



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, 24 February 2004** **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.

18 February 2004

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, 24 FEBRUARY 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, 2 December 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Emergency Services Special Committee held on Tuesday, 2 December 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 (CDEM) activity during the reporting period since the last meeting and planned activity for the remainder of the financial year.

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

Civil Defence

Training

In an effort to increase operational performance capability, a series of Coordinated Incident Management Systems level 2 (CIMS2) courses will be conducted for Council staff and other response agencies within the North West Emergency Management Zone. One course will be conducted per month and will be delivered by our own emergency management staff. Coordinated Incident Management Systems is the process that will be followed to manage any incident by the emergency services and also that which will be used in the Civil Defence Emergency Management Emergency Operating Centre in the future. In addition a Coordinated Incident Management Systems level 4 course has been programmed to be conducted in April. All Controllers and senior Emergency Operating Centre staff will be encouraged to undertake this two-day course.

Bi-monthly Welfare Centre Training courses have also been programmed. In addition a two-day Welfare Centre Managers course is being held at the North Shore Emergency Operating Centre at which we will have 12 people attending.

During the week 11 to 15 May 2004, 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. A number of senior Emergency Operating Centre position holders will also be attending specialised courses for Controllers, Crisis Management and Decision Making, Public Information during the next six months.

As reported at the last meeting, our volunteer rescue/initial response team has been officially registered as National Response Team 3 (NZRT 3) and in so doing becoming the first such team in the Auckland Region. Their efforts will be officially recognised by council at its meeting on 25 February 2004. Regrettably a number of volunteers have had to leave the team due to family and work commitments. A recruiting campaign is being undertaken and it is hoped to commence training for four new team members in early March.

Group Emergency Operating Centre (GEOC) Audit

In early December 2003, an Emergency Operating Centre capability and vulnerability assessment was conducted as required for the four designated zone Emergency Operating Centre's as a requirement of the Civil Defence Emergency Management Group. The audit was particularly biased towards determining each Emergency Operating Centre's capability to be able to function as a Group Emergency Operating Centre. At the time of writing this report, the audit recommendations had still to be ratified by the Coordinating Executive Group so a detailed report will not be included at this time. As previously reported our Emergency Operating Centre did fail to meet all the requirements for a Group Emergency Operating Centre but was considered capable of conducting local response management for a limited period. The lower evaluation terms of the Group Emergency Operating Centre capability was purely because of its physical size constraints as opposed to operational or resource capability. The audit highlighted shortfalls for normal operations in all the zone Emergency Operating Centre's that can be identified for improvement in the future. A particular area of concern for our Emergency Operating Centre is the increasing costs for building and grounds maintenance. Items are literally wearing out or are past their useful operational life. These factors are subject to a separate report for this meeting.

Upgrades

Our website page has recently undergone an upgrade and at the time of this meeting it is hoped to be on line. Additionally, the introductory presentation for new staff induction training has also been updated to reflect particularly the affects of the new Civil Defence Emergency Management Act and the development of the Civil Defence Emergency Management Group.

Rural Fire

Operations

Waitakere and New Zealand Fire Service appliances attended a significant vegetation fire at North Piha on the 18 December 2003. The cause was determined as "sparks from a failed power line igniting vegetation". This fire is the subject of a cost recovery action from the owner of the line: Vector.

A note of interest is the fact that New Zealand Fire Service are attempting to change their charging policy regarding the first hour's attendance. To charge for the first hour's attendance would impact severely on the Rural Fire Authority's suppression costs. Discussions are in progress to clarify the situation.

The Bethells Valley and Waitakere Rural Fire Stations have experienced a fairly busy holiday period with a number of callouts to minor fires and incidents.

Training

During the holiday period training has been restricted to maintenance levels. Crew levels are traditionally down at this time of the year, with staff taking a well-earned break with their families. Normal training will re-commence in mid February 2004.

The National Rural Fire Authority (N.R.F.A) unit standard training resource material is programmed for publication in February 2004, orders for these have been placed, with the associated courses due to begin later that month.

The discussions regarding access to the Fire Service training facilities are continuing. A meeting at Regional level is to be held on the 10 February 2004 at which it is hoped this matter can be finalised.

Management

After 13 years of solid service, other commitments have brought the retirement of Chief Fire Officer Tony McDonald of the Waitakere Volunteer Rural Fire Force. Under his leadership the management and progress made by the Waitakere Unit has been outstanding. Council's thanks and appreciation have been passed on and our best wishes go with him in his retirement. An appointment to fill the position of Chief Fire Officer will be made shortly.

The Waitakere Rural Fire Authority was the subject of a National Rural Fire Authority, Code of Practice Audit in December 2003. Compliance was not met in two minor areas but overall rating of the Fire Authority was high. These two areas are being rectified and a re-audit to gain compliance is expected to be carried out within two months.

Level two protective clothing is expected to be issued prior to the end of January; this will ensure a correct level of safety for staff.

Council's constitutional agreements with the individual fire force units have been up-dated to a standard format and will come into effect next month. The new agreements will allow improved management of the units.

