Name and logo of Council

Response Transition Report template

|  |  |
| --- | --- |
| Event: |  |
| Regions/Districts/Wards affected: |  |
| Prepared by: |  |
| Handover from: | Controller’s name | Signature: |
| Handover to: | Recovery Manager’s name | Signature: |
| CE | CE’s name | Signature: |
| Date of handover from Controller to Recovery Manager: |  |
| Status: | Version number/draft/final |

*Replace yellow highlights with relevant information or delete if not applicable.*

*This template from MCDEM’s Recovery Toolkit aims to help CDEM Groups and local authorities prepare and support their communities to recover after an emergency, meet their legislative duties and elevate recovery preparedness across New Zealand. The templates provide suggestions based on lessons from previous recoveries - they are not prescriptive. Please email* *MCDEMRecovery@dpmc.govt.nz* *with your feedback and suggestions.*

A Response Transition Report (sometimes called a Transition Report) is written as response priorities shift to recovery priorities. Its purpose is to capture the end-state of response issues and provide a basis for further recovery planning. The report should provide the Recovery Manager and Recovery Team with a good situational awareness of the consequences of the emergency, outstanding actions, risks and issues, resources and key community contacts. A detailed summary of the response at point of transition is unnecessary, only the information that will help the recovery.

While the Controller is responsible for preparing the Response Transition Report, with support from the Recovery Manager, a strong contribution from the Recovery Manager and those involved in the response will enable a better handover. The Planning function in the Coordination Centre is likely to write the report after gathering information from other Coordination Centre functions.

This template helps you step through an assessment of needs and the resources and governance needed to address them.

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# Executive summary

Brief overview of needs, particularly community needs, and the resources and governance needed to address them.

Include next steps, eg development of Recovery Action Plan and Communications and Engagement Plans.

# Emergency and response summary

## Summary of the event

Brief summary of event:

## Extraordinary powers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Declaration/ Notice | Start date | Expiry date | Given by | Terminated by | Area covered | Comments (include reason for declaration / notice) |
| State of Local Emergency |  |  | Name and title of authorised person |  |  |  |
| Transition Period |  |  | Name and title of authorised person |  |  |  |
| Non-declared |  |  |  |  |  |  |

## Summary of emergency powers exercised

Summary of emergency powers exercised, why they were exercised and any ongoing need for extraordinary powers:

Implications of powers no longer available, moving from response to recovery:

## Expenditure, funding and assistance

### Expenditure generated during response

Open purchase orders generated during response:

Estimates of pending commitments:

Plans for reimbursement from agencies where flights and accommodation were organised by ECC on the agencies’ behalf:

Will ECC continue to coordinate any flights and accommodation or are agencies now responsible for their own travel arrangements?

Actions taken to finalise emergency expenditure calculations:

### Ongoing costs

Ongoing costs for response, eg chemical toilets, security-fencing rental:

## Funding and support

### Ongoing support

Status of ECC, EOCs, welfare centres, community hubs:

Support during response that ends in recovery, eg access to free medical assessments:

Support during response that transfers to recovery:

Other assigned resources:

### Financial support

Mayoral Relief and donations:

Funding and grants available, eg Lotteries funding:

Take-up of available funding:

Funding applied for, eg business support packages:

Approval processes and criteria:

### Government assistance

Funding and support provided by central government, eg IRD, MPI:

Assistance likely to be sought from central government *(See Central government support in recoveries on* [*www.civildefence.govt.nz*](https://www.civildefence.govt.nz/) *for a list of potential government funding.)*

## Response staff

Who managed and led the response, including response function leads:

Response staff still deployed:

## Other

Requisitions still in place:

Arrangements still in place to be carried over into recovery:

## Information management

Brief description of and links to information gathered during the response, how and where has it been recorded, and how it is managed. Eg needs assessments, sit reps, building inspections, risk register, project plans:

Outstanding information and actions in place to gather it:

Challenges and outstanding issues:

# Nature and extent of consequences (short, medium and long-term)

*See Issues to consider about the consequences of an emergency when planning and reporting on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/)*.*

## Condition of community affected by the emergency

Summary of condition of aspects of the community affected by the emergency, focusing on the recovery environments (Social, Built, Natural, Economic) and their inter-relationships:

*The culture of a community should be considered within all environments. Culture includes how a community functions, what they value, their beliefs, social norms and the communities’ way of life. These characteristics should help understanding recovery environments and influence recovery activities and projects.*

