



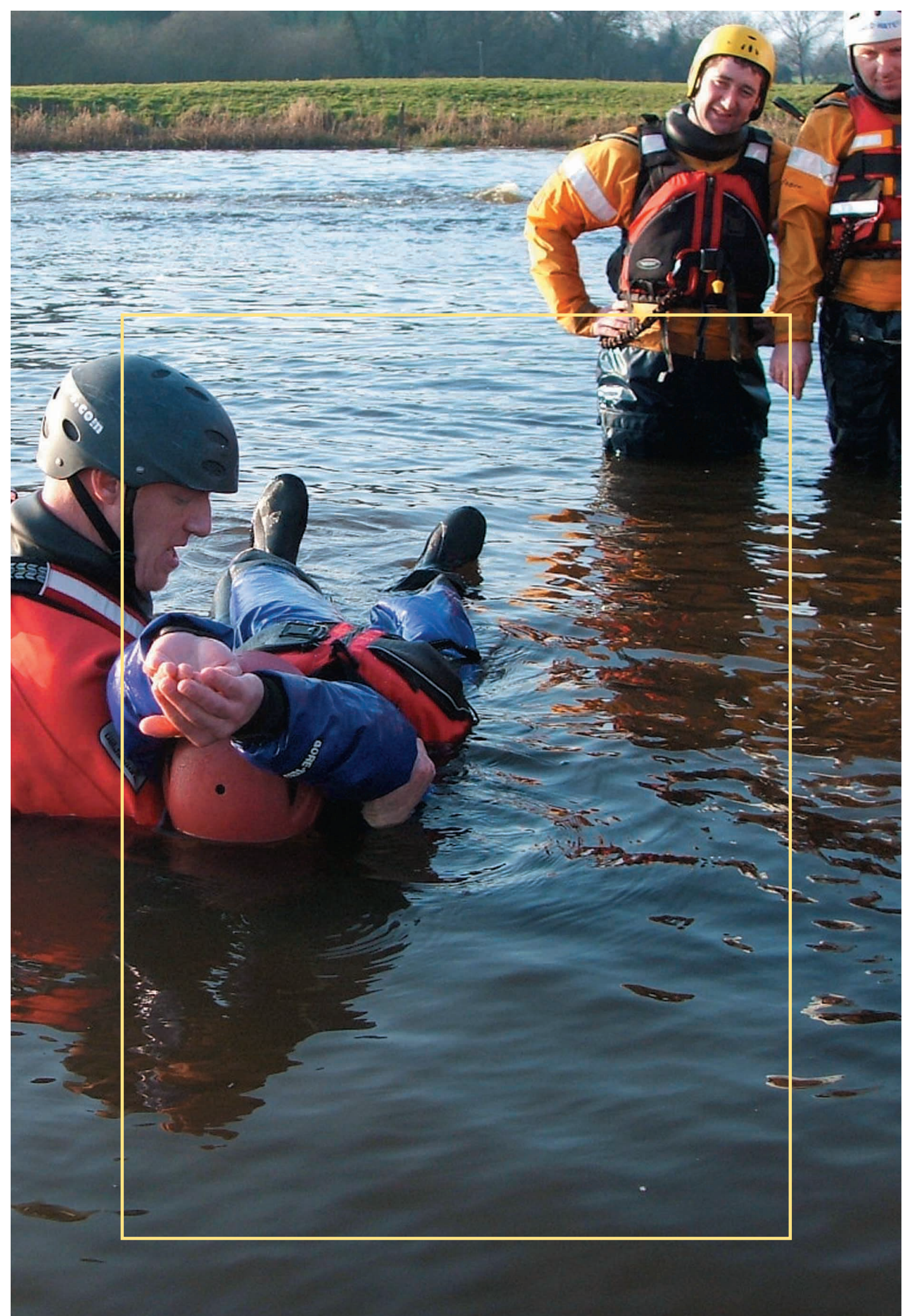
***Civil Defence  
Annual Report 2004***



Civil Defence Board  
An Bord Cosanta Sibhialta

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## Foreword by Chairman



I am pleased to present this Annual report which deals mainly with the progress and activities of the Civil Defence Board from its establishment in May 2003 through to the end of 2004.

The Civil Defence Board was established by Order of the Minister for Defence in May 2003, when the Board took over the responsibility of managing and developing the Civil Defence organisation at national level from the Department of Defence. This transition, from being part of a Government Department to an independent State Board, presents a huge challenge to the Board to successfully oversee the orderly development of the Civil Defence organisation in Ireland.

The active co-operation of the Minister, Secretary General and the Department of Defence has been a crucial factor in the success of the Civil Defence Board to date and I look forward to the continuation of our existing working relationship.

This Annual Report reflects on the efforts of all involved in Civil Defence i.e. the Committees and staff of the Board; local authorities – particularly Civil Defence Officers and of course the 6,000 Civil Defence Volunteers countrywide.

The period covered by this Report saw Civil Defence deeply involved in a wide variety of community support activities. The highlight of the period was the extent of our involvement with the Special Olympics at which up to 2000 Civil Defence volunteers provided assistance at Accommodation Centres, the Opening and Closing ceremonies at Croke Park, at Dublin Airport with baggage handling for the visiting teams and at numerous community events in every county throughout Ireland. I would like to pay tribute to all those involved – their efforts greatly enhanced Ireland's hosting of the Special Olympics.

In 2004, The Civil Defence Board sanctioned funds to each Local Authority for the purchase of equipment/vehicles as an aid to modernising the Civil Defence organisation at local level. I intend to continue the modernisation process, building on the progress that has been made in recent years.

