

## 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	Emergency Management Capability Analysis Project (EMCAP)
Date of application	11/06/2021
<b>Details on application</b>	
Applicant <i>(Note: CDEM Group must endorse/sponsor all applications)</i>	Chatham Islands CDEM Group
Sponsoring CDEM Group	Chatham Islands
Other local authorities, Groups or organisations supporting this proposal	Canterbury Group
<b>Project description</b>	
<p>Executive summary <i>[200 words maximum description]</i></p> <p>The Chatham Islands have always been under pressure and not had sufficient capacity to deliver. Over time I have been spending less time doing tasks that a Group Manager/Controller should be doing just to get the work done. The issue came to a head during lock down and I could only have my CDC manager assisting me, we did everything including unloading freight trucks, repacking food boxes to cater to the large numbers in homes and delivery.</p> <p>With the increase in responsibilities and expectations from Central, Regional, Local government, Iwi/Imi and community there is an urgent need to analyse these needs against CDEM capability and determine what resources are needed to build capacity to meet these expectations.</p> <p>This tool is to help identify what capability level the CDEM Group emergency management is currently working at, and where it needs to be for optimal efficiency. To identify what resources are needed to build capacity to optimal efficiency level and a timeframe to reach that level. This tool can also be used by NEMA as a start to monitor and evaluate all group capability levels and support were needed.</p>	
<p>Challenge/opportunity <i>[200 words maximum description]</i></p> <p>That Council/CDEM Group will use the EMCAP results as a tool to build capability in the emergency management area. That EMCAP can be used to source funding to build the capability, and capacity needed to reach optimal efficiencies.</p>	

Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) *[200 words maximum description]*

EMCAP will identify what CDEM expectation requirements are according to the CDEM Act, and the National CDEM Strategy and other Emergency Management documentation. EMCAP can be used as a template for other CDEM Groups as an analytical tool.

Alignment with Principles and Allocation Preferences *[200 words maximum description]*

This project will ensure that there is alignment with the principles of CDEM or identify where and how they are not reached and highlight how they can be achieved.

Application of outcomes/benefits to sector *[200 words maximum description]*

Once EMCAP is completed the results, process and outcome can be used in other CDEM Group areas.

Ongoing costs (post project) and how it will be funded *[Please provide a summary of ongoing costs (if any) and how it will be funded/managed - 200 words maximum]*

There are no on-going costs for this project, but the outcome of the project will be used to report to DIA for funding as part of the Chatham Islands Councils grant assistance.



### Project design

Project manager	Rana Solomon
Other project members	
External providers/contractors	Peter Cameron
NEMA Resource (if required)	REMA

### Deliverables *[Note: payments will be made after successful completion of milestones identified]*

Key Milestones	Date for completion	Cost (Invoice Amount)
<ul style="list-style-type: none"> <li>- identify what the current level of capability is for the CDEM Groups emergency management operational structure.</li> <li>- Identify what emergency management capability should be for optimal and functional efficiency.</li> <li>- Identify what resources are needed to build emergency management capacity to optimal efficiency.</li> </ul>	31 October 2021	\$13,900 +GST

<ul style="list-style-type: none"> <li>- Identify timeframe for reaching emergency management optimal functional capability.</li> <li>- A description outlining how to meet the increased expectation and demands that come from outside the CDEM Group objectives.</li> <li>- A presentation outlining what the optimal functional structure would look like to the CDEM Group/Council/CEG</li> <li>- Reporting lines in the new structure</li> <li>- Description outlining what and how CDEM connect with NEMA, what their requirements, demand, expectations are, and the resources needed to meet these.</li> </ul>						
		\$13,900 +GST				
		\$				
		\$				
<b>Identified risks</b>						
Risks	Suggested mitigation / management					
Constraints in unplanned leave Emergency event Access to relevant personnel outside the CDEM sector	In the case of an emergency event timeline would have to be moved out					
<b>Funding request and use</b>						
CDEM Resilience Fund contribution	\$13,900 +gst					
Local authority/organisation contribution	\$ in Kind time and office space, other resources					
Other sources of funding or support	none					
Budget <i>[Please supply spreadsheet]</i>	\$13,900+gst					
Applies if application exceeds \$100,000 over the life of the project	Are you prepared to attend an interview in support of this application (if needed)?	<table style="display: inline-table; vertical-align: middle;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
<b>Application confirmation</b>						
<b>Is this application from an individual or other organisation (not CDEM Group)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
<b>Does the CDEM Group support this application?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
<i>(Sign-off below confirms support)</i>						

Approval of Chief Executive <i>(Chief Executive or Head of the organisation receiving the funding)</i>	
Approval of CEG Chair	
<i>All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair</i>	
<b>CDEM Group comment</b>	

*Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA on Resilience.Fund@nema.govt.nz*

<b>NEMA Assessment (Internal Use Only)</b>		
<b>Principles</b>	<b>Yes</b>	<b>No</b>
Local/Regional Focus	<input type="checkbox"/>	<input type="checkbox"/>
Valuing the role of Maori in Emergency Management System	<input type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Allocation Preferences</b>		
Alignment with NDRS	<input type="checkbox"/>	<input type="checkbox"/>
Achieving equity of outcomes for Māori communities, marae, hapū, iwi, and Māori organisations.	<input type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions/CDEM Groups	<input type="checkbox"/>	<input type="checkbox"/>
Enables national consistency	<input type="checkbox"/>	<input type="checkbox"/>
Wider funding/resource commitment (i.e. co-funding, on-going funding, resource time committed)	<input type="checkbox"/>	<input type="checkbox"/>
Builds on existing work	<input type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input type="checkbox"/>
Capital expenditure (Capex)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Application from individuals or other organisations endorsed/sponsored by CDEM Group	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEMA Subject Matter Expert Comment</b>		<b>Supported</b> <input type="checkbox"/> <b>Not supported</b> <input type="checkbox"/>
<b>NEMA Regional Emergency management Advisor Comment</b>		<b>Supported</b> <input type="checkbox"/> <b>Not supported</b> <input type="checkbox"/>
<b>NEMA Review Panel Comment</b>		<b>Supported</b> <input type="checkbox"/> <b>Not supported</b> <input type="checkbox"/>

**NEMA Director Decision Sign-off**

**Approved**  **Declined**

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**Director of Civil Defence Emergency Management**