



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

EMERGENCY SERVICES SPECIAL COMMITTEE

I hereby give notice that a Meeting of the Emergency Services Special Committee will be held on:-

REVISED DATE: Tuesday, 16 August 2005 **TIME:** 10.00 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.

10 August 2005

Charlie Inggs
**DEMOCRACY AND GOVERNANCE
TEAM MANAGER**

Telephone (09) 836 8000 extn 8854

MEMBERSHIP:

| | | |
|-------------|----|---------------------------------------|
| Councillors | DQ | Battersby, JP (Chairperson) |
| | WW | Flaunty, QSM, JP (Deputy Chairperson) |
| | PJ | Booth, OBE |
| | RP | Dallow, QPM, JP |

Mayor RA Harvey, QSO, JP (ex officio)
Deputy Mayor CA 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 A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE TO BE HELD IN THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON, WAITAKERE CITY, ON TUESDAY, 16 AUGUST 2005, COMMENCING AT 10.00 AM.

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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, 16 AUGUST 2005, COMMENCING AT 10.00 AM.

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, 14 June 2005

RECOMMENDATION

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 14 June 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 June meeting, and future planned activity.

BACKGROUND

The Civil Defence Emergency Management (CDEM) 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 (CDEMG) and Co-ordinating Executive Groups (CEG) 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 and 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 (NZFS) 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. In line with the requirements of the Civil Defence Emergency Management Act 2002, local plans and supporting Standard Operating Procedures (SOP's) 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 Civil Defence Act 1983 legislation 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, providing for emergency response in the case of such events, and managing the recovery of the community following any event. 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. Staff Activity

In keeping with the format of the last report, it is the intention to continue to provide the Committee with an overview update of all activity being undertaken by the Emergency Management staff, Council management and elected members carrying out local or Civil Defence Emergency Management Group activity. Current activity is as follows:

National

- Membership on the Project Rapid Advisory Working Group - this working group has its final meeting on 18 August 2005 as the Project Rapid development and implementation is now virtually complete and the first training packages are expected to be on line by the end of August;
- Membership on the Local Government Industry Training Organisation Civil Defence Emergency Management Advisory Group. Future representation on this working group is also under review;
- 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 Controllers Course co-ordinator;
- 26 September Senior Civil Defence Emergency Management Managers Workshop Co-ordinator;
- Chair of the Co-ordinating Executive Group;
- Deputy Chair of the Civil Defence Emergency Management Groups;
- Group Controller.

Local

- Emergency Operating 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.
- 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.
- New Zealand Qualifications Authority Unit standard training and assessment.
- Rural fire management, training and organisation

As can be seen from the above, staff and elected members continue to be involved in a wide range of activities and are acknowledged throughout the region for both local activity levels and the support given to other regional and national requirements.

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

- The Manager, Emergency Management Services qualified for the National Civil Defence Emergency Management Level 5 Management Certificate. This achievement complements the National Certificate in Civil Defence Emergency Management Response gained in 2003 and Council sponsored Leadership and Management Development course completed in 2004;
- Six volunteer rescue team members and one staff officer completed a Basic Instructional Technique (BIT) course;
- One staff officer and three volunteers completed a General Rescue Trainers course;
- Two of the newer members of the volunteer rescue team will have also completed all qualifications for the Urban Search and Rescue (USAR) Orange Card by the time of this meeting;
- A combined rescue, welfare and Emergency Operating Centre operations exercise was held in conjunction with the New Zealand Guides Association on Saturday, 30 July 2005. The exercise involved over 100 people from the emergency services, Civil Defence Emergency Management, West Auckland Landrover Club and Civil Defence Emergency Management volunteers from the Initial Response Unit, Green Bay School and the Waitakere Gardens Retirement Village;
- Formal arrangements for the inclusion of local Iwi in Civil Defence Emergency Management activities have been commenced as a requirement of the Civil Defence Emergency Management Groups Group Plan targets and objectives;
- Numerous school and community presentations have been undertaken where possible given staff shortages due to injury or absence.

As members may be aware, the Principle Rural Fire Officer suffered a bad (non-work) accident resulting in a badly broken leg. Further surgery has been required, but it is hoped that the Principle Rural Fire officer may be back at work in some capacity by the time of this meeting. A new Emergency Management Services Officer has been appointed to fill a vacancy that arose during the reporting period.

