CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Implementation
Date of application	16 February 2012
Details on application	
Lead local authority	Group Emergency Management Office (coordinated on behalf of all the local authorities that comprise the Bay of Plenty CDEM Group)
CDEM Group	Bay of Plenty
Other local authorities or Groups supporting the proposal	Tauranga City Council Western Bay of Plenty District Council Rotorua District Council Whakatāne District Council Kawerau District Council Ōpōtiki District council

Project description

Executive summary *[200 words maximum description.]*

Developing the capability of the Bay of Plenty Civil Defence Emergency Management Group (BOPCDEMG) to manage an emergency is heavily reliant on having a fully functional, integrated and effective emergency management information system. The BOPCDEMG does not currently have such a system in place, relying heavily on a paper based system.

EMIS is the system which will provide the BOPCDEMG with this enhanced capability due to its capacity to provide and receive detailed, real-time event related information, including standardised reporting, alerting and mapping functionality.

This application is for funding a 12 month fixed term position to project manage the implementation of EMIS across the BOPCDEMG, to ensure that all parties have the required training, knowledge and infrastructure to implement/sustain and utilise its Readiness and Response capability.

Problem/opportunity *[200 words maximum description.]*

There is no capacity within the Bay of Plenty Group Emergency Management Office to project manage the implementation of EMIS across the BOPCDEMG to deliver a fully functioning, relevant and effective emergency management information system.

The funding will assist the BOPCDEMG to meet its national obligations in respect of EMIS, pending an independent review being undertaken by Cornwall Strategic which is reviewing the resourcing issues throughout the BOPCDEMG.

This role will project manage all aspects of EMIS implementation, including forming, facilitating or leading teams as required to complete implementation tasks. To ensure that policy and direction on EMIS implementation, standards and sustainment are embedded within the BOPCDEMG, this will include the formation of 'Working' and 'Governance' Groups.

The implementation of EMIS is seen as a key output of the BOPCDEMG Work Programme.

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

- National Strategy Goal 3 – Enhancing New Zealand's capability to manage civil defence emergencies and
- Draft Bay of Plenty CDEM Group Plan (2GP) – Goal 3 – Ensuring an effective response capability

The basis of the implementation of EMIS is to enhance the Bay of Plenty CDEM Group's capability to manage civil defence emergencies through ensuring that the overall coordination during an emergency is timely, responsive to needs and efficient.

- Draft Bay of Plenty CDEM Group Plan (2GP) – Objective 3C – Implement standardised interoperable information management systems and processes used by emergency response organisations

The implementation and sustainment of EMIS will fulfil this objective as the chosen emergency management information system for the Group.

- CEG Chair Forum Priority for 2012/13 – Implementation and resourcing of EMIS

The funding application is in direct alignment with one of the priorities agreed by the CEG Chair Forum for 2012/13.

Do we need something in here re Recovery goal??

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

- Enhanced situational awareness and management of the emergency response
- Improved redundancy in emergency communications
- Allows multiple agencies to stay informed and collaborate in a way that optimises resource allocation, irrespective of location
- Built in reporting mechanism to aggregate statistics for Group ECC and NCMC reporting
- Consistency in Standard Operating Procedures (SOPs) used throughout the Group (*gap identified in MCDEM BOPCDEMG ECC/EOC assessment November 2010*)

Project design

Project manager	TBC
Other project members	Project Board consisting of Group Controller, TA representative and CDEM Manager.
External providers/contractors	MS SharePoint 2010 training provider

Deliverables

Milestone	Date for completion	Cost
Appointment of 12 month Fixed Term EMIS Implementation Project Manager	1 July 2012	$70,000 - $80,000
MS SharePoint Training	January to February 2013 (dependant on experience of person appointed to the role – could be delivered sooner)	$5,000 - $10,000

EMIS Training – including 'super user', 'contributor' and 'reader' level	March to April 2013 (dependant on experience of person appointed to the role – could be delivered sooner)	$10,000
EMIS roll out completed	May 2013 (dependant on experience of person appointed to the role – could be delivered sooner)	n/a

Identified risks	
Risk	Suggested management
As a result of EMIS not having a training environment, there is a risk that poorly trained users operate outside of agreed training site protocols, which may result in interference with the live EMIS environment.	SOPs (to include strictly applied event naming and operating protocols for both live and 'training' sites) to be agreed and monitored by nominated administrators at both the Group and TA level.
As a result of EMIS operating on a web based platform, there is a risk that the primary means to provide internet connection is unavailable for a period of time, which may result in an unacceptable loss of EMIS.	To ensure continuity of service, multiple means of providing internet connection to be in place and rigorously tested prior to 'go-live'.

Funding request and use	
CDEM resilience fund contribution	$100,000
Local authority contribution	In-kind labour as required
Other sources of funding	n/a
Expenditure *[Please supply details]*	$70,000 - $80,000 (depending on experience) Fixed Term EMIS Implementation Project Manager $5,000 - $10,000 MS SharePoint 2010 training $10,000 – EMIS Training Programme

Application confirmation	
Approval of Chief Executive	

CDEM Group comment	
Comment	
Approval of Coordinating Executive Group Chair	*Allen Lamin*