



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Business Continuity Management
Date of application	28 February 2013
Details on application	
Lead local authority	Nelson City Council
CDEM Group	Business Continuity Management – Nelson/Tasman Emergency Management Group
Other local authorities or Groups supporting the proposal	Tasman District Council
External providers/contractors	Kestral Group
Project description	
Executive summary <i>[200 words maximum description.]</i>	
<p><b>Business Continuity Management:</b> This proposal involves employing a business resilience contractor to provide workshops, 'how to' guides, support to partner agencies and an online toolkit to be utilised nationally after completion of the project.</p> <p>The initiatives detailed in this application will contribute to the building of a '<i>Resilient Nelson Tasman Community</i>', while also adding value to the wider CDEM sector nationally as well as to our neighbouring CDEM Groups. These applications align with the National CDEM Strategy goals, our Group Plan, are sustainable going forward and provide value for money. This application responds to the recommendation in our Capability Assessment report to provide business continuity support to the representative agencies across the Nelson Tasman Group in the spirit of the CDEM Act 2002.</p>	
Problem/opportunity <i>[200 words maximum description.]</i>	
<p><b>Business Continuity Contractor:</b> The appointment of a Business Continuity Contractor, reporting to the Nelson Tasman Emergency Management.</p> <p>Functions/taskings undertaken by the Business Continuity Contractor may consist of, though are not limited to, the following:</p> <ul style="list-style-type: none"><li>□ Workshops to enable readiness for emergency response organisations, emergency services, local authorities, health service providers and NGO's including:<ul style="list-style-type: none"><li>○ Planning, training and exercising; to be able to function to the fullest possible extent during and after an emergency</li><li>○ Tools to enable organisations to respond and recover after events</li><li>○ Identify risks and their impacts, protecting business assets</li><li>○ Protection of internal and external serviceability</li><li>○ Develop processes to manage disruption</li></ul></li><li>□ Develop resources and online tool kits for organisations to be able to use to develop their own Business Continuity Plans and long term strategies.</li></ul>	

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

Business Contunuity:

This 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*

*3e Enhancing the ability of government agencies to prepare for and manage civil defence emergencies*

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

*4a Implementing effective recovery planning and activities in communities and across the social, economic, natural and built environments*

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

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


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

Business Continuity: our work to develop a tool kit and workshops in business continuity could be shared with other CDEM Groups. We would be in a position to contribute to the development of national resources around business continuity planning.

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

- The resources will assist the sector through the sharing this resource and the professional skills gained by the Nelson Tasman Emergency Management Group to support other groups nationally to develop business continuity programmes.
- There is potential to assist other CDEM Groups with their business continuity training programme as well as sharing with them what works well, and what does not, as this would be currently being tested out through exercising and training.

<b>Deliverables</b>		
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	Nelson City Council, Tasman District Council, Business Continuity Contractors (Kestrel Group)	
Milestone	Date for completion	Cost
<u>Business Continuity:</u> Initial tasking and commencement of monthly progress meetings between relevant parties	September 2013	Cost breakdown below
Conclusion of Business Continuity Project Coordinator tasking,	May 2014	

finalisation of reports and dissemination of resources		
<b>Identified risks</b>		
Risk	Suggested management	
1. Quoted costs for Business Continuity Contractor rises	Nelson Tasman Emergency Management Group supporting funding shortfall and; Ensuring objectives are being met, and goals reassessed	
<b>Funding request and use</b>		
CDEM resilience fund contribution	\$27,500	
Other sources of funding	None	
Local authority contribution	Technical support and advice from Nelson City Council and Tasman District Council. The Nelson Tasman Emergency Management would provide office space.	
Expenditure <i>[Please supply details]</i>	<u>Cost Breakdown</u>  Contract: \$150.00 per hour for 150 hours                    \$22,500 Resources – toolkits, web support Services, printing costs                                 \$ 5,000  <b>Total:     \$27,500</b>	
<b>Application confirmation</b>		
Approval of Chief Executive		
<b>CDEM Group comment</b>		
Comment	I endorse this proposal to the MCDEM Resilience Fund on behalf of the Nelson Tasman CDEM Group seeking funding for a Project Business Continuity Contractor.  <b>Jim Frater Group Controller</b>	
Approval of Coordinating Executive Group Chair	As above - CE.	