

Report 07.626  
Date 28 August 2007  
File Z/1/4/19

Committee Co-ordinating Executive Group (CEG)  
Author Tom Finnimore, Kapiti Coast District Council

## **CDEM Controllers and Recovery Managers' Course, 16-18 August 2007**

### **1. Purpose**

To inform the Wellington Region Civil Defence Emergency Management Co-ordinating Executive Group (CEG) of the results of the Wellington Region CDEM Controllers and Recovery Managers Course held 16 – 18 August 2007.

### **2. Background**

At its 2 April 2007 meeting, the CEG endorsed a proposal to conduct a Controllers Training Course and requested all Controllers and Recovery Managers to take part.

A residential course was conducted for the Group by the Kapiti Coast District Council CDEM staff from 16 – 18 August 2007 at the Copthorne Hotel Masterton.

Thirty-nine people attended - twenty-two Controllers and Recovery Managers from within the Wellington Region, one from the Hawke's Bay Regional Council, eleven Emergency Management Officers, two Emergency Advisors from the Ministry of CDEM, the National Manager from Emergency Management Academy of NZ and two Lifelines Co-ordinators from the Kestrel Group.

### **3. Course curriculum**

The two day training course was based on the well proven, 'experiential' (hands on) style of training.

The first half day of the course created an understanding of 'declarations' and controllers' powers, lifelines and welfare arrangements in the Group as well as the roles of other CDEM Groups in supporting the Wellington CDEM Group during large scale emergencies.

The participants were then tasked to put this background into practice through four tabletop exercises conducted during the rest of the period. The exercises focused on a chemical spill, a tsunami, an earthquake and flood scenarios in different parts of the region, bringing the reality of these scenarios to the controllers' doorstep.

#### **4. Course outcome**

The purpose and design of the course was to provide Local Controllers and Recovery Managers a practical introduction to these roles.

An evaluation by course participants agreed unanimously that this was achieved and 75% of participants rated the course overall as high as 85%.

Some useful feedback comment was recorded which will be applied in "fine tuning" the course for future use. Given that this course was being conducted for the first time and had not been tested, its designers in particular, and the Emergency Management Officers in general were more than satisfied with the outcome.

A clear and salutary message came from both the Ministry of CDEM and the Emergency Management Academy of NZ that this course could be developed as a Controller qualification course.

Whereas no clear frequency of training could be obtained from participants, they supported the need for ongoing training.

#### **5. Conclusion**

The Wellington Region CDEM Controllers and Recovery Managers Course held 16 – 18 August 2007 attained a very satisfactory outcome. The course package, modified to include unit standards, would, on completion, qualify a person to be able to carry out the role of a Local Controller. Such a course would enable the Group to meet its own requirements for qualified people.

#### **6. Recommendations**

*That the CEG:*

1. *receives the report;*
2. *notes the contents;*
3. *endorses the outcomes of the course; and*
4. *directs that a qualifying course be prepared and conducted within the next training year.*

Report prepared by:

**Tom Finnimore**  
Emergency Management Officer (Planning &  
Technical), Kapiti Coast District Council