## Situations with potential to re-escalate or exacerbate

Areas or situations with the potential to re-escalate the emergency, eg forecast weather, ongoing seismic activity, remaining flooding, ongoing volcanic activity:

Multi environment issues that cross environments with the potential to exacerbate consequences, eg insurance issues, labour shortages:

## Social environment

Overview of consequences on the social environment, including critical issues (eg numbers of affected people, schools, major employers), how support is being coordinated locally and regionally), and an estimate of future cost, priorities and risks:

### Consequences on people and communities and probable future needs

|  |  |  |  |
| --- | --- | --- | --- |
| Impact | Extent | Comment  | Future needs |
| Deaths | number |  |  |
| People displaced | number |  |  |
| People injured | number |  |  |
| People in emergency accommodation | number |  |  |
| Impact on children |  | Eg damage or access to schools |  |
| Impact on older people |  |  |  |
| Impact on iwi and marae |  |  |  |
| H&S issues |  |  |  |
| Others |  | Eg tourists, lifestylers, holiday makers, migrant workers, homeless, students, prisoners, disadvantaged groups |  |
| Impact on pets |  |  |  |
|  |  |  |  |

### Impact and welfare needs assessments

|  |  |  |
| --- | --- | --- |
| Rapid Impact and welfare needs assessments completed | Assessments outstanding | Comment |
| Number | Number |  |
|  |  |  |

### Support carried forward from response

|  |  |  |
| --- | --- | --- |
| Available support | Issues  | Future needs |
| Medical services  |  |  |
| Psychosocial support  |  |  |
| Support for managing issues with pets |  |  |
|  |  |  |

### Temporary Accommodation

Need for temporary accommodation, including number of families and vulnerable people, eg children, older people:

Issues, eg lack of houses, units, land in or near affected areas:

Arrangements underway, eg MBIE’s Temporary Accommodation Service activated:

Arrangements needed:

### Navigators

Need for Navigators:

Arrangements underway:

Arrangements needed:

## Built environment

Overview of consequences on built environment, including critical issues (eg damage and risks to residential and commercial buildings and lifelines utilities infrastructure, H&S issues), how support is being coordinated locally and regionally, and an estimate of future cost, priorities and risks:

### Residential buildings

Type and extent of damage:

Demolition, rebuild, repairs, cleaning done:

Demolition, rebuild, repairs, cleaning needed:

Hazardous substances (eg asbestos, contaminated land):

Outstanding assessments:

How houses were checked and marked, eg under the CDEM Act or under the Building Act:

| Area / Zone | **Insanitary building notices** | **Yellow** | **Red** | **White** |
| --- | --- | --- | --- | --- |
|  | number | number | number | number |
|  |  |  |  |  |
|  |  |  |  |  |

### Commercial buildings

Type and extent of damage:

Demolition, rebuild, repairs, cleaning done:

Demolition, rebuild, repairs, cleaning needed:

Hazardous substances (eg asbestos, contaminated land):

Outstanding assessments:

How buildings were checked and marked:

| Area / Zone | **Insanitary building notices** | **Yellow** | **Red** | **White** |
| --- | --- | --- | --- | --- |
|  | number | number | number | number |
|  |  |  |  |  |
|  |  |  |  |  |

### Community assets

Type and extent of damage, eg to schools, halls, hospitals, churches, sport centres, pools:

Demolition, rebuild, repairs, cleaning done:

Demolition, rebuild, repairs, cleaning needed:

Hazardous substances (eg asbestos, contaminated land):

Outstanding assessments:

How buildings were checked and marked:

| Area / Zone | **Insanitary building notices** | **Yellow** | **Red** | **White** |
| --- | --- | --- | --- | --- |
|  | number | number | number | number |
|  |  |  |  |  |
|  |  |  |  |  |

### Roads and rail

**Local roads**

Type and extent of damage:

Outstanding assessments:

Closed roads:

How the closure is being managed:

Repair done:

Repair needed:

**National roads**

Type and extent of damage:

Outstanding assessments:

Closed roads:

How the closure is being managed:

Repair done:

Repair needed:

**Rail**

Type and extent of damage:

Outstanding assessments:

Closed lines:

How the closure is being managed:

Repair done:

Repair needed:

### Ports, harbours, airports

Type and extent of damage:

Closed facilities:

How the closure is being managed:

Outstanding assessments:

Repair done:

Repair needed:

