



**AGENDA FOR AN ORDINARY MEETING OF THE EMERGENCY SERVICES SPECIAL  
COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,  
LINCOLN, WAITAKERE CITY, ON TUESDAY, 4 JUNE 2002  
COMMENCING AT 9.00 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Ordinary - Tuesday, 2 April 2002

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 2 April 2002, as circulated, be taken as read and now be confirmed.



4 **CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING AND WORKSHOP  
OF TUESDAY, 21 MAY 2002**

**PURPOSE OF THE REPORT**

The purpose of this report is to provide an opportunity for the Chairperson to report back on the meeting of the Civil Defence Emergency Management Group on Tuesday, 21 May 2002, and the Workshop held immediately following.

**BACKGROUND**

The Civil Defence Emergency Management Bill which will replace the current Civil Defence Act 1983, is awaiting its second reading, and is expected to become law at some time in the next one to two years. Sections 45 and 46 of the new Bill state:

*“Every Civil Defence Emergency Management Group must prepare and approve a civil defence emergency management group plan. ....*

*The plan must state (or) (and) provide for—*

- *the local authorities that have united to establish the CDEMG,*
- *the hazards and risks to be managed by the Group,*
- *the civil defence emergency management necessary to manage the hazards and risks described under para. b) above,*
- *the objectives of the plan and the relationship of each objective to the national civil defence emergency management strategy,*
- *the apportionment between local authorities, of liability for the provision of financial and other resources for the activities of the Group, and the basis for that apportionment,*
- *the arrangements for declaring a state of emergency in the area of the Group,*
- *the period for which the plan remains in force.”*

Work has been under way for some time in achieving these requirements. The Civil Defence Emergency Management Group currently operates in advance of legislative requirements, as a Committee of the Auckland Regional Council.

**STRATEGIC CONTEXT**

As part of the region-wide Auckland Civil Defence Emergency Management Group this council needs to be continually aware of the commitments of both finance and personnel being required by the change from the mainly locally based Civil Defence organisation to the new region-wide Civil Defence Emergency Management Group

**ISSUES**

The Civil Defence Emergency Management Group Committee was considering issues of administrative arrangements at its last meeting, among other issues. Following the meeting, a workshop was held to enable Elected Members' input into the Draft Civil Defence Emergency Management Plan. The Chairperson, assisted by staff, will update the Committee on these meetings.

**CONCLUSION**

The final Civil Defence Emergency Management Plan for the Auckland area, will dictate the future activities of the civil defence emergency management organisations of the seven local councils involved in the Auckland Civil Defence Emergency Management Group.

**RECOMMENDATION**

That the information be received.

Report prepared by: Heather E Smith, Manager, Emergency Services Section.



## 5 CO-ORDINATED INCIDENT MANAGEMENT SYSTEM

### **PURPOSE OF THE REPORT**

This report seeks to introduce the Emergency Services Special Committee to the Co-ordinated Incident Management System that has been developed as a nationally unified approach to emergency incident management to be used by all the emergency services agencies.

### **BACKGROUND**

NZ has a range of agencies that provide the personnel, expertise and specialist equipment needed to deal with emergency situations. These include Police, Fire, Ambulance and local Councils. Each agency has developed from its own historical roots and devised its own practices and language. Against a background of increasing multi-agency responses to today's incidents, there has come an initiative to agree common practises and procedures for a common and co-ordinated approach to the emergency agencies' management of such incidents, whether small scale or major.

In 1996 the Fire Services of New Zealand promoted the concept of one system for all Emergency Services and related organisations in New Zealand. In 1997 the NZ Police, NZ Fire Service, NZ Ambulance Board, Territorial Local Authorities, NZ Defence Force, NZ Forest Owners Association, Department of Conservation, Local Government NZ, Ministry of Civil Defence and Emergency Management, and the Department of the Prime Minister and Cabinet, agreed to endorse the Mission, Vision and Values statements for a Co-ordinated Incident Management System, and the Co-ordinated Incident Management System Training Manual for New Zealand was published in 1998.

Over the past two years, Council's Emergency Services Section, through the Principal Rural Fire Officer, has used the Co-ordinated Incident Management System Manual with its accompanying Training Kit, to carry out training courses in basic understanding of the Co-ordinated Incident Management System system for our Light Rescue team volunteers, Rural Fire Force volunteers, and has, as part of the North West Emergency Services Co-ordinating Committee, also run courses involving the Police, Fire, Ministry of Agriculture and Forestry, Air Force staff, and council staff from Rodney district and North Shore city, and Waitemata District Health Board.

### **STRATEGIC CONTEXT**

As part of the region-wide Auckland Civil Defence Emergency Management Group this Council's response personnel need to be cognisant of this new method of inter-agency co-ordination. Council's field staff, particularly in the areas of Building Compliance, Dangerous Goods, Roads Asset Management, EcoWater and Techscape could, in the future, be involved in local incidents where the Police and Fire Services at the incident were using the Co-ordinated Incident Management System procedures, documents and titles.