**Mr. Joe Meagher**

*Chairman*



## Foreword by Director General



I am pleased to present the Annual Report of the Civil Defence Board for 2004, incorporating also, May to December 2003. The report describes the progress that the Civil Defence Board has made since its establishment in May 2003 and related developments in the wider Civil Defence organisation.

The year 2004 heralded the beginning of a huge process of change within the Civil Defence organisation. The newly established Civil Defence Board made significant progress in developing the first Strategic Plan of the Board for the period to 2007. The Plan was drafted with the co-operation and support of all members of the inaugural Board and the members of its committees. The completed Plan benefits from a wide range of views expressed following a consultative process involving staff at all levels, the volunteer membership of Civil Defence, Civil Defence Officers, Local Authorities, Government Departments, State Agencies and other interested parties.

The year 2004 also saw the re-location of 12 members of the staff of the Board from Dublin to temporary accommodation at Rosemary Square, Roscrea in advance of their permanent decentralisation to their new Headquarters at Benamore, Roscrea. Phase 1 of the development of the new Headquarters building was completed and it was anticipated that the new Headquarters would be ready for occupation in late 2005 or early 2006 when all of the staff would be re-located to Roscrea.

Civil Defence involvement in the Special Olympics Summer Games 2003 is particularly noteworthy and great credit is due to all those whose efforts brought joy to many thousands of people. The Games proved to be an excellent stage on which to showcase the work of Civil Defence throughout Ireland.

During 2003 and 2004 a number of long-serving and valued members of staff of the Department of Defence's Civil Defence Branch retired or transferred to new posts. Their dedication and assistance to Civil Defence Branch over the years and in more recent times to the Civil Defence Board is gratefully acknowledged.

**Mr. Gerry Gervin**

*Director General*

## Mission Statement

**“To promote, develop and maintain Civil Defence as an effective volunteer based professional organisation providing emergency response and community support services”.**

## Civil Defence Act

Having reviewed the operations of Civil Defence the then Minister of State published the Civil Defence Bill on 10 January, 2002. The Civil Defence Act, 2002, was subsequently enacted by the Oireachtas and signed into law on 12 April, 2002.

Under the Act Civil Defence policy remains the responsibility of the Minister but the day to day management and development of Civil Defence on a national level is now the responsibility of the Civil Defence Board since the signing of an Establishment Order under the Act in May, 2003. Operational control at local authority level will remain with the relevant County/City Manager.

## Civil Defence Board

The Board is made up of fourteen members (including the Chairman) and is representative of the major stakeholders in the wider civil protection community. The current Civil Defence Board was appointed in June 2005 - members are as follows:

Four persons who, in the opinion of the Minister for Defence, have experience in business, industry, finance or administration relevant to the Board's functions.	Mr. Joseph Meagher (Chairman) Ms. Kay Caball Mr. Oliver O'Loughlin Mr. Tony Kelly
A Principal Officer from the Department of Defence (to act as first Director General).	Mr. Gerry Gervin
A person nominated by the County & City Managers Association.	Mr. Ned Gleeson
A person nominated by the Minister for the Environment, Heritage and Local Government who, in the opinion of that Minister, has relevant experience or expertise relating to emergency planning.	Mr. Seán Hogan
A person nominated by the Radiological Protection Institute of Ireland.	Dr. Barbara Rafferty
A person nominated by the Environmental Protection Agency.	Ms. Majella Byrne
A member of the Civil Defence Officers Association nominated by it.	Ms. Gabrielle Willis
An Officer of the Defence Forces nominated by the Chief of Staff of the Defence Forces.	Comdt. Kevin Houston
A member of the Garda Síochána nominated by the Commissioner of the Garda Síochána.	Chief Supt. John T. Farrelly
A volunteer member of Civil Defence.	Mr. Gerry Naylor
A member of the staff of the Board.	Ms. Roisin McGuire

\* For functions of the Civil Defence Board please see appendix (1)

## Major Board Projects throughout 2003 & 2004

- ▲ Establishment and tasking of 4 Committees to assist the Board to carry out its functions.
- ▲ Establishment of Volunteer Representative Structure.
- ▲ Preparation of 1st Corporate Plan for Civil Defence through the Planning, Dev and Rec Committee.
- ▲ Attendance at National Exercises by Board members.
- ▲ Central procurement & issue of Minibuses (4) and Crewcabs (8) to local authorities for Civil Defence use.
- ▲ €0.85m issued to local authorities in a Special Equipment Grant for purchase/replacement of Civil Defence equipment in their areas.
- ▲ Appointment of a Civil Defence Chaplain.
- ▲ Review of Health and Safety Issues.



## Committees of the Board

### Planning, Development and Recruitment Committee

The inaugural meeting of the Planning, Development & Recruitment Committee of the Civil Defence Board was held on 27th August, 2003, with the Committee convening on a monthly basis thereafter.

The main focus of the Committee since its inauguration has been:

- ▲ Co-Ordination of the first drafting of the Strategic Plan of the Civil Defence Board to 2007.
- ▲ Preparation for the Board of a document on the integration of Civil Defence into the Major Emergency Planning Framework of each Local Authority. This document later went on to form the basis of the Civil Defence Board submission to the Review of the Framework being carried out by the Interdepartmental Committee on Emergency Planning.
- ▲ Establishment of a Working Group to review the Command & Control structures within the organisation.

