



Waitakere City Council  
*Te Taiao o Waitakere*

## AMENDED NOTICE OF MEETING

# EMERGENCY SERVICES SPECIAL COMMITTEE

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

**DATE:**        Tuesday,        5 December 2006        **TIME:**        9.30 am

**AMENDED VENUE:**    Waitakere Central, 6 Henderson Valley Road,  
Henderson, Waitakere

to consider the business as set out herein and to take any necessary action connected therewith.

*Sharon Simiona .*

30 November 2006

Sharon Simiona  
**DEMOCRACY SUPPORT AND  
SISTER CITY OFFICER**

Telephone (09) 836 8000 extn 8820

### MEMBERSHIP:

Councillors	DQ	Battersby, JP (Chairman)
	WW	Flaunty, QSM, JP (Deputy Chairman)
	RP	Dallow, QPM, JP
	C	Harding, 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 AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,  
WAITAKERE, ON TUESDAY, 5 DECEMBER 2006,  
COMMENCING AT 9.30 AM.**

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**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON TUESDAY, 5 DECEMBER 2006, 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 Chairman 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, 3 October 2006

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 3 October 2006 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 (CDEM) and Rural Fire activity since the last report, and to outline future planned activity.

##### **BACKGROUND**

The (Civil Defence Emergency Management Act 2002) CDEM Act 2002 introduced a new framework for CDEM 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 (CDEMGs), and Co-ordinating Executive Groups (CEGs) 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 CDEM 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 CDEM response.

##### **STRATEGIC CONTEXT**

CDEM is a responsibility of Council under the CDEM Act 2002. CDEM 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 Operating Centre**

It is pleasing to report that the move from the old Emergency Operating Centre (EOC) complex to temporary accommodation at the GPT Building was completed in a timely manner with no complications and exactly in line with the project plan. Emergency Management staff are now well established in their temporary offices and although rather tight for space, the allocated area is satisfactory for day to day work purposes. All contact details for communication purposes are the same.

As previously stated in the last report, all other equipment is either stored at the Henderson Police Station, a mini storage unit in Central Park Drive and at the Corban Estate. All aspects of the move were carried out by the Emergency Management staff and members of the volunteer Rescue Team.

The selected tender Skyward Construction Limited were formerly given control of the construction site on Thursday, 2 November 2006 and at the time of writing this report demolition had commenced. The projected timeline for the construction of the new premises is 38 weeks.

## 2. Warning Sirens Project

As reported at the last meeting, a Working Group has been established comprising emergency management staff from Waitakere City, North Shore City and the Rodney District. The purpose of this grouping is to develop a common approach for the North West Emergency Management Zone for the introduction of a layered public warning/alerting system within the zone. This could include sirens, mass telephone and cell phone text messaging, and ripple control sirens in houses. This will also be accompanied with the development of public education programmes including evacuation and traffic management plans.

Work in this area will also be shared across the region to try to achieve a regionally consistent approach in this area.

With the exception of the Optn sms/txt messaging consideration, little further progress has been made on the project overall since the last meeting. The primary reason for this has been complex organisation required for the move and also an extremely intensive exercise coordination programme for CDEMG and health exercises, namely Exercise MckGill (Health) and Capital Quake (Ministry of Civil Defence Emergency Management).

It is still the intention to pursue the Optn messaging system further, but this is not now likely to occur until early 2007.

## 3. Local Emergency Management Activity

As already mentioned in the report, Emergency Management staff have been heavily involved in moving from the old EOC. This coupled with CDEMG exercise activity has placed an extremely heavy workload on all staff during the reporting period. Specific local activity over the reporting period includes:

- Emergency Management Officer, Brandon Guttery, has completed his CDEM Controllers Course;
- Installation of radio equipment at the GPT building for initial response purposes
- Attendance at the North Island Emergency Management Officers Conference.
- Three call outs by the Fire Service of the volunteer Rescue Team to assist with weather related events;
- Full coordination and organisation of the Auckland CDEMG involvement in the National Exercise Capital Quake held on 14 and 15 November 2006;
- Alternate EOC set up and training sessions for EOC staff
- CDEMG involvement coordination in the Ministry of Health exercise conducted on 9 November 2006;
- Ongoing rescue, welfare and Rural Fire training and activity.

#### 4. Rural Fire Activity

##### Operational

Only one vegetation fire of any significance has been recorded, although a number of structure fires were attended; two within the Bethells Valley. Volunteer crews did good work preventing possible extended damage. An agreement to utilise the Civil Defence Initial Response Team (IRT) to support fire emergencies has been successful; they have been deployed to assist fire and emergency services in special service operations and have attended at rescues and a storm event. Of concern were a number of vegetation fires at Piha.

##### Training

All stations are continuing with their own station training, with the Waitakere unit taking on an additional six hours per week commitment for the pre-course training of those staff attending the Fire Service breathing apparatus course. A number of formal courses to NZQA standards have been held these include:

- Issue Fire Permits;
- Chainsaw Operator;
- Basic Fire fighting Skills;
- Breathing Apparatus.

