

WAITAKERE CITY COUNCIL



**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,
6 APRIL 2004, 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, 24 February 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 24 February 2004, as circulated, be taken as read and now be confirmed.



4 **AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP - FUNDING ISSUES**

PURPOSE OF THE REPORT

The purpose of this report is to further update the Emergency Services Special Committee on the funding allocation issues associated with the Auckland Region Civil Defence Emergency Management Group.

BACKGROUND

The Committee will be aware that the issue of funding apportionment associated with the Civil Defence Emergency Management Group (CDEMG) has yet to be agreed between the individual council members.

Background facts to date are as follows:

- prior to the Civil Defence Emergency Management Act 2002, Regional Civil Defence Emergency Management was totally funded by the Auckland Regional Council;
- with the advent of the Civil Defence Emergency Management Act 2002, and its provision for joint committees to operate as Civil Defence Emergency Management Group's, the Auckland Regional Council decided it would reduce its funding from 100% of the total to 16%;
- the reason for reducing to 16% was based on the Civil Defence Emergency Management Group being a joint committee rather than a committee of the Auckland Regional Council and that it would have continued to fully fund the activity if the Civil Defence Emergency Management Act 2002 had determined the Committee to be part of the Auckland Regional Council structure;
- this decision led to a major impasse in the 2002/2003 financial year, and was resolved only for a one year period only that Territorial Authorities would apportion costs between themselves on a population basis. Territorial Authorities agreed to this arrangement for one year only on the basis that a review would be carried out by a Regional Funding Policy Working Group established under the auspices of the Chief Executives Forum;
- in relation to Civil Defence Emergency Management, the working group found that the costs should be apportioned 50% to the Auckland Regional Council and 50% among the Territorial authorities on a population basis. Only the Auckland Regional Council member on the group dissented in respect of this finding;
- since that time, a final resolution has still not been decided on the final funding apportionment. The Auckland Regional Council has moved to an offer of 25% but this has not meet with the approval of all other member councils.

STRATEGIC CONTEXT

Civil Defence Emergency Management is a function which Local Authorities are statutorily required to undertake. Civil Defence Emergency Management measures contribute to community well being by reducing the risk and likely impact of disasters and emergency incident upon the community and builds resilience to the impacts of such events.

Given the interconnected nature of the Auckland Region, it makes good sense to adopt a regional approach to Civil Defence Emergency Management. For this purpose the Auckland Region Civil Defence Emergency Management Group has been established under the requirements of the Civil Defence Emergency Management Act 2002. In accordance with the requirements of the Civil Defence Emergency Management Act 2002, it is a requirement of Civil Defence Emergency Management Group's to establish a funding apportionment arrangement within the context of the Group Civil Defence Emergency Management Plan

ISSUES

Despite the best efforts of all parties within the Civil Defence Emergency Management Group the impasse over funding apportionment still remains. As a result of a Waitakere City Council letter to the Director of Civil Defence outlining this Council's concerns and viewpoint the Director recently visited Auckland to discuss the issue with relevant parties. While no final decision has yet been reached, there is some ground to believe that with a bit of further good will between parties a suitable compromise may yet be reached. Provision is made for the Director: Corporate & Civic Services to update the committee on this issue and to seek guidance and a decision on a possible way forward as further discussion is still ongoing at the time of writing this report.

RESOURCES

There are no additional resources required in respect of this issue.

RECOMMENDATION

That the Auckland Region Civil Defence Emergency Management Group - Funding Issues report be received.

Report prepared by: Ross McLeod, Director: Corporate & Civic Services.



5 CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN - SUBMISSIONS

PURPOSE OF THE REPORT

The purpose of this report is to seek final comment from Members of the Emergency Services Special Committee to the proposed Auckland Region Civil Defence Emergency Management Group Plan. Council has agreed to the draft Plan and it is essentially the last opportunity for any individual public submission.

BACKGROUND

The Emergency Services Special Committee will be aware, that with the introduction of the Civil Defence Emergency Management Act 2002 (herein after "the Act"), a requirement was to develop and have approved an Auckland Region Civil Defence Emergency Management Plan. It is from this Plan that our own Local Plan will be implemented and will form the basis of Regional Civil Defence Emergency Management.

During the last twelve months, considerable consultation with all stakeholder groups in the form of presentations and subsequent submissions has taken. This process involved a presentation to Waitakere City Council staff and members of this committee. The Plan, now in what is considered to be its final form, has been accepted by the Auckland Region Civil Defence Emergency Management Group (CDEMG) and was formally notified for individual public submission on Wednesday 17 April.

