarded for action. St John will maintain its own command and communications structures in a State of Local Civil Defence Emergency, but will work to the priorities agreed with the Local Controller. St John Ambulance service is responsible for the notification and activation of hospital based medical teams as deemed necessary and/or appropriate.

#### 6.5 Emergency Communications

Emergency communication will be established between Waikato hospitals and Waikato Valley Emergency Operations Centre, primarily by telephone. Emergency radio communication may be established via St John Ambulance radio channels.

## **PART 7 - PUBLIC INFORMATION**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

#### 7.1 Objective

This part of the Civil Defence Emergency Management Plan seeks to ensure that those who need information in a disaster get it and that those who provide information, give it in an accurate and timely way.

- 7.2 Communication to the public is via the media. Refer to Warnings Part 3.4, scripted bulletins are issued to the media for their dissemination. The responsibility for the co-ordination of public information prior to, during, and after an emergency, are through the Administering Authority's (ie. Hamilton City Council) Communication & Marketing Group and the Waikato Valley Emergency Operations Area (WVEOA) Emergency Management Public Information Officer.

The persons listed in Appendix A of this plan, subject to availability and in order of listing, are authorised to issue public warnings in the imminence or during a State of Civil Defence Emergency in the Waikato Valley Emergency Operations Area.

Please refer to **WVEOA Standard Operating Procedures** which contain details of media group contacts, liaison arrangements with Regional Council (other key stakeholders), procedures, and resources availability. All procedures are consistent with part seven of the National Civil Defence Plan.

## **PART 8 - WELFARE**

**To be used in conjunction with:  
The National Civil Defence Emergency Management Plan  
The Waikato Civil Defence Emergency Management Group Plan  
The Waikato Valley Emergency Operations Area Civil Defence Emergency  
Management Welfare Manual**

### 8.1 General

- (a) An event leading to a declared emergency is likely to seriously threaten the physical and emotional well being of a large number of people. Individuals may suffer bereavement, physical injury, and separation from families. They may experience personal losses of clothing, housing, household goods, employment and income. Communities may be affected by severe damage to public utilities (power, telephone, water, gas and sewerage) and transport.
- (b) Various factors (e.g. weather, health hazards, disruption of supplies) may require evacuation of all or part of a population from a disaster area. Planning and organisation for the care of the homeless are essential to emergency management preparedness.
- (c) Welfare in this context includes the provision of shelter, accommodation, food, clothing, cash grants and other financial assistance, counselling, personal support and advice to persons affected or threatened by the event. The work of welfare may commence before the impact of the threatening event, and extend through any declared emergency and the implementation of any recovery plan approved by the Government.

### 8.2 Community Based Response (Wardens/Welfare)

Refer to Section 1.29 Response, stating the Warden System.

In the WVEOA, Warden Posts are a focal point for emergency management on a community-based level. Warden Posts are grouped under a sector warden post and aligned to the ward boundaries of the Waikato Valley Emergency Operations Area. When staffed these posts provide the EOC or ICP with information on the impact in their area and help disseminate information back to the local community.

Sector and Warden posts are also designed to provide a point of focus for co-ordinating both the trained and emergent local community volunteer efforts, in an effort to enhance the effectiveness of the neighbourhood's coping ability. Each post will be under the leadership of a Co-ordinator and Deputy (who will be trained). The co-ordinator will have suitable identification and communications. Each post is organised in such a way that they will be able to act as a one-stop shop for the community and co-ordinate the local response efforts.

As part of the community based response, welfare arrangements are in place to support/maintain the physical and emotional well-being of people affected by a disaster. During a state of Civil Defence Emergency some or all of the following may be required:

- Feeding and catering - the provision of meals for evacuees, casualties and relief personnel;
- Provision of accommodation both temporary and more permanent if required;
- Evacuation of people from affected areas;
- Emergency clothing;
- Personal services such as financial assistance (short term) and support services to overcome grief and shock;
- Registration and enquiry;
- First aid and public health

The Controller is responsible for directing and co-ordinating the local welfare response. A Welfare Manager and Welfare Team are appointed and tasked to assist the controller by ensuring that resources are available to meet the needs of any given situation.

Due to the complex nature of the welfare function several other organisations have key roles to play. A detailed description is listed in the N.C.D. Plan Section 8 Appendix B.

- Evacuation -CD Controller
- Registration/Enquiry-NZ Police,CD Organisation, Community Groups
- Catering - Salvation Army
- Clothing - NZ Red Cross
- Accommodation - C D Organisation
- Financial Assistance - NZ Income Support
- Counselling - NZ Children and Young Persons-Community Groups-Organisations

Further details refer to Part 8 of the National Civil Defence Plan and relevant SOPs.

### 8.3 Welfare Contacts

Contact names and phone numbers for key welfare personnel are listed in the Resource & Contacts Manual.

### 8.4 Welfare Centres

#### (1) Welfare Assembly Centres

- Welfare assembly centres may be established in the Waikato Valley Emergency Operations Area as required (generally at a school).
- Halls could also be used as welfare assembly centres.

#### (2) Main Welfare Centres

Main welfare centres will be established as required as listed in the Resource and Contacts Manual.

### 8.5 Welfare Advisory Group

A Welfare Advisory Group for the Waikato Valley Emergency Operations Area has been formed and will continue to develop in line with the Group approach.

