

**Chairperson and Community Board Members**  
PARAPARAUMU/RAUMATI COMMUNITY BOARD

**16 SEPTEMBER 2014**

Meeting Status: **Public**

Purpose of Report: For Decision

**COMMUNITY RESPONSE PLANS FOR THE PARAPARAUMU/  
& RAUMATI /RAUMATI SOUTH COMMUNITIES**

**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 not so much a plan but rather a planning process. The outcome of the initial series of planning meetings certainly results in a written document, but more importantly, it is an opportunity to meet and build relationships between local leaders, resources holders and organisational representatives and discuss community preparedness to a significant emergency event.
- 4 The first series of CRP planning sessions are the start of an incremental development cycle that will gradually move from community reduction, readiness and response planning to community recovery planning. The outcomes drawn from the Community Response Plan process provide valuable reference material for local and central government emergency management planning. The intention is that government emergency management planning gives consideration to, and works seamlessly with, community emergency management planning and vice versa.
- 5 The CRP is a living document and round one of the planning process focuses on:
  - establishing what the community values about its' social, cultural, economic, environmental and built landscape (useful for future recovery planning);
  - clarifying the hazardscape and likely impacts from a variety of potential hazards;
  - conducting a SWOC<sup>1</sup> analysis to determine the communities current level of resilience to these events (a useful base measure);

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<sup>1</sup> SWOC – Strengths, Weaknesses, Opportunities & Challenges

- clarifying how local civil defence works, setting realistic expectations and establishing a community response structure through the use of a community activated Civil Defence Centre; and
  - identifying and progressing realistic and achievable community projects that build social capital and a higher level of community resilience to a disaster.
- 6 In the initial planning round the CRP is strongly focused on managing the first 72 hour period when the Paraparaumu/Raumati 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 Paraparaumu/Raumati to get better prepared and take some initial independent action to start looking after themselves until outside assistance arrives.
- 7 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.
- 8 In a time of crisis members of a community will naturally 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.

## CONSIDERATIONS

### Developing a Community Response Plan

- 9 To begin the development of a Community Response Plan, key community leaders, resource holders or organisational representatives living or working within the Paraparaumu/Raumati community need to be identified and contacted. These people are known as the CRP Stakeholders. Identifying the right mix of stakeholders is important. Numbers involved in the planning process are limited, so it is important to get a diverse range of people who represent the community. Examples include local elected representatives, local emergency service officials, owners or managers of critical community resources or people who have influence over community based organisations with capacity to help in a disaster.
- 10 Recommended members of the Paraparaumu/Raumati Stakeholder Group could include:
- representatives from the local community board;
  - local Civil Defence Controller;
  - representative/s of the Paraparaumu/Raumati Civil Defence Volunteers;
  - Neighbourhood Support Coordinator;
  - Community Constable;
  - Paraparaumu Fire Brigade;
  - local iwi representative;
  - owner/operators of local supermarkets and perhaps Coastlands;
  - the principal or deputy principal of the local primary schools or colleges;
  - local church leaders;
  - Civil Defence Centre facility owners;

- Retirement Home Managers; and
  - Lions or Rotary Club representatives
- 11 It is recommended that the stakeholder working party is no larger than about 12 - 16 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.
  - 12 The geographical area that the CRP will cover also needs to be clearly defined. It is recommended that Paraparaumu/Raumati is split into two geographical areas. With a CRP focusing on the Paraparaumu East/Central and Beach area; and a second CRP focusing on the Raumati Central/Beach and Raumati South area. Whilst geographically linked the two communities remain reasonably distinct. It will also help to make the CRP process more manageable and encourage a wider range of stakeholders to participate.
  - 13 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. It is important to note that the WREMO Emergency Management Advisor's (WREMO EMA) involvement is to organise and facilitate the plan development, not to lead it.
  - 14 It is recommended that two Community Board representatives participate in the Paraparaumu CRP development and two more for the Raumati/Raumati South CRP. 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.
  - 15 It is proposed that the Paraparaumu CRP is started sometime in late September with the Raumati/Raumati South Plan in the early New Year. It is also recommended that one person on the Community Board be appointed to hold the overall community board civil defence portfolio for the triennium. Their role would be to act as the liaison with the civil defence office and Civil Defence Controller during normal business hours. They would also be responsible for ensuring the CRPs' are placed on the agenda for review in one or two years' time.

### **Getting Started**

- 16 A formal written introduction to stakeholders prepared by the WREMO EMA will outline the purpose of the Community Response Plan and a series of proposed planning dates. This letter needs to be signed by the Paraparaumu/Raumati Community Board representatives so it is clear from the outset that the planning process is being driven from within the community, not the WREMO EMA.
- 17 Attachment 1 provides an outline of the scheduled 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 and emergency services.

- 18 A lot of the background work to 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.

