

**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, 6 AUGUST 2002 COMMENCING AT 9.00 AM**

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE NO.</u>
1 APOLOGIES	1
2 URGENT BUSINESS	1
3 CONFIRMATION OF MINUTES	1
4 REPORT ON NATIONAL CIVIL DEFENCE EXERCISE "PHOENIX"	2
5 BI-ENNIAL OMNIBUS SURVEY RESULTS	3
6 ANNUAL RURAL FIRE REPORT	4

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, 6 AUGUST 2002 COMMENCING AT 9.00 AM

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, 4 June 2002

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 4 June 2002, as circulated, be taken as read and now be confirmed.



4 **REPORT ON NATIONAL CIVIL DEFENCE EXERCISE "PHOENIX"**

PURPOSE OF THE REPORT

The purpose of this report is to provide the Emergency Services Special Committee with an up-date report on the activities which took place over the week of Exercise "Phoenix", Monday, 22 to Friday, 26 July 2002.

BACKGROUND

As reported to this Committee at its June 2002 meeting, the scenario for this national civil defence exercise is of a major earthquake affecting Wellington very severely. Most of the Auckland regional participation looked at the ways in which all the Emergency Services, local Emergency Management, and Health organisations could assist in managing such a national disaster.

ISSUES

Over the past two months there have been some changes to the original scenario and to the response programme. At the time of writing this report, the Auckland end of the exercise is planned to begin on Tuesday, 23 July 2002 with the activation of the Group (regional) Emergency Operations Centre in the Bledisloe Building above Aotea Square. This "headquarters" activity will continue until Thursday, 25 July 2002.

The Public Information / Media programme will occur mainly on Tuesday, 23 July 2002, the Logistics / Supplies and the Medical / Health activities will occur on Wednesday, 24 July 2002 and the Welfare Response will run on Thursday, 25 July 2002.

Although the Final Exercise Report is not expected to be produced by Wellington for at least a month, an interim verbal report will be provided to the Committee at this meeting.

CONCLUSION

This nationally co-ordinated exercise will provide national and regional Civil Defence Emergency Management groups with a realistic look at the readiness and response capabilities within New Zealand. The expectations of Auckland regional organisation are that this will improve the local councils and emergency agencies ability to work together.

RECOMMENDATION

That the information be received.

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



5 BI-ENNIAL OMNIBUS SURVEY RESULTS

PURPOSE OF THE REPORT

The purpose of this report is to report on the results and implications of the two-yearly Civil Defence survey carried out as part of Council's Omnibus Survey, in late June / early July 2002.

BACKGROUND

Since 1994 - 1995 Council has commissioned a telephone "Omnibus survey using four questions which have changed little over the intervening years. Since 1997 this survey has been carried out by Council's Consultancy Service. The Survey is used to assess and evaluate the effectiveness of the content and of the methods used in the on-going public education and public awareness role of Council's civil defence section.

The Survey questions specifically ask about the following:

- The participants awareness of civil defence
- The sources of their civil defence information, and which of these was the greatest source.
- The actions the participant would take if a major disaster such as a cyclone, struck the Waitakere City area. (they were asked to choose from a list of things people might do.
- The participants view of their households preparedness to cope with a major disaster where a Civil Defence emergency was declared for Waitakere City, with for example two-three days of reduced water or power supply.

STRATEGIC CONTEXT

Under the Civil Defence Act 1983, Council has a responsibility to raise the citizens' awareness and readiness to cope with disaster. In the language of the Civil Defence Emergency Management Bill, this is defined as "Community Resilience". The survey helps Council measure the effectiveness of the actions it has taken.

ISSUES

It is important that Civil Defence messages are not only effective in reaching the wide range of ages, cultures and family mixes in the local communities, but also are cost effective and make the best use of the budget.

These two-yearly "Survey" results are used to plan the method and direction of future "public awareness raising" campaigns.

A1 - A6

Attached at pages A1 to A6 are six pages from the Survey Report giving the Summary and Conclusions, and the Main Findings for each of the Four questions.

These findings can be summarised as follows:

- Nine out of ten people are aware of civil defence.
- The telephone directory civil defence information was the highest source mentioned (35%) followed by radio and television at 21%. All other sources were at or below 7%.
- Of the actions people would take in the event of an emergency, "listen to the radio (85%)", "look in the phone book (54%)", and "go home, stay home (52%)", continue as the most preferred choices.
- 56% of those questioned see themselves as fully or moderately prepared, and 44% reported that they are very little, or not at all prepared.

