

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, other functions, and local level
- Management of Recovery liaison and communications with Governance, key organisations, and community leaders at the regional level in affected areas
- 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 any regional level agencies and organisations with recovery responsibilities
- Regional coordination of recovery management where multiple local recoveries are active
- 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
- National Recovery Manager and Recovery function
- The IMT and other functions
- Recovery in Response functions and Recovery Managers at other EOCs and ECCs
- Recovery leads/representatives at government departments, agencies, and NGOs
- Elected representatives
- Iwi/Māori

KEY OUTPUTS

- Support development of the regional Response to Recovery Transition Report (Controller-led)
- Initial Regional 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 national 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 / 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 regional and local 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 regional recovery planning
- Assess regional 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

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

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 core regional recovery team (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 local level
- Ensure consistency of local and regional recovery planning/activities and coordination across EOC and ECC functions
- Establish and maintain liaison and communications with key organisations and community leaders in affected areas
- Record decisions, actions, and other activities
- Work with the Regional Controller, Planning, and local Recovery Managers to plan and manage the transition from response to recovery