



Advice on recording powers used during a transition period

Factsheet: This factsheet provides advice on recording powers used during a transition period to assist with the reporting requirement under section 94P of the Civil Defence Emergency Management Act 2002 (the Act).

A way to ensure the exercise of powers can be easily recorded for reporting is to have a centralised spreadsheet or document that is regularly updated (e.g. weekly) that sets out:

- the power(s) exercised under Part 5A of the Act;
- the person who exercised the power(s) (these include persons who have delegated authority from a Recovery Manager to exercise the powers);
- the reasons for the exercise of that power(s).

In addition, while it is not required by the Act, it may be useful to include:

- a broad description of the key elements considered in relation to the test for exercising powers under section 94G(3) of the Act.

Appendix One sets out an example table that could form the basis for a central record of the use powers.

