

**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES COMMITTEE TO BE
HELD AT CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON,
WAITAKERE, ON TUESDAY, 2 JUNE 2009, 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, 31 March 2009

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, 31 March 2009, 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 Region Public Health Service	(ARPHS)
Civil Defence Emergency Management	(CDEM)
Coordinating Executive Group	(CEG)
Civil Defence Emergency Management Group	(CDEMG)
Emergency Operations Centre	(EOC)
Initial Response Unit	(IRU)
Swine Influenza	(A H1N1)
Emergency Services Committee	(ESC)

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 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 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 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. Refresher training has been conducted for Council officer volunteers and an activation exercise will also be conducted in June 2009 to prove the response capability of the EOC. Further training of this nature is also planned to take place in October and November 2009.
8. A regional exercise "Frisky Shark" will be conducted on 23 July 2009, which will require a full activation of the EOC and staff and will be the major planned exercise for the year. The exercise will be based on a tsunami scenario and will include a large welfare response consideration at the local level.
9. During the reporting period a problem occurred with the underground water tank pump which required repairs to be undertaken and is now fully operational and there are no current operational or construction issues associated with the building.
10. The issue relating to the tsunami warning system causing radio interference to the Westpac radio network at Piha as previously reported has now been fully resolved to the satisfaction of both parties and the Radio Frequency Service.
11. Commencing on 1 May 2009, there is now only one emergency management officer on duty at any one time. In the past, the Principal Rural Fire Officer was on 24/7 call for any rural fire issues and an emergency management officer similarly on call for any civil defence related issue. These two responsibilities are now undertaken by just one officer under a set of criteria for additional call out for a major incident. Major benefits of this system are a greater stand down period between being on duty, the ability to manage outstanding leave more effectively.

Royal Commission Recommendations for CDEM and Rural Fire

12. At the time of the last meeting, the recommendations of the Royal Commission for Auckland Governance had just been released and were discussed briefly at the meeting. The following are the commissions' recommendations:
 - The Auckland Council should govern CDEM on a regional basis, through a committee chaired by the Mayor of Auckland. The committee might include some local council chairs;
 - The CEG should be retained and chaired by the Auckland Council Chief Executive Officer. Representation of police, fire, ambulance, and other emergency and social services on the CEG should continue;
 - The civil defence controller should head the regional CDEM administration. This should be a full time position reporting to the chief executive of the Auckland Council, with all CDEM staff reporting to the controller;
 - The Auckland Council should develop a single CDEM plan, training programme for staff, volunteer recruitment programme, and standard operation procedures for the region;

- Local council's should be involved in CDEM planning and implementation to the extent delegated to them by the Auckland Council;
 - The Auckland Council will have all the powers of territorial authorities conferred by statute for rural fire protection, including those under the Forest and Rural Fires Act 1977; and
 - At the establishment date of the Auckland Council, the interim Chief Executive Officer should be in a position to chair the CEG supported by an interim civil defence controller.
13. Since the report was made public, the Government has made changes to the original commission recommendations in particular the removal of local councils to be replaced by a number of wards and the establishment of 20 to 30 local community boards. Those decisions will impact to some degree on the recommendations above.
14. On the face of it, the general theme of the recommendations to regionalise CDEM makes good sense. How CDEM will be delivered locally in the future will be all in the detail as will the future of the new EOC and current staffing levels.
15. Further updates on the transition process for CDEM will be made at future meetings of the Emergency Services Committee (ESC).

New Vehicle for the Initial Response Unit (IRU)

16. The new vehicle for the IRU is now operational and fully outfitted. The vehicle will be available for the ESC to view at this meeting.
17. Thanks to a generous donation of radio equipment by Tait Radio Communications, the vehicle has been fitted out with a modern radio communication suite. A special thank you goes to Council's Emergency Management officer, Brandon Guttery, for installing the system, much of which was done in his own time.
18. 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.

Severe Weather Activity and incidents

19. Despite the unsettled and at times severe weather events in early May 2009, there have been no significant adverse effects within Waitakere since the last report.