The questions did not distinguish the difference between radio and television as sources of civil defence information. Neither did they seek any confirmation of the person's own perception of their "state of preparedness" to cope in a disaster. This could be done by asking for further clarification within the framework of the current four questions.

CONCLUSION

Awareness of civil defence is very high and most people will "do the right thing" by listening to the radio for instructions. However almost half of the residents see themselves as "very little" or "not at all prepared for an emergency". Radio and the telephone directory appear to be the most effective medium for informing the public.

This information will be shared with the regional Auckland Civil Defence Emergency Management Group members, as it is probable that the whole field of Public Education for Emergency Management will become a regional project once the new legislation is in place next year.

RECOMMENDATION

That the information be received.

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



6 ANNUAL RURAL FIRE REPORT

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of the activities carried out over the past twelve months in Council's role as the Waitakere Rural Fire Authority and to update the Emergency Services Special Committee on significant issues.

STRATEGIC CONTEXT

Under the Forest and Rural Fires Act 1977, Waitakere City Council is constituted as the Rural Fire Authority responsible for fire prevention and fire control in the rural area of the city. This role fits with Council's strategic goals of protecting the natural environment and contributing to community safety.

ISSUES

This report updates the Council on significant issues in the rural fire area.

Contract of Service with Rodney District Council

The most significant aspect of this period has been the signing of a Contract of Service with the Rodney District Council. The benefit to both organisations through this agreement is already being appreciated. Joint management of the volunteer staff of the two councils has resulted in more cost effective training and has provided sufficient overall numbers to enable us to programme our own specific specialist rural fire-fighting courses.

National Rural Fire Authority Changes

Two major changes being put in place by the National Rural Fire Authority will have an impact on all Rural Fire Authorities in the future:

1. The revision of the National Rural Fire Code of Management Practice - Although changes are minor, the level of enforcement has increased, so that volunteer rural fire fighters are being required to gain NZ Qualifications Authority Competency Units. To be able to continue to carry out the fire-fighting duties they have up till now trained for locally, formalised training is now required. The enforcement of these requirements is increasing, and will increase the level of training necessary, placing a considerable burden on both volunteers' time commitment and on training staff.
2. The Operational Review Procedure will go beyond the normal post-fire 'debrief procedure' and will involve an in-depth review of all major rural fires by a Specialist team. The result of such Reviews could not only affect the amount reimbursed by the Rural Fire Fund, but more importantly, could result in protracted legal arguments, when those responsible for lighting the fire are able to access reports highlighting potential dispute of fire fighting practises used. The implications of such close scrutiny of their fire-fighting efforts could have an impact not only on the morale of volunteer rural fire-fighters involved, but also the ability of Rural Fire agencies to recruit them. Volunteer fire-fighters are not professionals, and carry out their duties to the best of their abilities.

This council's attention to improvements in management practises, and the increasing level of registered competencies in our volunteer rural fire staff will ensure compliance with the Code of Practice. These same improvements, together with the wider use of the Co-ordinated Incident Management System at rural fire incidents, will assist in meeting the Operational Review requirements. However, the depth the Review procedure will take is still an unknown quantity. The Committee will be kept apprised of developments in this area.

Training

The implementation of the Skill Factors (the attainment of N.Z.Q.A. Standards) required by the National Rural Fire Authority Code of Management Practise from 2003, has necessitated an increase in the number of formal courses to be taken by the rural volunteers. Prior to the start of each course all the participants also attend up to 6 weeks pre-course training to prepare them for what is in some cases, their first "exam" in many years.

Most of this pre-course training has been carried out by the volunteer members of Waitakere Volunteer Rural Fire Force, and through their efforts every fire-fighter achieved a pass mark on all the courses. The additional time and commitment demonstrated by the Waitakere Township crew is very much appreciated.

Inter-District training carried out, on behalf of the local rural fire forces, by the volunteer fire-fighters themselves, has brought a higher level of skill and commitment to all crews, and is developing a greater sense of unity throughout Waitakere and Rodney Rural Fire Authorities.

The implementation of competitive challenges between stations in various fire-fighting areas has increased both the operational skill levels and morale of all stations. A Rural Field Day was held, with the attendance of a number of outside agencies including the Fire Service, Defence Force personnel, Civil Defence, and rural fire fighters from other Rural Districts within the region. The day's activities included helicopter operations.

The Co-ordinated Incident Management System (CIMS) is now used at all local inter-agency emergencies. Training in this has been provided to the local rural fire crews at classes that have included local members of the NZ Fire Service, Police, Ambulance, Health, Civil Defence, Local Council staff. Understanding of this new Incident Management System is essential for anybody involved in inter-agency emergency operations.

