

the EMO-Operations regarding the likelihood and consequence of these hazards according to their priority..

- Maintain the relevant skills to contribute to an emergency operation or exercise.
- Interface with the public in the CDEM Group planning process and respond to public and other requests and enquiries relating to Civil Defence Emergency Management.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Civil Defence Emergency Management Planner will be required to accept and carry out other duties as assigned by the Regional CDEM Manager.

Expected outcomes:

- Effective policies and plans that align with the nation direction but are appropriate to local priorities and hazardscapes.
- Policies and plans that provide for consultative processes where appropriate, but provide direction and leadership on key issues.
- Auckland communities informed and aware of relevant CDEM policies and plans.
- Sound working relationships with Auckland local authorities, emergency agencies, lifelines groups, SOE's, government departments and voluntary agencies across the Auckland region.

Relationships:

Within the organization

- Directly responsible to the Executive Manager-EMO,
- Close liaison and co-ordination with EMO and Civil Defence Emergency Management staff, and
- other regional staff involved in CDEM policy development, plan preparation and operational CDEM matters.

Outside the organization

- Close liaison with CDEM and associated staff in territorial local authorities, emergency services, SOE's, government departments, utilities and voluntary agencies across the Auckland region at a senior staff and political level,
- Liaison with CDEM and associated staff nationally and in neighbouring Regions/Emergency Management Groups,
- Contracting of scientific and technical input and advice on hazardscapes that form part of the Auckland CDEMG.
- Contact with members of the public on CDEM matters, and
- Undertake public speaking, consultation and facilitation of groups, as required.

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Budget responsibilities:

- Makes recommendations on budgetary aspects related to Civil Defence Emergency Management policy and plans to the CDEM Group, CEG, Working Groups of CEG and Group stakeholders
- Manages expenditure of policy and planning related project budgets in accordance with delegations and Annual Plan provisions.

Person specifications:

- A tertiary qualification and/or equivalent training in fields such as planning, communication skills, training, organisation and management.
- Two or three years experience in an area of policy formulation, risk management and plan preparation, particularly in an emergency management field or local government, would be desirable.
- The ability to take a leadership role in the strategic direction of the EMO
- The ability to specify the EMO's requirements for professional, technical and scientific input to ACDEMG policy and planning.
- The ability to influence and persuade by effectively communicating orally and in writing.
- The ability to effectively deal with pressure and stress
- Be able to work effectively as part of a team

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Position Profile

Title:

Emergency Management Officer – Programme Management

Prime function:

To manage the EMO Programme Office and support the Executive Manager-EMO, the EMO Team and the Co-ordinating Executive Group with advice regarding the planning and implementation of projects (of different scope and duration) with reference to their consistency, relevance, timing, cost and impact.

Position objectives:

- To co-ordinate the projects that form part of the Auckland region CDEMG Plan within a Programme Office function.
- To manage the process for approval and initiation of CDEMG Projects within a programme framework.
- To monitor the range of approved projects within the ACDEMG work programme and highlight issues and opportunities re integration and alignment.
- To advise the Executive Manager – EMO, CEG and the ACDEMG Committee on progress against CDEMG Plan objectives and actual / forecast expenditure against approved budgets.
- To build and maintain sound working relationships with ACDEMG partners and strategic stakeholders.

Tasks and responsibilities:

- Programme management of approved projects within a programme management (Programme Office) framework.
- Oversee and monitor implementation of and report on progress (on time / on budget) of CDEMG approved projects by working with individual project leaders and CEG sponsors.
- Ensure that appropriate technical support and advice is available to the Executive Officer-EMO and the Co-ordinating Executive Group (CEG).
- Provide emergency management technical expertise to the CDEMG projects where required.
- Ensure effective liaison with CDEMG partners and stakeholders.
- Negotiation of and management of arrangements, including contracts, related to the approved CDEM Programme of work.
- Monitoring and evaluating CDEMG project related functions and activities as required by the Executive Manager-EMO.
- Contribute to an effective EMO team by sharing relevant information related to the 4 Rs with the respective lead officers.

