

Administration and Document Registration

Purpose

The purpose of this document is to provide guidance toward key Administration and Document Registration processes that are to be used within the coordination centre. This SOP will cover;

1. Maintaining Comprehensive Records
2. Consistent Documentation: Templates
3. Event document Storage
4. Document Archiving
5. Information Distribution and Sharing

Maintaining comprehensive records

All documents created in a Coordination Centre (GECC/ EOC) during a Civil Defence response are public records, this is relevant whether the EOC is operating as lead or as a support agency. Councils operating a Coordination Centre have the legislated responsibility (Public Records Act 2005) to create and maintain full and accurate records of its affairs, in an accessible form so as to be available for subsequent reference.

Consistent Documentation: Templates

Where available, approved templates are to be used by Coordination Centre's to maintain consistency and avoid the unnecessary development of documentation that is already available. Template's relevant to each function within the coordination centre are stored within the files area of the functions respective channel within the Microsoft Teams Event site.

Prior to developing a new event document, each function should review the available templates within the files area of the functions respective channel.

Event Document Storage

All documentation being used throughout an event is to be stored within the Microsoft Teams Event site to allow access to all personnel involved with the response.

Each function Manager is responsible for coordinating the file management within the files area of the functions respective channel within the Microsoft Teams Event site.

Document Archiving

It is the responsibility of the Response Manager to work with each function manager to determine a suitable schedule for archiving documentation for their respective function. While MS Teams is to be used as the event's operational environment for information management, all event specific Documentation for the EOC is to be archived within the Emergency Events Filing structure within Objective. The MS Team can also be linked to ObjectiveGov365. You will need to contact the Digital team to set this up.

Information distribution and Sharing

During the activation of the coordination centre, it is the responsibility of the Controller to determine the required distribution of documentation. This will include, what is to be distributed and to which partner agencies.

Distribution of electronic documentation is the responsibility of the Operations function within the emergency operations centre. The Operations team will be responsible for maintaining accurate distribution Groups within the Operations Function specific email account for each of the required document distribution processes.

