

5. Ministry of Civil Defence & Emergency Management (MCDEM)

Summary The Ministry of Civil Defence & Emergency Management (MCDEM) is responsible for administering the *CDEM Act 2002*. MCDEM provides leadership, strategic guidance, national coordination, and the facilitation and promotion of various key activities across the 4Rs of reduction, readiness, response, and recovery to achieve the purpose of the *CDEM Act 2002*.

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5.1 Introduction

Part 5

Role and Responsibilities

Ministry of Civil Defence & Emergency Management

21 Introduction

- (1) *The MCDEM is the lead agency responsible for co-ordinating the management of emergencies resulting from various hazards (see Appendix 1), using the arrangements in this plan and the functions and powers of the Director and the National Controller under the Act.*
- (2) *The MCDEM may act as a support agency by co-ordinating the CDEM response to any emergency managed by another lead agency.*

5.2 Objective

22 Objective

The objective of the MCDEM is to provide leadership, strategic guidance, national co-ordination, and the facilitation and promotion of various key activities across the 4 Rs to achieve the purpose of the Act.

5.3 Principles

23 Principles

The principles underlying the role of the MCDEM are to—

- (a) *provide leadership and strategic direction for CDEM; and*
- (b) *provide co-ordination across a wide range of agencies and sectors, recognising that emergencies involve a multi-agency response; and*
- (c) *promote research initiatives that identify hazards and inform actions to reduce risks to communities; and*
- (d) *promote risk reduction strategies; and*
- (e) *promote hazard awareness and emergency preparedness in communities and organisations; and*
- (f) *provide planning and preparation for response and recovery; and*
- (g) *build capacity and capability—*
 - (i) *to support, co-ordinate, and manage at the national level the response to, and recovery from, an emergency; and*
 - (ii) *to adapt to changing demands; and*
- (h) *promote and support a means to enable a co-ordinated and holistic recovery from an emergency.*

5.4 Role of MCDEM during reduction and readiness

24 Role of MCDEM during reduction and readiness

- (1) *The functions of the Director under section 8 of the Act include carrying out reduction and readiness activities.*
- (2) *The MCDEM supports the Director in carrying out those activities and will—*
 - (a) *contribute to the development of research, policy, regulation, frameworks, and guidance that facilitate understanding risk and the 4 Rs; and*
 - (b) *promote and advocate reduction; and*
 - (c) *plan for response and recovery; and*
 - (d) *provide for public education; and*
 - (e) *provide for capability development; and*
 - (f) *carry out national CDEM exercises; and*
 - (g) *monitor and evaluate preparedness and performance; and*

- (h) manage, develop, and maintain appropriate national response and recovery capability; and
- (i) support agencies and CDEM Groups in undertaking their roles and responsibilities under the Act; and
- (j) appoint, develop, and maintain key operational positions, including a National Controller, a National Recovery Manager, a National Public Information Manager, a National Welfare Manager, a National Lifeline Utility Co-ordinator, and operations, intelligence, planning, and logistics staff.

Reduction See Section 17, Reduction for a broad description of MCDEM's roles and responsibilities in reduction.

Readiness See the following sections for a more detailed description of MCDEM's roles and responsibilities during readiness: Section 18, Readiness; Section 19, Planning; Section 20, Capability development; Section 21, Exercising and testing; Section 22, Monitoring and evaluation; and Section 23, Public education and community engagement.

5.5 Role of MCDEM during response and recovery

25 Role of MCDEM during response and recovery

- (1) The functions under section 8 of the Act include carrying out response and recovery activities.
- (2) The MCDEM supports the Director and the National Controller in carrying out those activities and will—
 - (a) activate and co-ordinate national-level response and recovery activities from the NCMC or its recovery office; and
 - (b) support and co-ordinate CDEM Group response and recovery activities; and
 - (c) report to the ODESC and the Minister; and
 - (d) issue emergency management information, including national warnings and advisories, national situation reports, and national response and recovery action plans; and
 - (e) issue public information.

Response See the following sections for a more detailed description of MCDEM's roles and responsibilities during response: Section 24, Response; Section 25, National warnings and advisories; Section 26, National Crisis Management Centre; Section 27, Emergency information management; Section 28, Public information management; Section 29, Logistics; Section 30, Mass evacuation; and Section 31, International assistance for New Zealand.

Recovery See Section 32, Recovery for more detail about MCDEM's roles and responsibilities during recovery.

5.6 References and links

Other sections of the Guide All sections of this Guide are relevant to the responsibilities and activities of MCDEM.

- Other documents**
- ◆ MCDEM Strategic Business Plan (www.civildefence.govt.nz – search for 'about the ministry')
 - ◆ Ministry of Civil Defence & Emergency Management (2002) *Working Together: The Formation of CDEM Groups: Director's Guideline for Local Authorities and Emergency Services [DGL 1/02]*; ISBN 0-478-25454-7 (www.civildefence.govt.nz – search for 'formation of CDEM Groups')
 - ◆ Ministry of Civil Defence & Emergency Management (2015) *CDEM Group Planning Director's Guideline for Civil Defence Emergency Management Groups [DGL 09/15]* (www.civildefence.govt.nz – search for 'CDEM Group planning')
 - ◆ Ministry of Civil Defence & Emergency Management (2005) *Recovery Management: Director's Guidelines for CDEM Groups [DGL 4/05]*; ISBN 0-478-25465-2 (www.civildefence.govt.nz – search for 'recovery management')

- ◆ Ministry of Civil Defence & Emergency Management (2008) (Revised October 2014) *Response Management: Director's Guideline for CDEM Group and Local Controllers [DGL 06/08]*; ISBN 978-0-478-43504-7 (www.civildefence.govt.nz – search for 'response management')
- ◆ Ministry of Civil Defence & Emergency Management (2013) *Public Information Management Director's Guideline for Civil Defence Emergency Management Groups [DGL 14/13]*; ISBN 0-478-35572-7 (www.civildefence.govt.nz – search for 'public information management')
- ◆ Ministry of Civil Defence & Emergency Management (2015) *Logistics in CDEM Director's Guideline for Civil Defence Emergency Management Groups [DGL 17/15]*; ISBN 978-0-478-43505-4 (www.civildefence.govt.nz – search for 'logistics in CDEM')
- ◆ Ministry of Civil Defence & Emergency Management (2015) *Welfare Services in an Emergency Director's Guideline for Civil Defence Emergency Management Groups [DGL 11/15]*; ISBN 978-0-478-43513-9 (www.civildefence.govt.nz – search for 'welfare services in an emergency')
- ◆ Ministry for Civil Defence & Emergency Management (2015) *Response Planning Director's Guideline DGL [19/15]* ISBN 978-0-478-43512-2 (www.civildefence.govt.nz – search for 'response planning')
- ◆ Ministry of Civil Defence & Emergency Management (2014) *Lifeline Utilities and CDEM, Director's Guideline for Lifeline Utilities and Civil Defence Emergency Management Groups [DGL 16/14]*; ISBN 978-0-478-36808-6 (www.civildefence.govt.nz – search for 'Lifeline Utilities and Civil Defence Emergency Management Groups')
- ◆ Officials' Committee for Domestic and External Security Coordination (2014) *New Zealand Coordinated Incident Management System (CIMS) 2nd Edition*; ISBN 978-0-478-43500-9 (www.civildefence.govt.nz – search for 'CIMS')