



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Trainer / Public Educator
Date of application	28 February 2012
Details on application	
Lead local authority	The Administering Authority for this project is yet to be agreed between the joint applicants.
CDEM Group	A joint application from the following CDEM Groups: <ul style="list-style-type: none"> • Nelson Tasman • Marlborough • West Coast
Other local authorities or Groups supporting the proposal	N/A
Project description	
<p>Executive summary [200 words maximum description.]</p> <p><i>Please excuse the fact that this application exceeds the word limits – it is submitted on behalf of three CDEM Groups and is for a multi-year project.</i></p> <p>This project seeks to address two significant gaps that are common to all three CDEM Groups:</p> <ol style="list-style-type: none"> 1. The introduction of EMIS requires assistance to train EOC staff to use the package. 2. The demand for public education (eg following Canterbury earthquakes) has outstripped Group resources. <p>This proposal seeks funding of \$110,000 per annum for three consecutive financial years (total \$330,000). The proposal is for a person on a fixed term contract at 40 hours per week to deliver EMIS training and public education throughout the West Coast, Marlborough and Nelson Tasman.</p> <p>This would be a joint resource of the three CDEM Groups. An MOU between the three CDEM Groups would need to be agreed setting out the specific arrangements, such as:</p> <ul style="list-style-type: none"> • Which Council would be the Administering Authority for the project and employer of the contracted staff member; • Allocation of the resource between the CDEM Groups; and, • Work programme and reporting lines. 	
<p>Problem/opportunity [200 words maximum description.]</p> <ol style="list-style-type: none"> 1. <u>EMIS (time allocation 50%)</u> The introduction of EMIS has been welcomed by the three CDEM Groups, however the Groups agree that EMIS has introduced a significant training overhead for which we do not currently have sufficient resources available. It would make sense to have one trainer who is well versed in EMIS that we can share and who would help promote a common approach to using EMIS in the three CDEM Groups. Ideally the three CDEM Groups involved should have a common approach to using EMIS, so that during an emergency staff resources can be shared if necessary. <p>This funding bid is to employ a contracted staff member to deliver the following outputs:</p> <ul style="list-style-type: none"> • Deliver regular training to EOC staff across the three CDEM Groups; • Work closely with CDEM and IT staff to develop localised training; • Assist during responses to events, supporting staff in the EOC with using EMIS; and, 	

- Liaise with MCDEM and other CDEM Group staff involved in EMIS, to develop best practice approaches and solve problems.

2. Public Education (time allocation 50%)

The second priority issue highlighted by this proposal relates to the growing level of public education inquiries that the CDEM Groups are unable to fulfil. The Canterbury earthquakes have led to very strong demand for more direct and relevant CDEM public education. We are frequently unable to fulfil requests to go into schools, attend public events (especially in smaller/rural areas), and speak to staff from partner agencies. We have yet to scratch the surface with respect to many of our vulnerable groups, such as ethnic communities, the disabled, or tourists. We have also noticed that there is a need to “localise” some of the generic national public education materials – for example, with respect to tsunami risk.

The objective for this part of the proposal would be to promote resilience in the community through the following outputs:

- Communicating an understanding of local risks;
- Promoting personal readiness and business continuity;
- Support national campaigns, such as follow-up to ‘NZ Shakeout’ and GRGT Week;
- Target audiences would be schools, community groups, business groups, tourism sector, vulnerable groups etc;
- Develop resources to assist in communicating local risk and readiness messages;
- Utilise the public education resources (eg public education trailer and ‘Shaky House’) funded from the Resilience Fund in 2011/12 in the joint Marlborough/Nelson-Tasman project; and,
- Work closely with Group CDEM and PEPI staff to support the respective CDEM Group public education goals.

3. Competencies

The competencies sought for a person delivering this role are:

- An experienced trainer and/or public educator;
- Excellent communication and active listening skills;
- Empathy with people and community groups;
- A strong interest in, and affinity with, technology;
- Evidence of being able to train staff in the introduction of new technological applications;
- Experience in developing resources to support public education and training outcomes (eg, teaching materials, printed items, website content, presentations);
- The flexibility to travel across the three regions;
- Readiness to attend some events outside normal working eg (eg, evening and weekend events when required); and,
- Specific training required (not a pre-requisite – could be provided): EMIS Training to Super User standard; CIMS2; EOC II and III; MCDEM PEPI course.

