



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:-

**REVISED** Tuesday , 8 August 2006 **REVISED** 11.30 am  
**DATE:** **TIME:**

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

to consider business within the scope and delegations of the Committee and to take any necessary action connected therewith.

2 August 2006

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)
	RP	Dallow, QPM, JP
	C	Harding, JP

Mayor RA Harvey, QSO, JP (ex officio)

Deputy Mayor CA Stone (ex officio)

6

(Quorum 2 members)

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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, 8 AUGUST 2006  
COMMENCING AT 11.30 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 13 June 2006

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 13 June 2006, as circulated, be taken as read and now be confirmed.



**4 RISK ASSESSMENT OF COUNCIL'S RECORDS AND ARCHIVES ACCOMMODATION**

**PURPOSE OF THE REPORT**

The purpose of this report is to update the Emergency Services Special Committee on the types and degree of risk in housing Council's records, archives and heritage collections.

**BACKGROUND**

The Mayor's Report to the Council meeting of 28 September 2005 included information on the heritage damage in New Orleans and emphasised his concern for Council's heritage collections given the proximity of streams in Henderson that are flood prone.

## **STRATEGIC CONTEXT**

Accurate and secure recordkeeping is a key operational issue for the Council. Certain record and archive keeping is also a statutory requirement on Council. In addition aspects of records and archives contribute to Council's Strong Communities Platform, by preserving a record of the changing and growing city and the communities that live within it.

Increasingly electronic records are being regarded as the accepted version of a record. Council is currently in the early stage of a digitisation project that will reduce significantly reliance on hardcopy.

## **ISSUES**

### **Waitakere Central**

Waitakere Central will house only records being used for immediate reference, and records in transit. Floor-loading will not be an issue as no large mobile shelving is planned. There is no flood risk, given the location and elevation of the building, and the historical flood profiles and behaviour of the nearby streams and surrounding catchment.

### **New Library Building**

In the new library building storage of heritage collections will be on the second floor, above all predictable and historical flood levels. Floor-loading requirements were included in the specifications therefore mobile shelving will be used for heritage collections and library stack areas. The heritage area is to recognised international standards.

### **GPT Building, 4 Waipareira Avenue**

Offsite longer term storage and scanning operations will be housed in the GPT building in Waipareira Avenue, Lincoln North in the medium term.

The general flood risk to the site is extremely low. The current IM office space on the ground floor and the Call Centre above are typical office areas with standard ceiling height. The adjacent records and archives storage areas are warehouse in character, the high roof is the ceiling. The building will house current corporate records including planning and property files, in addition to its current role of storing semi-current records and archives.

The office areas are physically sound. Appropriate environmental controls will be reviewed as part of the outfitting of the areas for increased use for records and archives storage.

A single and upgraded security system is included in current upgrading. None of the areas have sprinkler protection - installation of a sprinkler system will be investigated. Use of gas for fire protection may be practical for smaller areas within the space, but unlikely to be so for the warehouse areas. Fire detection systems are also being currently upgraded.

## **CONCLUSION**

Waitakere Central and the new Henderson Library present minimal risk concerning both building standards or flooding.

GPT Building has a minimal flood risk. Reflecting its use for current corporate records including planning and property files, as well as the Archives, upgrading of security and fire detection is proceeding. Further requirements will be considered.

Digitisation of records will enhance risk minimisation.

### **RECOMMENDATION**

That the Risk Assessment of Council's Records and Archives Accommodation report be received.

Report prepared by: Bruce Symondson, Archivist: Information Management.



## **5 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 activity since the last report, and to outline future planned activity.

### **BACKGROUND**

The Civil Defence Emergency Management Act 2002 introduced a new framework for Civil Defence 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.

## 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 Operating Centre

The Committee is aware that final approval has been given for the new Emergency Operating Centre to go ahead, with an October 2006 timeline for the current building to be demolished. Activity now being undertaken involves more precise internal layout requirements, in particular the communications room and operations rooms fit-out. As this involves the positioning of computers, workstation positions and data show equipment, it is imperative that the layout is right from the start.

Letters have been sent to all residents in Elcoat Avenue and those residents in houses behind the current building to advise them of the project and invite them to make an informal visit to view building plans and discuss any concerns they may have. At the time of writing this report, four neighbours have visited and all are happy with the proposal and have no objections. A traffic engineers report is being completed for traffic management purposes, outlining the projected usage of the new Emergency Operating Centre on a day to day, exercise, and emergency use basis. This information will be included in the formal notification to residents for consent purposes. It is not envisaged that there will be any strong objections to the building proposal.

