



CDEM Resilience Fund project application form

78624603

Application for CDEM Resilience Collaborative fund approval	
Project titles	EMIS initial data entry
Date of application	
Details on application	
Lead territorial authority	Group Emergency Management Office (coordinated on behalf of all the territorial authorities that comprise the Waikato CDEM Group)
CDEM Group	Waikato
Other LAs or Groups supporting the proposal	Hauraki District Council Hamilton City Council Waikato Regional Council Thames Coromandel District Council Matamata Piako District Council Taupo District Council Waipa District Council Waikato District Council Otorohanga District Council Waitomo District Council South Waikato District Council
Project description	
<p>Executive summary [200 words maximum description.]</p> <p>EMIS is the newly rolled out national system for information management in an emergency. The Waikato Group has recently had 4 super users trained in the functionality of the system. Further investigation into ensuring that Waikato maximises the use of this system, is able to maintain user capability and provide ongoing training has resulted in the Waikato providing funding for a fulltime Group Information System Coordinator.</p> <p>As EMIS is a brand new product to the market in New Zealand (although it is based on a common product being Sharepoint), this means that the whomever is recruited into this position will need a bedding in period to understand the product, its application in a CDEM environment (particularly if the appointee does not come from a CDEM background) and develop a programme of implementation that services the 11 constituent councils.</p> <p>Fundamental to the effective implementation of EMIS is the initial data entry which supports the end users in being able to identify resource, location, mapping detail and facilities. Waikato has 11 constituent councils and this presents a challenge for the Waikato Group in terms of both gathering that data in a consistent form and ensuring it is entered correctly.</p> <p>The purpose of this project is to fund a fixed term data entry position to coordinate and enter all the constituent council's data concurrently with the new appointee bedding down in their role. This will position the Waikato to take full advantage of the new Group Information System Coordinator and the capability that position will provide. It is acknowledged that maintenance of the accuracy of the data set will in turn become the responsibility of the Group Information System Coordinator however in the implementation phase of EMIS, the greatest efficacy for a coherent and structured process of implementation will be achieved by focussing the Group Information System Coordinator on the strategic delivery of EMIS as a working viable product across the Waikato as a whole.</p>	

Doc # 2119787



Checklist for Contract and Document signing by the Chief Executive Officer

Sent to CEO by	Lee Hazlewood, Team Leader, CDEM
Document Name	CDEM Resilience Fund Project Application Fund
Document Number	2119787
Contract Number (If applicable)	N/A

To be initialled by: ~~Contract Manager / Project Manager / Coordinator~~

Signed and initialled by other party / parties

CHAIR CDEM CEG

Each page initialled in bottom right hand corner by contract manager *N/A.*

Tender board minutes attached (if applicable) *N/A*

EW Health and Safety Policies and Procedures complied with *N/A*

Insurance certificates sighted noting the Council as an interested party

To be initialled by: Group Manager

Approved by GM for signing

To be initialled by: Legal Services

Approved by Legal Services Team for signing

To be initialled by: Contracts and Information Administrator (Hayley Farrington)

Added to register of documents signed by CEO by Contracts and Information Administrator

Problem/opportunity [200 words maximum description.]

Should the Waikato not receive funding for this position the effect would be to see the 11 constituent councils all enter their own data, with differing skill sets, priority, understanding of the impact of the accuracy of their information and general individual interpretation. Further the attention of Group Information System Coordinator would initially be diluted across the councils and their data entry issues/queries rather than entirely focussing on the overview of the strategic delivery of EMIS across the Waikato.

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

Waikato CDEM Capability Assessment Report (MCDEM) 2009

Goal 3 – Response

‘That following the Ministry of Civil Defence and Emergency Management’s decision on an emergency management information system, the Waikato group addresses its communication and information management needs in an emergency’

Waikato CDEM Group Plan 2010

4.4 – Organisational Readiness: Issues and Actions

‘Implement and operate and test an Emergency Management Information System (EMIS)

CDEM Resilience: Outcome of the CEG Chair Forum

“The priorities agreed at the CEG Chair Forum for the 2012/13 round of the CDEM Resilience fund” [include] the *“Emergency Management Information System (EMIS).”*

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

In acknowledging the importance of the uptake and implementation of EMIS, the Waikato through the funding of a Group Information System Coordinator, has positioned itself ahead of many other CDEM groups. The Waikato will essentially be in a position to lend advice and peer support to others Groups through what it experiences during its implementation.

This funding for this fixed term position would allow a coordinated and deliberate population of the data fields in EMIS and the methodology used to collect, refine and enter the data can be shared with other Groups. It will also provide a ‘field testing’ mechanism to support the MCDEM EMIS Facilitator in identifying any limitations, bugs or future opportunities for EMIS itself.

Project design



Project manager	Group Information System Coordinator – TBD Temp. Lee Hazlewood, Team Leader.
Other project members	<ul style="list-style-type: none"> • GEMO office staff • Professional CDEM staff across the Waikato • Various constituent council staff members who hold data which needs to be entered • MCDEM REMA
External providers/contractors	

Deliverables

Milestone	Date for completion	Cost
Engage data entry person	July 2012	
Data is gathered and entered	July - December 2012	

TOTAL = \$40,000

GRAND TOTAL \$40,000

Identified risks	
Risk	Suggested management
Unforeseen EMIS functionality/capability constrains ability to enter information	Regular engagement with the MCDEM EMIS Facilitator to ensure maximum oversight of any issues that may arise.
Constituent councils do not provide the information requested accurately or in a timely manner	Monthly reporting to the CEG Readiness and Response subgroup Chair to ensure issues with compliance are addressed at executive level.
Funding request and use	
CDEM Resilience fund contribution	Initial data entry for EMIS TOTAL \$40,000.
Waikato CDEM Group is already funding one additional FTE as a Group Information System Coordinator responsible for implementing EMIS across the region.	Position funded at \$130,000 (Incl. Salary and overhead).
Application confirmation	
Approval of Chief Executive	 Bob Laing, CEO
CDEM Group comment	
	<p>The funding of this project will minimise the time required to roll out EMIS in the Waikato Group and ensure more effective uptake by our members.</p> <p>The Group has recently made a significant financial commitment to improving the resilience of the Waikato community with a doubling of the annual budget. Its ability to provide additional short term funding for this small but critical role is limited.</p>
Approval of Coordinating Executive Group Chair	<p>I confirm I have sighted this application and have approved it being forwarded to MCDEM for consideration:</p>  Langley David Cavers CEG Chair