

## 6 Group and Local Controllers

### 6.1 CDEM Group Controller

a. The CDEM Group Joint Committee has appointed a Group Controller and alternates in accordance with the CDEM Act s26 and s27.

b. **Group Controller** for the CDEM Group area is:

**Robert N Upton**

c. Alternate Group Controllers have been appointed by the CDEM Group Joint Committee to act as the Group Controller in the event of a vacancy in the office of Group Controller, or on occasions when the Group Controller is absent, including when the Group Controller is resting between shifts during an emergency and when the Group Controller otherwise delegates their function and powers to an Alternate Group Controller.

d. These appointees (in the following order) are:

<b>Alternate Group Controller One</b>	-	<b>John D</b>	<b>Talbot</b>
<b>Alternate Group Controller Three</b>	-	<b>Peter C</b>	<b>Berry</b>
<b>Alternate Group Controller Four</b>	-	<b>Joe G</b>	<b>McCarthy</b>

e. The CDEM Group Joint Committee delegates to the Group Controller authority to exercise the powers of s85 of the CDEM Act, in addition to the powers assigned to Controllers by s86 to s94 of the CDEM.

f. The CDEM Act s85 states:

- “(1) While a state of emergency is in force in its area, a Civil Defence Emergency Management Group may—
- (a) carry out or require to be carried out all or any of the following:
    - (i) works;
    - (ii) clearing roads and other public places;
    - (iii) removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be;
  - (b) provide for the rescue of endangered persons and their removal to areas of safety;
  - (c) set up first aid posts, and provide for first aid to be given to casualties and for their movement to hospital, other place of treatment, or areas of safety;
  - (d) provide for the relief of distress, including emergency food, clothing, and shelter;
  - (e) provide for the conservation and supply of food, fuel, and other essential supplies;
  - (f) prohibit or regulate land, air, and water traffic within the area or district to the extent necessary to conduct civil defence emergency management;
  - (g) undertake emergency measures for the disposal of dead persons or animals if it is satisfied that the measures are urgently necessary in the interests of public health;
  - (h) disseminate information and advice to the public;

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- (i) enter into arrangements, including employment arrangements, with any person for the purpose of carrying out civil defence emergency management as may be agreed;
    - (j) provide equipment, accommodation, and facilities for the exercise of any of the powers conferred by this subsection.
  - (2) A Civil Defence Emergency Management Group must not act inconsistently with any directions given by the Minister or the Director. “
- g. The Group Controller must, during a state of emergency for the whole or part of the CDEM Group area, direct and coordinate the use of personnel, materials, information, services, and other resources made available by departments, CDEM Groups, and other persons (CDEM Act s 28).
- h. Other key functions of the Group Controller include:
  - acting as an advisor to Local Controllers during local emergencies and, in accordance with the CDEM Act s27(2), providing direction to Local Controllers when necessary;
  - acting as a mentor for Local Controllers;
  - developing and maintaining effective relationships with CDEM Group partner organisations;
  - participating in the development, delivery and maintenance of effective CDEM response structures and systems;
  - participating in the development, delivery and maintenance of the CDEM Group Training Plan and professional development plans for key ECC appointees;
  - monitoring and auditing response capabilities through exercises and reviews.
- i. The Group Controller shall ensure that Local Controllers are regularly informed of developments leading up to a potential or actual state of emergency. During a state of emergency the Group Controller shall ensure that requests for assistance from Local Controllers are responded to in a timely and effective manner.

## 6.2 Local Controllers

- a. Each Local Authority of the CDEM Group is delegated the authority to appoint, and confirm present appointments of, a suitably qualified<sup>1</sup> and trained<sup>2</sup> person as Local Controller and at least two such persons as Alternate Local Controllers, and also authorised to confirm all present appointments.
- b. Elected members, authorised to declare a state of emergency within a Local Authority area of the CDEM Group, may replace a Local Controller or Alternate Local Controller with suitably qualified and experienced persons during a state of emergency (s.26(4)(a)).
- c. All Local Controller and Alternate Local Controller appointments shall be reviewed during each full review of the CDEM Group Plan.
- d. Alternate Local Controllers are to be appointed to act as Local Controller in the event of a vacancy in the office of Local Controller on occasions when the Local Controller is absent, including when the Local Controller is resting between shifts during an emergency and when the Local Controller otherwise delegates their function and powers to an Alternate Local Controller.
- e. The CDEM Group Joint Committee delegates to the each Local Controller authority to exercise the powers of the CDEM Act s85. This is in addition to the powers assigned to the Controllers by s86 to s94 of the CDEM Act, for the part of the CDEM Group area for which the Local Controller has been appointed.
- f. Local Controllers must, during a state of emergency for the part of the CDEM Group area for which they are appointed, direct and coordinate the use of personnel, materials, information, services, and other resources made available by departments, CDEM Groups, and other persons (s27 CDEM Act).
- g. Other Local Controller functions include:
  - acting on behalf of and as an advisor to the Group Controller;
  - assisting in the development and maintenance of relationships with local CDEM partner organisations;
  - participating in the development, delivery and maintenance of effective CDEM response structures and systems;
  - participating in the development, delivery and maintenance of professional development plans for key EOC appointees and training programmes for the local CDEM organisation;
  - training and mentoring key EOC appointees;
  - monitoring and auditing response capability through exercises and reviews.
- h. Notwithstanding the above, in accordance with the CDEM Act s27(2), the Local Controller must follow any directions given by the Group Controller during an emergency.
- i. Local Controllers shall ensure that the Group Controller is informed of developments in a timely manner leading up to a potential or actual emergency and during an emergency.
- j. The Local Controller and Alternate Local Controller appointments will be recorded in the respective Local CDEM Arrangements.

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<sup>1</sup> Consideration of qualification for Controller appointments will include a comparison of the attributes of prospective Controllers with the Position Description and Competencies contained in Appendix 1, Controllers Manual (Ministry of CDEM) and related documents.

<sup>2</sup> The minimum level of training required for a Local Controller within the Canterbury CDEM Group is successful completion of Introduction to EOC (EOC2) and a Controllers Initial course. Ideally this training should be completed before an appointment occurs, and, where that is not possible, within 12 months of the appointment being made.

