



## CDEM Resilience Fund project application form



Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Trainer
Date of application	28 February 2013
Details on application	
Lead local authority	Nelson City Council
CDEM Group	The Nelson Tasman Group are the lead Group for this application.
Other local authorities or Groups supporting the proposal	This is a joint application made on behalf of the Nelson Tasman, Marlborough and West Coast CDEM Groups. This proposal is also supported by the Buller, Grey and Westland District Councils.
Project description	
<p>Executive summary</p> <p>The requested funds will enable the Nelson Tasman, Marlborough and West Coast CDEM Groups to continue with the provision of the very successful EMIS training project which commenced in January 2013. Following on from the basic training provided and the development of the 'User Guide', the trainer will be able look at establishing EMIS 'expert' groups, developing user refresher cards and templates, as well as the development of EMIS exercising and exercising as per normal. This position will also assist with developing a strategy to integrate EMIS into existing EOC/ECC systems. It will also provide for more specialised training for both EOC/ECC staff as well as our sector liaison partners.</p> <p>This existing position will be able to support other EMIS trainers nationally as well as providing strategic support as part of an EMIS Trainers Group to other groups and to the Ministry. Having this person represent three CDEM Groups will ensure a good representation within the singular position and ensure that the learnings established at the national level are fully communicated to the sector.</p> <p>This proposal is for a person on a fixed term contract of 40 hours per week to deliver EMIS training for the three Groups.</p>	
<p>Problem/opportunity</p> <p>The introduction and implementation of EMIS has been welcomed by the three CDEM Groups involved in this proposal. However, the Groups agree that EMIS has introduced a significant training overhead for which we do not currently have sufficient resources available to administer. Having the one trainer who is well versed in EMIS that can be shared across the three Groups helps to promote a common approach to the use of the system as well as providing a cost effective approach to the provision of this within the sector.</p> <p>"EMIS - The provision and support of training to enable the system to be used by all Groups", was identified as the number one priority theme at the CEG Chairs meeting in November 2012. Given that the initial start-up costs of recruitment, training, and resourcing have all been met in the application funding of 2012/13 the continuation of this position is a pragmatic and practical approach to ensuring that these skills are not lost to the sector.</p> <p>This funding bid seeks to continue to employ a contracted staff member to deliver the following outputs:</p>	

- Deliver regular training to EOC/ECC staff across the three CDEM Groups and liaison partners;
- Work closely with CDEM and IT staff to develop localised training;
- 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.

#### **Alignment with identified goals and objectives**

The application reflects the goals and objectives of the three CDEM Groups, who all aspire to building resilient and safer regions.

This proposal aligns closely with the following National CDEM Strategy Goals:

*Goal 3: Enhancing NZ's capability to manage civil defence emergencies:*

*3a Promoting continuing and coordinated professional development in CDEM;*

*3b & 3c Enhancing the ability of emergency services and CDEM Groups to prepare for and manage civil defence emergencies; and*

*3f Improving the ability of government to manage an event of national significance;*

*Goal 4: Enhancing NZ's capability to recover from civil defence emergencies -*

*4b Enhancing the ability of agencies to manage the recovery process.*

The implementation of EMIS is considered to be important at both the National as well as the Group level. While the implementation of EMIS has come at a time outside of the development of the Group Plan process, each of the three CDEM Groups involved in this proposal consider that this is a high priority project which will take a number of years to fully implement. As identified above, this proposal also reflects the number one theme identified for Resilience Funding applications at the CEG Chairs meeting in November 2012.

#### Dissemination of benefits to sector

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

- This position will assist the sector through the sharing of the resource to assist the development of national standards and approaches to the implementation of EMIS;
- There is also potential to assist other CDEM Groups to develop their training capacity as well as sharing with them what works well, and what does not, as this is currently being practically tested through training that is being undertaken now;
- Development of a national group to support problem solving with EMIS and the development of common training approaches. This is important in the CDEM sector as too often resources are spent on activities that are being duplicated elsewhere. This would also support other CDEM Groups who do not have sufficient resources to support EMIS, as well as the Ministry.

Deliverables		
Milestone	Date for completion	Cost
Project manager	Debbie de Geus, Nelson Tasman Emergency Management.	
Other project members	The CDEM Group Emergency Managers of Nelson Tasman, Marlborough and West Coast. Joe Kennedy, Acting Manager, Nelson Tasman Emergency Management	
External providers/contractors		
Development of work programme for the 2013/14 financial year (for	August 2013	Nil

presentation to CEGs).		
Development of materials.	December 2013	\$2,000
CIMS4, EOC III, and other relevant professional development	March 2014	\$3,000

**Identified risks**

Risk	Suggested management
1. Current trained EMIS trainer leaves during 2013/14 financial year	<ul style="list-style-type: none"> <li>a) Utilise HR staff for advice</li> <li>b) Utilise staff from neighbouring CDEM Group's to assist in keeping the project going</li> <li>c) Look at possibility of recruitment dependent upon duration of contract.</li> </ul>

**Funding request and use**

CDEM resilience fund contribution	\$110,000
Local authority contribution	Support from CDEM Groups: it is anticipated that the CDEM Groups involved would provide office space, management oversight and corporate support performance management.
Other sources of funding	None

Expenditure <i>[Please supply details]</i>	<p><u>EMIS:</u></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Cost per annum</th> </tr> </thead> <tbody> <tr> <td>Remuneration</td> <td>\$65,628</td> </tr> <tr> <td>Vehicle – running costs, insurance, depreciation</td> <td>\$7,000</td> </tr> <tr> <td>Accommodation</td> <td>\$5,000</td> </tr> <tr> <td>Resource Development</td> <td>\$2,000</td> </tr> <tr> <td>Professional development</td> <td>\$3,000</td> </tr> <tr> <td>Administering Authority Fee (eg, cover corporate support incl IT, administrative, superannuation, office charges and HR functions – 40% of remuneration)</td> <td>\$26,251</td> </tr> <tr> <td><b>Total (per annum)</b></td> <td><b>\$108,879</b></td> </tr> </tbody> </table>	Item	Cost per annum	Remuneration	\$65,628	Vehicle – running costs, insurance, depreciation	\$7,000	Accommodation	\$5,000	Resource Development	\$2,000	Professional development	\$3,000	Administering Authority Fee (eg, cover corporate support incl IT, administrative, superannuation, office charges and HR functions – 40% of remuneration)	\$26,251	<b>Total (per annum)</b>	<b>\$108,879</b>
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**Application confirmation**

Approval of Chief Executive	
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**CDEM Group comment**

Comment	<p><i>I endorse this proposal to the MCDEM Resilience Fund on behalf of the Nelson Tasman, Marlborough and West Coast CDEM Groups to seek funding for the continuation of the EMIS Trainer.</i></p> <p><b>Jim Frater</b> <b>Group Controller</b></p>
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Approval of Coordinating Executive	as above - CE
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Group Chair	
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