

**AGENDA FOR A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE
TO BE HELD IN THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE,
HENDERSON, WAITAKERE CITY, ON TUESDAY, 1 FEBRUARY 2005
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 Chairperson 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 CONFIRMATION OF MINUTES

Meeting Minutes - Tuesday, 30 November 2004.

RECOMMENDATION

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 30 November 2004 as circulated, be taken as read and now be confirmed.



4 **AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
EMERGENCY EXPENDITURE FUNDING AND RELATED ISSUES**

PURPOSE OF REPORT

This report presents to Council a number of issues relating to the funding and management of emergency expenditure for the Auckland Region Civil Defence Emergency Management Group.

BACKGROUND

The Civil Defence Emergency Management Group through the Co-ordinating Executive Group, has been examining a number of issues relating to the funding and management of emergency expenditure, including:

- The quantum of funding required;
- The nature of funding required;
- The provision of purchasing and financial support systems to the Civil Defence Emergency Management Group;
- The provision of funding for Civil Defence Emergency Management Group emergency expenditure;
- A funding allocation formula for Civil Defence Emergency Management Group emergency expenditure.

A1-A3

The Civil Defence Emergency Management Group has determined to consult each of the member Councils on a set of draft proposals related to these issues. A copy of a letter received from Cr Neil Morrison, Chairman of the Civil Defence Emergency Management Group, setting out the draft proposals is attached at pages A1 to A3.

STRATEGIC CONTEXT

Civil Defence Emergency Management is a responsibility of the Council under the Civil Defence Emergency Management Act 2002. Civil Defence Emergency Management 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.

The Civil Defence Emergency Management Act 2002 places the onus on local authorities and emergency services to work together at a regional level in addressing emergency management issues. Civil Defence Emergency Management Group's are given the lead role in this work. The funding of the work of Civil Defence Emergency Management Group's, particularly in an emergency, is a key issue in enabling Civil Defence Emergency Management Group's to function effectively. It is essential that adequate agreements and arrangements are put in place in advance of any emergency event.

ISSUES

Quantum and Nature of Expenditure

The Civil Defence Emergency Management Group's has looked at the quantum of funding that would likely be required for group emergency expenditure in the event of an emergency requiring a group declaration. The type of expenditure envisaged here is group response or recovery expenditure.

Work to date has led the Civil Defence Emergency Management Group to reach the view that in a group emergency the following would likely apply in respect of emergency expenditure:

- Costs incurred by territorial authorities in respect of their own districts will be met by the Authority concerned (unless they are specifically commissioned by the Civil Defence Emergency Management Group to undertake Group activities on behalf of the Group).
- Category A response expenditure (welfare) would likely be incurred through the individual territorial authority welfare networks, as it is not proposed to re-create separate welfare networks at group level. Feedback is required from Territorial Authority members of Co-ordinating Executive Group as to whether they are happy to work on the basis of this assumption.
- Group response expenditure is likely to consist of Category B (non-welfare) expenditure, which at a group level would likely be focused on enabling the Group to co-ordinate activities across the region and provide support to efforts being conducted out of territorial authority Emergency Operating Centres.
- Initially it was predicted that there would be little or no expenditure in the way of group recovery costs expenditure. Further analysis of this issue in light of the Ministry of Civil Defence Emergency Management Recovery Symposium has provided cause for further thought in relation to this assumption. While the Civil Defence Emergency Management Group is not a lifeline utility owner and will not have physical recovery responsibilities in the same way as Territorial Authorities and other lifeline utilities, it is possible that the Group will incur expenditure in its co-ordination role, and also in respect of some of the non-physical aspects of recovery. These issues need to be further explored through group recovery planning, but it is felt that it would be wise for the Group to make provision for some recovery expenditure at the group level.

Given this analysis and the assumptions made within it, the Civil Defence Emergency Management Group has proposed that putting in place a funding facility for group emergency expenditure in the order of \$10,000,000 would be a prudent step in terms of the groups overall approach to risk management. Discussions with financial staff involved in the Manawatu – Rangitaiki flood event have supported a quantum of funding in this order.

