

TERMS OF REFERENCE HAWKE'S BAY ENGINEERING LIFELINES GROUP

1. PURPOSE OF TERMS OF REFERENCE

1.1 The purpose of these Terms of Reference is to:

- a) Set out the functions of the Hawke's Bay Engineering Lifelines Group Steering Committee (The Lifelines Group Steering Committee) to assist the Co-ordinating Executive Group (the CEG) in regard to lifelines utilities planning activities under the new Civil Defence Emergency Management Act 2002 (the Act);
- b) Define the responsibilities of the Lifelines Group Steering Committee to the CEG.

2. PARTIES

2.1 The following sectors and organisations are represented by members of the Lifelines Group Steering Committee:

- Highways (NZ Transport Agency)
- Territorial Local Authorities
(Wairoa District Council, Napier City Council, Hastings District Council, Central Hawkes Bay District Council)
- Regional Authority (Hawke's Bay Regional Council)
- Telecommunications, Power, Gas
- Civil Defense Emergency Management Group Rep
- , Radio Network Operators
- Port (Port of Napier Limited)
- Fuel companies?!
- Kiwirail

2.2 Given the need to gather some momentum for the Lifelines Group it has been considered that for the first 6 months a core group (as per Appendix 1) be convened. Whilst this group is not exclusive it does contain representatives of each sector of Lifelines. Any other organisations/persons may be co-opted by the Lifelines Group Steering Committee.

2.3 Where a person is no longer directly employed by an organisation of the sector represented, or retires from the Steering Committee, the Steering Committee will replace the member with someone from the sector after consulting the organisations in that sector.

3. FUNCTIONS

3.1 The Lifelines Group shall:

- a) Co-ordinate planning activities in regard to lifelines utilities activities required for the CDEM Group Plan.
- b) Establish organisation and communication to ensure the coordinated response of utility organisations to the CDEM planning process.

- c) Provide advice and assistance to the CEG for the development, implementation, maintenance, monitoring, and evaluation of the CDEM Group Plan.
- d) The Lifelines Group Steering Committee will prepare programmes to meet the CEG's timetable.

3.2 It is intended that a programme of work be discussed and reviewed as appropriate.

4. REMUNERATION

- 4.1 The Lifelines Group is funded for its ongoing activities by the major service providers that mostly, will be participants in the CDEM utilities planning activities.
- 4.2 The Lifelines Group Steering Committee would seek funding from its participants to undertake its agreed programme of work and for the CDEM utilities planning activities.
- 4.3 While every endeavour is made to ensure costs fall for participating organisations where they lie, the activities of a Project Manager will be compensated on a time plus disbursements basis.
- 4.4 Costs for staff participation on the Steering Committee and working groups fall where they lie unless specifically agreed.
- 4.5 Where the CEG and Steering Committee agree to one off projects these will be approved by the CEG.

5. MEETINGS

- 5.1 The Lifelines Group Steering Committee shall hold meetings at such frequency, times and place(s) as agreed for the performance of its functions and duties.
- 5.2 Initially meeting every 6 weeks for first 3-6 months, following this every two months or on an as required basis.
- 5.3 There will be a need for a workshop of the wider Lifelines Group; this will be on an as required basis.
- 5.4 (To be discussed)In addition discussions with the Gisborne Lifelines Group on a joint Annual Forum.

6. VOTING

- 6.1 Members of the Lifelines Group Steering Committee shall use their best endeavours to obtain consensus.
- 6.2 Co-opted members and required members shall have voting rights. Each member of the Lifelines Steering Committee has one vote.
- 6.3 A casting vote shall not be used. A quorum of two thirds of the funding agencies shall be sought. Votes can be attained by electronic communications if required.

7. CHAIRMAN

- 7.1 The committee shall elect the Chairman of the Lifelines Group Steering Committee.

8. VARIATIONS

- 8.1 Any Party may propose a variation, deletion or addition to these Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Lifelines Steering Committee.
- 8.2 Once a proposed variation, deletion or addition to these Terms of Reference has been put by the Lifelines Steering Committee to the CEG, this agreement is not amended until the proposed variation; deletion or addition is approved and adopted by the CEG

9. APPENDIX- Representatives on Lifeline Steering committee

Representing	Name	Proxy/ Nominee
Central Hawkes Bay DC	Brett Way	Shawn Mckinley
Hawkes Bay RC	Mike Adye	Martina Groves
Wairoa DC	Jamie Cox	
Napier CC	Johan Elers	
Hastings DC	Craig Thew	Brent Chapman
NZ Transport Agency	Oliver Postings	
Unison Networks	Nigel Brown	
Civil Defense Group	Ian McDonald	
Chorus	Mike Sheely	