



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: Thursday, 11 December 2008 **TIME:** 9.30 am

MEETING ROOM: Civil Defence Headquarters

VENUE: 7 Elcoat Avenue, Henderson, Waitakere

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

5 December 2008

Maea Petherick
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8104

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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(Meeting Room could be subject to change)

(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 THURSDAY, 11 DECEMBER 2008,
COMMENCING AT 9.30 AM**

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AGENDA FOR A MEETING OF THE EMERGENCY SERVICES COMMITTEE TO BE HELD AT CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON, WAITAKERE, ON THURSDAY, 11 DECEMBER 2008, COMMENCING AT 9.30AM

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, 30 September 2008.

RECOMMENDATION

It is recommended that the Emergency Services Committee resolve to:

Receive the minutes of the meeting of the Emergency Services Committee held on Tuesday, 30 September 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

Auckland Regional Council	(ARC)
Emergency Services Committee	(the Committee)
Civil Defence Emergency Management Act 2002	(CDEM Act 2002)
Civil Defence Emergency Management	(CDEM)
Civil Defence Emergency Management Groups	(CDEMGs)
Coordinating Executive Group	(CEG)
Emergency Operations Centre	(EOC)
New Zealand Fire Service	(NZFS)
Standard Operating Procedures	(SOPs)
Initial Response Unit	(IRU)
Ministry of Civil Defence and Emergency Management	(MCDEM)

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 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 Coordinating 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 (EOC)

7. Due to Council officer's unavailability, Exercise Surfsump was deferred from the original planned date of 25 September 2008 and was reprogrammed to take place on 29 October 2008. The exercise was based on a pending tsunami threat from the Solomon Islands with approximately 5 hours preparatory notice for response purposes. Some 40 Council and emergency services officers participated in the exercise using a 2 shift system where personnel considered the same scenario. The exercise was an opportunity for officers to become familiar with current Standard Operating Procedures (SOPs) and the considerations that would be undertaken both locally and regionally for a real event of this nature. Council officer's involvement was excellent and should an incident of this nature occur in the future, officers will have a far better understanding of the responses required. The support of the emergency services at the exercise was also very much appreciated.
8. A review of all SOPs has been conducted and a programme for the installation of new radios at external reporting centres is nearing completion.
9. A number of sections from within Council are now using the building for training and meeting purposes.
10. There are no construction or operational effectiveness issues associated with the EOC.

Public Alerting Siren System

11. Since the last report there has been a series of incidents at the Bethells Beach surf lifesaving tower that have required the installation of additional security measures. The incidents involved 3 attempts to break off the external radio antennae, an attempted theft of the solar panel power system, and an external intrusion within days of the new security arrangements being fitted. On all occasions, the siren systems monitoring programme alerted staff to the problem. The attempt to remove the solar panels was most likely thwarted by the police who had been called to the scene by the duty emergency management officer. On inspection, it was noticed that all but 1 of the bolts securing the solar panels had been undone and that damage had been done to the control cabinet door. The new security arrangements include anti-tamper nuts on the solar panel and a voice broadcast alarm which can be triggered from movement sensors outside or inside the tower platform and hut. For security reasons no further details relating to the new security arrangements will be included in this report but will be verbally commented on at the meeting. It is believed that the new arrangements deterred a possible intrusion at 4am on the morning of Sunday, 9 November. A subsequent inspection at the site showed no signs of any forced entry. It is hoped that the new arrangements will continue to deter any would-be intruder, but if there continues to be further attacks on the alerting equipment, consideration may ultimately have to be given to its removal.

12. The Group CEG has agreed, subject to CDEMG approval, for the introduction of tsunami general information display boards across the region and also endorsed the 10 metre contour line as being the accepted evacuation zone for coastal locations. Vector power has also agreed to the use of their power poles for the approved national tsunami evacuations signs to be attached to. This work can be conducted by emergency management staff so long as they are not higher than 2.7 metres from ground level.
13. The development of a proposal to go to the Information Management Group for a mass telephoning warning system is still under development by Council's Information Management officers.

New Vehicle for the Initial Response Unit (IRU)

14. At the time of writing this report, any decision regarding the application to the Portage and Licensing Trusts for funding approval for the purchase of a dedicated response vehicle for the IRU has been deferred until December 2008.

Severe Weather Activity and Incidents

15. Although not reflected in the minutes of the last meeting, the Emergency Services Committee (the Committee) did ask for a report to be made to members at the next meeting regarding the policy for the removal of trees and branches that endanger power lines throughout the City. The request was in response to the Manager Emergency Management's presentation regarding issues during the storm events of July and August 2008 which resulted in some major long period power outages throughout the City. Council's Team Leader for Parks Operations will verbally report to the Committee on this matter at the meeting and present material for the members information.
16. Further to the storm events of July and August 2008 and at the request of the Group Controller, Harry O'Rourke, the Regional Group Emergency Management Office conducted a review of all local authority responses to storm event incidents and in particular evacuation and welfare issues. Of primary concern were the procedures used to account for the whereabouts and welfare needs of persons who had to be evacuated during the storm events and a recommendation that, "local authorities assess their capacity to support evacuation based on experience gained during the July 2008 storm event." There were no specific issues relating to emergency management responses within Waitakere associated with the report.