### Health, Safety and Procurement Committee

The Health, Safety and Procurement Committee held its first meeting on 28th August 2003. The Committee set to work on:

- ▲ A review of obsolescent Civil Defence equipment. The main finding of the review was that the organisation has disposed of the major portion of its obsolescent equipment. Disposal procedures to be revised for the future.
- ▲ Guidelines for Central Procurement of Civil Defence equipment as laid down by the Public Financial Procurement ("The Green Book") and European Directives.
- ▲ Monitoring expenditure on equipment to ensure that value for money is achieved within the current statutory procurement framework.
- ▲ Matters relating to the implementation of the Civil Service wide Management Information Framework.
- ▲ Civil Defence Health and Safety statement and revision of Health and Safety systems.
- ▲ Assistance to the Civil Defence Board in the preparation of the Civil Defence Strategic Plan 2004-2007.

### Education and Training Committee

The Education and Training Committee held its first meeting on 5th November 2003 under the chairmanship of Dr. Ann McGarry. The Committee agreed to meet regularly and focused its attention on the following:

- ▲ Review of the National Exercises
- ▲ Assistance to the School Principal regarding the appointment of a Medical Advisor to the Civil Defence Board
- ▲ Register of Civil Defence members
- ▲ Further development of Education and Training within Civil Defence

### Audit Committee

The Audit Committee held its inaugural meeting on Friday 16th January 2004 in Ratra House. The Committee initially concentrated on familiarising itself with the work of the Executive and in particular with the financial arrangements in place. It then turned its attention to:

- ▲ Providing an input into the Boards first Strategic Plan.
- ▲ Producing a Charter for Internal Audit and Audit Committee Charter.
- ▲ Examining the merits of hiring in external expertise.



## Committees of the Board

<p><b>Planning, Development &amp; Recruitment</b></p>	<p>Ned Gleeson (Chair)</p> <p>Chief Supt. Denis Fitzpatrick Sean Hogan,</p> <p>Frances Moynihan Dan O'Sullivan Michael Fitzsimons Paul Crowe</p>	<p>County Manager, Limerick County Council.</p> <p>Garda HQ., Dublin. Dept. of Environment and Local Government, Dublin. Ballinamult, Co. Waterford. Retired Manager, South Dublin County Council. Civil Defence Officer, Meath County Council. Director of Services, Limerick County Council.</p>
<p><b>Education &amp; Training</b></p>	<p>Dr. Ann McGarry (Chair)</p> <p>Edmond Cooney Barry Healy Irene O'Meara Patrick Doole Dr. Suzanne McGurry Vincent McCarthy</p>	<p>Director Radiological Protection Inst. of Irl., Dublin.</p> <p>Civil Defence Officer, South Tipperary Co. Co. HR Manager, Evocent, Shannon, Co. Clare. Civil Defence Headquarters, Dublin. Knocklong, Co. Limerick. Dept. of Emergency Medicine, Cork Univ. Hosp. A/Director, Limerick Institute of Technology.</p>
<p><b>Health, Safety &amp; Procurement</b></p>	<p>Col. Michael Cleary (Chair)*</p> <p>Cllr. Tony Kelly</p> <p>John Moriarty</p> <p>Phyllis O'Halloran Matt Donnelly</p> <p>Comdt. Kevin Houston Seamus Dooley</p> <p>* During the term of the Committee, Col. Cleary took up a posting in Kosovo and was replaced as Chairman by Tony Kelly.</p>	<p>Dir. Of Engineering, McKee Barracks, Dublin.</p> <p>Dunlaoghaire Rathdown County Council, Dublin. Assistant Civil Defence Officer, Dublin City Council. Civil Defence Officer, Limerick County Council. Dir. Border Regional Authority, Athbara Hse., Cavan. McKee Barracks, Dublin. Manager Wexford County Council.</p>
<p><b>Audit</b></p>	<p>Declan Burns</p> <p>Cllr. Margaret Adams, Philip Ryan Patrick O'Sullivan Cllr. Paddy Durack John Lupton Fergus Mulcahy</p>	<p>Dep. Dir. Environmental Protection Agency, Wexford.</p> <p>Westport, Co. Mayo. Solicitor, Roscrea, Co. Tipperary. Lough Gur House, Limerick. Thurles, Co. Tipperary. Nenagh, Co. Tipperary. Dept. of Defence (retired), Dublin.</p>

## Civil Defence Training 2003 & 2004

### Training Report 2003/04

Training in the years 2003 and 2004 was hampered by a number of issues. The change in the Instructor cadre in the Civil Defence School meant that the available Instructors were not fully trained and could not therefore provide a full range of courses. The Civil Defence School is the national training centre for the organisation and is currently based at Ratra House, Phoenix Park, Dublin. The table below illustrates the range of courses which were provided at the School to volunteers from the various local authorities and the number of students who attended.

In addition to providing courses in Ratra House School staff were also involved in re-certification of casualty instructors and volunteers at intermediate and advanced First Aid at various locations countrywide. This certification process ensures standardisation within the organisation. Instructors also assist with the organisation of Exercises and Competitions at national level.

Progress was made in the casualty area with the provision of courses for instructors in BLS and defibrillation. However the defibrillation programme was not activated nationally pending the appointment of a new Medical Advisor to the Board.

Developments in the welfare area were monitored particularly in relation to the HACCEP Regulations and how they might apply to and be interpreted by Civil Defence. A School Instructor undertook specific training in this area and a number of courses were held for Welfare instructors. The Board would like to acknowledge the assistance of the Army School of Catering with the training of Instructors on HACCEP and the Fire Services Council in the conduct of training on fire drills.

Exercises and competitions were a continuing feature of the training years 2003 and 2004 for most counties. A number of counties joined together to form ad hoc regions and conducted exercises and competitions amongst their respective teams. Those exercises were complemented by the various national exercises and the individual boat and kayak and AFS pump drill competitions.