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Expected outcomes:

The EMO-Programme Management will play a key part in the achievement of the following outcomes:

- The approved CDEMG programme of projects is consistent with the approved CDEM Plan for the region and agreed outcomes for the Auckland region
- The CDEM programme of work is consistent with legislative requirements and to the satisfaction of partners and stakeholders
- The approved CDEMG programme of projects is carried out within prescribed budgets and to prescribed standards
- There are good working relationships with partners and stakeholders in the CDEMG
- There is a high level of awareness of the status of projects within the agreed CDEMG work programme
- There is a high degree of confidence in the CDEMG programme of work amongst partners, stakeholders and the wider community
- Community safety is enhanced and risks to partner organizations minimised through participative processes and consultation as required

Relationships:

This position reports to the Executive Manager-EMO and will maintain a close working relationship with fellow Emergency Management Officers and the EMO team and the Co-ordinating Executive Group (CEG) of the Auckland CDEMG.

The EMO-Programme Management will be required to lead the co-ordination of a programme of work involving a range of CDEM projects that will be project-led by individual project managers accountable to individual project sponsors who will be CEG members; this will require the overall programme management and reporting of progress against project objectives, but will not encompass formal staff management responsibilities.

Budget responsibilities:

The EMO-Programme Management will be specifically responsible for the compilation of an annual CDEMG Programme budget (as part of the overall CDEMG budget) as developed by project managers and sponsors; this will be presented for endorsement by CEG and approval by the CDEMG Committee as part of an overall CDEMG budget. These budgets will be developed in context of the five-year CDEM Plan, contributing local authority budgets and their Annual Plans and LTCCPs.

Person specifications:

The person appointed to the position of Emergency Management Officer – Programme Management would be expected to meet the following specifications:

- A high level of programme and project management skills, with an ability to co-ordinate a range of complex projects

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- Have conceptual, strategic and reasoning ability
- Have a results orientation and be personally effective
- Be able to consult, negotiate with and influence different parties where differences of opinion exist
- Have excellent decision-making skills, with an ability to anticipate opportunities and develop strategies to improve effectiveness
- Have proven written and oral communication skills
- Have strong interpersonal skills, with an ability to maintain relationships at senior executive and political levels
- Have good facilitation skills
- Have business and political acumen
- Be able to work effectively as part of a team
- A relevant tertiary qualification is desirable.

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Position Profile

Title:

Personal Assistant and Office Administrator

Prime function:

To provide quality secretarial, clerical and administrative support to the Executive Manager-EMO and the EMO Team in an efficient, committed and proactive manner. Support will also be required to major EMO projects, requiring co-ordination with MCDEM, Local Authority representatives from the Auckland region, other CDEM Groups and stakeholder organizations.

Position objectives:

To ensure the smooth functioning of the EMO by providing quality administrative support to the Executive Manager-EMO and the EMO Team.

Tasks and responsibilities:

- providing personal assistance to the Executive Manager-EMO in a courteous, helpful and client responsive manner using appropriate levels of discretion, initiative and confidentiality.
- providing information and liaising with EMO Team members using appropriate levels of discretion, initiative and confidentiality, and acting as a key link between Executive Manager-EMO and the EMO team.
- providing a high standard of clerical and administrative support to the Executive Manager-EMO including, but not limited to: minute taking, travel arrangements, data entry, scheduling meetings and appointments, processing purchase orders, invoices, accessing financial reports (SAP), project management and filing.
- co-ordinate monthly reports, including Council and Committee agenda items and other monthly reports.
- screen the Executive Manager-EMO contacts and correspondence by being the first point of reference and direct calls and correspondence to the appropriate person, if required
- liaising with politicians, senior ARC management, staff and external clients.
- provide a fast and accurate word processing service, constantly achieving professional standards in presentation and layout, as prescribed in the ARC Standards document and use other software as appropriate to enhance presentations/analysis.
- research information for the Executive Manager-EMO and create presentations using PowerPoint and/or desktop publishing.
- be knowledgeable on the issues of the CDEMG and ARC organisation.

