



**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE TO BE HELD IN THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON, WAITAKERE CITY, ON TUESDAY, 4 OCTOBER 2005, COMMENCING AT 9.30 AM.**

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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**

Meeting Minutes - Tuesday, 16 August 2005

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 16 August 2005, as circulated including the Public Excluded Minutes, be taken as read and now be confirmed.



**4**

## **BRIEFING FROM NEW ZEALAND POLICE - TERRORISM THREAT**

As requested at the last meeting of the Committee, provision is made for Inspector Rob Abbott of the New Zealand Police to brief the Committee on planning to deal with Terrorist threats in Auckland, and the potential role for Civil Defence Emergency Management in Terrorist related events.

### **RECOMMENDATION**

That the Briefing from New Zealand Police - Terrorism Threat be received.

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



## **5 RURAL FIRE PLAN AND RELATED ISSUES**

### **PURPOSE OF THE REPORT**

The purpose of this report is to present to the Emergency Services Special Committee the new Waitakere City Rural Fire Plan for approval, and to put in place related delegations.

### **BACKGROUND**

Under Rural Fire Legislation, Waitakere City Council is the Waitakere Rural Fire Authority for the rural area of the City and has responsibilities which include:

- 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.
- Producing a Rural Fire Plan on an annual basis.
- Authorising and monitoring open, restricted and prohibited fire seasons for the Waitakere Rural Fire District.
- Meeting the requirements of the National Rural Fire Management Code of 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 also provides Rural Fire services to the North Shore City Council. Oversight of all services rests with the Manager: Emergency Management within the Corporate and Civic Services Directorate.

### **STRATEGIC CONTEXT**

Waitakere City Council is deemed to be the Waitakere Rural Fire Authority pursuant to section 7(2) of the Forest and Rural Fires Act 1977. Rural Fire contributes toward Council's strategic framework in that it contributes to the Strong communities and Green Network Platforms by enhancing community preparedness for the risk of wildfire through educating communities in fire safety, managing the fire risk, and responding to and suppressing any fires which may occur. Rural Fire resources are also available to provide assistance to communities in other emergency events.

## ISSUES

### The New Fire Plan

The new Forest and Rural Fire Regulations 2005 has required a complete rewrite of both the Waitakere and North Shore City Fire Plans. Both Plans were required to be completed by 5 September 2005. This was achieved for the Waitakere City Plan and at the time of writing this report the North Shore Fire Plan was almost completed. A dispensation for overall completion of both Plans was approved by the National Rural Fire Commander in recognition of staff shortages being experienced by Council.

A1-A62

By delegation, this Committee acts as the Rural Fire Committee for Council and is required by the new regulations to give approval for the adoption of the Plan for use by the Waitakere Rural Fire Authority. A copy of the Plan is attached at pages A1 to A62.

### Delegations of Powers to Executive Fire Committee

As the Waitakere Rural Fire Authority, Council delegates its powers of responsibility to the Emergency Services Special Committee for the administration of the Forest and Rural Fires Act 1977 and Regulations made thereunder; all matters enabled or required of the Council as the Fire Authority for the Waitakere Rural Fire District; all matters concerning Rural Fire Forces constituted pursuant to the above-mentioned Act and Regulations and liaison with the New Zealand Fire Service, both in relation to the said District and Urban Fire District.

As per previous Waitakere Rural Fire Plans, the Emergency Services Special Committee further delegated its duties and powers to a 'Rural Fire Committee' to manage the overall activity of the Rural Fire Authority. The term "Rural Fire Committee" as used in previous Fire Plans was incorrect as Council, by virtue of being the Rural Fire Authority, is also deemed to be the Rural Fire Committee under the Forest and Rural Fires Act 1977.

To correct this anomaly, the term 'Rural Fire Committee' has now been corrected to read 'Executive Fire Committee' within the new Fire Plan dated 5 September 2005. Accordingly, it is recommended that the Emergency Services Special Committee delegate to the Executive Fire Committee, all necessary authorities to enable that Committee to carry out the functions set for it in terms of the activity of the Rural Fire Authority.

## CONCLUSION

The Rural Fire Plan for Waitakere has been rewritten. It is now presented for approval. Consequent delegations to the Executive Fire Committee are also recommended.

## RECOMMENDATIONS

1. That the Rural Fire Plan and Related Issues report be received.
2. That the new Waitakere City Fire Plan as required under the new Forest and Rural Fire Regulations 2005 be adopted.
3. That all authorities required by the Executive Fire Committee, as established in the Waitakere Rural Fire Plan, to carry out the functions set out for it in the Waitakere Rural Fire Plan, be hereby delegated to the Executive Fire Committee by the Emergency Services Special Committee.

