

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:

- 1.1.1 Set out the functions of the Hawke's Bay Engineering Lifelines Group (The HB Lifelines Group) to assist the Co-ordinating Executive Group (the CEG) in regard to lifelines utilities planning activities under the Civil Defence Emergency Management Act 2002 (the Act) including all subsequent amendments.
- 1.1.2 Define the responsibilities of the HB Lifelines Group to the CEG.
- 1.1.3 Define the role that the Lifelines Executive Group have in guiding the activities, and making decisions on behalf, of the HB Lifelines Group,
- 1.1.4 Define the role that the agencies financially contributing to the activities of the HB Lifelines Group have in making decisions on behalf of the HB Lifelines Group.

2. PURPOSE OF THE HB LIFELINES GROUP

2.1 To assist Lifeline utilities agencies with responsibilities under section 60 of the CDEM Act 2002 to meet those responsibilities.

3. PARTIES

3.1 The following sectors and organisations are represented by members of the Lifelines Group:

Transport Sector

- Highways (NZ Transport Agency)
- Territorial Local Authorities (Wairoa District Council, Napier City Council, Hastings District Council, Central Hawkes Bay District Council)
- Port (Port of Napier Limited)
- Airports (Hawke's Bay Airport)
- KiwiRail
- Helicopters

3 Waters sector

- Regional Authority (Hawke's Bay Regional Council)
- Territorial Local Authorities (Wairoa District Council, Napier City Council, Hastings District Council, Central Hawkes Bay District Council)

Communications Sector

- Telecommunications,
- Radio Network Operators

Energy Sector

- Fuel companies
- Power,
- Gas

- 3.2 The Group will be administered by the HB Civil Defence Emergency Management Group office. The Coordinating Executive Group (CEG) is responsible for the performance of the HB CDEM Group, and accordingly of the HB Lifelines Group. The administering authority for the HB CDEM Group, and therefore Hawke's Bay Lifelines Group, is Hawke's Bay Regional Council.
- 3.3 The National Lifelines Council supports regional lifelines group activity and provides a link to government agencies
- 3.4 The National Emergency Management Agency provides leadership in reducing risk, being ready for, responding to and recovering from emergencies.

4. FUNCTIONS

- 4.1 The Lifelines Group shall:
- 4.1.1 Co-ordinate planning activities in regards lifelines utilities activities required for the HB CDEM Group Plan.
 - 4.1.2 Establish organisation and communication processes to ensure the coordinated response of utility organisations to disasters and events that adversely impact on the Hawke's Bay community in accordance with the HB CDEM planning process.
 - 4.1.3 Provide advice and assistance to the CEG for the development, implementation, maintenance, monitoring, and evaluation of the CDEM Group Plan.
 - 4.1.4 Undertake investigations that can assist Lifelines agencies to improve the resilience of their infrastructure and networks.
 - 4.1.5 Appoint people to represent the transport, energy, communications and water sectors on the HB Lifelines Executive Group, should it determine that such a Group is necessary.
 - 4.1.6 Approve an annual financial statement of the Group
- 4.2 The Lifelines Executive Group, when appointed, shall:
- 4.2.1 Enhance communication between the sectors, and between utilities within their sector.
 - 4.2.2 To assist the Chair and the Group administrator to agree on meeting agendas.
 - 4.2.3 To be the primary point of contact for each sector for input to projects commissioned by the Lifelines Group
 - 4.2.4 Monitor Lifelines Group spending during each financial year and ensure funding is available for projects agreed to be undertaken by the Group.

5. MEMBERSHIP

- 5.1 Each Lifelines agency may nominate and encourage members of their staff to participate in meetings and activities of the HB Lifelines Group.