The cost of providing such a facility will be \$6,000 per annum. This sum has been provided for in the Civil Defence Emergency Management Group proposed budget and work programme for 2005/2006.

Civil Defence Emergency Management Group Funding and Financial System Provision

The next set of issues addressed by the Civil Defence Emergency Management Group has been the provision of the funding facility envisaged above, and the provision of purchasing and financial systems to support Group Emergency Operations.

Both the Auckland Regional Council and the Auckland City Council have indicated their agreement to providing this support, and in order to try to keep administrative support for Civil Defence Emergency Management Group centralised, the Civil Defence Emergency Management Group has proposed to enter into agreements with the Auckland Regional Council to put arrangements into effect.

Funding Allocation

The other issue that the Civil Defence Emergency Management Group has examined is that of funding allocation formula for group expenditure, that is how costs relating to this issue are allocated among member authorities. Obviously, any expenditure incurred in the name of the Civil Defence Emergency Management Group needs to be met by the constituent Councils. The basis in which any costs are shared needs to be agreed.

It is envisaged that if Group emergency expenditure was incurred in an emergency, the drawdown on the proposed \$10 million facility and any interest costs accrued would, after receipt of any relevant government subsidies, be shared among the members of the Civil Defence Emergency Management Group. In the absence of any obvious alternative, the funding allocation formula proposed by the Civil Defence Emergency Management Group for consultation is the same as that agreed by the member councils of the Civil Defence Emergency Management Group in respect of annual operating expenditure. That is, the Auckland Regional Council meets 35% of costs, and the other Territorial Authorities meet the remaining 65% on a population based percentage split. The precise formula is as follows:

Council	Comment	
Auckland Regional Council	35% Total	
Rodney District Council	6.4%	65% balance of CDEM Group emergency expenditure costs apportioned per-capita across councils
North Shore City Council	15.7%	
Waitakere City Council	14.4%	
Auckland City Council	31.3%	
Manukau City Council	24.2%	
Papakura District Council	3.6%	
Franklin District Council	4.4%	

A4-A5

The Co-ordinated Executive Group approached the Ministry of Civil Defence Emergency Management to get their view on the matter. A copy of the Ministry's letter is attached at pages A4 to A5. It would seem to be the Ministry's view that the formula used for operating expenditure is appropriate for use in respect of emergency expenditure.

The Civil Defence Emergency Management Group has resolved that member Councils should be consulted on this issue.

TIMELINE

The Ministry of Civil Defence Emergency Management has noted that it will likely require emergency funding issues to be set out in the Group Plan which needs to be adopted by May 2005. This makes timely consideration of these issues necessary. Member Councils are asked to report back to the March meeting of the Civil Defence Emergency Management Group with any views of their Councils required to be sought.

CONCLUSION

Emergency Expenditure funding and support arrangements need to be put in place as part of the Civil Defence Emergency Management Group Plan. Significant work has been done on the arrangements set out in this report (lead by Council's own staff), and staff are satisfied that the arrangements will ensure Council and the region meet their obligations in terms of funding availability for any emergency event.

RECOMMENDATIONS

1. That the Auckland Region Civil Defence Emergency Management Group Emergency Expenditure Funding and Related Issues report be received.
2. That approval be given to the establishment of a \$10,000,000 committed financial facility for use by the Civil Defence Emergency Management Group in respect of group emergency expenditure on response and recovery, and an appropriate risk management regime and delegations in respect of the facility to protect the Group's interests.
3. That the Civil Defence Emergency Management Group report back to Council for executing appropriate documentation in respect of the committed financial facility and related joint security arrangements.
4. That the funding formula for sharing costs of Group Emergency Expenditure be as follows:

Council	Comment	
Auckland Regional Council	35% Total	
Rodney District Council	6.4%	65% balance of CDEM Group emergency expenditure costs apportioned per-capita across councils
North Shore City Council	15.7%	
Waitakere City Council	14.4%	
Auckland City Council	31.3%	
Manukau City Council	24.2%	
Papakura District Council	3.6%	
Franklin District Council	4.4%	

Report prepared by: Ross McLeod, Director: Corporate and Civic Services.



