

RESPONSIBILITIES INCLUDE

- Management of the EOC 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
- Ensure plan execution can be progressed within timeframes, legislative, economic, and societal bounds
- Ensure lower response levels are aligned to the plan and the intent/objectives
- Provision of coordination, direction, support, and/or mentoring to incident level Planning leads
- Forecasting of medium- to long-term resourcing requirements
- Provision of expert Planning advice to the Controller and other functions

KEY RELATIONSHIPS

- Controller (and deputy), Response Manager
- The IMT and other functions, particularly Intelligence, Operations, Logistics, and Iwi/Māori representation
- Planning functions at other EOCs and at incident and regional level (if applicable)
- Internal and external stakeholders, partners, and support agencies/organisations
- Iwi rūnanga, local marae, and liaison staff

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

- Any event, site, or location-specific pre-planning
- Composition of the Planning function and planning team (people, skills, insights, diversity of thought, cultural competency)
- Which agencies, key stakeholders, and CIMS functions require engagement and when
- Assumption vs. fact-based planning
- Planning timeframes, i.e. rapid vs. consultative approach
- Application of local knowledge to the response
- Role of the EOC, i.e. monitoring, supporting, coordinating, or directing the response
- Machinery of government and link to Governance structure
- Protective security requirements for plan development and dissemination

PLANNING SUB-FUNCTIONS

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

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
- Agree timelines and ensure initial communication of timeline 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

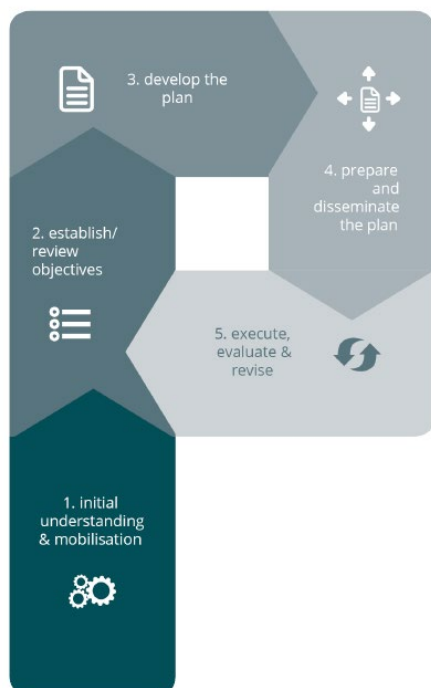


Figure 22: The "Planning P"

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 situational awareness, prioritising, and adjusting planning requirements (as required)
- 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, associated resources, and activities
- Build strong relationships with internal and external stakeholders, including Planning functions at incident, local, and regional level (if applicable)
- Develop Contingency Plans based on the likelihood of potential scenarios
- Contribute operational information and risks to Governance reporting
- Manage demobilisation for Planning

DEMOBILISATION

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