### Courses held centrally in the Civil Defence School 2003 & 2004

<b>COURSE NAME</b>	<b>2003</b>	<b>2004</b>
Module 1 Teaching Methods - Donegal		<b>8</b>
Module 1 Teaching Methods - CD School	<b>31</b>	<b>39</b>
Module 2 Induction Course - CD School	<b>18</b>	<b>11</b>
Warden Module 3 Radio Workshop	<b>11</b>	
Radio Familiarisation U.H.F.	<b>22</b>	
Welfare Seminar Catering Mc Kee Haccp	<b>67</b>	
Occupational First Aid Course	<b>20</b>	
Casualty Instr.Course M3 Refresher - Practical Stage	<b>15</b>	<b>12</b>
Casualty Instr.Course M3 Refresher - Doctors Input	<b>29</b>	
Auxillary Fire Service - Stage 1	<b>12</b>	
Handover of Vehicles	<b>22</b>	
Module 1 Teaching Methods (Re-Sit) - CD School	<b>3</b>	
Casualty Instr.Course M3 Refresher - Practical Stage Cork West		<b>6</b>
Auxillary Fire Service - Stage 2		<b>8</b>
Welfare Module 3 (Catering Pt 1) Mc Kee		<b>16</b>
Casualty Examiners Int Level		<b>7</b>
Welfare Module 3 (Continuation Catering)		<b>20</b>
Radio Operators Assessment W/Shop		<b>11</b>
Radio Instr. Course		<b>10</b>
Casualty Instr. Requalifer M3 - Practical Stage		<b>11</b>
Radio Marine Familiarisation (Morning)		<b>21</b>
Radio Marine Familiarisation (Afternoon)		<b>19</b>
<b>Total Students</b>	<b>250</b>	<b>199</b>

## Civil Defence Activities 2003 & 2004

### Civil Defence at The Special Olympics World Summer Games 2003

In June of 2003 Dublin Civil Defence had responsibility for the co-ordination of the organisations input into the 2003 Special Olympics World Summer Games. Civil Defence units from a number of counties supported the Dublin volunteers in providing a range of services to the Games organising committee.

The highlight of Civil Defence involvement in the Games was our attendance at the Opening and Closing ceremonies in Croke Park, when members were allocated to national delegations and stayed with them to ensure they were guided throughout the event.

In addition to the opening/closing ceremonies in Dublin, Civil Defence units countrywide assisted with activities in their local areas such as the Torch Run receptions and entertainment activities for the delegation during the three to five days they spent in Host Towns around the country prior to their arrival back in Dublin for their participation in the Games.

Civil Defence also provided volunteers at the accommodation centres at Wesley College, NUI Maynooth and King's Hospital College where the volunteers worked on a rota system to provide safety & security for the delegates on a 24hr basis for the fourteen days of the Games.

The most satisfying and unusual service to be provided by Dublin volunteers was the operation at Dublin Airport. This was a lengthy and complicated operation for 6 arrival days and 5 departure days, where, with assistance from Monaghan Civil Defence, volunteers worked in shifts around the clock. Civil Defence volunteers provided security at the Delegate Welcome Centre (Great Southern Hotel), and had sole responsibility for the management of all delegate baggage from touchdown to departure. This involved the unloading and sorting of approx. 10, 000 bags at the National Show Centre adjacent to the Airport and the subsequent distribution of the bags onto the host town buses. Civil Defence also ensured the safe transit of the delegates from the Terminal building to the Welcome Centre. Overall 8,000 delegates, together with 28,000 family members and friends, arrived and departed from one hundred and sixty countries. On one of our busiest days approx. 3000 delegates and their baggage were catered for.

Overall the Civil Defence Organisation made a very positive contribution to an event, which engaged almost everybody in the country for a glorious fortnight in 2003.

### National Exercises 2003

An evaluation of training took the form of a national exercise programme in October. The programme was hosted at four venues – Cavan(Virginia), Cork West(Clonakilty), Mayo(Ballina) and Tipperary South(Clonmel). Each of the host counties delivered a high quality competitive exercise that severely tested the skills of each of the participating counties. The winners at each of the locations were as follows:

#### *Civil Defence National Exercises 2003*

HOST LOCAL AUTHORITY	WINNING TEAM
Cavan	Donegal
Cork West	Tipperary North
Mayo	Meath
Tipperary South	Wexford

### National Exercises 2004

The National Civil Defence Exercises were held in Sligo & Wicklow on 16th – 18th April 2004 and in Clare & Kerry on 23rd – 25th April 2004. The Exercises were designed to test the Civil Defence core subjects – First Aid, Rescue, Welfare, Auxiliary Fire Service and Communications.

#### *Civil Defence National Exercises 2004*

HOST LOCAL AUTHORITY	WINNING TEAM
Sligo	Tipperary North
Wicklow	Galway
Clare	Cork West
Kerry	Laois

In **SLIGO**, the Exercises took place in the beautiful coastal village of Enniscrone. The Exercises, comprising of five competitive sites and two workshops, took full advantage of Enniscrone beach in the construction of the sites. The Minister for Defence at the time, Mr. Michael Smith, T.D., attended the Exercises on the Saturday afternoon. The overall winners of the competition was the team from Tipperary North, while the Kildare team were victorious in the Footdrill Competition.

The National Exercises in **WICKLOW** were held in Arklow. As in Sligo, the format of the Exercises was five competitive sites and two workshop demonstrations. One of the workshops dealt with preparation and use of sandbags for flooding while the other workshop concentrated on volunteer safety in dealing with the hazards of debris from downed aircraft. At a function that evening in the Arklow Bay Hotel, the team from Galway received their award as overall winners at the Exercises.

