

RESPONSIBILITIES INCLUDE

- Ensure that decisions and actions (or lack thereof) made during response consider recovery implications
- Ensure affected communities are supported to recover from the incident and are considered and incorporated into the response
- Provision of expert Recovery advice to the Controller and other functions
- Management of Recovery liaison and communications with Governance, key organisations, and community leaders at local level in affected areas
- Supporting transition to recovery planning and the formal transition to recovery
- Coordination of any local level agencies and organisations with recovery responsibilities
- Ensure elected officials are informed of the key consequences and considerations likely to affect the recovery phase
- Recovery planning, including the establishment of a core recovery team (if applicable) during the response and planning for an eventual recovery team

KEY RELATIONSHIPS

- Controller (and deputy), Response Manager
- The IMT and other functions, particularly Welfare
- Recovery Managers and Recovery functions at other EOCs and ECC and national Recovery Manager/Recovery function if appropriate
- Local Recovery leads/representatives for agencies and NGOs
- Elected representatives and local authority staff involved in recovery
- Iwi/Māori
- Affected communities

KEY OUTPUTS

- Support development of the local Response to Recovery Transition Report (Controller-led)
- Initial Local Recovery Action Plan (draft version)
- Consequence assessment

CONSIDERATIONS

- Knowledge of and alignment with any existing and initial Local, Regional, and National Recovery Plans
- Escalation of issues to regional level (if applicable)
- The need for a Transition Notice under the CDEM Act 2002
- The continuation of some or all CIMS functions into recovery
- Ensuring sufficient resources to operate a recovery team/office
- Ensuring cultural needs are appreciated and supported
- Effective use and prioritisation of resources
- Ongoing funding arrangements
- Ensuring recovery planning and activities are driven by local and regional recovery needs

INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / understand Controller's intent
- Establish Recovery in Response function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)
- Develop situational awareness of the consequences for recovery at the local level and begin required activities
- Participate in holistic and integrated response and recovery consequence analysis and in setting response objectives
- Development of a holistic and integrated consequence assessment and setting of recovery objectives and begin initial local recovery planning
- Assess local recovery team resourcing needs
- Identify relevant recovery partners and stakeholders (e.g. elected representatives, community leaders, local authorities), initiate communication and integrate into the response
- Set up logs (as required) to record decisions and actions

ONGOING TASKS

- Maintain situational awareness and understanding from a Recovery perspective
- Communicate tasks and activities to IMT, monitor progress of tasks
- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)
- Hold briefings with the Recovery function (if established) to discuss consequences, new information and gaps, risks, response decisions and activities, and recovery tasks
- Work with PIM and Strategic Communications to prepare and hold media briefings
- Continually review and forecast future resourcing requirements
- Address Recovery needs at a local level
- Discuss outstanding and ongoing needs of people and animals with the Welfare function
- Establish and maintain liaison and communications with key organisations and community leaders in affected areas
- Record decisions, actions, and other activities
- Work with the Local Controller and Planning function to plan and manage the transition from response to recovery

Actions required to move from response to recovery

Action required	Lead	Support
Complete a Response to Recovery Transition Report	Controller	Recovery Manager
Ensure that agencies, organisations and groups with a role in recovery are committed to their continuing role	Recovery Manager	Controller
Prepare a Recovery Action Plan	Recovery Manager	Controller
Prepare for and conduct a Transition Briefing	Controller	Recovery Manager
Work with PIM and Strategic Communications to prepare and hold media briefings and communications, and ensure messages are consistent and accurate across all agencies	Controller	Recovery Manager