



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, 30 September 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.

22 September 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 TUESDAY, 30 SEPTEMBER 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, 3 June 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, 3 June 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	(ESC)
Civil Defence Emergency Management Act 2002	(CDEM Act 2002)
Civil Defence Emergency Management	(CDEM)
Civil Defence Emergency Management Group's	(CDEMGs)
Coordinating Executive Group	(CEG)
Emergency Operations Centre	(EOC)
Group Emergency Operations Centre	(GEOC)
New Zealand Qualifications Authority	(NZQA)
New Zealand Fire Service	(NZFS)
Standard Operating Procedures	(SOPs)
Initial Response Unit	(IRU)

### 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 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 (EOC)**

7. Since the last report, the majority of EOC activity has involved consolidating operating procedures and continuing to review and update existing SOP's. In addition, one electronic EOC activation notification has been conducted plus silo training for all EOC staff and a three by two hour shift consideration exercise. The exercise "Surfsup" was based on the receipt of a tsunami watch bulletin being upgraded to a warning and working through procedures to be undertaken for such an event. The exercise was also an opportunity to review existing procedures and for EOC and liaison staff to gain a greater understanding of likely procedures and issues that would occur in a real life event. As the exercise was not conducted at the time of writing this report, an outcome briefing will be given to the Committee at the meeting.
8. An update review of the Local CDEM and Welfare Plans has been completed and distributed accordingly. Members will be aware that the Emergency Services section is now a part of the Community Wellbeing Directorate under Dr Sue Bidrose as Director. The nature of the Directorate lends itself to the provision of staff for EOC operations particularly for community welfare purposes.
9. Also pleasing is that the building is being used by the Henderson Police for training purposes and call centre management have also used it for bulk interview and testing for recruiting purposes.

#### **Building Project Activity**

10. It is pleasing to report there are no outstanding post construction issues remaining and the twelve month liability certificate has been issued. All work has been completed well within the approved budget and the building project is now complete.

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

11. A further programmed test of the Tsunami Alerting System was held at midday on the change to daylight saving on Sunday 28 September. A verbal review of the test results will be given to the Committee at the meeting. Of particular interest is the effectiveness of the remedial siren installations and positioning following the first test of 26 April 2008. This work requirement was reported to the Committee at the meeting of 3 June 2008. A full six monthly scheduled maintenance survey of all siren installations was carried out in the first half of September 2008 by the contractor Meerkat Alert Systems.

12. Little progress has been made on the installation of the nationally approved tsunami signs during the reporting period. Before any installation, dedicated reconnaissance of all locations is required in order to ascertain suitable locations for signs to be fitted. Any issues regarding permission to use any non-council structures or any internal consent requirements will then need to be addressed. It is intended to progress this activity in October 2008 and plan to have some installations completed by the end of December 2008.
13. Other work has been conducted by a regional working group for the development of a standard general information sign to be installed at coastal locations for tsunami awareness purposes. This work is part of an Auckland Regional Council (ARC) sponsored project for inundation and evacuation modelling and Waitakere Emergency Management staff have been closely involved with this activity. It is planned that the agreed signage will be completed by the end of October 2008 and will be reported on to the CDEMG for approval at its meeting in December 2008. Some pricing for locally made signs modelled on the national standard has also been undertaken and existing budgets are available to cover both these costs and for the scheduled maintenance programme as mentioned above.
14. North Shore City Council has recently approved a project for the installation of tsunami alerting sirens. As previously reported, Rodney District is also undertaking a similar project which means that all North West Zone Councils will ultimately have sirens installed.
15. Feasibility work is also being recommenced for a mass telephone messaging system via the call centre as another tool for public alerting. This work is being undertaken by Information Management staff and will be reported on in more detail at the December meeting.

#### **New Vehicle for the Initial Response Unit (IRU)**

16. A report tabled in 2007 outlined a proposal for the purchase of a dedicated response vehicle through the West Auckland Trusts Services (the Trusts) for the volunteer IRU which was endorsed by the committee at that time. The proposal has now been before the Trusts for decision and at this time has been held over pending a report on how the vehicle will be managed by Council. In brief, the vehicle would be owned by the Trusts and managed by the Emergency Management Unit through existing budgets and no additional funding would be required for this purpose. No additional equipment would be required to outfit the vehicle as equipment currently held is sufficient for the Unit's requirements. If the application is approved by the Trusts, the new vehicle will greatly enhance the capability of the IRU to respond to incidents. It would also negate the current requirement for another vehicle having to be made available to tow the existing trailer unit. It would also mean that all of the Unit's equipment could be stored in the vehicle allowing for a faster response time. Again if the vehicle is approved by the Trusts, the existing trailer would be reconfigured in-house for use as a welfare vehicle in support of the IRU or emergency services for any extended operation.

