



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Regional Branded Hazard Study – East Coast LAB
Date of application	31 July 2014 (updated 19 November 2014)
Details on application	
Lead local authority	Hawke's Bay Regional Council
CDEM Group	Hawke's Bay CDEM Group
Other local authorities or Groups supporting the proposal	Gisborne CDEM Group
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p>Planning has commenced for a new regional branded research initiative "East Coast LAB" (Life at Boundary). This is a multi-agency initiative seeks to develop and build effective partnerships to promote and make accessible cutting-edge research that aims to increase understanding of the East Coast plate boundary, ultimately improving community resilience - a brand which to:</p> <ul style="list-style-type: none"><li>• Leverage and learn from international and national research opportunities relating to the Hikurangi tectonic boundary lying off the East coast of the North Island, NZ and natural hazards associated with this boundary (including earthquakes, tsunamis, volcanism and changing coastal margin land and sea elevations).</li><li>• Encourage and enable science education opportunities to promote public engagement with science and technology associated with East Coast LAB.</li><li>• Promote public awareness of the natural hazards, including a dedicated website, marketing and focal points/local venues initially in Gisborne and Hawke's Bay to share such information.</li></ul> <p>We are seeking MCDEM resilience fund support and submit this initiative is an opportunity to consolidate lessons and provide guidance for future NZ regional branded studies.</p> <p>The HB CDEM Group has approached several external project partners. A Steering Group was established in November. Its Terms of Reference is attached. Work has commenced on mapping out research themes to assist in the development of a project brief, before a programme and timeline can be finalised.</p>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>The HBCDEM Group along with Gisborne CDEM are keen to benefit from new international research occurring on the East Coast of New Zealand, as the US National Science Foundation has selected the Hikurangi Margin as one of 3 places in the world where a large amount of research effort and money (near \$14m) will be spent on understanding subduction plate boundary phenomena over the next decade. The aim being to assist the international Earth science community find answers to the many outstanding questions about why subduction zones behave the way they do. <a href="http://www.gns.cri.nz/Home/News-and-Events/Media-Releases/Focus-on-NZ-tectonics">http://www.gns.cri.nz/Home/News-and-Events/Media-Releases/Focus-on-NZ-tectonics</a></p> <p>There have been two regional branded hazard studies in New Zealand; 'Its our Fault' and 'DEVORA' which have proven effective at promoting public awareness of local natural hazard risk. Based on this success, it is proposed to launch a new regional branded research initiative "East Coast LAB" (life at boundary), but as the research is already underway and funded, this initiative will focus on branding and how to get organisations and the public interested, involved and owning the research and learning, instead of being apprehensive of it, which aligns with capability development work under community resilience and public education.</p>	



The Natural Hazard Platform, GNS, NIWA, EQC, Massey, Napier City Council and the National Aquarium have been confirmed as project partners. In addition, given the project covers the East Coast of the North Island, Manawatu-Wanganui & Wellington CDEM Groups will also be approached as potential project partners.

Once branded, this multi-agency research initiative will provide an exceptional opportunity for community engagement as it assists Groups promote and make accessible new cutting-edge research that aims to increase understanding of the East Coast plate boundary. It will also lead to an improved assessment of community risks so we can become more resilient to future events.

It is proposed to run the project programme over a 5 year period from 2016 – 2021 in line with the Geoprisms research programme, with development and launch from 2015-17 as shown in the table below. Resilience funding is sought initially for the first two years.

Grow Concept	Develop	Implement Programme over 5 years				
2014/15	2015/16	2016/17	2017/18	2018/19	2019/2020	2020/2021
Steering Group & Project Aims established	Community Science Coordinator appointed. ECLAB Brand development, with work on creating website and centres.	East Coast LAB launched under guidance of Community Science Coordinator	East Coast LAB initiatives	East Coast LAB initiatives	East Coast LAB initiatives	East Coast LAB initiatives

Alignment with identified goals and objectives [200 words maximum description.]

Goal 1 – Readiness

- 1d Encouraging and enabling wider community participation in hazard risk management decisions

Goal 2 – Reduction

- 2a Improving the coordination, promotion and accessibility of CDEM research.
- 2b Developing a comprehensive understanding of New Zealand's hazard-scape.
- 2c Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels.