5 OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY

PURPOSE OF THE REPORT

The purpose of this report is to give the Emergency Services Special Committee an overview of Civil Defence Emergency Management and Rural Fire activity since the last report, and future planned activity.

BACKGROUND

The Civil Defence Emergency Management Act 2002 has introduced a new framework for Civil Defence and Emergency Management 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 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.

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.

Readiness - Developing operational systems and capabilities before and 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.

Response - Actions taken immediately before, during or directly after an emergency, to save lives and property, as well as help communities to recover.

Recovery - Activities beginning after initial impact has been stabilised and extending until the community's capacity for self help has been restored.

Rural Fire is an integral element of the City's Civil Defence Emergency Management 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 Civil Defence Emergency Management response and would be tasked accordingly by the Local Controller.

Since December 2003 Council has undertaken a programme aimed specifically at ensuring Council provides for the future development requirements of its Civil Defence Emergency Management organisation. This commenced with the adoption of our current transitional Civil Defence Plan under the Civil Defence Act 1983, which provides for transitional arrangements until the Regional Group Plan comes into effect. In line with the requirements of the Civil Defence Emergency Management Act 2002, local plans and supporting Standard Operating Procedures have had to be rewritten based on the requirements of the draft Group Plan, which under the requirements of the Civil Defence Emergency Management Act 2002 has to be approved for use by May 2005. Until that time, should there be a requirement to declare a state of emergency within Waitakere City; the declaration would be made under the Civil Defence Act 1983 legislation, albeit the management of the incident would be based on current response planning procedures.

STRATEGIC CONTEXT

Civil Defence Emergency Management is a responsibility of Council under the Civil Defence Emergency Management Act 2002. Civil Defence Emergency Management 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 it volunteer programme, supporting communities to meet their own emergency needs.

ISSUES

1 Civil Defence Emergency Management Plan

As required by the Civil Defence Emergency Management Act 2002, the Auckland Region Civil Defence Emergency Management Group Plan is to be completed and approved by May this year. In keeping with this requirement, local plans and supporting Standard Operating Procedures are also to be completed and agreed by the same date. As work on this requirement has been ongoing for some time it is not envisioned that there will be any problems with the Waitakere City Civil Defence Emergency Management Plan being approved.

2 Future Emergency Operating Centre

As reported at the last meeting, the New Zealand Fire Service is seeking an appropriate site within the City for the construction of a new District Headquarters. Providing that a suitable site can be purchased, it is the intention that a new Civil Defence Emergency Management Headquarters and Emergency Operating Centre will be incorporated within the overall construction. Unfortunately the Fire Service has so far been unable to obtain a suitable site to meet their purposes.

While the Fire Service have agreed to incorporate our requirements within their planning, this is dependent on their being able to purchase a site of a suitable size to meet the requirements of both parties. As previously reported, the current Headquarters and Emergency Operating Centre does not meet the requirements of being able to function as an alternative Group Emergency Operating Centre and is really only suitable for response in a local emergency for a limited period. This has been identified for some time and given the age, size constraints and increasing maintenance concerns of the current premises these concerns are becoming increasingly apparent.

3 Emergency Operating and Reporting Centre Staff Training.

Maintaining and effective response capability throughout the City requires a programme of ongoing training and exercises for designated Emergency Operating Centre and Reporting Centre staff. With some exceptions, the staff for these locations is made up of designated Council staff volunteers. In the past there has not been an overall training programme based on any specific regional requirement and local authority Civil Defence Emergency Management organisations essentially created their own training programmes. Needless to say, the level of training across the local authorities varied greatly. Waitakere City has continually maintained an annual training programme and is well served in the level of competence and experienced of the Emergency Operating Centre staff.