### **ISSUES**

- This new system seeks to remove the confusion that has occurred when emergency service and local government agents have worked together and tried to understand each other's positions, language and documents. As a small example the most senior officers of each agency working at the incident could have titles ranging from Controller, Co-ordinator, Chief, Commander, Senior Officer or Site Commander. None of these names will tell the others which of these people is the one actually in charge at that incident. Similarly the person in charge of planning the co-ordinated response of all agencies present at the incident might have the title of Planning officer or Intelligence officer or Information manager, and anyone unused to titles other than those used by their own service will be confused as to who is the officer to whom he or she is to report.
- Co-ordinated Incident Management System is the set of rules of a system which defines the interagency relationships, responsibilities, and management rules used by the operational agencies at an incident.

- It must be emphasised that the majority of systems and processes within each service will not be impacted on by Co-ordinated Incident Management System. Co-ordinated management of an incident does not have any control over how a fire-fighter puts water on a fire, or how a policeman carries out an arrest.

The Training Manual and the layout of the basic Co-ordinated Incident Management “Chain of Command” will be tabled at the meeting.

Council is well under way in adapting to Co-ordinated Incident Management System. Work will continue in this regard over the next year.

## **CONCLUSION**

This new system, already in use in the United States of America and in Australia, will improve the clarity and speed of inter-agency communications and co-operative activities at future major incidents.

## **RECOMMENDATION**

That the information be received.

Report prepared by: Heather E Smith, Manager, Emergency Services Section.



## **6 NATIONAL CIVIL DEFENCE EXERCISE “PHOENIX”**

### **PURPOSE OF THE REPORT**

This report is to inform the Emergency Services Special Committee of the July 2002 national Exercise “Phoenix” and the expected involvement of this Council.

### **BACKGROUND**

In previous years the Ministry of Civil Defence had run national exercises that involved many local and regional civil defence organisations in solving the problems of some major disaster. These included Exercise “Akarana 88” based on a major Auckland volcanic incident in 1988 and Exercise “Rua Whenua” a major earthquake in Wellington in the early 1990s. Since then the re-structuring of the Civil Defence organisation has taken up the Ministry’s time and energy. Both the Auckland region and the Ministry of Civil Defence Emergency Management have now decided it is timely to have an exercise based on a national scale event. Exercise Phoenix looks at the effect a major earthquake in Wellington would have on the rest of the country and on Auckland specifically.

### **STRATEGIC CONTEXT**

As the fifth largest city in New Zealand, Waitakere would be expected to play a major part in the Auckland regional response actions for both the supply of resources and the reception of evacuees arising from a major earthquake occurring in Wellington. The possibility of such an event has to be seen as high, given the fault-lines that run north-south through Wellington and the Hutt Valley. Exercise Phoenix is therefore seen by the Auckland Civil Defence Emergency Management Group members as a catalyst to improve the state of national readiness for such a disaster.

### **ISSUES**

1. The Exercise Scenario.  
On Monday, 22 July 2002, a large earthquake (Magnitude 7.5) will occur on the Wellington-Hutt valley segment of the Wellington Fault. Up to 5 metres of horizontal and 1 metre of vertical displacement will occur. Total or partial disruption of power and communication links will occur and in the initial stages there will be total failure of all transport links in and out of Wellington.

2. Sequence of Events for Auckland in July 2002

- |                    |  |
|--------------------|--|
| Tuesday, 23 July   | This will include the activation and staffing of an Emergency Operations Centre and a Media Centre. The running of a Table-top exercise on the Logistics actions and resources. The instigation of requests for international assistance.  |
| Wednesday, 24 July | The establishment of international airport reception for incoming overseas teams. Continuation of the Logistics Table top exercise and the commencement of a Medical Table-top exercise specifically looking at casualty reception and support for the damaged medical facilities in Wellington. |
| Thursday, 25 July  | The main activity will be a Welfare Table-top exercise looking at the reception and procedures for receiving evacuees from the disaster area. There will also be some practical deployment of national and international support teams within the Auckland area.                                 |
| Friday, 26 July    | There may be a further table-top exercise involving local, nation and international Search and Rescue teams.   |
| Monday, 29 July    | A debrief of the Auckland regional involvement in Exercise Phoenix.  |

3. Involvement of Waitakere City Council staff

- It is intended that council staff with roles in the local civil defence emergency operations centre will be invited to volunteer for a two to three hour shift at the Group (ie. Regional) Emergency Operations Centre which is situated in the Bledisloe Building, Auckland city. The staff officers of the Emergency Services section will be made available for deployment to this Group Emergency Operations Centre if required.
- As a member of the Joint Purchasing Group, Council's Purchasing officer has been invited to become involved in the Logistics Response to Exercise Phoenix.
- Staff officers of the Emergency Services Section have already been playing their part as facilitators in the planning phase for Logistics, Media and Medical table-top exercises, and as part of the planning for Urban Search and Rescue response of council's Light Rescue Initial Response team of volunteers.

**CONCLUSION**

Exercise Phoenix, the first of its kind for many years, will be a catalyst to provide the Ministry of Civil Defence Emergency Management with a realistic look at the readiness and response capabilities within New Zealand to cope with a major disaster involving a major city. The benefit to the Auckland regional organisations will be an improvement in procedures that allow the local councils and emergency agencies to work together in disaster, and an improvement in the understanding of each other's current powers and resources.

**RECOMMENDATIONS**

1. That the information be received.
2. That Council formally support Exercise "Phoenix" as part of its own and the Region's Response Preparation Programme.

Report prepared by: Heather E Smith, Manager, Emergency Services Section.