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- enhance the service performance of the EMO team by providing backup and support to colleagues in a co-operative and team-orientated approach.
- involvement in and management of small projects as appropriate.

Expected outcomes:

The key outcomes of this role are:

- an efficient, effective and professional PA service to the Executive Manager-EMO and the EMO Team
- an efficient, effective and quality secretarial service
- proactive contribution to the EMO Team, committee secretarial and other secretarial teams.
- quality administrative systems to enable the EMO Team to achieve their strategic outcomes.
- Executive Manager-EMO's time is used to the best possible advantage
- A high level of customer service
- EMO Team meeting agendas/minutes on time and of a high standard

Relationships:

This position reports to the Executive Manager-EMO and is part of the EMO Team. Internally, the key relationships will be with the Executive Manager-EMO and members of his Team. Externally, the key relationships will be with ARC senior managers and staff, MCDEM, Local Authority representatives from the Auckland region, representatives from other CDEM Groups and stakeholder organizations.

Budget responsibilities:

Responsibility for supporting the Executive Manager-EMO and the EMO Team With the preparation of the Annual Plan and budget as it relates to the Auckland region CDEMG Plan. Assistance to the EMO team with quarterly reporting of budget variations and recommended priorities.

Person specifications:

The person appointed to the position of Personal Assistant and Office Administrator would be expected to meet the following specifications:

- Extensive experience as secretary and/or PA at a senior level
- Be computer literate with excellent communication skills
- Have an excellent customer and quality focus
- Must possess great organisational skills
- Be adaptable and flexible and focus on priorities and deadlines
- Pay attention to detail, with excellent time management skills
- Posses good relationship building skills
- Maintain discretion and confidentiality as appropriate
- Have a project management ability (small projects)

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X.1 2007/08 ANNUAL WORK PROGRAMME AND BUDGET **EO99-01**

*Ross McLeod, Chairman: Coordinating Executive Group;
Ian Alexander, Portfolio Sponsor Work Programme and Budget;
Jim Stephens, Emergency Management Officer: 25 October 2006*

X.1.1 INTRODUCTION

Each year an annual Work Programme and Budget must be agreed upon for the Auckland Civil Defence Emergency Management Group (CDEMG). As in previous years, the Coordinating Executive Group (CEG) has undertaken a preliminary assessment of the work required to meet CDEMG outcomes (as specified in the Draft CDEMG Plan), to fulfil statutory requirements and meet any other exigent requirements. A key consideration in the process this year was the development of a response to the Capability and Capacity Assessment. CEG then assembles a Work Programme and Budget for the Committee to consider.

The Committee determines the work priorities for the year, and recommends to constituent councils the Work Programme, budget and funding requirement from each Council in accordance with the approved funding formula.

X.1.2 BASIS FOR THE 2007-2008 ANNUAL WORK PROGRAMME

The 2007/08 Work Programme has been based upon the objectives of the Strategic Section of the Auckland CDEM Group Plan and the implementation planning work developed in response to the Capability and Capacity Assessment. This latter piece of work, in particular, has driven a significant broadening of the scale of the work programme proposed.

The objectives of the Group Plan are grouped into five work streams around which the annual work plan has been structured. These are:

- Relationships, Reduction and Readiness
- Public Education Strategy Implementation
- Response
- Resilience and Recovery
- Professional Development and new Capability

Additional to these, and identified as a separate budget item, is the support provided to the CDEMG by the CDEMG Emergency Management Office.

