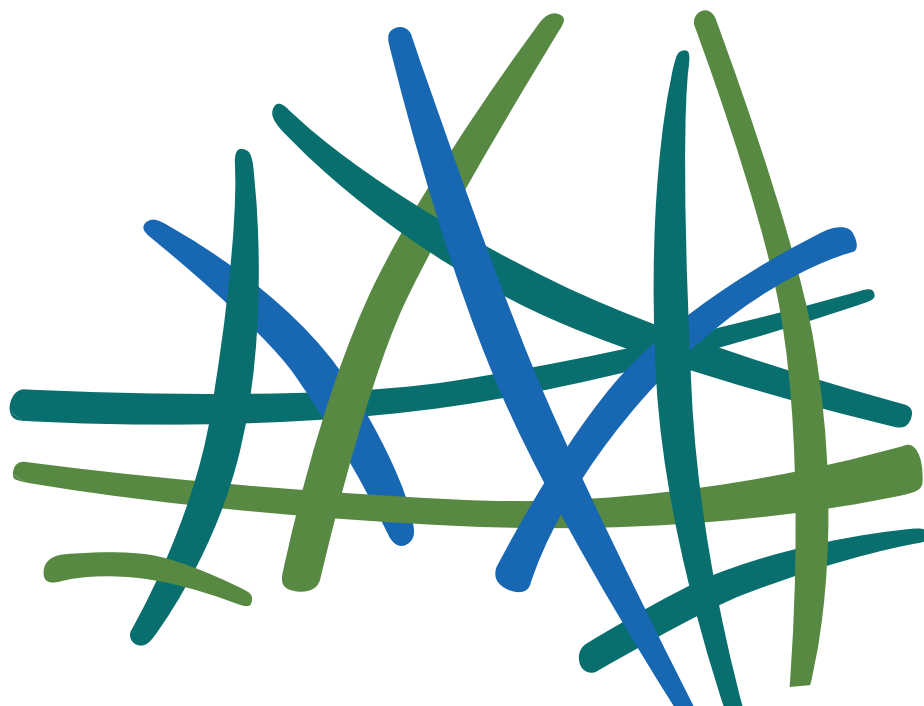


PLANBER - PUAOPE025A (Managing planning for a level 2 biosecurity emergency response)

PUA42912 Certificate IV in Public Safety (Biosecurity Response Leadership)

**Registration Brochure
Workshop 21 - 23 May 2019**



Copyright © 2016 by Commonwealth of Australia

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address below.

18 Marcus Clarke Street, Canberra, ACT, 2601

INTRODUCTION

Welcome to the National Biosecurity Response Team Planning Workshop. This workshop is aimed at providing professional development for NBRT members as part of the NBRT program in 2018-2019.

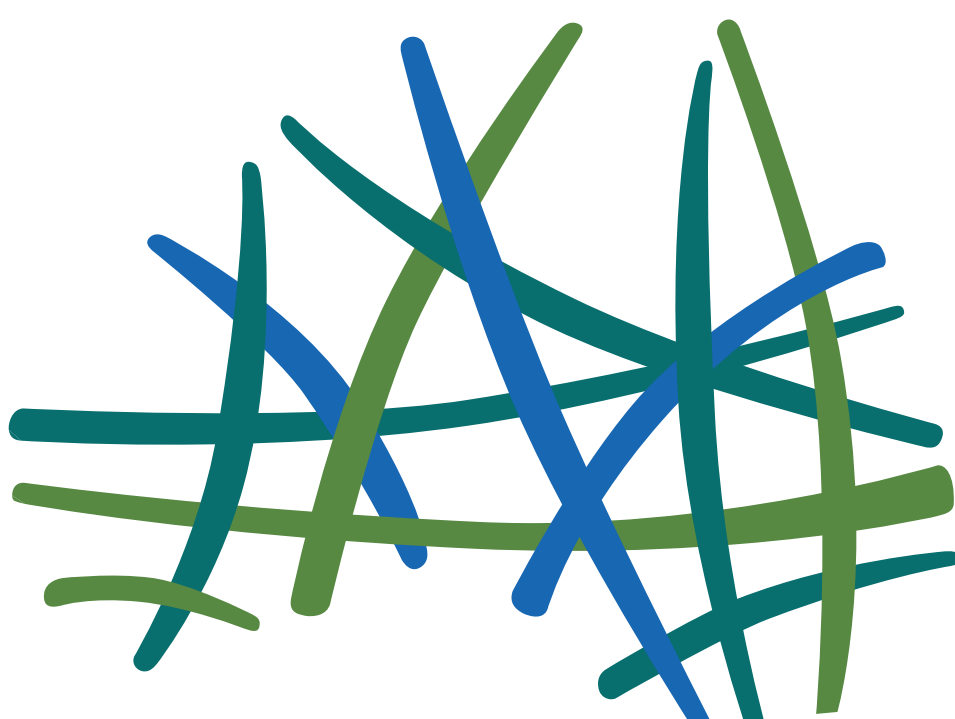
The aim of the workshop is to provide NBRT participants with an opportunity to develop their biosecurity emergency response capabilities within a planning function. The workshop will be utilising the BERTA training and assessment materials. PLANBER (PUAOPE025A) forms part of the elective units of competency from the Certificate IV in Public Safety (Biosecurity Response Leadership) PUA42912 qualification.