Goal 3 – Response

- 3b, c, d & e – Enhancing the ability of CDEM Groups, emergency services, lifeline utilities and government agencies to prepare for and manage civil defence emergencies.

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

There is little guidance available to develop regional branded studies to promote public awareness of local natural hazard risk, so it is proposed that this new initiative 'East Coast LAB' (Life at Boundary) should be used to develop a 'How to guide' for future regional branded studies in New Zealand.

Benefits to the wider CDEM Sector include –

- Development of guidance for future regional branded studies in New Zealand which would be made available on the MCDEM website under CDEM Sector Resources.

**Project design**

Project manager	Lisa Pearse (HBCDEM Group)
Other project members	Kevin Strongman (Gisborne CDEM Group), David Johnston (Massey), Richard Smith (EQC), Hannah Brackley (Natural Hazard Platform), Stephen Bannister (GNS), Rob Bell (NIWA), Sarah-Jayne McCurrach (MCDEM), Mike Adye (Hawke's Bay Regional Council), Neil Fergus (Napier City Council), Carol Larson (National Aquarium) plus others to be confirmed.

External providers/contractors	TBC	
<b>Deliverables over first 2 years</b>		
Milestone	Date for completion	Cost
<p>Phase 1: Map out the opportunities that existing and future science projects give this initiative, the structure for the EC Lab, its core aims and objectives and processes.</p> <ul style="list-style-type: none"> <li>Establish Steering Group</li> <li>Develop core aims and objectives, &amp; project brief</li> </ul> <p>Phase 2: Commence activities around both moving the science out to communities and feeding community input back into the various science partners (and projects).</p> <ul style="list-style-type: none"> <li>Appoint a project "Community Science Coordinator"</li> <li>Develop and build PR brand &amp; profile</li> <li>Host meetings, public talks/special events and develop requirements for outreach material.</li> <li>Refine &amp; set work streams and identify funding streams for website</li> <li>HB education centre</li> <li>Gisborne education focus</li> </ul> <p>Phase 3: Develop a 'How to guide' for future regional branded studies in New Zealand.</p> <p>Phase 4: East Coast LAB launched under guidance of Community Science Coordinator</p>	<p>Completed 7 Nov 2014 February/March 2015</p> <p>July 2015</p> <p>August – November 2015</p> <p>August – November 2015</p> <p>December – March 2016</p> <p>July 2016- November 2016</p> <p>July 2016 – June 2017</p>	<p>HB &amp; Gisborne CDEM Group (In kind)</p> <p>HB &amp; Gisborne CDEM Group project management and administration support</p> <p>\$50,000 *</p> <p>\$100,000 (\$25,000*)</p> <p>\$5,000 *</p> <p>TBC</p> <p>\$140,000 \$50,000</p> <p>\$20,000 *</p> <p>\$50,000 *</p>
Total		\$415,000
<b>Identified risks</b>		
Risk	Suggested management	
Scope of works has a potential to grow too big as the project develops.	In the early stages of the project determine the core aims and objectives which are a priority to convey and to which audiences.	
Lack of support funding	Approach sponsors for funding 2014/15 and review project objectives thereafter.	
<b>Funding request and use</b>		
CDEM resilience fund contribution (marked with * under deliverables)	\$80,000 * 2015/16 \$70,000 * 2016/17	



Local authority contribution HBCDEM	Initial development costs \$30,000 2014/15 2015/16 – 2020/21 \$20,000 per annum over 6 years (\$120K) external budget plus on-going project management and administrative support costs.
Gisborne District Council	Management and administrative support costs.
Other sources of funding	\$245K to be confirmed
Expenditure <i>[Please supply details]</i>	Employment of Community Science Coordinator \$100,000 over two years Contribution towards the branding and public education of East Coast LAB \$25,000 Host meetings, public talks/special events and develop requirements for outreach material \$5,000 Development and publishing of how to guide \$20,000
<b>Application confirmation</b>	
Approval of Chief Executive	<i>E.A. Lambert</i>
<b>CDEM Group comment</b>	
Comment	
Approval of Coordinating Executive Group Chair	<i>W. JACK</i>

# East Coast LAB (Life at the Boundary)

## Steering Group

### TERMS OF REFERENCE

#### 1. PURPOSE OF TERMS OF REFERENCE

1.1 The purpose of this Terms of Reference is to:

- (a) Set out the functions of the East Coast LAB Steering Group;
- (b) Define the responsibilities of the East Coast LAB Steering Group.

