

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

AGENDA

Time: 7.00pm
Date: Thursday, 14 August 2014
Venue: Tawa Community Centre
5 Cambridge Street
Tawa

MEMBERSHIP

Robert Tredger (Chair)
Graeme Hansen
Richard Herbert
Councillor Justin Lester
Margaret Lucas
Jack Marshall
Councillor Malcolm Sparrow
Alistair Sutton

You can make a short presentation to the Tawa Community Board at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, e-mail: public.participation@wcc.govt.nz or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.

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1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of:

1. Leave of absence for future meetings of the Tawa Community Board; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.3 Confirmation of Minutes

The Minutes of the Meeting held on 12 June 2014 were presented to the Tawa Community Board for confirmation.

1.4 Public Participation

Under Standing Order 72, a maximum of 10 minutes is set aside for public participation at the commencement of any meeting of the Tawa Community Board that is open to the public. to enable members of the public to make statements about any matter that may be of importance to the residents of Tawa.

Policing in Tawa

The Tawa Community Board receive a regular update from the Tawa Police.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Tawa Community Board.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor Matters relating to the General Business of the Tawa Community Board

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Tawa Community Board for further discussion.

2. General Business

TAWA COMMUNITY-DRIVEN RESPONSE PLAN - UPDATE FROM WELLINGTON REGIONAL EMERGENCY MANAGEMENT OFFICE

Purpose

1. To provide the Tawa Community Board with an update on the work done to date on the Tawa Community-Driven Response Plan and to seek assistance to finalise the Plan.

Recommendation

Officers recommend that the Tawa Community Board:

1. Receive the information.

Discussion

2. Officers from the Wellington Regional Emergency Management Office (WREMO) will update the Tawa Community Board on progress made to date and the actions required to progress the Plan to completion.

Attachments

- Attachment 1. Report on Tawa Community-Driven Response Plan
- Attachment 2. Information on Tawa's Response Plan
- Attachment 3. Tawa Response Plan - Draft December 2013

Author	Helga Sheppard, Governance Advisor
Authoriser	Lynlee Baily, Governance Team Leader

SUPPORTING INFORMATION

Consultation and Engagement

Consultation is undertaken with the Tawa Community and relevant organisation's to formulate the Response Plan.

Treaty of Waitangi considerations

There are no implications.

Financial implications

Financial implications are still to be worked on.

Policy and legislative implications

The Civil Defence and Emergency Management Act 2002 applies.

Risks / legal

The Civil Defence and Emergency Management Act 2002 applies.

Climate Change impact and considerations

None.

Communications Plan

This will be agreed upon once the Plan is finalised.

Tawa Community-Driven Response Plan

Kerry McSaveney (Wellington Region Emergency Management Office)

The Tawa Community-Driven Response Plan was initiated in March 2013 to help organise the community's response to the initial stages of a large-scale emergency event in the absence of outside assistance from council and wider emergency services.

Meetings were held to introduce the concept, and work out the group's goals for their community in the 72 hours after a large-scale emergency. Then we gathered information on what resources organisations had to assist with the issues and any tasks they could undertake, and what information the public needed to know before or during the event to support the agencies and reduce their own vulnerability to the impacts of that issue.

Unfortunately, meetings stalled due to the local body elections in September last year, and it has been difficult to reconvene the working group.

The next meeting would hopefully introduce the new organisations, and add the information about what they could offer to a response, as well as establish some processes for how the community's issues could be coordinated and addressed, and then look at a project or two that could help address gaps in the community's resilience, or improve it. It would also be beneficial to include some of the key community organisations who have not been involved to date in any future meetings.

Tawa Community Board is the natural organised body within Tawa to take ownership of its community's plan, and be the coordinating organisation of that initial response, in the time that contact cannot be made with Wellington City Council's Emergency Operations Centre, as well as continuing their community leadership roles for the duration of the response.

We would like the Tawa Community Board's assistance in convening another meeting by providing a suitable date and venue, and well as encouragement of organisations within Tawa to join in the project.

Organisations who have been involved so far include:

- Tawa Community Board
- Tawa Volunteer Fire Brigade
- Tawa Medical Centre
- Tawa Anglican Church
- Tawa Ministers' Association
- Countdown Tawa
- Tawa Ratepayers & Residents Association
- Takapu Valley community
- Tawa Lions
- Rappaw
- Z Energy (Tawa)
- Wellington Rural Fire Force
- Wellington City Council
- Wellington Region Emergency Management Office
- Capacity Infrastructure Ltd

There were other organisations invited to participate, but for whatever reason have not yet engaged. Your assistance in seeking out these organisations and encouraging their participation would be greatly appreciated.

I have included the most recent draft of the Community Response Plan as well as draft text for a community flyer or newsletter which was prepared at the time.

Kerry McSaveney

Tawa's Community-Driven Emergency Response Plan

Your Community, Your Response

We've always been told that we are on our own for three days in a big emergency, but that's simply not true, we are with our families, our neighbours and our community – we are not alone. But it may take up to three days for any kind of official emergency response to be up and running, so we need to collectively help ourselves as best we can.

Community agencies in Tawa have developed an emergency response plan for helping to look after the people of Tawa (and anyone stuck here or passing through) in the first 72 hours after a major disaster, such an earthquake. But most of this plan actually relies on you to do the right thing. Here's what we need you to do:

Look after yourself

You can't help anyone else if you are hurt. Make sure you know what to do to keep yourself safe in an emergency. Remember to Drop, Cover & Hold in an earthquake, and you'll be okay to help other people.

Keep an eye out for Emergency Skills training courses being run near you - www.getprepared.org.nz

Look after your family and household

It's a no-brainer, really. *It's Easy: Prepared Households* is a guide to walk your family and household through the steps to being more prepared at home. You can download a copy from www.gw.govt.nz/itseasy or pick up a copy from the library, or Tawa Community Centre or Linden Social Centre.

Once you know your family and household are okay after the event, you are then able to look after others who may need your help.

Look after your neighbours and your street

In major emergencies, most people are rescued by their immediate neighbours. Check on your neighbours and see if they are okay, especially those who you know are more vulnerable, and offer what help you can. Share your resources, and take in neighbours who can't stay in their own home for any reason. If anyone is not okay, do what you can to help. If there are minor injuries, they can be taken care of at Tawa Medical Centre, and Linden Surgery, if the event happens during normal business hours, but after hours or any serious injuries will need to be taken to Kenepuru Hospital. When you are checking on your neighbours, take a first aid kit with you if you have one, you may find someone who needs it.

It's Easy: Prepared Neighbours is a guide to help you work with your neighbours to create a basic emergency plan for your part of the street. Download a copy at www.getprepared.org.nz/neighbours or pick up a copy from the library, or Tawa Community Centre or Linden Social Centre (coming soon).

Once you know that the people in your part of the street are all okay, you can help others further down the road. You could set up one house or garage on your street as a local hub for people to bring information and resources to, so that your street's efforts are coordinated.

Look after your community

If everyone in your street is okay, then you will hopefully have gathered together quite a team of people who are now ready to help others in the community. Head down to your local Civil Defence Centre to offer what you can. Other streets might not be as lucky as yours. There will also be visitors to the area, or people who got stuck on the motorway, who need a bit of help before they can get home again.

Offer what you can, whether it's a spare bed, or bedding, a meal for a stranded traveller, help lifting heavy things, fixing a broken window - if someone needs help, and you can provide it, please do! You may have valuable skills that will help others – first aid training, building skills, or know another language.

Gather information from your area and take it to the Civil Defence Centre – it's your place to share information on what is happening in your neighbourhood, find out what is happening, and to share the resources and skills that you have to offer. Centres are opened and run by the community, and can only supply what the community can provide. There are no secret stashes of food and blankets!

Civil Defence Centres in Tawa are at:

- Linden Social Centre, 8 Linden Ave
- Greenacres Primary School, 62 Raroa Cres
- Tawa School, Oxford St
- Redwood School, Redwood Ave

If you would like to become a Civil Defence volunteer, visit www.getprepared.org.nz and look for the Volunteer link, and register to receive the training that will help make your community's response the best it can be.

But I need help!

If you are badly affected by the emergency, you may need some assistance. Ask your immediate neighbours for help as a first point of call. If they cannot help you, then perhaps someone else in your street can. If no one in your street has the resources or skills to be able to help you, then head to your local Civil Defence Centre to see if someone from another street is able to help.

Medical assistance

If you or someone else requires medical assistance, go to Tawa Medical Centre or Linden Surgery, if the event happens during normal business hours, but after hours or any serious injuries will need to be taken to Kenepuru Hospital. Local first aiders may be able to help – you could get some training and become one!

Shelter

If you aren't from Tawa, or none of your neighbours are in a position to give you a place to shelter for the night, go to your local Civil Defence Centre to be matched up with someone who may have a bed for you, or be directed to an emergency shelter. We don't know where those places may be until the event happens, and then we can decide on a suitable place, but homes are best!

Water

It will be several days before there can be any kind of organised water distribution, so you need to store water at home now. WREMO's \$105 200L rainwater tanks are excellent for storing water, and available through the city council. In extreme emergency, you can collect water from the streams which come out of the hills around Tawa, but make sure you collect it from above the highest house in that gully, and boil all water before using it. Don't take water from Porirua Stream, it is contaminated by toxic chemicals that boiling won't fix.

Food

Families may be asked to help feed other people (especially travellers, and those from out of town). Countdown Tawa will be working with the local food banks to distribute food packs to support those who are helping to feed others.

