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Committee Co-ordinating Executive Group (CEG)
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Controller and Recovery Manager Training

1. Purpose

To update the Co-ordinating Executive Group (CEG) on Controller and Recovery Manager training being carried out in the Wellington Region.

2. Background

At the last CEG meeting held on 7 April 2008, a training and development programme for the CDEM Group's Controllers and Recovery Managers was approved. The programme contained four courses spread over two years. The courses approved were:

- **May 2008 - Course 1:**
CDEM structure, 4R's, six critical needs, legislation / CDEM Act, plans (group, national, local), Emergency Operations Centre, CIMS
- **August 2008 – Course 2**
Declarations, powers, incident management team, functions, roles and responsibilities
- **May 2009 – Course 3:**
Role of elected members (local & central government), health and safety, Lifelines, public information, linkages to other agencies (MCDEM etc), multi – agencies (who and what)
- **August 2009- Course 4:**
Crisis management & decision making (information analysis, short and long term planning, transition to recovery, stress management).

The first two of these courses have now been successfully completed.

3. Training to date

3.1 Course 1

Course 1 was held on 5 June 2008 with 24 people attending. Not all the Controllers and Recovery managers were in attendance due to prior engagements and other work commitments. The following people attended: Don McGuire, Desley Monks and Tom Finnimore - Kapiti Coast District Council, Trevor Farmer and Sue Veart - Porirua City Council, Mike Mendonca and Adrian Glen - Wellington City Council, Robert Millar - Carterton District Council, Paul Walker - Masterton District Council, Derek Theobald - South Wairarapa District Council, Marty Grenfell and Dave Jack - Hutt Valley Emergency Management Office, Craig Hamilton, Ian Gunn, Rian van Schalkwyk, Jessica Hare, Chris Killeen, Jane Bradbury, Jane Davis, and Barry Leonard - Greater Wellington. The NZ Fire Service was represented by Bill Butzbach, and the NZ Police by Mike Wright. Keith Evans and Ian Wilson represented the Ministry of CDEM.

This course covered the following: Wellington Region CDEM structure; 4Rs (risk reduction, readiness, response and recovery); six critical needs (urban search and rescue, treatment and movement of the injured, welfare, medical/health, sanitation, restoration of lifelines services); legislation / CDEM Act, CDEM Plans (Group, National, Local), emergency operations centre management; and the Co-ordinated and Integrated Management System (CIMS).

3.2 Course 2

The second course was held on 28 August 2008 with 27 attendees: David Cole and Paul Walker – Masterton, Trevor Farmer and William Middleton – Porirua, Mike Mendonca, Adrian Glen and Holden Hohoia – Wellington, Bernie Goedhart, Wayne Gair, Don McGuire, Tom Finnimore and Desley Monks – Kapiti Coast, Paul Nickalls – Hutt, Jane Bradbury, Francis Ryan, Ken Rees, Rian van Schalkwyk, Ian Gunn, Tim Porteus, Barry Leonard, Craig Hamilton, and Chris Killeen – Greater Wellington, Mike Wright and Mike Hill - NZ Police, Bill Butzbach – NZ Fire Service, and Keith Evans and Ian Wilson - MCDEM. Only two TAs were not represented.

This course covered civil defence declarations, powers and functions of controllers and recovery managers, and the composition, roles, functions and responsibilities of the Emergency Management Team.

3.3 Pathway forward

The programme will continue into the next two years. They have provided an opportunity for relationship building and networking that will be important for the effective management of an emergency event.

The knowledge and skills that controllers and recovery managers will gain from the four courses will be tested during an exercise in May 2010.

4. Conclusion

5. Recommendations

That the CEG:

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

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