



**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, 5 APRIL 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 - Wednesday, 2 March 2005

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Special Committee held on Wednesday, 2 March 2005, as circulated, be taken as read and now be confirmed.



#### 4 OVERVIEW OF 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 term 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 and after emergencies happen. 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. Response planning is a key Civil Defence Emergency Management activity.

**Recovery** - Activities beginning after initial impact has been stabilised and extending until the community's capacity for self help has been restored. Recovery planning is another key Civil Defence Emergency Management activity.

Rural Fire is also 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 Council provides for the future development requirements of its Civil Defence Emergency Management organisation. This commenced with the adoption of our current transitional Civil Defence Plan under the Civil Defence Act 1983, which provides for transitional arrangements until the Regional Group Plan comes into effect. 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 will be formally approved for use at the May 2005 meeting of the Civil Defence Emergency Management Group. At that time, the current requirement for any declaration of a state of emergency within Waitakere City to be made under the Civil Defence Act 1983 legislation will cease and the new Waitakere City Civil Defence Emergency Management Plan and supporting documents will be officially recognised and implemented alongside the Group Plan.

## 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 Civil Defence Emergency Management Plans and Group Activity

As already mentioned the Auckland Region Civil Defence Emergency Management Group Plan is to be formally approved for use at the Civil Defence Emergency Management Group meeting in May. In keeping with this requirement, local plans and supporting Standard Operating Procedures have been approved for use. At the time of this meeting final checks are being made to all documents and the Plan will be distributed for use at the end of April.

Waitakere City has taken a leading role in regional activities, and is doing "its share" to make sure legislative arrangements work. As well as being an active participant in regional structures and work programmes, the Council also provides the Group Controller, the Chairman of Co-ordinating Executive Group and the Deputy Chairman of the Civil Defence Emergency Management Group.

### 2 Future Emergency Operating Centre

As reported at previous meetings, the New Zealand Fire Service is seeking an appropriate site within the City for the construction of a new District Headquarters. Providing that a suitable site can be purchased, it is the intention that a new Civil Defence Emergency Management Headquarters and Emergency Operating Centre will be incorporated within the overall construction of the Fire Service District Headquarters. At this time, there has been no further progress with being able to obtain a site although efforts are ongoing, with two possibilities. A verbal update of any further progress will be given at the meeting.

As previously reported, the current Headquarters and Emergency Operating Centre does not meet the requirements of being able to function as an alternative Group Emergency Operating Centre and is really only suitable for response in a local emergency for a limited period. This has been identified for some time and given the age, size constraints and increasing maintenance concerns of the current premises these issues are becoming increasingly apparent. If collocation with the Fire Service can not be undertaken in a timely fashion, other alternatives may need to be examined.

### 3 Reporting Period and Future Planned Activity

Considerable training activity has taken place during the reporting period as follows:

- Staff presentations to all Community Boards on Civil Defence Emergency Management arrangements, role of elected representatives and rural fire;
- Refresher training for staff at Reporting Centres;

- Refresher training for all Council Emergency Operating Centre staff;
- Darryl Griffin, 1<sup>st</sup> Alternate Controller, Philip Brown, 2<sup>nd</sup> Alternate Controller and John Hanson, Emergency Management Officer all attended a Civil Defence Emergency Management Controllers Course;
- Two staff members and four rescue volunteers attended two New Zealand Qualifications Authority accredited Community Welfare Centre Operating courses;
- Two Coordinated Incident Management courses were conducted for North West Emergency Management personnel.

Future activity in the short-term will be centred on the expansion of the organisation's welfare response capability both in terms of identified facilities and trained volunteer staff. The primary aim of this work will be to train up to 100 new volunteers by the end of the year. The capability will also be expanded by the use of library support staff for Welfare Centre response. Additional activity will be a Welfare Centre exercise in June and an Emergency Operating Centre exercise in July. Further activity will involve the updating and revamping of all operating material for use by personnel within the Emergency Operating Centre and the updating of all Emergency Operating Centre operating material.

