

**AGENDA FOR AN INAUGURAL MEETING OF THE EMERGENCY SERVICES SPECIAL  
COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON WEDNESDAY, 5 DECEMBER 2001  
COMMENCING AT 9.00 AM.**

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**1 APOLOGIES**



**2 AUTHORISATION OF ALTERNATE CONTROLLER**

**PURPOSE OF THE REPORT**

This report is to authorise the appointment of Ross McLeod Director: Corporate & Civic Services in the role of third alternate Civil Defence Emergency Response Controller for the Waitakere City Council.

**BACKGROUND**

Pursuant to Section 40 (2) of the Civil Defence Act 1983, “..every territorial authority shall appoint a person or persons who shall perform the functions and duties, and may exercise the powers of the Local Controller .... In the absence from duty of the Local Controller for any reason ....”

The soon to be enacted Civic Defence and Emergency Management Bill will also require Council to appoint Local Controllers.

**STRATEGIC CONTEXT**

An effective response is part of Council’s responsibility for public safety in a Civil Defence Emergency. The provision of trained Controller and Alternate Controllers plays a major part in ensuring that this happens.

**ISSUES**

In the light of the increasing heavy commitment of those senior members of staff already designated as Controller and Alternate Controllers, and their frequent involvement in council business which takes them outside the region, it seems prudent to install a fifth person able to assume the role of Civil Defence Emergency Management Controller.

The current Waitakere City Civil Defence Plan November 1999 – November 2002 sets down four people to have the authority to carry out the role of Civil Defence Emergency Response Controller.

Under this proposed amendment the holders of these positions will be:-

Controller	The Chief Executive, Harry O’Rourke
First Alternate Controller	Director: City Services, John Dragicevich
Second Alternate Controller	Derek Quentin Battersby
Third Alternate Controller	Director: Corporate & Civic Services, Ross McLeod
Fourth Alternate Controller	Emergency Services Manager, Heather E Smith

## **RECOMMENDATIONS**

1. That the information be received.
2. That it be recommended to Council that Ross McLeod, Director: Corporate & Civic Services, be appointed as Third Alternate Controller for Civil Defence Emergencies and that the Civil Defence Plan be amended accordingly.
3. That following confirmation of the change, the Auckland Regional Council and the Ministry of Civil Defence Emergency Management be notified.

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



## **3 INTRODUCTION TO CIVIL DEFENCE**

### **PURPOSE OF THE REPORT**

The purpose of this report is to brief the Committee on Council's responsibilities for Civil Defence / Emergency Management and on changes likely to the new legislation currently awaiting ratification.

### **BACKGROUND AND STRATEGIC CONTEXT**

Every local territorial authority has certain responsibilities placed on it by the Civil Defence Act 1983 which include:-

- a) provision of the building, resources and trained personnel, to carry out the civil defence measures required in local emergencies.
- b) producing a local Civil Defence Plan every three years which sets out the Operational role and procedures to be used by the Council in civil defence in emergencies.
- c) authorising people into the positions of Civil Defence Declarer and Alternates, and Civil Defence Controller and Alternates.
- d) meeting the Ministry of Civil Defence 5 yearly audit.

Even though the organisation of Civil Defence and Emergency Management is being changed under a new Civil Defence Emergency Management Bill, Council's responsibilities under the Civil Defence Act 1983 remain in place until the new legislation is enacted. This will not now occur until sometime in 2002.

Council's local Civil Defence Plan outlines the structure, functions and powers of the Waitakere City Council's emergency management measures during a declared state of Civil Defence Emergency. The current Plan is in place until November 2002.

A copy will be available for perusal at the meeting.

The section of this Plan which sets out the role of elected members (Standing Operating Procedure 15) will be amended over the next month.

### **ISSUES**

This restructuring process began in 1991 with the Law Commission's "Report on Emergencies". It has continued over the intervening years with studies, accords, surveys and presentations from all interested parties, many headed by Local Government NZ.

Early in 1997 Auckland City Council and Auckland Regional Council offered this region as one of four national Emergency Management Pilot Programmes. These pilot projects looked at the formation of Emergency Management Groups (EMGs) based on regions and these EMGs were proposed as the new groupings to replace the current territorial local authority civil defence organisations. After participating in the Pilot workshops for over a year, this council and North Shore City council agreed to jointly study the feasibility of a North West Emergency Management Group incorporating North Shore, Rodney and Waitakere councils. This work was curtailed in March 2000 when the Minister of Civil Defence the Honourable George Hawkins decreed that the new civil defence/emergency management groups would have to be based around Regional Council boundaries with the regional council as administering authority in all cases.

In November 2000 the Civil Defence Emergency Management Bill was introduced into the House and sent to Select Committee. Submissions to the Bill were called for with a closing date of 28 February 2001. This Council put forward submissions, which in brief requested protection of the current powers of local Declaration and local Control, and supported the Bill's direction on Joint Committees for each EMG with the Regional Council managing the administration in each case.