#### 2. PARTIES

2.1 The members of the East Coast LAB Steering Group shall comprise representatives from:

- a) Natural Hazard Research Platform
- b) GNS Science
- c) National Institute of Water and Atmospheric Research
- d) Massey University
- e) Earthquake Commission
- f) Ministry of Civil Defence & Emergency Management
- g) Gisborne District Council
- h) Hawke's Bay CDEM Group
- i) Tourism Services - Napier City Council
- j) National Aquarium
- k) Any other organisations/persons may be co-opted by the East Coast LAB Steering Group.

2.2 Each party will ensure that its appointees on the Steering Group have all the necessary skills, experience and authority in order to represent and bind the party whom they represent in all decisions taken by the Steering Group.



### 3. FUNCTIONS

East Coast LAB (Life at the Boundary) is a multi-agency initiative which seeks to develop and build effective partnerships to promote and make accessible cutting-edge research that aims to increase understanding of the East Coast plate boundary, ultimately improving community resilience.

3.1 The Steering Group will promote East Coast LAB as a brand around which to:

- Leverage and learn from international and national research opportunities relating to the Hikurangi tectonic boundary lying off the East coast of the North Island of New Zealand and the natural hazards associated with this boundary (including earthquakes, liquefaction, fault rupture, volcanism, tsunami and changing coastal margin land and sea elevations).
- Encourage and enable science education opportunities to promote public engagement with science and technology associated with East Coast LAB. This includes primary schools through to universities, and innovative approaches for reaching Māori and rural New Zealanders.
- Promote public awareness of the natural hazards, including a dedicated website, marketing and focal points/local venues initially in Gisborne and Hawke's Bay (e.g. the museum and the National Aquarium in Napier) to share such information.

3.2 The Steering Group will develop a project plan and work programme to promote East Coast LAB as a brand, and then oversee the delivery of this work.

### 4. REMUNERATION

4.1 Each organisation represented on the East Coast LAB Steering Group shall be responsible for remunerating its representative for the cost of that person's participation in East Coast LAB, and to meet the costs of attendance.

### 5. MEETINGS

5.1 The Steering Group shall hold meetings at such frequency, times and place(s) as agreed for the performance of its purpose, at least 6 monthly during the term of the programme, and otherwise as requested by at least two members, or the project coordinator.

5.2 Each party will use all reasonable endeavours to ensure that its appointees on the Steering group attend all meetings or, if unable to attend, appoint an alternate to attend in their place.

5.3 Ordinarily meetings are to be in Napier, the location of the National Aquarium of New Zealand.

5.4 Any other aspect of procedure in respect of the Steering Group shall be determined by the chairperson.



## 6. DECISION MAKING

- 6.1 The Steering group objective shall be to reach decisions by consensus. However, in the event consensus cannot be achieved, a vote may be taken and the chairperson shall decide the matter reflecting the majority view of the meeting attendees.
- 6.2 Each member organisation has one vote.
- 6.3 A casting vote shall not be used.

## 7. CHAIR

- 7.1 The Steering Group shall appoint a Chairperson and Deputy Chairperson from its members, and this appointment will be reviewed annually.
- 7.2 The Chairperson and Deputy Chairperson shall be responsible for guiding and directing the functions of the Steering Group in accordance with this terms of reference, including:
- a) Establishing agendas for meetings with project coordinator.
  - b) Meeting management which encourages participation and information sharing while assisting the Steering Group toward timely closure and prudent decision-making.

## 8. ADMINISTRATIVE SUPPORT

The Hawke's Bay CDEM Group will provide reasonable secretarial and other administrative support for the Steering Group.

## 9. VARIATIONS

- 9.1 Any member may propose a variation, deletion or addition to this Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the East Coast LAB Steering Group.
- 9.2 Once a proposed variation, deletion or addition to this Terms of Reference has been put to the East Coast LAB Steering Group, this agreement is not amended until the proposed variation; deletion or addition is approved and adopted by the Steering Group.



