



## CDEM Resilience Fund project application form

This form provides the minimum of information for the application; a detailed project plan should be developed to inform this application and may be attached.

Project title	Taranaki CDEM Group Welfare Registration & Needs Assessment with integrated coordination and management capability Investigation & Development
Date of application	26/03/21
<b>Details on application</b>	
Applicant	Taranaki CDEM Group
CDEM Group/s affected	Taranaki CDEM Group
Other local authorities, Groups or organisations supporting this proposal	CDEM Group members in Taranaki
<b>Project description</b>	
<p>The aim of this project is to establish an interim welfare registration and needs assessment software application that meets the mandatory needs as set by the National Emergency Management Agency (NEMA) and the needs identified by Taranaki CDEM Group.</p>	
<p><b>Challenge/opportunity</b>  Registration and needs assessment provide the fundamental information and understanding about individuals, whanau and communities affected by an emergency and their associated needs. This is a dynamic process requiring ongoing collection, analysis, coordination, monitoring, and management throughout a response and into recovery.</p> <p>During COVID-19 response in 2020 NEMA rolled out Awhina Needs Assessment software which was not used by the Taranaki CDEM group to collect and manage data. The rapid rollout of the Awhina system during COVID-19 response meant that there was very little time to test or assess the application as fit for purpose. Instead, the Taranaki CDEM Group used the existing national welfare needs assessment questionnaire that was already pre-loaded onto their GIS system and ready to go. As information collected through Survey 123 became unwieldy to manage via an excel spreadsheet, Taranaki CDEM Group took a decision to develop a bespoke Microsoft Access database, Registration and Needs Assessment (RANA) to coordinate and manage the needs of affected people and track finances related to welfare across the response. RANA will no longer be supported going forward.</p> <p>Investigation and development of a new integrated needs assessment system that meets the following objectives is required.</p> <ul style="list-style-type: none"> <li>• A consistent approach across Taranaki for needs assessment.</li> <li>• An integrated information collection, analysis, and reporting system that places people at the centre of the emergency response.</li> <li>• Ability to analyse, prioritise, coordinate, and manage information in order to address the specific needs of individuals, whanau and communities.</li> <li>• Meet the security and privacy requirements outlined by NZ Government.</li> <li>• Meet the reporting requirements required for re-imburement of claims.</li> <li>• Meet the reporting requirements for intelligence reporting to inform a Common Operating Picture.</li> <li>• Ensure the applications are flexible and agile enough to manage multiple responses/events at regional and local level.</li> </ul>	
<p><b>Alignment with identified goals and objectives identified in the CDEM sector.</b></p> <p>This project will enable the following aspects of the Taranaki Group Plan to be achieved:</p> <p>Goal Six of the Taranaki CDEM Group Plan states:</p> <p><i>We enable well managed effective responses, and we support the community's journey of moving on from the impacts of disasters.</i></p>	

It also aligns with Objective 7 of the National Disaster Resilience Strategy

*7. Ensure that the safety and wellbeing of people is at the heart of the emergency management system.*

This also aligns with the Government Technical Advisory Group (TAG) report as a key area of improvement.

*Build the capability and capacity of the Emergency Management workforce and improve the information and intelligence systems that support decision making in emergencies.*

**Dissemination of benefits to sector**

The learnings and outcomes will be applicable to all other Groups with information and outcomes shared. Learnings and outcomes may also inform the further development of the national Awhina project.

**Project design**




Project sponsor	Todd Velvin
Project Manager	To be appointed
Other project members	Taranaki CDEM Group members.
External providers/contractors	NPDC Business Services, off the shelf software providers if required

**Deliverables**

Milestones	Date for completion	Cost
Identify Project Scope	01 June 2021	
Identify system specifications/ requirements for user.	01 July 2021	
Engagement with appropriate providers	August 2021	\$10,000
Research and assessment of solutions – off the shelf & bespoke	August – September 2021	
Presentation of results and decision to progress	30 September 2021	
Development;/Design	October 2021	\$10,000
Testing	30 October 2021	
Implementation	November 2021	\$10,000

**Identified risks**

Risks	Suggested management
<ol style="list-style-type: none"> <li>Inability to deliver milestones on time, due to conflicting priorities – i.e., response to other events.</li> <li>Solution proposed does not meet required specification.</li> </ol>	<ol style="list-style-type: none"> <li>Ensure detailed project plan and management. Ensure flexible timeframes to allow project delay if required with no affect to overall project outcome.</li> <li>Project process and progress to be managed by project owner and team. Oversight and corrective actions identified early to avoid issues and risks to project outcomes and completion timeframes.</li> </ol>

Funding request and use					
CDEM resilience fund contribution	\$30,000				
Local authority/CDEM Group Office contribution	In-kind staff time for project leadership and project outcomes.				
Budget	See above (Project Deliverables)				
Applies if application exceeds \$100,000 over the life of the project	Do you wish to attend a hearing in support of this application? <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Application confirmation					
Approval of Acting Chief Executive NPDC  Date: 26/03/2021  Approval of Coordinating Executive Group Chair  Date: 26/03/2021  Approval of Joint Committee Chair  Date: 26/03/2021	 <i>GM Corporate Finance</i>     <i>M J Clarke</i>				
CDEM Group comment					
<p>Interim welfare needs assessment capability is critical to response. Development of a consistent local-regional solution which is available in the short-term is a priority for Taranaki CDEM Group.</p> <p>Taranaki CDEM Group supports the development and implementation of a national system in the future and note that this project will provide an interim solution to needs assessment until a national system is successfully implemented.</p>					