Work has also been undertaken to find new premises for staff to work from during the construction phase of the new Emergency Operating Centre and for the storage of equipment. Current options include leasing space recently vacated by Council for staffing purposes, and discussion is also being held with the Henderson Police to use space they have available to house garage equipment and as a space for the rescue volunteers to be able to continue to work from.

A particular bonus arising out of recent Council moves has been the acquisition of the emergency generator from the old EcoWater premises at no cost, complete with an uninterrupted power supply unit which can be used for emergency power supply purposes within the Emergency Operating Centre. The generator output will be more than sufficient to meet the Emergency Operating Centre requirements.

### 2. Emergency Management Visit to the United States

During the period 4-15 July 2006, Councillor Battersby and the Manager: Emergency Management Services visited the United States as part of a fact finding tour of emergency management organisations arranged by the Auckland Civil Defence Emergency Management Groups. The Chairman of the Auckland Civil Defence Emergency Management Groups, Neil Morrison, Ms Jane Olsen from the Auckland Regional Council Emergency Management Office and Councillor Ivan Dunn from the North Shore City Council were other members of the visiting party. Councillor Wynn Hoaldley from the Auckland Regional Council also joined the party for visit while in New York. The group also visited New Orleans and the San Francisco City Office of Emergency Management.

Visits in New York included the Regional Headquarters of the Federal Emergency Management Agency and the New York City Emergency Management Emergency Operating Centre and Offices. The New Orleans visit centred on a comprehensive tour of the areas devastated by Cyclone Katrina in 2005.

A1-A12

At the time of writing this report there had been insufficient time to complete a full report of the visit, but a list of observations and comments is attached for consideration and discussion at pages A1 to A12. Unfortunately, for security reasons, photograph opportunities within the various Emergency Operating Centres visited were not permitted and only a range of photographs relating to the damage caused by Hurricane Katrina were recorded for emergency management purposes.

Primary aims of the visit were to learn from emergency management systems in US cities, and in particular specific Emergency Operating Centre operating procedures that may be incorporated within Waitakere City and the Auckland Civil Defence Emergency Management Group organisations.

Without exception, the basis for emergency planning at City, State and National levels in the United States is exactly the same as used in New Zealand, namely, Reduction, Readiness, Response and Recovery. Of particular interest was the sheer size of the various emergency management organisations that were visited, the number of full time staff employed at each and the level of public education material and programmes in use.

There are 35 full time staff at the New York Federal Emergency Management Agency office plus trained volunteers. The New York City Office has 25 full time employees, plus seconded personnel from other response agencies. In San Francisco there were 21 staff members plus dedicated support staff from the emergency services and lifeline agencies. In all cases, staff had specific roles based upon Operations, Planning and Intelligence, Logistics, Administration and Finance. Principles for operational activity were based on an incident management system akin to the Coordinated Incident Management System as used in New Zealand.

In all cases, staff worked from a dedicated Emergency Operating Centre complex that was immediately available for activation, and events happening at any given time were being monitored constantly. In the case of the New York City Offices, three staff members are on duty 24 x 7 in a control room complex which monitors all incidents and events being undertaken by the emergency services and other agencies at any given time. Additionally, they have a mobile Emergency Operating Centre vehicle, plus another similar vehicle that would be used by the Mayor for briefing purposes should their existing premises become unusable. During the events of 9/11 their previous Emergency Operating Centre in the Twin Towers building was destroyed. The current premises are a two storey warehouse and they were moving into a new \$US39 million purpose built Emergency Operating Centre at the end of July 2006. Add to these arrangements a 40,000 strong police force and huge fire service resources, which when combined form a most impressive emergency management response capability.

While not on the same scale, the San Francisco Emergency Management Organisation can be likened to that of the Auckland region in terms of population, general organisation and in some instances similar threats. The major difference again is the number of full time staff employed in the City Headquarters and support personnel available for response purposes at any time. In all cases, dedicated Emergency Operating Centres are in place and are staffed accordingly. It will be a recommendation of the visit that the Auckland Civil Defence Emergency Management Groups should adopt a similar arrangement and that it be staffed by full time professionals accordingly. On a day to day basis, the staff would carry out much of the work required for Group readiness and have dedicated roles in response.

The possibility of having dedicated representatives from the emergency services working within the Group Emergency Operating Centre should also be considered. Either way, it is clear from the trip that in terms of Good Practice the Group Emergency Operating Centre has to be a stand alone complex and should be staffed appropriately to meet the needs of the Civil Defence Emergency Management Groups.

