



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, 5 October 2010 **TIME:** 4.00 pm

**MEETING
ROOM:**

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 September 2010

Judith Moore
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8950

MEMBERSHIP:

Councillors	DQ	Battersby, QSM, 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 TUESDAY, 5 OCTOBER 2010,
COMMENCING AT 4.00 PM**

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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 TUESDAY, 5 OCTOBER 2010, COMMENCING AT 4.00 PM

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 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, 13 April 2010.

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, 13 April 2010, as circulated, and that they be taken as read and now be confirmed.



5 OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT RURAL FIRE ACTIVITY

GLOSSARY

Civil Defence Emergency Management	(CDEM)
Emergency Operations Centre	(EOC)
Emergency Services Committee	(ESC)

EXECUTIVE SUMMARY

The purpose of this report is to provide the Emergency Services Committee (ESC) with a final overview of recent and current Civil Defence Emergency Management (CDEM) and Rural Fire activity before transitioning to the Auckland Council on 1 November 2010.

RECOMMENDATIONS

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 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 CDEM Groups, and Coordinating 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

2. 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

3. 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

4. Actions taken immediately before, during or directly after an emergency, to save lives and property, as well as help communities to recover.

Recovery

5. 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 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 Operations Centre (EOC) Operational Activity

7. There has not been any operational activity involving the EOC since the last meeting of the ESC on 13 April 2010. Members of the volunteer Initial Response Unit were deployed to Christchurch to assist with the clean up from the earthquake of 4 September 2010 and an overview of this activity is covered further in this report.
8. The operational capability of the EOC has been maintained by the continuing availability of Council and other volunteers to respond to any incident if required. Fortunately, the Auckland Council transition process has not adversely affected the number of staff available for any response requirement.
9. An exercise was held at the CDEM Group EOC on 25 August 2010 to prove its operational capability under the new staffing arrangements, which will exist following transition to the Auckland Council on 1 November 2010. Under these arrangements, the CDEM Group EOC becomes the focal point for all response in the future with other existing EOC's being reduced to essentially reporting centres and with a greatly reduced operational requirement. Existing permanent staffing levels will remain much the same as present, but there will not be the requirement to have large numbers of trained Council officers for local EOC response purposes.
10. The EOC remains fully operational at this time and there are no equipment issues.

Auckland Council Transition

11. At the time of writing this report, the final stage of recruiting to fill all of the positions required for the overall Auckland Council CDEM and Rural Fire organisation is being undertaken. A final review of staffing arrangements will be made verbally to the ESC at the meeting.
12. As mentioned above, the Group EOC will have an enhanced capability supported by three local centres at Waitakere, Orewa and Manukau. The existing Auckland City EOC will be disestablished while the North Shore EOC will be retained for training purposes and storage but with no permanent staff.
13. The new rural fire organisation has been resolved and will become a single rural fire authority for all areas other than Waitakere which will remain a separate entity albeit under the auspices of the Auckland Council.

Initial Response Unit Activity and Deployment to Christchurch

14. The main operational activity has been the deployment of a combined team of six volunteer Initial Response Team members from Waitakere and eight from the North Shore to assist with the aftermath of the Christchurch earthquake of 4 September 2010. The team was led by Emergency Management Officer Brandon Guttery which deployed on Wednesday, 8 September 2010 and returned on the evening of Sunday, 12 September 2010.
15. On arrival in Christchurch, the teams combined with other response team deployments from Palmerston North and Nelson Tasman. These teams allowed local response team members to stand down and attend to their families and their homes, which some of the team members had not seen since the 7.1 magnitude earthquake hit the Canterbury region.

16. This was the first time that Response Teams have been deployed into a disaster area in New Zealand and at the time of writing this report some 768 tasks had been completed by the teams. It is important to note the support of families and employers of the volunteers who deployed is also acknowledged because without their support the volunteers would not have been able to deploy.

Severe Weather Activity and Incidents

17. Although there have been a number of heavy rain and wind events over the last few months, there have been no adverse affects locally of any note.

Novel Influenza (AH1N1)

18. While there have also been a considerable number of reported Novel Influenza AH1N1 cases reported over the last few months, health authorities have been able to cope and have not had to resort to any emergency response as was the case last year.