Other Regional and Local Civil Defence Emergency Management Activity

17. A recent National Colmar Brunton poll to gauge national awareness and preparedness for a civil defence emergency highlighted that the Auckland region was the least prepared region in the country. Compared to the national average of 10% being prepared and 26% being ready at home, the Auckland Region result was 3% and 14% respectively. There was no breakdown of the poll results by local authority within the region. The results of this poll were reported on to the CEG at its meeting of 7 November 2008 where it was resolved that the Regional CDEM Public education team complete a detailed regional public education project plan for the development of a coordinated regional programme inclusive of finance and report back to the 13 February 2009 meeting of CEG. The current budget for public education promotion and publicity for Waitakere is \$3000.

18. Lead by a national review group, the Ministry of Civil Defence and Emergency Management (MCDEM) are currently developing a competency framework for the emergency management sector to provide a national standard for:
 - Agencies employing emergency managers to use a nationally recognised set of competencies to develop job descriptions;
 - Agencies training emergency managers will have a nationally recognised set of competencies from which to generate training needs and resources; and
 - A nationally recognised set of competencies that agencies employing emergency managers can use for sizing jobs.

19. Currently the bulk of emergency management qualification qualifications are gained from what is available through the Local Government Industry Training Organisation. Project Rapid is another MCDEM project for professional development within the emergency management sector and tertiary qualifications are also offered through Massey University and Unitec. Additionally, emergency managers can also obtain international qualifications through the United States based Institute of Emergency Managers. With so many avenues for professional development available, it is expected that the final outcomes of the national competency framework project will provide a common set of competencies for use nationally by emergency management personnel.

20. MCDEM are also going out to tender for the provision of a computer based emergency information programme with the potential for the programme to be introduced for regional and local use. While there are some common forms in use for emergency management reporting within the region, the introduction of a national system if affordable could only help to improve regional emergency management response and coordination. The Auckland Region has been considering adoption of an information programme for some time but will not proceed further until the outcome of the MCDEM selection process is known. A funding contingency requirement has been identified within the Waitakere CDEM capital expenditure annual plan and budget for the introduction of a regionally agreed emergency information programme in the 2009 - 2010 year.

21. Personnel involvement in National and Group CDEM activity includes:
 - Chairmanship of the Auckland Region Civil Defence Emergency Management Group - Councillor Derek Battersby;
 - Member of the CDEMCEG - Sue Bidrose;
 - Member of the Regional CDEM Governance Working Group - Sue Bidrose;
 - Member of the Group Tsunami Signage team - Bill Morley;
 - Member of the Group Communication Review Working Party - Brandon Guttery;
 - Member of the Group Training and Professional Development Working Party - Bill Morley;
 - Member of the Group Public Education Working Group - Karl Nuttall;
 - Member of the National Urban Search and Rescue Advisory Board - Bill Morley; and
 - Member of the National Local Government Industry Training Organisation Civil Defence Advisory Board - Brandon Guttery.

Rural Fire Activity Overview

Operational

22. Of note during this period has been the effect that the new sale of fireworks legislation has had on fire services response statistics. Previously, over the night of Guy Fawkes, call numbers could reach into the hundreds and last year saw a significant reduction in calls. This year the number of fire calls barely reached that of an ordinary weeknight. Nevertheless, all station's and their crews were up to strength and on stand-by just in case.
23. The Bethells Valley crew came under pressure when they responded to a "medical assist" call which involved one of their own, Ross Bethell. Ross was an integral part of the unit, and with sons, cousins and nephews also serving provided a base of stability and good common sense to the members, he will be missed. This type of incident is difficult at the best of times, but when it involves one of your own it is doubly hard, especially on the younger members.
24. A deficiency has been identified following the report of the Tamahere fire in Hamilton. At risk buildings in rural fire authorities have not to this point been subjected to any form of operational inspection as this has always been seen as the responsibility of the NZFS. This has now been changed and working in conjunction with the NZFS a database is being developed to be held both at the rural fire stations and the NZFS unit.

