

TERMS OF REFERENCE

2012 Recovery Project

Project Sponsor: Acting Chief Executive

Project Convenor: Adrian Humphries

Project Team: Selwyn Steadman, Phil Doole, Glenn Thorn, Julie Proctor, Glenn Stevens, Mandy Tomlinson, Vicky Thatcher, Chris Choat (as required).

Reports to: Senior Management Team

Project Objective

With the development of the Recovery Action Plan (RAP) following the December 2011 Rain Events, the project team is to advise to the Senior Management Team on how best to manage and prioritise the tasks identified in the RAP and any other tasks or projects, and to co-ordinate delivery effort in the repair and rehabilitation of the affected communities in Tasman..

Project Tasks:

- 1 To review the tasks identified in the RAP and identify the scope and sequencing of projects, resourcing needs, and indicative costs, with the objective of ensuring an efficient and timely programme of works and projects.
- 2 To manage any customer and stakeholder relationships to keep people informed of the recovery efforts and to co-ordinate any communication needs.
- 3 To collate any claims arising from recovery works in conjunction with asset and finance staff. {Note response claims will be handled by other staff}
- 4 To advise on how best to manage and use the information collected during the rain event and to co-ordinate efforts to ensure data is retrievable and usable, for instance in LIMs and property enquiries.
- 5 To liaise with EQC, Nelson City Council, NZTA, and other agencies as required expediting recovery efforts, in particular resolving the status of section 124 notices in conjunction with the Building Control team.

The project team is to consider, review, and attempt to reach a consensus on recommendations to the Senior Management Team. Delivery may be tasked to Council business units following agreement within the Senior Management Team

The Project Convenor is to provide a verbal update to the Acting Chief Executive as requested but at no less than fortnightly intervals.

The Project Team will also provide for a regular report through the Chief Executive's six weekly report to Council.

Job code numbers to be set up.