

Co-ordinating Executive Group

of the

Wellington Region CDEM Group

Terms of Reference

1. **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.

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

2. **Name**

2.1 The 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 chief executive officer of:

Carterton District Council

Greater Wellington Regional Council

Kapiti Coast District Council

Hutt City Council

Masterton District Council

Porirua City Council

South Wairarapa District Council

Upper Hutt City Council

Wellington City Council

or a person acting on the chief executive officer’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 chief executive officer of:

Capital and Coast District Health Board

Hutt Valley District Health Board

Wairarapa District Health Board

or a person acting on the chief executive officer's behalf.

3.1.5 Members may have alternatives represent them at meetings of the CEG.

4. **Status**

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

7. **Objectives of the CEG**

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

6. **Responsibilities**

8.1 The CEG is responsible to the CDEM Group for:

- (1) Providing advice to the CDEM Group
- (2) Implementing the decisions of the CDEM Group
- (3) Overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan
- (4) Overseeing the preparation of reports to the CDEM Group
- (5) Oversee the work programme of the Group Emergency Management Office
- (6) Ensuring the appropriate structures are in place for the effective delivery of civil defence emergency management.

9. **Delegated authority**

9.1 The CEG may establish working groups 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 appointment shall be two (2) years 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 through its Chairperson.
- 13.2 Any organisation represented on the CEG shall be able to prepare reports for consideration by the CDEM Group.
- 13.3 The Chairperson of the CEG shall be responsible for approving all reports to be presented to meetings of the CDEM Group.

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 for their consideration.