Other Regional and Local Civil Defence Emergency Management Activity

19. Current personnel involvement in all activity up to 1 November 2010 is:
- Chairmanship of the Auckland Region CDEM Group Committee - Councillor Battersby;
 - Member of the CDEM Coordinating Executive Group – Chief Executive;
 - Support member for the CDEM Group – Sue Bidrose/Bill Morley;
 - Member of the Group Communication Review Working Party - Brandon Guttery;
 - Chair of the Group Public Education Working Group - Karl Nuttall; and
 - Member of the National Local Government Industry Training Organisation Civil Defence Advisory Board - Brandon Guttery.

Rural Fire Update

Operational

20. No major incidents have been attended during the reporting period. Of note though, was an animal rescue which was attended and led by the crews from Waitakere Volunteer Rural Fire Force. This incident took three hours to resolve and was successful in removing a cow from a large culvert.

Training

21. External training has included a Rural Station Officers Course, a Breathing Apparatus Course and a Pump Operators Course all held by the New Zealand Fire Service.
22. Members from Waitakere and Bethells Valley Rural Fire Forces attended realistic fire training at the Auckland International Airport in August 2010 as part of progress towards National Certificates in firefighting.
23. Internal training at station level continues and a number of new recruits are undergoing basic rural fire fighting skills courses.

Management

24. A new rural fire vehicle for the Principal Rural Fire Officer has been commissioned and is now fully operational.

25. The annual subsidy application to the National Rural Fire Authority has been approved and orders for new personal protection item and equipment are currently being processed.

STRATEGIC CONTEXT

26. CDEM is a responsibility of Council under the Civil Defence Emergency Management 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.
27. As a Rural Fire Authority, the Council also has a responsibility for rural fire management under the Forest and Rural Fires Act 1987. 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

28. There was no consultation required for this report.

RESOURCES

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

IMPLEMENTATION ISSUES

30. Other than the work being undertaken by the CDEM and Rural Fire work stream for the ATA, there are no implementation issues with this report.

AUCKLAND COUNCIL TRANSITION ISSUES

31. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

Report prepared by: Bill Morley, Manager Emergency Management.



6 UPDATE OF CIVIL DEFENCE EMERGENCY MANAGEMENT – RECOVERY MANAGEMENT

GLOSSARY

Civil Defence Emergency Management	(CDEM)
Recovery Emergency Operating Procedure	(REOP)
Information Management Group	(IM)

EXECUTIVE SUMMARY

The purpose of this report is to update the Emergency Services Committee on progress made on Recovery Management for Waitakere City Council.

This report summarises progress made with the implementation of the three-year Implementation Plan for Recovery Management (2008/2009 – 2010/2011) and the action that has been taken by the Recovery Manager who has been appointed by Council to ensure that both an up-to-date Recovery Plan and supporting arrangements are in place in the event that a large-scale emergency/disaster event impacts on Waitakere.

The recent earthquake events in Canterbury have provided a timely reminder that natural disasters and their after-effects deserve special attention and rely on effective preparation and planning.

In early 2008, a Recovery Plan and Recovery Emergency Operating Procedure (REOP) was completed, together with a three-year Implementation Plan for the period 2008/2009 – 2010/2011. The Recovery Manager has convened regular meetings of a Recovery Manager's Forum where feedback has been provided on work that has been completed by four Sub-Task Groups focusing on:

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

The challenge has been to put in place practical 'building blocks' that will facilitate the ease with which the Recovery Plan and REOP is able to be implemented should this be required. The three-year Implementation Plan has been progressed and there are tangible results that may be further built upon to make the Auckland region more resilient and prepared for recovery from large-scale emergencies or natural disasters.

RECOMMENDATIONS

It is recommended that the Emergency Services Committee resolve to:

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

BACKGROUND

1. In terms of section 64 of the Civil Defence Emergency Management Act 2002, territorial local authorities have the following duties:
 - *"A territorial local authority must plan and provide for civil defence emergency management within its district; and*
 - *A territorial local authority must ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency."*
2. The recovery process forms an important part of the overall Civil Defence Emergency Management (CDEM) planning within Waitakere 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.
3. The draft Auckland Region CDEM Plan 2010 sets out guiding principles for recovery activity as follows:

- *“Ensure the escalation of the consequences of an event are minimised as quickly as possible;*
- *Ensure the emotional, social, economic and physical wellbeing of individuals and communities are addressed;*
- *Ensure opportunities are considered which meet the community’s future built, environmental, economic, social and cultural goals;*
- *Ensure future exposure to hazards and associated risks is reduced;*
- *Ensure recovery is embedded within the remaining 3Rs of reduction, readiness and response;*
- *Options for better/safer development are analysed and considered. Is rebuilding the best option or is relocation a preferred and viable alternative?; and*
- *Ensure effective communication with communities and other stakeholders.”*

