

**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE TO BE
HELD AT CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON,
WAITAKERE, ON TUESDAY, 31 JULY 2007 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 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



4 CONFIRMATION OF MINUTES

Meeting Minutes - Tuesday, 12 June 2007

RECOMMENDATION

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 12 June 2007, as circulated, be taken as read and now be confirmed.



5 OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY

PURPOSE OF THE REPORT

The purpose of this report is to provide the Emergency Services Special Committee with an overview of Civil Defence Emergency Management (CDEM) and Rural Fire activity since the last report, and to outline future planned activity.

BACKGROUND

The 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 (NZFS) 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

New Emergency Operating Centre

At the time of writing this report, Skyward Construction Limited, have asked for an extension of time for 17 working days which will mean a practical completion date of 3 September 2007 instead of 3 August 2007 as originally planned. This request has not yet been fully resolved and will be reported on further at the meeting. Given that it is intended to officially open the Emergency Operating Centre (EOC) during the week of 24 - 28 September 2007, there will be some additional pressure created to get all the communications, IM equipment and staff settled in before the official opening date. Advice is still awaited from the Minister of CDEM as to whether he is available to officially open the EOC. Ongoing reporting on the project is occurring, as agreed, via the Projects Special Committee and the project is still expected to come in within budget.

Preliminary planning has also commenced with Public Affairs for an official opening and an invitation list has been drawn up. As soon as advice has been received from the Minister's office one way or the other, formal work will commence on the opening ceremony.

Warning Sirens and Public Alerting Systems Project

The Committee is aware that a formal tender offer for the installation of the siren alerting system has been awarded to Meerkat Alerting Systems for acceptance by 31 July 2007. Until acceptance has been agreed little else can be reported upon at this time. It is still intended that the project will be completed by the end of March 2008.

Negotiation is also underway for the introduction of the Optn test messaging system which the public can subscribe to. This is intended to be introduced before the next meeting of the Committee.

CDEMG Work Programme in response to the Capability and Capacity Assessment Report

The Committee will recall from the last meeting that CEG and CDEMG commissioned a business case overview of the draft CDEMG work programme adopted by CDEMG in response to the Capability and Capacity Assessment. A copy of this report was provided to the Committee at the last meeting.

Generally, the report confirmed the direction being taken by CDEMG. The most significant change from the work programme adopted is the recommendation to appoint some of the recommended additional staff positions to the Emergency Management Office in year one, and to then conduct a review to see whether further additional resources are required.

The business case work has now been considered by CDEMG. The CDEMG resolved to put the slightly modified work programme in place. Work is now underway to advertise for the position of Executive Manager for the CDEMG and it is hoped to have an appointment made during September 2007. Once the position is established, the Executive Manager will then commence recruitment for the additional staff positions in the Group Emergency Management Office. These staff will significantly increase the capacity and capability of the Group.

The Committee will also recall that the ARC is providing staff to staff the Group EOC and training has commenced in this regard. Design work has also commenced for the dedicated Group EOC in the basement of the ARC building. Waitakere City CDEM are assisting in the areas of activity.

Civil Defence Emergency Management Activity

The reporting period has again been an extremely busy one for all emergency management staff, with involvement in both local and regional activities. The Principal Rural Fire Officer (PRFO), who had been supporting the Rodney District Council for Rural Fire purposes, relinquished that duty on 20 July 2007.

The primary areas of activity have been:

- Conduct and participation in the Auckland Engineering Lifelines Regional communications Exercise Marconi held on 8 June 2007;
- Review of Council's Business and Pandemic Continuity Plans;
- Ongoing coordination meetings and organisation for the proposed national Exercise Ruamoko based on a volcanic eruption in the Auckland Volcanic Field, to be conducted between November 2007 and March 2008. There was also an involvement in the development of the official launch material for the exercise which was conducted in Auckland on 11 July 2007 and Wellington on 12 July 2007. Exercise Ruamoko will be the largest CDEM exercise ever carried out in Auckland and most likely on a national basis as well;
- New EOC planning and organisation;
- Public alerting system planning and organisation.

Other Regional CDEM Group Activity includes:

- Chairmanship of the CEG (Director: Corporate and Civic Services);
- Chair of the GEOC Working Party (Manager: Emergency Management);
- Member of the Group Communication Review Working Party;
- Member of the Group Training and Professional Development Working Party;
- Member of the Group Public Education Working Group;
- Group Controller and principal support for the Group Controller.

Following on from the storm activity on 10-11 July 2007, the Group Controller and Manager: Emergency Management and other CDEMG officials were involved in monitoring and coordinating welfare support and public information in respect of issues arising from power and hot water outages. The storm event was particularly significant in terms of the damage done to the power infrastructure and required a huge amount of additional resources and time by Vector Limited to remedy. Debrief work will be conducted, and the reasons for the delays in restoring service will be investigated.

