



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,      1 April 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.

25 March 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 THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON,  
WAITAKERE, ON TUESDAY, 1 APRIL 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, 5 February 2008

**RECOMMENDATION**

That the minutes of the Meeting of the Emergency Services Committee held on Tuesday, 5 February 2008, as circulated, 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 Groups	(CDEMGs)
Coordinating 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)

### 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 resolves 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. The ESC is aware that the Emergency Operations Centre (EOC) was used as the Auckland CDEMG's Group Emergency Operations Centre (GEOC) for the practical elements of Exercise Ruamoko, as exercised during the period 3 to 14 March 2008. The main exercise days were 13 and 14 March 2008 where Auckland Regional Council (ARC) staff working in three shifts plus the Group Controller and his advisory staff essentially took over the building for both days.
8. For most of the ARC staff it was the first time that they had ever participated in a major civil defence exercise and was a huge learning experience for all. The exercise will stand them in good stead for the future and once they have sorted out some communication and procedural issues, they will become a good team.
9. For this exercise, the Waitakere City EOC was set up in the garage and while there were some limitations, the organisation and operation in the EOC was excellent. This has been highlighted in feedback from our participating staff. Waitakere City is fortunate to have a strong core of experienced EOC staff and they accepted the change of location easily and performed very well.
10. The decision to set the Waitakere City EOC up in the garage was to test how it would work in a real event should the actual EOC be required as an alternate GEOC, as it was for Exercise Ruamoko. In developing the building in the first instance, the garage area had always been identified as an area for expansion if ever required. Some additional Information Management assistance was required for setting up in terms of extra laptop computers and telephones but other than that the rest of the setting up was done by emergency management staff.
11. With two EOC's operating from the building at one time plus all the additional exercise control and evaluating staff in attendance, the building's air conditioning plant was totally put to the test and towards the end of the second day some windows had to be opened to allow more air flow into the building. Overall there were about 15-20 people in the EOC who would not be present and without those extra, the air conditioning would have easily coped. Overall, with the numbers in the building and amount of equipment in use, the building coped exceeding well. As part of the exercise, the emergency generator was used and such was the change over that most in the building did not realise it had happened.
12. Preparing for the exercise was a big undertaking for emergency management staff and they are to be congratulated for all the work undertaken and the support they gave to the exercise staff on the main days of the exercise.
13. Lynne Pillay, MP for Waitakere and Chris Carter, MP for Te Atatu also visited the EOC during the exercise.

#### Building Project Activity

14. At the last ESC meeting, there were four outstanding issues relating to the completion of the building project. Two of the outstanding items, namely the lining of the water tank and entry gate automation, have now been completed. This only leaves the bird proofing of the upstairs storm shutters and remedial work on cracks in the garage to be undertaken. The project engineer, Mr Steve Burris, will be reporting on these issues at the next meeting of the Infrastructure and Works Committee. When all this work is complete, that should then close off the new EOC Building Project.

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

15. At this time, there are no issues relating to the tsunami alerting siren project. Work being undertaken on the installation of the sirens is ahead of schedule and barring unforeseen events will be ready for formal handover at the end of the first week of April. The production of a special edition of the Waitakere City News and pamphlet has been completed and at the time of writing this report both publications have gone to the printers and then for subsequent delivery. The Waitakere City News will be distributed City wide whereas the pamphlet will only be delivered to the identified at risk locations. The pamphlet will also be distributed to libraries, community centres, schools and similar places for community information and use.
16. Testing of the siren system will take place at midday on the Sunday of the change of daylight saving every six months. As the hand over of the system occurs on the weekend of the end of daylight saving on 6 April, the first test will be conducted at midday on 27 April. This has been advertised in both of the publications above and will be further advertised prior to the test date.
17. Once the siren system has been completed and tested, further work will undertaken on the introduction of mass telephone and text messaging across the City as part of the overall three tier system for warning messages.

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

18. As already mentioned, Exercise Ruaumoko and the completion of the siren alerting system have been the primary activities during the last reporting period.
19. Other Regional CDEM Group Activity includes:
  - Chairmanship of the Auckland Region Civil Defence Emergency Management Group (Councillor Battersby);
  - Final meetings as Chairman 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;
  - Group Controller and principal support for the Group Controller. This activity completes with the retirement of Harry O'Rourke at the end March.

### **Rural Fire Activity Overview**

20. Operational - Extreme fire danger conditions necessitated imposing a prohibited Fire Season from 12 February 2008 to 3 March 2008 during which no significant fire incidents were attended. During this period, however, crews were taxed with a run of non-fire incidents which included animal rescues, vehicle accidents, and a suicide, where the victim was known to the attending crew. A hard experience for younger fire crew members! Overall the prompt suppression actions by crews resulted in minimal harm to people and the environment.
21. Training - A concentrated period of training saw a number of formal New Zealand Qualifications Authority (NZQA) courses undertaken including Basic Fire-fighter, Breathing Apparatus, and Pump Operator held. In addition all staff were given four further Unit Standards to complete before the end of March. Crews also trained specifically for competitions with two crews competing at a Wajax water pump event at the Kumeu Show where Waitakere gained a first place and the Bethells crew getting third place. An excellent result and well deserved.

22. A team of six from the Waitakere station travelled down to Nelson on the weekend of 15 March 2008 to compete in the United Fire Brigades Association annual competition. They performed very well in last year's event; hopefully they can match it this year. This will be reported on further at the meeting.
23. A winch operator's course is also being organised for those crews whose appliances are fitted with winching equipment.
24. Management - Documentation for the annual claim on the Grant Assistance Scheme is underway and should be completed by the end of the month. Progress is being made with issues regarding the Fire and Rescue Service Industrial Training Organisation; these concern the recording of NZQA Unit Standards as held by staff. The Principal Rural Fire Officer as a member of the Regional Training Committee is involved in the establishment of a Regional training group for the formulation of higher level courses. Equipment and appliances are up to standard and resources are adequate at this point in time. As always thanks are due to our volunteer staff; their dedication and commitment to their units and the Waitakere community thankfully appears to be inexhaustible.

### STRATEGIC CONTEXT

25. 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

26. Consultation has taken place with Community Boards, Residents and Ratepayers Associations, the ARC and local Iwi throughout the development of the tsunami siren alerting system. There are no consultation issues outstanding relating to this project.

### RESOURCES

27. There are no resources required to the writing of this report other than staff time.

### IMPLEMENTATION ISSUES

28. Due to a tight timeframe to get the public information material printed for delivery in time to coincide with the completion of the tsunami siren alerting project, there may be an issue in terms of delivery dates. At the time of writing this report the actual dates for delivery had not been confirmed but if the first date for delivery as planned cannot be met, the publications will still be delivered prior to the first siren system test on 27 April 2008.

Report prepared by: Bill Morley, Manager: Emergency Management.