This registration package provides details about the workshop and what you need to do prior to attending, including:

- Workshop aims and objectives
- Location, travel and accommodation details
- Program outline
- Contact information
- Prerequisites for the workshops
- AHA Registration form
- Attachments with further information

NBRT members please note:

Immediately following the 3 day face to face workshop, a half day workshop for NBRT members will be facilitated on Friday to review the NASOP's. The initial NASOP review and discussion will be followed out of session to finalise inputs and suggestions.



PLANBER 21 - 23 May, 2019

Start time (Tue-Fri): 8.30am

Finish time (Tue-Thur): 4.30pm

Finish time (Friday): 12.30pm

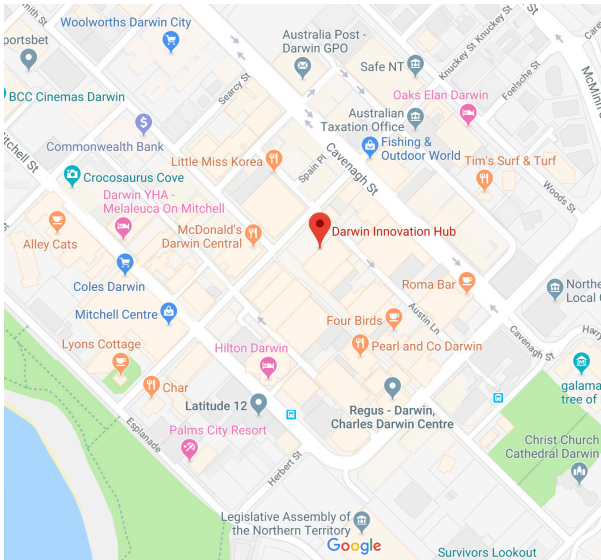
BERTA 2019 WORKSHOP SESSION OUTLINE

Session	Details
1	PLANBER overview and introductions
2	PLanning during a Level 2 biosecurity response
3	Exercise Golden apple snail
Activity 1	Personal logs
Activity 2	Developing priority Planning activities
Activity 3	Setting a Planning goal and objectives
Activity 4	Producing a SITREP
Activity 5	Planning update
Activity 6	Briefing Planning team members
Activity 7	Developing an IAP
Activity 8	Completing an appreciation and risk assessment
Activity 9	Establishing and maintaining situational awareness
4	Evaluation and close

TRAVEL & ACCOMMODATION

Travel expenses will be covered by the NBRT program for NBRT members attending this workshop. Jurisdictions are asked to cover travel expenses for non-NBRT members. NBRT members should arrange their travel and accommodation using the attached Travel Request form. Upon completing this form, please send it to Kat Thompson at Corporatate Traveller katherine.thomson@corporatetraveller.com.au.

LOCATION



Darwin Inovations Hub, Paspalis Centrepoint

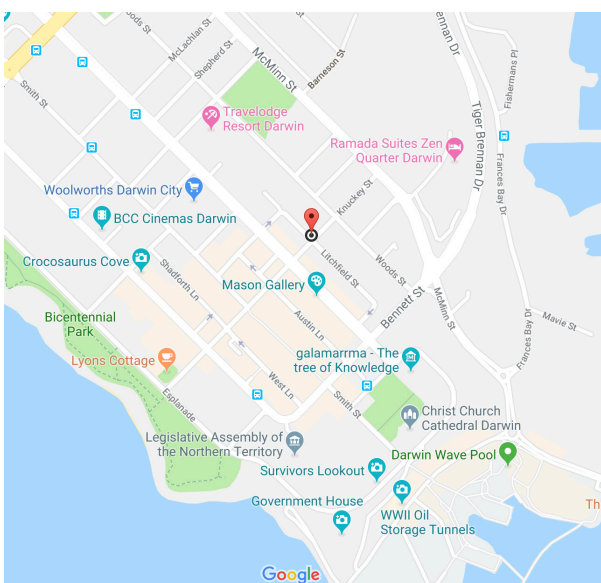
Address: 48-50 Sith Street, Darwin

Phone: 08 8943 0600

Car parking: All day car, off-street parking available in Cavanagh St (5min walk from the venue). Car park is normally full by 8.30am.