Swine Influenza (A H1N1)

20. The outbreak of A H1N1 has been the primary response activity for emergency management officers in support of the Health authorities since the last report. While not as virulent as first feared, the virus still had the potential for widespread infection in pandemic proportions and the Health authorities have done a magnificent job to date to minimise the spread in the Auckland region and the country as a whole. While being in a stabilised position in terms of the number of people infected at the time of writing this report, the main aim now is to stamp out any further spread of the virus particularly as the traditional influenza season sets in. Coupled with this is the concern of the A H1N1 virus mixing with other influenza types leading to an increase in virulence and potential pandemic type impacts.

21. In the Auckland region, the Auckland Region Public Health Service (ARPHS) established an EOC in the Greenlane hospital complex. To support this operation, ARPHS requested support from the Civil Defence Emergency Management Group (CDEMG) for additional staff from the emergency management sector for liaison and operational purposes. This support was initially provided by local authority emergency management officers but through a request from the Group Controller to Chief Executive Officers, was expanded to include suitably qualified council officers and community volunteers. It is pleasing to note that the response from those council officers approached to assist was outstanding and Waitakere more than provided its share of staff for this operation over a two week period.
22. At the time of writing this report the requirement mentioned above for staff support has ceased due to a stabilising of the virus threat and the establishment of a Northern Region Health Coordination Centre to replace the ARPHS EOC with reduced staffing level requirements.
23. Within Council the primary response has been to provide information to staff about workplace hygiene practices and procedures to follow should any staff member become ill with influenza like symptoms. Managers have also been required to review the Council pandemic plan for readiness and response purposes and unit business continuity plans for dealing with staff shortages.
24. As an additional precaution, further work has been carried out by emergency management officers in liaising with local welfare organisations in the event that a major influenza outbreak occurs that will require a community welfare response. If this were to occur, the civil defence response is purely to support the Waitemata District Health Board in terms of welfare support services, facilities and transportation.
25. A total review of the emergency management business continuity plan has also been undertaken which was based on the 4R's continuum and is considered to be a major advance on the previous plan. The plan has also been requested for use by other units in Council.
26. A further update of the situation will be given to the ESC at the meeting for this report.

Other Regional and Local Civil Defence Emergency Management Activity

27. The only significant forthcoming regional CDEM events are the Auckland region CDEM Forum at Mt Smart on 11 June 2009 and Exercise Frisky Shark on 23 July 2009 as previously mentioned.
28. 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 Officer/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.

Rural Fire Update

Operational

29. Although operational activity has been high, there have been no significant incidents throughout the restricted fire season. Recent heavy rain has dampened vegetation to the point that the risk of fire is quite low for this time of year. The district is now in an Open Fire Season implemented on 1 May 2009.

Training

30. A number of on station courses were held during the reporting period to allow the newer members to achieve the basic skills required for their roles and will now be placed into the standard progression streams of their respective stations. External courses included a First Aid refresher, Basic Fire-fighter, Pump Operator and a Workplace Assessors course for selected volunteer staff.

Management

31. The Waitakere Rural Fire District underwent a National Rural Fire Authority Audit on 15 April 2009 and at this time the final report has not yet been received. From comments made at the time of the audit only minor points of concern regarding recording processes were identified for correction. An update of the final report will be made to the ESC if it has been received by the time of this meeting.
32. Call numbers for the year to date at the end of April 2009 totalled 181 for the fire district with the actual responses being as follows:

Car Fires	25	Structure Fire	5
Medical Rescue	21	Special Service	15
Miscellaneous Fires	16	False Alarms	14
Assist Public	7	Motor Vehicle Accidents	25
Rubbish Fires	15	Assist Police	3
Assist Ambulance	2	Power Lines	7
Animal Rescue	3	Electrical	6
Chemical	5	Flood	1
Storm Response	10		

33. The condition of all appliances and equipment is good, and during the on-coming winter period the usual program of testing of all equipment will be carried out.

STRATEGIC CONTEXT

34. 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

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

RESOURCES

36. There are no resources required for the writing of this report other than officer time.

IMPLEMENTATION ISSUES

37. The implementation of tsunami signs at coastal locations is to be carried out as time and resources permit.

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