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



## 6 CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY

### 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 since the last report, and future planned activity.

### BACKGROUND

The Civil Defence Emergency Management Act 2002 introduced a new framework for Civil Defence and Emergency Management in New Zealand. The legislation has established a regional basis for the leadership of emergency management with the establishment of Civil Defence Emergency Management Groups, and Co-ordinating Executive Groups to support them. Alongside this regional framework there is still a strong responsibility for local emergency management that lies with District/City Councils. The basis for this management is summarised within the "4R's" of emergency management, namely, Reduction, Readiness, Response and Recovery.

**Reduction** - Identifying and analysing long terms risks to human life and property from natural or man made hazards: taking steps to eliminate these risks where practicable, and where not, reducing the likelihood and the magnitude of their impact.

**Readiness** - Developing operational systems and capabilities before an emergency happens. These include self help and response programmes for the general public, as well as specific programmes for emergency services, utilities and other agencies.

**Response** - Actions taken immediately before, during or directly after an emergency, to save lives and property, as well as help communities to recover.

**Recovery** - Activities beginning after initial impact has been stabilised and extending until the community's capacity for self help has been restored.

Rural Fire is an integral element of the City's Civil Defence Emergency Management response organisation, although generally involved on a daily basis in dealing with fire events. In this regard they work in the same way as the volunteer forces of the New Zealand Fire Service but under the auspices of the Waitakere Rural Fire Authority. In an emergency, Rural Fire Forces become an element of the overall Civil Defence Emergency Management response and would be tasked accordingly by the Local Controller.

Since December 2003 Council has undertaken a programme aimed specifically at ensuring that Council provides for the future development requirements of its Civil Defence Emergency Management organisation. In line with the requirements of the Civil Defence Emergency Management Act 2002, local plans and supporting Standard Operating Procedures have been rewritten based on the requirements of the draft Group Plan, which under the requirements of the Civil Defence Emergency Management Act 2002 were formally approved for use at the May 2005 meeting of the Civil Defence Emergency Management Groups. At that time, the current requirement for any declaration of a state of emergency within Waitakere City to be made under the provisions of the Civil Defence Act 1983 ceased and the new Waitakere City Civil Defence Emergency Management Plan and supporting documents were officially recognised and implemented.

## STRATEGIC CONTEXT

Civil Defence Emergency Management is a responsibility of Council under the Civil Defence Emergency Management Act 2002. Civil Defence Emergency Management forms 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, reducing exposure to such events, and providing for emergency response in the case of such events. The requirement for local planning and co-ordination is essential to meeting these requirements. Rural Fire contributes to the Green Network through protection of rural forest areas and strong communities through its volunteer programme, supporting communities to meet their own emergency needs.

## ISSUES

### 1. New Emergency Operations Centre

Council decided, at its meeting of 31 August, 2005, to undertake further work with a view to proceeding with a replacement Emergency Operations Centre at the 7 Elcoat Avenue site.

It is intended to commence work on a feasibility report on this project in October as staff resource becomes available. This will be a further development of an initial scoping exercise already conducted. Further work will also be undertaken on arrangements for temporary accommodation for staff should approval be given to build a new Headquarters and Emergency Operations Centre at the current location.

Further work will also be required for the development of a Memorandum of Understanding with the New Zealand Fire Service. It is emphasised that there are already excellent working relationships in place and that there has not been any lessening of established relations as a result of the decision to discontinue the co-location proposal.

### 2. Staff Activity

Current activity being undertaken by Emergency Management staff and Council management with Civil Defence Emergency Management responsibilities is as follows:

#### National

- Continued membership on the Project Rapid Advisory Working Group - this project was officially launched through a series of presentations during August 2005 and training packages are now available for use.
- Due to the level of other work commitments it has become necessary to resign membership on the Local Government Industry Training Organisation Civil Defence Emergency Management Advisory Group.
- Subject matter expert for Project Rapid training packages.

## Regional

- Local Government Urban Search and Rescue and General Rescue Co-ordinator.
- Member of the Welfare Advisory Group.
- Member of the Regional Rural Fire Incident Management Team.
- Member on the Group Training and Professional Development Working Team.
- Warning Systems Development Group.
- Evaluation Director for Group end of year exercise.
- Provision of assistance as directing staff for regional training activities.
- 27 - 28 October 2005 Controllers Course Co-ordinator.
- Chair of the Co-ordinating Executive Groups.
- Deputy Chair of the Civil Defence Emergency Management Groups.
- Group Controller.

## Local

- Emergency Operations Centre desk file and workstation upgrades.
- Activity Management Plan development.
- Welfare Centre and Volunteer Expansion Programme.
- Local radio communications network upgrade.
- Project Move Working Party.
- Cross Council Hazards Working Group.
- Child Safe Working Group.
- North West Emergency Management Committee Chair.
- Waitakere Welfare Advisory Group.
- Initial Response Unit (NZRT3) training and development.
- Ongoing staff professional development courses and training.
- Monthly Co-ordinated Incident Management Systems Training Courses.
- NZQA Unit standard training and assessment.
- Rural Fire management, training and organisation.

