



Waitakere City Council  
*Te Taiao o Waitakere*

## NOTICE OF MEETING

# EMERGENCY SERVICES COMMITTEE

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

**DATE:**      Tuesday,      3 June 2008      **TIME:**      9.30 am

**VENUE:**      Civil Defence Headquarters, 7 Elcoat Avenue, Henderson,  
Waitakere

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

28 May 2008

Desiree Tukutama  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8815

### MEMBERSHIP:

Councillors	DQ	Battersby, JP (Chairman)
	RP	Dallow, QPM, JP (Deputy Chairman)
	WW	Flaunty, QSM, JP
	PG	Mitchell

Mayor RA Harvey, QSO, JP (ex officio)  
Deputy Mayor PA Hulse (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 COMMITTEE TO BE HELD  
AT CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON,  
WAITAKERE, ON TUESDAY, 3 JUNE 2008 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, 1 April 2008

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Committee held on Tuesday, 1 April 2008, as circulated, and that they be taken as read and now be confirmed.



## 5 OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY

### GLOSSARY

Emergency Services Committee	(ESC)
Civil Defence Emergency Management	(CDEM)
Civil Defence Emergency Management Group's	(CDEMGs)
Co-ordinating Executive Group	(CEG)
Emergency Operations Centre	(EOC)
Group Emergency Operations Centre	(GEOC)
Auckland Regional Council	(ARC)
New Zealand Qualifications Authority	(NZQA)
New Zealand Fire Service	(NZFS)
Standard Operating Procedures	(SOPs)

### EXECUTIVE SUMMARY

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

### RECOMMENDATION

It is recommended that the Emergency Services Committee resolve to:

**Receive** the Overview of Civil Defence Emergency Management and Rural Fire Activity report.

### BACKGROUND

1. 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.
2. **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.
3. **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.
4. **Response** - Actions taken immediately before, during or directly after an emergency, to save lives and property, as well as help communities to recover.
5. **Recovery** - Activities beginning after initial impact has been stabilised and extending until the community's capacity for self help has been restored.

6. 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

## DECISION MAKING

### Issues

#### Emergency Operating Centre

7. Two electronic activation tests for staff response availability have been conducted in the reporting period. These tests are essentially mass messaging to all Council EOC volunteers to determine their ability to respond to the EOC within an hour. The aim is to have one full shift available within the time period and in both cases this was achieved.
8. Other EOC activity being undertaken is a total review of the organisation's welfare response plan and an on going review of all Standard Operating Procedures (SOPs). This also includes the development of an SOP for the Tsunami Alerting System which is now completed. A technical operating manual for the EOC systems is also under development.

#### Building Project Activity

9. It is pleasing to report that the outstanding remedial work for the new EOC project, namely; bird proofing of the upstairs shutters, resurfacing of the garage floor and full operation of the underground water tank is now completed. Given the completion of this work and upon payment of any outstanding invoices, the new EOC project can be closed off and remains within budget.

#### Warning Sirens and Public Alerting Systems Project

10. The ESC is aware that a full activation test of the tsunami siren system was conducted at midday on Sunday 26 April. Without exception, the system worked perfectly for all three phases of the test. Some excellent media coverage was also gained as a result of the test.
11. For the test, volunteers were placed at each siren location to monitor the noise level and area coverage for each siren. Without exception all sirens activated but four areas have been identified for further remedial work to improve reception.

The locations concerned are as follows:

- **Foster Road Huia** - A number of households were not covered adequately;
- **Huia Bay** - The sirens did not penetrate into the area around the Huia store;
- **Whatipu camping area** - While the siren worked perfectly, there is a requirement to extend the coverage area to include the Whatipu Lodge complex and adjacent car park;
- **Piha South** - One small pocket of houses in Beach Valley Road had no reception but this should be easily remedied.

12. None of the above issues are considered to specifically compromise the overall effectiveness of the system but are identified as areas where improvements can be made. These issues were discussed at an activation debrief on 20 May whereby the Meerkat Alerting System contractors agreed to provide a report with associated costs for what they considered to be the best fix. This report is not available for inclusion in this report but will be verbally reported on at the meeting.
13. Following the activation test, some 13 calls were made to Council from concerned residents and one letter was published in the Western Leader which criticised the effectiveness of the test. The writer of that letter by his own admission lived in a safe area and given the directional nature of the sirens would not expect to hear his nearest siren to any degree. Of the 13 other calls, all but two were from people living in safe areas with the other two referring to the issues mentioned above.
14. One area for confusion by the public would appear to be that they were not aware the sirens are conical in their output and designed to cover specific areas at risk rather than giving an all round coverage.
15. With the launch of the national standard for tsunami signage by the Minister of Civil Defence at Westpark Marina on 26 May 2008, signs will now be developed for installation at our coastal locations. Once installed, their placement will enhance public awareness in terms of evacuation and safe zones plus evacuation routes.
16. Future siren testing will be conducted twice a year at midday on the change of daylight saving day.