The final phase of the basic qualification for Rural Fire Officer, "Demonstrate Legislative Responsibilities of a Rural Fire Officer and a Rural Fire Authority" (Unit Standard 20399) will be held in early December.

##### Management

Fire Service introduced the mandatory wearing of flash hoods at all structure fires as from the 1 November 2006; all qualified staff have been issued with the new hoods.

A number of recruits from Bethells Valley and Waitakere stations have undergone their final interviews and will be taken on as full members during December.

No further information has been received regarding the changes to the fire legislation.

Funding granted to volunteer stations by The Trusts has been released; questions over the GST component of the funds should be resolved with the assistance of Council shortly.

##### General

Thanks to the commitment and dedication of our volunteer crews, who have under-gone a concentrated winter period of training, crews are fully operational. Levels of equipment are adequate and the rural district is well prepared for the summer season

#### 5. Regional Work

Council staff have been heavily involved with regional activities including the Capability and Capacity Assessment, the National Exercises, and the work on GEOC options. This has involved Emergency Management staff, the Director: Corporate & Civic Services and the Chief Executive Officer. Staff are extremely supportive of the Group Emergency Management office being adequately resourced to do this work so that more attention can be given to Waitakere issues.

## RESOURCES

The Emergency Management sections remain well resourced for normal activity requirements and there are no specific operational issues.

## CONCLUSION

Emergency Management staff has continued at a high pace both locally and regionally. The reporting period has been a particularly busy one with moving activity and CDEMG requirements for response purposes. The move to temporary accommodation was accomplished successfully and ongoing work is being carried out to ensure an effective response capability during the new EOC Building Project. Little work has been carried out on the Warnings Project due to other commitments. A pleasing aspect is the Fire Service's decision to give Rescue Team members on the job experience in response, during recent severe weather events. All Rural Fire Forces remain effective and all equipment is fully operational.

## RECOMMENDATIONS

1. That the Overview of Civil Defence Emergency Management and Rural Fire Activity report be received.
2. That the Emergency Services Special Committee endorse the recommendation to actively pursue the introduction of voluntary community subscription to the Optn txt alerting system in conjunction with the North Shore City and Rodney District Councils.

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



## 5 AUCKLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP: CAPABILITY AND CAPACITY ASSESSMENT AND PROPOSED WORK PROGRAMME FOR 2007/2008

### PURPOSE OF THE REPORT

The purpose of this report is to inform the Emergency Services Special Committee of the Civil Defence Emergency Management Group's (CDEMGs) approved work programme for 2007/2008, as resolved at its meeting of 3 November 2006, and to enable Council to consider this work programme. Of particular note is the proposed increase in resourcing for the CDEMG to be recommended to Council.

### BACKGROUND

At its meeting of 8 September 2006, the CDEMG received an independent report entitled *Assessment of the Capacity and Capability of the Auckland Region CDEM Group to Respond to a Disaster Impacting the Auckland Region*. The report arose from an in-depth study commissioned by the CDEMG and carried out by Kestrel Group Limited, as to response capability and capacity in the Auckland region.

After considering the report and associated material, the CDEMG resolved:

- a) *That the report be received.*
- b) *That the Civil Defence Emergency Management Group (CDEMG) provide any initial comment or prioritisation on the recommendations or actions contained in the report.*
- c) *That the report be adopted as a basis for conducting discussions with Civil Defence Emergency Management (CDEM) partners and stakeholders.*
- d) *That the Coordinating Executive Group (CEG) establish a team to examine the report, recommendations and actions in detail and report back to the Civil Defence Emergency Management Group (CDEMG) with a proposed programme and actions for addressing the issues highlighted in the assessment."*

Under the Chairmanship of the Group Controller, Harry O'Rourke, the Coordinating Executive Group (CEG) established a working group to review the report and provide advice on a work programme and associated budget estimates to address the areas requiring improvement identified in the Capability and Capacity Assessment. Consultancy firm Emergency Planning Limited assisted with this work. Subsequently, this report, the work programme and associated budget have been the subject of significant debate and refinement at CEG. A Work Programme and series of recommendations related to the Capability and Capacity Assessment were considered at the 3 November 2006 CDEMG meeting, at which the CDEMG resolved:

*"That Civil Defence Emergency Management Group approve the programme of work presented to address the issues identified as requiring improvement in the Capability and Capacity Assessment.*

*That the programme of work adopted be reflected in the 2007/2008 work programme and budget, to be circulated and communicated to member Councils."*

And further:

*"That the Committee adopt the draft Annual Work Programme and Budget for 2007/2008, and recommends the Work Programme and Budget to member councils for inclusion in their Annual Planning processes."*

This work is now presented for consideration by Council.

## **STRATEGIC CONTEXT**

This work contributes to the Safe City strategic priority including strong communities and green network.

The CDEM Act 2002 creates CDEMGs as regional entities with a lead responsibility to CDEM planning and operations. The Council is a member of the CDEMG under the Act.

## **ISSUES**

A1-A138

A copy of the reports considered by the CDEMG on the Capability and Capacity Assessment and the proposed Work Programme is attached at pages A1 to A138. These set out the detail of issues relating to this matter and given consideration by CDEMG. Waitakere City Council officers strongly support the work programme recommended and the decisions taken by the CDEMG.

