CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval

<table>
<thead>
<tr>
<th>Project title</th>
<th>Project Achilles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of application</td>
<td>24th February 2010</td>
</tr>
</tbody>
</table>

Details on application

<table>
<thead>
<tr>
<th>Lead local authority</th>
<th>Nelson City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEM Group</td>
<td>Nelson Tasman Emergency Management Group</td>
</tr>
<tr>
<td>Other local authorities or Groups supporting the proposal</td>
<td>Tasman District Council</td>
</tr>
</tbody>
</table>

Project description

Executive summary [200 words maximum description.]

The requested funds will enable the Nelson Tasman Emergency Management Group to resolve local areas of need/gaps that were identified as a result of a Lifelines study together with an appreciation and prioritisation process focusing on tsunami response and public education.

The initiatives selected by the Nelson Tasman Emergency Management Group align with the National CDEM Strategy goals, our Group Plan and objectives, are sustainable going forward and provide value for money.

The initiatives detailed in this application will contribute to the building of a ‘Resilient Nelson Tasman Community’, while also adding value to the wider CDEM sector through enabling us to provide a more effective response if called upon by one of our neighbouring CDEM Groups.

Problem/opportunity [200 words maximum description.]

Project Achilles consists of two parts.

**Part One - Lifelines Project Coordinator:**

The appointment of a Lifelines Project Coordinator, reporting to the managers of Nelson Tasman Lifelines and Nelson Tasman Emergency Management.

Functions/taskings undertaken by the Lifelines Project Coordinator may consist of, though are not limited to, the following:

- Interdependency mapping (Following Lifelines report of 2009).
- Earthquake resultant land impact mapping (The effect of an earthquake on utilities event on the Nelson Tasman terrain).
- Development of a utility critical asset layer on the recently launched Top of the South Maps service.
- Follow up to the 2010 regional fuel study.
- Other tasks agreed by the Lifelines Group.
Part Two - Public Education Public Information display trailer:
The purchase, branding, stocking and housing of a Civil Defence Emergency
Management Public Education Public Information display trailer.

To be able to:

- Engage in community activities. Currently our office does not have the
time or physical resources to attend many community events such as A &
P shows, festivals etc. This trailer is easy to set up by Council staff, CDEM
volunteers, emergency services and will have full instructions.
- Allow us to reach the outlying communities by setting up the display at
Council offices or libraries for short periods. This provides isolated
communities with the variety of interactive displays they often miss out
on.
- Give the opportunity for recognised rural community members to present
this information to their community, encouraging increased interaction and
ownership.
- Provide a rugged, weatherproof stand alone “one stop shop” public
education structure that will last for some years.
- Be able to provide a public education presence at all times in the region by
setting up displays independent of this office.

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

The project components are aligned with the following National CDEM Strategy
Goals:

**Goal One**: Increasing community awareness, understanding, preparedness and
participation in civil defence emergency management **Objective 1A**: Increasing
the level of community awareness and understanding of the risks from hazards
**Objective 1B**: Improving Individual, community and business preparedness
**Objective 1C**: Improving community participation in CDEM **Objective 1D**:
Encouraging and enabling wider community participation in hazard risk
management decisions

**Goal Two**: Reducing the risks from hazards to New Zealand **Objective 2A**:
Improving the coordination, promotion and accessibility of CDEM research
**Objective 2B**: Developing a comprehensive understanding of New Zealand’s
hazardscape

**Goal Three**: Enhancing New Zealand’s capability to manage civil defence
emergencies **Objective 3B**: Enhancing the ability of CDEM Groups to prepare for
and manage civil defence emergencies **Objective 3C**: Enhancing the ability of
emergency services to prepare for and manage civil defence emergencies
**Objective 3D**: Enhancing the ability of lifeline utilities to prepare for and manage
civil defence emergencies **Objective 3E**: Enhancing the ability of government
agencies to prepare for and manage civil defence emergencies **Objective 3F**:
Improving the ability of government to manage an event of national significance

**Goal Four**: Enhancing New Zealand’s capability to recover from civil defence
emergencies **Objective 4A**: Implementing effective recovery planning and
activities in communities and across the social, economic, natural and built
environments **Objective 4B**: Enhancing the ability of agencies to manage the
recovery process
Dissemination of benefits to sector [200 words maximum description.]

- Through achieving the objectives of this proposal the Nelson Tasman region would be more resilient and therefore less likely to have to draw on resources from outside CDEM Groups. Moreover, the Nelson Tasman Emergency Management Group would be better able to assist other CDEM Groups if called upon during or after an event.
- Moreover the use of Top of the South Maps as an Interface for some parts of this proposal provides potential expansion capabilities to other CDEM regions in the future (Emergency Services, our neighbours in Marlborough).
- Greater CDEM visibility achieved in urban and rural communities that we have not had before with an informative, quality display that will attract and interest people.
- Significantly increased capacity of Emergency Management personnel to engage in CDEM activities.
- When not in use by our office, other emergency management groups would be able to use the trailer resource providing they funded transportation aspects.
- An increased CDEM presence with resources in the education sector, including promoting ‘What’s the Plan Stan’, which has not previously been possible by this office.
- Assists/enables volunteers to provide the community with information after an event when Emergency Management Office personnel are often engaged in response activities. This is often a time where the community are receptive to and require information.

