

**Report**            **03.425**  
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**Committee**       **Civil Defence Emergency Management Group**  
**Author**           **Mayor Wayne Guppy, Chairperson, Wellington**  
                         **Region CDEM Group**

## **Establishment of Civil Defence Emergency Management Co-ordinating Executive Group**

### **1. Purpose**

To provide for the establishment and maintenance of a Civil Defence Emergency Management Co-ordinating Executive Group (“CEG”).

### **2. Background**

As reported to the last meeting of the Group, section 20 of the Civil Defence Emergency Management Act 2002 (“the Act”) states that a Civil Defence Emergency Management Group must establish and maintain a CEG consisting of:

- (a) the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf
- (b) a senior member of the police who is assigned for the purpose by the Commissioner of Police
- (c) a senior member of the Fire Service who is assigned for the purpose by the National Commander
- (d) the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf
- (e) any other persons that may be co-opted by the Civil Defence Emergency Management Group.

The CEG is responsible to the CDEM Group for:

- (a) providing advice to the CDEM Group and any subgroups or subcommittees of the Group
- (b) implementing, as appropriate, the decisions of the CDEM Group
- (c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

### 3. Membership

At the 15 May 2003 meeting the Group considered membership of the CEG. Following the meeting the Chairperson wrote to:

- the Commissioner of Police
- the Commander of the New Zealand Fire Service
- the Chief Executives of Hutt Valley District Health Board, Capital and Coast District Health Board and Wairarapa District Health Board

seeking confirmation of CEG representatives. As a result, the following representative have been assigned:

Superintendent John Kelly, New Zealand Police  
Ray Kennedy, New Zealand Fire Service  
Margot Mains, Capital Coast DHB  
Anne McLean, Wairarapa DHB  
Chai Chuah and Warrick Frater, Hutt Valley DHB

### 4. Establishment of CEG

Under Clause 10.6 of its Terms of Reference, the Group has specific delegated power to establish and maintain a CEG. Draft Terms of Reference for the CEG are included as **Attachment 1** to this Report. The Terms of Reference were presented to the Group on 15 May 2003 and it is recommended that they be adopted at the meeting on 14 August 2003.

An Interim CEG has been operating for some time but has not had representation from the emergency services. The Interim CEG has been chaired by Dr Roger Blakeley, Chief Executive, Porirua City Council, and it is recommended that he be asked for call the first meeting of the CEG.

### 5. Recommendations

1. *That in accordance with section 20 of the Civil Defence Emergency Management Act 2002 the Group establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of:*
  - (a) *the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf*
  - (b) *a senior member of the police who is assigned for the purpose by the Commissioner of Police*
  - (c) *a senior member of the Fire Service who is assigned for the purpose by the National Commander*
  - (d) *the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf.*
2. *That the Group note that the emergency services will be represented on the Co-ordinating Executive Group by the following persons:*

- *Superintendent John Kelley, New Zealand Police*
  - *Ray Kennedy, New Zealand Fire Service*
3. *That the Group note that the hospital and health services will be represented on the Co-ordinating Executive Group by the following persons:*
- *Margot Mains, Capital Coast DHB*
  - *Anne McLean, Wairarapa DHB*
  - *Chai Chuah and Warrick Frater, Hutt Valley DHB*
3. *That the Chief Executive of Porirua City Council be asked to call the first meeting of the Co-ordinating Executive Group.*

Report prepared by:

**Mayor Wayne Guppy**  
Chairperson  
Wellington Region CDEM  
Group