Make sure you have good supplies of non-perishable food at home now, as the supermarkets will not be restocked and will run out within a couple of days.



Tawa Community-Driven Response Plan

Tawa Community Board in partnership with the Wellington Region Emergency Management Office and the Tawa community © 2013

December 2013
Version 1 (DRAFT)
This plan will be reviewed March? 2014

For further inquiries, contact:

Tawa Community Board
chairTCB@wcc.govt.nz – please check status of generic email

Wellington Region Emergency Management Office
wremo@gw.govt.nz

WREMO : December 2013

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Plan Approval

This Community-Driven Response Plan has been developed by the Tawa Community Board in conjunction with key stakeholders from Tawa, local emergency services and the Wellington Region Emergency Management Office.

This plan has been accepted by the undersigned:

To be signed by all participating organisations.

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Background and process

A Community-Driven Response Plan is a plan developed by the community, outlining how that community will respond in a disaster, especially if the community is cut off or the emergency service response is delayed or limited.

The Response Plan is very much focused on managing the initial period (the first 24 – 72 hours following a significant emergency event) when a community could be out of touch with the rest of the district or region.

The Response Plan helps enable a community to take some initial independent action to start looking after itself. To be effective, it is essential that Response Plans 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 Response Plan in an emergency event.

In a time of crisis members of a community will naturally want to come together to assist one another; a Response Plan helps to coordinate and speed up this process.

Benefits of developing a Community-Driven Response Plan include:

- an appreciation of local hazards and the likely impacts/effects of those hazards;
- awareness of local hazard warning systems and sources for civil defence information;
- an opportunity to build positive working relationships amongst local leaders prior to a disaster event;
- clarification of roles, responsibilities and improved management of community resources;
- identification of preparedness opportunities
- an opportunity to better engage the community in the mitigation of hazards
- an opportunity to share key emergency preparedness information to the wider community; and
- a chance to establish a foundation for the continued development of community resilience to emergency events.

This plan is a living document. To ensure the plan remains relevant and up-to-date with new hazard information and changes to local contacts, the plan needs to be regularly reviewed.

The planning process may also identify community preparedness strengths, opportunities, weakness or challenges that need further work to develop or resolve. A regular review cycle provides an opportunity to review progress on these initiatives and an opportunity to re-establish relationships between stakeholders.

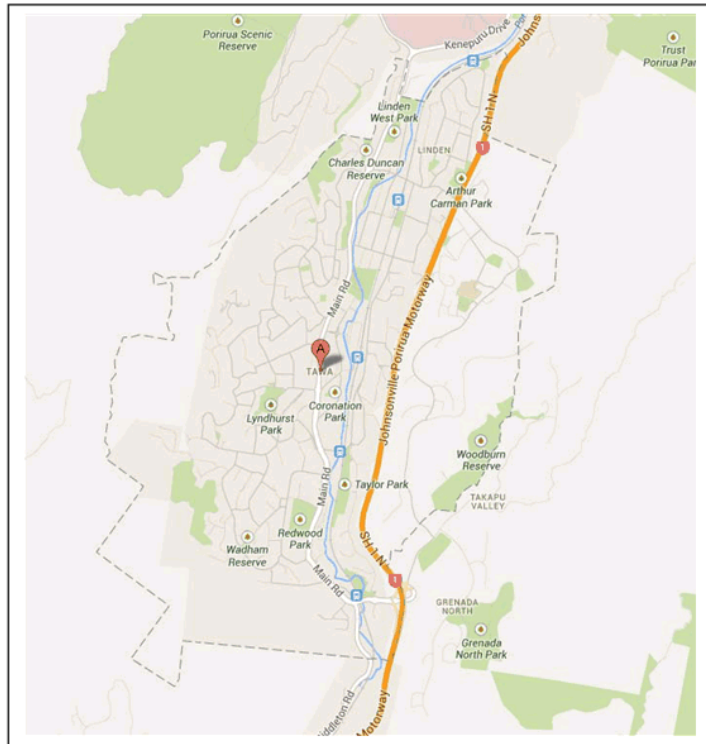
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Scope

This Response Plan covers the geographical area defined by the suburbs of Tawa and Grenada North, and the rural area of Takapu Valley. It focuses on the first 24 – 72 hours following a large scale emergency event when the community could be isolated or left to act on its own.

The planning process is aimed at better preparing the community for the worst case scenario (a large earthquake event). A community prepared for the impact of a big earthquake, will also be better prepared to deal with other smaller scale emergency events.

The planning process also connects key groups together. Communities that are connected to one another recover from emergencies much faster, and much healthier than areas which don't have the same level of social cohesion.



Stakeholders

- Tawa Community Board
- Tawa Volunteer Fire Brigade
- Wellington City Council
- Wellington Region Emergency Management Office
- Capacity Infrastructure Ltd
- Tawa Medical Centre
- Tawa Anglican Church
- Tawa Ministers' Association
- Countdown Tawa
- Tawa Ratepayers & Residents Association
- Takapu Valley community
- Tawa Lions
- Z Energy (Tawa)
- Wellington Rural Fire Force

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Community Profile

Tawa - Grenada North - Takapu Valley includes residential areas in the west, rural areas in the east, and some commercial and industrial areas. This area encompasses the suburbs of Grenada North, Takapu Valley and Tawa.

The community has a main shopping area along Main Road, and a smaller secondary shopping area in Linden on Collins Ave. There are 7 schools and a college, 2 medical centres and pharmacies, 2 supermarkets, 12 churches, a library, 2 Council community centres, a swimming pool, 2 petrol stations, a volunteer fire brigade, a volunteer rural fire station and a council depot.

The population of Tawa is approximately 15,000, including Grenada North and Takapu Valley.

Other information about Tawa?

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Hazardscape

Hazards facing Tawa are the same or similar to those facing the rest of Wellington and many other parts of the region. The predominant hazards include: storms, floods earthquakes, landslides, as well as chemical and other man-made hazards. Fortunately, the Tawa area is unaffected by tsunami due to its elevation and distance from the sea.

The most likely hazard to quickly isolate Tawa is a large earthquake event. A significant earthquake event is likely to show the consequences of multiple hazards, examples include: ground shaking, liquefaction (water and silt coming out of the ground), slope failure (landslides) and possibly a local source tsunami affecting the other parts of the area and transport links. It could also result in multiple adverse impacts: large slips, damaged roads, building rubble, collapsed bridges, lifeline failure, fire, and people trapped, injured or displaced.

Hazard map of Tawa - simplified

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Impact Assessment

This impact assessment uses the scenario of a significant earthquake affecting the Wellington region.

Injured, trapped & needing urgent assistance

People could be injured or trapped in their homes or workplaces and will need to be found and given medical treatment.

Access to regional hospitals could be difficult and local medical facilities, pharmacies and veterinary centres could be the only short term alternative.

Many residents will have limited means or capacity to look after themselves when normal services are no longer working, and some more vulnerable people (e.g. the elderly, disabled, sick) may require urgent assistance to survive.

Overwhelmed or uncoordinated Emergency Response

Local emergency services will try to respond to protect or rescue people, but could be quickly overwhelmed or delayed by the scale of the event.

Difficulties in sharing information on what has happened may make it difficult for them to effectively prioritise their efforts and mount a coordinated local emergency response.

Transportation

Due to likely large landslips south of Paekakariki on State Highway 1, on the Paekakariki Hill Road, State Highway 2 (Featherston to Te Marua) and SH58 Haywards, transport access to the north will be cut by land for at least 120 days.

Supplies may be freighted in by barge to Titahi Bay, but this will take some time to be established, and certainly won't be achieved in the first 72 hours after the earthquake.

Communication

Telephone and cell phone networks could be damaged, disrupted or quickly overloaded following a large emergency event.

Welfare of the displaced

The damaged road and rail network could strand many local commuters south or north of Tawa. Alternatively, commuters passing through Tawa could be left stranded and in need of food, water and shelter from the community.

Parents working outside the community may struggle to get home and pick up their children from school.

In some locations houses could be damaged and rendered unsafe to live in.

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Food

The damaged road network and power failure could make food resupply or funds to purchase food impossible. Access to local grocery stores could also be impeded and the stores themselves could become hazard zones with fallen shelves and broken glass.

Food could become a scare resource that may require protecting and controlled distribution.

Water

Slips and ground shaking will likely affect the ground water table, stream and river flow paths and overall water quality.

Water could become a scare resource that may require protecting and controlled distribution.

Electricity, gas and sewage

Electricity, gas and sewage mains are also vulnerable to failure in a large earthquake and could take some time to repair.

Sanitation

A lack of clean water, access to toilet facilities and spilled sewage will increase the risk of sickness and disease without good sanitation techniques and a clear understanding on the best ways to self-manage urine and excrement disposal.

Fuel

With transport routes and power supplies damaged or down, fuel will quickly become a precious resource that will need to be reserved for priority needs.

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SWOT Analysis

A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis was undertaken to assess Tawa's current resilience to a large earthquake event as at July 2013. This analysis is to be reassessed during each Response Plan review.