The National Exercises in **CLARE** were mainly held in the grounds of Our Lady’s Hospital, Galway Road, Ennis, with the water-based site at Ballyalia Lake, just outside the town. At one of the workshop sites, the Garda Drugs Unit delivered an intriguing presentation on drug and substance abuse.

At the presentation ceremony that evening, the Director General of the Civil Defence Board, Mr. Gerry Gervin, presented the winners award to the Cork West team who were also the winners of the Footdrill competition.

In **KERRY**, the National Exercises took place in the environs of Tralee town. The Exercises consisted of five competitive sites, two workshops and an Initiative Competition, with each exercise testing all eight teams with a challenging array of problems. Overall winners at the Kerry Exercises was the team from Laois, with the Offaly team taking the honours in the Initiative competition.

*National AFS Pump Drill Competition 2003*

HOST LOCAL AUTHORITY	WINNING TEAM
Carlow	Cavan

*National AFS Pump Drill Competition 2004*

HOST LOCAL AUTHORITY	WINNING TEAM
Cavan	Cavan

**National Boat/Kayak Competition 2003**

*National Boating and Kayaking Competition 2003 - Leitrim*

WINNER OF PAT KENNEDY MEMORIAL TROPHY	WINNER OF BOATING SHIELD
Dublin	Roscommon

**LEITRIM** Civil Defence hosted the National Boat/Kayaking Competition on 20th September 2003. Teams from all over the country competed against each other on the waters of Lough Allen near Drumshanbo. At the prizegiving ceremony which took place at the Lough Allen Hotel and Spa, Drumshanbo, the team from Roscommon were declared the winners of the Boating Competition while the Kayak Competition (Pat Kennedy Memorial Cup) was won by Dublin.

## National Boat/Kayak Competition 2004

*National Boating and Kayaling Competition 2004 - Wexford*

WINNER OF PAT KENNEDY MEMORIAL TROPHY

WINNER OF BOATING SHIELD

Donegal

Wicklow

**WEXFORD** Civil Defence welcomed volunteers from all over the Country to partake in the National Civil Defence Boating and Kayak Exercise/Competitions Weekend of Friday 24th and Saturday 25th September 2004.

The National Boat and Kayak Event, now in its 5th year, commemorates Pat Kennedy, R.I.P., a Civil Defence Volunteer Instructor, who lost his life while on a training exercise.

The event is designed to improve Boating skills, promote safety on the water and develop operational co-ordination between emergency agencies involved in search, recovery and rescue on water.

The boating event took place in and around Wexford Harbour using five different sites for:

1. Crew, Crew Equipment and Boat Equipment.
2. Search Patterns
3. Working with Divers
4. Dinghy Rescue (Wexford Swimming Pool)
5. Lee Shore Rescue
6. The final exercise involved all boats in a variety of scenarios in the Harbour area demanding boat handling, communications, co-ordination and other skills learned throughout the day.

The Kayaking event took place in Graiguenamanagh where the teams had to partake in equipment inspection, pre-assessment and paddle from Graiguenamanagh to St. Mullins, carrying out various tasks on the weirs.

A total of 36 rescue boats and 54 kayaks and their crews took part, supported by a team of 45 Civil Defence Volunteers from Co. Wexford.

At the prize giving ceremony in The Whitford House Hotel, which was attended by the Chairman of Wexford Co. Council, Cllr. Larry O'Brien, Director of Services, Mr. Niall McGuigan and Director General of Civil Defence Mr. Gerry Gervin, the Pat Kennedy Memorial Trophy was won by the team from Donegal Civil Defence while the Boating shield was won by the team from Wicklow Civil Defence.

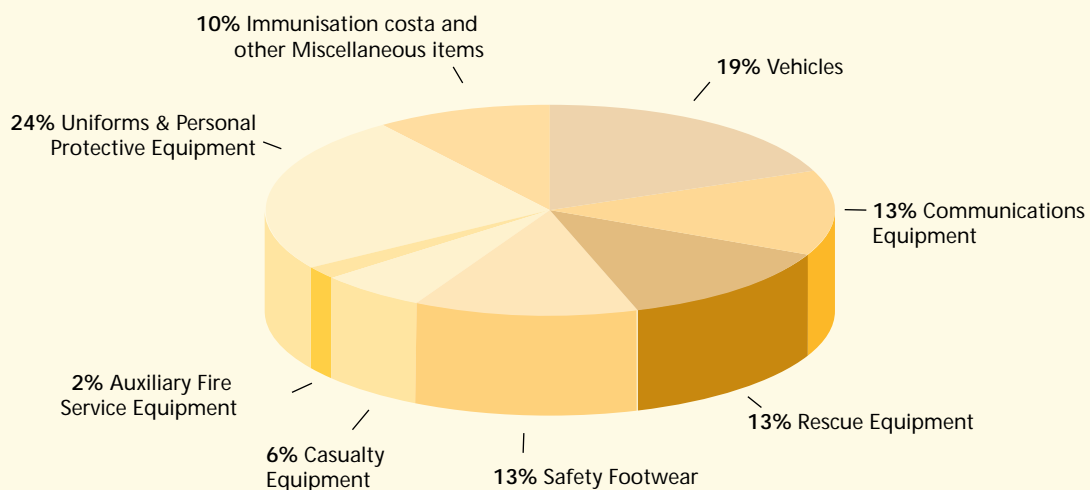
## Procurement of Civil Defence Equipment

### Civil Defence Procurement Report 2003

Expenditure on Civil Defence Board Equipment and Services in 2003 was €1,509,000. From this, expenditure on Equipment procurement totalled €1,000,200.

