



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, 31 March 2009 **TIME:** 9.30 am

**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.

24 March 2009

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, 31 MARCH 2009,
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 TUESDAY, 31 MARCH 2009, COMMENCING AT 9.30 AM

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 - Thursday, 11 December 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 Thursday, 11 December 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)
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)
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 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 Group's (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 term 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 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. Initial training has been conducted for new Council officer volunteers for EOC operations and further refresher training for all officers will be conducted in April 2009 culminating in an exercise in June 2009 to test the overall response capability. A similar series of activity will also be conducted during October 2009 and November 2009.
8. The recent virus attack on Councils Information Management network compromised the capability of the EOC through the loss of the internet connection to Council thus taking out the primary method of communication namely email. An independent internet connection requirement has been highlighted before and is once again being reviewed. Although compromised, the EOC was made a priority site for restoration and the efforts of the Information Management officers to restore full capability were most appreciated. In the event that an emergency had occurred during the period of restoration, the EOC could still have functioned through the use of telephones and radio communication and by resorting back to a paper based system for recording information.
9. There are no current construction or operational issues associated with the building.

Public Alerting Siren System

10. An issue has occurred at the shared use radio repeater site at Piha whereby Council's siren system radio has caused interference to the Westpac Helicopter communications network. Some remedial work has been carried out by the Westpac maintenance contractor but the issue has yet to be resolved completely.
11. When the siren system radio equipment was first installed, the Westpac equipment was not operational and the siren system installer was not aware that Westpac was a user at the site. The interference issue first came to light at Christmas when Westpac activated their network and it has been an ongoing issue since that time.
12. As the last "in" user, Council has an obligation to remedy any interference issues regardless of not being initially aware that Westpac was a site user. The primary reason for the long delay to get the issue fixed has been in most part due to difficulty in being able to enter into meaningful discussion between the siren system and Westpac contractors.
13. While there will be financial implications associated with the cost of fixing the problem, the current budget for the siren system maintenance has sufficient funds for this purpose. A verbal update on progress relating to this issue will be given to the Emergency Services Committee at the meeting to be held on Tuesday, 31 March 2009.

14. An initial order for tsunami evacuation and safe zone signs has been placed and installation is expected to have commenced by the end of March 2009. Herald Island will be the first location to have the signs installed in time for an island-wide evacuation exercise that will be conducted at the time of the next full siren system test on Sunday, 12 April 2009.

New Vehicle for the Initial Response Unit (IRU)

15. The volunteer IRU has taken delivery of a truck funded through the Portage and Waitakere Licensing Trusts and is currently undergoing conversion for operational use. It is expected that the vehicle will be fully operational by the end of April 2009 and suitable publicity will be generated at that time.
16. As mentioned in previous reports, the existing rescue equipment trailer will be retained and converted into a combined welfare and incident control point. A budget is available for this work and much of the conversion is expected to be conducted in house using the talents of the IRU members.
17. For information, emergency management staff and IRU members recently participated in an aircraft crash exercise at the Whenuapai Air Base and were used as a support team for the air force at the Whenuapai Air Show on 21 March 2009.

Severe Weather Activity and Incidents

18. There have been no significant adverse effects from any of the weather events since the last report.

Other Regional and Local Civil Defence Emergency Management Activity

19. Following a governance review of the CDEMG and CEG membership and charter, the following changes have come into effect:
 - All local authorities are now represented on CEG by the respective Chief Executive Officers which took effect at the CEG meeting held on Friday, 6 March 2009. This representation is as required under the CDEM Act 2002 but until now has always been delegated by member councils to a person at either director or third tier manager level. The alternate member for Waitakere is Dr Sue Bidrose.
 - Council's elected representative on the CDEMG Committee is Councillor Battersby, support member is Dr Sue Bidrose and the Manager Emergency Management is the alternate support member.
 - By consensus of the Regions' CEO Forum, the Chairman of the CEG is now the Chief Executive Officer of the Auckland Regional Council (ARC) by virtue of the ARC being the administering authority for the CDEM Group.
20. Forthcoming CDEM Group exercise activity:
 - Exercise Frisky Shark, 8 April 2009 - a regional response exercise based on a regional source tsunami threat with less than four hours notice for response. This exercise will also be used to review individual council SOP's and response procedure for such an event.
 - Auckland Region CDEM Forum, 11 June 2009 - the theme for this forum is developing a resilient Auckland and is open to all partner agencies throughout the Auckland and neighbouring regions. The forum is being held at the Mount Smart Stadium from 9am to 3pm on Thursday, 11 June 2009.
 - An in house recovery consideration is all being held in the EOC on Tuesday, 14 April 2009. This activity will involve all senior members of Council's recovery management team.

21. As reported at the last meeting, the Ministry of Civil Defence and Emergency Management (MCDEM) have called for tenders for the provision of a computer based emergency information programme with the potential for the programme to be introduced for regional and local use. Three preferred tenders have now been selected and final proposals have been requested. It had been hoped that a final decision would have been made by MCDEM by this time but is now unlikely to occur in this financial year.
22. Personnel involvement in National and Group CDEM activity includes:
 - Chairmanship of the Auckland Region Civil Defence Emergency Management Group - Councillor Battersby;
 - Member of the CDEM CEG - Chief Executive/Sue Bidrose;
 - Support member for the CDEMG - Sue Bidrose/Bill Morley;
 - 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.

STRATEGIC CONTEXT

23. 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

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

RESOURCES

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

IMPLEMENTATION ISSUES

26. Implementation of the new tsunami signage has now commenced and will continue to be progressed over the next few months. The signs will be installed by emergency management officers as time and resourcing allows.

Report prepared by: Bill Morley, Manager Emergency Management.