Strengths

- Strong community social networks
- Strong community board representation
- Locally based fire brigade & medical centre
- Strong level of water self-reliance in rural areas
- Self-reliant rural community
- Some farm machinery & earth moving equipment
- Significant number of facilities (e.g. churches & community centres) with capacity to act as welfare centres or temporary accommodation

Weaknesses

- Variable levels of preparedness in the community
- Large number of local residents working outside the community.
- Limited emergency water supplies within urban area
- Fuel stations and supermarkets not currently linked into the community's civil defence response
- No consistent community message on how to self-manage sewage disposal during a disaster
- Limited food and fuel supplies – no joint approach to coordinating these resources
- Highly vulnerable to being isolated
- No CD centre in Grenada North

Opportunities

- Community-Driven Response Planning
- CDEM Volunteer training
- WREMO's household rainwater tanks
- Emergency Skills training
- Neighbours Day – Street BBQs
- Neighbourhood Support groups

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Challenges/Threats

- Significant damage likely to local, regional & national road network
- Significant damage to other lifelines – water, gas, power, communications
- Large number of commuters trying to head north, and getting as far as Tawa need help – shelter, water, food
- Parents not able to get home from outside the Tawa area – children left in care of others.
- Vulnerable people may not get the support they need

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Local Hazard Warning Systems

In a number of emergency events there may be time for official warnings to be given. Examples include: an approaching weather event, regional or internationally generated tsunami, rural fire or pandemic.

It is important that the public are aware of local hazard warning systems.

<p>River & Stream Flood Events</p>	<p>WREMO text alerts Television and radio media</p>
<p>Storm & Other Weather Events</p>	<p>WREMO text alerts Television and radio media MetService website, Facebook or Twitter alerts.</p>
<p>Other Emergency Incidents (e.g. rural fire or a hazardous spill)</p>	<p>WREMO text alerts Television, radio media, social media & news websites Emergency services</p>
<p>Local Source Tsunami - potentially 10 minutes or less notice of arrival.</p>	<p>Wellington City and Porirua have <u>no</u> tsunami sirens</p> <p>The only warning of a locally generated tsunami will be the earthquake itself, and if the earthquakes goes on for longer than minute or you can't stand up in it, evacuate to your nearest high ground.</p> <p>Tawa is outside of the evacuation zones, but may be a refuge for people evacuating from the tsunami zones.</p>
<p>Regional & Distant Source Tsunami - potentially 1 – 3 hours' notice of arrival.</p>	<p>WREMO text alerts (see details on how to sign up below), television and radio media (see list of local radio stations below)</p> <p>Social media sites & news websites (e.g. www.facebook.com/WREMOnz; www.stuff.co.nz)</p> <p>Informal warnings from family, friends or the public. This information may need to be verified.</p> <p>Council & Emergency Service Tsunami Warnings</p>

The Tawa Volunteer Fire Brigade siren is only used to alert fire-fighters to an emergency call, there are no plans to use the fire siren as a warning for any hazard. If the fire station is continuously staffed in a major emergency the siren may be turned off.

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Receiving emergency text alerts on your mobile

You can sign up your phone to receive Wellington Region Emergency Management Office (WREMO) Text Alerts which are sent ONLY in potentially life-threatening emergency situations such as tsunami warnings.

To sign up text **follow WREMOalert** to 8987, then reply with **set discover off**

When you receive an emergency text alert spread the word. Forward it to your contacts, post it on Facebook, and re-tweet on Twitter.

This Emergency Text Alert system only works with Telecom, Vodafone and 2Degrees. Unfortunately, WREMO cannot influence this. If you are not with Telecom, Vodafone or 2Degrees we suggest you ask your provider to connect with Twitter.com. You can still get the alerts by asking friends and family who are using Telecom, Vodafone or 2Degrees to sign up to receive the alerts and forward them on.

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Civil Defence Information Sources

Radio Station Frequencies for the Wellington area

- Classic Hits 90.1 FM
- Newstalk ZB 1035am
- More FM 95.3FM, 99.7FM
- The Breeze 94.1FM, 98.5FM
- National Radio (RadioNZ) 567AM, 101.3FM, 104.5FM
- Radio Live 98.9FM, 1233AM

These stations are signed up to a national agreement to broadcast official advice in the event of a major emergency. Official messages will be announced as official. In smaller events, radio and television stations choose what information and advice to broadcast as they do with any other news.

Key websites

- WREMO: www.getprepared.org.nz
- WREMO Facebook: www.facebook.com/WREMOnz
- Wellington City Council www.wellington.govt.nz
- Ministry of Civil Defence & Emergency Management: www.civildefence.govt.nz

Community websites

Tawa specific websites?

www.tawalink.co.nz

Facebook pages?

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Civil Defence Centres

Civil Defence Centres are opened and run by the community as a local meeting point during or following an emergency event to:

- share resources and skills and find out what has happened;
- provide assistance to each other; and
- gather information in the neighbourhood and share it with each other and the District's Emergency Operations Centre
- coordinate the community's response

All CD Centres should have a basic start-up kit made up of:

- an AM/FM radio
- local maps
- admin supplies – pens, paper, post it notes
- basic first aid kit
- torch
- white board/bulletin board
- a Civil Defence Radio with back-up power supply for communication with other Centres and the city's Emergency Operations Centre.

Tawa has four official pre-determined Civil Defence Centres (CDCs):

- Linden Social Centre, 8 Linden Ave
- Greenacres Primary School, 62 Raroa Cres
- Tawa School, Oxford St
- Redwood School, Redwood Ave
- There used to be a centre in Grenada North, but it was broken into repeatedly and has been disestablished.

There is no reason to prevent more localised areas establishing their own informal centres at known gathering points and coordinating their response from there. They can then liaise with the "official" Civil Defence Centres to share information and resources and make contact with the City's Emergency Operations Centre on their status and resource needs.

Not every school is a Civil Defence Centre, and all schools have a responsibility to look after their students and staff. Any use of schools has to be worked out with the Principal and only space and resources that are not needed to keep students safe will be available.

Civil Defence Centres are not places to go to for welfare (i.e. food, accommodation), though they are places to go to find out where these things may be. Welfare Centres are Council-initiated and run facilities that will be set up if there is a community need, but may take a few days to be established.

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Welfare Centres are outside the scope of the Response Plan process, since the plan only focuses on the community response during first 72 hours following a disaster.

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Community Response Plan

This plan documents the response of the Tawa Community in the first 72 hours of a large-scale emergency event in the absence of any official Civil Defence Emergency Management (CDEM) direction from council, which may take up to 72 hours to activate.

The working group decided on what they would like to see happen in Tawa in the 72 hours after a large-scale emergency.

This plan is by no means finished. It is a living document designed to be improved upon through successive reviews. If your agency or organization is not already part of this plan, and you believe you have resources which can assist with any of these objectives, please contact the Tawa Community Board.

Leadership

Tawa Community Board is an elected body which represents the people of Tawa. As such, they are the ideal agency to coordinate this plan. Note that this means they have the overall picture in mind, and are not expected to undertake all the tasks listed in this document, they merely ensure that the tasks are done.

Costs incurred during an emergency

Costs incurred for looking after the welfare of people are displaced by the event can be recovered from Wellington City Council, who are covered by the Ministry of Civil Defence & Emergency Management, even if a State of Emergency has not been declared. As long as there is a clear process in place, and costs can be identified, they will be covered. The elected members of the Community Board have been tasked to approve and keep track of expenditure.

A Memorandum of Understanding between the Tawa Community Board (as owners of this plan) and Wellington City Council is included at the end of this plan.

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State of Emergency

Whether a state of emergency is declared or not makes very little difference the community's response to meet community needs. The community and individuals should always look for and use official advice and do what seems best to protect themselves and help others.

Being able to tell the Wellington Region Emergency Management Office what the situation in Tawa and having the Tawa Community Board represent Tawa's interests is a powerful tool for ensuring that Tawa gets its fair share of help.

A State of Emergency is declared by local government (Wellington City Council), regional government or there can even be a national state of emergency. A state of emergency is used to help Civil Defence Emergency Management, the government and the emergency services to manage the emergency by providing additional powers.

Emergency Priorities

The community stakeholder group identified 12 response priorities in a disaster event.

Some of these priorities have been separated out into their component parts. Each has a statement of what the community wants achieved – e.g. "We need to know what is going on".

1. Compassion
2. Coordination
3. Search & rescue – Nobody is left behind
4. Reconnaissance – We need to know what is going on
5. Access to medical assistance – Everyone's injuries are treated
6. Access to shelter – Everyone has a roof over their head
7. Access to food – Everyone has a meal that day
8. Access to water – Everyone has water to drink
9. Sanitation – Everyone has access to toilet facilities
10. Vulnerable people – Nobody is left behind
11. Information sharing – We need to know what is going on
12. Vital response resources are managed

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Compassion

Compassion was identified as an over-arching theme for everything the community wanted to achieve. The reason to respond is to look after people.

He aha te mea nui o te ao? He tangata! He tangata! He tangata!

What is the most important thing in the world? It is people! It is people! It is people!

In every action to be taken as part of the response, think about how it helps people, and if it doesn't help people, do something else that does!

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Coordination

To make sure that the community's response is the best it can be under the circumstances, there needs to be a level of coordination, with an eye to the bigger picture.

Gathering point

If your agency or organisation has a role to play in this plan, in the immediate aftermath of an event:

- Make sure that your own family are safe, and can function without you for a portion of time.
- Make your way (or send a representative) to the intersection of Main Rd, Cambridge and Lyndhurst Road.
- Once there, a decision can be made as to where to go next, depending on the situation, and what is useable. Possibilities include the library, community centre, the local churches near that intersection, or Tawa School on nearby Oxford St (which is a Civil Defence Centre with a radio). When a decision to set up at another location is made signs or people should be left at the gathering point to let others know where to go.

