

RESPONSIBILITIES INCLUDE

- Management of the NCMC planning process on behalf of the Controller
- Translation of, and advocate for, the development of Controller's intent and strategic objectives in conjunction with the Controller
- Ensure the Controller and IMT are informed of the Planning aspects of the response and have oversight of planning requirements
- Ensure the planning process and associated outputs and outcomes are culturally responsive, including a Te Ao Māori worldview
- Ensure plan execution can be progressed within timeframes, legislative, economic, and societal bounds
- Forecasting medium- to long-term resourcing requirements
- Ensure lower response levels are aligned to the strategic plan and the intent/objectives
- Provision of coordination, direction, support, and/or mentoring to national level leads
- Ensure national level Planning activities are informed by a shared situational awareness and awareness of decisions for and from Cabinet and the National Security System (NSS)
- Provision of expert Planning advice to the Controller and other functions

KEY OUTPUTS

- Action Plan and others as needed, e.g. Long-Term, Contingency, Transition Plans, and other specific plans, e.g. Communications, Handover and Demobilisation Plans
- Response objectives that are SMART
- Documented risks, assumptions, freedoms, or constraints that planning is based upon
- Documented options analysis, including recommended option
- Identification of key stakeholders who need to have input to planning process
- Content and advice to Policy (for the development of Cabinet papers) to ensure options for achieving objectives and recommendations

KEY RELATIONSHIPS

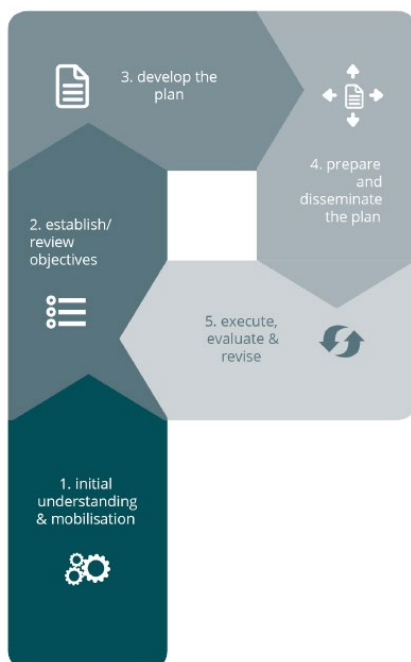
- Controller (and deputy), Response Manager
- The IMT and other functions, particularly Intelligence, Operations, Logistics, and Iwi/Māori representation
- Planning functions at NCCs and at local and national level (if applicable)
- Planning team members
- Iwi rūnanga

CONSIDERATIONS

- If using unified control, a **single** CIMS structure should be used to support the unified Controllers and provide single guidance to workstream planners
- Plans are likely to be a strategic and public document, and OIA process more likely to be critical; workstreams will likely be incorporated as well as CIMS functions for tasking, ensuring clarity of agencies accountable for delivery of workstreams
- Operational periods are longer and decided by Cabinet
- Which agencies, key stakeholders, and CIMS functions require engagement and when
- Response will be more political, bringing additional risks and issues; Cabinet/NSS likely to make decisions at a higher level than Controller; decisions fed by policy papers (Cabinet papers)
- Ensuring options and recommendations in papers have had planning rigour in their development (i.e. ensuring these are operationally feasible, key delivery agencies are involved with development, risks and issues highlighted)
- Governance (i.e. Cabinet) could be undertaken by opposition parties
- If there are to be changes in legislation, planning rigour should be included in its development; ensure likely content is communicated in advance so Contingency Planning for consequences of the legislation can occur
- Agencies likely to have their own NCCs running CIMS to coordinate their response activities; lead agency role becomes more about complex technical and legal matters like jurisdictions and powers, with the AOG NCMC team coordinating across all agencies and organisations
- Timeframes, legislative, economic, and societal bounds are considered as part of the planning process

INITIAL TASKS

- Engage with the Controller to develop initial understanding of the situation, set site-specific objectives and scope the Action Plan, including intent and objectives
- Establish Planning function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)
- Establish the Planning function roster for 2 weeks, identifying likely resourcing
- Develop an initial Action Plan and set operation period, in conjunction with the Controller
- Document the initial response aim, objectives, and operational period
- Agree and ensure initial communication of timelines/operational period
- Identify relevant stakeholders and initiate communication, integrating into the planning processes (where applicable)
- Guide IMT in the planning process
- Set up logs (as required) to record decisions and actions
- Develop requests for information and provide to Intelligence
- Advise Policy on options and recommendations to support the development of Cabinet papers



ONGOING TASKS

- Manage the planning process, using the 'Planning P' to drive Action Plan progress; seek Controller sign off on all plans
- Record decisions, actions, and other activities
- Facilitate planning meetings, ensuring the planning team has representation from all functions and external stakeholders (where appropriate) and can provide diversity of thought
- Coordinate activities with other CIMS functions
- Support the execution of the Action Plan and assess progress against it
- Assign, communicate, and monitor progress against tasks across the response
- Maintain and constantly update situational awareness, prioritising and adjusting planning requirements (as required), consider impacts wider than local area of event
- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)
- Review operational period, Controller's intent, Action Plan tasks, situational awareness, and validity of current objectives; adjust as required
- Forecast medium- to long-term resourcing requirements and associated resources and activities
- Build strong relationships with internal and external stakeholders, including Planning functions at local and national level (if applicable)
- Develop Contingency Plans based on the likelihood of potential scenarios
- Contribute operational information and risks to Governance reporting
- Contribute strategic information and risks to Governance reporting
- Work with Recovery to develop a Transition Plan and recovery strategy
- Manage demobilisation for Planning

DEMOBILISATION

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