



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 December 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.

27 November 2009

Judith Moore  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8950

### MEMBERSHIP:

Councillors	DQ	Battersby, QSM, 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)

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

(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, 1 DECEMBER 2009  
COMMENCING AT 9.30 AM**

---

**TABLE OF CONTENTS**

<b><u>ITEM</u></b>		<b><u>PAGE NO.</u></b>
1	<b>APOLOGIES</b>	1
2	<b>URGENT BUSINESS</b>	1
3	<b>CONFLICTS OF INTEREST</b>	1
4	<b>CONFIRMATION OF MINUTES</b>	1
5	<b>OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY</b>	2

**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES COMMITTEE TO BE HELD AT CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE, HENDERSON, WAITAKERE, ON TUESDAY, 1 DECEMBER 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 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, 4 August 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, 4 August 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 Transition Authority	(ATA)
Civil Defence Emergency Management	(CDEM)
Emergency Operations Centre	(EOC)
Initial Response Unit	(IRU)
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.

### RECOMMENDATIONS

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 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. Other than two electronic response readiness activations, there has not been any major exercise or other EOC related activity since the last meeting. A morning tea was held for all Council EOC volunteers on Thursday 19 November 2009 as a thank you for their commitment over the year and to outline the work being undertaken for transition to the Auckland Council.
8. Council is fortunate to have a very competent group of EOC volunteers, most of whom have been with the organisation for some time, and have achieved a good level of competency. This, however, is likely to change over the next 12 months due to transition changes, and staff movement will need to be monitored closely to ensure a credible response capability is maintained leading up to transition to the Auckland Council.
9. There are no operational issues relating to the EOC at the time of writing this report.

#### Auckland Council Transition

10. CDEM and Rural Fire is one of 13 work streams within the community services element of transition to the Auckland Council. The work stream is led by Dr Sue Bidrose, Director Community Wellbeing, and is made up of emergency management practitioners and senior management staff with emergency management responsibilities from within the region.
11. Activity to date has included the completion of the Discovery Phase work requirements, the development of a transition project plan and recommendations for the future organisation of CDEM and Rural Fire within the Auckland Council.
12. The Discovery Phase of the Auckland Transition Authority (ATA) required councils to answer a series of questions which essentially gave the ATA an overview of each CDEM and Rural Fire organisation and capabilities. This information has been analysed and forms the basis for determining future risks and gap analysis for when the future organisation has been agreed. It also provides a good starting point for the further development of key tasks and measures required for the new organisation.
13. The transition project plan is specifically for the work stream group to be used as a guide for future requirements and identified risks and will be updated as required based on milestone achievements and future requirements or decisions made by the ATA.
14. The work undertaken for what the future organisation for CDEM and Rural Fire may look like is ongoing at the time of writing this report. The work undertaken is sensitive, with implications for staff, and the ATA requires that it alone release any details and plans, not the work stream groups. Further information will be made available to the Emergency Services Committee as it is released.

15. Apart from debate about possible future state organisation options, there are also a number of governance issues to be decided. These centre around the requirements for a new CDEM Group Plan and the ability of the new organisation to be in a position to declare an emergency immediately following transition on 1 November 2010. Another determination to be made is the timing of when CDEM and Rural Fire will transition and there is a lot of work to be done before a decision can be made on this point.
16. There is consensus between the CDEM and Rural Fire work stream and ATA that the appointed manager have a direct reporting line to the Chief Executive of the Auckland Council and that Rural Fire will sit within the overall emergency management organisation.

### **Samoan Tsunami Response**

17. The Emergency Services Committee will be aware that the tsunami siren system was activated for public alerting purposes as a result of the national tsunami warning issued following the recent Samoan Earthquake. The decision to activate the sirens was made by the Local Controller, after consultation with the Group Controller. This decision was made in order to alert coastal communities of a possible tsunami threat.
18. Only the alert signal was used which advises the public to evacuate from beaches, listen for information and prepare to evacuate if required. Overall the feedback from the activation was positive with only one negative caller wanting to know what was going on, he turned out to be a newcomer to the area. There is however still some confusion in areas where the sirens are installed as to just what the signals mean and what is required. This is a public education issue but is also a local community ownership issue. Since the event, letters have been sent to community and response groups in the local areas reminding them of the signal meanings and the importance of knowing just what each signal means.
19. The EOC was not activated as such for the event however the volunteer Initial Response Unit (IRU) was activated and provided communications support which also included keeping key stakeholders updated on all developments. The IRU would also have been able to deploy immediately should an external response have been required.
20. The programme for the installation of tsunami signage has now been completed as a complementary tool to the siren system. The signs depict evacuation and safe zones and evacuation routes for vehicles and pedestrians. With the exception of a "Sideswipe" article questioning the positioning of the vehicle evacuation signs at Piha, there has been no other negative comment regarding the placement of the signs. There continues to be positive response from others in the affected communities.

