

RESPONSIBILITIES INCLUDE

- Primary oversight of the whole response
- Direct and monitor the response; delegate and prioritise duties and tasks
- Uphold and discharge legislative responsibilities
- Make decisions within limits of delegated authority and clearly record, communicate, and review them
- Provide the overall Action Plan for the response and ensure it can be executed within timeframes and resource availability
- Maintain situational awareness
- Confirm and maintain the area of operations, area of interest, and area of consequence for the response element and deconflict (as required)
- Ensure responder, public, and animal wellbeing and safety
- Determine / obtain / broker critical resources, materials, and facilities to support the response element
- Ensure the response element stays within prescribed resource and budget limits
- Provide advice, direction, and decision making support across the response, escalating issues to higher levels of response or Governance (when required)
- Manage response-wide risks
- Ensure response structure reflects response scale, priorities and needs

KEY RELATIONSHIPS

- Governance (political, senior management)
- Deputy Controller and Response Manager (if applicable)
- The IMT
- Controllers (and deputies) at other response levels (if applicable)
- Other Controllers at national level (if applicable)
- Iwi/Māori, community, media

KEY OUTPUTS

- Controller's intent and supporting response objectives
- Overall Action Plan
- Reporting schedule for the response
- Overall confirmed response structure
- Response-wide decisions
- Overall incident classification
- Strategic outcomes of the response

CONSIDERATIONS

- Whether unified control should be established
- Whether this is the best level for the response to be controlled from
- Being clearly identifiable, present, and available for questions, approvals, authorisations, and direction
- The intentions of Governance
- Legislative powers and duties
- Political, economic, social, technological, legal, and environmental influences on the response
- Balancing the needs for accurate advice and information against the need for timely decisions
- Gaps and risks; being ahead of the game
- Immediate, mid-term, and long-term actions required
- Competence of personnel in relation to the scale and complexity of the incident
- Challenges facing lower response levels and the support required
- Alignment of activities across the whole response

INITIAL TASKS

- Notify stakeholders of appointment
- Establish the Coordination Centre
- Assume and document control, receive handover
- Set overall response objectives and gain approval from Governance
- Lead the response element
- Assess the situation across the whole response
- Establish the IMT; hold and chair initial IMT meeting
- Develop the initial Action Plan and determine incident classification
- Establish key relationships

DEMOBILISATION

- Confirm response is transitioning to close out / terminated
- Handover to Recovery (if required)
- Ensure debrief is undertaken
- Consolidate financial expenditure
- Manage contracts (as required)
- Identify and circulate lessons

Refer to *Appendix F Demobilisation* in page 96 of the 3rd edition of the CIMS Manual for more information.

ONGOING TASKS

- Lead, control, and direct the whole response
- Record decisions, actions, and other activities
- Maintain oversight of the whole response; ensure the response is functioning properly
- Monitor Action Plan implementation across the response and commence development of further Action Plans (as required)
- Chair IMT meetings
- Act as spokesperson (if required)
- Maintain key relationships; ensure key stakeholders are kept updated
- Ensure the response has the resources it needs
- Ensure personnel briefings and handovers are conducted effectively
- Continuously review direction of the whole response and adapt accordingly
- Determine ongoing incident classifications and ensure they are recorded in subsequent Action Plans
- Promote effective information flow and communication across the whole response
- Work with lead Recovery Manager to manage the transition to recovery (if applicable)