4. In addition:

- *“Recovery planning post event will commence as soon as possible after response activity is underway;*
- *Transitioning from formal recovery activity back to ‘business-as-usual’ activity will be a priority in the recovery planning for a specific event; and*
- *Community engagement is integral to recovery planning for a specific event (recognising the diverse needs of groups within a community).”*

5. In order to fulfil the duties of a Recovery Manager/Recovery Management Team and build recovery capability within Waitakere and the Auckland region, the achievements against the Recovery Implementation Plan for the period 2008/2009 – 2010/2011 as described below under implementation planning provides a foundation for further development work in the recovery area.

DECISION MAKING

Issues

Implementation Planning

6. The Recovery Work Programme for the period 2008/2009 – 2010/2011 with a brief status update on each is shown in Table 1 below:

Timing	Output	Status
Phase 1 (2008/2009)	Establish Waitakere City Council Recovery Managers Forum, with an updated contact list of all members. Define forum agenda.	Completed
	Review roles and structures and assign sub-projects, with report back to three meetings per annum (Chaired by Recovery Manager or Alternate Recovery Manager in his absence).	Completed
	Review work that is underway within Waitakere City Council, the Auckland Civil Defence Emergency Management Group and Government Agencies on Community Outcomes, the Council Long Term Council Community Plan and hazard plans. Identify Recovery issues from a strategic perspective that need to be included in Recovery planning.	Completed
	Identify elements required for professional development and how those elements should be	Completed

Timing	Output	Status
	delivered.	
	Recovery desk top Exercise.	Participation in Regional Exercise
Phase 2 (2009/2010)	In conjunction with the Auckland Civil Defence Emergency Management Group, hold a one-day workshop for Recovery Managers with a focus on local planning and delivery of recovery functions.	Workshop deferred due to Auckland Transition
	Ongoing development and implementation of a programme of professional development for Recovery Team members.	On-going
	Develop and implement a programme of professional development for recovery personnel. This will include a review of Recovery aspects of Exercises held Nationally, regionally and locally.	Participation in Regional Exercise
	Continue to convene the Waitakere City Council Recovery Managers Forum and support professional development, planning, knowledge sharing, and recovery leadership.	Held quarterly
	Review all recovery targets and actions from the Group Plan to identify gaps, and programme work required to implement the actions and targets.	Followed up quarterly
	Review the requirements for the Recovery Plan and REOP in terms of updating the brief and setting plans to implement it.	Followed up quarterly
	Recovery Exercises.	Regional Exercise
Phase 3 (2010/2011)	Develop and deliver an induction workshop for elected representatives to be delivered as part of the 2010 post election programme.	Implementation for Auckland Council consideration
	Continue to convene the Waitakere City Council Recovery Managers Forum and support professional development, planning, knowledge sharing, and recovery leadership.	Implementation for Auckland Council consideration
	Review all targets and actions from the Group Plan to identify gaps, and programme work required to implement the actions and targets.	Implementation for Auckland Council consideration
	Review the requirements for the Recovery Plan and REOP in terms of updating the brief and setting plans to implement it.	Implementation for Auckland Council consideration
	Recovery Exercises.	Implementation for Auckland Council consideration

Table 1 – Recovery Work Programme 2008/2009 to 2010/2011

Progress Within the Sub-Task Groups

The Natural Environment Sub-Task Group

7. A generic approach to environmental recovery has been developed that provides a basis for further information to be added for Economic, Built and Social Environmental 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).
8. While work within this Task Group has not been progressed as much as anticipated, environmental issues related in particular to debris removal (post disaster); have been considered. Further work is required, using inputs from the District Plan and consideration of environmental issues related to very large infrastructure projects.

The Built Environment Sub-Task Group

9. The experience of numerous slips during the unusually inclement winter of 2008 was 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.
10. Much of the focus of this Public (Services Infrastructure) Task Group has been on identifying key issues related to rebuilding after a major event. Briefings have been held in order to facilitate the Built Environment Task Group members' understanding of the content of the Recovery Plan and Recovery Emergency Operating Procedure.
11. While attempts have been made to update information requirements (information technology, maps and other databases available from the Auckland Engineering Lifelines Group), further work is required to secure core information and to address storage and access issues.