Rural Fire

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

In conjunction with the New Zealand Fire Service Waitakere Fire District, all stations have been the recipients of Trust funding over the last two years to upgrade personal and operational equipment which has been considerably helpful in terms of being able to purchase additional protective clothing, new radios and items of equipment for general use over and above that as provided through the Annual Plan and Budget.

New Forest and Rural Fire Regulations (2005) requires a rewrite of the Fire Plan for the Waitakere Rural Fire Authority which is required to be completed by 5 September 2005. The new plan is to be consistent with the 4R's continuum and when completed will be submitted to the Rural Fire Committee for consideration and approval. This is a radical change from previous requirements whereby fire plans were approved by the Regional Rural Fire Committee. Once adopted, the readiness and response elements of the plan are to be reviewed every two years and reduction and recovery every five years. The bottom line of the new Regulations is that the responsibility overall for the rural fire plan will rest with the Fire Authority (in this case the Council).

The new regulations also require all delegated Rural Fire Officers to undergo additional training to meet new New Zealand Qualifications Authority Unit Standard requirements. Without this qualification, existing designated officers will not be able to exercise the powers required for the position. It is not anticipated that this will have any significant impact upon the Waitakere Rural Fire Authority and that all appropriate additional training will be completed before the next restricted fire season commences.

Fire permits are also subject to review and will require the production of new permits to meet the layout and condition requirements of the new regulations.

2. Initial Response Unit

As previously mentioned, a number of the Initial Response Unit have gained General Rescue Trainer and Urban Search and Rescue qualifications during the reporting period. A recruiting programme has been commenced to recruit in order to raise team levels to 16 members following resignations over the last few months.

Such has been the development of the Initial Response Unit over the last few years in terms of ability and equipment, the current rescue trailer is no longer fully capable of carrying the equipment required for deployment purposes. As a nationally registered Response Team, they are required to be able to deploy for a three day period without support, other than for the replenishment of fuel and water. Additionally, the team must be able to deploy with a minimum of six persons and to be able to do this currently requires two vehicles, one to tow the trailer and another for additional team members. The current towing vehicle is the 4x4 capable Civil Defence Emergency Management Duty Officer vehicle and additional transport is either the 10 seat van or a team members personal vehicle. While for a local deployment of a few hours duration, this arrangement is satisfactory, anything longer would place a strain on the availability of dedicated Civil Defence Emergency Management vehicles for other purposes and could compromise other operational requirements. Another factor is that towing a trailer has limitations in terms of access and overall safety particularly in severe weather situations.

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With the inherent limitations of current arrangements as outlined above, plus the ability to be accepted as an effective response unit, it is proposed that a new dedicated double cab light truck with 4x4 capability be purchased and outfitted appropriately for team deployment purposes. Team members have been conducting studies on a suitable configuration, as attached at page A1. This new vehicle concept has been discussed with local Fire Service officers and has their endorsement as being a more appropriate vehicle for response purposes than is currently the case and would be an excellent support arrangement to the new fire service rescue tender currently being outfitted which was sponsored by the West Auckland Trusts. This vehicle coincidentally will carry both Civil Defence and Waitakere City Council logo's in response to the support given for this enterprise. With Committee endorsement, the purchase of this new vehicle will be through application to the Trusts and the overall cost for the light truck and outfitting has been estimated by various quotations at \$80,000.00 (eighty thousand dollars). Overall maintenance for the new vehicle as a Council asset would not be excessive and would certainly not be any more than a comparable sized Rural Fire vehicle. There would not be any requirement to increase current equipment levels for the Initial Response Unit.

Advantages of the proposal are:

- A five cubic metre increased carrying capability will allow all equipment to be carried for deployment and an initial response team of six persons at short notice without the requirement for an additional vehicle.
- Ability to tow the existing trailer which could be then used for team welfare and the carriage of personal equipment.
- Increased 4x4 capability.
- Greater acceptance as a support vehicle for fire service rescue operations at local incidents.
- Less reliance on the use of personal transportation and other dedicated Civil Defence Emergency Management vehicles.
- Increased Civil Defence Emergency Management exposure within the community and for recruitment purposes.
- Increased opportunity for USAR or emergency operations in declared emergency situations both within the Auckland Region and other regions if requested.
- Increased ability to deploy independently for up to three days as required for registered response teams.
- Faster deployment time particularly for any local emergency services or Rural Fire response support.

It is recommended that the Committee endorse the proposal to make formal application to the Trusts for the purchase of this new vehicle.