#### **Civil Defence Emergency Management Activity**

17. Other Regional CDEM Group and local activity includes:
  - Chairmanship of the Auckland Region Civil Defence Emergency Management Group (Councillor Battersby);
  - Final meetings as Chair of the Exercise Ruaumoko Working Group (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;
  - Local Tsunami Warning SOP development;
  - Review of Welfare Plan and at risk locations;
  - Ongoing review of all SOPs;
  - Development of the 2009-2019 Long Term Council Community Plan - Activity Plan for Emergency Management.

#### **Rural Fire Activity Overview**

18. Operational - During this period the Rural Fire Force units have been busy with a wide variety of incidents which included a number of animal rescues. These incidents are amongst the most hazardous units attended. A frightened horse or cow that's been stuck in a ditch for a couple of hours does not appreciate that the person it decides to bite or kick is actually trying to help. Crews are quite happy to end the job with only the odd bruise to show for it.

19. Units attended one significant fire located on open hillside above Anawhata beach and extended over approximately six hectares. First reported at 1619 hrs on 21 April, the fire was fought until dark before withdrawing the crews for safety. The perimeter was patrolled overnight with the attack recommencing at first light. The fire was brought under control by 1100hrs when crews were stood down. This is a high risk area in terms of fire and crews did well to contain and control the fire to such a small extent on steep terrain.
20. Annual responses made within the Rural District from 1 May 2007 through to 30 April 2008 are as follows:

Structure Fires	6	Rubbish Fires	22
Misc Fires	15	False Alarms	33
Medical Assist	28	Car Fires	51
Rescue	38	Assist Police	6
Assist Ambulance	5	Special Service	4
Power Lines	7	Tree Fire	5
Vegetation Fires	22	Gas/ Liquid Spill	6
Water Problem	1	Arcing	3
Chemical Emergency	4	Animal Rescue	4
Motor Vehicle Accident	4	Bonfire	1
Windstorm	3		

Total incidents for the year 268

21. Not counted in the District totals were responses made into the Rodney and Waitakere Urban fire districts by both Bethells and Waitakere Stations.
22. Training - Although not part of usual training, the highlight of this period was the success of crews in the recent Sky Tower Challenge. Apart from raising approximately \$5,000 of the \$92,000 for the Leukaemia and Blood Foundation, the crews from Bethells and Waitakere stations achieved a first, second, and third in their different divisions. No small achievement considering they were up against 280 fire-fighters from throughout the country and overseas.
23. Formal training included a Basic Fire-fighters, First Aid, and Unit 3285 Protect Personal Safety (vegetation) courses.
24. Management - New tax laws have affected the charitable organisations status of the volunteer units who at present are recognised under the Charities Act for tax purposes. This has resulted in a review of Brigade Rules in order to comply with the new regulations to be completed by the end of May for compliance purposes.
25. No final decision has been made by the Fire Service on the future status of the Waitakere Fire District, or the appointment of a permanent Chief Fire Officer to replace Mr Bill Ellis. In the interim, Mr Ross Taylor has been appointed as Acting Chief Fire Officer. Mr Taylor is a very experienced officer, lives in the west and knows the area well.
26. Equipment and appliances are in good order, station buildings will soon be inspected by property services to ascertain their general condition and from that formulate an annual maintenance program. The commitment and hard work of the volunteer crews in successfully transiting an extreme fire season with only minor damage to the environment and thankfully no injuries is an excellent result.

### Recovery Plan Review

27. Over the last few months the Group Manager: Project Services, as the Council's Emergency Recovery Manager, commissioned a review and rewrite of the CDEM Recovery Plan. This comprehensive review has now been completed and the new plan distributed and Emergency Recovery Manager will give the ESC a verbal presentation of the plan and work carried out at the meeting.

### STRATEGIC CONTEXT

28. 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.

### CONSULTATION

29. There are no consultation issues relating to this project.

### RESOURCES

30. There are no resources required for the writing of this report other than staff time.

### IMPLEMENTATION ISSUES

31. Implementation of the new tsunami signage will be progressed over the next few months. Issues relating to production for our use and placement of the signs have still to be determined.

Report prepared by: Bill Morley, Manager Emergency Management.

