

CDEM Review Consultation Groups – Intended Scope

The table below provides the scope for each consultation group. Each consultation group will provide the subject matter expertise to develop skill standards relevant to the skills/ knowledge and level indicated in the table. The existing unit standards to be considered by the consultation groups are also listed – these standards will be either replaced by skill standards or expired.

Phase One			
Consultation Group	Level	Skill/knowledge required – potential skill standards	Existing standards
CDEM Fundamentals	3	Structure of CDEM - NZ Response Framework and Legislation	26608 Describe the process for declaring, extending, and terminating a state of emergency (level 3)
	3	Basic CIMS structure (with very basic application of what this would mean for my role) (32158 is more than some require).	32158 Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System (level 3)
	3	Roles and functions from legislative framework and guiding docs	7334 Demonstrate knowledge of the functions and operations of Civil Defence Emergency Management (level 2) 7335 Demonstrate knowledge of the role and powers of a controller in a declared emergency (level 2)
	2	Four Rs	
	3	Personal preparedness and wellbeing for response	
	3	Use of Radios and communication systems	20853 Demonstrate knowledge of the establishment and maintenance of a CDEM communications system (level 3) 20854 Operate a Civil Defence Emergency Management communications system (level 3)
	3	Activation system for EOC/ECC centres	23696 Demonstrate knowledge of and provide support at a CDEM emergency operations centre (EOC) (level 3)
	2	Hazardscape – basic level	26386 Describe New Zealand's hazardscape and its management (level 2)
		Other standards – are these required?	23703 Demonstrate knowledge of the administration of a CDEM volunteer group (level 2) 7321 Process information during an emergency (level 3)

Consultation Group	Level	Skill/knowledge required – potential skill standards	Existing standards
CDEM Fundamentals – cultural competency	3/4	Tikanga and Mātauranga Māori in the context of CDEM e.g. Describe Iwi knowledge of local whenua and environment and how this supports CDEM	
	3/4	Apply Te Tiriti o Waitangi to CDEM roles (Articles, historical events/timeline for mana whenua, application of Te Tiriti to own role in CDEM)	
	3	Describe Iwi Māori Liaison and Advisor positions within an ECC/EOC.	
	5	Working in partnership with Iwi/Mana whenua across the 4 Rs e.g. Readiness: Developing operational systems and capabilities before an emergency happens that support Iwi, hapū, hāpori and marae preparedness. Understanding of Iwi relationships and tikanga and cultural capability to work in partnership .	
EM Leadership	5/6	Roles and responsibilities (advanced) Best practice working across and between functions – degree of integration of functions required for effective performance	
	5/6	Leadership theory – task vs relationship focus (Response leadership vs BAU leadership). Big picture/strategic thinking and immediate/tactical considerations	23698 Demonstrate knowledge of leadership theory and use it in CDEM situations
	5/6	Managing a team or teams in complex and pressured contexts	7325 Establish a Civil Defence Emergency Management section 23690 Conduct CDEM operational briefings and debriefings, and issue operational orders 23702 Coordinate and manage spontaneous volunteers during a CDEM emergency
	5/6	Structure of CDEM - NZ Response Framework and Legislation (advanced) Legislation, Ethics, Advocacy	
	6	Strategic planning and decision-making including forecasting	23697 Plan, manage and evaluate CDEM exercises 7322 Produce a Standard Operating Procedure for a Civil Defence Emergency Management organisation 7324 Prepare civil defence and emergency management (CDEM) reduction strategies
	5/6	Project and programme management for EM	
	5/6	Risk management – hazardscape (national, regional, local variation)	

	5/6	Diplomacy, mediation, negotiation and ability to influence where there is resistance – getting solutions acted on	
	6	Relationship building with communities/agencies/key stakeholders. Coordination of interagency collaboration. (working in partnership with iwi/manwhenua as pre-req)	7327 Coordinate a Civil Defence emergency response for a community
		Logistics Management	7331 Manage the provision of resources to meet Civil Defence emergency demands
	5/6	Emergency Communications/Disaster Communications: - Sharing Emergency Information with affected communities and/or Dealing with Media in emergencies - operational emergency comms strategies - strategic emergency comms strategies	
	5/6	Recovery plans post Emergency	
	5/6	Evaluation, Review, Debrief, Change Management	
	5/6	Building capability, providing guidance and support, and dealing with performance issues	23701 Develop training and support programmes, and recruit, appoint, and manage CDEM volunteers
		Role specific standards	7329 Manage a central government agency response to a Civil Defence emergency 7319 Manage mass casualty triage in a civil defence and emergency management (CDEM) emergency 7332 Control the movement of people and vehicles at a specified location during a civil defence emergency (level 2)