**Project design**

<table>
<thead>
<tr>
<th>Project manager</th>
<th>Roger Ball, Manager, Group Emergency Management Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other project members</td>
<td>Joe Kennedy, Debbie de Geus</td>
</tr>
<tr>
<td>External providers/contractors</td>
<td>Tasman District Council, Council Contractors</td>
</tr>
</tbody>
</table>

**Deliverables**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date for completion</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Letter of agreement signed between MCDEM and Local Authority</td>
<td>June 2011</td>
<td></td>
</tr>
<tr>
<td>- Ordering of Public Information and Education Trailer and Public Education Resources</td>
<td>Early July 2011</td>
<td>$21,780 excl GST (Please find cost breakdown and summation of itinerary detailed in 'Funding request and use' section below)</td>
</tr>
<tr>
<td>- Appointment of Lifelines Project Coordinator</td>
<td>August/September 2011</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

Cost Breakdown
<table>
<thead>
<tr>
<th>Identified tasks</th>
<th>Date</th>
<th>Hourly remuneration of $100.00 per hour spread over six months at an approximate rate of ten hours per week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Initial tasking and commencement of monthly progress meetings between relevant parties</td>
<td>August/September 2011</td>
<td></td>
</tr>
<tr>
<td>□ Receipt of Public Information and Education Trailer and Public Education Resources and placing into operational use</td>
<td>Late August 2011</td>
<td></td>
</tr>
<tr>
<td>□ Conclusion of Lifelines Project Coordinator taskings, finalisation of reports and distribution to relevant parties</td>
<td>February/March 2012</td>
<td></td>
</tr>
</tbody>
</table>

### Identified risks

<table>
<thead>
<tr>
<th>Risk</th>
<th>Suggested management</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Inability to source adequate secure storage for the Public Information and Education Trailer</td>
<td>If commercial storage is unavailable suitable council storage options will be explored.</td>
</tr>
<tr>
<td>□ Unsatisfactory performance of appointed Lifelines Project Coordinator</td>
<td>Adherence to relevant council policies to rectify the situation in a timely manner.</td>
</tr>
<tr>
<td>□ Unable to obtain desired buy in/input from Lifeline partners and agencies.</td>
<td>Largely mitigated through historic communication regarding the implementation of this project (subject to funding) in the appropriate forums – Lifeline Group meetings, Reduction Committee.</td>
</tr>
</tbody>
</table>

### Funding request and use

<table>
<thead>
<tr>
<th>CDEM resilience fund contribution</th>
<th>Lifelines Project Coordinator: $20,000</th>
<th>PEPI Trailer: $21,780 excl GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total: $41,780</td>
<td></td>
</tr>
</tbody>
</table>

Local authority contribution:

- Project management
- Storage/deployment/maintenance of PEPI trailer including associated registration and warrant of fitness costs
Other sources of funding | N/A
---|---
Expenditure *(Please supply details)* | **Part One:**
*LifeLines Project Coordinator*

**Total Cost:** $20,000

**Cost Breakdown**

Hourly remuneration of $100.00 per hour spread over six months at an approximate rate of ten hours per week.

**Part Two:**
*Public Information and Education Trailer and Public Education Resources:*

**Total Cost:** $21,780 excl GST

**Cost Breakdown**

PUBLIC INFORMATION AND EDUCATION TRAILER:

**Cost:** $12,100 excl GST

*(Summation of itinerary below)*

- Kea Shuttle Trailer inclusive of fittings: $5,600
- Side opening gull wing door: $977.00
- Spare Wheel: $280.00
- Wiring for computers and TV: $200.00
- Power surge box: $85.00
- Shelving inside trailer: $520.00
- Interior lights: $89.00
- Supply and application of diamond grade vinyl graphics: $1,200
- Awning and trailer rail fitting: $1,600
- Reinforced panel for TV mount: $100.00
- On road cost: $150.00
- Rental to store trailer $25/wk, 52 wks: $1,300
Public Education Resources:

Cost: \[$9,680\text{ excl GST}\]

(Summation of itinerary below)

Fully equipped laptops with docking stations through Nelson City Council, including interactive What's the Plan Stan software loaded on x 2:

$5,000

Kiosk for laptops x 2: $1,000

Flat screen TV (able to be used in conjunction with laptops): $800.00

Display unit for emergency kits: $500.00

2 x Fold up literature display unit: $680.00

Emergency and 3 day kits (to be made up by office): $500.00

Pull up display posters x 4 $1,200

<table>
<thead>
<tr>
<th>Application confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Chief Executive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDEM Group comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
</tr>
</tbody>
</table>

I endorse this proposal to the MCDEM Resilience Fund on behalf of the Nelson Tasman CDEM Group seeking funding for a Lifelines Project Coordinator, Public Information and Education Trailer and Public Education Resources.

Jim Frater
Group Controller

| Approval of Coordinating Executive Group Chair |