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**Committee** Civil Defence Emergency Management Group  
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## **Civil Defence Emergency Management (CDEM) Group Plan Development Process and Draft Outcome Statements**

### **1. Purpose**

To outline the process that is needed to develop the CDEM Group Plan, and to define some draft outcome statements for the CDEM Group Plan.

### **2. Background**

The Civil Defence Emergency Management Act 2002 (“the Act”) requires each CDEM Group to prepare and approve a Group Plan. This plan must be completed within two years of the group forming (i.e. by 15 May 2005). Guidelines for writing the Group Plan have been developed by the Ministry of Civil Defence Emergency Management (“MCDEM”). The Group Plan must be consistent with the National CDEM Strategy, which is currently in draft form, and consistent with guidelines, codes or technical standards issued under the Act.

The Group Plan will replace the individual Council Civil Defence Plans. The emergency services, lifelines utilities and other emergency responders are required by the Act to contribute to the new Group Plan. The draft Group Plan must also undergo public consultation.

### **3. Discussion**

#### **CDEM Group Plan Development Process**

According to MCDEM guidelines the CDEM Group plan should have three parts: Strategic, Operational and Administrative.

#### **Part 1 – Strategic part**

The strategic part of the Group Plan sets out hazards and risks for the CDEM Group area, identifies key issues and management options, and establishes key objectives and actions to address those risks. This part of the Group Plan primarily relates to risk management including the risks posed to cities/districts social and economic continuance from repose and recovery activities.

The objectives and targets should reflect the overall outcome statements for the CDEM Group Plan. Implementation to achieve the objectives may be through district and regional plans, annual plans, the Group Emergency Management Office work programme and through other individual agency plans.

## **Part 2 – Operational part**

The operational part of the plan establishes the roles and responsibilities of all civil defence emergency management agencies. It also outlines specific principles, agreed responses, and management arrangements for operational activities. This part of the plan will primarily relate to the Readiness, Response and Recovery phases of CDEM.

Some examples of aspects covered by this part of the plan include warning systems, communication systems, evacuation management, co-ordination and control arrangements, and public information.

Supporting documents such as standard operating procedures, resource lists, and contact details will be referenced in this part of the plan.

## **Part 3 – Administrative Part**

The administrative part of the plan outlines administrative arrangements in relation to the CDEM Group. This part of the plan ensures all legislative requirements are met. For example, this part of the plan will include appointments made under the Act (e.g. Controllers), procedures used for group meetings, funding arrangements, and GEMO arrangements.

## **Process for Group Plan Development**

The deadline for Group Plan approval is May 15<sup>th</sup> 2005. The requirements to formally consult the public, and to gain feedback from the Minister of Civil Defence mean that the complete draft plan must be completed by January 2005.

A detailed timeline of each aspect of the plan will be developed by the GEMO to meet this deadline. The Co-ordinating Executive Group (CEG) should oversee this work.

A flow diagram of the process to be followed is seen over the page.

## CDEM Group Plan development process



## **Draft Outcome Statements of the CDEM Group Plan**

These statements define the focus and direction of the CDEM Group plan. They are the outcomes that drive the activities of the CDEM Group.

The recommended draft outcome statements are outlined below. They are consistent with the Goals outlined in the draft National CDEM Strategy.

### Draft Outcome Statements

- The risk to life, safety and property is minimised. Public confidence is maintained during and after emergency events.
- Hazards are managed in a sustainable way that contributes to the social, economic, cultural and environmental well-being of the region.
- Individuals, organisations and communities accept their own responsibility for emergency preparedness.
- The region maintains the ability to cope with major natural and technological disasters and maximises support to ensure continued habitation by residents and businesses.
- Agencies work together to provide an efficient and effective management of emergency response and recovery.
- Reduction of risk, readiness, response and recovery activities are recognised and adopted by all agencies.

## **4. Recommendations**

- 1. That the CDEM Group tasks the Co-ordinating Executive Group, once established, with the development of the CDEM Group plan in accordance with the process outlined in this report.*
- 2. That until such time as the Co-ordinating Executive Group is established, the interim Co-ordinating Executive Group be given responsibility for commencing work on the development of the CDEM Group plan.*
- 3. That the CDEM Group endorses the focus of the CDEM Group Plan as defined in the draft CDEM Group Plan Outcome Statements.*

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