Alongside the Plan and its objectives, the CEG also examines the operating environment for the CDEMG, and in particular any emerging threats or issues that may need to be attended to. The Capability and Capacity Assessment is the key driver for 2007/2008 and beyond and is the topic of a separate item on this meeting agenda (NOTE Item B.1 Capacity and Capability Assessment).

Attachment 1 summarises the Work Programme and Budget for the 2007/08 financial year and provides a 3 year (including 2007/08) projected budget forecast.

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X.1.3 CONTEXT FOR THE DEVELOPMENT OF THE WORK PROGRAMME AND BUDGET

In view of the outcomes from the Capacity and Capability Assessment the major focus for this year's budget is on:

- The provision of additional resourcing and capacity to the Group Emergency Management Office.
- The establishment of a dedicated Group Emergency Operating Centre.
- A number of programmes and projects included to respond to the area requiring improvement identified in the Capability and Capacity Assessment.
- The continuance of investigations into an effective public warning system.
- Meeting of statutory obligations.

X.1.4 BUDGET SUMMARY

Table 1 summarises the cost for the 2007/08 budget and compares them to the previous financial year. It also projects CDEMG expenditure to the 2009/10 financial years. More detail is provided in Attachment 1.

Table 1: 2006-10 CDEMG Budget

	FY06/07	FY07/08	FY08/09	FY09/10
Projected Costs	\$690,000	\$1,772,900	\$1,713,000	\$1,894,000

The following is a brief outline of each cost section:

CDEMG/0 - CDEMG Committee Administration (\$2,800)

There is a reduction to the previous year's expenditure due to less meetings being programmed.

CDEMG/1 - Emergency Management Office Operating Expenses (\$849,900)

Increased costs are to cover the engagement of 4 additional FTE's (\$570K) in the Emergency Management Office, plus related overheads and support costs, in order to provide increased capacity to address issues identified in the Capability and Capacity Assessment.

CDEMG/2 - Relationships, Reduction and Readiness (\$37,000)

There is a slight change proposed in this budget. The engagement of a Lifelines Co-ordinator to further enhance relationships with the lifeline utility sector requires more resource than originally budgeted for.

CDEMG/3 - Public Education (\$70,000)

There has been a reduction to the project budget in this area which is due to the part time public Education Coordinator's position being incorporated into one of the additional positions in the Emergency Management Office.

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CDEMG/4 - Response (\$685,100)

The major component to this cost section is the establishment of a dedicated Group Emergency Operating Centre and the additional activities to be undertaken to get an effective public warning system established, including regional standards and protocols.

CDEMG/5 - Resilience and Recovery (\$46,100)

There is an overall reduction to this section. This has occurred because the surveys carried out over the last two years have been completed and a further survey is not anticipated until 2008/09 financial year

CDEMG/6 - Professional Development and New Capability (\$82,000)

There is no change to this section's costs.

Capex Cost

Additional to the operational costs outlined above is the need to finance the fit out of a dedicated GEOC. It is proposed this is funded by a Capex amount of \$500K funded by the ARC and a financial charge (\$40K) has been allowed for in the operating budget to cover the costs of this capital.

Councils Contributions

Table 2 summarises the amount each Council will need to contribute to meet the budget outlined.

Table 2: 2007/08 Councils contributions

Council	Share of Costs		Comment
	06/07 FY	07/08 FY	
Auckland Regional Council	\$ 225,400	\$620,515	35% Total
Rodney District Council	\$ 26,790	\$73,753	6.4%
North Shore City Council	\$ 65,720	\$180,924	15.7%
Waitakere City Council	\$ 60,278	\$165,943	14.4%
Auckland City Council	\$ 131,021	\$360,696	31.3%
Manukau City Council	\$ 101,301	\$278,877	24.2%
Papakura District Council	\$ 15,072	\$41,487	3.6%
Franklin District Council	\$ 18,418	\$50,705	4.4%
TOTAL	\$ 644,000	\$1,772,900	

- Population % is as utilised for the December 2003 CDEMG meeting.

