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**Committee**            **Civil Defence Emergency Management Group**  
**Author**                **Roger Blakeley, Chairperson, Interim Co-ordinating  
Executive Group**

## **Structure and responsibilities**

### **1. Purpose**

To inform the CDEM Group of the structure that will be established to deliver civil defence emergency management services for the Group.

### **2. Background**

Local authorities in the Wellington Region have been working for some time to review the way in which civil defence emergency management is delivered in the Region. With the Civil Defence Emergency Management Act 2002 (“the Act”) becoming effective on 1 December 2002, the work was given new impetus. Late last year local authority chief executives met to start a process of preparing for the establishment of the CDEM Group and looking at how best to implement the requirements of the Act. A working group comprising local authority staff and representatives of the police, fire and the local health boards assisted us in our work.

### **3. Proposed structure**

A key emphasis of the new Act is greater co-ordination of the delivery of civil defence emergency management. Having considered the work necessary to deliver services across the four “Rs” – reduction, readiness, response and recovery – we are of the view that centralisation will enhance the delivery of some activities. Activities that will benefit from centralisation include the preparation of material for, and the co-ordination of the delivery of, public education; the integrated planning of projects; liaison with CDEM role-players; and CDEM Group Plan management. We propose to establish a Group Emergency Management Office (“GEMO”) to deliver these centralised activities. Centralisation will achieve enhanced consistency, better co-ordination and economies of scale as well as providing a means of co-ordinating the preparation of the CDEM Group plan.

The GEMO will be established in the Greater Wellington Regional Council and the Chief Executive of that authority will be responsible and accountable for its work. The Co-ordinating Executive Group will be responsible for overseeing the work programme of the GEMO.

Funding for the GEMO will be provided by Greater Wellington, and it will be staffed initially by the two existing Greater Wellington emergency

management officers supplemented by secondments from other local authorities. Employment arrangements will be reviewed in the first 12 months.

Territorial authorities will continue to be responsible for providing a local emergency management response and recovery capability and the GEMO will be responsible for providing Group support. We believe that there is some potential to rationalise the number of emergency operations centres (“EOCs”) that currently exist, and propose that they be reviewed in conjunction with the development of the Group plan. The Group support will operate as an add-on to any of the local operating centres.

One of the responsibilities included in the draft Terms of Reference for the Co-ordinating Executive Group (“the CEG”) is to ensure that the appropriate structures are in place for the effective delivery of civil defence emergency management. That Group will need to review structures over time to ensure that they remain optimal.

The structures proposed in this report are not intended to preclude the continuation of any current arrangements such as the Emergency Services Co-ordinating Committees that work well at present. However, it is important that all work streams be aligned.

#### **4. Summary of Responsibilities**

Under the proposed structure, the CDEM Group and member authorities will be accountable for carrying out the statutory requirements set out in the Act. The CEG is responsible for advising the Group. This political/management split of accountability does not differ markedly from the delivery of other local authority services.

The CEG will be responsible for approving the work programme of the GEMO. Delivery of that work programme will then become the responsibility of the management of Greater Wellington who, ultimately, will also be responsible for all staffing matters for the GEMO. The GEMO, and hence Greater Wellington, will be responsible for providing a Group response capability. The extent of this capability and how it links to local EOCs and individual local authority capability will be determined during the CDEM Group Plan development.

Member authorities will continue to be responsible for meeting their individual requirements under the Act, including the retention of a local response capability. The extent of this capability and any rationalisation of EOCs will be determined during the CDEM Group Plan development.

#### **5. Transitional arrangements**

The Act provides for civil defence arrangements in place under the Civil Defence Act 1983 to continue to remain in effect until such time as the first Group plan becomes operative. The deadline for approving the Group plan is 15 May 2005.

**6. Review of structure**

The Co-ordinating Executive Group will review the effectiveness of the structure, including the consideration of alternatives, on or before completion of the draft CDEM Group Plan by 1 January 2005.

**7. Recommendation**

*That the report be received and the information noted.*

Report prepared by:

**Roger Blakeley**  
Chairperson  
Interim Co-ordinating Executive Group