

RESPONSIBILITIES INCLUDE

- Management of the ICP planning process on behalf of the Controller
- Translation of the Controller's intent and objectives into an Action Plan
- 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
- Provision of expert Planning advice to the Controller and other functions

KEY RELATIONSHIPS

- Controller (and deputy)
- The IMT and other functions, particularly Intelligence, Operations, Logistics, and Iwi/Māori representation
- Planning functions at other ICPs and at local level (if applicable)
- Internal and external stakeholders, partners, and support agencies/organisations
- Iwi/Māori

PLANNING SUB-FUNCTIONS

- Action Planning
- Long-term Planning
- Contingency Planning
- Transition Planning

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

CONSIDERATIONS

- Immediate planning resource requirements
- Any event, site, or location-specific pre-planning
- Composition of the Planning function (people, skills, insights, diversity of thought, cultural competency)
- Which agencies, key stakeholders, and CIMS functions require engagement and when
- Assumption vs. fact-based planning
- Whether urgent measures are required
- Application of local knowledge to the response
- Quality of information being received

INITIAL TASKS

- Obtain briefing from the Controller to gain situational awareness / obtain Controller's intent
- Establish Planning function; appoint, brief, and task staff; ensure staff have had an induction (including a Health and Safety induction)
- Participate in the initial appreciation and threat and risk assessment process and scope the initial Action Plan, including intent and objectives and any initial planning requirements
- Develop an initial Action Plan and set operational period, in conjunction with the Controller
- Document the initial response aim, objectives, and 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

ONGOING TASKS

- Manage the planning process, using the 'Planning P' to drive Action Plan progress
- Facilitate planning meetings
- Support the execution of the Action Plan and assess progress against it
- Assign, communicate, and monitor progress against tasks across the response
- Provide reports, briefings (including handovers for incoming shifts) and situation updates (as required)
- Record decisions, actions, and other activities
- Review operational period, Controller's intent, Action Plan tasks, situational awareness, and validity of current objectives; adjust as required
- Forecast resource requirements
- Undertake options development and options analysis
- Manage demobilisation for Planning

DEMOBILISATION

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

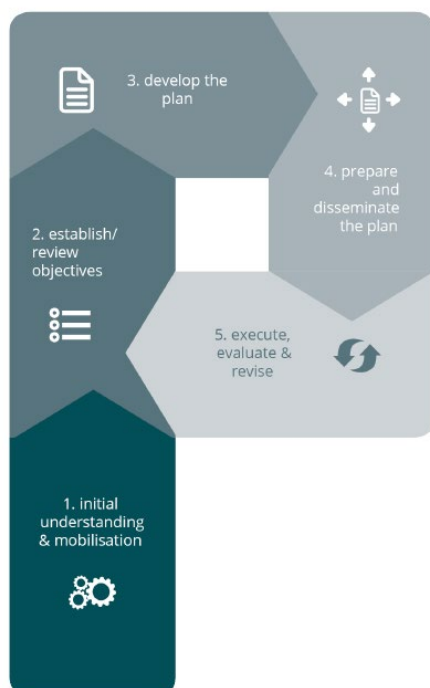


Figure 22: The "Planning P"