The Civil Defence Emergency Management Bill when enacted could have a major impact on the way in which Council identifies and manages hazards and risk reduction. These impacts could include changes to readiness and response measures for emergencies and a closer emergency management response role with Rodney and North Shore councils. The implications for budget, personnel and use of local resources is expected to be very different from what is currently in place as it will be directed regionally under a joint committee of the seven local councils within the region.

Until the new Bill is enacted there is no legal pressure for any local authority to begin changing to the new Civil Defence Emergency Management structure as set out in the Bill. However in actuality, the four councils who took part in the original Pilot study, Auckland and Taranaki regions, Nelson and Coromandel councils have continued to study the formation of the new organisation. In Auckland this has meant a monthly meeting of the Co-ordinating Emergency Group (CEG) of one senior council officer per local authority, and a quarterly meeting of the Emergency Management Group Committee of one elected member per local authority. The Director: Corporate and Civic Services undertakes the CEG role, with the Director: City Services as alternate. Councillor Battersby has been appointed to the Emergency Management Group Committee, with Councillor Dallow as alternate.

After the new Civil Defence Emergency Management Act is finally law there will be a 12 month period of transition during which time all territorial authorities must become part of a region-based Emergency Management Group. Over the following year the Ministry must produce a National Strategy setting out Government's role, and the Director of Civil Defence Emergency Management is to produce Guidelines for the management and direction of Civil Defence Emergency Management Groups. A further year on, that is two years after the new Act comes into being, the regional Emergency Management Groups are to produce their Plans which will have a 5 year life, unlike the three year life of current local Civil Defence Plans.

Decisions on

- the financial support required from local Councils for funding regional resources
- the powers of a regional Emergency Response Co-ordinator over local Controllers
- the region-wide tasking of local personnel eg, rescue and welfare volunteers, to areas which have no such resources

are yet to be made, and national directives will probably have a bearing on such matters.

This Council will retain its own local response capacity under the EMG model. Agreement has been reached at officer level to recommend to the EMG that four local EOC (Emergency Operations Centres) be maintained within the region. This is still to be ratified by the EMG.

### **CONCLUSION**

Over this long period of restructuring, this Council has played its part in questioning and commenting on the continually changing shape of the organisation of Civil Defence and Emergency Management. Our strong arguments have ensured that this Council's Emergency Operations Centre (EOC) previously known as the Civil Defence Headquarters is retained along with those at Manukau, Auckland and North Shore, as one of four serving the region's EMG.

### **RECOMMENDATION**

That the information be received.

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



## **4 INTRODUCTION TO RURAL FIRE**

### **PURPOSE OF THE REPORT**

This report is to brief the Committee of Council's responsibilities under the Forest and Rural Fires Act 1977

### **BACKGROUND**

Under the Rural Fire legislation, Waitakere City Council is the Waitakere Rural Fire Authority for the rural area of this city and has responsibilities which include:-

- a) fire preparedness, fire prevention, fire suppression and the necessary training and equipping of the volunteer rural fire forces in order that they can carry out these roles.
- b) producing an annual local Rural Fire Plan (a copy is available to elected members on request).
- c) authorising and monitoring Open, Restricted and Prohibited Fire Seasons for the Waitakere Rural Fire district
- d) meeting the requirements of the National Rural Fire Code of Management Practise for Council's Rural Fire Risk Factor.

### **STRATEGIC CONTEXT**

Rural Fire contributes to Council's desired outcomes in the area of public safety and environment protection. This Council plays a major part in fire prevention and suppression by funding local volunteer fire fighting units, and by providing a widespread network of emergency water tanks in all the rural areas.

## ISSUES

At its most basic, this Council's rural fire district is defined as the areas that can not be reached by NZ Fire Service fire fighting appliances within a prescribed 8-10 minutes Response time. Council has volunteer Rural Fire Forces established at Waitakere Township, Bethells Valley and Karekare to provide fire suppression for those rural communities.

However this formula is complicated by the NZ Fire Service having volunteer Brigades' stations at Huia, Piha and Waiatarua which could be said to be in the middle of our rural fire district. Council also has a service agreement with NZ Fire Service (Auckland Region), whereby they respond with fire fighting units to fires in both the urban and rural districts of this city.

## RESOURCES

This Council owns and maintains, three rural fire stations, five fire fighting appliances two of which are specially designed small units most suitable for rural areas, and a water tanker vehicle. Three of the staff of the Emergency Services Section are warranted Rural Fire Officers and the fourth is the Principal Rural Fire Officer. We currently have a Service Agreement to provide Rural Fire management for the North Shore City Council and are negotiating with Rodney District Council to provide a similar service to their Rural Fire Authority. This helps Council provide Rural Fire Services in the most efficient way possible.

The National Rural Fire Authority audits all Rural Fire Authorities every five years and the Waitakere Rural Fire Authority has always passed this assessment very satisfactorily. Council can be proud of its role as the Waitakere Rural Fire Authority and of the training and equipment standards of its volunteer rural fire force members.

## RECOMMENDATION

That the information be received.

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