Leadership

Tawa Community Board is an elected body which represents the people of Tawa. As such, they are the ideal agency to coordinate the response. Note that this means they have the overall picture in mind, and are not expected to undertake all the tasks listed in this document, they merely ensure that the tasks are done.

Representatives of the Wellington City Council, Greater Wellington, the Tawa Volunteer Fire Brigade and established community groups can all have leadership skills, official powers and knowledge that can assist in coordinating the Tawa community. The most important reason for representatives of the Tawa community gathering in one place is to make sure that the best use is made of all the available skills.

Communication

If cellphone and landline networks are still available then these should be used for communication. If these networks are not working, the Fire Service, Police, or Civil Defence Centres can use their radio systems to assist the Tawa organisation that is established.

Text in preference to call (unless you need an immediate response), as it creates less load on the system.

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“We need to know what is going on”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Work with people in your street to make sure information is gathered and everyone is looked after. Send a representative to your nearest CD centre or gathering place to pass on or gather information <p>Tawa Community Board</p> <ul style="list-style-type: none"> Overall coordination <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> Normal response activities Support to Community Board <p>CD Volunteers</p> <ul style="list-style-type: none"> Get CD centres up and running, particularly to establish communications if phones are out Coordinate emergent volunteers Coordinate offers of assistance and requests for assistance Gather and share information <p>Other agencies</p> <ul style="list-style-type: none"> Send representation or messenger to the gathering point to stay in touch 	<p>Community</p> <ul style="list-style-type: none"> Phones & cellphones if network is still working <p>Wellington City Council</p> <ul style="list-style-type: none"> Possible coordination points <ul style="list-style-type: none"> Community Centre Library <p>Tawa School</p> <ul style="list-style-type: none"> Closest CD centre to middle of Tawa <p>Civil Defence Centres</p> <ul style="list-style-type: none"> Two-way radio for communications <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> Two-way radio for communications <p>Churches</p> <ul style="list-style-type: none"> Church buildings as possible coordination point 	<p>Before an emergency</p> <ul style="list-style-type: none"> Get to know your neighbours. Plan with your neighbours. <p>After an emergency</p> <ul style="list-style-type: none"> Work with people in your street to make sure information is gathered and everyone is looked after. Send a representative from your street to your nearest CD centre or gathering place to pass on or gather information Offer to assist at your local CD Centre – admin help is always appreciated!

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Search & Rescue

This priority focuses on the fact that the community needs to be actively engaged in its own search and rescue operations within the first 72 hours following a large earthquake event. Emergency Services will respond as their own capacity allows.

“Nobody is left behind”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Check on neighbours and give assistance if needed. The majority of rescues are done by the people around you. Gather information in the neighbourhood and share it with your local CD centre Emergent volunteers <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> Rescue Fire fighting where life is at risk Hazardous substance containment <p>NZRT-8/PERT</p> <ul style="list-style-type: none"> Several members live in Tawa Coordinate emergent volunteers 	<p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> 2 fire appliances and support vehicle <p>NZRT-8</p> <ul style="list-style-type: none"> Gear located at Tawa Rural Fire Station <p>Wellington Rural Fire Force</p> <ul style="list-style-type: none"> Gear located at Tawa Rural Fire Station 	<p>Before an emergency</p> <ul style="list-style-type: none"> Be prepared at home Learn about hazards and warning systems Get to know your neighbours Plan with your neighbours Learn first aid Emergency Skills training (RT-8) CDEM Volunteer training (WREMO) <p>After an emergency</p> <ul style="list-style-type: none"> Family first Check on neighbours and give assistance if needed. The majority of rescues are done by the people around you. Do not put yourself in danger Gather information in the neighbourhood and share it with others and your local CD centre. Work with your neighbours to make sure your whole street has been checked. Volunteer to help if you are able

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Reconnaissance

A clear picture of the impact of the emergency needs to be available to best coordinate an effective response.

“We need to know what is going on”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> • Check on neighbours • Collect information about what is happening in your street • Share what you know with the people around you, in your street, and with the CD Centre <p>CD Volunteers</p> <ul style="list-style-type: none"> • Collate information gathered from the community <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> • Check gas mains at the gates to Tawa (State Highway 1 interchange) for rupture • Check all bridges and major roads in Tawa to make sure they are passable • Rough inspection of water reservoirs – are they still there/intact? Capacity will conduct a more detailed technical inspection, but probably not until after Day 3. • Will concentrate on risk to life 	<p>CD Centres</p> <ul style="list-style-type: none"> • Pre-printed maps • Radio communication for sharing information <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> • Radio communication to get a better region-wide overview 	<p>Before an emergency</p> <ul style="list-style-type: none"> • Get to know your neighbours, especially those who may need extra assistance in an emergency • Plan with your neighbours <p>After an emergency</p> <ul style="list-style-type: none"> • Check on your neighbours • Gather information about what is happening in your street. • Share what you know with the people around you, in your street, and with the CD Centre).

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Access to medical assistance

This priority focuses on making sure that everyone's injuries are treated and that acutely unwell people are looked after. It's primarily about first aid and triage. Seriously injured people will need to be taken to Kenepuru Hospital.

"Everyone's injuries are treated"

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Check on neighbours and give assistance if able. Basic first aid Emergent volunteers (medically trained people) <p>Tawa Medical Centre</p> <ul style="list-style-type: none"> First aid Triage <p>Linden Surgery</p> <ul style="list-style-type: none"> First aid Triage <p>Rappaw Vet</p> <ul style="list-style-type: none"> First aid trained staff <p>Kenepuru Hospital</p> <ul style="list-style-type: none"> Treatment of serious injuries/illness 	<p>Community</p> <ul style="list-style-type: none"> First aid kits <p>Tawa Medical Centre</p> <ul style="list-style-type: none"> Facilities First aid supplies <p>Linden Surgery</p> <ul style="list-style-type: none"> Facilities First aid supplies <p>Simon's Pharmacy</p> <ul style="list-style-type: none"> Medications First aid supplies to supplement medical centre <p>Drummond's Pharmacy</p> <ul style="list-style-type: none"> Medications First aid supplies to supplement medical centre <p>Rappaw Vet</p> <ul style="list-style-type: none"> Clean room for minor surgery (Small surgical table – large dog size) Medical supplies <p>Free Presbyterian Church</p> <ul style="list-style-type: none"> Extra space for Tawa Medical Centre to use <p>St Peter's Church</p> <ul style="list-style-type: none"> Extra space for Linden Surgery <p>Beanstalk Childcare Centre</p> <ul style="list-style-type: none"> Extra space for Linden Surgery <p>Kenepuru Hospital</p> <ul style="list-style-type: none"> Equipped hospital 	<p>Before an emergency</p> <ul style="list-style-type: none"> Be prepared at home – have a first aid kit Learn first aid Let your neighbours know if you can provide first aid. Keep an adequate supply of your prescription medicines at home – don't run out this weekend Get to know any neighbours who might have health needs to look out for them. <p>After an emergency</p> <ul style="list-style-type: none"> Family first Check on neighbours and give assistance if needed. If you can help with first aid, help in your street, and once everyone there is okay report to your nearest CD centre or wherever other people are gathering and offer to help. If you need medical assistance, your neighbours or people at your nearest CD Centre may be able to provide basic first aid, otherwise go to the nearest medical centre if the event happens during business hours, or Kenepuru Hospital

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Access to shelter

This priority focuses on the expectation that the community wants everyone to have access to shelter within the first 24 - 72 hours following a large earthquake event. The Tawa Community recognises that most local residents should be able to find shelter with neighbours and friends or family, so their primary concern is looking after commuters, and people who are not resident in the area, including some college pupils.

“Everyone has a roof over their head”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> • Check on neighbours • Offer assistance • Provide temporary accommodation to people in need (e.g. stranded commuters) • Report situation to local CD centre <p>Bucket Tree Lodge</p> <ul style="list-style-type: none"> • Liaise with local CD centre • Provide temporary accommodation <p>Wellington Bed & Breakfast</p> <ul style="list-style-type: none"> • Liaise with local CD centre • Provide temporary accommodation <p>Local Churches</p> <ul style="list-style-type: none"> • Provide temporary accommodation if required 	<p>Community</p> <ul style="list-style-type: none"> • Homes • Tents <p>Local accommodation providers</p> <ul style="list-style-type: none"> • Accommodation <p>Local Churches</p> <ul style="list-style-type: none"> • Accommodation space <p>CD Centres</p> <ul style="list-style-type: none"> • To coordinate and inform people where to find accommodation. The CD Centre isn't a place to sleep. <p>Arohata Women's Prison?</p> <ul style="list-style-type: none"> • Unused self-care units? <p>Schools?</p> <ul style="list-style-type: none"> • Accommodation space? <p>Red Cross, Salvation Army store, Mary Potter Hospice, St Peter's Op Shop</p> <ul style="list-style-type: none"> • Clothing & blankets 	<p>Before an emergency</p> <ul style="list-style-type: none"> • Clarify expectations on when a Welfare Centre will be established <p>After an emergency</p> <ul style="list-style-type: none"> • Stay at home or within your neighbourhood in the first instance – it's where your stuff is • If can't find shelter at home or within neighbourhood head to your nearest CDC to seek assistance. BYO bedding if possible. • If you can take someone in for the night, please offer to your neighbours, or at the nearest CD centre to help stranded commuters. (Put a light in the window if you can help?) • Offer bedding if you can.

