

# Community Engagement, Communication and Inclusion for Disaster Resilience Handbook

## Project Brief

<b>Context</b>	<p>AIDR is contracted by Emergency Management Australia (EMA) to manage the Australian Disaster Resilience Handbook Collection ('Handbook Collection'). The Handbook Collection provides guidance on national principles and practices for disaster resilience.</p> <p>The Community Engagement, Communication and Inclusion for Disaster Resilience Handbook (the handbook) is being developed in 2019-20. The handbook will incorporate the review of two handbooks and one manual:</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Communicating with People with a Disability – National Guidelines for Emergency Managers</u></a> (AIDR 2013)</li> <li>• <a href="#"><u>National Strategy for Disaster Resilience – Community Engagement Framework</u></a> (AIDR 2013)</li> <li>• <a href="#"><u>Guidelines for Emergency Management in Culturally and Linguistically Diverse Communities</u></a> (AIDR 2007)</li> </ul>
<b>Purpose</b>	<p>The purpose of the handbook is to:</p> <ul style="list-style-type: none"> <li>• be the authoritative and trusted source of knowledge of community engagement, communication and inclusion for disaster resilience in Australia</li> <li>• provide clarity on the nationally agreed principles of community engagement, communication and inclusion for disaster resilience in Australia</li> <li>• identify and promote the adoption of good practice of community engagement, communication and inclusion for disaster resilience</li> <li>• build interoperability between jurisdictions, agencies, businesses and community leaders by outlining common language and coordinated, nationally agreed principles</li> <li>• align national disaster resilience strategy and policy of community engagement, communication and inclusion for disaster resilience by informing and assisting jurisdictions, agencies and other organisations and individuals in the implementation and adoption of these arrangements.</li> </ul>
<b>Audience</b>	<p>The intended audiences for the handbook are the people responsible for developing community engagement, communication and inclusion policies, capabilities and doctrine within their own jurisdictions, agencies, organisations, and communities. These agencies and organisations include Commonwealth, state, territory and local government departments, emergency management agencies and non-government organisations.</p> <p>The audience may also include community groups, educators, researchers, planners, businesses and the private sector that may also find content in the handbooks that will be of value to them. It is expected that international organisations involved in emergency management and disaster resilience will also use the handbooks.</p>

<b>Project description</b>	<p>The project will draw on and complement current and ongoing activity in community engagement, communication and inclusion and build on the capability and knowledge of organisations and individuals across the disaster resilience sector in Australia and internationally.</p> <p>A multidisciplinary expert reference group will inform the project and a content writer will be engaged.</p>
<b>Outputs</b>	<ol style="list-style-type: none"> <li>1. A project brief and project plan.</li> <li>2. Engagement with and collaboration amongst the multidisciplinary reference groups and key stakeholders.</li> <li>3. Environmental scan including needs assessment and gap analysis to inform handbook content and to reflect current good practice in community engagement, communication and inclusion.</li> <li>4. A published Community Engagement, Communication and Inclusion for Disaster Resilience handbook that will: <ul style="list-style-type: none"> <li>• be published online with read, print, search and purchase functionality through the Australian Disaster Resilience Knowledge Hub and other AIDR websites.</li> <li>• be governed by a set of principles and guidelines to ensure compliance with the Australian Disaster Resilience handbook collection framework, policy and guidelines.</li> <li>• include a process for lifecycle management of the handbook.</li> <li>• include a framework for identifying and developing resources to support adoption and application of the handbook in practice.</li> </ul> </li> <li>5. Where need and value are demonstrated, companion tools will be identified and developed to provide additional guidance and support to the handbook in these circumstances.</li> <li>6. National promotion of the Community Engagement, Communication and Inclusion for Disaster Resilience handbook.</li> </ol>
<b>Outcomes</b>	<p>The handbook will be developed with current and relevant content that will be easily accessible and useful for anyone involved in or interested in emergency management.</p> <p>The handbook will be recognised as the leading national authoritative guidance in community engagement, communication and inclusion for disaster resilience in Australia. It will be well-known and be referenced and form the foundation for development of more inclusive, detailed, jurisdictional and agency relevant emergency management arrangements. The project will increase general awareness of good practice principles in community engagement, communication and inclusion.</p>
<b>Project working group membership</b>	<p>The AIDR Handbook Advisory Group will provide governance and guidance to the review of the handbook within the national disaster resilience handbook collection including guidance on scope, purpose and project delivery.</p> <p>Members of the Steering Committee and Working Group will be selected based on their skills, experience and sector or area of interest which their organisation represents.</p>



<b>Key milestones</b>	Project brief and scoping	September - November 2019
	Writer appointed	October 2019
	Project working group convened	November 2019
	Working group feedback on scope and content	November 2019
	First draft	January 2019
	Working group feedback on first draft	February 2019
	Second draft	March 2019
	Working group feedback on second draft	March 2020
	Third draft	April 2020
	Working group final substantive review	May 2020
	Final draft and review	May 2020
	Submitted to working group for sign off	June 2020
	Submitted to DG EMA for sign off	June 2020
<b>Related documents</b>	<a href="#">Australian Emergency Management Arrangements</a> , AIDR 2014 <a href="#">Communicating with People with a Disability</a> , AIDR 2013 <a href="#">Guidelines for Emergency Management in Culturally and Linguistically Diverse Communities</a> , AIDR 2007 <a href="#">Guidelines for the Development of Community Education, Awareness and Engagement Programs</a> , AIDR 2010 <a href="#">National Strategy for Disaster Resilience: Community Engagement Framework</a> , AIDR 2013 <a href="#">National Disaster Risk Reduction Framework</a> , Home Affairs 2018 <a href="#">National Strategy for Disaster Resilience</a> , COAG 2011 <a href="#">Profiling Australia's Vulnerability</a> , National Resilience Taskforce 2018	
<b>About AIDR</b>	<p>AIDR is a disaster resilience knowledge centre. We develop, maintain and share knowledge and learning to support a disaster resilient Australia. We work with government, communities, non-government organisations, not-for-profits, research organisations, education partners, and the private sector to enhance disaster resilience through innovative thought leadership, professional development and knowledge sharing.</p> <p>AIDR is funded by the Commonwealth Department of Home Affairs through Emergency Management Australia and supported by its partners, AFAC, Australian Red Cross and BNHCRC.</p>	
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