

Chairperson and Community Board Members
WAIKANAE COMMUNITY BOARD

3 DECEMBER 2013

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY RESPONSE PLAN FOR THE WAIKANAE COMMUNITY

PURPOSE OF REPORT

- 1 This report outlines what a Community Response Plan is and the recommended framework to develop one.

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

BACKGROUND

What is a Community Response Plan?

- 3 A Community Response Plan (CRP) is a plan developed by the community that outlines how that community will initially respond to a disaster, especially if a community is cut off or the emergency service response is delayed or limited.
- 4 The CRP is focused on managing the short period when the Waikanae Community could be out of touch with the rest of the region or even the rest of the district following an emergency event. The CRP provides an opportunity for communities like Waikanae to get better prepared and take some initial independent action to start looking after itself until assistance arrives.
- 5 To be effective, it is essential that CRPs are 'owned' by the community. This means that they must be led and developed by the community, because ultimately it is the community that knows their area best and will implement the CRP in an emergency.
- 6 In a time of crisis members of a community will organically want to come together to assist one another; a Community Response Plan helps to coordinate and speed up this process. The CRP itself is fairly high level, but is a useful tool to build relationships, manage local resources, and develop an action plan to get better prepared.
- 7 Some outcomes from developing a Community Response Plan include:
 - an appreciation of local hazards and the likely impacts of those hazards;
 - an opportunity to build positive working relationships amongst local leaders prior to a disaster event;
 - clarification of roles and expectations and an opportunity to draw upon collective strengths;
 - improved management of local strategic resources; and
 - identification and mitigation of any preparedness gaps

CONSIDERATIONS

Developing a Community Response Plan

- 8 To begin the development of a Community Response Plan a group of key stakeholders from within the Waikanae community need to be identified and contacted. The geographical area that the CRP will cover also needs to be clearly defined. To help establish these initial details and the ongoing successful progress of the CRP a community organisation (such as a community board or a strong residents association) must be prepared to take ownership of the CRP. Having a local owner helps to ensure that momentum on the CRP's development is not lost and the Plan remains a living document, regularly reviewed and updated.
- 9 It is recommended that the stakeholder working party is no larger than about 15 representatives to avoid it becoming unmanageable or inefficient. Other relevant parties, not included in the core working group, can be invited into the plan development process at varying stages to provide their input, but do not need to be present throughout.
- 10 Recommended members of the Waikanae Stakeholder Group could include:
 - two representatives from the local community board;
 - the local Civil Defence Controller;
 - representatives of the Waikanae Civil Defence Volunteer Group;
 - the District's Neighbourhood Support Coordinator;
 - a representative from the Waikanae Volunteer Fire Brigade;
 - a local iwi representative;
 - owner/operators of the local supermarkets;
 - representative from Goodmans Earthmoving;
 - a representative from the Waikanae Boat Club; and
 - a representative from St Lukes Church (the Waikanae CDC).
- 11 A formal written introduction to stakeholders will outline the purpose of the Community Response Plan (see Attachment 1). This letter needs to be signed by the Waikanae Community Board representatives so it is clear from the outset that the planning process is being driven from within the community, not an external Civil Defence representative. The Wellington Region Emergency Management Advisor's (WREMO EMA) role is to facilitate the planning process, not lead it.
- 12 Attachment 2 provides an outline of the proposed community meetings from which the CRP would be developed. This planning framework is not set in concrete and is designed to be flexible to meet different community needs. The meetings themselves are very interactive and an excellent opportunity to build relationships and set clear expectations between community leaders/resource holders.
- 13 It is recommended that the Waikanae Community Board commits two representatives to the CRP process. This allows for some redundancy in the event of one member being sick or unavailable for a meeting. The community board representatives involved in the process will also be able to report back to the wider Board on progress and, in turn, receive their feedback to ensure that the full Board can be involved in the process.

- 14 In order for the Plan to stay current and to review progress on any actions identified to improve community resilience, it is recommend that the Plan is reviewed once every 12 months and someone on the Community Board is appointed to hold the local civil defence portfolio for the next three years.
- 15 A lot of the background work to develop and draft the CRP is done by the WREMO EMA, but it is essential that members of the stakeholder group lead the negotiation of any agreements, clarification of any specific roles and develop the resourcing arrangements relevant to their community.

The First Steps

- 16 The first step toward starting a Community Response Plan is for the Board to decide who the key stakeholders should be (including the representatives from the Community Board itself). The selected community board representatives will then work with the WREMO EMA to identify some suitable meeting dates, a venue and the signing of the introductory letters.
- 17 It is recommended that this part of the process is completed before Christmas, but the first actual meeting of the stakeholder group does not start until late January 2014. Table 1 outlines a proposed meeting schedule:

Table 1: Proposed Waikanae CRP Meeting Schedule

Date	Outcome
Tues 03 Dec 2013	2 Community Board Members Identified
Fri 13 Dec 2013	Meeting with Community Board Reps and local CD Volunteer Coordinators to identify CRP Stakeholders and confirm venue and meeting schedule
Third week of Dec	Send out invitation letter with proposed meeting schedules attached
Wed 29 Jan 2014 @ 7pm	1 st meeting of Waikanae Stakeholder Group
Wed 12 Feb 2014 @ 7pm	2 nd meeting of Waikanae Stakeholder Group
Wed 26 Feb 2014 @ 7pm	3 rd meeting of Waikanae Stakeholder Group
Wed 12 Mar 2014 @ 7pm	4 th meeting of Waikanae Stakeholder Group
Wed 26 Mar 2014 @ 7pm	5 th meeting of Waikanae Stakeholder Group

Financial Considerations

- 18 Any financial issues that arise during the planning process when developing the CRP will be discussed as and when they arise with the Council representative (the district controller), involved in the stakeholder group.
- 19 The cost of hosting the planning sessions (including refreshments) will be covered by the Wellington Region Emergency Management Office (WREMO). Resources/materials and basic costs associated with developing and publicly distributing the CRP will also be met by WREMO.