RECOMMENDED HOTEL



Mantra Pandanas

Address: 43 Knuckey Street, Darwin NT

Phone: (08) 8901 2900

Email: pandanas.res@mantra.com.au

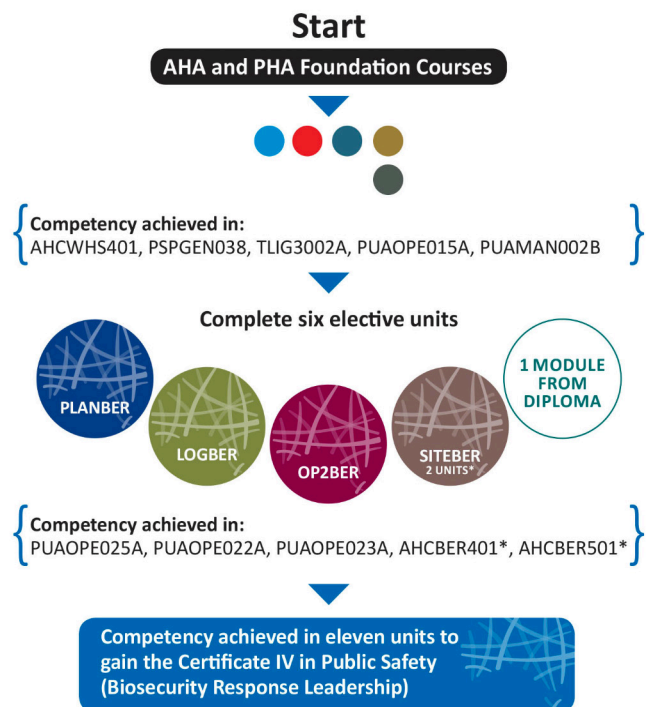
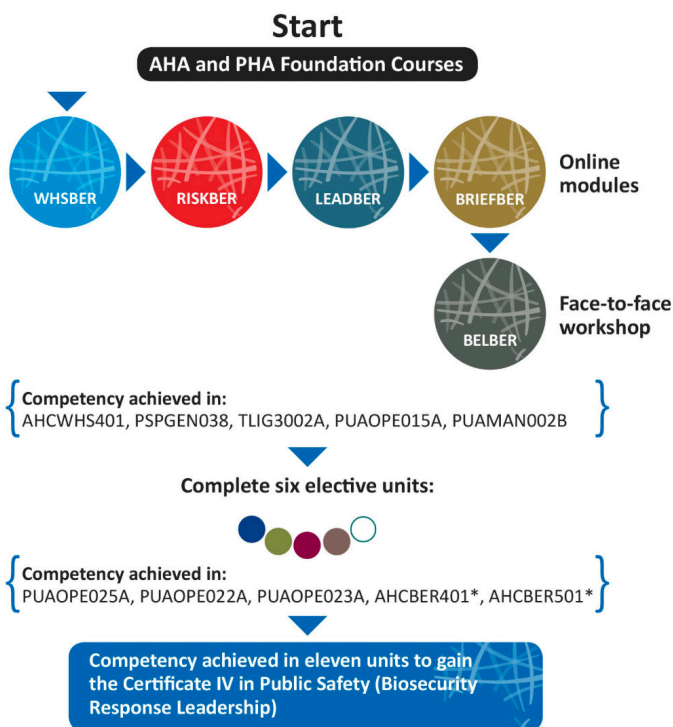
ENTRY REQUIREMENTS

For new participants, please complete the 'Getting Started' entry requirements on the BERTA Overview Page in Canvas, which explains the course enrolment process.

All participants are required to successfully complete the online module (please allow 10-20 hours to complete the module) before attending the 3 day face-to-face workshop.

- PLANBER (online modules) followed by the face-to-face workshop

LEARNING PATHWAY



CATERING

Lunch, morning tea and afternoon tea will be provided for participants at the workshop.
Please indicate any dietary requirements on the Registration Form included on (page 8) for catering purposes.

DRESS CODE

The dress code is smart-casual.

Darwin in May typically experiences temperatures ranging between 22-32°C.

WHAT TO BRING

Participants are expected to bring the following to the workshop:

- Note pad and pens
- Laptop for personal use

CONTACT

For further information regarding the workshop please contact Ben Byrne at Animal Health Australia on email NBRT@animalhealthaustralia.com.au or phone (02) 6203 3913.

FOR YOUR IMMEDIATE ATTENTION
Registration form

NBRT PLANNING WORKSHOP 2019
21 - 23 May 2019

Complete this form and forward it to
NBRT@animalhealthaustralia.com.au by Thursday, 18 April 2019
Carefully read the NBRT PLanning Workshop 2019 Registration Brochure

Participant's full name (name badge name)			
Work organisation & section (if appropriate)			
Work position title			
Company postal address			
City / State / Postcode	City	State	Postcode
Phone & mobile no.	Work ()	Mobile	
Work email @			
Emergency contact name			
Emergency contact	Phone	Relationship	
Dietary requirements (e.g. vegetarian, gluten free, etc.)			

CONFIRMATION AND ACCEPTANCE OF AHA [PRIVACY POLICY](#)

Participant signature _____ Date _____

PARTICIPANT CHECKLIST

- Carefully read the NBRT (Planning) Functional Workshop 2019 Registration Brochure.
- Organised my travel to and from the workshop.
- Booked my accommodation.
- FULLY completed the AHA Registration Form and returned to NBRT@animalhealthaustralia.com.au at AHA by Thursday April 18.
- Completed all necessary tasks to meet the entry requirements prior to attending the workshop.
- Reviewed the expectations of myself before, during and after the workshop.
- Completed the registration page (8) and have emailed it to the above email address.