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Access to food

This priority focuses on ensuring that people have access to food. Given that most people have several days' worth of food in their own homes, the community response in the first 72 hours is about looking after stranded commuters, or those who have been displaced from their own homes, or those who are usually reliant on outside services (e.g. Meals on Wheels).

“Everyone has a meal that day”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Look after own household Help neighbours in need Help wider community if able to (e.g. cook for stranded commuters) <p>Countdown</p> <ul style="list-style-type: none"> Staff (100 staff living in Tawa) Can sell non-perishable food once access to building is available 	<p>Community</p> <ul style="list-style-type: none"> Stored food <p>Countdown</p> <ul style="list-style-type: none"> Non-perishable food <p>New World</p> <ul style="list-style-type: none"> Non-perishable food <p>Local dairies</p> <ul style="list-style-type: none"> Non-perishable food <p>Salvation Army</p> <ul style="list-style-type: none"> Food bank supplies? <p>Kiwi Community Assistance</p> <ul style="list-style-type: none"> Food bank supplies? 	<p>Before an emergency</p> <ul style="list-style-type: none"> Store food at home Grow your own food Have an alternate way to cook (e.g. gas cooker or BBQ) <p>After an emergency</p> <ul style="list-style-type: none"> Share with your neighbours Organise communal cooking <ul style="list-style-type: none"> More efficient to cook for more people at once Take people home and give them a feed Supermarket is unlikely to be able to distribute any perishable goods (public health reasons)

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Access to water

This priority focuses on making sure that people have access to drinking water. In the first 72 hours people will need to rely on water they have stored in the community, it will take longer than 72 hours for major water infrastructure to be assessed.

“Everyone has access to drinking water”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> • Store water before the emergency • Share with others <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> • Rough inspection of reservoirs – are they still there/intact? • Helping to distribute water if there are no other priorities <p>Capacity</p> <ul style="list-style-type: none"> • Capacity will conduct a more detailed technical inspection, but probably not in first 72 hours 	<p>Community</p> <ul style="list-style-type: none"> • Stored water <p>Natural environment</p> <ul style="list-style-type: none"> • Local streams (not Porirua Stream) coming out of bush areas <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> • Stand pipes and hose • Pumps <p>Wellington City Council</p> <ul style="list-style-type: none"> • Tawa pool <p>Capacity</p> <ul style="list-style-type: none"> • Water reservoirs • Emergency water tanks <ul style="list-style-type: none"> ○ Tawa Depot, Oxford St ○ Tawa Community Centre ○ Linden Social Centre • Water manifolds at Linden & Tawa Community Centre to get water out of tanks <p>Wellington Rural Fire Force</p> <ul style="list-style-type: none"> • 2800L water tanker • 14000L water tanker (sometimes) • Stand pipes & hose • Pumps 	<p>Before an emergency</p> <ul style="list-style-type: none"> • Store water at home – at least 9L per person in your household <ul style="list-style-type: none"> ○ Rainwater tanks (WCC) ○ Water containers (WCC) • Have water treatment tablets, bleach or a way to boil water (alternative cooking source) • Information about storing water • Information about treating water <p>After an emergency</p> <ul style="list-style-type: none"> • Boil water before consumption • Collect water from local streams coming out of bush areas (above the highest house near the stream) <ul style="list-style-type: none"> ○ Do not use Porirua Stream (contaminated with heavy metals so can't be treated by boiling) • Collect rainwater • Share with neighbours in need • Share with wider community if able • Water is likely to be distributed from centralized points, you may have to travel some distance.

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Vulnerable people are looked after

This priority focuses on ensuring that those members of the community who are more vulnerable to the impacts of an emergency (e.g. people with disabilities, those with English as a second language, elderly, people who live on their own etc.) are not forgotten.

“Nobody is left behind”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> • Check on neighbours • Look after neighbours <p>CDEM & spontaneous volunteers</p> <ul style="list-style-type: none"> • Organise door knocking in the wider community to help distribute information • Help at care facilities in need of extra people <p>Churches</p> <ul style="list-style-type: none"> • Pastoral care • Help for people with English as a second language <p>Support agencies/groups</p> <ul style="list-style-type: none"> • Check on clients • Provide expert advice <p>Aged care facilities</p> <ul style="list-style-type: none"> • Take in previously capable people made vulnerable by the event 	<p>Community</p> <ul style="list-style-type: none"> • Spontaneous volunteers <ul style="list-style-type: none"> ○ Trained counselors ○ Foreign language speakers ○ Able-bodied helpers <p>CDEM Volunteers</p> <ul style="list-style-type: none"> • People • Communication (radio) 	<p>Before an emergency</p> <ul style="list-style-type: none"> • Get to know your neighbours. • Plan with your neighbours – It’s Easy: Prepared Neighbours. <ul style="list-style-type: none"> ○ Especially if you are in need of extra assistance in some way <p>After an emergency</p> <ul style="list-style-type: none"> • Check on your neighbours. • Help your neighbours if you can • Seek help from your neighbours first. • Organise with others in your street to check every house. This many need to happen several times through the event. • Offer your skills at your local CD centre if you aren’t needed in your street, especially if you have particular skills around working with vulnerable people.

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Access to fuel

Fuel supplies need to be carefully managed to ensure that there is enough for the emergency response. General consensus from the fuel suppliers is that sale of fuel to the public will stop immediately and fuel will be used to emergency response activities only.

“Vital resources are managed carefully”

People & their tasks	Physical resources	Public information/education messages
<p>Z Energy</p> <ul style="list-style-type: none"> • Staff • Assist with accessing fuel <p>BP</p> <ul style="list-style-type: none"> • Staff • Assist with accessing fuel 	<p>Z Energy</p> <ul style="list-style-type: none"> • Diesel • Petrol • Bottled gas? <p>BP</p> <ul style="list-style-type: none"> • Diesel • Petrol • Bottled gas? • Truck stop with diesel by Grenada North <p>Wellington Rural Fire Force</p> <ul style="list-style-type: none"> • Manual fuel pumps at Tawa Rural Fire Station, off Oxford St 	<p>Before an emergency</p> <ul style="list-style-type: none"> • You won't be able to access fuel in an emergency, so fill up before you have to, to help you get through. <p>After an emergency</p> <ul style="list-style-type: none"> • Fuel will be for the emergency response only. Do not expect to be able to fill your vehicle.

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Sanitation

This priority focuses on improving community awareness of the importance of good sanitation following an emergency event and ways to do so.

“Everyone has access to toilet facilities”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> • Use bucket toilets • Dig a hole, or • Empty bucket in wheelie bins for later disposal 	<p>Community</p> <ul style="list-style-type: none"> • Equipment kept at home <ul style="list-style-type: none"> ○ Improvised toilets ○ Digging equipment <p>Public spaces</p> <ul style="list-style-type: none"> • Communal latrine <p>Local building contractors (if present)</p> <ul style="list-style-type: none"> • Portaloos from worksite • Digging equipment 	<p>Before an emergency</p> <ul style="list-style-type: none"> • <p>After an emergency</p> <ul style="list-style-type: none"> • Don't flush your toilet • Use a long drop/bucket toilet system/chemical toilet <ul style="list-style-type: none"> ○ Instructions for using composting toilets • Maintain good hygiene – use hand sanitizer • Ask for help digging a longdrop • Offer to help dig longdrops, especially if you have tools

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Information sharing

This priority focuses on sharing plans and information before an event happens.

“Information is shared between agencies and the public BEFORE an event”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Get to know your neighbours – Prepared Neighbours Volunteer <p>CDEM volunteers</p> <ul style="list-style-type: none"> Distribution of plan flyer Promotion at community events, fairs, Christmas parade? <p>NZRT-8</p> <ul style="list-style-type: none"> Emergency Skills training <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> Fire safety and other emergency themed messages <p>Tawa Union Church</p> <ul style="list-style-type: none"> Short courses at U3A <p>Probus/Lions/Rotary?</p> <ul style="list-style-type: none"> Distribution of plan flyer? 	<p>Community</p> <p>Tawa Community Board</p> <ul style="list-style-type: none"> Tawa Link <p>Countdown</p> <ul style="list-style-type: none"> Window displays and display tables <p><i>Give people ideas, not stuff.</i></p>	<p>Before an emergency</p> <ul style="list-style-type: none"> Get to know your neighbours <ul style="list-style-type: none"> Neighbours Day Street BBQs Information at Spring Into Tawa Information on Tawa Link <ul style="list-style-type: none"> Copy of plan online Community Response Planning Emergency skills training CDEM volunteer training

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Information sharing

This priority focuses on sharing information with the public during an emergency event.

“Information is shared between agencies and the public DURING/AFTER an event”

People & their tasks	Physical resources	Public information/education messages
<p>Community</p> <ul style="list-style-type: none"> Gather and share information in your street Share information with CD Centre <p>Agencies in this plan</p> <ul style="list-style-type: none"> Send representation to coordination point. 	<p>Community</p> <ul style="list-style-type: none"> Paper & pens Home printers Supplies for creating noticeboards <p>Tawa Volunteer Fire Brigade</p> <ul style="list-style-type: none"> Public Address systems on vehicles 	<p>Before an emergency</p> <ul style="list-style-type: none"> Plan with your neighbours – Prepared Neighbours <p>After an emergency</p> <ul style="list-style-type: none"> Gather and share information in your street Share information with CD Centre

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Roles & Responsibilities

The following list roles and responsibilities identifies key community stakeholders who have allocated roles and responsibilities that will help deliver on the priority areas identified by the community.

