



CDEM Resilience Fund project application form

This form provides the minimum of information for the application; a detailed project plan should be developed to inform this application and may be attached.

Project title		Coordination Centre (CC) – Function & Leadership Course Development (Continuation Funding)
Date of application		30/09/2016
Details on application		
Applicant		N/A
CDEM Group/s affected		
Other local authorities, Groups or organisations supporting this proposal		ITF Steering Committee is a national representative body with appointed members from: Auckland Bay of Plenty Southland Taranaki Waikato Wellington
Project description		
Executive summary [200 words maximum description.]		
<p>The Integrated Training Framework (ITF) provides a platform for the development of national standardised training, supported by sector driven standards and guidelines, with the goal of raising EOC staff competency and providing for the overall enhancement of EOC capabilities through the provision of credentialing and, ultimately, Inter/intra-regional Incident Management Teams, or elements of, capable of assisting or supplementing councils upon request.</p> <p>The ITF is driven by a consortium of CDEM Groups, the Steering Committee represents the sector at the Group Level. The ITF is endorsed by MCDEM, who are now project manager.</p> <p>This submission is the continuation of the original project* to complete all training products for the primary function positions identified in CIMS along with supporting products such as the <i>CIMS to ITF Interface Course</i> and closely aligned courses.</p> <p>* Refer to original ITF submission dated 10/02/2014. Will you have this attached? Or is it readily accessible</p>		
Challenge/opportunity [200 words maximum description.]		
<p>Prior to the initiation of the ITF programme, the sector had no CC training material that was used as standard across the sector. Although there had been noteworthy efforts to develop such curriculum (e.g. EMTC, RAPID) uptake was not universal, nor did they support a clear professional development pathway. As a consequence, the sector was receiving training from all quarters, in a variety of formats and not delivering clear outcomes. In one region there were a total of nine different welfare course deliveries varying from two hours to three days including a helicopter trip. This scattergun approach was clearly evident during the Christchurch earthquake when the capability of staff, regardless of level, experience or motivation, varied from highly competent to woefully inadequate or un-informed.</p> <p>The ITF programme provides for the professional development of staff working in or supporting the operations of a Coordination Centre from the basics to leadership. This standard programme will not only mean that all CDEM staff, regardless of their location, will be trained to the same standard but will also provide a platform through which standard operating procedures, documentation and other efficiencies can be promoted over time by MCDEM, or the sector in general.</p>		

Alignment with identified goals and objectives identified in the CDEM sector [200 words maximum description.]

National CDEM Strategy goal three: Enhancing New Zealand's capability to manage civil defence emergencies

Objective 3A: Promoting continuing and coordinated professional development

Objective 3B: Enhancing the ability of CDEM Groups to prepare for and manage civil defence emergencies

Objective 3D: Enhance the ability of lifeline utilities to prepare for and manage civil defence emergencies.

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

The initial ITF course was released to the sector for delivery by *any* experienced CDEM professional. The number of personnel advised directly on how to deliver this foundational material stands at around 60. As with the Intermediate Training material, the ITF will provide train-the-trainer courses for appropriately qualified/experienced candidates to ensure quality control. Furthermore, all of the materials developed will be provided in digital form, at no cost to the sector or its partners. Through this approach it is the intention of the ITF to develop a large cadre of qualified *in-house* instructors across the entire country, available to deliver courses at the lowest cost possible. It is anticipated that certain institutions or for-profit organisations may wish to deliver the ITF training but it will be made clear that we, the sector, own the material and the provision of such can only include the price of instruction, hosting and/or printed materials.

MCDEM as project manager ensures the central access of all materials via takatū (the CDEM sector learning management system) and supports the sector in the access and use of takatū.

Project design

Project manager	Karen Singleton, Team Leader Capability, MCDEM
Other project members	<p>ITF Steering Committee:</p> <p>Lee Hazlewood, Group Controller/Manager, Waikato (Chair) Clinton Naude, Group Controller/Manager, BoP Craig Hamilton, Manager Operational Readiness, Wellington Angus McKay, Manager EM, Southland Shane Briggs, Snr. Emergency Management Ofc., Taranaki Adam Maggs, Capability and Training Manager, Auckland TBD, Skills Org.</p> <p>Working Group:</p> <p>Various subject matter experts and instructors from across the sector dependent on specific project needs. Has included those from above agencies, plus:</p> <ul style="list-style-type: none"> • Canterbury • Northland • Auckland • Horizons • Nelson • West Coast <p>Likely to draw on more areas over the coming years to spread the burden.</p>
External providers/contractors	Learning Works created the Welfare and Logistics courseware. Other providers may be sought for future products subject to forthcoming RFP process. The project will comprise of more than one contractor depending on material content.

	<p>Technical/ publication organisation will provide some visual/ publication re-alignment A CDEM specialised learning and development contractor may be utilised to support the development of material and processes linked to unit standards.</p>	
Deliverables		
Milestones	Date for completion	Cost
<p>Student and train-the-trainer (T-T-T) course delivery:</p> <ul style="list-style-type: none"> • Coordination Centre Function course – Operations • Coordination Centre Function course - Recovery • Coordination Centre Leadership course • Online Function Management courses (each CIMS Function) <p>ITF project – required learning policy ITF project – Credentialing policy</p> <ul style="list-style-type: none"> • Administration Costs: <ul style="list-style-type: none"> ○ SME and ITF Steering committee meetings - flights, accommodation, etc. ○ Pilot courses - training materials, facilities, etc. ○ Instructor packages/training aides, etc. 	<p>October 2017</p> <p>October 2017</p> <p>March 2018</p> <p>March 2018</p> <p>June 2018</p> <p>June 2018</p> <p>Ongoing to June 2018</p>	<p>\$40K</p> <p>\$40K</p> <p>\$45K</p> <p>\$50K</p> <p>\$5K</p> <p>\$5K</p> <p>\$50K</p> <p>Total: \$235K</p>
Identified risks		
Risks (top 4)	Suggested management	
<p>MCDEM Project team has competing priorities and time demands, workload may be greater than anticipated.</p> <p>Sector does not come to agreement on required standardised forms or protocols.</p> <p>Contractor cannot deliver due to business collapse</p> <p>Cost of projects are higher than estimated at conclusion of tendering process</p>	<p>One member of the MCDEM Capability team has the ITF as her principle work stream. Other members of the MCDEM Capability team will be given specific ITF projects in support. Clear project plans and timelines are created for each element and the Steering Committee regularly updated. A contractor will provide resource for a number of elements</p> <p>ITF Steering Committee makes final choice as representatives of sector</p> <p>All potential development contractors will go through a thorough tendering or RFP process which will include an assessment of their business viability. More than one contractor may be used.</p> <p>Budget is identified and clarified. Costs offset by the postponement of lower priority course delivery projects.</p>	
Funding request and use		
CDEM resilience fund contribution	\$235,000 excluding GST	

Local authority/organisation contribution	Labour hours of Steering Group and Working Group members and sector SMEs		
Other sources of funding or support	None identified at this time.		
Budget <i>[Please supply spreadsheet]</i>	See Project Plan overview		
Applies if application exceeds \$100,000 over the life of the project	Do you wish to attend a hearing in support of this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application confirmation			
Approval of Chief Executive	N/A		
CDEM Group comment			
<p>Comment</p> <p>Approval of ITF Steering Committee Chair (representing the Steering Committee)</p> <p>Lee Hazlewood, Group Controller/Manager, Waikato</p>			