In addition to the courses listed below, all crews undergo Basic and Maintenance training on station on a weekly basis.

Courses Held	Field Day	1
	CIMS Level 2	12
	Brigade Drivers	1
	Basic Firefighters	3
	Breathing Apparatus	2
	Pump Operators	3
	Rural Fire Introduction	9

Rural Fire Responses and Fire Permits

This past year has seen only one major fire in the rural area (Whatipu). This was caused by children playing with fire-works. After an initial approach to those responsible, a successful claim for costs was made on the National Rural Fire-fighting Fund.

A breakdown of total fires in the Rural Fire District is as follows:

Car Fires	30
Rubbish Fires	19
Structure Fires	11
Fence Fires	1
Bonfires	2
Misc Fires	1
Scrub Fires	9
Grass Fires	3
Forest Fires	1

Adequate volunteer resourcing of the Bethells Fire Force is an on-going problem but it is hoped that local interest will increase now the station is complete

A total of 247 Fire Permits were issued during the Restricted Fire Season (December to April). This is up on the previous year and demonstrates the increasing awareness among the rural ratepayers of the regulations. When each permit is issued the landowner is given advice on general fire safety and is invited to contact rural fire officers should they have any questions re: general fire matters.

RESOURCES

The newly rebuilt Bethells Valley Fire Station is now fully operational with two fire-fighting vehicles on station. As well as the replacement 6/1 fire-fighting appliance there is also the re-furbished 8000 litre water tanker on station, providing an efficient, mobile water supply for the rural areas outside the reach of water hydrant supply.

Waitakere Fire Station was utilised as the venue for a Work and Income sponsored course for young unemployed people. This use of our facilities by local ratepayers, especially in the youth area is encouraged.

After a period of inactivity the Arataki Fire Force is becoming more involved in training, a weekly training session is in place for the Auckland Regional Council Rangers with specialist courses for senior staff programmed.

The Karekare Rural Fire Force are continuing to provide their usual high level of service. With a crew which has maintained a very stable membership, their knowledge, skill and experience increases each year.

CONCLUSION

Operationally this has been a quiet year. The completion of the Bethells Rural Fire Station has enabled us to resume full protection of the rural district.

Training programmes have increased the skill levels of staff and we look to the coming Restricted Fire Season with confidence.

Weather conditions during the summer months kept the fire danger index low, with those fires that did occur able to be controlled through the efforts of the local NZ Fire Service Brigades and our own Rural Fire Forces. The policy of an aggressive initial attack on all fires is continuing to prove effective.

Appreciation for another year of service must go to our volunteer crews. They are committed to the protection of this City and its people, not just in the area of fire, but also in the whole range of emergency operations. The service they give in time and physical effort, not only in the hours they spend fighting fires but also in working to gain and maintain the necessary skills to function effectively, are a major contribution to the welfare of their local communities and this City.

RECOMMENDATION

That the information be received.

Report prepared by: Peter Barber, Principal Rural Fire Officer.



2. INTRODUCTION

This reports the results of a telephone survey of 300 residents chosen at random, conducted by trained and fully briefed interviewers during late June and early July 2002. Full details of method and sample are in Appendix A. The questionnaire is in Appendix B.

The aim was to assess:

- o the level of awareness of Civil Defence
- o sources of information about Civil Defence
- o actions people would take in the event of an emergency
- o claimed level of preparedness, given a civil emergency.

These questions were asked in one of Council's regular surveys along with other questions unrelated to this issue and of interest to other clients within Council. Other issues asked about before this one were to do with water services (incidence of water savings devices, awareness of water supply and waste water removal costs, and parks (incidence of use of Council sports fields and playgrounds). The Civil Defence questions were preceded by questions relating to water services and had no bearing on the questions asked for Civil Defence, and therefore provided no biasing influences.

3. MAIN FINDINGS

3.1 Awareness of Civil Defence

Q. Have you heard of Civil Defence?

Awareness of Civil Defence remains very high with 92% of residents claiming to have heard of Civil Defence, but there is a drop since June last year, where the level was 96%.