Phase 2			
Consultation Group	Level	Skill/knowledge required – potential skill standards	Existing standards
CIMS	4	CIMS structure and functions (knowledge and application to own role – intermediate level)	29553 Demonstrate operational knowledge of New Zealand's Coordinated Incident Management System functions and structure 29554 Apply operational knowledge of New Zealand's Coordinated Incident Management System
	5	Knowledge and application of operations function	32163 Demonstrate knowledge of the Operations function within the Coordinated Incident Management System 32164 Apply knowledge of the Operations function to contribute to a Coordinated Incident Management System response
	5	Knowledge and application of Logistics function	32165 Demonstrate knowledge of the Logistics function within the Coordinated Incident Management System 32166 Apply knowledge of the Logistics function to contribute to a Coordinated Incident Management System response
	5	Knowledge and application of the Planning function	32159 Demonstrate knowledge of the Planning function within the Coordinated Incident Management System 32160 Apply knowledge of the planning process to a Coordinated Incident Management System response
	5	Knowledge and application of the Intelligence function	32161 Demonstrate knowledge of the Intelligence function within the Coordinated Incident Management System 32162 Demonstrate and apply knowledge of the Intelligence function to a Coordinated Incident Management System response
	5	Knowledge and application of the Welfare function	
	5	Knowledge and application of PIM function	
	5	Knowledge and application of Safety function	
		Other standards	7328 Act as a Controller in a Civil Defence emergency (level 6, 8 credits)

			22449 Manage an Incident Management Team (IMT) response (level 6, 15 credits) 22450 Control and coordinate a multi-incident response (level 6, 15 credits)
Welfare Delivery	2	Knowledge of how welfare (EAC) centres run	7336 Demonstrate knowledge of welfare centre functions during an emergency (level 2)
		Needs assessment knowledge (both assessor and co-ordinator levels?) Include Privacy Act 2020 Needs assessment tools	
		Health and Safety and wellbeing	Are there existing generic unit standards that can be used here
		Communication skills for needs assessors	Are there existing generic communication units that would work here or are these skills specific to Welfare Delivery and Needs Assessment
		Psychological first aid for EM Welfare (de-escalation – keeping people calm)	
		Logistics - for the delivery of welfare services and distribution of supplies.	7330 Supervise a welfare centre during an emergency (level 4)
			23695 Provide companion animal welfare during a CDEM emergency
Recovery		Manage recovery in an emergency Resource management	7333 Manage recovery in a civil defence emergency at a local government level
		Building and infrastructure assessment and management Urban design Short-, medium- and long-term planning, including community development	
		Knowledge of other relevant legislation (e.g. Resource Management Act 1991, Building Act 2004, Local Government Act 2002, Privacy Act 2020)	
		CDEM Group Plans; CDEM Group Recovery Plans; and Local Recovery Plans, Annual Plan and Long-term Plan processes Recovery Preparedness and Management Director's Guidelines and the Strategic Planning for Recovery Director's Guidelines	