With the development of the Auckland Civil Defence Emergency Management Group Plan, a coordinated regional training and exercise programme will be adopted this year. This will serve to increase the readiness and response capability across the region as everyone will be tied to specific requirements. This, however, will not be adopted until mid year so in the interim current practice will continue. With this in mind, refresher training for all Emergency Operating Centre staff will be conducted in March and for Reporting Centre staff in April. It is also the intention to conduct a full blown exercise at some time during the year once the Group training plan has been adopted.

Monthly Coordinated Incident Management Systems training will continue for Emergency Management staff across the North West Zone and Council staff.

Even when the Group Training Plan is in place, it is intended that personnel for Waitakere City's Emergency Operating Centre will be trained in addition to Group standards to ensure a high calibre of personnel.

4 Elected Representative Presentations

At the time of writing this report arrangements are being made to provide presentations to all elected representatives. The presentations will give an overview of Civil Defence Emergency Management regionally and locally, rural fire and elected representative responsibilities in an emergency.

5 Volunteers

In addition to the requirements for Emergency Operating Centre and Reporting Centre staff training, ongoing training will also be carried out for the other volunteer elements of the organisation. As mentioned briefly in the last report, recruiting and maintaining volunteers for Civil Defence Emergency Management purposes is becoming increasingly difficult. Historically, local authorities have relied heavily upon volunteers for emergency response purposes, but this capability is becoming more difficult to maintain. This is a nationally identified problem and is a subject for future development on a national scale.

a) Rescue

The Waitakere City Civil Defence volunteer rescue team has already commenced their New Year training programme and are currently completing a rope rescue unit standard requirement for height rescue situations. The last two years in particular have been quite intensive in their development, particularly in achieving their New Zealand Response Team qualification. The primary aspect of their training for the year will focus on consolidation and repetition of previously learned skills. Two new members have joined the team and are undertaking a three month probationary period training programme.

Team members will also feature as extras in their rescue role for a TV documentary based on a volcanic eruption in Auckland.

Waitakere City is particularly fortunate to have the services of these volunteers who have formed the backbone of the overall volunteer element of the organisation. In addition to their rescue skills, team members are also capable of Emergency Operating Centre, welfare centre, communications and flood response. The team meets and trains weekly and participate in at least one weekend training day per month which is a significant personal commitment.

As a national rescue resource the team was required to undergo revalidation as a response team in December. The Ministry of Civil Defence Emergency Management has formally notified that the team was successful in achieving all requirements of the revalidation audit which will be valid for a further three years. This is a significant achievement on their part.

b) Welfare

Waitakere City has a comprehensive Welfare Response Plan and associated organisation, and an effective Welfare Advisory Committee. Welfare Centres are based upon Salvation Army premises, Latter Day Saints Chapels and Council Community Centres and Halls. In this respect there is a wide variety of facilities that could be used for temporary shelter purposes in an emergency depending on location and incident requirements. Maintaining a strong core of volunteers to support these facilities is becoming increasingly difficult and is the subject for further development this year. In a localised event, the ability to activate and adequately staff a small number of welfare centres could be accommodated at fairly short notice for up to three days. For a larger scale event additional regional staff resources would be required.

The requirement to expand the welfare resource base is a matter for further development this year. While nothing definite has yet been established, the use of greater numbers of Council staff, plus a suggestion to utilise a task group from a security firm, is being investigated.

c) Rural Fire

The period through November and December was a time of particularly heavy commitment for the Rural Fire volunteer staff. In addition to their normal training program they attended three outside specialist training courses. These were a First Aid course through Council, together with a Basic Fire-fighters and a Compressed Air Breathing Apparatus Course's held at the Fire Service Training Centre at Mt Wellington.

The Fire Service courses both involved six weeks of an additional nights training by staff, to get them prepared for what were very intensive courses conducted by the Fire Service. This commitment was rewarded by having all staff succeeding in gaining the qualifications.