#### 4 **Volunteers**

##### a) **Rescue**

Training continues for the volunteer rescue team and a joint exercise with their North Shore counterparts and members of the Auckland based Urban Search and Rescue Task force will be conducted in May.

Rescue team members will feature in a television documentary on disaster preparedness which will go to air this month. Viewing dates will be confirmed verbally at the meeting.

##### b) **Rural Fire**

During this period the major event was the acceptance by Council's Emergency Services Special Committee of the proposed submission regarding the changes to "fire" legislation. The progress of the Internal Affairs Working Group on this subject will be closely monitored, with any developments reported back to this Committee. A key factor in the new legislation will be the decision on the type and level of funding. It is expected that a further discussion paper dealing specifically with the issue of funding will be promulgated before the end of the year.

An area of concern during this fire season has been the ongoing problems with the automatic weather stations at Cornwallis and Woodhill. Neither of these are owned by the Council but both play a major role in our daily weather forecasting. There have been long periods where the only information available has been taken from the Mahurangi Station which bears little resemblance to conditions on the West Coast.

A review is underway of Karekare and Waitakere Fire Stations. Both these stations were constructed some considerable time ago by the crews themselves. A query has arisen regarding the building compliance of both. Council building inspectors will be visiting the stations shortly to inspect and report on the structures and services.

A recent management meeting with the Arataki Fire Force has seen an improved level of coverage put in place. Three duty crews will be established and will undergo unit training as individual crews. This will allow for regular and programmable training sessions to be set which will form part of their normal work practises. Discussions are continuing on the status and suitability of the Ford appliance currently based with the unit.

Training for the 2005 year commenced in earnest during February; with two Coordinated Incident Management System Level 2 courses held, one for rural crews and one for the North/West Emergency Services.

A series of six full day sessions were held involving New Zealand Fire Service crews, both paid staff and volunteers from the Waitakere area for New Zealand Qualifications Authority Unit Standard 20388 "Working Safely with Aircraft at Emergency Incidents". A total of 92 staff received the training which was undertaken as contribution towards ongoing co-operation between the Fire Service and Rural Fire units.

Stations attended a number of minor incidents with thankfully no major fires during the period. Thanks are again due to the commitment of service given to the City by our volunteer crews.

**c) "Are You Ready?"**

A documentary on emergency preparedness in New Zealand has been made for Television New Zealand, and is scheduled to screen on Sunday, 10 April 2005. The documentary features a range of Emergency Management related personnel and identities from across the region as part of an audience discussion. From Waitakere City Council the rescue team features, as does the Director: Corporate & Civic Services in his role as Chairman of the Co-ordinating Executive Group.

## **RESOURCES**

With the exception of the limitations of the current Headquarters and Emergency Operating Centre there are no other significant resource problems. Waitakere City Civil Defence Emergency Management and Rural Fire enjoys a high level of personnel resourcing and is thus able to respond to the requests of the public and develop internal processes to a greater level than other like organisations throughout the region. While there are some concerns relating to the recruitment and retention of volunteers, the Council's Civil Defence Emergency Management organisation is still well placed to respond effectively to emergency situations. After a difficult last 18 months through the movement of staff, our new staff are now implementing work programmes aimed at ensuring the Waitakere City Civil Defence Emergency Management organisation remain a leader in the region.

## **CONCLUSION**

The last two months has been an extremely busy start to the year and new work programmes are underway for all staff and volunteers. With the introduction of the Group Civil Defence Emergency Management Plan, all future planning will be devoted purely to the requirements of the Civil Defence Emergency Management Act 2002 and the Group Plan. This will finally give certainty for future Emergency Management through no longer having to work under the old Civil Defence Act 1983 while planning for the introduction of the new Act. Waitakere City is taking a leading role within the Group organisation.

**RECOMMENDATION**

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

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