Agency	Roles & Responsibilities
Tawa Volunteer Fire Brigade	<ul style="list-style-type: none"> • Fire Fighting • Coordinate search & rescue and evacuation • Reconnaissance - check major bridges & roads to make sure they are passable • First aid • Containment of hazardous substances • Assist with water distribution where possible • Liaise with local CDC Control Centre • Assist other emergency services where possible
Police	<ul style="list-style-type: none"> • Maintenance of law & order • Coordinate security of affected area(s) • Assist with evacuations • Assist with search & rescue • Agent of the Coroner • Disaster Victim Identification • Liaise with local CD Centre and local coordination point
Tawa Medical Centre Linden Surgery	<ul style="list-style-type: none"> • Coordinate medical response • Triage, first aid, minor surgery • Liaise with local CD Centre and local coordination point
Local Pharmacies	<ul style="list-style-type: none"> • Liaise with Tawa Medical Centre • Provide pharmaceutical assistance as required
Veterinarians	<ul style="list-style-type: none"> • Animal Welfare • Liaise with Tawa Medical Centre • Provide medical assistance as required
Tawa Community Board	<ul style="list-style-type: none"> • Coordinate the overall community response • Liaison between response agencies and the community • Manage the tracking & distribution of community resources
Local Schools	<ul style="list-style-type: none"> • Jointly coordinate care of displaced school children • Act as formal or informal CD centres if required

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Agency	Roles & Responsibilities
	<ul style="list-style-type: none"> • Provide shelter if required • Liaise with local CD Centre
Local churches	<ul style="list-style-type: none"> • Provide shelter if required • Liaise with local CD Centre and local coordination point
Countdown Supermarket	<ul style="list-style-type: none"> • Emergency food distribution • Liaise with local CD Centre and local coordination point
Community Volunteers	<ul style="list-style-type: none"> • Check & provide assistance to immediate family • Check & provide assistance to neighbours • Assist at local CD Centre if required • Assist with food & water distribution • Assist with cordons, first aid, relaying messages • Any other general assistance as requested by CD Centre or Emergency Services
	<ul style="list-style-type: none"> •

Item 2.1 Attachment 3

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Future Work Plan

This plan is a living document. There are actions which can be taken to address areas of weakness, further decrease Tawa's vulnerability and increase its resilience.

Actions	Tasked Members	Target dates & Outcome
Coordination		
Investigate use of Tawa Community Centre for an initial coordination point (will WCC be using it in first 72 hours?)	Kerry McSaveney (WREMO)	Current thinking is that it will not be available for this plan – use Tawa School CDC or nearby church?
Involve schools in next planning cycle		
Involve Tawa Community Patrol in next planning cycle		
Involve Salvation Army in next planning cycle		
Clarify with schools about civil defence centres – just borrowing the building		
Radio training for medical centre staff	Kerry McSaveney (WREMO) Gaye Kyne (Tawa Medical Centre)	
Investigate re-opening CD Centre for Grenada North	WREMO	
Search & Rescue		
Emergency Skills training	WREMO (NZRT-8)	
Reconnaissance		
Copies of maps for CD centre	WREMO	

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Item 2.1 Attachment 3

Actions	Tasked Members	Target dates & Outcome
Access to medical assistance		
Organise community first aid training courses	WCC – Community centre coordinator	
Access to shelter		
Check with schools if buildings would be an accommodation option		
Check with Arohata Prison if unused self-care units would be an option		
Access to food		
Get New World involved in next planning cycle		
Other food vendors?		
Access to water		
Testing of local streams for suitability as emergency water sources	Capacity	
Community water tanks	Capacity	New 25000L tank installed at Linden Social Centre
Find and eliminate source of contamination of Porirua Stream		Big picture thinking, probably impossible.
Vulnerable people are looked after		
Training for support agencies to better assist their clients to be more prepared before an emergency	WREMO Support agencies	
Check with Arohata Prison – do they have a good plan?		
Check with local rest homes – do they have good plans?	WREMO	

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Actions	Tasked Members	Target dates & Outcome
Access to fuel		
Involve BP in next planning cycle		
Sanitation		
Confirm sewage disposal procedures with Capacity	Kerry McSaveney & Capacity representative	Wider than just Tawa – will be looked at on city-wide scale
Run community workshops on composting toilets – Matt King	Via community centre?	
Information sharing – before an emergency		
Check generic email address for Tawa Community Board	Malcolm Sparrow	
Public information day – Countdown (including store displays and specials)	Melanie Rae (Countdown) WREMO volunteers	
Plan online at Tawa Link and getprepared.org.nz	Malcolm Sparrow WREMO	As soon as signed off
Collect stories of people’s experiences of storm/EQ to include on webpage for plan – Tawa Link?		
Short courses at U3A to be organised	Tawa Union Church	
Information sharing – during/after an emergency		

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Stakeholder Contacts

Name	Organisation	Email	Phone
Ngairé Best	Wellington City Council Tawa Community Board	ngaire.best@xtra.co.nz	
Malcolm Sparrow	Tawa Community Board	Malcolm@tawalink.com	
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Dean Tutton	Tawa Volunteer Fire Brigade	Dean.tutton@fire.org.nz	
Gaye Kyne	Tawa Medical Centre	manager@tawamedical.co.nz	
Fiona Wymark	Tawa Anglican Church	Fiona@tac.org.nz	
James Murphy	Capacity	James.murphy@capacity.net.nz	
Gary O'Meara	Capacity	Gary.omeara@capacity.net.nz	
Clare Lind	Tawa Union Church	clareanddon@xtra.co.nz	
Melanie Rae	Countdown Tawa	Storemanager.tawa@countdown.co.nz	
Stephen Mulholland	Porirua Emergency Response Team Takapu Valley Residents	stephen@suncrow.com	
Mike Dickens	Takapu Valley	mikedickensnz@hotmail.com	
Kerry McSaveney	Wellington Region Emergency Management Office Wellington Rural Fire Force	kerry.mcsaveney@gw.govt.nz	027-24-555-61
Pol Dimayuga	Z Energy Tawa	tawa@blackink.co.nz	

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Name	Organisation	Email	Phone
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DRAFT

Memorandum of Understanding

between

Wellington City Council and Tawa Community Board

to allow for the expenditure of funds on emergency response activities.

Introduction

A Community-Driven Emergency Response Plan has been created by the community leaders and organisations of Tawa to enable an immediate local response to a large-scale emergency. This plan is to coordinate the community's response in that critical initial period, without waiting on local government and emergency services to mobilise. By bringing together community leaders and key stakeholders, we have empowered our community to begin responding immediately, using a pre-agreed plan created by the people who best understand the local demands and resources available.

Agreement

Where an emergency is declared, or is reasonably expected to be declared, and where communications with the Emergency Operations Centre are not possible, Tawa Community Board members involved with an activated Civil Defence Centre are to nominate one member to be the purchasing administrator who is able to authorise and record the purchase of emergency equipment and supplies up to a total of \$5,000 and who must advise the Civil Defence Controller of Wellington City of such expenditure at the earliest opportunity.

Once contact with the Civil Defence Controller has been established, this agreement will be superseded by the Controller's authority. This arrangement can be extended by the Controller to allow the local government response to support the community's actions.

Tawa Community Board agrees to document all costs incurred by managing the emergency response in the plan area, and submit details of expenditure, including receipts and invoices to Wellington City Council at the earliest opportunity.

Wellington City Council agrees to pay these costs through invoice from the vendor or reimbursement to the individual who made the purchase from their own funds, upon receipt of proper documentation, up to the agreed value.

Signed:

Stavros Michael, Civil Defence Controller
Wellington City Council

Chair, Tawa Community Board

Date:

Date:

REPORT ON THE ACTIVITIES OF PARKS SPORT & RECREATION

Purpose

1. To update the Board on the activities of Parks Sport and Recreation for the final quarter of the 2013/14 year.

Summary

- Needs current situation, key considerations and/or risks.
2. Attendance at Tawa Pool increased significantly during the final quarter due to the closure of Keith Spry Pool in Johnsonville. Attendance also increased during the quarter at the Tawa Recreation Centre. Work at Grasslees Reserve was completed as was the majority of work at Willowbank Reseve – Ara Tawa.

