

# **Co-ordinating Executive Group**

of the

Wellington Region CDEM Group

Terms of Reference

## Definitions

1.1 For the purpose of these Terms of Reference:

“Act” means the Civil Defence Emergency Management Act 2002.

“CDEM Group” means the Wellington Region CDEM Group established under section 12 of the Act.

“Joint Committee” means the Wellington Region CDEM Group Joint Committee.

“Parent authority” means the organisation ~~whothat~~ is represented by the member of the CEG.

“CEG” means the Civil Defence Emergency Management Co-ordinating Executive Group established under section ~~aeording~~ S.20 of the Act

## 2. Name

2.1 ~~The This~~ Group shall be known as the Co-ordinating Executive Group or CEG.

## 3. Members

3.1 The following persons shall be members of the CEG:

3.1.1 The ~~C~~ehief ~~E~~xecutive ~~O~~fficer of:

Carterton District Council;

Greater Wellington Regional Council;

~~Hutt City Council;~~

Kapiti Coast District Council;

~~Hutt City Council~~

Masterton District Council;

Porirua City Council;

South Wairarapa District Council;

Upper Hutt City Council; ~~and,~~

Wellington City Council;

or a person authorised to act on the ~~C~~ehief ~~E~~xecutive ~~O~~fficer’s behalf;

- 3.1.2 A senior member of the police who is assigned for the purpose by the Commissioner of Police;:-
- 3.1.3 A senior member of the Fire Service who is assigned for the purpose by the National Commander;:-
- 3.1.4 The Cehief Executive Officer of:  
 Capital and Coast Health District Health Board;  
 Hutt Valley Health Board;  
 Wairarapa Health District Health Board; and,  
Mid Central District Health Board;  
 or a person authorised to acting on the Cehief Executive Officer's behalf;:-
- 3.1.5 A Welfare Representative as a co-opted member; and,
- 3.1.6 A Lifelines Representative as a co-opted member.

#### 4. **Status**

- 4.1 The CEG has the status of a Civil Defence Co-ordinating Executive Group under Ssection.20 of the Act.

#### 5. **Life of Group**

- 5.1 The CEG will remain as long as the requirement continues to exist under the Act.

#### 6. **Purpose of Terms of Reference**

- 6.1 The purpose of these Terms of Reference is to define the responsibilities of and delegations toof the CEG.

#### 7. **Objectives of the CEG**

- 7.1 To provide professional management and advice to assist the CDEM Group to meet its objectives and implement the requirements of the Act.

#### 8. **Responsibilities**

- 8.1 The CEG is responsible to the CDEM Group Joint Committee for:
- (1) Providing advice to the CDEM Group Joint Committee;
  - (2) Implementing the decisions of the CDEM Group Joint Committee;

- (3) ~~Managing~~Overseeing the implementation, development, maintenance, monitoring, and evaluation of the Ceivil Ddefence Eemergency Mmanagement Ggroup Pplan;
- (4) ~~Overseeing~~ the preparation of reports to the ~~CDEM Group~~Joint Committee;~~s~~Joint Committee;
- (5) Approving and ~~Overseeing~~ the Group CDEM Business Planwork programme of the Group Emergency Management Office;
- (6) Overseeing the activities of the Wellington Region Emergency Management Office; ~~and~~;
- (7) Ensuring the appropriate structures and resources are in place for the effective delivery of Ceivil Ddefence Eemergency Mmanagement; ~~and~~;
- (8) Ensuring information on Group matters flows through to respective organisational staff:-

## 9. Delegated authority

- 9.1 The Group Plan will be approved by the Joint Committee of the CDEM Group. All subsidiary management plans produced at the direction, or in support, of the Group Plan shall be authorised by the CEG.
- ~~9.2~~ Proposed LTP and Annual Plans, plus budgets, shall be reviewed by the CEG for consideration by the Joint Committee. The recommendation of the Joint Committee will then be forwarded to respective Councils for approval and inclusion in their individual plans~~Annual Plan and LTP budgets shall be reviewed by the CEG for approval by the Joint Committee.~~
- 9.3 The management of Bbudgets, staff, and other resources in support of CDEM activities authorised above, shall be ~~approved~~monitored by the CEG.
- 9.4 CEG decisions shall be by consensus of those members present. If consensus is unable to be reached, the matter will be referred to the Joint Committee for a decision.
- 9.5 The CEG may establish sub-committees and co-opt members as required.
- ~~9.2~~ All other delegated authority will be assigned where appropriate through the respective parent authorities.

## 10. Remuneration

- 10.1 The parent authority shall meet any costs associated with the attendance of their representative at CEG meetings.

## 11. Meetings

- 11.1.1 The CEG shall meet from time to time and at such places as agreed by the Chairperson of the CEG in consultation with the members.
- 11.1.2 The quorum shall consist of seven (7) members.

## 12. Election of Chairperson and Deputy Chairperson

- 12.1 The CEG shall elect its own Chairperson and Deputy Chairperson.
- 12.2 The term of **initial** appointment shall be ~~three two~~ (32) years, coinciding with each local government triennium, unless three quarters of the members present at a meeting resolve to replace the Chairperson or Deputy Chairperson at an earlier time.
- 12.3 The term of office of an elected Chairperson or Deputy Chairperson ends if that person ceases to be a member of the CEG.

## 13. Reporting

- 13.1 The CEG reports to the ~~CDEM Group~~Joint Committee through its Chair**person**.
- 13.2 Any organisation represented on the CEG shall be able to prepare reports for consideration by the ~~CEG~~CDEM Group<sup>[s2]</sup>.
- ~~13.3 The Chairperson of the CEG shall be responsible for approving ensuring all reports to be presented to meetings of the CDEM Group~~Joint Committee provide professional, impartial advice.

## 14. Review of Terms of Reference

- 14.1 The Terms of Reference will be reviewed by the CEG following the adoption of the Group Plan. The findings of the review including any recommended changes will be reported to the ~~CDEM Group~~Joint Committee for ~~their~~its consideration.