Training of building inspectors and field services staff

12. An awareness training session for Building Inspectors and Field Services staff was held in April 2010 and this was followed up by more in-depth training in August 2010. The sessions focused on the role of Building Inspectors and Field Services staff in assessing damage to buildings and structures during the Recovery phase.
13. The Building Safety Evaluation During a State of Emergency – Guidelines for Territorial Authorities document dated August 2009 prepared by the New Zealand Society for Earthquake Engineering, and supported by the Department of Building and Housing; Ministry of Civil Defence Emergency Management was used as reference. This training assisted Council staff when three building inspectors were sent to Christchurch following the 4 September 2010 earthquake to assist and apply this knowledge first-hand. Council also sent two engineers to assist with damage assessment.
14. Arrangements are in place for Council to receive a supply of Recommended Placards and the Notice for Hoarding Preventing Building Occupancy; should the need arise.

The Social Environment Sub-Task Group

15. 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 event.
16. In support of the Ministry of CDEM 'Get Ready, Get Thru' public education and awareness campaign, efforts have been made to change community behaviours and enhance the resilience of Waitakere's communities, including the town centre business communities.

The Economic Environment Sub-Task Group

17. A number of actions have been implemented to assist with the economic aspects of recovery. These include:
 - Arranging with Waitakere Enterprise for access to the database of industries and businesses within Waitakere; and
 - Identifying the 'Top 50' businesses that would potentially require fast-tracking of consenting (or other aspects) post-emergency.
18. Businesses generally appear not to have been fully coded in accordance with the Australian and New Zealand Standard Industrial Classification. This would have allowed searching by very specific category (e.g. supermarkets, pharmaceutical and toiletry wholesalers, building supplies wholesalers, fire and security system services).
19. In many cases, an appropriate assessment of businesses would require additional research, over and above querying the database. For example, while the database shows that Power Technologies belongs to the Wholesale Trade category, there is no mention of the fact that they are a distributor of generators (as listed on their website), which might be highly relevant in the event of the recovery phase.

Progress Within the Recovery Office

Financial

20. The draft Auckland CDEM Plan 2010 sets out guiding principles for Recovery financial arrangements as follows:

"An expenditure management regime will have been established during the Response Phase. However, that regime must be closed off and reconciled when the declaration of emergency is lifted and recommenced for the Recovery Phase under the control of the Recovery Manager. In both phases there is a need for a rigorous management regime to record details of expenditure to support claims for Government subsidies and repayments (SOP 203[GNS1])."

21. A budget template (based on the SAP financial system) with cost centres for capital and operating expenditure has been created for use by the Recovery Manager and Team to record and track recovery expenditure.

Office Arrangements

22. The availability of premises for the Recovery Office has been addressed, and the following buildings were identified:

- the Waitemata Room (Waitakere Central); or
 - the GPT Building; and
 - the Information Management (IM) Training Centre.
23. However, these discussions have recently been superseded by Auckland Transition arrangements, for example it has been advised that the GPT building has been identified and earmarked as the future Mail Centre for the new Auckland Council. Plans to prepare the building for this use are to commence prior to 31 October 2010.

Computer / Office Requirements

24. The availability of the following hardware (minimum requirements) for the Recovery Office (at short-notice) has been confirmed by IM:
- Desktop computers (10);
 - Laptop computers for Recovery Team members deployed in the field (10);
 - Scanners (2);
 - Fax machines (2); and
 - Printers (2).
25. Core information (Recovery Management Plan / other information, contact lists, agreed finance template for Recovery) for use by the Recovery Manager and team has been pre-loaded to flash drives to ensure ready access to these portable databases.

Activation of the Recovery Office and Process for Contacting the Recovery Team

26. As an interim measure, Recovery Office staff have been made available and confirmed from the current Council Response Emergency Operations Committee Staffing list for ongoing role(s) as members of the Recovery Team; having performed roles in the Response phase they are already familiar with key administrative operating roles.
27. Following discussions with Call Centre staff, a process was adopted for activating the Recovery Manager / Recovery Office and Recovery Team.

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 wellbeing and building strong communities by increasing community readiness for 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

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

RESOURCES

30. The direct impact on Council resources will cease on 31 October 2010 and the accountability for Recovery Management will pass to the newly appointed CDEM Manager at the Auckland Council.

IMPLEMENTATION ISSUES

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

AUCKLAND COUNCIL TRANSITION ISSUES

32. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

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

