



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Trainer (South Island)
Date of application	28 July 2014
Details on application	
Lead local authority	Environment Canterbury
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>The introduction of a South Island EMIS Training Coordinator in October 2013 has proved to be effective in the development of training material, delivery of training and customisation of individual event portals, including the development of simplified event portals. By working with the other EMIS Trainers across the country there has been an apparent acceleration in the development of shared training material, especially with the introduction of the Welfare module.</p> <p>This proposal recommends maintaining the South Island EMIS Trainer and seeks funding of \$88,100 for the 2015/16 financial year.</p> <p>This would continue to be a joint resource for the South Island CDEM Groups to utilise. There is potential for support to be provided to the North Island Trainer and also the MCDEM EMIS staff.</p> <p>Specific arrangements:</p> <ul style="list-style-type: none"> <li>• Environment Canterbury (through the Canterbury Regional Emergency Management Office) would be the Administering Authority for the project and employer of the contracted staff member;</li> <li>• The requested funding would cover training, travel and accommodation costs to other South Island CDEM Groups plus any centralised MCDEM workshops/user groups and development work.</li> <li>• The Work Programme and reporting lines would be managed by the Canterbury Regional EMO.</li> </ul>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>The continuation of the South Island EMIS Trainer would allow for the current developed EMIS development and training momentum to continue for the South Island CDEM Groups uninterrupted. Positive feedback has been received on the work that the trainer is currently producing/conducting. There is evidence that some local authorities are seeing some of the "barriers/concerns" to using EMIS starting to be broken down. This is in part due to the EMIS enhancements/fixes that have progressively been rolled out.</p> <p>The continuation of having an individual solely focused on EMIS training, and to a lesser degree development alleviates a significant training overhead for the CDEM Groups.</p> <p>This funding bid is to continue the employment of a contracted staff member to deliver the following outputs:</p> <ul style="list-style-type: none"> <li>• Deliver regular training &amp; support to EOC/ECC staff, including partner agencies across the South Island CDEM Groups.</li> <li>• Work closely with CDEM staff to develop localised training.</li> <li>• Liaise and support those EMIS trainers already embedded in the relevant South Island CDEM Groups.</li> <li>• Assist during responses to events, supporting staff in the EOC/ECC with using EMIS.</li> </ul>	

- Liaise with MCDEM and other CDEM Group staff involved in EMIS, to develop best practice approaches and solve problems.
- Assist with event site template development/customisation.

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 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:

The continued sharing of the Trainer to assist the development of standardised training and approaches on EMIS and to help other CDEM Groups develop their training capacity. The continuation would also assist in alleviating the burden on MCDEM to support EMIS training at the Group level.

Project manager	Andrew Howe, Canterbury CDEM Group
Other project members	South Island CDEM Groups
External providers/contractors	Josie Gray, Contractor

**Deliverables**

Milestone	Date for completion	Cost
Ongoing development and/or refinement of training material.	30 June 2016	\$15,000
Portal customisation refinement and support to TAs.	30 June 2016	\$15,000
Training delivery as requested from CDEM Groups/TAs.	30 June 2016	\$58,100

**Identified risks**

Risk	Suggested management
1. Lack of funding	1. Difficult to manage. Likely the position would be dis-established. Training would fall back onto the CDEM Groups/local councils.

**Funding request and use**

CDEM resilience fund contribution	\$88,100
Local authority contribution	Support from CDEM Groups: it is anticipated that the CDEM Groups involved would provide onsite catering for training activities, training location and IT resources when making use of the EMIS Trainer.
Other sources of funding	Nil

<b>Expenditure</b> <i>[Please supply details]</i>	
Remuneration (based on 30 hours/week for 50 weeks at \$50/hour)	\$75,000
Travel (air, accommodation, taxis, airport parking)	\$10,000
Vehicle mileage (council & private vehicle)	\$ 1,500
Photocopying (e.g. training materials etc)	\$ 1,000
Misc costs (meal reimbursement etc)	\$ 600
<b>Total for this application</b>	<b>\$88,100</b>
<b>Application confirmation</b>	
Approval of Chief Executive	<i>Bill Sydes 31/7/14</i>
<b>CDEM Group comment</b>	
Comment	
Approval of Coordinating Executive Group Chair	<i>Bill Sydes 31/7/14</i>