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X.1.5 SUMMARY

CDEMG Committee is required to approve a Draft Work Programme and budget for recommendation to member councils. A draft budget has been prepared by the Coordinating Executive Group. The key points relating to the 2007/08 Draft Work Plan and Budget are as follows:

- The Work Plan is based on the objectives of the Strategic Section of the CDEMG Plan, statutory requirements and emerging issues.
- The increase in resourcing and work programme scale is driven by the Capability and Capacity Assessment. Increased resourcing is key to addressing the issues identified in the Capability and Capacity Assessment.
- Decisions made by the CDEMG on a number of issues will determine the final size of the work programme, budget and funding requirements from member councils.

ATTACHMENT

- Draft Work Plan 2006-10 Budget Forecast.

RECOMMENDATIONS

- a) That the 2007/08 Work Programme and Budget Report be received.
- b) That the Committee adopt the draft annual Work Programme and Budget for 2007/08 and recommends the work programme and budget to member councils for inclusion in their annual planning processes.

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CDEMG 2007/08
Work Plan/2006-2010 Budget Forecast

CDEMG/0 Civil Defence Emergency Management Group Committee Administration

Objective	Service the Civil Defence Emergency Management Group Meetings (CDEM Act 2003 (s 24)).		
07/08 Work Elements	<ul style="list-style-type: none"> • Provide CDEM Group Secretary at CDEM Group Committee meetings. • Print and Post CDEM Group Committee Agendas and Minutes. • Provide venue, set-up and catering. 		
Budget Forecast	FY06/07	FY07/08	FY08/09
	\$3,800	\$2,800	\$3,000
			FY09/10 \$3,000

CDEMG/1 Emergency Management Office Operating Expenses

Objective	Maintenance of an efficient CDEM Office that provides timely and effective support to all aspects of Auckland Region CDEM Group activity. Provision of a Staff Resource of 5 FTE's TOTAL Cost \$720K		
07/08 Work Elements	<ul style="list-style-type: none"> • Administrative and technical support to CEG and CDEM Group, including CEG meeting agendas and minutes. • CEG Strategic/Business Plan preparation. • CDEM Group budget preparation, annual report and financial reporting. • Performance and compliance monitoring/auditing. • Efficient coordination of CDEM Group projects. • Contract management. • Stakeholder interface, liaison and communication, and contribution to a contact database. • Web Site development and maintenance. • CDEM Group Plan maintenance and evaluation. • Legislative and policy reviews. • Participation in selected national working parties. • Emergency Expenditure financial facility. • CDEMO operating expenses. <p>Plus 4 FTE's \$570K Plus 1 FTE \$120K Plus 2 FTE's \$195K</p>		
Budget Forecast	FY06/07	FY07/08	FY08/09
	\$195,600	\$849,900	\$969,900
			FY09/10 \$1,164,900

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CDEMG/2 Relationships, Reduction and Readiness