The remaining €500,000 was spent on items such as Uniforms, Personal Protective Equipment and the Boards continuing Hepatitis C immunisation programme. Figure 1.1 depicts the percentage breakdown of the Board's expenditure on the main Boards procurement activities in 2003.

**Fig: 1.1 Civil Defence Equipment Procurement 2003**



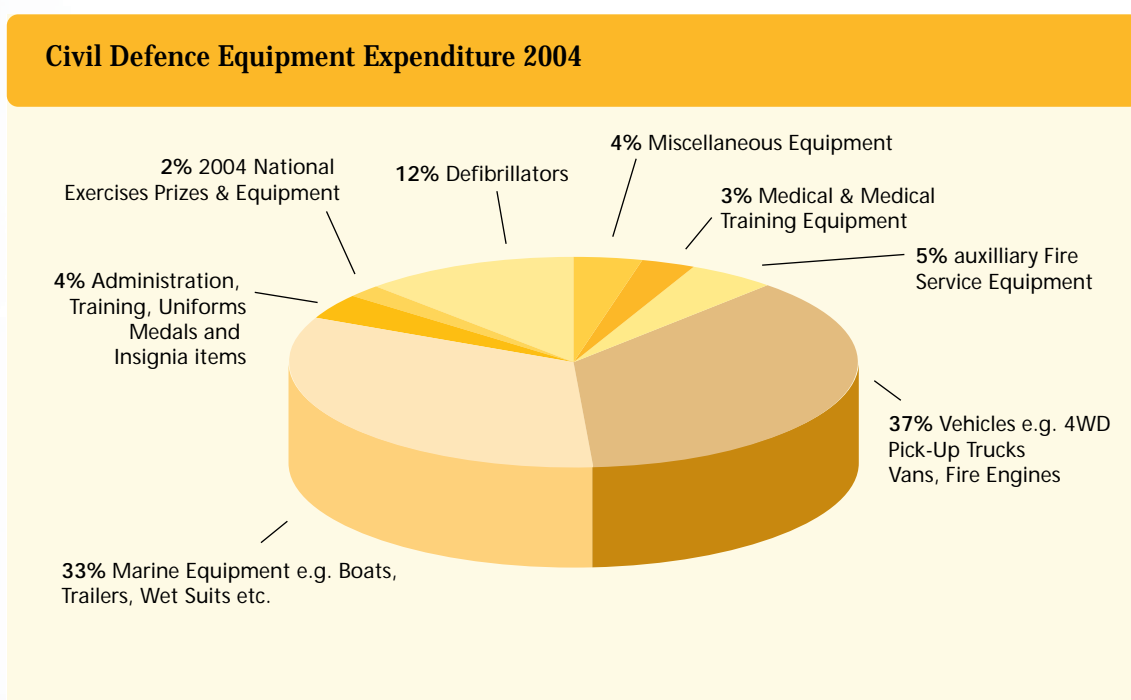
## Civil Defence Procurement Report 2004

The Total Civil Defence Board's Equipment Expenditure in 2004 was €1,093,610. This represented a 9% increase in funding on the Equipment outturn for 2003. This outturn was split between expenditure incurred directly by the Board in the traditional direct procurement manner and by means of a special grant that enabled Local Authority Civil Defence units to procure equipment they required in their local area.

In 2004, the Civil Defence Board directly procured €239,379 worth of equipment on behalf of the Civil Defence organisation. The largest area of Board expenditure on direct procurement related to the purchase of a large number of defibrillators and associated training equipment. It was envisaged that this equipment would be distributed to Civil Defence units throughout Ireland and would greatly enhance the service provided by Civil Defence volunteers in their communities.

As recognition of our volunteers selfless and generous contribution towards the success of the 2004 Special Olympics Summer games the Civil Defence Board directed that a medal commemorating Civil Defence participation in this event should be issued to qualifying Civil Defence volunteers. The Board procured 1,500 such medals in 2004.

Following recommendations by the Board's Health Safety and Procurement Committee, the Civil Defence Board approved a Special Equipment grant for the purchase/replenishment of Civil Defence equipment to an amount not exceeding €26,000 for each Local Authority area. The total cost of this scheme in 2004 was €854,230.29. Figure 1.1 depicts the total percentage breakdown of Civil Defence Equipment expenditure in 2004.



## Financial Accounts for 2003

### Civil Defence Financial Report 2003

Expenditure on Civil Defence in 2003 was provided for in the subheads of the Defence Vote 2003 and was accounted for in the 2003 Defence Appropriation Account.

A brief explanatory note of the expenditure and accounting procedures for the Defence Vote 2003 is set out at the end of this section.

All Civil Defence central administrative costs in 2003 were met from the Administrative subheads of the Defence Vote and were not separately identified in that year's estimates. The direct costs of Civil Defence administration in 2003 have been abstracted and these costs amounted to €1.067m. This figure includes staff salaries, allowances, overtime, employer's PRSI and expenses, together with the expenses of the Civil Defence Board (€0.011m) and certain statutory compensation payments (€0.016m). In addition there were substantial additional indirect costs which cannot be quantified. These indirect costs include items such as staff training, stationery, postal, telecommunications and computer services and all premises related costs.

Direct central expenditure from the Defence Vote on the Civil Defence organisation in 2003 was €4.512m. A little over one third of this budget (€1.509m) was used to provide services centrally for the organisation. Examples of such services include the central provision of insurance, uniforms, vehicles and equipment. The bulk of the budget (€2.668m) went on the 70% central grant payable to the local authorities for the maintenance of the local Civil Defence services. The balance (€0.335m) was spent on central training costs including the funding of training courses and national exercises.

