

Appendix 5 CDEM CEG Committees Terms of Reference

- (a) Reduction Committee**
- (b) Readiness Response Committee**
- (c) Recovery Committee**
- (d) Public Education Public Information (PEPI) Committee**
- (e) CDEM Group Joint Training Committee**

Canterbury Civil Defence Emergency Management Group

Coordinating Executive Group

REDUCTION COMMITTEE

Draft TERMS OF REFERENCE – July 2003

MEMBERSHIP

- Local Authorities (Infrastructure and Planning managers)
- Group Controller
- NZ Police
- NZ Fire
- Rural Fire
- Ambulance
- Health Boards
- Business Sector – Canterbury ECC
- Rural Sector - MAF
- Engineering Lifelines
- University of Canterbury (Natural Hazards Research Centre and other expertise)
- Ministry of CDEM

AIMS

1. Promote effective Hazard Reduction capability and practice across the Canterbury CDEM Group area.
2. Contribute to and co-ordinate the development and implementation of the Hazard Analysis and Reduction components of the CDEM Group Plan.

Operational Objectives

- Define and refine the principles underlying reduction capability across Canterbury
- Identify roles, functions and responsibilities of key agencies
- Provide advice and recommendations to the Group on organisational structure and processes
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Integration of planning
 - Joint training and exercises
 - Raising the profile of Risk Management and Hazard Reduction within intra-agency training
- Enhance Group hazard reduction capability through co-operation and liaison with other CDEM Groups
- Contribute to building more resilient communities by reducing the likelihood and consequences of emergency events
- Communicate issues of significance/relevance directly and immediately to other committees
- Provide and maintain a direct link to Canterbury Planning Officer Liaison Group
- Provide and develop links to the University of Canterbury's hazard and consequence knowledge and research expertise

CDEM Group Plan Objectives

The CDEM Group has until 28 April 2005 to adopt a comprehensive CDEM Group Plan. A key component of the Group Plan will be an in-depth and broad register of the hazardscape of Canterbury. That hazardscape must now go beyond the traditional Civil Defence focus on natural hazards and now include "all hazards".

Hazards have been considered by numerous organisations in Canterbury in the past – by local authorities in their district and regional plans or policy statements and their Civil Defence plans; by critical infrastructure/engineering lifelines providers and groups through Engineering Lifelines projects or their own asset management plans; academic institutions and consultancy firms through their research, advice and/or educational programmes, and; emergency response agencies in their various contingency plans.

The Strategic Component of the Group Plan, which will include the results of the current Hazard Analysis work, will also have a direct impact on the Readiness Response and Recovery components of the Group Plan.

The following Group Plan-related tasks have been identified as being the responsibility of the Reduction Committee. More tasks are likely to be identified as the Group Plan development process progresses. The CEG has given the committee chairperson oversight over these tasks. Management of the tasks will be co-ordinated by the Emergency Management Office.

1.0 Hazard Analysis and Evaluation

Objective:

- *Identify the hazards that Canterbury faces*
- *Analyse the relationships, likelihood and consequences of those hazards*
- *Prioritise hazards – based on likelihood x consequences = risk*
- *Identify and assess current treatments, recommend potential enhanced/new treatments*

1.1.1	Plan and Arrange Workshops x 3	16 Jul 03 – 31 Jul 03
1.1.2	Draft National CDEM Strategy	25 Aug 03 – 12 Sep 03
1.1.3	Hazard Analysis Workshops	1 Aug 03 - 22 Aug 02
1.1.4	Report of Hazard Analysis	29 Aug 03
1.1.5	Lessons Learnt	5 Sep 03
1.2.1	Risk Evaluation Workshops x 3	22 Sep 03 – 10 Oct 03
1.2.2	Report on Risk Evaluation	13 Oct 03 – 17 Oct 03
1.2.3	Lessons Learnt	20 Oct 03

2.0 Draft Reduction component of Group Plan

Objective:

Prepare the Draft Reduction component of the Draft Group Plan, taking into account the results of the Risk Analysis and Evaluation.

2.1.1	Plan for Development of Reduction Priorities/Options	21 Oct 03 – 27 Oct 03
2.1.2	Develop Reduction Priorities	28 Oct 03 – 3 Nov 03
2.2.1	Prepare Discussion Draft Plan Component	25 Nov 03 – 8 Dec 03
2.2.2	Workshop “ ”	9 Dec 03 – 9 Dec 03
2.2.3	Revise Draft Plan Component	10 Dec 03 – 16 Dec 03
2.2.4	Peer Review	17 Dec 03 – 27 Jan 03
2.3.5	Prepare Final Draft Reduction Plan Component	28 Jan 04 – 10 Feb 04

Sub-Committees and their Membership

Sub-committees may be formed by the committee, and may include participants who are not also members of the Committee, to consider specific matters or perform specific tasks.

