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Committee   Coordinating Executive Group (CEG)
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Controller and Recovery Manager Training

1.   Purpose

To update the CEG on the Controller and Recovery Manager training and development programme, including the attendance of appointed members.

2.   Background

At the CEG meeting of 6 October 2008 a progress report was tabled regarding the first two courses in the training and development programme for the CDEM Group's Controllers and Recovery Managers. Since then another two courses have been delivered. The course dates and content were as follows:

- *June 2008 - Course 1:*
  CDEM structure, 4R's (reduction of risks, readiness, response and recovery), six critical needs (urban search and rescue, treatment and movement of the injured , welfare arrangements, medical/health arrangements, sanitation and the restoration of lifeline services), legislation / CDEM Act, CDEM plans (group, national, local), operation of Emergency Operations Centres, Co-ordinated Incident Management System (CIMS)

- *August 2008 – Course 2:*
  Declarations, powers of controllers, incident management team, functions, roles and responsibilities of controllers and recovery managers

- *June 2009 – Course 3:*
  Role of elected members (local & central government), health and safety during emergencies, Lifelines arrangements, public information management, linkages to other agencies (MCDEM etc), multi – agencies (roles and responsibilities)

- *August 2009- Course 4:*
  Crisis management & decision making, information analysis, short and long term planning, stress management and transition to recovery.

3. Course Attendees

The attendance of our appointed Controllers and Recovery Manager's has been inconsistent. Prior engagements and workload have lead to courses being missed. Inconsistent attendance also has made it difficult for the training and development group to achieve their goal of all Controllers and Recovery Managers working and growing together. The chart below shows the attendee, territory, designation, when appointed in the specific role and courses attended.

Name	TA/agency	Designation	Appointment date	Course (√ = attended)			
				1	2	3	4
Don Mcguire	KCDC	Alternate Controller	Nov 2008	√	√	√	√
Leigh Halstead	KCDC	Controller	Nov 2007 – Nov 2008	√	√		
Kevin Jefferies	KCDC	Controller	Nov 2008		√		
Bernie Goedhart	KCDC	Recovery Manager	Nov 2008		√	√	√
Ken Smith	KCDC	Alternate Controller	Nov 2008		√		
Wayne Gair	KCDC	Alternate Recovery Manager	Nov 2008		√		
Sean Mallon	KCDC	Recovery Manager	Nov 2007 – Nov 2008				
Gary Simpson	KCDC	Alternate Controller	Nov 2008		√	√	
Trevor Farmer	PCC	Alternate Controller	May 2009	√	√	√	√
Sue Veart	PCC	Recovery Manager	<Nov 2007	√			
Ian Barlow	PCC	Alternate Controller	Nov 2007				
Roger Blakely	PCC	Controller	<Nov 2007		√	√	
Mike Chapman	PCC	Alternate Controller	<Nov 2007				
Moira Lawler	PCC	Alternate Recovery Manager	May 2009			√	
Elaine Brazendale	CDC	Controller	<Nov 2007				
Milan Hautler	CDC	Alternate Controller / Recovery Manager	<Nov 2007				
Mike Mendonca	WCC	Controller	Nov 2007	√	√	√	√
Stavros Michael	WCC	Alt Controller/ Recovery Manager	Nov 2007		√	√	
Andrew Dalziel	WCC	Alternate Controller	<Nov 2007 – Nov 2008				
Wendy Walker	WCC	Recovery Manager	<Nov 2007 – Nov 2008				
Kevin Tunnell	MDC	Controller	<Nov 2007				
Johnathan Hooker	MDC	Alternate Controller	<Nov 2007	√			
Luther Taloa	MDC	Alternate Controller	<Nov 2007				
Roger Gardner	MDC	Alternate Controller	<Nov 2007				√
George Butcher	MDC	Recovery Manager	<Nov 2007				
Derek Theobald	SWDC	Controller	<Nov 2007	√		√	√
Griff Page	SWDC	Recovery Manager	<Nov 2007 – Nov 2008				
Kyra Low	SWDC	Recovery Manager	Nov 2008			√	√
Stuart Duncan	HCC	Recovery Manager	<Nov 2007				
Matt Reid	HCC	Recovery Manager	May 2009		√	√	
Chris Upton	HCC	Alternate Controller	Nov 2008		√	√	
Marty Grenfell	HCC	Alternate Controller	<Nov 2007	√	√	√	
Paul Nickalls	HCC	Controller	<Nov 2007	√	√	√	√
Paul Nickalls	UHCC	Alternate Controller	<Nov 2007	√	√	√	√
Marty Grenfell	UHCC	Controller	<Nov 2007 – Nov 2008	√	√	√	
Lachlan Wallach	UHCC	Recovery Manager	<Nov 2007		√		
Chris Upton	UHCC	Controller / Recovery Manager	Nov 2008		√	√	
Ian Gunn	GWRC	Alternate Controller	Nov 2007	√	√	√	
Jane Davis	GWRC	Alternate Controller	Nov 2007 – Nov 2008	√			
Craig Hamilton	GWRC	Alternate Controller	Nov 2008	√	√	√	√
Ken Rees	GWRC	Alternate Controller	Nov 2008				
Jane Bradbury	GWRC	Controller	Nov 2007	√	√	√	√
Rian van Schalkwyk	GWRC	Alternate Controller	<Nov 2007	√	√	√	√
Tim Porteous	GWRC	Alternate Recovery Manager	Nov 2008		√	√	
Ian Sells	GWRC	Recovery Manager	Nov 2007 – Nov 2008				
Francis Ryan	GWRC	Recovery Manager	Nov 2008		√	√	√
Barry Leonard	GWRC	Alternate Recovery Manager	<Nov 2007	√			
Sandra Pederson	Kestrel	Alt Lifelines Coordinator	Nov 2007			√	
Dave Brunsdon	Kestrel	Lifelines Coordinator	<Nov 2007	√			
Attendance percentages				40%	60%	55%	25%

The average attendance of our appointed officers is 45%.

3.1 Pathway forward

In June 2010 our Controllers and Recovery Managers will be subjected to a practical exercise applying the knowledge and skills that they have obtained from the first four courses.

Feedback from attendees has proved that the courses delivered so far have been effective. The Controllers and Recovery Managers have also indicated that the training and development programme should continue. Attendees have been asked to provide ideas / topics for future courses.

The training and development group is already in the process of developing another two-year programme. A report in this regard will be tabled at the next CEG meeting in April 2010.

4. Conclusion

The CDEM Group Controllers and Recovery Managers' courses provided attendees the opportunity to obtain the required knowledge and skills to effectively fulfil their roles.

Opportunities to practice their skills, build relationships and networks and gain a common understanding of their roles and responsibilities were ample. The training is invaluable to our region and should continue. These courses seem to enable the CDEM Group to meet its own requirements for qualified staff.

5. Recommendations

That the CEG:

1.   ***Receives*** *the report.*

2.   ***Notes*** *the contents.*

Report prepared by:

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