



## NOTICE OF MEETING

# EMERGENCY SERVICES SPECIAL COMMITTEE

I hereby give notice that an Ordinary Meeting of the Emergency Services Special Committee will be held on:-

**DATE:**        **Tuesday,        3 June 2003**                                **TIME:**                **9.30 am**

**VENUE:**        **Civil Defence Headquarters, 7 Elcoat Avenue, Henderson, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

28 May 2003

Sharon Simiona  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8820

### **MEMBERSHIP:**

Councillors	DQ	Battersby, JP (Chairperson)
	VS	Neeson, JP (Deputy Chairperson)
	RP	Dallow, QPM, JP
	AC	Fenton
	GW	Russell, JP

Mayor Bob Harvey, QSO, JP (ex officio)  
Deputy Mayor Carolynne Stone (ex officio)

(Quorum 2 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE EMERGENCY SERVICES SPECIAL  
COMMITTEE TO BE HELD IN THE CIVIL DEFENCE HEADQUARTERS,  
7 ELCOAT AVENUE, HENDERSON, WAITAKERE CITY, ON  
TUESDAY, 3 JUNE 2003 COMMENCING AT 9.30 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, 1 April 2003

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 1 April 2003, as circulated, be taken as read and now be confirmed.



#### 4 **EMERGENCY MANAGEMENT UPDATE**

##### **PURPOSE OF THE REPORT**

The purpose of this report is to give the Emergency Services Special Committee an overview of Civil Defence Emergency Management activity during the reporting period since the last meeting. It is the intention to make this a standard report for all future meetings regardless of the extent of activity undertaken

##### **STRATEGIC CONTEXT**

Civil Defence Emergency Management is a responsibility of the Council under the Civil Defence Emergency Management Act 2002. Civil Defence Emergency Management forms a part of Councils strategic framework in that it contributes to community well-being and building strong communities by increasing community readiness for and resilience to emergency events, reduce exposure to such events, and provides for emergency response in the case of such events. The basis for this management is bound within the "4R's" namely Reduction, Readiness, Response and Recovery.

##### **ISSUES**

###### **Staffing**

With effect from 9 June 2003, Antoinette Mitchell will commence employment as a staff officer filling the position vacated by the now Manager Emergency Management. Antoinette comes to Waitakere from the Auckland City Council's Emergency Management Office where she has been employed for the last four years. She holds a degree in Geology and a Diploma in Emergency Management. It is intended that Antoinette's primary work activity will involve training and in particular the welfare and Emergency Operating Centre elements of our organisation.

###### **Emergency Operating Centre**

It is pleasing to report that the maintenance upgrade work programme for the Emergency Operating Centre building is now complete. Work undertaken is as follows:

- Overall external tidy up of the section
- Internal renovation of the garage facility and movement of the emergency generator resulting in better storage areas and vastly increased parking space.
- New drainage system laid for external garage to overcome internal flooding problems
- Provision of electric hot water to the kitchen.
- External painting of the Principal Rural Fire Officer portacom building.
- Cleaning of all guttering and repairs to leaks
- Painting of toilets
- Flashing installed over lean-to roofing at rear toilet entrance to overcome internal leakage.
- New timber fitted to side fence to strengthen structure.
- Overall internal review of files and stored items.

###### **Training**

All requests from the public for assistance have been met including numerous school visits. Some aspects of volunteer welfare training have had to be curtailed but this will be improved upon with the advent of the new officer appointment.

The volunteer rescue/initial response unit continue their agreed training programme and have recently recruited four new members. In addition to ongoing general rescue training, the team are also undertaking New Zealand Qualification Authority training in Emergency Operating Centre operations and welfare under the direction of the Manager Emergency Management.

A programme of training for library staff at each of the designated Emergency Reporting Centres has also been carried out.

### **SARS and Cyanide threat letters**

The recent SARS and Cyanide threat letters have raised the consideration for possible Civil Defence Emergency Management measures should such threats escalate to events within the district. A side benefit from both threats has been the development of closer relations with various elements of our response liaison groups. There has also been a greater awareness gained by the various liaison groups of the need to consider Civil Defence Emergency Management arrangements for various threats. Too often groups work in isolation looking at their problem only and forget about the wider picture should a major event occur where the public may be affected.

### **Rural Fire**

The Restricted Fire Season has now closed with no major fires or accidents. A separate report by the Principal Rural Fire Officer covers the period 1 December 2002 to 30 April 2003.

### **External Assistance**

The introduction of the Civil Defence Emergency Management Act 2002 requires a new Regional Civil Defence Emergency Management Plan to be produced. The operational section requirements for this plan have been determined and approved for development by the Civil Defence Emergency Management Group. The Plan now requires expansion to the needs of the region's response capability. To facilitate this development, the Region's Civil Defence Emergency Management Officers have formed a working group under the chairmanship of the Regional Emergency Management Officer. The outcome will be that district Emergency Management Officer's will accept various sections of the Plan to develop and champion through to overall Plan inclusion.