Canterbury Civil Defence Emergency Management Group
Coordinating Executive Group
READINESS RESPONSE COMMITTEE
TERMS OF REFERENCE – July 2003

MEMBERSHIP

- Local Authorities (CEOs/senior managers, CDOs)
- Group Controller
- NZ Police
- NZ Fire
- Rural Fire
- Ambulance
- Health Boards
- Business Sector
- Rural Sector Federated Farmers/MAF.
- Engineering Lifelines
- Ministry of CDEM

AIMS

1. Promote effective Readiness Response capability across the Group area.
2. Contribute to and co-ordinate the development and implementation of the Readiness Response components of the CDEM Group Plan.

Objectives

- Define and refine the principles underlying operational readiness and response
- Identify roles, functions and responsibilities of key agencies
- Provide advice and recommendations to the Group
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Integration of planning
 - Joint training and exercises
 - Raising the profile of Emergency Management within intra-agency training
 - Standardisation of systems and procedures including CIMS/Resource Management and Communications.
- Enhance Group capability through co-operation and liaison with other CDEM Groups
- Encourage, support and develop volunteer involvement
- Contribute to building resilient communities
- Communicate issues of significance/relevance directly and immediately to other committees
- Provide and maintain a direct link to Canterbury Civil Defence Officers Forum
- Develop and maintain relationships with Emergency Services Coordinating Committees
- Provide a CDEM link to Hazardous Substances Technical Liaison Committee

Sub-Committees and Their Membership

Sub-committees may be formed, and may include participants who are not also members of the Committee, to consider specific matters or perform specific tasks.

Canterbury Civil Defence Emergency Management Group

Coordinating Executive Group

RECOVERY COMMITTEE

TERMS OF REFERENCE – July 2003

MEMBERSHIP

- Local Authorities (Infrastructure and Planning managers)
- Group Controller
- NZ Police
- NZ Fire
- Rural Fire
- Ambulance
- Health Boards
- Business Sector – Canterbury ECC/Canterbury Development Corporation
- Rural Sector - MAF
- Engineering Lifelines
- University of Canterbury Hazards Group
- Ministry of CDEM

AIMS

1. Promote effective Recovery capabilities across the Group area.
2. Contribute to and co-ordinate the development and implementation of the Reduction components of the CDEM Group Plan.

Operational Objectives

- Define and refine the principles underlying recovery capability across Canterbury
- Identify roles, functions and responsibilities of key agencies
- Provide advice and recommendations to the Group on organisational structure and processes in relation to recovery
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Integration of planning
 - Joint training and exercises
 - Raising the profile of Recovery within intra-agency training
 - Standardisation of systems and procedures including CIMS/Resource Management and Communications
- Enhance Group capability through co-operation and liaison with other CDEM Groups
- Contribute to building more resilient communities
- Communicate issues of significance/relevance directly and immediately to other CEG committees

CDEM Group Plan Objectives

The CDEM Group has until 28 April 2005 to adopt a comprehensive CDEM Group Plan. The CDEM Act 2002 has increased the degree of attention emergency response agencies, including local authorities, and engineering lifelines providers in particular, need to pay to their ability to enable communities and the services and infrastructure that support them to not only recover from the effects of major emergencies, but to come out of the exercise more resilient than they were before.

The Recovery Working Party, the forerunner to this committee, developed a template Recovery Plan for the Trial CDEM Group. That template has now been adopted and applied to Christchurch City, Hurunui and Waimakariri districts.

It is envisaged that the current remaining districts will apply the Recovery Plan template in the near future. Provision for this will be able to be made within 5-year life of the CDEM Group Plan.

As it is likely that a “Regional Recovery Plan” will only be called upon in response to a particularly extreme event or to co-ordinate the recovery response to an event affecting more than one district. Regional recovery planning will, therefore, have to do more than collect together the various local recovery plans, but provide for the identification, acquisition, allocation, movement, deployment and management of a wider range of recovery resources – both human and material.

The following Group Plan-related tasks have been identified as being the responsibility of the Recovery Committee. More tasks are likely to be identified as the Group Plan development process progresses. The CEG has given the committee chairperson oversight over these tasks. Management of the tasks will be provided by the Emergency Management Office, either the Civil Defence Manager or Emergency Management Planner.

1.0 Review Existing Plans

Objective:

Identify issues relating to all hazards, all agencies, and comprehensive Recovery Management needs of Group Plan.

1.1	Draft National CDEM Strategy – Recovery components	25 Aug 03 – 12 Sep 03
1.2	TA and other Group Recovery Plans	10 Feb 04 – 16 Feb 04

2.0 Draft Recovery component of Group Plan

Objective:

Prepare the Draft Recovery component of the Draft Group Plan, taking into account the results of the Draft Reduction component.

