



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Officer (Trainer for South Island)
Date of application	18 March 2013
Details on application	
Lead local authority	Environment Canterbury through the Canterbury Regional Emergency Management Office
CDEM Group	Canterbury CDEM Group on behalf of the South Island CDEM Groups
Other local authorities or Groups supporting the proposal	Prepared upon direction from MCDEM
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p><i>This application is provided following direction from the meeting of the Chairs of the CDEM Groups CEGs (meeting notes dated 12 Dec 12) and the use of the surplus 2012/13 funds.</i></p> <p>This project seeks to address a common and significant gap with the introduction of EMIS; assistance to train and support CDEM Groups' EOC staff in the use of EMIS and the standardisation of EMIS training for ECC and EOC staff across the South Island CDEM Groups.</p> <p>This proposal seeks funding of \$30,000 for the remainder of the current financial and \$100,000 for the 2013/14 financial year (total \$130,000). The proposal is for a person, hired as a Contractor via Environment Canterbury's Service Level Agreement with the Canterbury CDEM Group to deliver EMIS training and support to CDEM Groups throughout the South Island.</p> <p>This would be a joint resource of the South Island CDEM Groups however consideration needs to be made regarding the linkages between the current, approved Resilience Fund funded EMIS Trainers in the Southland CDEM Group and the combined Nelson-Tasman, Marlborough & West Coast CDEM Groups.</p> <p>Specific arrangements:</p> <ul style="list-style-type: none"> • Environment Canterbury (through the Canterbury Regional Emergency Management Office) would be the Administering Authority for the project and employer of the contracted staff member; • The requested funding would cover travel and accommodation costs to other South Island CDEM Groups. • The Work Programme and reporting lines would be managed by the Canterbury Regional EMO. 	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>The introduction of EMIS is seen as a valuable tool, however the CDEM Groups agree that EMIS has resulted in 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 South Island CDEM Groups. Ideally the CDEM groups making use of this service should have a common approach to using EMIS, so that during an emergency staff resources can be shared if necessary.</p> <p>This funding bid is to employ a contracted staff member to deliver the following outputs:</p> <p>The contracted staff member to deliver the following outputs:</p> <ul style="list-style-type: none"> • Deliver regular training & support to EOC/ECC staff, including partner agencies across the South Island CDEM Groups; • Work closely with CDEM & IT staff to develop localised training; 	

- Liaise and support those EMIS trainers already embedded in the relevant South Island CDEM Groups;
- Assist during responses to events, supporting staff in the EOC/ECC with using EMIS; and,
- Liaise with MCDEM and other CDEM Group staff involved in EMIS, to develop best practice approaches and solve problems.

Competencies

The competencies sought for a person delivering this role are:

- An experienced trainer, preferably in ICT;
- Excellent communication and active listening skills;
- 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 training outcomes (eg, teaching materials, printed items, presentations);
- The flexibility to travel across the South Island;
- Specific training required (not a pre-requisite – could be provided): EMIS Training to Super User standard, CIMS2, EOC II and III series.

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 training as a gap, particularly the implementation of EMIS into the respective Councils making up the CDEM Groups.

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

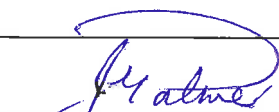
This proposal would deliver the following benefits to the wider sector:

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.

Project manager	Team Leader, Canterbury Regional Emergency Management Office.
Other project members	The CDEM Group Emergency Managers of the South Island.
External providers/contractors	N/A

Deliverables

Milestone	Date for completion	Cost
Recruiting and Training of EMIS Trainer	30 June 2013	\$30,000 consisting of:
<ul style="list-style-type: none"> • Recruiting • Remuneration • Training 	March/April 2013 Up to 30 June 2013 30 June 2013	\$ 5,000 \$20,000 \$ 5,000
Induction and initial visits to South Island CDEM Groups.	July - August 2013	\$8,000

Development of work programme for balance of the financial year (for presentation to CDEM Groups).	September - October 2013	\$2,000																
Development of EMIS Training material.	July - October 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	\$30,000 up to 30 June 2013 \$100,000 for 2013/2014 financial year Total \$130,000																	
Local authority contribution	Support from CDEM Groups: it is anticipated that the CDEM Groups involved would provide office space and It resources when making use of the EMIS officer.																	
Other sources of funding	Nil																	
Expenditure <i>[Please supply details]</i>	<p>Estimate only:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Cost per annum</th> </tr> </thead> <tbody> <tr> <td>Initial cost for 2012/2013 financial year (as above)</td> <td>\$30,000</td> </tr> <tr> <td>Remuneration* <i>*The position has yet to be job sized by HR staff</i></td> <td>\$60,000</td> </tr> <tr> <td>Training</td> <td>\$7,000</td> </tr> <tr> <td>Travel (air, vehicle usage, accommodation)</td> <td>\$25,000</td> </tr> <tr> <td>Resources (eg training materials)</td> <td>\$8,000</td> </tr> <tr> <td>Total (2013/2014)</td> <td>\$100,000</td> </tr> <tr> <td>Total for this application</td> <td>\$130,000</td> </tr> </tbody> </table>		Item	Cost per annum	Initial cost for 2012/2013 financial year (as above)	\$30,000	Remuneration* <i>*The position has yet to be job sized by HR staff</i>	\$60,000	Training	\$7,000	Travel (air, vehicle usage, accommodation)	\$25,000	Resources (eg training materials)	\$8,000	Total (2013/2014)	\$100,000	Total for this application	\$130,000
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Application confirmation																		
Approval of Chief Executive																		
CDEM Group comment																		
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Approval of Coordinating Executive Group Chair	 18/3/13																	

