



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Project Achilles
Date of application	24 <sup>th</sup> February 2010
Details on application	
Lead local authority	Nelson City Council
CDEM Group	Nelson Tasman Emergency Management Group
Other local authorities or Groups supporting the proposal	Tasman District Council
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>Project Achilles consists of two parts.</p> <p><b><u>Part One - Lifelines Project Coordinator:</u></b></p> <p>The appointment of a Lifelines Project Coordinator, reporting to the managers of Nelson Tasman Lifelines and Nelson Tasman Emergency Management.</p> <p>Functions/taskings undertaken by the Lifelines Project Coordinator may consist of, though are not limited to, the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Interdependency mapping (Following Lifelines report of 2009).</li><li><input type="checkbox"/> Earthquake resultant land impact mapping (The effect of an earthquake on utilities event on the Nelson Tasman terrain).</li><li><input type="checkbox"/> Development of 'Lifeline Utility Protocols for Response and Recovery' documentation.</li><li><input type="checkbox"/> Development of a utility critical asset layer on the recently launched Top of the South Maps service.</li><li><input type="checkbox"/> Follow up to the 2010 regional fuel study.</li><li><input type="checkbox"/> Other tasks agreed by the Lifelines Group.</li></ul>	

**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**

Project manager	Roger Ball, Manager, Group Emergency Management Office
Other project members	Joe Kennedy, Debbie de Geus
External providers/contractors	Tasman District Council, Council Contractors

**Deliverables**

Milestone	Date for completion	Cost
<ul style="list-style-type: none"> <li>□ Letter of agreement signed between MCDEM and Local Authority</li> </ul>	June 2011	
<ul style="list-style-type: none"> <li>□ Ordering of Public Information and Education Trailer and Public Education Resources</li> </ul>	Early July 2011	<p><b>\$21,780 excl GST</b></p> <p><i>(Please find cost breakdown and summation of itinerary detailed in 'Funding request and use' section below)</i></p>
<ul style="list-style-type: none"> <li>□ Appointment of Lifelines Project Coordinator</li> </ul>	August/September 2011	<p><b>\$20,000</b></p> <p><u>Cost Breakdown</u></p>


<ul style="list-style-type: none"> <li>□ Initial tasking and commencement of monthly progress meetings between relevant parties</li> <li>□ Receipt of Public Information and Education Trailer and Public Education Resources and placing into operational use</li> <li>□ Conclusion of Lifelines Project Coordinator taskings, finalisation of reports and distribution to relevant parties</li> </ul>	<p>August/September 2011</p> <p>Late August 2011</p> <p>February/March 2012</p>	<p>Hourly remuneration of \$100.00 per hour spread over six months at an approximate rate of ten hours per week.</p>
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<b>Identified risks</b>	
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Risk	Suggested management
<ul style="list-style-type: none"> <li>□ Inability to source adequate secure storage for the Public Information and Education Trailer</li> <li>□ Unsatisfactory performance of appointed Lifelines Project Coordinator</li> <li>□ Unable to obtain desired buy in/input from Lifeline partners and agencies.</li> </ul>	<p>If commercial storage is unavailable suitable council storage options will be explored.</p> <p>Adherence to relevant council policies to rectify the situation in a timely manner.</p> <p>Largely mitigated through historic communication regarding the implementation of this project (subject to funding) in the appropriate forums – Lifeline Group meetings, Reduction Committee.</p>

<b>Funding request and use</b>	
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<p>CDEM resilience fund contribution</p>	<p>Lifelines Project Coordinator: \$20,000</p> <p>PEPI Trailer: \$21,780 excl GST</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <p style="text-align: right;"><b>Total: \$41,780</b></p>
<p>Local authority contribution</p>	<ul style="list-style-type: none"> <li>□ Project management</li> <li>□ Storage/deployment/maintenance of PEPI trailer including associated registration and warrant of fitness costs</li> </ul>

Other sources of funding	N/A
Expenditure <i>[Please supply details]</i>	<p><b>Part One:</b>  <b>Lifelines Project Coordinator</b></p> <p><b>Total Cost: \$20,000</b></p> <p><u>Cost Breakdown</u></p> <p>Hourly remuneration of \$100.00 per hour spread over six months at an approximate rate of ten hours per week.</p> <p><b>Part Two:</b>  <b>Public Information and Education Trailer and Public Education Resources:</b></p> <p><b>Total Cost: \$21,780 excl GST</b></p> <p><u>Cost Breakdown</u></p> <p><i>Public Information and Education Trailer:</i></p> <p><i>Cost: \$12,100 excl GST</i>  <i>(Summation of itinerary below)</i></p> <p>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</p> 

	<p><i>Public Education Resources:</i></p> <p><i>Cost: \$9,680 excl GST (Summation of Itinerary below)</i></p> <p>Fully equipped laptops with docking stations through Nelson City Council, including interactive What's the Plan Stan software loaded on x 2: \$5,000</p> <p>Kiosk for laptops x 2: \$1,000</p> <p>Flat screen TV (able to be used in conjunction with laptops): \$800.00</p> <p>Display unit for emergency kits: \$500.00</p> <p>2 x Fold up literature display unit: \$680.00</p> <p>Emergency and 3 day kits (to be made up by office): \$500.00</p> <p>Pull up display posters x 4 \$1,200</p>
<b>Application confirmation</b>	
Approval of Chief Executive	
<b>CDEM Group comment</b>	
Comment	<p>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.</p> <p><b>Jim Frater</b> <b>Group Controller</b></p>
Approval of Coordinating Executive Group Chair	