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CDEM Resilience Fund project application form

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| Application for CDEM Resilience Collaborative fund approval | |
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| Project title | Northland Resilience Project – Community, Tourism and Business |
| Date of application | 31 January 2012 |
| Details on application | |
| Lead local authority | Northland Regional Council |
| CDEM Group | Northland |
| Other local authorities or Groups supporting the proposal | Far North, Kaipara and Whangarei District Council's |
| Project description | |
| <p>Executive summary</p> <p>Working together to create resilient communities in Northland is the aim of the Northland CDEM Group. Effective preparedness and response activities help save lives, reduce injuries, limit property damage and minimise all sorts of disruptions that disasters cause. In the 2012 year resilience continues to be the priority focus for the Northland CDEM sector with three key projects focused on enhancing community resilience –</p> <ul style="list-style-type: none"> • Community Response Plans (development and revision) • Tourism Emergency Planning • Business Continuity. <p>The three programmes contribute to enhancing readiness, response and recovery capability in communities across the region. Current resourcing and funding is not available locally to support these projects.</p> <p>Over 50 Northland communities have now completed community response plans with the group having committed significant resources to develop community response plans over several years. CRP's are developed on an all hazards basis and have been integral to tsunami readiness; as a basis for installation of tsunami sirens, to facilitate tsunami evacuation planning and have been successfully tested during emergency events.</p> <p>During the 2012 year CRP reviews, updates and revisions are required for 15 communities. This programme of revising and updating plans is critical to ensure that community response plans are current and contain up to date information. (Cost estimate is \$1,500 per plan).</p> <p>To further strengthen community resilience and capability Business Continuity and Tourism Emergency Planning have been identified as worthy projects capable of having immediate impacts upon increasing community resilience.</p> <p>A Tourism Emergency Plan outline template has been developed through a partnership with Lincoln University and Destination Northland. The pilot for the first Tourism Emergency Plan will be at Paihia in the Bay of Islands. (A CRP is also being developed at Paihia at this time). The initial costs associated with the development of the template and background research has been funded through Lincoln University. A programme has been developed to continue to work with five distinct geographic clusters to create further Tourism Emergency Plans for the Northland region (cost \$3,500 per plan estimated).</p> <p>Business Continuity Planning is the third project linked to Community resilience. In Northland 91% businesses have 4 or less employees, with few having any level of business continuity planning. (In Northland, preparedness levels are significantly lower than average in four of the preparedness diagnostics – Colmar Brunton 2011 MCDEM).</p> | |

As a part of the Northland work programme under Community Education/Participation we will be initiating a Business Continuity Plan Kit to be introduced to small businesses in a workshop format. Extensive research into BCP plan kits has been carried out and the South Australian Kit has the most relevance to our demographic. The Northland CDEM Group has sought and obtained permission from the South Australia Government to utilise and modify its business continuity planning resource kit.

The group has already engaged with key business stakeholders; Enterprise Northland and Chamber of commerce representatives to discuss and outline the proposed BCP Project. Initially the BCP kits and workshops will be undertaken within the Whangarei District, modified if necessary and then rolled out to the Far North and then Kaipara. Whangarei has the biggest CBD in the region and this has been identified as the most vulnerable business area during and after an event in the recent Resilient Organisations Research Report (*Canterbury Earthquakes 2011*).

Each of these projects enhances and strengthens Community Resilience both at a local and regional level and contributes to national resilience.

Problem/opportunity

Community Response Plans

Review and updates of 15 CRP's across the region. Review to include updates on tsunami evacuation, links to tourism plans, review of telephone trees and contacts update. (Cost estimated at \$1500 per plan). A consultant has been utilised in the past two years to develop plans in the Whangarei, Kaipara and Far North Districts. It is proposed to employ a consultant to carry out the plan reviews.

Tourism Emergency Plans

The plan will comprise regional-level guidelines and initiatives that address tourism-specific needs currently not covered in the group plans. The plan will also contain specifics on how tourism can maximise integration with other CDEM initiatives and will also cover warning systems, communication links, recovery strategies and operator education and information.

Pilot of initial plan is underway in Paihia. Six further plans are proposed in clusters identified geographically across the region. (Cost of each plan is estimated at \$3000 each). Delivery of the workshops and plan development will be by an appropriately qualified and appointed consultant operating together with the CDEM sector in Northland.