2.1	Prepare Discussion Draft	17 Feb 04 – 1 Mar 04
2.2	TA/ERA Workshops	2 Mar 04 – 22 Mar 04
2.3	Revise Draft	23 Mar 04 – 29 Mar 04
2.4	Peer Review	30 Mar 04 – 19 Apr 04
2.5	Prepare Final Draft Component	20 Apr 04 – 26 Apr 04

Sub-Committees and their Membership

Sub-committees may be formed, and may include participants who are not also members of the Committee, to consider specific matters or perform specific tasks.

Canterbury Civil Defence Emergency Management Group
Coordinating Executive Group
PUBLIC EDUCATION PUBLIC INFORMATION COMMITTEE

TERMS OF REFERENCE – July 2003

MEMBERSHIP

- Local Authorities
- CDEM Group Emergency Management Office
- NZ Police
- NZ Fire
- Rural Fire
- Ambulance
- Health Boards
- Business Sector – Canterbury Employers Chamber of Commerce
- Rural Sector - MAF
- Ministry of CDEM

AIMS

1. Promote effective Public Education Public Information capability and practice across the Canterbury CDEM Group area.
2. Contribute to and co-ordinate the development and implementation of the Hazard Analysis and Reduction components of the CDEM Group Plan.
3. Co-ordinate the consultation required in the development of the CDEM Group Plan.

Operational Objectives

- Define and refine the principles underlying Emergency Management Public Education and Public Information capability across Canterbury – through the implementation and further development of the Group PEPI Strategy
- Identify roles, functions and responsibilities of key agencies
- Provide advice and recommendations to the Group on organisational structure and processes
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Integration of planning
 - Joint training and exercises
 - Raising the profile of Risk Management and Hazard Reduction within intra-agency training
- Enhance Group PEPI capability through co-operation and liaison with other CDEM Groups
- Contribute to building more resilient communities by reducing the likelihood and consequences of emergency events through better PEPI
- Communicate issues of significance/relevance directly and immediately to other committees
- Link the development and maintenance of the Group Plan with the development of the various Long Term Council Committee Plans across Canterbury

CDEM Group Plan Objectives

The CDEM Group has until 28 April 2005 to adopt a comprehensive CDEM Group Plan. Effective Public Education and Public Information will be crucial to the success of the development of the Group Plan and its implementation – particularly in the event of emergencies.

The following Group Plan-related tasks have been identified as being the responsibility of the Reduction Committee. More tasks are likely to be identified as the Group Plan development process progresses. The CEG has given the committee chairperson oversight over these tasks. Management of the tasks will be co-ordinated by the Emergency Management Office.

1.0 PEPI Components of the CDEM Group Plan

Objective:

- *Identify the PEPI issues that need to be addressed by the various sections of the Group Plan*
- *Provide input as to how PEPI issues should best be dealt with in each section of the Group Plan*
- *Develop a specific PEPI section of the Group Plan – if deemed necessary by the Group*

1.1.1	Plan Consultation for Group Plan	Aug 03
1.2.1	Draft Plan Development Workshops	6 Apr 04 – 26 Apr 04
1.2.2	Publication of Draft Group Plan	5 May 04 – 18 May 04
1.2.3	Consultation on Draft Group Plan	19 May 04 – 29 June 04
1.3	Publication of CDEM Group Plan	Before 28 Apr 05
1.4	Lessons Learnt	After Publication

CDEM GROUP JOINT TRAINING COMMITTEE

TERMS OF REFERENCE – February 2003

MEMBERSHIP

- Local Authorities (CEOs/senior managers, CDOs)
- NZ Police
- NZ Fire
- Rural Fire
- Ambulance
- Health Boards
- Business Sector
- Rural Sector Federated Farmers/MAF.
- Ministry of CDEM
- Canterbury EMO

AIMS

1. Promote effective Emergency Management Training across the Group area.
2. Contribute to and co-ordinate the development and implementation of the Canterbury CDEM Group Training Plan.
3. Ensure training issues are given an appropriate level of attention in the CDEM Group Plan

Objectives

- Develop and maintain comprehensive, all-agencies CDEM Group Training Plan
- Provide training-related advice and recommendations to the CDEM CEG and CDEM Group
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Developing role specific training packages for higher-level CDEM functions
 - Providing coordination of and multi-agency input into joint training and exercises
 - Raising the profile of Emergency Management within intra-agency training
- Enhance Group capability through co-operation and liaison with training elements of other CDEM Groups
- Communicate issues of significance/relevance directly and immediately to other committees – particularly the Readiness Response Committee

Reporting

The committee will report directly to the CDEM Coordinating Executive Group, but may later revert to being a sub-committee of the Readiness Response Committee.

Sub-Committees and Their Membership

Sub-committees may be formed, and may include participants who are not also members of the Committee, to consider specific matters or perform specific tasks.