STRATEGIC CONTEXT

Civil Defence Emergency Management (CDEM) planning has always been based upon the requirement for Territorial Authorities to maintain a relevant Plan for its Civil Defence emergency Management organisation. With the introduction of the Act, transitional plans were approved with a view to new plans being written in due course as a reflection of the Group Civil Defence Emergency Management Plan. As Council has the responsibility for Civil Defence Emergency Management within the community, such plans are integral in being able to contribute to community well being by reducing the risk and likely impact of disasters and emergency incidents.

ISSUES

Copies of the draft Plan will be available for Committee members to retain at the meeting. It is requested that members examine the Plan accordingly and if there are any questions relating to its content refer such questions to the Manager - Emergency Management accordingly. It is emphasised that the closing date is **30 April 2004 at 5pm for personal submissions only**.

One issue that still has to be resolved is an agreed funding apportionment ratio. This is the subject of a separate report and does not require individual comment in the context of this report.

Progress on rewriting our own Plan has already commenced and should be completed by the end of May as required by the Act.

RESOURCES

There are no resource issues associated with this report.

CONCLUSION

The notified Plan is the result of a considerable amount of consultation and input from many people and stakeholder groups within the Auckland Region. The Plan has been approved for public notification with the issue of funding apportionment being the primary item for resolution.

RECOMMENDATIONS

1. That the Civil Defence Emergency Management Group Plan - Submissions report be received.
2. That Emergency Services Special Committee members examine the Auckland Region Civil Defence Emergency Management Group Plan with a view to bringing any concerns to the attention of the Manager Emergency Management for individual submission purposes if required.

Report prepared by: Bill Morley, Manager: Emergency Management.



6 FUTURE EMERGENCY OPERATING CENTRE OPTION REPORT

PURPOSE OF THE REPORT

The purpose of this report is update the Emergency Services Special Committee of the progress undertaken to date regarding the possible opportunity of integrating a Civil Defence Emergency Management (CDEM) Emergency Operating Centre and Headquarters within a new New Zealand Fire Service station complex in Waitakere City.

BACKGROUND

Committee Members will recall that this report is a continuation of previous reports relating to the requirements of our existing Civil Defence Emergency Management complex, its future requirements and concerns expressed over its limitations for future Civil Defence Emergency Management activity. At the Emergency Services Special Committee meeting of 24 February 2004, it was resolved to investigate further the possible integration option with the NZ Fire Service and to report back on progress to this meeting.

STRATEGIC CONTEXT

The Civil Defence Emergency Management Act 2002 places an emphasis on a regional approach to Civil Defence Emergency Management and also clearly places a responsibility upon Local Authorities to provide for Civil Defence Emergency Management measures within their areas of responsibility. In addition to the requirement for a Group Emergency Operating Centre, the draft Auckland Region Civil Defence Emergency Management Plan identifies the Waitakere City Civil Defence Emergency Operating Centre as one of three other Emergency Operating Centres within the Auckland Region. Within this context, the Waitakere City Emergency Operating Centre could be called upon to be able to perform both Local and Regional functions.

In December 2003, an audit was conducted of all Emergency Operating Centres within the Region for the purposes of determining the capability of each to function both as a Local and Group emergency operating Centre. It had already been identified that the Waitakere city Emergency operating Centre would have difficulty in being able to perform the Group function purely for the reason of limited space. It has also been identified that the current Emergency Operating Centre would also have difficulty in operating in an emergency environment for anything other than a limited period. Another consideration is the age of the existing complex, the limited capability for expansion and increasing maintenance concerns. The initial recommendations of the audit identified all of the above short falls.

The Civil Defence Emergency Management Act 2002, places an emphasis upon the closer integration of stakeholders for Civil Defence Emergency Management purposes plus a requirement for closer inter agency organisation and cooperation. As a means of pursuing this rationale, the possibility of integrating into a new complex with the New Zealand Fire Service was initiated. The issue has been identified for consultation in the 2004/2005 Annual Plan.