The efforts of the Waitakere Station instructors are acknowledged for preparing all course participants.

A regional Rural Fire Field Day was held in late November at Muriwai with the main subject aircraft safety. A total of 98 staff attended from throughout the Auckland Region which included the Waitakere and North Shore volunteer Urban Search and Rescue teams who were able to gain the aircraft safety qualifications.

All stations were fully staffed over the holiday period for what (thanks to the weather conditions) was a fairly quiet time for vegetation fires, although crews attended three structure fires and a number of non-fire incidents.

Appliances and equipment are up to standard and are prepared for the expected summer conditions of February and March.

The annual training programme recommences in February, beginning with a Co-ordinated Incident Management System course for the crew at Arataki and new volunteers. Training for staff authorised to issue Fire Permits and warranted Rural Fire Officers to meet the new requirements of the Code of Practice is at the planning stage and appropriate courses will be programmed in the near future.

RESOURCES

With the exception of the limitations of the current Headquarters and Emergency Operating Centre there are no other significant resource problems. Waitakere City is seen as a leading Civil Defence Emergency Management organisation in terms of the staff and financial resourcing and this was recently highlighted in a State Services Commission Report on the state of Civil Defence Emergency Management at the national, regional and local level. Other like organisations within the region are currently undergoing reviews of their resourcing levels and have used this organisation as a sounding board for their future planning.

CONCLUSION

The last two months has continued to be reasonably busy regardless of the leave and holiday period. Planning for the year is well underway and a full training programme for all Civil Defence Emergency Management and rural elements has been commenced. This year will be significant in that the Group Civil Defence Emergency Management Plan will be implemented and all future planning will be devoted purely to the requirements of the Civil Defence Emergency Management Act 2002 and the Group Plan. This in effect creates a whole new way in which local authorities will do their business and will effectively create greater efficiency on a regional and national scale for emergency readiness and response capability. Waitakere City is well placed to be a leading element within the Group organisation given the support that Council provides its Civil Defence Emergency Management organisation.

RECOMMENDATION

That the Overview of Civil Defence Emergency Management and Rural Fire Activity report be received.

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



6 PROJECT RAPID

PURPOSE OF THE REPORT

The purpose of this report is to acquaint the Emergency Services Special Committee with Project RAPID, a Ministry of Civil Defence Emergency Management initiative for the development of professional training packages for use across the emergency management sector.

BACKGROUND

The Civil Defence Emergency Management Act 2002 requires Civil Defence Emergency Management Groups to “take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area”.

In the past the then Ministry of Civil Defence maintained a Civil Defence Training School at Marton which taught a range of generic civil defence subjects, but this was disestablished in the early 90's for economic reasons. The Ministry continued to provide courses annually for Controllers, Recovery and Public information Managers but all other training ceased. To offset the closure of the training school, the Ministry in conjunction with the Local Government Training Organisation created a range of training packages for Civil Defence response and management that were based on the New Zealand Qualifications Authority framework.

Over time other training courses were made available by the Fire and Rescue Services Training Organisation and some further courses were available from other providers depending upon requirements. In order to deliver the training packages, workplace assessor training courses were provided with a view to having a number of such qualified personnel throughout regions. This generally created a situation where local authorities only trained to the level of competence and qualification of their emergency management staff.

Project RAPID has been developed specifically with the Civil Defence Emergency Management Group concept in mind. It provides a wide range of training packages being offered that can be used to enhance emergency management, and facilitate further development of community response within Civil Defence Emergency Management Groups. All packages will also be available from one outlet rather than through a number of different providers.

STRATEGIC CONTEXT

Civil Defence Emergency Management is a responsibility of Council under the Civil Defence Emergency Management Act 2002. This responsibility includes involvement in the regional Civil Defence Emergency Management Group and provision for local planning and response. Civil Defence Emergency Management 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.