	1997	1999	2000	2002
	%	%	%	%
Awareness of Civil Defence	95	94	96	92

Awareness of Civil Defence is higher for:

- Massey Ward residents (99%)
- females (95%)

Awareness is lower for:

- households with young adults (86%)
- age under 40 years (87%)
- people employed within Waitakere City (87%)
- males (88%)

3.2 Information Sources of Civil Defence

- Q. Please tell me all the places you can recall where you have heard or seen information about Civil Defence and what it does.*
- Q. And in which of these places you have mentioned have you seen or heard most of what you know about Civil Defence?*

The source with highest first mention is the telephone directory (35% free mention by those aware of Civil Defence, i.e. unprompted), followed by radio or television comment or advertisement (21%). All other sources mentioned are at or below 7%.

Highest total mention (all sources mentioned without any prompting) is for radio or television comment or advertisement (57% free mention), followed by the telephone directory (50%), CD handouts (19%), and school (11%).

Highest mention for source providing most information is the telephone directory (30% free mention), followed by radio or television comment or advertisement (28%). Civil Defence handouts receive 7% mention.

Analysis of the top three sources follow, based on total awareness.

Radio or TV comment or advertising

Overall, 57% of residents have obtained information about Civil Defence from radio or TV comment or advertising. Incidence of use of this source is higher for:

- larger households - 5 to 9 people (66%)
- females (65%)
- Waitakere Ward residents (64%)
- households with children under 5 (64%)
- households with school-aged children (64%)

Incidence of use of this source is lower for males (48%), and there is a decreasing trend with age (under 40, 63% to 60 and over, 48%).

Telephone book

Overall, 50% of residents have obtained information about Civil Defence from the telephone book.

Incidence of use of this source is higher for:

- Waitakere Ward residents (59%)
- those employed within Waitakere City (59%)
- age 40 to 59 years (55%)
- larger households - 5 to 9 people (55%)

Incidence of use of this source is lower for:

- those not in paid employment (39%)
- age 60 years and over (41%)
- New Lynn Ward (42%)

Civil Defence Handouts

Overall, 19% of residents have obtained information about Civil Defence from Civil Defence handouts.

Incidence of use of this source is higher for:

- households with people aged 60 and over (27%)
- those not in paid employment (27%)
- females (24%)

Incidence of use of this source is lower for:

- households with children under 5 (11%)
- larger households - 5 to 9 people (11%)
- Henderson Ward residents (12%)
- households with young adults (12%)
- age under 40 (13%)
- males (14%)

3.3 Actions in the event of a Civil Defence Emergency

Q. I'll read out a list of things people might do if a major disaster such as a Cyclone struck the Waitakere City area. Which of them do you think you would do.

In a major disaster people would ...	Feb 1994 %	Aug 1996 %	July 1997 %	May 1999 %	June 2000 %	July 2002 %
Listen to radio	84	89	96	87	93	85
Look in phone book	68	52	68	67	56	54
Go home and stay	54	44	57	61	67	52
Contact Neighbourhood Watch/ support group	43	37	34	33	36	31
Go to Civil Defence HQ	36	18	23	23	28	20
Go to Police Station	10	14	14	16	21	11
Collect family/ leave town	10	9	17	19	21	11
Dial 111	n/a	16	31	36	26	21
Not sure	8	6	5	14	8	3

The first four items are appropriate, the rest not. 93% would do at least one appropriate action. 43% would do at least one inappropriate action. 57% would do at least one appropriate action without an inappropriate one. 7% would do nothing right. Demographic differences are not statistically significant. The mix of actions intended by residents is shown on page **Error!**
Bookmark not defined..

Trends

While there are decreases for the three key emergency actions (listen to radio, look in phone book, and go home), these do not appear to mark a consistent downward trend. On the other hand, there is no consistent down trend evident for the other actions, as would be wanted. Undesirable actions such as going to Civil Defence Headquarters or to the police station, or dialling 111 are still at levels which may cause problems in a civil emergency.

3.4 Claimed Preparedness

Q. Imagine a major disaster such as a cyclone hit the City right now and a Civil Defence emergency was declared. Suppose in the resulting chaos your electricity or water supply was damaged or reduced, and this lasted about two or three days. How well prepared is your household to cope if that happened?

Level of preparedness claimed by residents is as follows:

	July 2002 %	
Fully prepared to cope	11	} 56%
Moderately prepared	45	
Very little prepared	24	} 44%
Not at all prepared to cope	20	

Just over half (56%) say they are fully or moderately prepared to cope. This means just under half aren't. Only 11% say they are fully prepared.

Demographic differences are fairly small overall. Only the following stand out:

- Higher claimed awareness for those aged 60 and over (19% “fully prepared and 72% “fully or moderately prepared”)
- Lower claimed awareness for households with children under 5 (46% “fully or moderately prepared”)