## PART 9 - LOGISTICS

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

9.1 Logistics is established to enhance the capability of Waikato Valley EOA to respond to emergencies by establishing logistics protocols in managing personnel and equipment. For further details refer to SOPs. The priorities are:

- Protect life and property;
- Optimise the utilisation of resources;
- Provide support to emergency responses, including the Emergency Operations Centre; and
- At the earliest possible opportunity restore essential services and systems.

9.2 Logistics primary responsibility is to ensure the acquisition, transportation and mobilisation of resources to support the response effort. The Logistics works closely with the Business Support team to ensure that all other sections are supported for the duration of the incident. Any personnel, equipment, materials, services, or supplies required by the other groups may be co-ordinated through Logistics. Logistics not only arranges operational assets, but may also acquire administrative resources. Furthermore, Logistics is responsible for co-ordinating facilities for rest, feeding and transportation of personnel. This division of tasks allows other groups to keep their attention focused on their particular mission.

9.3 Logistics will accomplish the following specific objectives:

- Collect information from other sections to determine needs and prepare for expected operations;
- Co-ordinate provision of logistical support with the Emergency Operations Centre Manager;
- Determine the logistical support needs;
- Plan for long-term logistical needs; and
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use.

9.4 Refer to the Resource and Contacts Manual for details.

## **Part 10 - Communications**

### **To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan**

10.1 A disaster will create special demands for communications which normal systems may be unable to meet. There are currently a number of existing Radio Telephone (RT) systems in place. Further to this the Waikato Valley Emergency Operations Area is building onto these networks/systems to establish a robust alternate system for communication and has developed a *Communications Manual* to ensure an effective and efficient response.

The principles of communication during an emergency include:

- Normal systems should be used as much as possible.
- Priorities of use must be established.
- Additional resources identified.
- Procedures for establishing facilities.

The Waikato Valley Emergency Operations Area employs an RT based system which can be deployed as required. The system is interlinked with each Council's radiotelephone system and is established on the appropriate band. Further to this a HF system will be established which will be utilized to contact Wellington, Thames and Taupo Emergency Operating Centres. Current contact is maintained with Regional Council using CD17

A communications manager will be appointed who is responsible for:

- Planning and organising of an appropriate communication facility.
- Advising the local Controller on communication matters.
- Establishing working relationships with communication agencies within the Waikato Valley Area.

Under the National Plan, communication to Central Government should be channelled through the Regional Council.

*The Communications Manual (which includes SOP's)* is regularly updated to support this document

**PART 11 - ENERGY****To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Plan**

- 11.1 An emergency is likely to result in disruption to electricity and piped gas supplies. Restoration of these supplies must be accorded a high priority due to the high dependency for preservation of life and communications.
- 11.2 Liaison at a local level has been established with the three main lines companies and their contact details can be found in the Electricity Industry Emergency Contact List (found in the WVEOA Resource and Contacts Manual)
- 11.3 The controller will establish priorities for restoration of supplies and will communicate these priorities to the relevant supply agencies.
- 11.4 A continuing supply of petroleum and associated products is essential to ongoing operations both during and after an emergency. The petroleum industry has responsibility for ensuring continuity of supply and their response will be co-ordinated by the Petroleum Industry Association. Contact details can be found in the WVEOA Resource and Contacts Manual.
- 11.5 The public must be kept informed about the current energy supply situation during an emergency. News releases on energy matters are to be co-ordinated through the WVEOA Emergency Operations Centre.
- 11.6 The Waikato Engineering Lifelines Group as outlined in the Waikato Region Group CDEM Plan Section 2.4 works together to reduce risk throughout the region, including the Waikato Valley Operations Area.

## **PART 12 - TRAINING**

### **To be used in conjunction with the Waikato Civil Defence Emergency Management Group Plan**

#### 12.1 Introduction

- (1) A wide range of community groups, organisations and agencies require training to prepare them to carry out their responsibilities in all phases of emergency management. If they are to be capable of a rapid and effective response, training needs must be identified and met.
- (2) The term “training” as used in this plan includes all activities by educational institutions and other training providers that enhance the skills, knowledge and attitudes of all involved in emergency management and includes exercises.
- (3) The design and implementation of civil defence emergency management training programmes throughout New Zealand is, of necessity, diverse to meet the individual requirements of those with civil defence emergency management responsibilities.
- (4) Commonality of purpose and method are promoted by the promulgation of guidelines by the Ministry of Civil Defence Emergency Management through national training courses, and the provision of other training resources. These materials and others are specifically adapted to the needs of the Waikato Valley Emergency Operations Area (WVEOA).
- (5) The Waikato Valley Emergency Operations Area Service Level Agreement sets out the annual training objectives and performance measures. For local Training objectives and calendar please refer to the **WVEOA Training Plan**.

## **APPENDIX A**

### **Waikato Valley Emergency Operations Area Controllers List**

<b>CONTROLLER</b>	<b>DISTRICT</b>
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Peter Bos	Hamilton
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#### **ALTERNATE CONTROLLERS**

- |   |            |
|---|------------|
| 1. John Gower (1 <sup>st</sup> Alternate)     | Hamilton   |
| 2. Gary Allis (2 <sup>nd</sup> Alternate)     | Waikato    |
| 3. Jim Mylchreest (3 <sup>rd</sup> Alternate) | Waipa      |
| 4. Dale Williams (4 <sup>th</sup> Alternate)  | Otorohanga |
| 5. David Jack (5 <sup>th</sup> Alternate)     | Waitomo    |