Objectives	<ul style="list-style-type: none"> • To identify risk reduction opportunities across CDEMG Partners and Strategic Stakeholders by raising consciousness and understanding of civil defence emergency management. • To integrate risk reduction into 'whole of council' activities. • To obtain clarity, consistency, integration, understanding and coordination between and within local authorities with respect to risk reduction mechanisms from both a regional and local perspective. • To progressively improve the hazard and risk information in the region, with a particular emphasis on consequences. • To reduce the vulnerability of all Auckland's lifelines to hazard events as far as practicable and ensure the restoration of services after an emergency in a timely and coordinated manner. • To develop partnerships with Maori to ensure their greater involvement in CDEM decision making and to better understand the contribution Maori, particularly Marae, make towards creating a resilient community. • To ensure good sector group coordination with respect to emergency management planning. • To ensure decision making in the event of an emergency is supported by appropriate scientific and technical advice. 										
07/08 Work Elements <div style="font-size: 2em; font-weight: bold; margin-left: 20px;">A133</div>	<ul style="list-style-type: none"> • Relationship management plan implementation • Contestable research fund for hazard reduction • Annual seminar and workshop with key stakeholders (media, business, tertiary education, agriculture and rural, lifelines) to get input into annual work programme. • AELG/ CDEMG workshop on coordination mechanism for lifelines in a Group emergency. • Lifelines co-ordinator and assistance support • Meetings with Scientific and Technical Advisory Groups and development of deployment arrangements. 										
Budget Forecast	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center; border-bottom: 1px solid black;">FY06/07</td> <td style="text-align: center; border-bottom: 1px solid black;">FY07/08</td> <td style="text-align: center; border-bottom: 1px solid black;">FY08/09</td> <td style="text-align: center; border-bottom: 1px solid black;">FY09/10</td> </tr> <tr> <td></td> <td style="text-align: center;">\$18,500</td> <td style="text-align: center;">\$37,000</td> <td style="text-align: center;">\$30,000</td> <td style="text-align: center;">\$30,000</td> </tr> </table>		FY06/07	FY07/08	FY08/09	FY09/10		\$18,500	\$37,000	\$30,000	\$30,000
	FY06/07	FY07/08	FY08/09	FY09/10							
	\$18,500	\$37,000	\$30,000	\$30,000							

CDEMG/3 Public Education Strategy Implementation

Project Objectives	To contribute to the development of stronger communities, through a public education program that provides an expanded CDEM understanding, increased self sufficiency and reduced dependence on CDEM agencies in an emergency.		
07/08 Work Elements	<ul style="list-style-type: none"> • Development of education materials and programme • Disaster Awareness week activities • CDEM message in Yellow Pages 		
Budget Forecast	FY06/07	FY07/08	FY08/09
	\$100,400	\$70,000	\$70,000
			FY09/10
			\$70,000

CDEMG/4 Response

Project Objectives	<p>A134</p> <ul style="list-style-type: none"> • To ensure good understanding and clarity of roles and relationships both before and during a declared emergency. • To ensure an effective level of involvement by the Defence Forces in regional emergency management planning and the opportunity for them to participate in training opportunities. • To ensure integrated local and regional operational plans and standard operating procedures are in place as necessary. • To ensure that all identified Response Zone EOCs (NSCC, WCC, ACC, MCC) are adequately resourced and compatible. • To ensure opportunities for shared use of the region's EOCs are explored and facilities shared where appropriate. • To ensure the response to a regional emergency is regularly tested so that response arrangements and responsibilities are well understood and practiced. • To develop an integrated system that provides warnings to the public of impending events and other emergency conditions. • To ensure an effective relationship across the 4Rs with neighbouring CDEM Groups and to ensure the proactive management of cross-boundary issues. 		
07/08 Work Elements	<ul style="list-style-type: none"> • Participation in national exercise(s) • Implementation of warning system project outcomes • Maintain Duty Officer system. • Group and Alternate Group Controller/s (3) support and training. • Public Information Manager and alternate support • Establishment of a dedicated Group Emergency Operations Centre NOTE \$500K Capex required to set up. • Establishment of Management Information System 		
Budget Forecast	FY06/07	FY07/08	FY08/09
	\$221,500	\$685,100	\$500,000
			FY09/10
			\$500,000

CDEMG/5 Resilience & Recovery

<p>Project Objectives</p>	<ul style="list-style-type: none"> • To better understand resilience, its relationship to risk and ways of measuring progress in achieving it. • To ensure integration of social services agencies in a regional emergency (welfare). • To standardise local recovery planning and regularly test its efficacy at the local and regional level. • To improve the capacity of the region to recover through insurance. 		
<p>07/08 Work Elements</p>	<ul style="list-style-type: none"> • Resilience model refinement (including surveys and workshop to present and discuss model). • Coordination of activities with zone Welfare Advisory Groups (workshops). • Conduct Tabletop exercise to test aspects of the recovery arrangements. • 3 Recovery Managers Forums. • Regional Group Recovery Managers training and support. • Alternate Group Recovery Manager costs and training • Review recovery SOP • Scope project on insurance for recovery 		
<p>Budget Forecast</p>	<p>FY06/07 \$70,200</p>	<p>FY07/08 \$46,100</p>	<p>FY08/09 \$58,100</p> <p>FY09/10 \$44,100</p>