3. Community Welfare and Volunteer Development

As reported at the last meeting, considerable ongoing work is being carried out in the area of community welfare. The Welfare Plan has been updated and reflects and expanded contact list plus a revamped section for the care of animals and livestock in an emergency. Further work has been carried out in expanding the numbers of available Welfare Centres, plus the expansion of volunteers and dedicated training for new volunteers is in the process of being carried out

Welfare training for Council library support staff is also to be undertaken which will considerably increase the number of people available for Welfare Centre support operations. Because of pressure on work requirements due to staff injury over the last few months, some of this activity has not been progressed as far as had been hoped by this stage but is an ongoing development priority. The recent welfare exercise was most successful and a real time standby activation of a Welfare Centre was successfully carried out.

4. Communications

Radio Spectrum Management (RSM) conducted an audit of the organisations radio network during July 2005 and no significant problems were forthcoming. There is a small amount of rationalisation required to be undertaken within frequencies installed in Civil Defence Emergency Management vehicles and a new licence obtained for the dedicated High Frequency (HF) radio. The final outcome is a pleasing result and is in no small measure due to the amount of rationalisation and upgrade maintenance conducted over the last six months as reported at the last meeting.

Radio Spectrum Management will also be conducting an audit of all other radio users within Council in the near future which will be co-ordinated from this office and will be reported upon at the next meeting.

5. Flooding and Activation Activity

On the night of Monday, 11 July 2005, calls were received from the Police and EcoWater advising of extremely high stream levels and localised flooding in various Henderson Valley locations and that there was an evacuation possibility.

These calls were received at approximately 2345 and by 0030 the Emergency Operating Centre had been opened and made ready for operation and the Salvation Army Faith Factory in View Road was at a 10 minute standby to receive evacuees as a Welfare Centre if required. At the request of the Police, the initial Response Unit was also activated and eight members were ready to deploy by 0045 which was an excellent response. The Local Controller and Public Affairs Manager were contacted and advised of the action taken. Fortunately the high intensity rain that had been falling eased as did the stream levels and no evacuation was required.

Even though this was very much an isolated incident which would not have required a declared emergency, it did prove the organisations callout and response capability. What was particularly pleasing was that the police activated the Duty Civil Defence Emergency Management Officer through the Northern Communications Centre. An interesting aside to the event was that the first Salvation Army contact person actually received the call for assistance in Australia and then did the standby activation to other contacts from there. This was achieved in ten minutes!!

In keeping with current practice, tests are also carried out on a quarterly basis to ascertain the ability of designated Council staff to respond to the Emergency Operating Centre. The last test was conducted on the morning of 8 July 2005 while a severe weather warning was in place. This was an email test only and asked staff regarding their ability to deploy immediately, the afternoon, night or all of the above. Within 30 minutes over 25 staff had responded indicating immediate availability and within an hour sufficient numbers to create shifts for a 24 hour period. This response did not include staff who were on leave or away from their email and is considered an excellent test result.

CONCLUSION

Despite being affected by staff shortages, Emergency Management Services have continued to progress numerous areas of activity for the overall improvement the City's Civil Defence Emergency Management readiness and response ability. In addition, a considerable level of external activity is also being carried out particularly in support of Civil Defence Emergency Management Group requirements. 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.

RECOMMENDATIONS

1. That the Overview of Civil Defence Emergency Management and Rural Fire Activity report be received.
2. That the proposal for the Initial Response Unit to make application to The Trusts for the purchase and outfitting of a new vehicle be approved.

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



PUBLIC EXCLUDED MATTER

5 SHARED CIVIL DEFENCE EMERGENCY MANAGEMENT HEADQUARTERS AND EMERGENCY OPERATIONS CENTRE - PROPOSAL FOR CO-LOCATION WITH NEW ZEALAND FIRE SERVICE

This item will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, Shared Civil Defence Emergency Management Headquarters and Emergency Operations Centre - Proposal for Co-Location with New Zealand Fire Service.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of the matter to be considered. | Reason for passing this resolution in relation to the matter. | Ground(s) under Section 48(1)(a) for the passing of this resolution. |
|--|--|---|
| <ul style="list-style-type: none"> • Shared Civil Defence Emergency Management Headquarters and Emergency Operations Centre - Proposal for Co-Location with New Zealand Fire Service. | <p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • Enable the local authority holding the information to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | <p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p> |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The report contains information which if released could affect the Councils negotiations.*