Given the requirements of the Civil Defence Emergency Management Act 2002 to provide competent trained personnel, it is the responsibility of Civil Defence Emergency Management Groups to ensure that this is done on an agreed needs basis rather than as a purely local decision.

ISSUES

A6-A36

A copy of the Project Rapid Pathway document is attached at pages A6 to A36.

Project RAPID has been jointly developed by the Ministry of Civil Defence and Local Government Training Organisation and was officially launched in April 2004. Over 40 training packages will ultimately be available for use across the Civil Defence Emergency Management sector that will be nationally consistent, including self paced and instructor led formats. Currently there is some scepticism across the sector as to what Project RAPID is all about but as the overview document as attached to this report is made more widely available such concerns will diminish.

Obviously there is still a considerable way to go before all new packages are available, however it is envisaged that over 30 packages will be available by mid year.

What is important is for Civil Defence Emergency Management Groups to determine the Groups training needs, rather than individual authorities just doing their own thing which is generally the case at present. The only issue yet to be resolved is who will be eligible to deliver new packages. In general this will be done on a recognised competency basis.

It is considered that Project RAPID will strengthen training and development in the Emergency Management field.

RESOURCES

All training packages will be available on line and a definite career path will be available for the Civil Defence Emergency Management practitioners and volunteers alike.

The Manager, Emergency Management Services, Waitakere City Council is a member of the National Project Rapid Advisory Group and has had a close association with the development of the Project from its conception.

CONCLUSION

It is considered that Project RAPID offers a wide range of professional training packages for use across all elements of the emergency management sector. It will become the primary source for all future Civil Defence Emergency Management training based on the requirements of individual Civil Defence Emergency Management Groups.

Waitakere City is well placed to take advantage of the packages offered for the future development of Civil Defence Emergency Management locally. Additionally, emergency management staff will be able to use the packages available for personnel development.

RECOMMENDATION

That the Project RAPID report be received.

Report Prepared by Bill Morley: Manager, Emergency Management Services.



7 AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP 2005/2006 BUDGET AND WORK PROGRAMME

INTRODUCTION

This report presents to Council the Auckland Region Civil Defence Emergency Management Group work programme and budget for 2005/2006, and sets out the amount required to be funded by this Council.

Each year an annual Work Programme and Budget must be agreed upon for the Auckland Civil Defence Emergency Management Group. Like previous years, the Coordinating Executive Group has undertaken an assessment of the work required to meet both Civil Defence Emergency Management Group outcomes (as specified in the Draft Civil Defence Emergency Management Group Plan), and to fulfil statutory requirements. Coordinating Executive Group has recommended a Work Programme and Budget to the Civil Defence Emergency Management Group Committee, which has agreed the work priorities for the year, and now recommends to constituent councils the Work Programme and Budget.

DISCUSSION

Table 1 summarises the total cost of the 2005/2006 budgets and compares it to the previous financial year.

Table 1: Civil Defence Emergency Management Group Budget

TOTALS	Financial Year 2004/2005	Financial Year 2005/2006
		\$455,161

Included, as a separate document is the detailed report on the budget that was considered by the Civil Defence Emergency Management Group Committee.

The increase in 2005/2006 financial year mainly reflects increased expenditure in the following areas:

Relationships, Reduction and Readiness

With the new legislation and the Civil Defence Emergency Management Group Plan having an increased emphasis on relationships, additional effort will be required in this area next financial year. A Relationship Management Plan has been developed and the increased expenditure of \$5,000 reflects plan implementation costs.

Response

The Coordinating Executive Group has identified that a significant amount of work is needed in the area of response, particularly in the areas of the development and testing of procedures, and running Group exercises. The additional \$18,000 reflects this identified requirement.

Resilience and Recovery

The additional \$21,000 provided in this area reflects an effort to implement welfare and recovery arrangements throughout the region, and continue the work underway in the current financial year. The additional money also reflects the need to complete work on the resilience indicator framework. Projected work in this area will decrease as projects are completed in the 2005/2006 financial year.