### Three waters infrastructure

Type and extent of damage, eg to drinking water, wastewater, sewerage, storm water, treatment plants, reservoirs:

Out of order facilities and impact, eg boil water notices, portaloos:

Outstanding assessments:

Repair done:

Repair needed:

### Stopbanks, flood protection structures and dams

Type and extent of damage:

Level of risk:

Outstanding assessments:

Monitoring underway:

Repair done:

Repair needed:

### Lifelines (electricity, fuel, telecommunications)

**Electricity**

Type and extent of damage:

Outstanding assessments:

Out of order facilities:

Impact:

Repair done:

Repair needed:

**Fuel**

Type and extent of damage, eg to petrol, diesel and gas supplies:

Outstanding assessments:

Out of order facilities:

Impact:

Repair done:

Repair needed:

**Telecommunications**

Type and extent of damage:

Outstanding assessments:

Out of order facilities:

Impact:

Repair done:

Repair needed:

## Natural environment

Overview of impacts on natural environment, including critical issues (damage to ecosystems, rural and urban landscapes), how support is being coordinated locally and regionally, and an estimate of future cost, priorities and risks.

### Hazards

Type and extent of hazards, eg rockfall, sink holes, flooding, rivers, dangerous buildings:

### Rivers, coasts and national parks

Type and extent of damage:

Outstanding assessments:

Impact:

Restoration done:

Restoration needed:

### Ecosystems

Type and extent of damage, including hazards:

Outstanding assessments:

Impact:

Restoration done:

Restoration needed:

### Urban landscapes:

Type and extent of damage, including hazards:

Outstanding assessments:

Impact, eg on access to buildings, parks, roads:

Restoration done:

Restoration needed:

### Rural landscapes

*If significant rural damage, refer to Rural environment*

Type and extent of damage:

Outstanding assessments:

Impact:

Restoration done:

Restoration needed:

### Water drainage

Overview of status and critical issues, eg water to be pumped after flooding:

### Debris / Waste management

Overview of status and critical issues, eg removal and disposal of silt and debris, contaminated waste and land:

Arrangements made, eg with agencies, insurers, EQC, companies:

Outstanding matters:

### Land contamination

Overview of status and critical issues, including pre-existing, eg of farmland, pastures:

Environmental testing underway:

Environmental testing to be initiated:

Outstanding assessments:

Arrangements made:

Arrangements outstanding:

### Damage to fauna and flora

Overview of status and critical issues, eg impacts on forests, natural habitats

Outstanding assessments:

Arrangements made, eg with DOC:

Arrangements outstanding:

## Economic environment

Overview of economic environment, including critical issues (eg economic impact), how support is being coordinated locally and regionally, and an estimate of future cost, priorities and risks.

Employment / Business resumption

Impact on businesses, including small businesses, primary production, factories:

Actions taken to support return to work, eg providing shuttles:

Impacts on tourism:

Impacts on the rural economy: (or refer to separate rural section)

Outstanding assessments:

Arrangements underway, eg with MBIE and MPI:

### Insurance

Claim and assessment statistics:

Information about non- and under-insurance:

Engagement with insurance providers, Insurance Council NZ, EQC:

Need for Residential Advisory Services:

Information about business insurance:

## Rural environment (primary production)

Overview of status of rural areas and critical issues, including damage to farmland, stock, crops, affected businesses, and psychosocial issues.

Impact on animals:

Rural needs assessments:

Outstanding assessments:

Arrangements underway, eg with MPI, RST, Enhanced Task Force Green:

## Areas with potential to re-escalate

Areas or situations with the potential to re-escalate the emergency, eg forecast weather, on-going seismic activity, remaining flooding, ongoing volcanic activity:

# Governance arrangements

## Recovery Managers

|  |  |  |
| --- | --- | --- |
|  | Name of Recovery Manager | Contact Details |
| Local Recovery Manager |  |  |
| Group Recovery Manager |  |  |
| National Recovery Manager  |  |  |

## Response Handover

|  |  |  |  |
| --- | --- | --- | --- |
| CIMS function | Name of Lead | Handover to | Date handed over |
| Eg PIM, Planning, Ops |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Recovery Leads

*These and other stakeholder details and contacts could be in a separate Stakeholder database. See Stakeholder engagement map and database of contacts on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/) *for a list of potential stakeholders and templates.*

Known/confirmed Leads for recovery projects teams, environments etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Project/Environment | Name of Lead | Agency | Contact Details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Plans

Links to plans in place, eg plans in place during response that will continue into recovery such as fuel conservation plan:

Plans to be developed:

## Reporting

Brief description of and links to reports that will be carried over:

* Status Report
* Report to CEG
* Report to Joint Committee
* Reports to MCDEM
* Internal reports, eg to Council
* Other

## Upcoming Meetings and Forums

| Lead organisation | Who attends | Dates |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Engagement and communications

## Engagement plans

Key partners, including iwi, community leaders, representatives from the community, private sector and other interested parties involved in response and likely to continue or should be involved in recovery.

