

# **Utilities and Services Group Quarterly and Year End Review**

## **Emergency Management**

30 June 2011

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General Manager



## Emergency Management Executive summary

### 1.1 The year in review

- Seismic events in Canterbury in September 2010, February and June 2011 have been a reminder of the considerable impact seismic events can inflict. Staff from Greater Wellington’s Emergency Management Department, together with other Council staff, assisted in the response to these events.
- Emergency Management within the Wellington region is being reorganised and a new Regional Manager will be appointed. The new structure is slightly unusual in that the Group will be responsible to the Co-ordinating Executives Group (the Chief Executives of the TAs and Greater Wellington) through the Chair of the Group, who is currently the Chief Executive of Kapiti Coast District Council. The staff though will be employees of Greater Wellington. This means an increase in GW emergency management staff from 4 to about 20,
- A number of exercises were held during the year and these are detailed in the manager’s report.
- A major study called “It’s Our Fault” related to the Wellington fault and seismic events within the Wellington region has been ongoing for a few years. This project is contracted to GNS and the Civil Defence Emergency Management Group funds it, together with a number of other organisations. It is now expected it will be another two years before the project is completed and the Civil Defence Emergency Management Group will be requested to continue its funding.
- In October 2010, an earthquake preparedness event, “The Earth Rocks” took place at Te Papa. Most of the region’s CDEM staff were engaged for this event and about 8,000 members of the public visited the associated display.
- The preparedness booklet, “It’s Easy – Get Prepared for Emergency” won a global award for the best Civil Defence and Emergency Management preparedness information developed and published in 2010. The award was presented at a function in Singapore in October 2010. Another booklet prepared and distributed during the year was “It’s Easy – Know Your Tsunami Zone”.

### 1.2 Financial

	Budget \$000	Actual \$000
Income	881	908
Expenditure	797	774

## Emergency Management

### Manager's commentary

#### Staff

The department was fully staffed during the last quarter.

#### Civil Defence Emergency Management Group (CDEM Group) activities

##### *Co-ordinating Executives Group (CEG)*

At the Co-ordinating Executives Group (CEG) meeting held in Upper Hutt on 4 October 2010 it was decided that all future CEG meetings will be held on the same day as the Chief Executive's Forum meetings. Meeting dates were confirmed for 11 February, 20 May, 19 August and 14 October 2011.

Meetings were held on 11 February and 20 May. At the last meeting three items were discussed and referred to the CDEM Group for approval. These items were:

- The Capability Assessment Report
- Shared Services (Reorganisation of CDEM in the Wellington region)
- The Group Controller's Report.(progress on work programme projects, appointments, public education, training, exercises)

##### *CEG Sub Committee*

On 1 April 2011, the CEG Sub Committee held its first meeting. Further meeting dates were established, namely 29 April, 24 June, 29 July, 2 September, 30 September, 4 November and 2 December 2011.

Discussions mainly focused on the Capability and Assessment Report, the reorganisation of CDEM in the Wellington region and the CDEM Group's Work Programme.

##### *CDEM Group*

On 1 April, the CDEM Group met for the first time this year. Further meetings were scheduled for 3 June, 9 September and 25 November 2011. All Mayors and Chief Executives normally attend these meetings. Discussions included training for CDEM Group members and the Christchurch earthquake of 22 February 2011.

On 31 May a small 'thank you' celebration (morning tea) was held for all our volunteer staff at which the Chair and our Chief Executive relayed the Council's appreciation to the staff for their collective efforts during this event.



## *Canterbury Earthquake*

After the major Canterbury Earthquakes occurred in September 2010 and February 2011 the CDEM Group sprang into action. The Group provided significant operational (staff) support to the National Crisis Management Centre (NCCMC), deployed both staff and resources to Canterbury, and provided welfare support for displaced international tourists. The Group will now look at taking the lessons learned from the Canterbury earthquake and integrating these into our operating plans and future work programmes.

### *Ongoing CDEM Group activities*

The CDEM Group Office and the territorial authority Emergency Management Offices are required to carry out ongoing projects as set out in the CDEM Group Plan. These activities include: local hazard analysis, resource management plan reviews, Business Continuity Plan (BCP) development, LTCCP consultation with emergency management organisations, asset management planning, public training, formal agreements prepared as necessary for response and recovery, hazardous substances industry advocacy, volunteer training and professional development programmes.

Our new CDEM Group Plan and the associated CDEM Group Work Programme (which is set out for the next five years) has been delayed until the outcome of the Capability Assessment report and the Sharing of Services project is known.

However, certain projects in the work programme need to continue and an interim report to this regard was tabled at both the CEG Sub-Committee and CEG meetings.

The proposed CDEM Group Work Programme for 2011 and 2012 was considered and approved by both committees. Due to the Wellington region's response to the Christchurch earthquakes it was also approved that completion dates for the projects be extended to 31 December respectively and not 30 June of each year.

### *CDEM Group Emergency Co-ordination Centre (GECC)*

Several training courses have been moved to later dates and full training again commenced from May 2011 because of the Christchurch Earthquakes.

## **Training**

The CDEM training calendar (2010/2011) based on the Six Critical Needs will be completed at the end of this year. The topics of emergency services, health, transport, welfare, Ministry of CDEM, GW water and flood protection, territorial authorities, hazards and central government have been covered. How the Group Emergency Coordination Centre's (GECC) reacted to a specific problem was followed up with a review and critique.

