



Report **11.29**
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Committee CEG
Author Rian van Schalkwyk, Manager, CDEM Group Office

Terms of Reference for the Sub-Committee of CEG

1. Purpose

To seek the Co-ordinating Executive Group's (CEG's) approval for the Terms of Reference of the proposed Sub-Committee of CEG.

2. Background

At its meeting on 4 October 2010 CEG has noted that the Chief Executives Group has instructed the CDEM Shared Services Steering Committee:

- 1.1* To report back on the establishment of an enhanced CDEM Group Office with a wider scope of empowerment to provide direction and the rebranding of the office and operations centre to Wellington Region Emergency Management Office (WREMO) and Emergency Coordinating Centre (ECC) respectively. This will better reflect its functionality during both 'normal time' and emergency time'
- 1.2* To report back on the establishment of a Sub-Committee to the Coordinating Executive Group (CEG), to provide operational direction for the WREMO, ensuring the strategic direction from the CEG is implemented as well as meeting operational goals and objectives.
- 1.3* For Wellington City, Porirua City and Kapiti Coast District Council develop a Memorandum of Understanding, exploring all possible options to optimise operational synergies between their respective CDEM staff.

- 1.4 For the amalgamation of the Wairarapa councils' emergency management functions into a new Wairarapa Emergency management Office to be further investigated and determined by the Wairarapa Council's CDEM staff.
- 1.5 To adopt the ministry of CDEM's Competency Framework across the Wellington region to provide a basis to:
 - Improve current Controller arrangements and train suitable emergency management officers to have dual roles as Alternative Group Controllers and emergency management officers.
 - Upgrade current Recovery Manager arrangements (i.e. individuals selected on the basis of their operational suitability and availability during and following an emergency event).
- 1.6 To establish active representation from the Lifeline Utility sector on the CEG.

It was decided to establish a Sub-Committee of CEG and that Terms of Reference for the proposed Sub-Committee of CEG be developed. These Terms of Reference for the Sub-Committee needed to be reported back to the next CEG meeting for consideration.

The draft Terms of Reference for the proposed Sub-Committee of CEG is attached as **Attachment 1**.

3. Next steps

Once the Terms of Reference for the Sub-Committee of CEG have been accepted the Sub-Committee can be established.

The Chair of the Sub-Committee (who is also the Chair of CEG) will determine meeting dates and venues. The Sub-Committee will determine a suitable work programme for the Committee.

4. Recommendations

That CEG:

- 1. **Adopts** the Terms of Reference for the Sub-Committee of CEG; and*
- 2. **Requests** the Chair of CEG to establish the Sub-Committee of CEG according the Terms of Reference*

Report prepared by:

Report approved by:

Rian van Schalkwyk
Manager, Emergency Management

Murray Kennedy
General Manager, Utilities and Services

Attachment: Terms of reference