

Sub Committee of the 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 Sub-Committee of the Co-ordinating Executive Group (CEG).

3. Members

3.1 The following persons shall be members of the Sub-Committee:

3.1.1 The Chair of CEG and in his/her absence, the Deputy Chair of CEG

3.1.2 The senior/group manager responsible for CDEM 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 senior/group manager’s behalf.

3.1.3 The Wellington region CDEM Group’s Group Controller.

4. Status

4.1 The sub-committee reports directly to the CEG. CEG has the status of a Civil

Defence Co-ordinating Executive Group under the Act.

5. Life of Sub-Committee

- 5.1 The Sub-Committee of CEG will remain as long required by the CEG.

6. Purpose of Terms of Reference

- 6.1 The purpose of these Terms of Reference is to define the responsibilities of the Sub-Committee of CEG.

7. Objectives of the Sub-Committee

- 7.1 To act in the role of a *Management Team* for the CEG and CDEM Group (providing professional advice to assist the CEG and the CDEM Group to meet its objectives and implement the requirements of the Act).

8. Responsibilities

- 8.1 The Sub-Committee of CEG is responsible to the CEG for:
- (1) Providing advice to the CEG;
 - (2) Overseeing the implementation of the decisions of the CEG and the CDEM Group;
 - (3) Overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan, including a review of the CDEM Group Office needs and how this works within the CDEM Group structure;
 - (4) Ensure sharing of all resources continue to be maximised within the CDEM Group;
 - (5) Ensure controllers and recovery managers are kept informed of all developments at CDEM Group level, and that their suggestions are fed back into the CDEM Group;
 - (6) Overseeing the preparation of reports to the CDEM Group;
 - (7) Oversee the work programmes of the Group Emergency Management Office and the Emergency Management Offices of each territorial authority; and
 - (8) Ensuring the appropriate structures are in place for the effective delivery of civil defence emergency management in the Wellington region.

9. Remuneration

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

10. Meetings

- 10.1.1 The Sub Committee of CEG shall meet from time to time and at such places as agreed by the Chairperson of the CEG in consultation with the members.
- 10.1.2 The quorum shall consist of five (5) members.

11. Election of Chairperson and Deputy Chairperson

- 11.1 The CDEM Group appointed Chair of CEG shall chair the Sub Committee of CEG.
- 11.2 The term of office of an elected Chairperson or Deputy Chairperson ends if that person ceases to be a member of the CEG.

12. Reporting

- 12.1 The Sub Committee of CEG reports to the CEG through its Chairperson.

13. Review of Terms of Reference

- 13.1 The Terms of Reference will be reviewed by the CEG following the adoption of the Group Plan.