

Report 09.586
Date 1 September 2009
File Z/01/04/19

Committee Co-ordinating Executive Group (CEG)
Author Senior Sergeant David Rose, New Zealand Police -
Wellington District Headquarters

Inter-agency Planning Committee Review

1. Purpose

To inform the Co-ordinating Executive Group of the outcome of a review into the efficacy of the standing Inter-agency Planning Committee.

2. Background

The Inter-agency Planning Committee has been in existence since 2003.

It incorporates the senior managers of the New Zealand Police, New Zealand Fire Service, Wellington Free Ambulance, Emergency Managers from the Capital and Coast, Hutt Valley and Wairarapa District Health Boards and the Manager of the Wellington Region Emergency Management Group office.

The general intentions of the Committee are to network, discuss how each group would interact during an emergency and to train for such events.

These functions have now been incorporated into a Terms of Reference which will be formally adopted at the next meeting of the committee. (*The draft Terms of Reference is attached as **Attachment 1***).

3. Objectives and responsibilities of the committee

The objectives of the committee can be summarised as follows:

- to ensure appropriate relationships are maintained
- to consider options and scenarios and to test response capacity and capability
- provide training and exercise opportunities between the listed agencies as detailed in the Group Plan

- an awareness of each agencies responsibilities and roles during the time of an emergency
- to ensure appropriate relationships are maintained, to consider options and scenarios and test response capacity and capability to these.

The responsibilities of the committee are:

- conducting two (2) formal meetings each year in April and October
- conducting two local exercises in between these times
- conducting one inter-regional exercise each alternative year - the intervening year being hosted by the neighbouring region
- convening as and when required to address any urgent matters that need to be discussed.

During its formation it was recommended that a review take place after five years. This document details the findings of that review.

4. Findings

The managers referred to in (2 above) have been consulted and each has indicated their willingness to continue with Committee membership and to contribute as per the Terms of Reference.

5. Conclusion

The Inter-agency Planning Committee has defined its role and the component agencies have all agreed that it provides a valuable opportunity to meet, train, and discuss issues as they arise.

Given the feedback received, it has been agreed that the Inter-agency Planning Committee continue.

It would be appropriate to carry out a further review in five (5) years time.

6. Recommendations

That the CEG:

1. ***Receives the report.***
2. ***Notes the contents.***
3. ***Endorses both the Inter-agency Planning Committee and the role that it seeks to fulfil.***

Report prepared by:

David Rose
Senior Sergeant
New Zealand Police
Wellington District Headquarters

Encl: Draft Terms of Reference

Attachment 1

Draft

Inter-agency Planning Committee

of the Wellington Region CDEM Group

Terms of Reference

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1. Definitions

1.1. For the purpose of these Terms of Reference:

- "Act" means the Civil Defence Emergency Management Act 2002.
- "CDEM Group" means the Wellington Region Civil Defence Emergency Management Group.
- "Parent authority" means the organisation who is represented by the member of the CEG.
- "Committee" means the Inter-agency Planning Committee
- "NZFS" means New Zealand Fire Service
- "WFA" means Wellington Free Ambulance
- "CCDHB" means Capital and Coast District Health Board
- "HVDHB" means Hutt Valley District Health Board
- "GWRC" means Greater Wellington Regional Council
- "CEG" means the Coordinating Executive Group
- "Group Plan" means the Wellington Region Civil Defence Emergency Management Group Plan

2. Name

2.1. The Committee will be known as the 'Inter-agency Planning Committee'.

3. Members

3.1. The following persons shall be members of the Committee:

- District Commander, Wellington - New Zealand Police (Chair)
- Fire Region Commander, Arapawa - NZFS
- Operations Manager - WFA
- Service Leader - Emergency Management - CCDHB
- Emergency Preparedness Manager – HVDHB
- Emergency Preparedness Manager – Wairarapa DHB
- Emergency Management Manager – Wellington CDEM Group Office

- Co-opted members as decided by the Committee
- 3.2. All members, whether from local authorities or other organisations, are senior representatives of their organisation. This is to ensure a strategic overview and an ability to commit resources.
- 3.3. In the event of any of the above being unavailable, an alternate representative who has been given delegated authority to act may attend.

4. Status

- 4.1. The relevance and membership of the committee has been reaffirmed by virtue of the CEG.

5. Life of the Committee

- 5.1. The Committee will remain as long as the requirement continues to exist as agreed by CEG.

6. Purpose of the Terms of Reference

- 6.1. The purpose of these Terms of Reference is to define the responsibilities of the Committee.

7. Objectives of the Committee

- 7.1. The objective is to provide a forum where:
- the response agencies meet regularly to ensure appropriate relationships are maintained.
 - agencies are able to consider options and scenarios and to test response capacity and capability.
 - provide training and exercise opportunities between the listed agencies as detailed in the Group Plan.
 - an awareness of each agencies responsibilities and roles during the time of an emergency¹.

¹ "emergency" means a situation that,

- (a) is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and
- (b) causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and
- (c) cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.

8. Responsibilities

- 8.1. The Committee has responsibility for:
- conducting two (2) formal meetings each year in April and October (location to be rotated amongst the agencies along with secretarial services).
 - conducting two local exercises in between these times.
 - conducting one inter-regional exercise each alternative year - the intervening year being hosted by the neighbouring region².
 - convening as and when required to address any urgent matters that need to be discussed.

9. Delegated authority

- 9.1. The Committee may establish working groups and co-opt members as required.
- 9.2. All other delegated authority will be assigned where appropriate through the respective parent authorities.

10. Remuneration and costs

- 10.1. The parent authority shall meet any costs associated with the attendance of their representative at Committee meetings.
- 10.2. All other costs will be met after discussion and responsibility decided by the Committee.

11. Reporting

- 11.1. The Committee will report to the CDEM Group through its Chairperson.
- 11.2. Any organisation represented on the Committee shall be able to prepare reports for consideration by the CDEM Group.
- 11.3. The Committee may sequester documentation in the form of reports, exercise scripts, or plans as necessary to carry out its function.
- 11.4. The Chairperson of the Committee shall be responsible for approving all reports to be presented to meetings of the CDEM Group.

² see Inter-agency Planning Committee minutes dated 20.10.2004

12. Review of Terms of Reference

The existence of the Committee is expected to be confirmed by report to the CEG at its next meeting in October 2009.

The Terms of Reference will be reviewed by the Committee following CEG approval and adopted upon agreement by the agencies listed.