The New Orleans element of the visit centred primarily on the devastated areas of the City which are still in the same state as they were immediately following Hurricane Katrina. The area of devastation is immense and the recovery programme will take years to complete. The overriding problem faced is the lack of population currently living in New Orleans, plus a depressed economy. There are a number of recovery issues that New Zealand can learn from.

From a Waitakere City perspective, the visit was particularly helpful when looking at options for set up arrangements within the new Emergency Operating Centre complex. This has to be balanced with the need for the Emergency Operating Centre to be able to be used for other activities but must be readily available for response purposes as well. The idea of the new Emergency Operating Centre ultimately becoming the Group Emergency Operating Centre should not be discounted as a future option.

### **3. Warning Sirens Project**

The Committee is aware that funding has been approved to purchase and install fixed sirens at strategic locations throughout the City and to additionally purchase portable sirens to compliment the project. Additional work is also required to work with the Rodney District and North Shore City Councils with a view to adopting a common system and supporting public education programme.

Emergency Management staff are in contact with other councils throughout the country who have siren systems installed, discussing how the use of them is managed and any issues with their operation. While purchasing a suitable siren system is not a difficult exercise, considerable work will be required in determining suitable sites for installation and the consent process required. Other aspects such as a testing regime, ongoing maintenance, public education and evacuation plans for threat areas also have to be worked through. The project also needs to consider what other means of notifying the public are being considered on a national and regional scale.

Given the reduced tsunami threat for West Coast beaches it was not the initial intention of the project for fixed sirens to be installed at those locations. At the direction of the Chief Executive Officer and to ensure a common approach, it is intended to re-examine this decision and potentially make application to the Waitakere Trusts for additional funding to support the purchase and installation of fixed sirens in those locations.

This is a big project, and although there is considerable political will for urgency, there is a lot of work to be undertaken to ensure its effectiveness before implementation.

Immediate actions being undertaken are to enter discussion with the Rodney and North Shore City Councils Emergency Management staff, source appropriate siren systems that could be used and discuss with Council staff the procedures required to be taken for consent approval.

#### 4. Activity

In addition to normal day to day work activities, considerable ongoing support continues to be given to Civil Defence Emergency Management activity over the past two months in a wide range of working group and project activity. As already mentioned, additional work is also being undertaken by staff for the new Emergency Operating Centre and siren projects.

Other activity over the reporting period includes:

- Increased numbers of trained welfare volunteers to support any Emergency Welfare Centre requirement;
- Ongoing training and development of the volunteer Rescue Team;
- The purchase of a portable radio repeater and satellite telephone for Emergency Operating Centre use;
- Work place assessor qualification for one Emergency Management Officer;
- Rescue trainer qualification gained by one Emergency Management Officer and Deputy Leader of the volunteer Rescue Team;
- Upgrade of base radio sets within the Emergency Operating Centre which will also be used within the new Emergency Operating Centre;
- Ongoing training and response activity by the Rural Fire forces.

#### 5. Rural Fire Overview

##### Operational

Waitakere City was fortunate this fire season, as although the fire danger ratings were in the elevated range over the majority of the January to March period, with extreme readings recorded over a number of days, only one major fire developed. This was a fire above Mercer Bay, Piha, which had its ignition point partway up the cliff face below a public lookout, approximately 900m off the end of Log Race Road.

General call numbers have been above average through this period, but prompt and aggressive action by our volunteer crews resulted in only minor damage in each case.

The number of non-fire incidents, including two search and rescue operations were up on previous years, and although involving more work for our crews, it is satisfying to see that their skill levels are recognised, by their inclusion in the standard response by their inclusion in a range of standard response activities.

For the year 1 May 2005 to the 30 April 2006 a total of 258 emergency responses were made into the Waitakere Rural Fire District. The responses were in the following categories:

False Alarms	35	Rubbish Fires	28
Rescues	9	Vegetation Fires	48
Car fires	43	Motor Vehicle Accidents	25
Assist Police	7	Assist Ambulance	24
Chemical	4	Special Services	7
Power lines	10	Structure fires	11
Chimney fires	1	Bonfires	6

From the total of 258 incidents these break down to the following percentages;

Vegetation fires	18.6 %
Non vegetation fires	38.4 %
Non fire incidents	43 %

### Training

This has been a busy period for the volunteers and a number of new recruits have required, and accepted, a full program of training. This years training began in February and courses taken so far have been; Pump Operation, Basic Fire-fighter, 1st Aid, Breathing Apparatus, Radio Telephone and an Urban Search and Rescue Course. All courses were to the appropriate New Zealand Qualifications Authority standard.