The information in the two preceding paragraphs is summarised in the table hereunder.

Civil Defence Expenditure in 2003	
Grants to Local Authorities	2,668,000.00
Equipment and Stores	1,509,000.00
Exercises, Competitions, etc.	35,000.00
Administration	1,067,000.00
<b>Total</b>	<b>5,579,000.00</b>

# Financial Accounts for 2004

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General Information

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\* Subject to C&AG audit



## Statement of Responsibilities

Section 23(2) of the Civil Defence Act, 2002 provides that the Director General, under the direction of the Civil Defence Board, shall cause to be kept all proper and usual books or other records of account of all income and expenditure of the Board, sources of income and subject matter of expenditure and of the property, assets and liabilities of the Board.

Section 23(3) of the Act provides that the accounts of the Board for each financial year shall be prepared in the form and manner that the Minister for Defence may specify.

Signed on behalf of the Civil Defence Board

**Joseph Meagher**

*Chairman*

**Gerry Gervin**

*Director General*

## Statement of System of Internal Financial Control

The Director General, under the direction of the Civil Defence Board, is responsible for ensuring that an effective system of internal financial control is maintained and operated.

The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

### Key Control Procedures

An appropriate control environment is assured by procedures which identify and evaluate business risks, by clearly defined management responsibilities and by formal procedures for reporting and correcting significant control failures.

The system of internal financial control is based on a framework of regular management information and administrative procedures including segregation of duties, a system of delegation and accountability with performance measurement and target setting. The framework includes a detailed annual budgeting system agreed by the Board and regular reviews by the Board of reports of financial performance against forecasts.

All control procedures are dependent on the staffing of key executive positions.

In 2004 the Finance Branch of the Department of Defence provided payroll and payment services for the Civil Defence Board.

### Annual Review of Controls

No review of the effectiveness of the system of internal financial controls was carried out in 2004. A review will be carried out in 2005.

Signed on behalf of the Civil Defence Board

**Joseph Meagher**  
*Chairman*

**Gerry Gervin**  
*Director General*

## Statement of Accounting Policies

### Basis of Accounts

The financial statements have been prepared on an accruals basis in accordance with generally accepted accounting principles and with the requirements of the Minister for Defence.

### State Grants

The principal source of income of the Civil Defence Board in 2004 was the grant-in-aid which was provided in the Defence Vote.

### Fixed Assets

Fixed assets values are stated at acquisition cost inclusive of VAT and delivery charges. Depreciation is applied in the year of purchase. The rates and methods of depreciation used are in accordance with the categories laid down by the Department of Finance. These categories, A, B and C, relate to the type of asset acquired and reduce the assets to their realisable value by the end of their expected useful lives as follows:

Type & Category of Asset	Depreciation Rate
Fax Machines (Category "A")	10 years at 10% p.a. straight line
Computer and Communications Equipment (Category "B")	5 years at 20% p.a. straight line
Boats, Kayaks, Casualty, Welfare, Rescue, Fire Fighting and Civil Defence School non-Consumable Equipment (Category "C")	10 years at 10% p.a. straight line
Vehicles (Category "C")	10 years at 10% p.a. straight line (on balance remaining after deduction of a 10% residual value which is retained while vehicle is held by civil defence)

## Income & Expenditure Account

For Year Ended 31 December 2004

	Notes	2004 €
<b>INCOME</b>		
Grant-in-aid Grant-in-aid From The Department Of Defence		5,593,000
Sundry Income Vehicle Damage Insurance Claim Payments		15,258
Civil Defence Range Usage Costs		1,668
<b>Total</b>		<b>5,609,926</b>
<b>EXPENDITURE</b>		
Expenditure		5,367,438
Surplus Of Income Over Expenditure		242,488
<b>Total</b>		<b>5,609,926</b>
Grant Payments To Local Authorities	1	2,626,828
Insurance	2	223,374
Depreciation	3	982,907
Central Purchases of Uniforms, Consumables & Centrally Provided		
Services For Local Authority Civil Defence	4	54,440
Central Training, Competitions & Exercises	5	393,298
Statutory Compensation Payments	6	18,830
Advertising		8,638
Regional Control/training Centre Maintenance		5,954
Staff Salaries		933,417
Staff Travel & Subsistence Expenses		52,343
Board Members Travel & Subsistence Expenses		53,987
Miscellaneous Expenses		10,953
Audit Fee (Estimate)		2,000
Staff Insurance	7	469
Surplus Of Income Over Expenditure		242,488
<b>Total</b>		<b>5,609,926</b>

The statement of accounting policies and Notes 1 to 8 form an integral part of these financial statements.

Signed on behalf of the Civil Defence Board

**Joseph Meagher**  
Chairman

**Gerry Gervin**  
Director General

## Balance Sheet

As At 31/12/2004 (Note 8)

	Notes	2004 €	2004 €
<b>FIXED ASSETS</b>			
(Gross Value At Year Start)			11,064,891
Additions In Year			909,213
Revaluations/disposals			Nil
Fixed Assets (Gross Value At Year End)			11,974,104
Cumulative Depreciation			8,053,798
Fixed Assets (Net Value)			3,920,306
<b>CURRENT ASSETS</b>			
Consumables On Hand		43,367	
Debtors And Prepayments		257,723	
Department Of Defence		144,035	
Cash On Hand		66	
Subtotal		445,191	
<b>CURRENT LIABILITIES</b>			
Creditors		(25,115)	
AudIt Fee (Estimate)		(2,000)	
Subtotal		(27,115)	
Net Current Assets/(Liabilities)			418,076
Total Net Assets/(liabilities)			4,338,382
Represented By			
Capital And Current Account			4,194,347
Income And Expenditure Account			144,035

The statement of accounting policies and Notes 1 to 8 form an integral part of these financial statements.