During the reporting period there have been several achievements of note as follows:

- An Auckland Region Civil Defence Emergency Management Senior Managers Workshop was conducted at the Trusts Stadium on Monday 26 September 2005. This was hosted for the region by Waitakere City in conjunction with North Shore City. At the time of writing this report, the workshop had still to be held and a verbal report on the success of the workshop will be made at the meeting. Some 90 plus acceptances were received for the workshop which is an excellent response from the Civil Defence Emergency Management sector.
- Three Emergency Operations Centre training and exercise sessions were conducted for all nominated Council staff on 25-26 August 2005 with pleasing results. For a number of the staff it was their first experience of working in an Emergency Operations Centre and they quickly settled into their position requirements. What is particularly pleasing is the number of staff who now have considerable experience in Emergency Operations Centre operations and the ability to settle into their roles at short notice. Overall some 48 staff participated in the exercise sessions.

- It had been the intention to also exercise all nominated Declarers in their role for declaring an emergency and the considerations required for a declaration. Unfortunately this had to be cancelled due to unavailability. It is, however, intended to conduct this aspect of operational readiness within the next two months.
- One staff member completed a Level 4 Co-ordinated Incident Management System Course and a Level 2 Course was also conducted for twelve North West Emergency Management Committee personnel. Staff support was also given to two Co-ordinated Incident Management System 4 Courses as directing staff during the reporting period.
- In accordance with the requirements of new Forest and Rural Fire Regulations 2005, new Fire Plans based on the principles of the 4R's have been written for both the Waitakere and North Shore City Councils. This activity is the subject of a separate section of this report.
- Completion of an audit of the organisations Radio Communications Network by Radio Spectrum Management, which although generally successful has resulted in some areas requiring some tidying up of the use of frequencies.
- One officer and two rescue team volunteers attended a TUMONZ (The Ultimate Map of New Zealand) Mapping Course in Taupo during the reporting period. This course will have both application for use within the Emergency Operations Centre, as well as use in the outdoors. It is the intention to use TUMONZ as a mapping tool within the Emergency Operations Centre for the display of information and the software has been installed in two workplace and two portable computers for this purpose.
- Organisation work for an Initial Controllers Course for Civil Defence Emergency Management Groups members to be held at the end of October.
- Ongoing school and community presentations.

The Principal Rural Fire Officer is still unable to return to work due to the injury he suffered earlier in the year, and there is no certainty on the date of his eventual return. During the Principal Rural Fire Officer's absence, the Emergency Management Officer has been the Acting Principal Rural Fire Officer and his work in carrying out this function is commended.

A new Emergency Management Officer commenced employment in early August. The new Emergency Management Officer has an extensive Civil Defence Emergency Management volunteer background and in particular has been a member of the volunteer Initial Response Unit for the last two years. His primary responsibilities as an Emergency Management Officer are the operational effectiveness of the communications network and the Emergency Operations Centre, plus management of the Initial Response Unit. Additional shared duties include public education, community welfare and presentations. In the short time the new Emergency Management Officer has been with the organisation, he has already made a significant impact in a number of areas.

### **3. Rural Fire**

There has not been any significant fire related activity relating to the Rural Fire forces over the reporting period. All forces are fully operational and fully equipped.

As discussed in a separate report, the Waitakere Rural Fire Plan required rewriting, due to the promulgation of the new Forest and Rural Fire Regulations 2005.

All delegated Rural Fire Officers within the new Plan undergo additional training to meet new NZQA Unit Standard requirements required by the new Fire Regulations and this will be completed before the commencement of the next restricted fire season.

As reported at the last meeting, a programme is also being undertaken for the development of new format fire permits as required under the new regulations.

#### 4. Initial Response Unit

As indicated at the last meeting, a recruiting programme has been carried out to attract new members for the Initial Response Unit and six new members are currently undergoing an induction programme.

Training conducted during the reporting period includes, processing information and operating in an Emergency Operations Centre, use of two way radios, workplace health and safety and operating as a member of a welfare centre. The team leader and deputy leader have also undertaken CIMS4 course training.

Given other commitments, no further progress has been made in making application to the West Auckland Trusts for the purchase of a new equipment vehicle as was approved at the last meeting. It is hoped to pursue this activity further in time to meet the October 2005 deadline for applications.

#### CONCLUSION

Staff shortages have continued to impact upon some work activities throughout the reporting period. This coupled with the requirement to rewrite Fire Plans, co-ordinate a Senior Managers Workshop on behalf of the Civil Defence Emergency Management Groups, plus a Controllers Initial Course has all been work activity in addition to normal responsibilities. This has resulted in a down turn in some works areas but overall a generally high level of local activity has continued to be achieved. The Council's ability to provide an effective Emergency Operations Centre response was enhanced by the exercise training conducted in August 2005, and Emergency Management Services staff and volunteers have continued to achieve personal development goals. The Rural Fire Forces remain at a high level of capability in terms of numbers and equipment and are well placed to meet their expected requirements.

#### RECOMMENDATION

That the Civil Defence Emergency Management and Rural Fire Activity report be received.

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

