

Civil Defence and Emergency Management Coordinating Executive Group Terms of Reference

Vision

The Auckland Civil Defence and Emergency Management (CDEM) Group¹ vision is:

Working together to build a resilient Auckland
He tapui tangata hei ahuru mowai mo Tamaki Makaurau

This vision will lead Auckland's contribution to the national vision of a 'resilient New Zealand'² and to support the vision of Auckland becoming 'the world's most liveable city'³.

Purpose

To support the Auckland CDEM Group to provide leadership in the delivery of co-ordinated and collaborative arrangements for CDEM among council, partner agencies, clusters, and communities within its group area.

Responsibilities of the Coordinating Executive Group

The CEG is responsible for⁴:

- providing advice to the CDEM Group and any subgroups or subcommittees of the Group;
- implementing, as appropriate, the decisions of the CDEM Group committee; and
- overseeing the implementation, development, maintenance and evaluation of the Auckland CDEM Group Plan (five year strategy).

Decisions of the Coordinating Executive Group

As far as practicable, decisions will be made by consensus. If it is not possible to achieve agreement then a vote shall be held.

- The decision outcome will be based on the majority of votes.
- Each member is entitled to vote once on an issue.
- A minimum quorum for a CEG meeting is 3 statutory members.

During an emergency

The CEG does not have an operational role during an emergency, however most statutory agencies will be involved during the response and recovery phase.

¹ The CDEM Group includes a statutorily established committee, with key partners and stakeholders as observers.

² National CDEM strategy

³ The Auckland Plan

⁴ CDEM Act 2002 s20(2)

Structure and composition

Membership

Under the CDEM Act⁵, each CDEM Group is required to establish and maintain a Coordinating Executive Group (CEG) comprising of:

- chief executives of the local authority members of the CDEM Group. In the case of Auckland Council, as a unitary authority, the membership is the sole responsibility of the Auckland Council Chief Executive Officer;
- chief executives of District Health Boards (or delegated person(s)); and
- senior members of New Zealand Police, and New Zealand Fire Service.

A delegations register will be kept to ensure appropriate oversight by the CEG and accountability for any decisions made by the CEG member on behalf of the agency or organisation they represent

In addition, CEGs are able to co-opt any other person to allow strategic engagement and contribution to decision-making where those co-opted individuals, or the entities they represent, have a vested interest in CDEM stewardship at a management level.

All members are expected to attend meetings or to send a representative who has the equivalent decision-making authority.

Structure

The CEG shall appoint, replace or remove members to and from the CEG and review the composition of the CEG at least every three years to coincide with local authority elections.

The structure of the CEG consists as follows:

Chair

The Chair and Deputy Chair of the CEG is appointed by statutory CEG members. The Deputy Chair shall fulfil the role and responsibilities of the Chair in the Chair's absence.

Secretariat support

Secretariat support and administration to the CEG is provided by Auckland Council.

Sub committees

The CEG may establish additional sub-committees that are responsible for completing programmes of work that have been identified in the Group Plan. These work programmes are reported back to CEG via the agency or organisations accountable for the programme or project.

Meetings

Frequency

Meeting frequency will be quarterly. Dates for these meetings will be set at the beginning of each year to correspond to the CDEM Group committee meetings.

⁵ CDEM Act 2002 s20(1)

Agenda and minutes items

At least 10 working days before the CEG meeting, members will be invited to submit agenda items. The secretariat will coordinate with the Chair of the CEG to draft and prepare the agenda for the meeting. Any items that need to be discussed at the meetings will also be circulated 5 working days before the meeting. Administration tasks will be managed by Auckland Council. The secretariat support will also coordinate with the Chair of the CEG the minutes of the meeting and distributed to members for confirmation as soon as is practicable after each meeting.

Meeting process

The table below shows the procedure for CEG meetings. The CEG Chair is supported in their role by a minute taker.

Step	Action
1	Chair welcomes members, additional attendees are introduced and acknowledged
2	Minutes from last meeting are confirmed
3	Action points from last meeting are updated
4	Members report on agreed CEG work programme and any update on the work programmes of established subcommittees
5	Discussion on key risks, interdependencies and desired outcomes
6	MCDEM representative provides national update including collaboration opportunities
7	Any other business
8	Meeting closes

Attachment A

Responsibilities of the CDEM Group committee

Under the CDEM Act 2002 every unitary authority must establish a CDEM Group responsible for:

- hazard and risk management, including cost-effective risk reduction;
- personnel management, including volunteers;
- conduct CDEM exercises and training;
- management of public alerting and warning systems;
- provide communications, equipment and facilities to manage an emergency;
- availability of material, services, information and any other resources required for effective CDEM;
- recovery management;
- monitoring and evaluation;
- develop, approve and implement a CDEM Group Plan,
- promote and raise public awareness of, and compliance with the CDEM Act 2002 and other legislative provisions;
- assist other CDEM Groups as required;
- participate in the development of the national CDEM strategy and plan; and
- **establishing and maintaining a Coordinating Executive Group (CEG)⁶.**

Responsibilities of the Auckland Council CDEM department

Auckland Council is the administering authority for both the CDEM Group and CEG, which are supported by the CDEM department. The administering authority is responsible for the funding and coordination of CDEM activities within the Auckland region as below:

- review and align the CDEM Group member work programmes;
- provide advice and technical support for the CDEM Group and the CEG;
- project and programme coordination and management;
- coordinate regional CDEM policy and implementation;
- manage contracts entered into on behalf of the CDEM Group or CEG;
- manage and administer CDEM staff on behalf of the CDEM Group;
- external liaison with the CDEM sector;
- coordinate monitoring and evaluation activities; and
- prepare the annual report for the CDEM Group's activities, budget and performance.

⁶ CDEM Act 2002 s20(1)