Recommendation

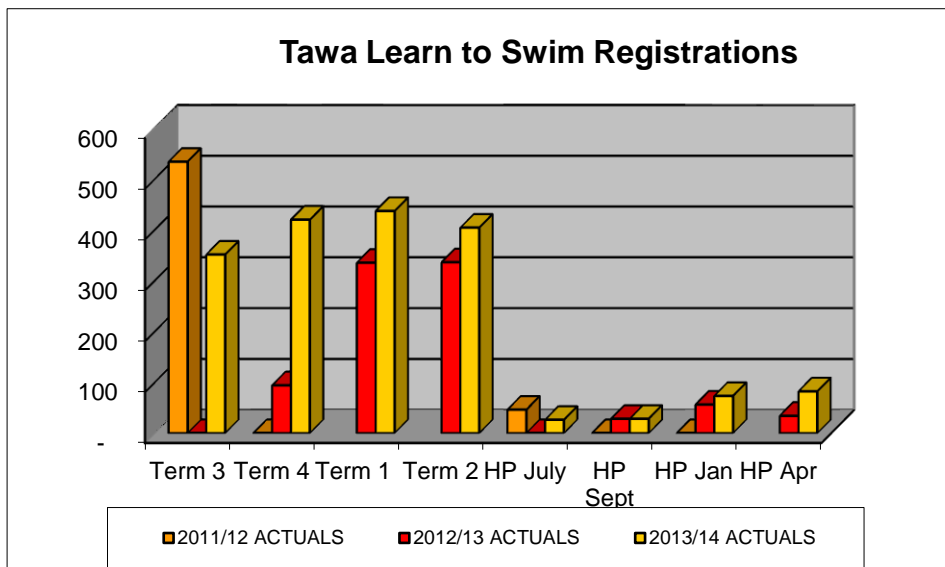
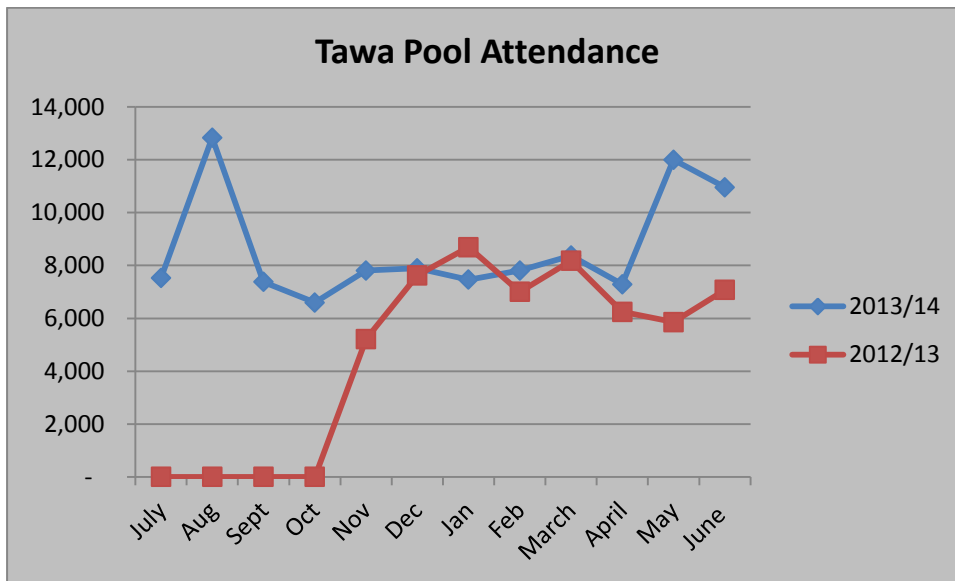
Officers recommend that the Tawa Community Board:

1. Receive the information.

Background

Tawa Pool

3. The fourth quarter saw the closure of Keith Spry Pool and transfer of a number of customers to Tawa Pool, in particular almost 500 learn to swim customers. While this has greatly increased the occupancy of the facility for the most part this change has gone smoothly.
4. As a result the attendance at the pool during the quarter was 30,248 a significant increase on the same period last year when 19,179 attended. Attendance for the year was 103,914. This remains lower than prior to the pools closure for earthquake strengthening and is specifically due to the slow recovery of learn to swim numbers.
5. This year also saw the resignation of Shaun Pallett who had been managing both Tawa Pool and Recreation Centre. A replacement for Shaun will be recruited over the next couple of months.



Tawa Pool Birthday Party Complaint - Update

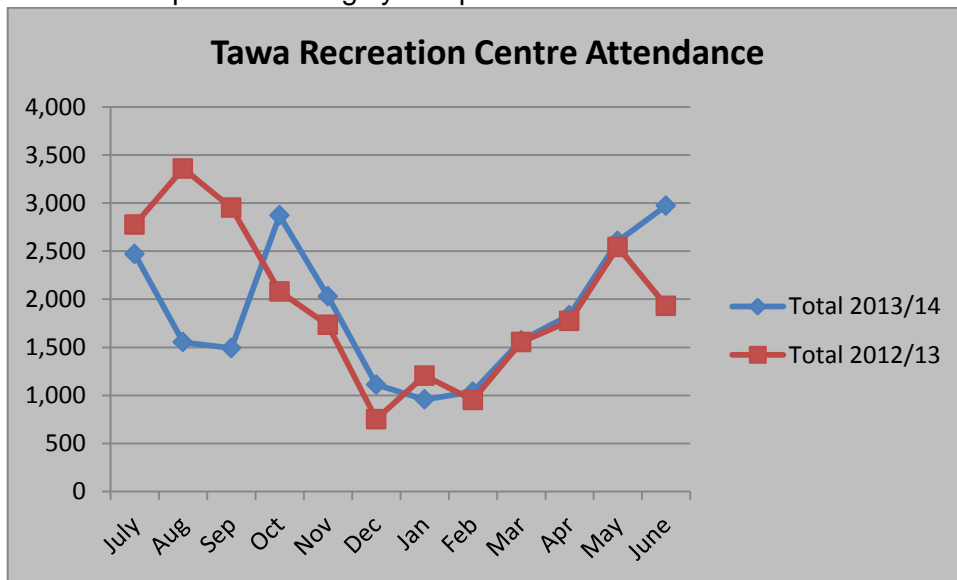
6. Following the incident at Tawa Pool on 13 July 2014 an investigation has been undertaken into our current operational policies around the hire of space in our swimming pools, incidents of complaints from customers about the hiring of space, and the information we supply to all customers when space has been hired out.

7. That investigation has identified that the hire of pool space at Tawa is unique due to the nature of the pool configuration and the need to manage safety. The size and elevated nature of the pool means that there is a limited number of people who can be within that pool space at any one time. In order to manage that issue safely and ensure that those attending for a birthday party have access to the pool a segregated area is an appropriate way to manage these two issues.

8. Across the pool network we have received no formal complaints regarding the hiring of pool space prior to this one, and management report that they can recall no anecdotal comments or concerns on the subject.
9. While we are clear with customers both through our website and literature regarding exclusions from parts of our pools for club training and events we have not been as clear in respect of birthday party bookings. We will be changing this to ensure that this information is available to customers both when choosing whether to come to the pool and at reception prior to the decision to pay and enter the facility.
10. Based on the information available and the popular nature of these parties with the community we are not at this time proposing to change our operation. This decision is being communicated to the complainant.

Tawa Recreation Centre

11. Attendance at Tawa Recreation Centre was 7,412 for the quarter which was an increase on the same quarter last year by 1,166. Overall attendance for the year was down slightly on the previous year at 22,505 compared with 23,606.
12. This reduction in numbers was principally through the winter season where a reduction in casual football training after school took place due to the availability of outside play on artificial turf; a number of volleyball and basketball clubs had reduced in size and had lower levels of demand for court space; and our school holiday programmes where we continue to operate in a highly competitive local market.



Parks & Open Spaces

13. The upgrade of Grasslees Reserve is now completed with just the restoration of the grass to be established, which will occur with the arrival of warmer weather.
14. The new bridge and walk/cycleways through Willowbank Park – Ara Tawa are largely complete. There is still some work to be done to improve the drainage in the park just past the bridge.
15. We are still working on a landscape plan for Ara Tawa as requested at the last Community Board meeting. This will have all the planting projects on the one plan, as well as some opportunities for commemorative seating.
16. There is currently a new sealed pathway being installed for an east/west connection between Victory Crescent and the Main Road. This was part of the east-west connection of the Ara Tawa concept.
17. A number of residents of Bishops Glen have been concerned about some of the pine trees located within the Tawa Bush Reserves area. Following an initial inspection of the area one stand will be removed this summer. The rest of the stands will be assessed for risk and prioritised as part of our ongoing hazardous tree programme.

Attachments

Nil

Author	Julian Todd, Recreation Facilities Manager
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Consultation and Engagement

N/A

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations as a result of this report.

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan

N/A

MERVYN KEMP LIBRARY AND TAWA COMMUNITY CENTRE QUARTERLY REPORT: APRIL - JUNE 2014

Purpose

1. To provide the Tawa Community Board with an update on the activities of the Mervyn Kemp Library, Tawa Community Centre and Linden Social Centre.

Summary

2. Mervyn Kemp Library offers circulation, information, outreach, class visits, preschool story times, holiday programmes and Baby Rock & Rhyme sessions. Efficiency has been improved by encouraging customers to use the upgraded self-issue machine.
3. Tawa Community Centre and Linden Social Centre continue to perform very well. New groups have come to use the venues, and numbers attending sessions have risen.

Recommendation

Officers recommend that the Tawa Community Board:

1. Receive the information.

Discussion

4. Challenges for 2013-14

- Strategic leadership of the cluster to meet the Long Term Plan, business plan and tactical objectives.
- Design and implement layout improvements to the newly earthquake-strengthened library and attract more visitors.
- Encourage the teams to increase customer contact by working closely with customers out in the library, promoting library products and services and finding out how we can improve our services.
- Demonstrate and promote a health and safety culture to ensure staff and customers have a safe environment to visit and work in.
- Engage with other Business Units in the area to develop working relationships and common outcomes.

Mervyn Kemp Library

5. Highlights

- A library team member visited the local schools to promote Matariki and a very successful story-time session was held at Linden Primary School.
- The SPCA visited with animals for a special story-time at the library.
- The library is currently having the roof repainted, and due to Health & Safety delays and colder weather, this has taken much longer than anticipated. The



entire roof has been water-blasted with chemicals to remove eight layers of paint, and the work crew is painting now.

6. Programmes and Events

- Baby Rock and Rhyme presenters have worked hard to build rapport with parents and caregivers at these sessions. They have been rewarded by seeing attendance rise to an average of 30 to 40 during this quarter. St Francis Xavier School continued to visit weekly. Pre-school story time has continued every Monday with an average of 25 to 30 people attending each week.

