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Committee Co-ordinating Executive group (CEG)
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Wellington Region CDEM Group training

1. Purpose

To inform the Wellington Region Civil Defence Emergency Management Co-ordinating Executive Group (CEG) of the progress with training in the Region.

2. Background

At the CEG meeting on 2 April 2007, CDEM Group Officers were asked to consider how best to deal with civil defence emergency management training. This report identifies current training capabilities, training specifically for EOCs and how the training of CDEM staff and volunteers is currently conducted.

3. Training Assessment

A questionnaire was sent out to all Group members asking them to evaluate their current training in relation to the following questions that were raised at the last CEG meeting:

- What are the Region's training capabilities?
- How are we approaching training for volunteers?
- What training do we have in place for the Emergency Operations Centres (EOCs)?

Below is a summary of the results:

Kapiti Coast District Council (KCDC)

The KCDC Emergency Management Office has the capability to design, plan, create and run a variety of emergency management training, and on occasion will utilise outside providers such as MCDEM or NIWA/GNS. EOC staff are trained approximately once a

month, and will often compliment training with both long (two days) or short (20 minutes) exercises. Volunteers are trained by module and are sometimes involved in exercises.

The KCDC Emergency Management Office would like to have training at a sufficient frequency and variety to ensure continuity and the retention of all EOC staff. Currently no gaps in training have been identified.

Carterton District Council (CDC)

The CDC Emergency Management Office has limited training capabilities due to staff shortages and time constraints. The CDC Emergency Management Officer has experience in running training sessions and continues to train volunteer and staff on-the-job during exercises or events.

Wellington Emergency Management Office (WEMO)

WEMO currently utilises emergency management staff for training, with some assistance from outside training providers. Resource restraints inhibit WEMO to expand on their current ad-hoc EOC and monthly volunteer training, as a dedicated staff member for training and assessment would be required or a greater reliance on external providers.

Masterton District Council (MDC)

The MDC Emergency Management Officer (EMO) currently provides training on an ad-hoc basis. When required external training providers are used. The issue of limited staff resources and time restraints were also highlighted by the MDC EMO.

Hutt Valley Emergency Management Office (HVEMO)

The HVEMO currently provide training across a variety of topics such as Welfare, Rescue, CIMS and logistics and are continuing to develop additional courses such as Planning and Intelligence. Staff and volunteer training is conducted both ad-hoc and in modular format ranging in frequency from yearly (managers) to fortnightly (response teams).

South Wairarapa District Council (SWDC)

Training in South Wairarapa is conducted by the SWDC EMO, Wairarapa Rural Fire District and other Wellington region civil defence providers. This training is on an ad-hoc basis. The issue of limited staff resources, limited budget and time restraints were also highlighted by the SWDC EMO.

Porirua City Council (PCC)

The PCC EMO is currently conducting the training at PCC EOC. Issues such as limited resources were mentioned as limitations.

GEOC - Wellington

The Group EOC (GEOC) operating systems and procedures have been redesigned and compiled into individual desk operating manuals that will be used as the basis for modular training in the future. This modular based training was implemented with communications training in August and additional modules are now being developed.

GEOC volunteers continue to attend monthly training sessions on various roles and function of the GEOC. Group EMOs often attend training courses facilitated by external training providers or TAs.

GEOC trainer (Chris Killeen) has attended the Weltec training institute and is in the process of obtaining assessors capability which will enable GEOC staff (including volunteers) gain unit standards from the Rapid training package developed by the MCDEM. RAPID stands for Response and Preparedness in Disasters. It is a comprehensive training programme developed specifically to enhance the emergency response capabilities. It is flexible and as it is modular based and can be customised to suit differing needs.

Alternate GEOC – Region Wairarapa

Region Wairarapa has developed a training and retention strategy and use a modular approach to training. A lack of resources has resulted in a lapse in training, however, monthly IMT training sessions have been set-up for the next few months to breach the IMT training gap.

4. Conclusion

At present there is only one person that has been appointed in the Wellington Group specifically to provide training and they are employed by the Group office. Therefore at the TA level training is provided by EMOs who are often busy with other duties associated with their role. Some TAs in the Hutt Valley and Kapiti and WEMO have effectively developed and implemented a number of training programmes, whilst others struggle with limited personnel resources and time restraints.

To enhance the training capability of the region a collaborative approach is required. This has been initiated with the Logistics and Planning and Intelligence courses run by the Hutt Valley Emergency Management Office. Where there continues to be gaps, external training providers may be required, such as Canterbury CDEM Group (EOC training). The Group trainer has attended this course recently and will be applying this knowledge in the Wellington region.

The Group realise that training of CDEM staff and volunteers is an ongoing process, and feel that is improving with the implementation of short courses, and other professional development. EMOs are becoming increasingly aware of the training needs and reacting accordingly, by working together and sharing resources.

5. Recommendations

That the CEG:

1. *receives the report; and*
2. *notes the contents.*

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