

**NOTICE IS HEREBY GIVEN THAT THE MONTHLY MEETING OF THE OPERATIONS COMMITTEE, WILL BE HELD IN THE COUNCIL CHAMBERS, 29 CIVIC AVENUE, GORE, ON TUESDAY 9 MAY 2006, AT 4:00 pm**

**Steve Parry  
CHIEF EXECUTIVE**

**3 May 2006**

## ***A G E N D A***

1. Operations Bulletin (Page 1)
2. Presentation from Civil Defence Officer (Pages 2-7)

## OPERATIONS COMMITTEE AGENDA

MAY 2006

### 1. OPERATIONS BULLETIN

The Operations Bulletin, containing reports from the District Promotions Manager, District Arts and Heritage Curator, Library Manager, Parks and Recreation Manager, Roading Manager and the Animal Control Contractor.

#### **RECOMMENDATION**

**THAT the Operations Bulletin be received.**

## 2. REPORT AND PRESENTATION FROM CIVIL DEFENCE OFFICER

(Memo from Chief Executive – 01.05.06)

The Council's Civil Defence Officer, Mr Joe Cummings, will be in attendance at the meeting to present the following report to the Committee.

### **Civil Defence Plan**

With the incorporation of the generic sections of all local Plans into the Southland Civil Defence Emergency Management Group Plan all Local TLA's are to prepare their own Plan that will detail specifics for their District. It is expected that the necessary updating work will be completed by the 30 November of this current year.

All plans are considered "living documents" and therefore operative. All personal contact details are being removed from Plans and Standard Operating Procedures documents in line with the Privacy Act requirements. These details are kept with the CDO and are made available when required.

### **Local Area Centres**

These main centres are in Gore – East Gore School, St Andrew's Church Hall and Calvin Church Hall and in Maitava – Maitava Primary School and Presbyterian Church Hall in Kana St.

As a result of some local centres having undergone substantial refurbishment we are required to have Telecom check the presence of the telephone lines in all our Centres. This does not create any problems because we still have the availability of VHF radio links with the Centres. The telephone check is to be arranged with our Telecom Account Manager and may take a little time.

The facilities offered at each of the Centres are of a high standard and should be able to operate effectively, save for the two schools. Both are vulnerable to inundation in a worst case flooding event.

Staffing for our response is minimal and we will have to rely on "on the day volunteers" to assist with the manning. (This is common in most places.)

### **Training**

Because there has been a lack of teaching resources over the past few years our delivery of training save for the Rescue Squad has not been obvious.

The Ministry has just completed a project that will make available to all TLA's an effective training package for all those who are involved in CD response and support. The programme "RAPID" (Response and Preparedness in Disasters) makes available "units" of training that will be easily worked through by those wishing to be trained in Disaster Response.

Southland Civil Defence Officer's have been working through a Training Needs Analysis for all sections of our Emergency Response so that we are able to offer common standards of training, thus enabling Volunteers to work in conjunction with each other when the need arises. (In 1984 we were not affected by the Invercargill Floods and were able to make available assistance to their Welfare operation). This review will be completed at a meeting on the 16 May and it is expected that as soon as the final training packages arrive, we will be able to commence our Education programme. The first priority will be for those involved in running the Emergency Operations Centre followed by the Welfare related group.

There are a number of unit standards available to be attained by any interested person. The Council is part of the Southland Civil Defence consortium and it pays an annual contribution of \$500 out of a total of \$2,000. Achievement of the full programme could take some three to four years.

All volunteers will be taken through CIMS (Co-ordinated Incident Management System) - some already having done so. This ensures that all emergency workers can understand how they are able to work together.

Some of our Light Rescue volunteers have been attending training in Invercargill and will shortly be awarded their "Orange Card". Receiving this qualification will allow them to apply for memberships of "SMART". (Southland Multi-agency Response Team)

Members of our team also play a role in co-operating with the Police SAR sector when training exercises are held and actual Searches are carried out.

### **Emergency Services Co-ordinating Committee (ESCC) and Hazardous Substances Technical Liaison Committee (HSTLC)**

These Regional Committee's are now fulfilling their statutory role and we are working more effectively with the other Emergency Services responders. These groups meet four times a year in Invercargill and cover the whole of our region. We do

have a satellite ESCC here in Gore and it meets three times a year.

The ESCC has been charged with the role of promoting the training programmes for all responders so that training programmes can be co-ordinated and thus give more effective cover for individual group needs and be more cost effective.

With the approval of the Co-ordinating Executive Group (CEG), work done over the past five years by the Otago-Southland Emergency Planning Group will be incorporated into the framework of the ESCC. This work focused on the co-ordination of efforts in the pre-declaration phase of a threatened Emergency Event.

### **Establishment of Southland Welfare Advisory Group (WAG)**

The first meeting of this Group was held on the 27 Feb and besides myself our Chief Welfare Manager (Ian Withers) and Deputy Chief Welfare Manager (Marita Soper) also attended and they are now part of the Southland Committee. The function of the group (from Government Agencies and NGO's) is to give timely and appropriate help to those affected at the time of a Disaster event.

In the past the delivery of "HELP" from the likes of WINZ, Housing NZ and the IRD was very fragmented and frustrating to those affected. The establishment of a WAG sees that a "ONE STOP SHOP" approach is now a standard approach to assist those under stress. This was one of the major outcomes of the recent Manawatu and Bay of Plenty Disaster Events of 2004 and 2005. The Southland WAG will be meeting regularly in the future and the actual cycle time has yet to be agreed on.

### **Communications**

The communications section of our operations is provided by the local Amateur Radio Emergency Communications group. We are slowly upgrading our hand held and centre VHF radios. (Some of our older sets were used in the 1978 floods and are no longer suitable in the "FM" age) It will take a number of years yet to complete the upgrade.

The Ministry of Civil Defence and Emergency Management no longer maintain the HF link and the Council is expected to meet the costs of repairs and maintenance.

The local area network (Southland) is well maintained and equipped.

### **Pandemic Planning**

Staff have been active in addressing the problems that may result from a world wide outbreak of the Avian flu H5N1. A plan is being developed that will reflect our role in assisting the local population and as well continuing to fulfill our daily tasks with possibly lower than normal staff levels.

### **General**

The Council needs to consider the need to be involved (financial commitment) in the Educating and Training opportunities offered by the Invercargill City and Southland District Council employed Training Officer to assist with the Local Specialised training needs. The CDO is not qualified enough to provide the training or the assessment of the trainees.

Educational needs will also need to be addressed and with the recent issue of a new programme for Schools “**What’s the Plan Stan?**” it is anticipated that schools will seek help. The MCDEM see the education of children as a most effective way to reach all the population.

School programmes have been and are supported. Visits this year have been made to East Gore School, Willowbank School and St Peter’s College.

### **RECOMMENDATION**

**THAT the report be received.**