### Proposed dates for Paraparaumu CRP

- 19 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. Table 1 outlines a proposed meeting schedule.

Table 1: Proposed Paraparaumu CRP Meeting Schedule

Date	Outcome
Tues 16 Sept 2014	2 Community Board members Identified for Paraparaumu CRP. Civil Defence Portfolio holder identified.
Fri 26 Sept 2014	Meeting with Community Board reps to identify CRP Stakeholders and confirm venue and meeting schedule
By end of second week of Oct	Send out invitation letter with proposed meeting schedules attached and EMA to follow up with stakeholders individually
Thurs 23 Oct 2014 @ 7pm	1st meeting of Paraparaumu/Raumati Stakeholder Group
Thurs 30 Oct 2014 @ 7pm	2nd meeting of Paraparaumu/Raumati Stakeholder Group
Thurs 13 Nov 2014 @ 7pm	3 <sup>rd</sup> meeting of Paraparaumu/Raumati Stakeholder Group
Thurs 27 Nov 2014 @ 7pm	4 <sup>th</sup> meeting of Paraparaumu/Raumati Stakeholder Group
TBA	Possible 5 <sup>th</sup> meeting of Paraparaumu/Raumati Stakeholder Group depending on progress

### Financial Considerations

- 20 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 Civil Defence Controller), involved in the stakeholder group.
- 21 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

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

## Delegation

23 Part D, section 10.1 of the Kāpiti Coast District Council Governance Structure 2013 - 2016 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

24 It is not proposed that the draft CRP is publicly consulted. 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 WREMO's Website. The stakeholder group may wish to discuss how the CRP could be shared with the wider community.

25 Copies of the final complete plan will be distributed to all stakeholders and participants of the CRP process. Additional copies will also be distributed to:

- Local Civil Defence Controllers
- The Mayor and Chief Executive of the Kapiti Coast District Council
- WREMO Manager & Community Resilience Manager
- Local public libraries.

## Policy Implications

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

## Tāngata Whenua Considerations

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

## Publicity Considerations

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

## RECOMMENDATIONS

29 That the Community Board agrees to separate the Paraparaumu/Raumati Ward into two separate Community Response Plan processes.

30 That the Community Board agrees to run the Paraparaumu Community Response Plan first, followed by the Raumati/Raumati South Plan in the New Year.

31 In the interests of improving community resilience the Paraparaumu/Raumati Community Board agrees to participate and take ownership of the development of the **Paraparaumu Community Response Plan** by identifying two community board representatives:

1. \_\_\_\_\_

2. \_\_\_\_\_

32 In the interests of improving community resilience the Paraparaumu/Raumati Community Board agrees to participate and take ownership of the development of the **Raumati/Raumati South Community Response Plan** by identifying two community board representatives, (noting that this CPR will not start until the New Year):

1. \_\_\_\_\_

2. \_\_\_\_\_

33 The Community Board agrees to take responsibility for the on-going review of the Plan by identifying someone to hold the Community Board Civil Defence portfolio:

\_\_\_\_\_

34 That the Community Board will lead the review of the Plan in 18 months time.

**Report prepared by:**

**Approved for submission by:**

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**Management Advisor**  
**WREMO**

Tamsin Evans  
**Group Manager**  
**Community Services**

Sharon Foss  
**Acting Group Manager**  
**Regulatory Services**

**ATTACHMENTS:**

Attachment 1: Inaugural CRP Planning  
Process

# ATTACHMENT ONE

## SESSION 1 - WHAT & WHY

- Welcome
  - Introductions
  - Purpose of Community Response Plan
  - Outline Objectives, Process, Outputs & Outcomes
  - House rules / meeting protocols, parking space for ideas
- Icebreaker
- Community Values
- Local Hazards and Impacts
- Community Strengths, Weaknesses, Opportunities and Challenges
- Identifying critical needs during the first 72 hours

## SESSION 2 - HOW & WHO

- Introductions
- Icebreaker
- Exercise – Critical Needs Assessment
- Community Asset Mapping
- Gap Analysis

## SESSION 3 - FORMAL RESPONSE AND INTRO TO PROJECTS

- Icebreaker
- Review of what we've done so far
- Introduce and discuss the 'Formal' Response
- Emergency Management as an Integrated System
- Overview of WREMO CDEM Volunteer Programme
- Boston Ted Talk
- Organising the Community
- Brief Introduction to Building Social Capital

## SESSION 4 – BUILDING SOCIAL CAPITAL

- Review of the Draft Plan & Public Education Flyer

- Building Social Capital – development activity
- Identify Community Projects & Participants

**SESSION 5 - BUILDING SOCIAL CAPITAL & SIGN OFF OF ROUND ONE**

- Review Draft Plan & Flyer
- Developing Community Projects in depth
- Discuss review cycle and future plans for the CRP Process
- Speeches & Formal Signoff