### **RESOURCES**

All communications are operational and there are no resource problems to report.

### **CONCLUSION**

The past few months have essentially been a period of consolidation and internal development. With the advent of the new officer appointment greater emphasis will be given to strengthening external elements of the organisation. In the meantime, the overall organisation remains in a strong position for response purposes.

### **RECOMMENDATION**

That the information be received.

Report prepared by: Bill Morley, Manager Emergency Management.



## 5 **BI-ANNUAL RURAL FIRE REPORT**

### **PURPOSE OF THE REPORT**

The purpose of this report is to inform the Emergency Services Special Committee of Council's role as the Waitakere Rural Fire Authority, the activities carried out over the Restricted Fire Season period 1 December 2002 to 30 April 2003 and to update the Committee on significant issues.

This report also includes comment relating to contractual arrangements with the Rodney District Council and North Shore City Council.

### **BACKGROUND**

Under the Forest and Rural Fires legislation, Waitakere City Council is the 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.
- 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 Practice for Council's Rural Fire risk factor

By contractual arrangements, and through the services of the Principal Rural Fire Officer, the Waitakere Rural Fire Authority provides the same services to the Rodney District Council and North Shore City Council. Oversight of all services rests with the Manager Emergency Management.

### **STRATEGIC CONTEXT**

Rural fire contributes to the Councils 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**

#### **Restricted Fire Season**

The weather has played a major role in the fire ignition factor this summer. Throughout the period, the fire weather readings reached extreme on only six days. The combination of favourable weather and a considerable amount of effort and efficient work by the volunteer firefighters resulted in a season without any major fires and no fire ground accidents.

The number of fire permits issued during the season was up on last year. This demonstrates an increase in public awareness of regulation requirements and a wider acceptance of the procedures required. During the next six months, it is intended to re-write the layout of permit books to make the general conditions clearer and more user friendly for both issuing officers and the public.

Fire Permits issued:	262
Fire calls:	
• Vegetation	11
• Structures	9
• Car fires	14
• Other	25

### Contractual Agreements

The contractual agreements with the Rodney District Council and North Shore City Council are working well. North Shore City was the subject of a Rural Fire Management Audit in February. The Audit gained a satisfactory result. Minor defects identified have been remedied and at present a notice of full compliance is awaited from the National Rural Fire Authority.

### Volunteer Rural Fire Force constitutions

Current constitutional agreements with the Waitakere City rural fire units were initially established on an individual basis with differing formats. With the introduction of new Health and Safety Regulations, these agreements need to be standardised to provide a solid management base for all units. The volunteer units are assisting in this exercise and a new and standard constitution is expected for sign off by midyear.

### Training

As advised to the Committee at the previous meeting, the Health and Safety Amendment Act has forced a change in priority in our training programme. Activities undertaken by volunteers both on station and on the fire ground must now be treated in the same manner as any work related activity being undertaken by paid council staff. Volunteers are required to receive training to required New Zealand Qualification Authority Standards to ensure that all staff have the skills to carry out individual roles. The increased training will require additional expenditure which has been calculated for in the 2003/2004 Annual Budget. The increase in skill requirements will ultimately involve the introduction of breathing apparatus.

The increased training requirement programme was commenced over the last summer. Under normal conditions it is usual to ease back on training over the summer months to ensure that volunteer staff are not over committed. The increased demands have been well accepted by the volunteers and their commitment to meeting the requirements depicts their high levels of dedication.

<u>Courses Held</u>	<u>Staff Numbers</u>	<u>NZQA No.</u>
2 x Basic fire-fighter	45	
2 x Drivers	8	3267
8 x CIMS	127	17279
7 x Fire Science	49	4647
8 x Radio Procedure	142	4573
6 x Personal safety	90	3285
1 x Field Day (Regional)	97	

**Note:** Numbers attending refer to the Waitakere City and Rodney District Council Rural Fire and Civil Defence volunteers plus New Zealand Fire Service personnel.

## RESOURCES

All appliances and equipment are sufficient and in good condition with no failures throughout the fire season. The in-place maintenance and replacement programme is proving sound and no changes are required.

## CONCLUSION

This has been a period of increased activity for all crews and a special thanks is due to them for the dedication and commitment they have shown. Waitakere is fortunate to have these willing and able people to provide their services. The next six months will see a continuation of the same effort to ensure that this Rural Fire District will meet its additional obligations in providing a proper and consistent level of service.

## RECOMMENDATIONS

1. That the information be received.
2. That a letter of appreciation be forwarded to all volunteers for their support and dedication.

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

