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| **CDEM Resilience Project Status Report** | **September 2013** |

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| **Project Title** | South Island EMIS Training Coordinator | **Local Authority leading project** | Regional Emergency Management Office | **Lead CDEM Group** | Canterbury |

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| **Project Manager** | Andrew Howe | **Contact details** | [Andrew.howe@cdemcanterbury.govt.nz](mailto:Andrew.howe@cdemcanterbury.govt.nz), 03 379 9235 |

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| **Executive Summary of status** |
| A Training Coordinator has been appointed and commences work on 7 October 2013. Despite not starting until October the Coordinator attend the recent EMIS Welfare Module training in Nelson. |

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| **Progress on deliverables** |

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| **Milestone** | **On track** | **Progress this month and next steps** |
| 1 Recruiting and Training of EMIS Trainer | **Delayed** | Individual didn’t commence work until 7 October 2013 however they did attend the recent introductory training on the new EMIS Welfare module. The trainer will attend a SuperUser course once details of the proposed MCDEM course are known. In the meantime the trainer continues to familiarise herself with EMIS. |
| 2 Induction and initial visits to South island CDEM Groups | **Delayed** | Later commence of work than initially anticipated. |
| 3 Development of work program | **Delayed** | As above. Initial priority will be towards the Welfare module. |
| 4 Development of EMIS Training material. | **Delayed** | As for milestone 2. As part of the EMIS familiarisation the training material provided in Global Documents will be worked through plus material already in use by the other two South island based trainers (Nelson-Tasman and Southland). |

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| **Identification of any issues (that have occurred)** |

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|  | **Comment** |
| **Schedule** | Three months behind (based 1 July start of financial year). Delay due to requirement to develop job description, advertising and recruiting process and requirement for successful candidate to give appropriate notice to current employer. |
| **Staff Resources** | Individual didn’t commence work until 7 October 2013. |
| **Budget** | Nil. |
| **Dependencies** | Nil. |
| **Stakeholders** | Nil. |
| **Quality** | Nil. |

| **Risks (Issues that may occur)** |
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| **Number** | **Description** | **Consequences** | **Mitigation** |
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| 1 | Nil |  |  |

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| **Expenditure** |

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| **Area of expenditure** | **Expenditure to date** | **Planned expenditure to date** | **Variance** | **Project budget** | **Projected expenditure** | **Variance** |
| Trainer employment | $500 | $10,000 | $9,500 | $60,000 | $60,000 |  |
| Air travel (Nelson for Welfare module training) & misc travel expenses (Airport parking) | $333 | $5,000 | $4667 | $25,000 | $25,000 |  |
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| **Comment on variance** |
| With the Trainer starting later than anticipated it has resulted in three months of no expenditure hence the variance. |

| **Comment by CDEM Group** |
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| Josie Grey commenced work in the role as the south Island EMIS Training Coordinator on 7 October. Josie’s initial focus will be on further familiarisation of EMIS and the various training resources that have already been produced. From a training perspective the focus will be on the new welfare module due to the pending cessation of the current Red Cross forms. |

| **Comment by MCDEM REMA** |
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| Provides the REMA operating with the CDEM Group the opportunity to advise of their understanding of the progress of the project and provide any additional information to MCDEM if required. |