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Committee **Civil Defence Emergency Management Group**
Author **Roger Blakeley, Chairperson, Interim Co-ordinating Executive Group**

Establishment of Civil Defence Emergency Management Co-ordinating Executive Group

1. Purpose

To provide for the establishment and maintenance of a Civil Defence Emergency Management Co-ordinating Executive Group (“CEG”).

2. Background

Section 20 of the Civil Defence Emergency Management Act 2002 (“the Act”) states that a Civil Defence Emergency Management Group (“CDEM Group”) must establish and maintain a CEG consisting of:

- (a) the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf
- (b) a senior member of the police who is assigned for the purpose by the Commissioner of Police
- (c) a senior member of the Fire Service who is assigned for the purpose by the National Commander
- (d) the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf
- (e) any other persons that may be co-opted by the Civil Defence Emergency Management Group.

The CEG is responsible to the CDEM Group for:

- (a) providing advice to the CDEM Group and any subgroups or subcommittees of the Group
- (b) implementing, as appropriate, the decisions of the CDEM Group
- (c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

3. Membership

In addition to providing for a number of mandatory appointments to the CEG, the Act also provides for other persons to be co-opted by the CDEM Group. At this time it is recommended that no other persons be co-opted but that the CEG be given the delegated authority to co-opt members in accordance with its needs.

It is recommended that the Chairperson of the CDEM Group write to the Commissioner of Police and the National Commander of the Fire Service asking them to assign a senior member to the CEG. It is also recommended that the Chairperson write to the chief executive officers of the three health boards operating in the Region inviting them to join the CEG or to nominate a person or persons to act on their behalf.

4. Timing

The draft Terms of Reference for the CDEM Group presented to this meeting provides for delegated authority to establish and maintain a CEG. It would be appropriate for these Terms of Reference to be adopted by each member authority before the CEG is formally established. This will also provide time for the emergency services representatives to be identified.

In the interim period until the formal establishment of the CEG, it is recommended that the informal CEG that has been operating for some time continue to provide advice to the Group.

5. Terms of Reference

Draft Terms of Reference for the CEG are included as Attachment 1 to this report. Formal adoption of the Terms of Reference should occur at the next meeting of the CDEM Group.

6. Recommendations

- 1. That the Chairperson writes to the emergency services seeking representatives for the CEG.*
- 2. That the draft Terms of Reference for the CEG be noted and reported back for adoption at the next meeting of the CDEM Group.*

Report prepared by:

Roger Blakeley
Chairperson
Interim Co-ordinating Executive Group