



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Coordination Centre (CC) – Advanced & Leadership Course Development (Continuation Funding)
Date of application	28/09/2015
Details on application	
Lead local authority	N/A
CDEM Group	Waikato (representing ITF Steering Committee)
Other local authorities or Groups supporting the proposal	ITF Steering Committee is a national representative body with appointed members from: Bay of Plenty Canterbury Southland Taranaki Waikato Wellington
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <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 approach has been endorsed by MCDEM and its Steering Committee represents the sector at the Group Level. The ITF programme comprises four levels of training of which two have been provided for partly through prior resilience funding awarded to the Waikato CDEM Group and the staff efforts of multiple groups. The Emergency Operations Centres (CDEM) – Foundational was released for use in August 2013 and the Coordination Centre - Intermediate course was completed for delivery to the sector in August 2015.</p> <p>To date the Foundational Training has been delivered to an estimated 2,500 individuals, to include staff from such national agencies as the emergency services, MSD, and MoH and other entities such as Mighty River Power and Mystery Creek Events Centre. Within the first two months of its release the Intermediate Course has been delivered to 128 council staff from various locations around NZ to include Waikato, Taranaki, Hawkes Bay, and Southland.</p> <p>The first Advanced Level training to be developed was for the Logistics Function. This function specific course went through a successful evaluation walk-through for content and flow on 25 September, 2015. The product will be ready for sector-wide release by November. The Advanced Welfare (CC) Course has gone out for tenders and is expected to start in development before the end of October, ready for release by March 2016. In addition, the ITF is currently reviewing an existing Welfare Centre Course which, after sector-wide consultation, maybe suitable for delivery standard across NZ as part of the ITF. Both this and the Advanced Welfare will be subject to the content documented in the Welfare DGL.</p> <p>This submission requests additional* funding 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 the closely aligned CDC Training course.</p> <p>* Refer to original ITF submission dated 10/02/2014.</p>	

Level	Description	Minimum level of training for:
Foundational	Entry level training providing an overview of process, structure and/or functions. Learners would require additional training and practical experience in order to carry out any function or process unsupervised. <i>(Training also serves as familiarisation for those required to carry out their non-integrated role for which they are already qualified).</i>	Support personnel (e.g. Facilities management, data entry, IT, security, etc.)
Intermediate	Generalised training that provides the learner with adequate information to complete an assigned process or function with supervision. Participants are required to have completed Foundational training or have recognised existing related skills.	Generalist
Advanced	Process or function specific training that supports the learner to expertly apply skills and knowledge. Participants are required to have completed Intermediate training or have recognised existing related skills.	Function specific specialist
Leadership	Training that prepares those with an advanced level of training or those with existing leadership experience to assume a supervisory or leadership role within the CDEM environment.	Function or process managers

Problem/opportunity [200 words maximum description.]

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 delivering upon no clear professional end-state (in one region there were a total of nine different welfare course deliveries varying from two hours to three days plus 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.

The ITF programme provides for the professional development of staff working in or supporting the operations of a CC 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.

Alignment with identified goals and objectives [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.

Project design

Programme manager	Lee Hazlewood, Group Controller/Manager, Waikato
Other project members	<p>ITF Steering Committee:</p> <p>Clinton Naude, Group Controller/Manager, BoP Craig Hamilton, Wellington James Thompson, Team Leader, Canterbury Angus McKay, Manager EM, Southland Shane Briggs, Snr. Emergency Management Ofc., Taranaki Grant Morris, MCDEM TBD, Skills Org.</p> <p>Working Group: 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	<p>Learning Works – Logistics Product Future products subject to forthcoming RFP process. May comprise more than one contractor depending on material content. Integrating technical writer may be applied where multiple parties are used to ensure standardisation in format.</p>

Deliverables

Milestone	Date for completion	Cost
<ul style="list-style-type: none"> • Continued provision of contract project manager for overall programme management under oversight of Steering Committee Chair (This was an identified mitigation to a risk in the first ITF Resilience Fund application regarding sector time availability). 	Ongoing	<p>\$45K funded 15/16FY</p> <p>\$45K unfunded (4 projects 16/17FY)</p>

<ul style="list-style-type: none"> • Student and train-the-trainer (T-T-T) course delivery: <ul style="list-style-type: none"> ○ Coordination Centre – Advanced: Logistics ○ Coordination Centre – Advanced: Welfare (CC) ○ Coordination Centre – Advanced: CDC** ○ Coordination Centre – Advanced: PIM*** ○ Coordination Centre – Advanced: LUC*** ○ Coordination Centre – Advanced: Planning ○ Coordination Centre – Advanced: Operations ○ Coordination Centre – Advanced: Intelligence ○ CIMS to ITF Interface ○ Coordination Centre – Leadership • 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>Notes: ** Pre-developed course submitted to contractor for purposes of alignment to existing ITF materials. Likely to be delivered before ECD. *** Partially pre-developed course submitted to contractor for purposes of alignment to existing ITF materials.</p>	01/11/2015 31/03/2016 31/03/2016 30/07/2016 30/07/2016 30/07/2016 30/09/2016 30/10/2016 20/12/2016 Ongoing	\$50K funded 15/16FY \$45K funded 15/16FY \$15K funded 15/16FY \$20K funded 15/16FY \$20K unfunded \$45K unfunded \$45K unfunded \$50K unfunded \$20K unfunded \$50K unfunded Ongoing \$25K funded 15/16FY \$15K unfunded Total: Funded 15/16FY=200K Unfunded= <u>245K</u>
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Identified risks

Risk	Suggested management
Sector does not come to agreement on required standardised forms or protocols.	ITF Steering Committee makes final choice as representatives of sector
Contractor cannot deliver due to business collapse	All potential contractors will go through a thorough tendering or RFP process which will include an assessment of their business viability Second company in process for each project will have all reference checks completed and be viewed as a back-up contender
Cost of projects are higher than estimated at conclusion of tendering process	Costs offset by the postponement of lower priority course delivery projects.

Funding request and use

CDEM resilience fund contribution	\$245,000 excluding GST
Local authority contribution	Labour hours of Programme Manager, Steering Group and Working Group members and sector SMEs
Other sources of funding	None identified at this time.
Expenditure <i>[Please supply details]</i>	\$245,000 excluding GST. (see delivery section for further details)

Application confirmation

Approval of Chief Executive Vaughan Payne – Waikato Regional Council	
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CDEM Group comment

Comment

This is an ongoing programme that is an identified capability development priority for many groups across the country.

Approval of Coordinating Executive Group
Chair
Langley Cavers – Hauraki District Council