- 5.2 The appointments of people to represent each sector on the HB Lifelines Executive Group shall normally be reviewed at an Annual General meeting of the Lifelines Group
- 5.3 Where a person is no longer directly employed by an organisation of the sector represented, or retires from the HB Lifelines Executive Group, the Lifelines Group will replace the member with someone from the sector after consulting the Lifelines organisation representatives in that sector.
- 5.4 Representatives from organisations other than Lifelines Utilities Agencies may attend meetings of the group and request agendas and meeting notes be circulated to them.

6. FUNDING AND REMUNERATION

- 6.1 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.
- 6.2 The Lifelines Group may seek additional funding from its participants to undertake its agreed programme of work and for the CDEM utilities planning activities.
- 6.3 While every endeavour is made to ensure costs fall for participating organisations where they lie, the activities of a Project Manager may be compensated on a time plus disbursements basis.
- 6.4 Costs for Lifelines agency staff attending Lifelines meetings, workshops and workshops, and participating on the HB Lifelines Executive Group, fall where they lie unless specifically agreed.

7. MEETINGS

- 7.1 The Lifelines Group shall hold meetings at such frequency, times and place(s) as agreed for the performance of its functions and duties.
- 7.2 An Annual General meeting of the Lifelines Group shall be held annually to:
 - 7.2.1 Consider the appointment of the chairman to the Group
 - 7.2.2 Consider the appointment of sector representatives to the Executive Group
 - 7.2.3 Consider and approve the financial statement for the Group
- 7.3 Any member may request an annual general meeting if one has not been held within the last 15 months.
- 7.4 Any member may call a special general meeting to address any of the issues normally considered by an annual general meeting. A minimum of one calendar months' notice must be provided for such a meeting.
- 7.5 The Lifelines Executive Group shall meet as and when required. Generally a meeting of the Executive Group will be held prior to a meeting of the Lifelines Group in order that they can consider the proposed meeting agenda for the Group meeting.

8. VOTING

- 8.1 Members of the Lifelines Group and the Lifelines Executive Group shall use their best endeavours to obtain consensus.
- 8.2 Members attending the meeting shall have voting rights. Each member of the Lifelines Group has one vote.

- 8.3 Members attending a meeting by video link shall be considered to be attending a meeting.
- 8.4 A casting vote shall not be used. Votes can be attained by electronic communications if required.

9. CHAIRMAN

- 9.1 The Lifelines Group shall elect a Chairman at an annual general meeting.
- 9.2 Nominations shall be called for the position of Chairman at each annual general meeting.
- 9.3 The Chairman shall be a member of the Lifelines Executive Group.
- 9.4 The Chairman shall be responsible for liaising with Lifelines agencies funding the Group.

10. VARIATIONS

- 10.1 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 an annual general meeting or special general meeting of the Lifelines Group.
- 10.2 Once a proposed variation, deletion or addition to these Terms of Reference has been put by the Lifelines Group to the CEG, this agreement is not amended until the proposed variation; deletion or addition is approved and adopted by the CEG.

APPENDIX 1

Civil Defence Emergency Management Act 2002

Section 60

Duties of Lifeline Utilities

Every lifeline utility must—

1. ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency:
2. make available to the Director in writing, on request, its plan for functioning during and after an emergency:
3. participate in the development of the national civil defence emergency management strategy and civil defence emergency management plans:
4. provide, free of charge, any technical advice to any Civil Defence Emergency Management Group or the Director that may be reasonably required by that Group or the Director:
5. ensure that any information that is disclosed to the lifeline utility is used by the lifeline utility, or disclosed to another person, only for the purposes of this Act.

National Civil Defence Emergency Management Plan 2015

Lifeline utilities

57 Introduction

1. Lifeline utilities, as described in the Act, provide essential and enabling infrastructure and services that support commercial and domestic activity.
2. Lifeline utilities deliver services (for example, water supply, wastewater and stormwater collection, electricity, gas, and petroleum distribution, telecommunications, broadcasting, and transportation networks, including roads, railways, airports, and ports).
3. Lifeline utilities have duties under [section 60](#) of the Act.

