

**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 AUGUST 2004 COMMENCING AT 9.30 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	EMERGENCY MANAGEMENT UPDATE	2

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information 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 Committee by resolution so decides; 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 and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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 June 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 1 June 2004, 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 and Rural Fire activity during the reporting period since the last meeting and other planned activity. Approval is sought for a Memorandum of Understanding with Rodney District Council and North Shore City Council in relation to North West Zone arrangements under the Civil Defence Emergency Management Group.

STRATEGIC CONTEXT

Civil Defence Emergency Management is a responsibility of the Council under the Civil Defence Emergency Management Act 2002. Civil Defence forms a part of Council's 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 emergency management is found within the 4R's namely Reduction, Readiness, Response and Recovery. These four requirements form the basis of all local Civil Defence Emergency Management tactical and operational planning.

ISSUES

Training

Coordinated Incident Management Systems Level 2 (CIMS2) courses continue to be conducted for Council officers and other response agencies within the North West Emergency Management Zone. A final course was conducted on 29 July 2004 which completes the current project. In total, five courses have been conducted with some 65 people attending. In addition, a programme of contracted courses is being carried out for up to 100 staff members from the Waitemata District Health Board.

Other training activity conducted during the period is as follows:

- Bi-monthly Welfare Centre training courses continue to be carried out.
- All nominated Controllers and the Chairman Emergency Services Special Committee attended a Civil Defence Emergency Management Group Controllers workshop on Thursday, 3 June 2004.
- NZRT 3 continue to train on a weekly basis with ten team members being awarded the Local Government Certificate in Emergency Welfare. Team members have also obtained the NZQA Unit Standard for Movement of People and Traffic which was the final requirement to gain the Local Government Certificate for Rescue from Heights.
- The Controller and the Emergency Services Manager attended the National Disaster Recovery Symposium in Napier on 12-13 July 2004.
- One further Emergency Operating Centre Training session for Council officers has also been conducted during the reporting period.
- Emergency Services staff have also assisted in the delivery of two regional CIMS 4 courses.

Staff Training

In conjunction with the various training activities already mentioned in this report, the Emergency Services Manager, Emergency Management Officer, Antoinette Mitchell, and the Principal Rural Fire Officer, Peter Barber, have completed the practical training session requirements for the Level 5 NZQA Train the Trainers qualification. This qualification is linked to the Civil Defence Emergency Management Group Professional Development Programme aimed at ensuring a consistent and professional level of delivery of Civil Defence Emergency Management related training programmes.

Local Plans

A1-A27 As reported at the last meeting, each Council within the Auckland Civil Defence Emergency Management Group has been required to prepare a local plan based upon a regionally agreed template. The Waitakere City Plan was completed by the end of June 2004 and has now been forwarded to the Minister complete with other Group plans for comment and return before going to the Civil Defence Emergency Management Group Committee for approval in August 2004. It should be noted, that unlike past practice, local plans are no longer required to be approved by respective councils. A copy of the Waitakere City draft plan is attached for the Committee's information at pages A1 to A27. In addition to the local plan requirement, supporting Standing Operating Procedures have also been updated or created. These Standing Operating Procedures have also been forwarded in support of the plan.

A28-A44 Considerable work has also been carried out in the development of a local Disaster Recovery Plan. A copy of the initial draft plan is attached at pages A28 to A44. The Recovery Plan has currently been distributed internally for comment and amendment before distribution. Disaster Recovery planning has been given less emphasis on a National basis than other aspects of Emergency Management planning. The reality is that recovery is the largest element of any disaster and will be receiving a higher priority in local planning over the next twelve months.

A45-A49 Finally, the Civil Defence Emergency Management Group Plan requires zones within the Civil Defence Emergency Management Group to enter into Memorandum of Understanding arrangements for mutual support in any declared or non declared Civil Defence Emergency Management incident. A copy of the North West Zone Memorandum of Understanding for Waitakere City, Rodney District Council and North Shore City Council is attached at pages A45 to A49 for approval by the Emergency Services Special Committee.

Future EOC Progress

To date, there has been no further development by the New Zealand Fire Service in being able to obtain a suitable site for the construction of the new District Headquarters for Waitakere City. In order to progress the project, the Chief Executive has sent a letter to the Regional Fire Commander outlining Councils Commitment to the project including a request for a similar commitment from the New Zealand Fire Service. The letter also included a range possible funding options for consideration and reply.

Staffing

It is with considerable regret that the Committee is informed of the resignation of Emergency Management Officer, Antoinette Mitchell. Antoinette has accepted a sole charge Civil Defence Emergency Management position with the Whangarei District Council commencing mid August 2004. Antoinette's contribution to Civil Defence Emergency Management in Waitakere City over the last twelve months has been outstanding, particularly in the welfare area, and her presence will be sorely missed.

Antoinette leaves with the very best wishes of the Emergency Services Unit and sincere thanks for a job well done. A recruiting campaign is underway to employ a replacement Officer.

Rural Fire

The proposed changes to fire legislation brought a visit to Waitakere City, as the Rural Fire District, by investigating Committee Officials from the Department of Internal Affairs. Mr Norman Preston and Ms Felicity Steele accompanied by the National Rural Fire Officer Murray Dudfield met with the Chief Executive, Director: Corporate and Civic Services, and Emergency Management Staff to discuss the proposed changes and consider Waitakere's vision for the future of fire management and funding. Following the meeting the Officials were taken on a familiarisation tour of the Rural District, visiting Bethells and Waitakere Fire Stations to gain an appreciation of the risk factors of this Fire District. The tone of the Committee's comments were encouraging, in that they clearly recognised that rural/urban interface areas are not currently covered by existing legislation.

The National Rural Fire Authority conducted a re-audit of the Waitakere Rural Fire District in June with full compliance being achieved. The next audit of the District will be in 2008. All operational staff, both our own and those of the Rodney District have gained "Unit Standard 14555" and are now qualified to attend structure and vehicle fires. Further training is programmed for all staff in specialist areas, with discussions continuing with the New Zealand Fire Service for access to their training facilities.

CONCLUSION

The past two months has continued to be an extremely busy and productive time for the Emergency Management team and volunteers. Good progress continues to be made in a number of areas in the ongoing development of community readiness, response and recovery.

As this will be the last meeting of the Emergency Services Special Committee prior to the forthcoming Local Body elections, your Emergency Services Manager and staff would like to thank the Committee for its support over the last three years and look forward to further association in the future.

RECOMMENDATIONS

1. That the Emergency Management Update report be received.
2. That the Emergency Services Special Committee endorses the North West Zone Memorandum of Understanding for signature.

Report prepared: by Bill Morley, Manager Emergency Management and Peter Barber, Principal Rural Fire Officer.