NB: This proposal envisages a staff member on fixed term contract as the mechanism by which to deliver the outputs described however. An alternative option to utilise consultants/contractors, who could be based anywhere in NZ to deliver the outputs on a project basis, was also considered. This option was deemed less desirable because we see greater advantages (including financial) in having a person available locally who can interact frequently with the other staff of the CDEM Groups (including during emergency events).

Alignment with identified goals and objectives *[200 words maximum description.]*

This application aligns closely with the following National CDEM objectives:

- 1a Increasing the level of community awareness and understanding of the risks from hazards;*
1b Improving individual, community and business preparedness;
1c Improving community participation in CDEM; and,

3b Enhancing the ability of CDEM Groups to prepare for and manage civil defence emergencies;

The application also reflects the goals and objectives of the three CDEM Groups, who all aspire to building resilient and safer regions. The joint nature of this application takes account of the Monitoring and Evaluation Reports for the various Groups which have identified public education as a gap, particularly for the West Coast, as well as the implementation of EMIS into the respective Councils making up the CDEM Groups.

Dissemination of benefits to sector [200 words maximum description.]

This proposal would deliver the following benefits to the wider sector:

1. **EMIS:** we would be able to share our resource to assist the development of national standards and approaches on EMIS and to help other CDEM Groups develop their training capacity. We anticipate there will need to be some kind of national group to support problem solving with EMIS and the development of common training approaches. This resource would put us in a strong position to contribute to that. It would also help alleviate the burden on MCDEM to support our EMIS roll out at Group level.
2. **Public Education:** our work to develop localised approaches to public education could be shared with other CDEM Groups. We would be in a stronger position to contribute to the development of national resources around public education (currently we have only limited capacity to do that).

Project Management

Project manager	Subject to discussion on the above-mentioned MOU. Envisaged to be a CDEM Group Emergency Manager.
Other project members	The CDEM Group Emergency Managers of Nelson Tasman, Marlborough and West Coast.
External providers/contractors	N/A

Deliverables

Milestone	Date for completion	Cost
MOU developed and signed by three CDEM Groups; to include work programme split for public education and EMIS training support between Groups.	June 2012	Nil
Contract let and employment of Public Educator/EMIS Trainer.	August/September 2012	\$5,000
Induction and initial visits to CDEM Groups.	October/November 2012	\$500
CIMS2, EOC II and EMIS SuperUser training.	November-February 2013	\$1,000
Development of work programme for balance of the financial year (for presentation to CEGs).	December 2012	Nil
Development of public education materials.	April-June 2013	\$10,000

Identified risks																				
Risk	Suggested management																			
<ol style="list-style-type: none"> Inability to recruit appropriate person Delays in project due to emergency events 	<ol style="list-style-type: none"> Utilise HR staff for advice Utilise staff from neighbouring CDEM Group's to assist in keeping the project going 																			
Funding request and use																				
CDEM resilience fund contribution	\$110,000 pa for three years, total \$330,000																			
Local authority contribution	Support from CDEM Groups: it is anticipated that the CDEM Groups involved would provide office space, management oversight and corporate support including initial recruitment.																			
Other sources of funding	Nil																			
Expenditure <i>[Please supply details]</i>	<p>Estimate only – subject to discussion on MOU between the CDEM Groups:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Cost per annum</th> </tr> </thead> <tbody> <tr> <td>Remuneration* <i>*The position has yet to be job sized by HR staff</i></td> <td>\$65,000</td> </tr> <tr> <td>Vehicle lease</td> <td>\$10,000</td> </tr> <tr> <td>Travel</td> <td>\$15,000</td> </tr> <tr> <td>Resources (eg training materials)</td> <td>\$12,000</td> </tr> <tr> <td>Uniform, PPE etc</td> <td>\$2,000</td> </tr> <tr> <td>Professional development</td> <td>\$3,000</td> </tr> <tr> <td>Administering Authority Fee (eg, cover corporate support incl IT and HR functions)</td> <td>\$3,000</td> </tr> <tr> <td>Total (per annum)</td> <td>\$110,000</td> </tr> </tbody> </table>		Item	Cost per annum	Remuneration* <i>*The position has yet to be job sized by HR staff</i>	\$65,000	Vehicle lease	\$10,000	Travel	\$15,000	Resources (eg training materials)	\$12,000	Uniform, PPE etc	\$2,000	Professional development	\$3,000	Administering Authority Fee (eg, cover corporate support incl IT and HR functions)	\$3,000	Total (per annum)	\$110,000
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Application confirmation																				
Approval of Chief Executive																				
CDEM Group comment																				
Comment																				
Approval of Coordinating Executive Group Chair																				