### **Initial Response Unit (IRU) Activity**

21. Over the Labour Weekend period of 23-25 October 2009, the IRU travelled to Taupo to participate in a response team competition with eight other teams from throughout the North Island. The competition was organised by Taupo District Council Emergency Management and was a great success. The overall event was won by the Upper Hutt Response Team with Waitakere IRU winning two of the eight scenarios and placing fourth overall which was a creditable result.
22. In addition to competing, all teams had to be self sufficient for water, food and accommodation. This was achieved by the IRU and was enhanced considerably through the capabilities provided by the new response vehicle.

23. The deployment capabilities of the Waitakere IRU have been further enhanced through the refurbishment of the old rescue trailer. Members of the IRU have redeveloped the trailer into a new support role application. This work was undertaken after hours and on weekends over a three week period to have the trailer available for the above competition. The trailer now has a kitchen facility including instant hot water, gas hob, fridge and a sink, and this adds considerably to the IRU's deployment capability.
24. When complete, the trailer will also have an incident control capability which will further improve response capability for any incident or event.
25. On 5 and 6 October 2009, the IRU responded in support of the NZ Police in the search for Aisling Symes and were also placed on standby but not activated for the Tongan tsunami advisory of 8 October 2009.

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

26. There have been no severe weather events during the reporting period

#### **Novel Influenza (AH1N1)**

27. Since the last report there has been a decline in numbers nationally of Novel Influenza AH1N1 and the main concern now is from visitors from the Northern Hemisphere which is now in its influenza season.
28. The New Zealand Medicines and Medical Devices Safety Authority has officially extended the shelf life of Tamiflu from five years to seven years which gives the stock of Tamiflu tablets held at the EOC an expiry date now of May 2012. An approach to the Waitemata District Health Board to exchange the stock held at the EOC was unsuccessful as the Health Board only holds a small number of doses at any one time.

#### **Other Regional and Local Civil Defence Emergency Management Activity**

29. A disaster awareness campaign was held nationally during the week of 12 to 18 October 2009. Local activity included an open day for the public at the EOC, library displays, publicity in the Western Leader and competitions for children and adults. The public response to the open day and competitions was somewhat disappointing and was probably due in part to cost limitations for advertising purposes. Local libraries support for the week and in particular the display at the Central Library generated a lot of interest and was most appreciated.
30. Other personnel involvement in National and Group CDEM activity continues to be:
  - Chairmanship of the Auckland Region CDEM Group - Councillor Battersby;
  - Member of the CDEM Coordinating Executive Group – Chief Executive;
  - Support member for the CDEM Group – Sue Bidrose/Bill Morley;
  - Member of the Group Communication Review Working Party - Brandon Guttery;
  - Alternate CDEM Group Controller – Darryl Griffin;
  - Member of the Group Training and Professional Development Working Party - Bill Morley;
  - Chair 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**

31. The extension of the winter weather pattern into what is normally considered as spring, has resulted in a significant reduction in fire incident responses over this reporting period. Non-fire callouts have remained at normal levels, with Fire Force units showing an increase in the number of calls into the Waitakere urban district in support of the local New Zealand Fire Service (NZFS) brigades.
32. The week of Guy Fawkes celebrations was particularly quiet with only three calls involving bonfires or fireworks attended during the whole period.
33. An unusual call was received by the Bethells Valley crew relating to a female trapped under an ex army tank. On arrival it was found that the gun turret locking mechanism had failed, causing the turret to rotate, trapping the patient in the open drivers hatch. The fire crew worked closely with ambulance staff to extricate the badly injured female who was then transported to hospital.

#### **Training**

34. No external training has been possible during this period, with a number of programmed specialist courses having to be cancelled or deferred indefinitely. The NZFS training programme backlog will have an effect on future planning and training, however internal training has continued throughout and with the recent qualification of two staff as New Zealand Qualifications Authority assessors, further independence in internal training will be enhanced.

#### **Management**

35. A full programme of station activities has been undertaken which started with the Waitakere crew fund raising for Child Cancer. This involved them all shaving their heads and this raised over \$5000 for a very worthy cause.
36. A Gala Day celebrating 25 years service by the Waitakere Rural Fire unit was held jointly with the Waitakere Primary School on Saturday, 28 November 2009. A 25<sup>th</sup> Jubilee social evening attended by ex members, other rural fire units and NZFS representatives was held on Saturday, 14 November 2009. Five out of the six previous Chiefs of the unit were in attendance.
37. A major upgrade of protective and dress clothing for all staff has been carried out with all volunteers now fully outfitted. Equipment levels have also been brought up to standard requirements and all units are fully operational and ready for the upcoming fire season.
38. A Restricted Fire Season commenced on 1 December 2009, and providing weather conditions allow, will continue until 30 April 2010.

## STRATEGIC CONTEXT

39. CDEM is a responsibility of Council under the Civil Defence Emergency Management 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. As a Rural Fire Authority, Council also has a responsibility for rural fire management under the Forest and Rural Fires Act 1987. 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

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

## RESOURCES

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

## IMPLEMENTATION ISSUES

42. Other than the work being undertaken by the CDEM and Rural Fire work stream for the ATA, there are no implementation issues with this report.

## AUCKLAND COUNCIL TRANSITION ISSUES

43. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

**Report prepared by:** Bill Morley MBE, BEM, Manager Emergency Management and Peter Barber QSM, JP, Principal Rural Fire Officer.

