

## RESPONSIBILITIES INCLUDE

- Direct and monitor the local level 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 (or approve) the local Action Plan 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 and direction to the incident level response, escalating issues (when required)
- Determine gaps in response and manage risks to 'stay ahead of the game'
- Ensure response structure reflects response scale, priorities, and needs

## KEY RELATIONSHIPS

- Governance
- Deputy Controller and Response Manager
- The IMT
- Controllers (and deputies) at incident and regional level (if applicable)
- Other Controllers at local level (if applicable)
- Iwi/Māori, community, media

## KEY OUTPUTS

- Controller's intent and supporting response objectives
- Action Plan
- Reporting schedule
- Confirmed response structure
- Incident classification
- Delivery of assigned outcomes

## CONSIDERATIONS

- Whether unified control should be established
- Whether a Deputy Controller and/or a Response Manager should be appointed
- Being clearly identifiable, present, and available for questions, approvals, authorisations, and direction
- 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
- How to factor operational and strategic risk into planning and execution
- Immediate, mid-term, long-term actions required
- Competence of personnel in relation to the scale and complexity of the incident
- Escalation of complex or unresolvable issues to regional level (if applicable)
- Link between the Action Plan and application of agency procedures
- Alignment of activities across the incident response level

## INITIAL TASKS

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

## DEMOBILISATION

- Confirm response is terminating
- Handover to Recovery (if required)
- Conduct debrief
- Consolidate financial expenditure
- Manage contracts (as required)
- Identify and circulate lessons

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

## ONGOING TASKS

- Lead, control, and direct the response
- Record decisions, actions, and other activities
- Ensure the Coordination Centre is functioning properly
- Monitor Action Plan implementation 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
- Maintain oversight of the response
- Ensure incident level response has the resources they need
- Ensure personnel briefings and handovers are conducted effectively
- Continuously review direction and adapt accordingly
- Determine ongoing incident classifications and ensure they are recorded in subsequent Action Plans
- Promote effective information flow and communication across the response
- Work with local level Recovery Manager to manage the transition to recovery (if applicable)