#### **Severe Weather Activity and incidents**

17. The severe weather events of July and August 2008 highlighted how vulnerable the City can be to prolonged periods of rain resulting in land movement and potential property damage. Although not a concern in this instance, the potential for localised flooding from streams is still very much a threat. Some areas where land movement has occurred will take years to remedy and will pose a continuing concern. Compared to North Shore and Manukau Cities, Waitakere was lucky in the number of properties affected where residents had to be evacuated or where transportation was disrupted was small.

18. As with the storm of July 2007, extended power outages were once again experienced during the recent storm events. While there were still some residents who were without power for a number of days, the actual time taken to restore power in most areas of the Auckland Region has been vastly improved. This is in no small part due to Vector Power Limited's improved response management and the extensive mitigation measures being undertaken to minimise tree damage to overhead power lines. Vectors response actions for these events were formally acknowledged by the CDEMG.
19. For any severe weather event notification received via the CDEM National Warning System by emergency management staff, there is a standard notification process to inform specific Council officers for awareness purposes. What is not fully understood in some quarters is that the notifications received are either in the form of a "Watch" or a "Warning" and that both have different levels of internal notification requirement. Where confusion sometimes occurs is that the media will broadcast that weather warnings have been issued for some areas where in fact it has only been a weather watch.

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

20. Other Regional CDEM Group and local activity includes:
  - Chairmanship of the Auckland Region Civil Defence Emergency Management Group (Councillor Battersby);
  - Member of the Group Tsunami Signage team;
  - 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;
  - Member of the National Urban Search and Rescue Advisory Board;
  - Member of the National Local Government Industry Training Organisation Civil Defence Advisory Board;
  - Local Tsunami Warning SOP development;
  - Review of Welfare Plan and at risk locations;
  - Ongoing review of all SOPs; and
  - Development of the 2009-2019 Long Term Community Council Plan Activity Plan for Emergency Management.

### **Rural Fire Activity Overview**

#### **Operational**

21. The reporting period has seen a revival of activity for fire crews who have attended a number of incidents which, in the main, have been controlled within a short timeframe minimising damage to the environment. Bad weather during August 2008 involved crews assisting people in local communities and providing support to those in need.
22. A significant vegetation fire at Anawhata on 31 August 2008 involved the use of a helicopter following the escape of a fire during an operation to rescue an injured land based fisherman. A fishing party had become stranded and while trying to evacuate the area, one of their party fell and injured a leg. A 111 call was made for the rescue helicopter and while waiting for it to arrive, a small fire was made for warmth as the injured party was showing signs of hypothermia. As the helicopter arrived, the party extinguished the fire only to have it reignited by the helicopter downwash. The fire was brought under control after six hours and reasonably strenuous efforts by local fire crews. Considering the circumstances of the incident it was recommended that a cost recovery action against the fishing party would not be followed and this recommendation was approved by the Chief Executive Officer.

## Training

23. In this reporting period a number of formal training courses were held, these included;
- 4 x Individual unit standard subjects;
  - 2 x NZFS Breathing Apparatus Courses;
  - 1 x Emergency Drivers Course;
  - 1 x Coordinated Incident Management System Level 2 Course (Included members of the local NZFS;
  - 1 x 4WD Off-road Driving Course; and
  - 1 x Station Officers Course.
24. The Station Officer course was the first that the NZFS have made available to volunteer rural fire officers. It involved a four day course and was held at the NZFS training unit at Hopuhopu. The course was mostly practical in content and involved a wide range of incident types. Those attending were put under considerable stress throughout the course, but all gained enormously from the experience.
25. Crews have completed the Fire and Rescue Service Industry Training Organisations limited credit program of training and have now signed on for the National Certificate in Vegetation Fire-fighting. Most have so far gained a large part of the requirements toward the certificate, but for some newer members it will require a full year of specialist training to complete. This training is essential for rural fire fighters to ensure competency standards are achieved for response purposes.

## Management

26. Preparations are underway for the annual Rural Fire and Initial Response Unit volunteers' honours night presentation which this year is scheduled for the evening of 5 December 2008. This is an event at which Council can formally acknowledge the emergency response volunteers for the commitment shown by them for the protection of the City's people and environment.
27. Planning is also in hand for a Rural Fire Field Day. The date has yet to be finalised but it is intended to hold the day in early December 2008.
28. Appliances and equipment are in good order and the District is well prepared for the coming fire season. Thanks are again due to the volunteer crews for their dedication and commitment to their units and communities, they are very much appreciated.

## 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 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

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

### RESOURCES

31. There are no additional resources required other than staff time.

### IMPLEMENTATION ISSUES

32. Implementation of the new tsunami signage has been delayed as discussed in the report but will continue to be progressed over the next few months and a further progress report will be made at the December 2008 Emergency Services Committee meeting.

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

