



# CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Business continuity planning presentation/workshops
Date of application	5 February 2013
Details on application	
Lead local authority	Southland District Council
CDEM Group	Southland
Other local authorities or Groups supporting the proposal	Jointly supported by three other territorial authorities in Southland.
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p>The Southland CDEM Group would like to undertake a number of workshops where they actually walk small to medium business owners through the process of actually completing a business continuity plan. As part of the process we will be engaging with the local Chamber of Commerce and hopefully creating a long term relationship with them and thereby increasing business and overall community resilience. The project will use material developed recently by "Resilience organisations" including their website so that participants in the workshop will have reference material at hand. By using this standardised material it is hoped that the design of the project can be picked up easily by other CDEM Groups. All they will need to do is find a facilitator to run the programme.</p> <p>An option for the 2013/14 year is to run a similar project in the Otago region. The cost for Southland only is \$13,950.00</p>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>The Southland CDEM Group has wanted to undertake better engagement with the southland business sector for some time. We have undertaken a number of small project but nothing substantial. We would like to run a one off presentation followed by a number of small workshops for businesses owners to actually guide them through the process of completing a business continuity plan. The focus for these groups will be small to medium size business owners who do not have the skills, time and financial resources to complete such a plan without outside help.</p> <p>The presentation and follow up workshops will be conducted using base material designed by "Resilient organisations" to use what has already been created. It will be designed in such a way that it can be rolled out around the rest of New Zealand as long as a suitable person is available to facilitate the workshops.</p> <p>We will be utilising an experienced business consultant to run the workshops and the organising as such will be done by the local Chamber of Commerce.</p> <p>An option for the 2013/14 year is to run a similar project in the Otago region. Scoping is being undertaken for this. If this were to occur the cost of the project would be doubled i.e.: \$26,000 in total.</p>	
<p>Alignment with identified goals and objectives <i>[200 words maximum description.]</i></p> <p>National priorities for resilience fund 2013-14; i.e. Business continuity planning – supporting the resilience of businesses, particularly small to medium-sized business.</p>	

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*Outcome from review in to Canterbury Earthquakes; i.e.:* The report recommends that 'MCDEM continues to promote a culture of preparedness for major disasters among all sectors and be resourced to do so', as well as encourage businesses to prepare emergency response and business continuity plans.

That MCDEM encourage businesses to prepare emergency response plans, including templates for those areas considered important by business, such as post-disaster human resource management.

*Southland CDEM Group plan objective 1b; i.e.:* Improve community and business participation through community based planning.

*Southland capability assessment recommendations; i.e.:* That the Coordinating Executive Group collectively determines a priority for business continuity management and how this can best be achieved for the representative agencies across the Southland CDEM Group in the spirit of the CDEM Act 2002.

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

Template of delivery across other CDEM groups as it is using nationally consistent material and.

Business owners will hopefully promote the concept on an informal basis and strengthen their relationship with their Chamber of Commerce and CDEM.

Increase ability to plan, respond and recovery from a major emergency

**Project design**

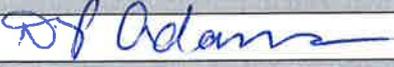
Project manager	Neil Cruickshank, Emergency Management Southland
Other project members	Craig Sinclair, Advisor
External providers/contractors	Southland Chamber of Commerce, 3 <sup>rd</sup> party contractor.

**Deliverables**

Milestone	Date for completion	Cost
Introductory presentation to Business community	Sept 2013	\$2,500 plus advertising of \$1850
3 x small focus group workshops to start BCM plans	Nov 2013	\$6,600
Follow-up round of workshops to business owners	Feb 2014	\$2,800

**Identified risks**

Risk	Suggested management
Low uptake to initial presentation and subsequent workshops	Benefits of presentation and workshops "sold" well during marketing phase
Business consultant withdraws from process	Chamber of Commerce as supplier of product need to factor in a replacement

Funding request and use	
CDEM resilience fund contribution	\$11,000
Local authority contribution	\$2,950 plus staff time to assist with set-up of workshops
Other sources of funding	nil
Expenditure <i>[Please supply details]</i>	Advertising using local print and radio Radio \$800. Print \$1050. Venue cost, presenters travel costs and print material for initial presentation \$2,500 Venue cost, facilitator's cost for his time at \$100 per hour for 5 x workshops and print material costs for same \$9,400
Application confirmation	
Approval of Chief Executive	
CDEM Group comment	
Comment	I believe this programme will attract a high level of interest right across the economic spectrum. It will take the training to the next stage
Approval of Coordinating Executive Group Chair	