Signed on behalf of the Civil Defence Board

**Joseph Meagher**  
Chairman

**Gerry Gervin**  
Director General

## Notes to the Financial Statements

1. The Civil Defence Board funds expenditure on local authority civil defence operations on a 70/30 basis by way of an annual grant to each local authority.
2. The Civil Defence Board purchases commercial insurance cover for public liability, personal accident, marine and motor risks arising from any local authority civil defence operations. 30% of the cost of insurance cover is recouped from the annual grant to each local authority in the year following the expenditure.
3. The figure shown is derived as shown below. Under the depreciation arrangements in use there is no further depreciation charge on Category A and C items acquired in or before 1994 or on Category B items acquired in or before 1999.

ASSET TYPE	ACQUISITION PERIOD	DEPRECIATION CHARGE
<i>Acquired before 2004</i>		€
Category A 1995 TO 2003		4,259
Category B 2000 TO 2003		192,287
Category C 1995 TO 2003		696,232
<i>Acquired in 2004</i>		
Category A	2004	NIL
Category B	2004	5,170
Category C	2004	84,959
<b>TOTAL</b>		<b>982,907</b>

4. Personal issue items such as uniforms and protective clothing and consumables such as stationery, the national communications network and the volunteer immunisation programme are examples of goods and services which are purchased or provided centrally. 30% of the cost of specific items of volunteer uniform clothing is recouped from the annual grant to the relevant local authority in the year following the expenditure.
5. Fully funded central training for local authority civil defence volunteer instructors is provided by the Civil Defence Board under its training programme. National competitions and exercises are also fully funded.

6. At present there are four persons in receipt of statutory compensation payments under the terms of the Air-Raid Precautions compensation schemes.
7. Employers' liability insurance cover for the staff of the Civil Defence Board was arranged with effect from 8 October 2004.
8. Prior to 2004, Exchequer expenditure on civil defence services was accounted for in the annual Defence Vote Appropriation Account.

FIXED ASSETS	€
Historic Cost/Valuation of Assets at 31.12. 2003	11,064,891
Additions in 2004	909,213
Gross Assets at 31.12.2004	11,974,104
Cumulative Depreciation to 31.12.2004	8,053,798
Net Assets	3,920,306

## Appendix (1)

### The functions of the Civil Defence Board

The functions of the Civil Defence Board are set out in Section 8(1) of the Civil Defence Act 2002.

Functions of the Board are to promote and support the development at national level of civil defence planning and management and, in co-operation with local authorities, to facilitate the implementation of civil defence measures for the purposes of emergency relief and support;

- a) to promote, develop and maintain civil defence as an effective voluntary service in support of the emergency services;
- b) to promote the role of civil defence in providing services, in support of the emergency services, to the local community and, for that purpose, to develop programmes designed to enhance those services;
- c) with regard to local authorities, to promote co-operation and the co-ordination of their activities with other local authorities, so as to ensure efficiency and economy in performing their functions relating to civil defence;
- d) having regard to any plans, howsoever described, relating to the management of emergencies at national level that are prepared and adopted by any Minister of the Government, State agencies or other bodies whose activities relate to civil defence, to establish and promote the development, maintenance and improvement of standards of:
  - i) programmes of civil defence education and training including programmes relating to health and safety,
  - ii) knowledge, skill and competence of those participating in implementing civil defence measures, and
  - iii) equipment used for civil defence;
- e) to promote public awareness and the dissemination of coordinated information to the public in relation to civil defence and to conduct public information programmes relating to preventive measures aimed at alleviating the effects of emergencies on persons or property;
- f) to prepare and adopt, in accordance with section 30, a strategic plan relating to the future development of civil defence and to monitor the implementation of the plan;
- g) to advise the Minister in relation to all or any of the following:
  - i) such policy matters relating to the operation and future development of civil defence as the Minister may request or as the Board considers appropriate;
  - ii) the implementation of measures considered necessary for the effective operation of civil defence;
  - iii) any other matter relating to the Board's functions as the Board considers appropriate or as requested by the Minister;

- h) to conduct and commission research on matters relating to the functions of the Board and for this purpose—
  - i) to foster and promote contacts and the exchange of information with educational and research establishments and other bodies involved in civil defence in and outside the State, and
  - ii) as it considers appropriate, to publish, in the form and manner that the Board thinks fit, results arising out of that research;
- i) in conjunction with Ministers of the Government, State agencies or other bodies whose activities relate to civil defence, having regard to any plans referred to in paragraph (e), to contribute to the development, in co-operation with other states, of civil defence measures;
- j) in co-operation with local authorities, to promote the recruitment of persons to perform civil defence tasks and to establish procedures for the registration of those persons; to establish, review and maintain codes of professional conduct for civil defence members;
- k) to advise such persons as the Minister may from time to time specify on any matter relating to the Board's functions;
- l) to advise and assist the director general in performing his or her functions;
- m) to comply with any general policy directives that the Minister may, from time to time, give to the Board;
- n) to perform any additional functions conferred on the Board by order under subsection (4).





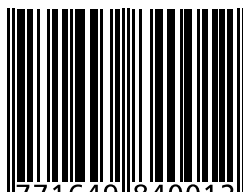
Civil Defence Board  
An Bord Cosanta Sibhialta

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