Training

25. A regional Rural Fire Field Day will be held on the 13 December 2008 at Muriwai. It is envisaged that approximately 100 plus students will attend from throughout the Auckland Region and will also include members of the civil defence volunteer IRU, Fire Service and Auckland Regional Council staff. Base instruction will be Air Safety and Monsoon bucket operations but a number of other subjects will also be covered.
26. It is with pleasure to inform the Committee that Deputy Chief Fire Officer Graham McIntyre of the Waitakere unit has competed in the United States to represent New Zealand at the International Fire-Fighter Challenge. A verbal report of Mr McIntyre's performance at the challenge will be made at the meeting.
27. Normal on station training has continued on a weekly basis with crews working toward their National Certificate in Vegetation Fire-fighting. A good standard of skill is held throughout the District. Additional training courses held during this period have included:
 - Breathing Apparatus;
 - Basic Fire-fighter Rural;
 - Tactical Planning/ Building Inspection; and
 - 3x 4 wheel drive off-road driving.

Management

28. Final planning has been completed for the Honours Night Presentations held in the Council Chamber on 5 December 2008. These presentations were made to Council's civil defence and rural fire volunteers and were also a formal opportunity to thank them and their families for their commitment to community safety. Committee members received an invitation to attend this function.

29. This period has been fairly heavy on our crews through the demands placed on them, this will continue until the Christmas break. Their efforts are very much appreciated, and they and their families deserve our thanks and through their commitment Waitakere is well prepared for the up-coming fire season.

STRATEGIC CONTEXT

30. 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 wellbeing 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 coordination 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

31. There was no consultation required for this report.

RESOURCES

32. There were no resources required for the writing of this report other than staff time.

IMPLEMENTATION ISSUES

33. Implementation of the new tsunami signage has not progressed as fast as had been planned but will continue to be progressed over the next few months and a further progress report will be made at the first meeting of this Committee in 2009.

Report prepared by: Bill Morley, Manager Emergency Management.



6 UPDATE OF CIVIL DEFENCE EMERGENCY MANAGEMENT – RECOVERY MANAGEMENT

GLOSSARY

Auckland Region Civil Defence Emergency Management Group	(ARCDEMG)
Civil Defence Emergency Management	(CDEM)
Recovery Plan	(RP)
Recovery Preparedness Implementation Plan	(RPIP)
Recovery Emergency Operating Procedure	(REOP)

EXECUTIVE SUMMARY

The purpose of this report is to update the Emergency Services Committee on progress made on Recovery Management for Waitakere City Council. It summarises the action that has been taken by the Waitakere City Council Recovery Manager, appointed by Council to ensure that both an up-to-date Recovery Plan (RP) and supporting arrangements are in place in the event that a large-scale emergency/disaster event impacts on Waitakere.

In early 2008, the Recovery Manager commissioned the updating and further development of Waitakere City Council's RP. This document has received favourable feedback both locally and regionally and a copy will be tabled at the meeting.

A Council Recovery Manager's Forum was established in February 2008 and the report outlines progress to date within the four Task Groups that focus on:

- Natural Environment: Environmental recovery;
- Economic Environment: Economic recovery;
- Built Environment: Physical recovery (infrastructure both private and public); and
- Social Environment: Social recovery (welfare).

RECOMMENDATION

It is recommended that the Emergency Services Committee resolve to:

Receive the Update of Civil Defence Emergency Management - Recovery Management report.

BACKGROUND

1. The Civil Defence Emergency Management (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, 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.
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 communities capacity for self help has been restored.
6. In terms of the Section 64 of the CDEM Act (2002), Territorial Local Authorities have the following duties:
 - A local authority must plan and provide for civil defence emergency management within its district; and
 - A local authority must ensure that it is able to function fully, even though this may be at a reduced level, during and after an emergency.

7. The Recovery process forms an important part of the overall CDEM planning within Waitakere City Council and the Auckland Region CDEM Plan (2005) outlines the requirement for Territorial Local Authority Recovery Managers to work collaboratively with the Group Recovery Manager to address recovery priorities regionally and sub-regionally.
8. In order to fulfil the duties of a Recovery Manager and build Recovery capability, it was deemed necessary to update Council's existing RP and to include Recovery Standard Operating Procedures and a Recovery Preparedness Implementation Plan (RPIP) for the period 2008/2009 to 2010/2011.

DECISION MAKING

Issues

Implementation Planning

A1 -A5

9. The three-year Implementation Plan for the period 2008/2009 - 2010/2011 is attached at pages A1 to A5. It details three phases of implementation, from:
 - Establishing the role and structure required to manage the Recovery phase of a disaster, to 2008/2009;
 - Focusing specifically on the work underway by Council, the Auckland Region Civil Defence Emergency Management Group (ARCDEMG) and Government Agencies on Community Outcomes, the Council Long Term Council Community Plan and hazard plans in relation to recovery requirements, to 2009/2010;
 - Updating the RP and the Recovery Emergency Operating Procedure (REOP) to ensure alignment with other plans and developments in technology and processes to 2010/2011.
10. A Recovery Exercise Programme will also be addressed in consultation with the ARCDEMG during this period.