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CDEMG/6 Professional Development & New Capability

<p>Project Objective</p>	<ul style="list-style-type: none"> • To achieve optimum levels of emergency management expertise among CDEMG Partner personnel. • To develop a community-based response capability that can provide resources to assist in a range of incidents and emergencies. • To ensure that CIMS is adopted and applied in all CDEMG Partner organisations. • To ensure volunteers and volunteer groups continue to be recognised as an important resource, that there is a consistent approach to their management at a local level and volunteer involvement in civil defence emergency management increases. 			
<p>07/08 Work Elements</p>	<ul style="list-style-type: none"> • Response Team recruitment and training programme. • CIMS training. • Training programme development/review • RAPID fees and package implementation • Annual skills and competencies review. • Ongoing review of competency profiles (with MCDEM) • Training course funding • Senior Managers workshop • Volunteer recruitment programme development • GEOC Training Development 			
<p>Budget Forecast</p>	<p>FY06/07 \$80,000</p>	<p>FY07/08 \$82,000</p>	<p>FY08/09 \$82,000</p>	<p>FY09/10 \$82,000</p>
<p>BUDGET FORECAST TOTALS</p>	<p>FY06/07 \$690,000</p>	<p>FY07/08 \$1,772,900</p>	<p>FY08/09 \$1,713,000</p>	<p>FY09/10 \$1,894,000</p>

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**MINUTES
FRIDAY 3 NOVEMBER 2006
CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

Attachment:



Auckland
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2 November 2006

Cr. Neil Morrison
CDEMG Chairman
c/o Emergency Management Office
Auckland Regional Council
Private Bag 92012
Auckland

File Ref E101-01-01

Dear Councillor Morrison

ARC Council Resolution on the Provision of Emergency Response Staffing and Operations Centre

This letter is addressed to you, as chairman of the CDEMG, to provide an update on ARC activities relevant to the CDEMG. These activities are relevant to the capability and capacity assessment and 07/08 budget.

In response to deficiencies identified during Exercise Pacific Wave and the capability and capacity assessment, the ARC has been exploring its capability to further support the CDEMG deliver emergency response. In particular, the areas being explored by the ARC relate to (1) the ability of the ARC to provide approximately 84 staff to undertake emergency response activities; and (2) space within the ARC for the CDEMG to establish an operations centre.

ARC councillors considered these matters on the 30th October 2006 and made the following resolutions:

- a) *That the report be received.*
- b) *That council endorse the proposal that the ARC should offer to deliver emergency response on behalf of the Civil Defence Emergency Management Group on the condition that satisfactory solutions can be found to the issues of staffing, provision of the group controller, financial reimbursement and the provision of Emergency Management Office support.*
- c) *That the Chief Executive of the ARC be authorised to ensure the solutions and provisos are satisfactorily met, subject to a final report back to the council.*

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**MINUTES
FRIDAY 3 NOVEMBER 2006
CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

- d) *That council support a dedicated space within 21 Pitt Street as the ARC's preferred option for an operations centre; and that this be presented to the Civil Defence Emergency Management Group as an option.*

ARC officers will now present this offer formally to the Coordinating Executive Group and the Group Controller, and attempt to resolve any remaining issues. It is anticipated that a final proposal will be brought back to the ARC for approval, and then to the CDEMG for consideration early in 2007.

Yours faithfully



Peter Winder
CEO
Auckland Regional Council

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