58 Objective

The main duty of lifeline utilities during and after an emergency is to be able to deliver the services they normally provide to the fullest possible extent (even though this may be at a reduced level).

59 Principles

The principles underlying the role of lifeline utilities are to—

1. identify and understand the full range of hazards and risks and implement reduction strategies; and

2. prioritise the continuity of operations and supply of services in accordance with response priorities set by the Local Controller, Group Controller, or National Controller (even though this may be at a reduced level); and
3. plan co-operatively with local authorities, CDEM Groups, emergency services, and other lifeline utilities; and
4. establish emergency procedures for communication with government agencies, CDEM Groups, emergency services, and other lifeline utilities; and
5. identify examples of best practice, and share and apply them where appropriate; and
6. facilitate solutions to issues that are sector specific and do not require government assistance and support; and
7. develop common and effective approaches to the 4 Rs; and
8. co-ordinate with other lifeline utilities to promote service restoration following an emergency; and
9. provide information on the status of networks to the EOC, ECC, and NCMC as appropriate.

60 Role of lifeline utilities during reduction and readiness

1. To help fulfil their duties under [section 60](#) of the Act, all lifeline utilities are to—
 - a. develop business continuity plans to—
 - i. identify critical assets and business processes, assess their vulnerabilities, and undertake appropriate actions to reduce the risks they face; and
 - ii. outline response and recovery arrangements, including appropriate contracting arrangements with key suppliers; and
 - b. focus on both reduction and readiness, including planning co-operatively with—
 - i. other lifeline utilities (whether or not in the same sector), especially those on which they are dependent; and
 - ii. relevant government agencies; and
 - iii. CDEM Groups; and
 - c. regularly test and exercise their response arrangements and participate in the National CDEM Exercise Programme.
2. National lifeline utilities are to—
 - a. work with the NEMA to prearrange a means of national level sector co-ordination that best suits their sector (this usually entails establishing a single entity that takes responsibility for managing sector readiness, response, and recovery information, which in turn promotes co-ordinated activity); and
 - b. participate in testing of sector co-ordination entity arrangements.
3. The NEMA is responsible for nominating and training National Lifeline Utility Co-ordinators to perform co-ordination functions during readiness, response, and recovery.
4. CDEM Groups are responsible for nominating and training CDEM Group Lifeline Utility Co-ordinators to perform co-ordination functions during readiness, response, and recovery, including establishing relationships and sector planning arrangements during reduction and readiness.

61 Role of lifeline utilities during response and recovery

1. To help fulfil their duties under [section 60](#) of the Act, all lifeline utilities are to—
 - a. activate business continuity, response, and recovery plans; and
 - b. establish contact through the Lifeline Utility Co-ordinator with the relevant EOC or ECC, or the NCMC, and provide information on the status of their networks and estimated repair times; and
 - c. operate within established CDEM co-ordination mechanisms.
2. National lifeline utilities are to co-ordinate at the national level using established sector co-ordination entities.
3. Lifeline utilities are to co-ordinate at a regional level using established sector co-ordination entities.
4. The NEMA has responsibility for co-ordinating across sectors at the national level, utilising the National Lifeline Utilities Co-ordinator to perform this function.
5. CDEM Groups are to utilise their CDEM Group Lifeline Utilities Co-ordinators to co-ordinate lifeline utilities at the local and regional level.
6. Each Lifeline Utilities Co-ordinator, at the CDEM Group and national levels, is to—
 - a. lead the lifeline utility co-ordination operations in their ECC or recovery office and the NCMC or its recovery office; and
 - b. link the lifeline utility co-ordination function at any ECC or its recovery office and the NCMC or its recovery office; and
 - c. provide information and advice to the National Controller or the CDEM Group Controller, or the National Recovery Manager or the CDEM Group Recovery Manager, on the consequences of an emergency and response and recovery priorities; and
 - d. provide information to lifeline utilities or sector co-ordination entities on CDEM priorities.