Recovery Management Structure

11. The Recovery Management Structure that has been adopted for Council mirrors that of the National as well as Regional Recovery Structures.
12. This Structure requires a Territorial Local Authority Recovery Manager as well as four Task Groups covering the four environments (Natural, Built, Social and Economic). These four Task Groups will have Sub-Task Groups that may also be set up depending on the nature and scale of a particular emergency/disaster.
13. A Recovery Office also needs to be established which supports the Recovery Manager (and Team), including resources needed to deal with the administrative aspects as well as public information, planning/intelligence and other specialised activities as may be required during the Recovery phase.

Recovery Management Operations

Local Meetings

14. Since June 2008 there have been two meetings of Council's Recovery Manager's Forum (late June and late November), which have been attended by Council's Recovery Team (Recovery Manager, Alternate Recovery Manager's, Manager of Emergency Services, Chairs of Task Groups and recovery office staff representing finance and public information).
15. The June meeting was also attended by the ARCDEMG Recovery Manager who provided an overview of Regional Recovery.

Regional Meetings (Auckland Region Group)

16. Since June 2008 there have been two meetings of the Auckland Region Recovery Manager's Forum (late June and mid November), which has been attended by Council's Recovery Manager and two Alternate Recovery Manager's and the Manager Emergency Management.
17. These have proved excellent forums for sharing knowledge, meeting recovery staff from other Territorial Local Authorities, Group Task Group members and the Group Recovery Manager.
18. An exercise that will test ARCDEMG recovery planning is scheduled for March 2009.

Recovery Training

19. Formal - The Recovery Manager and two Alternate Recovery Manager's have undertaken the Coordinated Incident Management Introduction and Level 4 courses. In addition, all 3 have undertaken the Recovery Manager's course, with 2 having also completed the Controller's course.
20. Informal - One of the Alternate Recovery Manager's also attended the 4th International i-Rec Conference 2008 in Christchurch entitled "Building resilience: achieving effective post-disaster reconstruction". This proved a worthwhile conference with approximately 55 presenters/ papers covering a variety of related topics.

Progress Within The Sub-Task Groups

The Natural Environment Task Group

21. A generic approach to environmental recovery has been developed that provides a basis for further information to be added for Economic-, Built- and Social Environment recovery and for the alignment of efforts in each area. However, more work needs to be done to flesh out the detail (some specifics related to Waitakere scenarios where particular geographic areas within the City are impacted).

The Built Environment Task Group

22. The experience of numerous slips during the unusually inclement winter of 2008 has been used as a basis for forming the Task Group. The core of the Slips Response Team has been reconvened as the Built Environment Task Group.
23. The focus of future work will shift to identifying key issues related to rebuilding after a major event.
24. Information requirements (IT, maps and other databases available from the Auckland Engineering Lifelines Group) will be addressed, together with storage and access issues.
25. A briefing has been arranged for the Built Environment Task Group members to familiarise themselves with the content of the RP and REOP.

The Social Environment Task Group

26. Positive relationships had been established regionally and locally with welfare organisations that will partner with Council in looking after people post response to an emergency/ disaster event.

The Economic Environment Task Group

27. A number of actions have been included in this Task Group's planning for the coming months, including:
 - a. Checking with their regional counterparts and source any plans and documents that they have to implement economic recovery regionally;
 - b. Arranging Council back ups for Waitakere Enterprise databases (to be updated quarterly and transferred to centrally-held database); and
 - c. Considering who the key support staffs are within Economic Development at Council and Waitakere Enterprise to be part of a small economic recovery team and up-skilling them (awareness sessions, briefings etc).

Progress within the Recovery Office

28. Planning is underway for the establishment of a Recovery Office including location, physical resources, information management and staffing for public information, finance, IT and administrative support.

STRATEGIC CONTEXT

29. 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 wellbeing and building strong communities by increasing community readiness for and resilience to emergency events, reducing exposure to such events, and providing for emergency response and recovery in the case of such events. The requirement for local planning and co-ordination is essential to meeting these requirements.

CONSULTATION

30. There are no consultation issues relating to this report.

RESOURCES

31. In order to implement robust Recovery Capability at Waitakere City Council, the Recovery Manager supported by two Alternate Recovery Managers will continue to draw upon cross-Council resources. As indicated in the 3-year RPIP, awareness and training of key staff to perform their roles as leaders and members of the four Task Groups will form a significant part of building this capacity and capability.
32. In addition, ongoing support of these four Task Groups by an external consultant on an ad hoc basis will be required.

IMPLEMENTATION ISSUES

33. There are no implementation issues relating to this report.

Report prepared by: Alan Tresadern, Group Manager - Project Services/Recovery Manager.