Consultation Group	Level	Skill/knowledge required – potential skill standards	Existing standards
Response teams		<p>Foundation – must do all of these to complete Foundation level</p> <p>First aid – 6400,6401, 6402 Psychological First Aid Workplace Health & Safety – 497 or 17593 Stress Management – 12355 CIMS level 3 - 32158 or ITF Foundation Cordons & movement control – 7332 Use 2 way radios – 4573 Aircraft Safety – 20388 Cultural Communication – 11099 or 1304</p> <p>Intermediate – select any strands for Intermediate level</p> <p>Light Rescue – General Rescue 10618 (or 20473 & 24500) & USAR Awareness 18516 Flood Response – 22297 & 22298 Storm Response – 17600, 19359, 23694 (optional 6916, 6917) Welfare – 7336, 7330 (optional 23695) Swift Water Rescue – industry standards, no unit standards available Rope Rescue – 17600, 19359, 20536, 20537, 20538, 20539 Mass Casualty Support – 29321, 29322</p> <p>Advanced</p> <p>Team Leaders</p> <p>Briefings & debriefings – 23690 Leadership theory – 23698 Controller Powers – 7335 CIMS level 4 – 29553 & 29554 Manage spontaneous volunteers – 23702</p> <p>Medics</p> <p>Pre hospital emergency care – 29321</p> <p>Drivers</p> <p>CDEM driving legislation – 23692 4WD operation & recovery – 17976, 17978 & 20620</p>	<p>528 Demonstrate survival techniques for a Civil Defence emergency (level 2) 7317 Demonstrate knowledge of the civil defence emergency management (CDEM) general rescue function (level 2) 20473 Rescue casualties at ground level using Civil Defence general rescue techniques 22297 Provide initial response at flood incidents 22298 Protect personal safety and the safety of others at flood incidents 23691 Drive civil defence emergency vehicles in operational situations 23692 Demonstrate knowledge of driving legislation and CDEM organisation’s standard operational procedures for driving 23693 Navigate in urban and rural areas during a CDEM emergency 23694 Undertake storm damage operations in a CDEM emergency 24500 Demonstrate knowledge of, and use, CDEM rescue equipment and techniques, and rescue casualties at height 20536 Demonstrate awareness of rope rescue operations and hazards 20537 Provide initial response at rope rescue incidents 20538 Perform descender based rope rescue 20539 Perform specialist rope rescues 18516 Demonstrate knowledge of, and provide support at, urban search and rescue operations 19658 Train a dog to locate multiple victims at urban search and rescue incidents 19659 Train a dog for urban search and rescue incidents 20540 Undertake structural collapse rescue as part of an urban search and rescue (USAR) operation</p>

Phase 3			
Consultation Group	Level	Skill/knowledge required – potential skill standards	Existing standards
Workplace Emergency Management			<p>16798 Take preventative measures against emergencies in the workplace</p> <p>16804 Conduct non-technical workplace audits on emergency equipment and systems</p> <p>16805 Manage workplace emergency prevention processes</p> <p>16809 Coordinate workplace emergency protection activities</p> <p>16810 Develop a Workplace Emergency Management Plan</p> <p>16945 Analyse the fundamentals of human behaviour in fire conditions</p>
Emergency Communications			<p>18510 Process emergency service calls at an emergency communications centre</p> <p>18511 Dispatch resources from an emergency communications centre in response to emergency service calls</p> <p>29614 Demonstrate knowledge of the New Zealand 111 system processes and procedures</p> <p>29615 Obtain and prepare information to support operations from an emergency communications centre</p> <p>29616 Use emergency communication centre communications equipment</p> <p>29617 Read and interpret maps to support operations from an emergency communications centre</p> <p>29618 Operate a computer aided dispatch system at an emergency communications centre</p> <p>29619 Operate radio networks in an emergency communications centre</p>

			<p>29620 Assess and communicate potential threats to safety at incidents from an emergency communications centre</p> <p>29621 Provide additional resources for an escalating incident from an emergency communications centre</p>
Workplace Fire and Emergency response			<p>3271 Suppress fire using hand extinguishers and fixed hose reels</p> <p>4647 Demonstrate knowledge of the basic principles of fire science</p> <p>16797 Identify, prepare for, and take action in a workplace emergency</p> <p>16799 Carry out the duties of a workplace emergency warden</p> <p>16800 Take action to control small emergency situations in a workplace</p> <p>16801 Participate in a workplace emergency response team</p> <p>16802 Act to protect people in situations of workplace danger</p> <p>16803 Coordinate workplace emergency response team activities in an emergency</p> <p>16806 Establish a workplace emergency response team</p> <p>16807 Lead a workplace emergency response team to protect people in situations of critical risk</p> <p>16808 Manage the workplace emergency response to an emergency</p>