A Rural Field Day was held in May at the Cascades Park, the objective of which was to familiarise fire-fighters with the range of emergency equipment immediately available within the Waitakere District. The day was well attended and included members from both rural and urban brigades, as well as members of the Civil Defence Emergency Management Rescue Team.

On station training continued throughout, with all stations beginning the "Protect Personal Safety in Urban Fire Situations" course, in addition to their standard subjects.

The primary training objective for the next year is to increase the range of skills of the rural volunteer crews. This is being done to ensure that with the introduction of any grading system resulting from changes to current Fire Legislation, the fire crews will gain the highest grades possible, in order to ensure future emergency service assistance to the citizens of Waitakere City.

### Management

The resignation of Chief Fire Officer Maxwell and the appointment of his replacement Warwick Briggs at the Waitakere Fire Force has resulted in some disruption of the normal running of that station. The recent resignation of two experienced members from the station has meant that the general level of experience has been reduced. Coupled to this is the fact that three new members have joined since the New Year who required some concentrated training and guidance.

Agreements have been made to amalgamate stations in the event of a pandemic situation occurring. The aim is to be able to maintain fire and emergency cover throughout the rural area, although it may be at a reduced level.

No definite reports have been received regarding the direction of the proposed legislation changes to the Forest and Rural Fires and Fire Services Acts, but the Minister Rick Barker gave a speech recently which identified that a single fire and rescue structure was proposed under a single Act, and that details regarding the funding issues were still being worked through. Although under the new legislation Waitakere may not be required to hold the legal responsibility for Rural Fire matters, it is crucial that the fire and emergency protection of the City is maintained, and where possible improved prior to any change taking place.

The Fire Service National Commander has made it clear that he intends to grade stations according to their individual skill levels, equipment and most importantly, response capabilities. To ensure that the operational units within the City are able to function fully in the future, they must be prepared to reach the highest grade possible prior to the legislation being enacted.

### Waitakere Station

As reported above, the change in the leading ranks of the unit has created a situation which has, to an extent, temporarily lessened the operational effectiveness of the station; additional support will be given, both in operations and management, to assist in maintaining their usual standard.

A working bee was organised to paint the exterior of the station, which has improved the appearance considerably. The station also played a major role in the fundraising to send a young girl on a trip to Disneyland. Funds were also raised for the purchase of a vehicle winch to be fitted on the second appliance.

### Bethells Valley Station

A problem with graffiti on the station which was targeted on a number of occasions appears to have ceased, immediate removal after each attack seems to have made it a pointless exercise. Crew numbers have been increased through the appointment of new recruits, with the station now up to strength.

### Karekare

As is usual with Karekare the station is running smoothly with no problems. A Health and Safety inspection was carried out with only minor defects found. These have since been rectified. A major source of funding, the annual beach races, was cancelled this year due to weather but no outstanding issues will be affected.

### Arataki

The crews at Arataki are undergoing an New Zealand Qualifications Authority structured training module. This will lead to members achieving the National Certificate (Vegetation Level 2). Training in the majority of subjects covered is able to be provided, with specialist equipment and practical tuition being provided through the assistance of the Fire Service's Titirangi duty crew.

### General

The District, though the dedication and commitment of the volunteer crews has maintained a high level of fire protection throughout the fire season. Damage to the environment has been minimal with no injuries to staff or the public.

Staffing levels are acceptable although there has been a higher than usual percentage of recruits requiring initial training. The level of equipment and its general condition is satisfactory, with overhaul and maintenance programmed for the winter season.

The training program for the coming year will include a number of non-fire and urban fire subjects which will consolidate and qualify the volunteer crew skills in a wider area of general emergencies in preparation for the legislation changes.

Thanks are again due to the men and women of our volunteer fire-fighting units. Their commitment and dedication to the protection of our City is greatly appreciated.

## **RESOURCES**

For day to day activity, and in comparison with other local authorities throughout the region, Waitakere City is well resourced in terms of staff for emergency management and rural fire requirements. Council officers, however, conduct a lot of training and presentations out of normal working hours. Combined with a number of regional activities that Waitakere Council officers are heavily involved in, this is creating a very full workload.

## CONCLUSION

Emergency Management staff and activity continues at a high pace both locally and regionally and in general the local ability to respond to any emergency incident remains high thanks to a strong base of trained Council officers who are familiar with the requirements of working in an Emergency Operating Centre.

## RECOMMENDATIONS

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 Peter Barber, Principal Rural Fire Officer.