ISSUES

To date there has only been one opportunity to have a meeting with the NZ Fire Service representatives needed to further this course of action. The meeting was convened at the Henderson Fire Station on Thursday 18 March and was attended by:

- David Povey - National Property Manager , NZ Fire Service;
- Paul McGill - Auckland Regional Manager/Commander, NZ Fire Service;
- Bill Ellis - Waitakere District Chief Fire Officer, NZ Fire Service;
- Murray Binning - Waitakere District Deputy Chief Fire Officer, NZ Fire Service;
- Ross McLeod - Director: Corporate & Civic Services, Waitakere City Council;
- Peter Sewell - Special Projects Engineer, Waitakere City Council;
- Bill Morley - Manager Emergency Management, Waitakere City Council.

The meeting was used to gain a better appreciation from both parties perspectives in terms of area requirements, parking arrangements, and possible methods of financial considerations relating to the proposal. Mr Povey outlined locations where the NZ Fire Service were investigating possible sites for purchase and the time frame they are looking at to establish the stations concerned. Although no specific time has been established, their requirement has some urgency and could be expected to be complete within the 2004/2005 financial year. This is obviously determined by being able to identify and purchase suitable sites within their location requirements. For privacy reasons the locations cannot be commented on in this report.

The primary outcomes of the meeting were:

- there is agreement in principle for the integration of a Civil Defence Headquarters and Emergency Operating Centre to be included in the building of a new Fire Service station and associated district headquarters;
- there is a common thread between the Fire Service and Waitakere City in terms of building design requirements, including sustainable design principles;
- the method of working through the financial aspects of such a proposal were understood and accepted by both parties;
- there is a requirement to for the Waitakere City to develop space requirements in order to establish some idea of cost. It is essential that a forecast of end cost be established for the 2004/2005 Annual Plan process;
- the Fire Service will provide a design template for their anticipated requirements based on a new district headquarters and associated fire Station at Papatoetoe. Staff will inspect the station in the near future with a view to consider how our requirements could be accommodated within such a design;
- following the site visit to the Papatoetoe Fire Station, a further meeting to be convened late April/early May for more in depth planning.

One point highlighted by the Fire Service was that given the urgency required to conduct site purchases, there is no guarantee that the extra space required for our purposes could be accommodated, as their first priority is to gain sites that are practical for their requirements in the first instance. It is hoped that certainty as to this can be gained over the next two months.

CONCLUSION

There is in principle agreement by both the New Zealand Fire Service and Council's Emergency Management Staff, for the inclusion of a Civil Defence Emergency Management Headquarters and Emergency Operating Centre into a Western Fire Headquarters if suitable land area in a strategic location agreeable to both parties can be purchased by the Fire Service. Work investigating this will be continued over the next two months in order to report to the Annual Plan process in June.

RECOMMENDATIONS

1. That the Future Emergency Operating Centre Option Report be received.
2. That a detailed report on the issues associated with co-location of the Emergency Operating Centre and Headquarters with the Fire Service be submitted to the Long Term Council Community Plan and Annual Plan Special Committee in June 2004 for consideration as part of the 2004/2005 Annual Plan.

Report prepared by: Bill Morley, Manager: Emergency Management.



7 SEVERE WEATHER PRESENTATION

PURPOSE OF THE REPORT

The purpose of this report is to provide for a presentation to the Emergency Services Special on the likely effects of a severe rainfall induced flooding scenario within the Waitakere City Council district boundaries and its likely effect upon the community.

BACKGROUND

This report was requested by the Committee at the meeting of 24 February 2004 following the storm which impacted upon the lower half of the North Island between 16 to 20 February this year. Eco Water staff will give the presentation with Civil Defence Emergency Management response comment from Emergency Management staff as required.

STRATEGIC CONTEXT

Under the requirements of the Civil Defence Emergency Management Act 2002, Council has the responsibility for providing a Civil Defence Emergency Management capability. The basis for Councils emergency management requirements is found within the 4R's namely Reduction, Readiness, Response and Recovery. It is within this context that the preparation required by Council to mitigate against all 4R elements includes readiness planning for a major flood event within Waitakere City.

ISSUES

The flooding and storm event that occurred in the lower half of the North Island during February, has raised the consideration of what would be the likely consequences in Waitakere City from such an event. There are three major differences between our topography and that of say the Manawatu and Hutt Valley, namely:

- the catchment areas differ considerably in size;
- Waitakere has no major rivers and associated tributaries;
- Waitakere has no large low lying rural or urban areas that are traditionally subject to flooding in extreme weather events.