Priorities 2004

Priority for the next year will be given to staff training. Waitakere has finally opted for a full-fledged Breathing Apparatus capability, this training will involve all staff, and require their full commitment, but will result in a greater level of safety, for both our crews and our ratepayers. Staff holding Officer rank will under-go training toward the achievement of the higher unit standard levels which are to be expected of their positions.

Chief Fire Officers of all Waitakere (and Rodney) Units meet bi-monthly to discuss general matters. This year it is intended to formulate standardised policies and procedures for general station and staff management. It is intended that on completion, Procedure and Management Manuals can be written and issued to all stations for their guidance.

CONCLUSION

Continuing upgrades of equipment and operating processes plus the planned training for the next five months ensures a busy time for the Emergency Management Section. This is essential to ensure our response capability is maintained to an effective level as required by the Civil Defence Emergency Management Act 2002. Civil Defence Emergency Management is very much in a transitional phase and the gradual implementation of Group Plan requirements will significantly influence our organisation over the next twelve months. In the meantime, it is considered that our Civil Defence Emergency Management and Rural Fire organisation is in a sound position and with the continued support of Council and local stakeholder groups will continue to ensure a capable local emergency management and rural fire response capability.

RECOMMENDATIONS

1. That the information be received.
2. That a vote of thanks, in the form of a letter from the Mayor, be sent to Tony McDonald acknowledging his work with the Waitakere Volunteer Rural Fire Force.

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



5 EMERGENCY OPERATING CENTRE FUTURE OPTIONS

PURPOSE OF THE REPORT

The purpose of this report is to update the Emergency Services Special Committee for the establishment of a new Civil Defence Headquarters (CDHQ) and Emergency Operating Centre (EOC) opportunity. This follows a resolution of the Committee at the meeting of 11 September 2003 to investigate future options and recent discussion with the New Zealand Fire Service District Commander for Waitakere.

BACKGROUND

Under the requirements of the Civil Defence Emergency Management 2002 (CDEM Act 2002), the Draft Auckland Civil Defence Emergency Management Group Plan identifies the requirement for Emergency Operating Centres to be maintained in Waitakere City, North Shore, Auckland City and Manukau City. Currently the Auckland City doubles as the principal Group Emergency Operating Centre for regional emergency response purposes, with the other three able to operate as Local Emergency Operating Centres and provide alternate Group Emergency Operating Centres. All of the nominated Emergency Operating Centres need to be compatible in terms of operational readiness and capability and be able to perform the functions of a Group Emergency Operating Centre if required. This and the ongoing requirement to be able to ensure a dedicated readiness and response capability have specific future implications.

The current Waitakere City Emergency Operating Centre complex was purchased in 1968 and converted to become a Civil Defence Headquarters for what was then the West Auckland Civil Defence Organisation administered by the former New Lynn Borough Council. The building had previously been a gospel hall and before that part of a vineyard complex. In 1984 the former Waitemata City Council became the administering authority until 1989 when local government reorganisation came into effect. Throughout this period, various add ons and extensions have been made within the complex to the extent of what exists today. When initially purchased and converted, the building was ideal for its intended requirement. Later conversion in the mid 1970's improved the performance capability for what was then a one-person operation. Since that time, staff numbers have increased and rural fire has become an added responsibility. The facilities in the building are constrained for current and future needs and the existing building is requiring increasing general maintenance.

STRATEGIC CONTEXT

Civil Defence Emergency Management (CDEM) activities fall principally under the strategic platform of strong communities in the Long Term Council Community Plan. The aim of Civil Defence Emergency Management activities is to help protect people and property from the impacts of hazards and emergency events, by undertaking activities that Reduce exposure and likely impacts from hazards and emergency events; increase the Readiness of communities and organisations (emergency services, lifeline utilities; social infrastructure agencies) to respond in emergency situations; provide an emergency Response capability within the Council and in other organisations; and, provide the ability and capacity to Recover from the impacts of emergency events. Activities under the broader emergency management heading such as rural fire also contribute to strategic goals under the Green Network Platform.

While the Civil Defence Emergency Management Act 2002 (herein after the Act¹) places an emphasis on a regional approach to Civil Defence Emergency Management, the Act also clearly places a responsibility on Local Authorities to provide for Civil Defence Emergency Management measures within their area of responsibility. In addition to the requirement for a Group Emergency Operating Centre, the Draft Auckland Region Civil Defence Emergency Management Group 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 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 nominated Emergency Operating Centre's within the Region for the purposes of determining each Emergency Operating Centre's capability to function as a Group Emergency Operating Centre should the occasion and ability to function capably in a local emergency environment. It has already been identified that the Waitakere City Emergency Operating Centre would have difficulty in being able to perform the Group Emergency Operating Centre function for no other reason than the limited space within the Emergency Operating Centre. It has also been identified that the current Emergency Operating Centre would have difficulty in performing the role of a local Emergency Operating Centre for anything other than a limited period. This has nothing to do with operational capability but is again purely a matter of overall space requirements. Another consideration is the age of the existing complex and the limited capability for expansion. Additional ongoing maintenance and equipment failures are becoming an increasing concern. The initial recommendations of the audit report identify the above shortfalls.

