



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 February 2008      **TIME:**      9.30 am

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

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

29 January 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, 5 FEBRUARY 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 OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY**

**GLOSSARY**

Emergency Services Special Committee	(ESSC)
Civil Defence Emergency Management	(CDEM)
Civil Defence Emergency Management Groups	(CDEMGs)
Coordinating Executive Group	(CEG)
Emergency Operations Centre	(EOC)
Group Emergency Operating Centre	(GEOC)

## PURPOSE OF THE REPORT

The purpose of this report is to provide the Emergency Services Special Committee (ESSC) 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 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 contribute to their own emergency preparedness.

## ISSUES

### Emergency Operating Centre

As the Committee is aware, the official opening for the new Emergency Operations Centre (EOC) was held on 25 September 2007, with the building being officially opened by the Minister of Civil Defence, the Honourable Rick Barker.

Since the opening ceremony staff have spent a considerable amount of time setting the EOC to work and getting a better understanding of all the systems in place within the building. EOC training for Council staff was conducted in mid November and a proving exercise was held in late November 2007. With the exception of a couple of minor procedural issues, the exercise was successful and the EOC is now fully operational. It had been hoped to hold a public open day before the end of the year but this was not achieved due to the other workload commitments.

One area of improvement in the building is the possible undergrounding of the electricity supply. While power can be cut at any time and the building would still be able to function, the existing power pole at the front of the building is more vulnerable than underground reticulation. The possibility of undergrounding power reticulation is currently being and will be reported back to the appropriate Committee.

### **Warning Sirens and Public Alerting Systems Project**

All activity relating to the installation of public alerting sirens is proceeding within timelines with the exception of the Whatipu site which is being delayed by consent processes through the Auckland Regional Council. At this time it is possible that the delay will mean the single siren at Whatipu will not be installed at the time of commissioning in early April 2008. Discussions have commenced between the organisations with a view to facilitating progress. The provision evacuation maps and information for public information purposes is proceeding, with a planned completion date for mid March 2008 for public distribution and education thereafter.

A separate activity being investigated is the provision of mass telephoning to households within the identified at-risk locations via the Council's Call Centre. This is being progressed through Council's Information Management section.

The third tier option for alerting purposes via text messaging is on hold for the moment but will be progressed further once the siren alerting project has been completed. This warning option offered by a private sector provider has been reported on before and is currently in place in a number of cities and districts throughout the country. The Taranaki Region has recently made this alerting system available for public use.

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

This reporting period has again been an extremely busy one for the Emergency Management team, with move activities into the new EOC and other associated activities.

Other areas of activity are:

- 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. The first stage of the exercise commenced between 7 - 14 November 2007, while the major operational activity will take place in early March 2008. A presentation relating to the exercise will be given to the Committee at this meeting;
- Ongoing EOC planning and organisation;
- Public alerting system planning and organisation.

Other Regional CDEM Group Activity includes:

- Chairmanship of the Auckland Region Civil Defence Emergency Management Group (Councillor Battersby);

- 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 (this will end with the retirement of the Chief Executive Officer who fills the Group Controller role. Mr O'Rourke will continue in this role as a contractor to the CDEMG).

Due to the departure of Ross McLeod, Director: Corporate & Civic Services, from Council, Waitakere will no longer fill the role of CEG Chairman. John Johnson, Acting Director: Corporate & Civic Services will represent Council on the CEG.

## **Rural Fire Activity Overview**

### Operational

Despite the prolonged period of hot dry weather throughout the traditional holiday period, no significant incidents were attended. The latter part of January saw the fire weather warning status increased to very high and extreme but due to the efforts of our volunteer units incidents were controlled in their initial stages. Non-vegetation and non-fire responses have remained at normal levels, although a reduction in the number of car fires has been pleasing.

### Training

The final sign-offs with the Fire and Rescue Services Industrial Training Organisation have been completed. This will result in all rural fire-fighters achieving the National Certificate in Vegetation Fire-fighting during 2008. This will include Waitakere's Initial Response Team who will carry out the training under a co-ordinated training program.

The Breathing Apparatus course programmed for October 2007 was postponed by the Fire Service and was held in November 2007, with all staff achieving a full pass.

Basic and refresher training has continued on individual stations, each of which has accepted a number of new recruits. To their credit, and with the support of their more experienced fellow crew members, all have reached the basic skill levels and are now competent to attend operational incidents.

### Management

District Fire Plans for both the Waitakere and North Shore Fire Authorities were reviewed and distributed to all stations, rural and urban, within the district, prior to the fire season.

A Service Honours evening was held in December 2007, with service presentations made by members of Council. This was a joint presentation and included members from the Initial Response Team as well as rural fire fighters. The evening included the inaugural presentation of the Waitakere City Long Service Medal for Emergency Services staff.

Crew levels are adequate with all stations having been bolstered with a number of recruits; additional training sessions carried out on station have ensured that there are a full complement of operational fire-fighters for the fire season.

Appliance, equipment and hose stocks are in good condition and thanks to the commitment and dedication of the volunteer crews, the Fire District is well prepared for the additional risks of summer.

## RESOURCES

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

## CONCLUSION

The reporting period represents a very busy and challenging one given the move into and opening of the new building, and all the organisation that entailed. Exercise Ruaumoko will demand a lot of staff time over the next two months and will also be used to further exercise the EOC and staff.

## 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 and Peter Barber: Principal Rural Fire Officer.