CONCLUSION

Despite the differences above, extreme weather events experienced within Waitakere City can and do cause flooding, landslip and infrastructure problems on a regular basis over any given year. The problems experienced are invariably of a nuisance value albeit costly to repair and do not cause any significant disruption to the community. A one in one hundred year event, however, could be expected to cause significant localised flooding within identified flood prone areas, areas of landslip and surface water ponding over large areas of the City. Rooding and railways systems could also expect to be affected. If accompanied by strong winds, there could also be considerable disruption problems to power and water supplies.

The aim of the presentation is to address all of the considerations above.

RECOMMENDATION

That the Severe Weather Presentation report be received.

Report prepared by: Bill Morley, Manager: Emergency Management.



8 **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 (CDEM) activity during the reporting period since the last meeting and other planned activity.

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 staff and other response agencies within the North West Emergency Management Zone. Two courses have so far been conducted with some 28 people attending from council and other stakeholder organisations in the North West Civil Defence Emergency Management Zone

As reported at the previous meeting, during the week 11 to 15 May, three Emergency Operating Centre activation and management exercises will be conducted culminating with a practical welfare evacuation exercise. The aim of the Emergency Operating Centre exercises is to test our activation, declaration and operation management capability. It is hoped to exercise particularly all designated Controllers in the requirements for a declaration upon receipt of incident information from the emergency services. Each session will be of about three hours duration and the same scenario will be used for all. Such ongoing training is essential in order that our response capability is maintained to an effective level as required by the Civil Defence Emergency Management Act 2002

Training has commenced for five new members of the Initial Response Unit bringing the team membership to 16 following the departure of a few long standing members. It is not intended to increase the team numbers beyond this figure for management and logistical reasons. The team have also received a considerable amount of favourable publicity since their registration as NZRT3.

Ten members of the team have recently undergone a Welfare Centre Supervisors course during March with successful results. This achievement further enhances their capability with obvious potential benefit to our Civil Defence Emergency Management organisation.

Project Rapid, the Ministry of Civil Defence sponsored project to enhance community response capability is to be officially launched during April and presentations will be given to the Co-ordinating Executive Group in order to sell the Project to the wider Civil Defence Emergency Management Group. Given that our Initial Response Unit is one of four pilot scheme teams involved in Project Rapid, some funding is available from the Ministry to assist our particular involvement. The Manager Emergency Management will be making an application accordingly and it is hopeful that some \$4000 may be made available. Additionally, the Ministry will be funding members of the Initial Response Unit to attend a flooding response training weekend in Palmerston North during May. The Manager - Emergency Management is also a member of the Project Rapid National Advisory Group

Web Site Upgrade

As previously reported our website page has recently undergone an upgrade. Unfortunately there has been a delay in being able to get the new site on line but will hopefully be up and running at the time of this meeting. Credit is given to our officer Antoinette Mitchell for the excellent work she has done in revamping the site to its current level.

Welfare

The new Welfare Standard Operating Procedure (SOP) has been fully distributed. Such is its level of content, it is being considered as the model for development throughout the region.

A programme to expand our welfare volunteer base has been initiated. The aim is to target church, community and neighbourhood support groups in order to raise the volunteer numbers and commence a programme of quarterly welfare training and exercise sessions.

Urban Search and Rescue Training Request

Following an approach from the Waitemata District Health Board, negotiations are in progress with a view to our Emergency Management Team training 12 Health Board staff members in Urban Search and Rescue awareness. This will be a financial arrangement and will involve both fulltime staff and volunteers in its delivery. It is considered that we have the expertise available to conduct the training and will be an excellent opportunity for volunteer members of the Initial Response Team to further their expertise. Co-ordination Incident Management Systems Level 2 two training has also been requested for the selected Health Board staff.

Staff Training

Since the last meeting staff members have undertaken the following training;

- three staff attended a two-day Training the Trainers facilitation course under the auspices of the Civil Defence Emergency Management Group Plan to enhance training delivery throughout the Region;
- two staff members attended the Welfare Centre Supervisors Course;
- staff members have also been involved within working groups for elements ongoing Civil Defence Emergency Management Group projects.

CONCLUSION

The past two months has continued to be a very busy and productive time for the Emergency Management Team and volunteers. Good progress is being made in a number of areas to upgrade and improve our community response and welfare capability as detailed in the report and will be ongoing throughout the year. Given the support of Council, the programmed Emergency Operating Centre training exercise in May will greatly enhance our overall response capability. The approach by the Waitemata District Health Board to conduct training for their staff is seen as a reflection of the level of competence within our emergency management organisation.

RECOMMENDATION

That the Emergency Management Update report be received.

Report prepared by: Bill Morley, Manager: Emergency Management.

