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Enquiries to: Wendy Valois



19 June 2012

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Dear John

CDEM Resilience Fund Project – Public education and awareness – Reclaim of Funding

In line with the Director Guidelines for the Resilience Fund projects the Waikato CDEM Group is requesting to reclaim the monies already incurred as part of the project for the financial year ending 30 June 2012.

Project work to date has been paid in full to the contractor and an invoice of proof is attached to this letter.

Project achievements

During the project the Group consulted with the tourism sector, with a questionnaire being completed by about 12 per cent of Waikato region tourism operators. It sought to find out about training and preparedness in the industry, as well as the best methods of communication with domestic and international visitors to our region.

Analysis of the results indicated the best approach was to educate the industry, rather than the visiting public directly. A company was engaged to prepare an adult learning module to be used by the tourism industry to educate staff on how to prepare for and respond to hazards. The module will be available online, with the ability for it to be downloaded. This module will enable tourism operators and their staff to respond to questions on hazards and assist visitors during an event.

As a follow on to this project, we are in consultation with the Tourism Industry Association of New Zealand and Qualmark regarding the application of a CDEM requirement to their standards. This work will be completed 'in kind' and is not part of an existing deliverable.

In addition, printable resources will be prepared for use by the tourism sector in such things as hotel/motel room compendiums. These resources will be on the Group's website, as well as being available from and promoted by the region's industry tourism associations (Hamilton & Waikato Tourism, Destination Taupo and Destination Coromandel). Development of the resources will be completed 'in kind' and is not part of an existing deliverable.

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Description of activity	Fee
1. Tourism and EOA Managers are scoped to target areas a. External advice from MCDEM, Hawkes Bay and Wellington (best practice) b. Develop agreed template	In kind
2. Proposal developed, including confirmed delivery mechanism (e.g. external service provider)	In kind
3. Report to CEG Readiness and Response Subgroup on proposed template and educational roll out plan	In kind
4. Report to CEG and refine proposal/programme as required	In kind
5. Implementation (including preparation and production of resource material + tourism workshops*) a. Distribution to be linked through already existing systems i. Hotel & accommodation providers ii. Tourism & i-site establishments iii. Local government rate deliveries*	20,000 (incl GST)
*Note: Workshop and rate delivery pamphlets de-scoped as not being pertinent to selected target group and approach.	
TOTAL	\$20,000

Reimbursement information

National Bank – 06 0317 0096442 00.

Yours faithfully,



Langley Cavers
Coordinating Executive Group Chair
Waikato CDEM