## Decision Making

Section 77 of the Local Government Act 2002 (LGA02) reads:

*“77 Requirements in relation to decisions*

- (1) *A local authority must, in the course of the decision-making process,*
  - (a) *seek to identify all reasonably practicable options for the achievement of the objective of a decision; and*
  - (b) *assess those options by considering*
    - (i) *the benefits and costs of each option in terms of the present and future social, economic, environmental, and cultural well-being of the district or region; and*
    - (ii) *the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner by each option; and*
    - (iii) *the impact of each option on the local authority's capacity to meet present and future needs in relation to any statutory responsibility of the local authority; and*
    - (iv) *any other matters that, in the opinion of the local authority, are relevant; and*
  - (c) *if any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.*
- (2) *This section is subject to section 79.”*

Section 79 allows the local authority (or in this case the CDEMG) to determine how it will meet its obligations under section 77.

In making decisions on future capability and capacity for the CDEMG, the Committee has considered a great deal of analysis and advice. Collectively this work represents significant analysis of the issues and the options available to the CDEMG. The CDEMG resolved that it has met the decision making requirements of the LGA02. The CDEMG is a joint Committee under the LGA02 and as such is a Committee to this Council. Given the detailed material considered by the CDEMG and presented here for consideration, it is considered that the Committee is able to meet its decision making obligations.

## Community Views

No consultation on community views has been undertaken as part of the Capability and Capacity Assessment. However, it is clear from public debate around emergency events that there is a strong community desire for effective response and recovery arrangements. This has also been made clear by political leaders of the region. The Mayoral Forum received an update on the Capability and Capacity Assessment work on Friday, 20 October 2006, and resolved as follows:

- a) *“That Councillor Morrison and Ross McLeod be thanked for their update on Auckland Region Civil Defence Emergency Management Group.*
- b) *That the Mayoral Forum signal its support for a work programme that addresses the areas for improvement highlighted in the Capability and Capacity Assessment report, in particular adequate resourcing of the Emergency Management Office of the Civil Defence Emergency Management Group, and a fully functional, dedicated Group Emergency Operations Centre.*
- c) *That the Civil Defence Emergency Management Group report back to the Mayoral Forum at its February 2007 meeting on necessary resources in terms of the existing formula.*
- d) *That urgency be given to the provision of an early warning system for the region with appropriate education.”*

The Mayors (including the Mayor of Waitakere City) were very clear in their view of the need for urgency in addressing these issues, and the need for adequate resourcing to be made available to enable this to occur.

## **RESOURCES**

The work programme recommended by CDEMG represents a significant increase in resourcing, with the total budget going from \$640,000 to \$1.7 million. The Council share of this amount moves from \$65,000 to \$165,943 per annum. The need for this increase in resourcing has been well documented through the capability and capacity assessment project and Council staff strongly support the recommended increase in resourcing.

## **Next Steps**

The programme of work that the CDEMG has determined to undertake in the 2007/2008 financial year needs to be considered by each of the member councils as part of their Annual Plan processes. Only after acceptance by each Council is the entire CDEMG programme approved for the 2007/2008 financial year. It is intended that the Work Programme will be considered as part of the Annual Plan process.

## **CONCLUSION**

The Civil Defence Emergency Management Act 2002 places a significant responsibility (in fact the lead responsibility) for emergency management in Auckland on the CDEMG. Waitakere City is a member of the organisation. The region has clearly expressed a desire for a professional, adequately resourced and well co-ordinated CDEM organisation that can perform effectively in response to an emergency. The Capability and Capacity Assessment has identified areas within CDEM arrangements in Auckland that need significant improvement. It has also identified that the level of resourcing currently allocated to CDEMG operations and activity, in terms of both money and people, is not adequate to meet public levels of expectation. Significantly greater levels of resourcing are required to address this.

A programme has been developed by CEG to address the areas of CDEM activity that require improvement. While some detail may need further refinement, CDEMG has agreed the overall direction and quantum of resourcing. This is presented for consideration by the Committee.

### RECOMMENDATIONS

1. That the Auckland Civil Defence Emergency Management Group: Capability and Capacity Assessment and Proposed Work Programme for 2007/2008 report be received.
2. That the Waitakere City Council endorse the findings and recommendations of the Capability and Capacity Assessment report, and the subsequent work done by the Co-ordinating Executive Group to address the areas requiring improvement identified.
3. That the Emergency Services Special Committee expresses its support for the proposed 2007/2008 CDEMG Work Programme as agreed by the CDEMG at its meeting on Friday, 3 November 2006, subject to consideration and approval by Council through the Annual Plan process and that this support be communicated to the Council and the CDEMG.
4. That the Waitakere share of the 2007/2008 CDEMG Work Programme totalling \$165,943 be considered for inclusion in the Annual Plan 2007/2008.

Report prepared by: Ross, McLeod, Director: Corporate and Civic Services and Bill Morley, Manager: Emergency Management.