7. Statistics

	Issues	Visitors	New borrowers	Children's attendance
Quarterly figures:				
Apr-Jun 2013	36,701	31,695	142	1,062
Apr-Jun 2014	33,305	26,180	103	735
+/-% var	-10 %	-21 %	-38 %	-44 %

- Staff members are working hard to attract users back to the library after the disruption during earthquake-strengthening works, six months ago.
- There has been further hampering of usage, by the scaffolding erected around the building since March to allow the roof to be painted.
- As a result, visitor numbers and issue levels are well below the same period last year.
- The children's attendance figures are as a direct result of fewer schools visiting the library during and after the earthquake-strengthening.

Tawa Community Centre

8. Highlights

- New entryway signage has been installed, which will make the centre more visible to members of the public, from the street. They will also highlight Accessible entry points and meeting spaces. In addition, a directional sign to the Centre has also been placed on a lamppost at the intersection of Cambridge Street and Main Road.
- We are getting increasing bookings for the Boardroom, and often in the weekend or after hours.

9. Programmes and Events

- Tawa has had large bookings such as weddings, the Fijian election pre-registration, christenings and birthday parties. Quarterly we hold the Tawa/Linden Plunket Pre-Loved clothing sale here. The Tawa Civic Awards was also held on the 20th of June and was a pleasure to be able to host it here at the centre.
- A library team member ran a Matariki story time session at the centre, and children were able to



- draw and decorate Matariki posters.
- The advocate has been trying to promote 360 Degree Fitness - a personal trainer who is holding group sessions for men. Tawa Probus is now holding their monthly meetings here and we are holding sessions for the Restorative Justice at the centre - run by Community Law. There has been an increase in bookings from the Kiribati Community, the Kapi Mana Toastmasters who ran a six-week course, and Helen O'Grady Drama Academy are asking for more time to run another class, to name a few.
- We have also, however, lost some business.
- The Samoan Catholic Church purchased their own property in Tawa at the beginning of the year, and so no longer requires the Tawa CC. Also a regular user of the centre, Danny from SLANZ (Sri Lankan Association of NZ) has pulled his classes out at the moment due to the classes finishing. He will still be having the odd Association meeting here.
- We do still have a few small community groups who use this centre free of charge, e.g. the Tawa Community Patrol, Friends of Tawa Bush, Tawa Progressive & Ratepayers, VHF Group, Tawa Community Board and more.



10. Statistics

Occupancy – 3 rentable spaces			
Quarter	Hireable hours	Booked hours	Occupancy %
Apr-Jun 2014	3,168	919	29 %

Linden Social Centre

11. Highlights

- Linden Social Centre has had two new heat pumps put in, as well as the internal and external paint work done.

12. Programmes and Events

- Linden has kept its regular bookings such as Feldenkrais, Tawa Lions, tai chi, church groups and the Tawa Theatre group. We do get social bookings, who are wanting to utilize the large space, and with permission, the stage. These are often community groups, but using it for social gatherings; i.e., birthday parties. There is a reasonable amount of time during the day that is not being utilized. The task is in finding the right group that requires space such as Linden during the day. We had a Plunket group called Tiny Tappers last year, but their numbers fell and they have not continued this year.

13. Statistics

Occupancy – 1 rentable space			
Quarter	Hireable hours	Booked hours	Occupancy %
Apr-Jun 2014	1,056	242	23 %

14. Challenges and Opportunities planned for the next quarter

- Working together with other Tawa Council units to promote programmes at all sites, such as the planned “Spring into Tawa” community day on 13 September, and to add value to opportunities to promote products and services.
- Staff members are working with teachers to see these visits increased in the new financial year.
- Continuing efforts to re-establish visitor numbers and issue levels at the re-opened Mervyn Kemp Library.
- Accept any feedback made to WCC about the new Accessibility signage installed at Tawa Community Centre.

15. Conclusion

The report provides the Tawa Community Board with a quarterly update of the Mervyn Kemp Library, the Tawa Community Centre and the Linden Social Centre.

Attachments

Nil

Author	Jay Robinson, T/L Libraries&Community Spaces
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Consultation and Engagement

No consultation has occurred on this issue.

Treaty of Waitangi considerations

There are no implications.

Financial implications

There are no financial implications.

Policy and legislative implications

The report supports Council's overall vision of Creative Wellington – Innovation Capital. The report supports Council's activities as a facilitator of recreation partnerships and provider of recreation services. Agreement to the report will contribute to Council meeting the outcome of offering a diverse range of quality recreation and leisure activities (see outcome 7.1 Recreation Opportunities).

Risks / legal

There are no legal implications.

Climate Change impact and considerations

There are no impacts or considerations associated with this report.

Communications Plan

No communications plan is required.

RESOURCE CONSENT APPROVALS AND APPLICATIONS FOR 30 MAY 2014 TO 30 JULY 2014

Purpose

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications.

Recommendation

Officers recommend that the Tawa Community Board:

1. Receive the information.

Discussion

2. For the period from 30 May to 30 July 2014, there were twelve applications lodged with the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
309286	91 Woodburn Drive	Norman Vialle
Land use consent for erection of a utility building in a ridgeline area and associated earthworks.		
309441	199 Woodman Drive	Charles Hart
Land use consent for a new dwelling.		
310236	2 Oxford Street	Calibre Construction
Land use consent for conversion of re-locatable changing rooms into a small single story office.		

310481	10 Surrey Street	Greater Wellington Regional Council
Right of way easement over newly created lot at Tawa train station.		
311269	59 Takapu Road	SRP Ltd
Land use consent for additions and alterations to existing dwelling.		
311715	83 Woodburn Drive	Cidalia Sayers
Land use consent for construction of a steel portal framed shed on a rural property.		
310857	121 Bing Lucas Drive	John Walsh
Subdivision and land use consent for a two lot fee simple subdivision and earthworks.		
311371	44 Lincoln Avenue	James O'Carroll
Land use consent for earthworks for a retaining wall.		
310896	199 Woodman Drive	Charles Hart
Change of condition to SR309441 relating to a cancellation of a consent notice.		
312270	530 Takapu Road	Transpower NZ Ltd
Outline plan for a new switch room building in a designated electricity substation area.		
311620	69B Redwood Avenue	Ministry of Education
Outline plan waiver for placement of two relocatable classrooms.		
311889	69B Redwood Avenue	Ministry of Education
Outline plan waiver to replace part of a classroom that is a "leaky building".		

3. For the period from 30 May to 30 July 2014, there were five applications approved under delegated authority.

Service Request	Address	Applicant
308422	22 Frederick Street	TR Cox Family Trust
Subdivision consent for two lot fee simple subdivision and land use consent for construction of a new second dwelling and associated earthworks.		
309286	91 Woodburn Drive	Norman Vialle

Land use consent for erection of a utility building in a ridgeline area and associated earthworks.		
306812	128 Bing Lucas Drive	Simon O'Grady
Land use consent for a new single-storey dwelling.		
310236	2 Oxford Street	Swingham Holdings Ltd
Land use consent for conversion of relocatable changing rooms into small single-storey office		
308106	83 Woodburn Drive	Cidalia Sayers
Change of condition to SR109050 relating to additional number of children for day care.		

Conclusion

4. This report advises the Community Board of resource consents lodged and decisions made during the period 30 May to 30 July 2014.

Attachments

Nil

Author	Bill Stevens, Resource Consents Team Leader
Authoriser	Anthony Wilson, Chief Asset Officer

SUPPORTING INFORMATION

Consultation and Engagement

No consultation has occurred on this issue.

Treaty of Waitangi considerations

There are no implications

Financial implications

There are no financial implications.

Policy and legislative implications

Consistent with current policy.

Risks / legal

No legal implications.

Climate Change impact and considerations

None.

Communications Plan

No communications plan required.

TAWA COMMUNITY BOARD FORWARD PROGRAMME

Purpose

1. To provide the Tawa Community Board with a draft work programme for their amendment and approval.

Recommendation

Officers recommend that the Tawa Community Board:

1. Receive the information.

Discussion

2. Below is the draft work programme for the Board's approval and amendment where necessary:

Thursday 11 September 2014
Standing Items: <ul style="list-style-type: none">• Policing in Tawa• Community Speaker• Resource Consents• Upcoming Areas of Consultation (if any)• Tawa Community Board Discretionary Fund• Reports back from Board Members• Forward Programme• Tawa Volunteer Fire Brigade Update
Thursday 9 October 2014
Standing Items: <ul style="list-style-type: none">• Policing in Tawa• Community Speaker• Resource Consents• Upcoming Areas of Consultation (if any)• Reports back• Forward Programme

Thursday 13 November 2014

Standing Items:

- Policing in Tawa
- Community Speaker
- Resource Consents
- Upcoming Areas of Consultation (if any)
- Tawa Community Board Discretionary Fund
- Reports back from Board Members
- Forward Programme

Quarterly Reports (July to September 2014)

- Recreation Wellington
- Mervyn Kemp Library and Community Centre

Thursday 11 December 2014

Standing Items:

- Policing in Tawa
- Community Speaker
- Resource Consents
- Upcoming Areas of Consultation (if any)
- Tawa Community Board Discretionary Fund
- Reports back from Board Members
- Forward Programme
- Tawa Volunteer Fire Brigade Update

Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Lynlee Baily, Governance Team Leader