Legal Considerations

20 There are no legal considerations for the Community Board to consider.

Delegation

21 Part D, clause 10.1 of the Kāpiti Coast District Council Governance Structure and Delegations for the 2013-2016 Triennium gives community boards the delegated authority to:

assist with local civil defence and emergency management activities, including involvement in welfare responses, in accordance with the District Civil Defence Plan and with the Community Response Plan..

Consultation

22 It is not proposed that there will be formal consultation on the draft CRP. The stakeholder group is a representation of the community. The wider public will be advised of the Plan outcomes at the end of the process via some kind of public notice, usually a flyer and link on WREMO's Website.

Policy Implications

23 The CRP process is consistent with the Wellington Region Civil Defence Emergency Management Group Plan.

Tāngata Whenua Considerations

24 It is recommended that local iwi are involved in the development of the Waikanae Community Response Plan and at least one representative is on the stakeholder working group.

Publicity Considerations

25 The CRP will be publicly advertised and made available on the WREMO's Website.

RECOMMENDATIONS

26 In the interests of improving community resilience the Waikanae Community Board agrees to participate and take ownership of the development of the Waikanae Community Response Plan by identifying two community board representatives:

1. _____

2. _____

27 The Waikanae Community Board agrees to take responsibility for the ongoing review of the Plan by identifying someone on the Board (usually one of the two representative selected to participate in the CRP process) to hold the civil defence portfolio for the Waikanae Community Board:

1. _____

28 The Waikanae CRP process will cover the geographical area defined by the Waikanae Community Boundary.

Report prepared by:

Scott Dray
Emergency Management Advisor
WREMO

ATTACHMENTS:

Attachment 1: Letter of Introduction
Attachment 2: Process for developing CRP

ATTACHMENT ONE

Introductory Letter

<date>

<Name>

<Organisation>

<Address 1>

<Address 2>

Dear Sir/Madam,

Community-Driven Response Planning in <community>

<Organisation> has been identified as a key player in a community-driven emergency response in <community>.

When disaster strikes, it is ordinary members of the public, not emergency services, who will be first to respond. In the Canterbury quakes, most rescues were made by people close by. Help for those in need came mostly from neighbours, existing community groups like churches, or other voluntary organisations. This underlines the importance of emergency management being community-centred.

Self-activation, self-sufficiency, self-responsibility and self-management were identified as key traits that contributed to individual and community resilience in the days following the earthquakes. Essentially, individuals, organisations and communities have to own and be responsible for their own preparedness.

No one knows a community better than the people that live, work and play within it, so this is why we are bringing you together. Your community, your response.

A community-driven response plan covers how the community plans to self-activate and respond in the first 72 hours of a large-scale emergency. If the processes and structures set up are working well, then the "official" Civil Defence response will support what is already underway, not override it, once it's up and running.

The Wellington Region Emergency Management Office (WREMO) will help us facilitate this process, but it is our plan.

Developing the Community Response Plan will involve your attendance at five meetings spread roughly two weeks apart held at <location>.

<Emergency Management Advisor's name> from WREMO will be facilitating these meetings. The proposed meeting schedule and agenda are enclosed.

Please choose the most appropriate person/s from your organisation to represent you, and RSVP to the email address below, and if you have any questions or need any further information please contact:

<Plan champion contact details>

We look forward to meeting with you.

Regards,

<plan champion>

<plan owner agency>

ATTACHMENT TWO

COMMUNITY-DRIVEN RESPONSE PLANNING – OVERVIEW OF THE PROCESS

A Community-Driven Response Plan documents a community's own immediate response to an emergency – what the community is doing to take care of its own, while a higher-level response is still being organised. The plan is owned and developed by the community, rather than being imposed by a council or by Civil Defence Emergency Management (CDEM) – a community-driven initiative. The community-driven response should be supported by CDEM activities, not replaced or over-ridden by them.

The process for developing a Community-Driven Response Plan has been divided up into five two-hour sessions, held approximately two - three weeks apart.

Session One – Introduction and overview of Community-Driven Response Planning

The first working group session is to introduce the Community-Driven Response Plan concept, introduce the plan stakeholders to each other, gauge where the group is at in regards to community resilience and work out the group's goals for their community in the 72 hours after a large-scale emergency.

Session Two – Planning

This session starts off the body of planning work around each of the goals identified in the first session, collecting information on what people resources an organisation has to assist with the issue and any tasks they can undertake, and identifying what physical resources and assets each organisation can offer, and what information the public needs to know before or during the event to support the agencies and reduce their own vulnerability to the impacts of that issue.

Session Three – Planning continues

This session includes a review of the draft plan so far, so that participants can see how the work they are doing fits into the actual plan document. Work on the goals continues.

Session Four – Review of the plan & public education

This session is to go through the plan and ensure everyone in the working group is happy with the content, particularly where their agency is involved. An action plan of work that can be done to build community resilience and improve the plan is developed, a review date set, and a public education flyer and other methods of informing the public about the plan will be developed.

Session Five – Sign off and celebration

The plan is signed off by the plan owner, the local Civil Defence Controller and the Emergency Management Office. Any Memoranda of Understanding (MoUs) between organisations are signed, and then we celebrate the work that is being done to make a more resilient community!

Six or twelve months later – Review

This session is to review the plan, add offers of assistance from other agencies who were not involved in earlier versions of the plan, look at progress on actions from the work programme, see if there is any new work that could be done to increase resilience, look at publicising the plan again, and update any details that need to be updated.