

RESPONSIBILITIES INCLUDE

- Ensure that decisions and actions (or lack thereof) made during response consider recovery implications
- Ensure any planning done to assist affected communities recover from the incident is considered and incorporated into the response
- Provision of expert Recovery advice to the Controller, other functions, and other response levels (where appropriate)
- Ensure alignment of Recovery messaging across all response levels
- Ensure a smooth transition between response and recovery; work with the Controller; support transition to recovery planning and the formal transition to recovery
- Coordination of national level agencies and organisations with recovery responsibilities if lead agency and required
- Ensure elected officials are informed of the key consequences and considerations likely to affect the recovery phase
- Begin planning for recovery, including establishing a core recovery team (if needed) during the response

KEY RELATIONSHIPS

- Controller (and deputy), Response Manager
- Recovery Managers and Recovery functions at all response levels
- The IMT and other functions
- Regional and national Recovery leads/representatives for government agencies, NGOs, and other relevant agencies
- Iwi/Māori

KEY OUTPUTS

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

CONSIDERATIONS

- Knowledge of and alignment with any Local, Regional, and National Recovery Plans
- Escalation of issues to all-of-government recovery coordination 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 actions are driven by local and regional recovery needs as well as issues of national significance/interest

INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / obtain 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 national and regional levels 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; begin initial national recovery planning
- Assess national recovery team resourcing needs
- Identify relevant recovery partners and stakeholders (e.g. elected representatives, national Recovery Managers, other agencies), initiate communication and integrate into the response
- Set up logs (as required) to record decisions and actions

ONGOING TASKS

- Maintain situational awareness and understanding of consequences from a Recovery perspective
- Communicate Recovery 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 core 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 support media briefings and develop key Recovery messages, ensuring messages are accurate, consistent, and that priorities are aligned across all levels of response and into recovery
- Discuss outstanding and ongoing needs of people and animals with the Welfare function
- Continually review and forecast future resourcing requirements
- Support Recovery needs at a regional level
- Ensure consistency of regional and national recovery planning/activities and coordination across NCC functions
- Ensure agencies, organisations, and groups with a role in recovery are committed to their continuing role
- Record decisions, actions, and other activities
- Work with the National Controller, Planning, and Recovery Managers 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