A new programme for the training of controllers and recovery managers of the region was finalised in June 2011 and will be reported to the CEG meeting for approval before implementation. The first course of the new programme will be delivered on 31 August 2011. The new course includes topics such as CDEM legislation, leadership, relationships and operational capability, all based on the new Competency Framework that was developed by the Ministry of CDEM. The second part of the course will concentrate on the incident management team functions and responsibilities at the local level while the third part will be an exercise to test the knowledge and skills gained from the course.

## *Exercises*

Two exercises (Tangaroa – 20 October 2010 and Phoenix VII – 12 November 2010) were held in the last year while the CDEM Group Emergency Co-ordination Centre (GECC) was activated for real time emergencies four times (two tsunamis (Chile, Kermadecs) and two earthquakes (the wider Canterbury and Christchurch). Valuable lessons were learned from these exercises and live activations.

***Exercise Pacific Wave*** – on 9/10 November 2011 an international exercise based on a tsunami scenario will be held. All CDEM response agencies are to participate in this exercise.

***Exercise Phoenix VIII*** - the annual Wellington CDEM Group's exercise, Exercise Phoenix VIII will be held on Wednesday 16 November 2011 using the well established scenario for the Phoenix exercise series. The aim for Exercise Phoenix VIII will be to '*exercise and evaluate GECC roles and processes*'. The exercise will also make provision for a separately run 'Greater Wellington Water' exercise, using the same scenario but with some specific and challenging issues around the supply of water during a disaster event.

## *Sharing of Services – reorganisation of CDEM in the Wellington region*

The Wellington Region's Chief Executives requested that we investigate a "best" CDEM structure and delivery model for the Wellington Region.

As a result of the review the following changes are underway:

- The CDEM structure in the Wellington Region is reorganised so that all staff are employed by one organisation and report to a newly created position of Wellington Regional CDEM Manager/Group Controller
- The newly created position of Wellington Regional CDEM Manager/Group Controller report is accountable to the Chair of the CEG (operationally) and to the Chief Executive (administratively) of the employing organisation – Greater Wellington
- The Greater Wellington Regional Council is the employer of the Wellington Regional CDEM Manager/Group Controller and all the staff (including former TA emergency management staff) of the new structure

Once appointed, the Regional CDEM Manager/Group Controller is to carry out a review of existing arrangements to develop a unified staff structure for approval by the Joint Committee and then implement that structure.

## Emergency Management statement of financial performance

Last Year YTD Actual \$000	Emergency Management Income Statement Year ended 30 June 2011	Full Year Actual \$000	Full Year Budget \$000	Full Year Variance \$000
784	Rates & Levies	844	844	-
33	Government Grants & Subsidies	-	37	(37)
40	External Revenue	61	-	61
-	Investment Revenue	-	-	-
-	Internal Revenue	3	-	3
<b>857</b>	<b>TOTAL INCOME</b>	<b>908</b>	<b>881</b>	<b>27</b>
	<i>less:</i>			
345	Personnel Costs	366	350	(16)
130	Materials,Supplies & Services	163	193	30
16	Travel & Transport Costs	18	16	(2)
52	Contractor & Consultants	42	21	(21)
15	Grants and Subsidies Expenditure	-	26	26
189	Internal Charges	185	191	6
<b>747</b>	<b>Total Direct Expenditure</b>	<b>774</b>	<b>797</b>	<b>23</b>
-	Financial Costs	-	-	-
-	Bad Debts	-	-	-
64	Corporate & Department Overheads	58	58	-
36	Depreciation	36	32	(4)
-	Loss(Gain) on Sale of Assets / Investments	-	(7)	(7)
<b>847</b>	<b>TOTAL EXPENDITURE</b>	<b>868</b>	<b>880</b>	<b>12</b>
<b>10</b>	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>40</b>	<b>1</b>	<b>39</b>
Last Year YTD Actual \$000	Emergency Management Funding Statement Year ended 30 June 2011	Full Year Actual \$000	Full Year Budget \$000	Full Year Variance \$000
10	Operating Surplus(Deficit)	40	1	39
36	Add Back Depreciation	36	32	4
-	Other Non Cash	-	(7)	7
<b>46</b>	<b>Cash Operating Surplus from Operations</b>	<b>76</b>	<b>26</b>	<b>50</b>
	<i>less:</i>			
-	Net Asset Acquisitions	-	25	25
-	Net External Investment Movements	-	-	-
-	Net Asset & Investment expenditure	-	25	25
<b>46</b>	<b>NET OPERATING CASHFLOW BEFORE FUNDING REPAYMENTS</b>	<b>76</b>	<b>1</b>	<b>75</b>
-	Repaid Debt	-	-	-
-	Net Reserves (Increase) / decrease	-	-	-
<b>46</b>	<b>NET FUNDING BEFORE DEBT ADDITIONS</b>	<b>76</b>	<b>1</b>	<b>75</b>
-	Internal Debt Additions	-	-	-
-	External Debt Additions	-	-	-
-	Net Debt Increase / (decrease)	-	-	-
<b>46</b>	<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>76</b>	<b>1</b>	<b>75</b>