Professional Development and New Capability

The Coordinating Executive Group has identified a significant weakness in the area of training and support for key Civil Defence Emergency Management Group personnel, which has been under resourced for some years. The additional \$44,700 is mainly to support the development of additional training resources and to establish and begin training community response teams.

FUNDING THE 2005/2006 BUDGET

The amount of budget required to fund the 2005/2006 programme is greater than the projected budget requirement for cost in December 2004, however, due to savings made by the Civil Defence Emergency Management Group in the 2003/2004 financial year, and projected savings in the 2004/2005 financial year, the funding requirement on Council has been reduced to the level projected.

Table 2 shows how the surplus from the 2003/2004 financial year and that projected for 2004-2005 financial year can be used to offset the cost of the 2005-2006 budget.

Table 2: Funding the 2005-2006 financial year budget

2005/2006 Proposed Budget Funded as follows:		\$ 539,912
Surplus 2003/2004 Financial Year	Reported to Civil Defence Emergency Management Group under separate paper	\$ 48,587
Projected under expenditure 2004/2005 Financial Year	Due to later start than anticipated of Group Controller	\$ 31,144
Required funding from Member Councils		\$ 460,181

COUNCIL APPORTIONMENT

Using the apportionment formula agreed by all councils for funding Civil Defence Emergency Management Group project and operating costs, Table 3 shows the per council apportionment to fund the net budget requirement of \$460,181, and compares this amount with apportionment figures for the current financial year.

Table 3: Council's financial contributions toward Civil Defence Emergency Management Group activities for 2005/2006 financial year compared to the 2004/2005 financial year.

Council	Share of costs		Comment
	2004/2005 Financial Year	2005/2006 Financial Year	
Auckland Regional Council	\$ 159,306.35	\$ 161,063.35	35% Total
Rodney District Council	\$ 18,934.70	\$ 19,143.53	6.4%
North Shore City Council	\$ 46,449.18	\$ 46,961.47	15.7%
Waitakere City Council	\$ 42,603.07	\$ 43,072.94	14.4%
Auckland City Council	\$ 92,602.51	\$ 93,623.83	31.3%
Manukau City Council	\$ 71,596.83	\$ 72,386.47	24.2%
Papakura District Council	\$ 10,650.77	\$ 10,768.23	3.6%
Franklin District Council	\$ 13,017.60	\$ 13,161.18	4.4%
Total	\$ 455,161.00	\$ 460,181.00	

* Note: Population % is as utilised for the Dec 2003 Civil Defence Emergency Management Group meeting population stats.

SUMMARY

Each member Council of the Civil Defence Emergency Management Group is required to approve the Draft Work Programme and Budget for the Civil Defence Emergency Management Group. The key points relating to the 2005/2006 Draft Work Plan and Budget are as follows:

- The Work Plan is based on the objectives of the Strategic Section of the Draft Civil Defence Emergency Management Group Plan and statutory requirements;
- The total cost of the Work Plan recommended for 2005/2006 is \$539,912, which represents an 18.6% increase over the previous financial year;
- The amount requiring to be funded by council contributions was reduced to \$460,181, by utilising the 2003/2004 financial year surplus and projected under expenditure in 2004/2005 financial year;
- Council apportionment costs for the 2005/2006 financial year are similar to 2004/2005 financial year contributions.

RECOMMENDATIONS

1. That the Auckland Region Civil Defence Emergency Management Group 2005/2006 Budget and Work Programme report be received.
2. That the Auckland Region Civil Defence Emergency Management Group Work Plan and Budget for 2005/2006 be approved.
3. That it be recommended to the Long Term Council Community Plan and Annual Plan Special Committee that the Waitakere City Council funding contribution to the Auckland Region Civil Defence Emergency Management Group of \$43,072.94c be approved, and included in the 2005/2006 Annual Plan.

Report prepared by: Ross McLeod, Director: Corporate and Civic Services.