Business Continuity Planning

Program targets in the initial twelve month period would be 185 businesses (Whangarei 100, Far North 60, Kaipara 45). In addition to this would be the development of alliances to "champion" and both maintain and grow the program into the future. Initiating a simple to follow Business Continuity Plan Kit, developed with local needs in mind and introduced within a workshop environment will ensure participation and deliver the message directly to the target audience.

Initial meetings with key business groups and business leaders including the Northland Chamber of Commerce have been held to scope the level of support for this programme. A very strong interest in assisting us to facilitate these workshops and complete these plans with small business owners is evident. After the initial introductory program, it is planned that it will be these groups/leaders that will encourage the plans be maintained i.e. at annual meeting with the business accountant.

The estimated cost for "consultant fees" to: modify and develop the collateral/kits to Northland conditions, market and administer the workshops and achieve the target would be \$18,732. (Over and above the resources available currently).

Alignment with identified goals and objectives

Northland CDEM Group Goals 1 to 4 are consistent with the National Strategy. These projects are all directly aligned to the national and group goals.

Goals

- Increased community awareness, understanding, preparedness and participation in civil defence emergency management (Readiness).
- Reducing the risks from hazards.
- Enhancing capability to manage civil defence emergencies (Response).
- Enhancing capability to recover from civil defence emergencies. (Recovery).

The Northland CDEM monitoring and evaluation recommendations include

- "That the CEG considers the resource implications of community response planning, including how to give effect to the Group's aspirations to complete and maintain more community response plans over the duration of the new CDEM Group plan" and
- "That the CEG collectively determine a priority for business continuity management and how this can best be achieved for the representative agencies across the Northland Group in the spirit of the CDEM Act 2002."

The Community Resilience Projects all contribute to and are directly aligned with the National Strategy, the Northland CDEM Group plan goals and objectives and are contained in recommendations in the Northland Capability Assessment report, April 2010.

Dissemination of benefits to sector

Benefits to the wider CDEM Sector include –

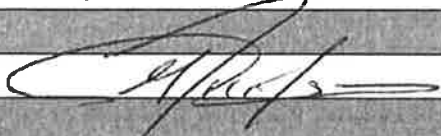

- A comprehensive template for preparing and implementing a Tourism Action Plan
- Provide guidelines and initiatives that address tourism specific needs not currently covered in CDEM plans.
- BCP resource has potential to be developed into a national resource kit.
- BCP model template capable of being used nationally.

Project design

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| Project manager | Coordinating Executive Group |
| Other project members | Whangarei, Kaipara and Far North District Councils, Destination Northland, Enterprise Northland, various businesses and tourism operators, Northland Communities. |
| External providers/contractors | To be advised. |

Deliverables

| Milestone | Date for completion | Cost |
|---|-----------------------------|-----------------------------------|
| Project scope developed and agreed | 1 September 2012 | Completed by CEG |
| Project appointments and consultants appointed | September CEG meeting 2012. | Completed by CEG |
| BCP Workshops, resources and administration | Scheduled as per project | \$20,000 |
| Tourism workshops for geographic areas including plan development, draft and finalised. | Scheduled as per project | Cost estimate at \$3000 each |
| Plan reviews for 15 communities. | Scheduled as per project | Cost estimate is \$1,500 per plan |

| Identified risks | |
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| Risk | Suggested management |
| Business/communities/tourism operators not engaged Expected outcomes and timelines are not achieved. Over budget | Engage partners and utilise existing business networks i.e. Chamber of Commerce, BNI, Business Consulting firms etc. Regular monitoring and reporting. Appropriate selection processes and criteria for consultant/contractors engaged. Budget developed and costs agreed before implementation together with close monitoring of all expenditure. |
| Funding request and use | |
| CDEM resilience fund contribution | \$60,000 |
| Local authority contribution | Various (unable to quantify in \$ terms). |
| Other sources of funding | Nil – Lincoln University already contribute to Tourism Plan. |
| Expenditure | Consultant - \$45,000 Resources - \$10,000 Workshop administration - \$5000 |
| Application confirmation | |
| Approval of Chief Executive |  |
| CDEM Group comment | |
| Comment | Tourism and business are major pillars of Northland's economy and each of these projects will contribute to enhancing the regions ability to plan for, respond to and recover from a significant disaster. Funding is not available from any other sources to support these initiatives. |
| Approval of Coordinating Executive Group Chair |  |