Links to any engagement plans already drafted from response/or used in response that can continue into recovery:

## Engagement with key partners

### Iwi Partnership

*Engagement with iwi should be undertaken to recognise and provide a practical commitment to the* [*principles*](https://nzhistory.govt.nz/politics/treaty-of-waitangi) *of the Treaty of Waitangi. The principles are often referred to as partnership, participation and protection.*

Iwi engagement underway:

Iwi engagement to be planned, eg Hui:

Initiatives underway:

Initiatives to come:

**Iwi contacts**

*These and other stakeholder details and contacts could be in a separate Stakeholder database.*

|  |  |  |
| --- | --- | --- |
| Iwi | Name  | Contact Details |
|  |  |  |
|  |  |  |
|  |  |  |

## Other key stakeholders

*See Stakeholder engagement map and database of contacts on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/) *for a list of potential stakeholders, and templates.*

Engagement underway, eg with government agencies:

Engagement to be planned:

Initiatives underway:

Initiatives to come:

**Contacts**

*These and other stakeholder details and contacts could be in a separate Stakeholder database.*

|  |  |  |
| --- | --- | --- |
| Stakeholder | Name  | Contact Details |
|  |  |  |
|  |  |  |

## Community engagement

*See Stakeholder engagement map and database of contacts on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/) *for a list of potential stakeholders and templates.*

Community engagement underway:

Community engagement to be planned:

Community initiatives underway:

Community initiatives to come:

**Community contacts**

*These and other stakeholder details and contacts could be in a separate Stakeholder database.*

|  |  |  |
| --- | --- | --- |
| Organisation (if applicable) | Name  | Contact Details |
|  |  |  |
|  |  |  |

## Communications plans

*See Stakeholder engagement map and database of contacts on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/) *for a Communications and stakeholder engagement template.*

Brief description of and links to plans, processes and arrangements for communicating to affected communities, media, stakeholders and staff, plus national communications if necessary:

# Short term resource analysis

The Recovery Action Plan will cover medium and long term resource allocation. Resource allocations for short term actions are summarised below.

## Analysis of high and medium priority short term resource needs

| Action # from above | **Action** | **Priority** | **Responsible agency and lead** | **Resourcing gaps**  | **Staff needed** | **$ needed** | **How resourcing gaps could be filled** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | High, Medium |  |  | Skills and numbers |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Risks

Key risks and issues arising because of the emergency and in moving from response to recovery, and actions proposed and underway to reduce the impact.

Links to Risk register (*see* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/) *for a Risk and Opportunity register template):*

Risks are **potential** future problems and issues are **current** problems. A **risk** is something that hasn't happened yet but has some probability of occurring. An **issue** is a risk that has happened.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk/issue | Action needed | Responsibility | Result |
| Include emerging risks or challenges, eg resource and funding gaps, changes needed to District Plan/Long Term Plan, communications and reputation risks |  |  | Outcome / result needed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Outstanding actions

Details of response action plan in place at time of transition (*append the plan*)

## Agencies and organisations with outstanding response actions

Transfer from responsible agency or organisation in response, to responsible agency or organisation in recovery or business as usual, eg District Council, CDEM Group, Regional Council, District Health Board, NZ Transport Agency, MBIE, MPI, MSD.

| Action # | **Outstanding response action** | **Expected outcome** | **Transfer from** | **Transfer to** | **Responsible person** | **Priority** | **Timing** | **Rating** | **Expected completion date** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | High, Medium, Low | Short, Medium or Long term | Red, orange yellow as per below |  | Eg Not started, On track, Complete |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** |  | Extreme | Extreme |
| High |  |  |  |
| Medium |  |  |  |
| Low |  |  |  |
|  | Long | Medium | Short |
|  |  | **Timing** |  |

# Source documents

Documents used to develop this Transition Response Report, eg Community Engagement Plan, Communications Plan