In response to a request from the Northland Regional Council, our Emergency Management Officer, Karl Nuttall was deployed to Dargaville to assist Kaipara District Council with recovery operations for three days.

Rural Fire Activity

Operational

Waitakere was fortunate in escaping the full effects of the recent weather bomb of 10 July 2007. Both the Rodney and North Shore Districts suffered considerable infrastructure damage and some ongoing power outages. Waitakere was relatively unharmed with only a few incidents of minor damage and power and water heating loss experienced.

Fire crews in Waitakere were on standby throughout and were prepared for an extended period of operations; fortunately they were not required for any major operation. The type of incidents experienced by our neighbours has been noted, and some adjustments to our procedures have been put in place to improve our effectiveness in future.

Aside from the weather bomb this has been an unusually quiet two months which has been appreciated by crews and their families.

Training

Over this reporting period formal training courses held included Basic Fire Fighter; Breathing Apparatus held at the Mt Wellington Training Centre and refresher and full 1st Aid courses held locally. Waitakere crew members attended a Breathing Apparatus refresher course in Rotorua and performed well.

Preparations are underway for CIMS Level 2 and 3285 Personal Protection courses which will include members from Rodney and will possibly be held at Kumeu Station.

Management

Following the appointment of their own Principal Rural Fire Officer the Contract of Service with the Rodney District Council will be completed on the 20 July 2007. Satisfaction was expressed by Rodney for the service given, and it is intended to continue to maintain a close working relationship into the future.

An application has been made on the Grant Assistance Scheme for assistance in purchasing items of protective clothing and equipment, the result of the application will be known in August 2007.

Crews have been signed on to a structured training program through F.R.S.I.T.O. This will result in their gaining a National Certificate in Vegetation Fire-fighting by the end of the year.

It is intended to hold an Honours Night in late October for the presentation of service honours to eligible members of our crews. It is intended to invite members of the Committee and other Councillors to be present at the presentations.

Equipment and crew levels are good, with an influx of younger members. This requires an additional commitment in training but they should be operational prior to the coming fire season.

Thanks are again due to the volunteer fire-fighters; their continuing commitment of service and their willingness to accept the challenges that fire fighting brings is appreciated.

Initial Response Unit (NZRT3) Activity

Management

The first half of this year has seen a busy time for the Response Team. The year was started with 16 members who returned from last year. However, the team has a current strength of 12 members at the end of June, due primarily to members leaving for work and family commitments. The team is still based out of Henderson Police station until the new EOC is completed.

The Team Leader and Team Manager initiated the North West Response Team Coordination Group; with the vision of more inter team training, coordination and response. The Group is made up of Team Leaders, Managers and training officers from Waitakere IRU, North Shore IRU, and Rodney Civil Defence. Auckland Search Dog Group is also represented. An invitation has also been extended to the Defence Force Civil Defence Response Group (CDRG), based at RNZAF base Auckland.

Training

Key highlights:

- 546 logged hours of scheduled training collectively for team;
- 586 logged hours of additional time from weekend training, community service etc;
- 408 logged hours of Rope Team training;
- Personal Readiness Rapid module completed;
- Height Safety Rapid module completed;
- General Rescue Trainers revalidated;
- Rope Responder training course ran and training begun;
- Two joint mini exercises completed with RT5 and Rodney Civil Defence;
- Exercise Catalina completed successfully;
- Assisted with safety, security, and traffic control for both the Eco Day at Olympic Park and Twin Streams public launch at Corbans Art Centre;
- Conducted a USAR CAT 1A course for NZRT6 in Taupo for the Response Teams in the Bay of Plenty area;
- Started pump operator training to support Rural Fire;
- Annual Fitness test completed for team.

Operational

The team has been involved in assisting in two Council community events as safety, security and traffic control. The events were the Eco Day, and the Twin Streams public launch. These two events exposed the professionalism of the team to the general public, which brought a very positive response.

Summary

Despite losing a few members, the team has continued to develop in effectiveness and across a range of new activities. The team is now recognised by the NZFS for its response capability, as evidenced by a request to deploy to support the NZFS response at a number of incidents during the severe storm event of 10 July 2007. It is intended to commence a further recruiting campaign for new members once the new EOC is completed and operational.

A special thanks is given to the Henderson Police for allowing the team to use its facilities during the new EOC building process.

RESOURCES

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

No issues were identified regarding expenditure for the 2006/2007 budget.

CONCLUSION

The reporting period has again been an extremely busy one for all staff who have coped well given the restricted and disruptive working environment they are currently in. Fortunately the level of Group related activity has eased somewhat which has allowed greater focus to be given to local work priorities.

The next reporting period is also going to be an interesting one, as arrangements for moving into the new EOC come on line and the organising required for the official opening.

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, Peter Barber, Principal Rural Fire Officer and Corey Neal, Team Leader: Initial Response Unit.

