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Committee Co-ordinating 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.

2. Background

2.1 General

At the CEG meeting on 5 October 2009 a progress report was tabled on the training and development programme for Controllers and Recovery Managers. At that time the following four courses had been completed.

- **June 2008 - Course 1**
CDEM structure, four Rs (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/*Civil Defence Emergency Management Act 2002*, 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 and 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 and decision making, information analysis, short- and long-term planning, stress management and transition to recovery

2.2 Practical exercise

The Training and Development Group convened on 4 February 2010 to discuss a practical exercise, which will consolidate the previous four courses. A one day exercise in August/September 2010 will use the following objectives as a basis for design.

- *Apply relevant legislation to the management of CDEM response*
- *Operate as a Controller during a response and the transition to recovery*
- *Manage Emergency Operations Centre (EOC)/Incident Management Team (IMT)*
- *Work within the Co-ordinated Incident Management System structure*
- *Analyse and prioritise recommendations from the IMT to direct the response*
- *Manage relationships with key stakeholders and politicians*

The Training and Development Group will meet again in April 2010 to design the exercise.

2.3 Pathway forward

The Training and Development Group discussed a further three year programme, which will be based on the objectives and role maps from the MCDEM Competency Framework (for more information on the Competency Framework, see the Competency Framework report).

The Competency Framework will include comprehensive job descriptions (role maps) for all of New Zealand's emergency management roles. Controller and Recovery Manager role maps will be completed by mid- to late 2010. As these role maps will influence our training objectives, the Training and Development Group has agreed to postpone the new course development until all the role maps have been received later this year.

3. Recommendations

That the Co-ordinating Executive Group:

1. *Receives the report.*
2. *Notes the content.*

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