ISSUES

Current Capability

When originally purchased and outfitted, the current facility would have been adequate to serve the then population as a dedicated Civil Defence Headquarters. Over the years an additional room and garage have been added plus more recently a portacom to meet resourcing and operational requirements that exist today. While still capable of operating effectively as a local emergency operating centre for short periods, the complex has limitations for extended operational response, day-to-day training and general work requirements. Exercises in recent years have been successful in their outcome but have only been conducted for a limited period. Catering has been pre-arranged and the number of persons present in the emergency operating centre limited to a workable number. It is considered that if ever required to function for an extended period in a local emergency or in the role of a Group Emergency Operating Centre, current building limitations could restrict overall operational effectiveness to the extent that it may not be adequate for the purpose.

The primary limitations currently identified are as follows:

- Staff workspaces have been created out of necessity in non-purpose built areas due to increased staffing levels – this situation imposes functional restrictions and concerns.
- Limited kitchen facilities with no dedicated cooking ability other than a microwave oven.
- Limited toilet and shower facilities
- Limited training room space for any numbers in excess of twenty people
- Restricted liaison officer spaces and inadequate briefing room facilities for use in an operational environment
- Restricted communications room space for full operational use
- A lack of space to cater for the introduction of computer driven emergency response systems
- Restricted space within the Operations Room to manage large-scale emergency events.
- Increasing maintenance problems due to the age of the existing structure

The options that arise are:

Given that the Districts population is now approaching 180,000 people and is increasing at a rapid rate, it is considered that urgent consideration be given to improving our current capabilities for day to day business requirements and to meet the response needs of the community and ability to act in a regional role if required. With this in mind, four possible options have been identified for future consideration as follows:

1. Upgrade the existing facility to meet the requirements as listed above.
2. Incorporate a dedicated Emergency Operating Centre within the new Civic Centre and sell the existing facility.
3. Incorporate a dedicated Emergency Operating Centre within the new Civic Centre project but as a stand-alone structure and sell the existing facility.
4. Build a dedicated facility in a strategic location (on existing council land if possible) complete with garaging and parking facilities and sell the existing complex.

Officers consider option 4 to be the best at this initial stage.

Possible Way Forward

In keeping with the intent of the Act, multi agency stakeholder development and liaison has been identified as an essential element of the new legislation. The ability to manage emergencies from capable and standardised Emergency Operating Centre's is also an integral element of the Act and Regional Civil Defence Emergency Management Group planning. Within this concept, Manukau City, Rodney District and more recently ourselves, have been investigating options for closer stakeholder emergency management response capability in the development of Emergency Operating Centre operations.

Following the further investigation resolution at the September 11, 2003 meeting of this Committee, informal discussions have taken place with Henderson Fire Service management relating to future New Zealand Fire Service plans for new fire stations in Waitakere City and the possibility of a combined Civil Defence Emergency Management, Rural Fire and New Zealand Fire Service integration within a new fire station complex.

At this moment, the New Zealand Fire Service is in the process of identifying a site for a new fire station to be built in the near future within Henderson to replace the existing Henderson Fire Station. It will also function as the District Headquarters.

While there is considerable work yet to be done, the idea of an integrated approach has been well received by the New Zealand Fire Service. The idea of a multi agency emergency response site has exciting potential and would be a first for the Auckland Region. It should be noted that similar arrangements are already in place in Marlborough and Christchurch. Obviously cost factors would have to be considered to meet the accommodation and ownership arrangements. Suffice to say that discussions so far have been increasingly positive and the benefits for such an amalgamation are quite significant for future emergency management within Waitakere City.

Of particular interest, is the establishment of a new fire station combined with district headquarters is now a top priority for the New Zealand Fire Service and if the proposed amalgamation is to go ahead some urgency is now required to work through the issues. It is not intended to go into any further detail in this report however officers would like to ascertain the view of the Emergency Services Special Committee towards this option and get approval for further investigation work.

CONCLUSION

Given the need to be able to cater for normal business and training requirements, provide emergency response capability for an ever increasing population, and cover the possible requirement to function as a Group Emergency Operating Centre, it is considered that officers should investigate more closely this amalgamation possibility. It is proposed that this be done in the context of Council's Civil Defence Emergency Management responsibilities under the Act, the draft Regional Civil Defence Emergency Management Plan and in cognisance of regional work already being undertaken. Such an approach would be the ideal and could have obvious economies of scale for all parties, provided individual needs and capacity issues could be catered for.

RECOMMENDATIONS

1. That the information be received.
2. That the Committee provide its views in relation to the possible development of a new Civil Defence Emergency Management Headquarters and Emergency Operating Centre within the New Zealand Fire Services plans for a new station and district Headquarters for Waitakere.
3. That further work to investigate this option as outlined in the report be undertaken, and that a detailed report be submitted at the next Emergency Services Special Committee meeting in April 2004 to enable possible recommendations to the Long Term Council Community Plan and Annual Plan Special Committee for consideration in its final deliberations on the Annual Plan for 2004/2005.

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

