

Resilience Fund Application Form

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

Project title	Refinement and implementation of a framework for Professional Engineering Services (private sector) during emergencies
Date of application	February 2024
Details on application	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	Nelson Tasman Civil Defence Emergency Management Group (NTEM)
Sponsoring CDEM Group	Nelson Tasman Civil Defence Emergency Management Group (NTEM)
Other local authorities, Groups or organisations supporting this proposal	Nelson City Council, Tasman District Council, Stantec New Zealand
Project description	
Executive summary <i>[200 words maximum]</i>	
<p>The Problem</p> <p>There have been numerous Civil Defence Response events and subsequent reviews conducted. Common threads across these reviews include:</p> <ul style="list-style-type: none"> - There is currently no nationally standardised structure to engage with professional services. - There are a limited number of engineers trained in Emergency Management and available to respond during an event. - There is limited preparedness collaboration across the private and public sector. - There are limited established relationships between Civil Defence and private sector specialists (Infrastructure, lifelines, and logistics) <p>Engineering practitioners and Emergency Management personnel across the country have highlighted the need for a framework to overcome the above issues and establish practical structures, policy development, processes, and training that could be adopted across all CDEM Groups.</p> <p>The Solution</p> <p>Nelson Tasman Emergency Management (NTEM) and local Engineering Specialists (in kind engagement by Stantec) have been developing a professional services framework to address the issues above. This framework was trialled during the Nelson Tasman August 2022 weather event and</p>	

has subsequently been refined to a point where there is need for investment to progress to a fully developed and implemented methodology and toolkit that can be adopted across the motu. This application seeks to do that.

Case study from the August 2022 framework trial - <https://www.stantec.com/en/projects/new-zealand-projects/n/nelson-storm-event-emergency-response>

Refer to attached PowerPoint slides in supporting documentation for details on the framework.

Challenge/opportunity [200 words maximum]

Multiple events have highlighted the necessity to transition from the reactive engagement of engineering professional services to a deliberate approach. This involves formalised procurement processes and well-defined structures. Rather than relying on a 'call and hope they will respond' model, we aim to establish a framework by which a group of stakeholders can be engaged. These stakeholders will receive training, practice, and integration into Emergency Management within their specialised areas. By doing so, we transform the current question of 'who are these people and what can they do' into a scenario where established relationships exist, complete with clearly defined roles and responsibilities. These roles are designed to support events promptly and effectively when needed.

Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) [200 words maximum]

Goals	Alignment of Project
1. Managing Risks	This program aims to provide an integrated management plan for risk management that can be adopted nationwide, with the safety and wellbeing of communities being paramount. By creating a singular point of contact, the current discrepancies in financial engagement of services, information availability, and direction for response would be resolved, as per alignment with the National Disaster Resilience Strategy (NDRS).
2. Effective Response to and Recovery from Emergencies	Civil Engineering Professional Service providers possess intimate and specialized knowledge that is utilised daily by councils and lifeline utilities for the maintenance, development, and construction of critical assets. The proposed framework aims to establish formalized engagement of professional services prior to and during an event, allowing this knowledge to be harnessed and applied. This, coupled with the further education of engineers nationwide, would create operational field knowledge that is accurate and usable during a response.
3. Enabling, Empowering, and Supporting Community Resilience	This approach would establish a robust procurement of services, training, and education of engineering specialists to align with Emergency Management requirements, accurate risk hazards, and data capture, and mitigate the current ad hoc nature of service engagement. Making this framework accessible to a national level would allow for engagement with community and iwi groups, building a culture of resilience in Aotearoa that everyone can participate in and contribute to the nation's resilience. Subsequently, the flow from response to recovery would be smoother and more efficient.

Alignment with Principles and Allocation Preferences [200 words maximum]

Principles and Allocation Preferences	Alignment of Project
Aligned with NDRS	Noted above
Equitable outcomes for Māori communities	<p>With a localised system nationwide, all will have equitable access to recovery systems / companies / resources. This seeks to eliminate current systemic barriers where personal bias dictates the order of treatment. Instead of relationship-based engagement, this program would initiate system-based engagement.</p> <p>Therefore, the management of professional services for a Level 3 event would be coordinated through CDEM creating equitable and prioritised specialist professional services to emergencies.</p>
Outcome Focused	<p>This program of works is entirely focused on producing a streamlined output of risk management nationwide with a three-tiered plan for the level of response required.</p> <p>It also seeks to increase the level of education to increase the capacity of response in communities through better engagement with CDEM trained and equipped Professional Service providers.</p>
Applicable across regions	This program will be available nationwide to all communities, providing equal opportunities to all.
Builds on existing work to support national consistency	This framework is based on engaging Professional Services into the CIMS model and EM Structures therefore creating a cohesive response.
Projects and outcomes will not be used in commercial products or services	Agreed.
Projects are achievable within one year.	<p>The project will span a maximum of 12 months, with in-kind support from Stantec and other consultancies, NTEM, NCC, TDC, Iwi, FENZ / USAR, and Lifeline Utility Providers (power- national and local, telecommunications, water, transport, and health) for the development and implementation of the exercise. Additionally, Stantec will provide in-kind support for the conference or presentation at the end of the project.</p>
Projects can leverage funding and in-kind contributions from other sources	As above.
Operational expenditure (Opex) projects are preferred	The project is a Opex project.

Application of outcomes/benefits to sector [200 words maximum]

The outcome of this project will address the issues previously outlined, it will:

- Create a nationally standardised structure to engage with professional services.
- Train engineers in Emergency Management, creating a pool of engineers available to respond during an event.
- Increase preparedness collaboration across the private and public sector.
- Build relationships between Civil Defence and private sector specialists (Infrastructure, lifelines, and logistics).
- Provide national templates for response and recovery.

This Response and Recovery system would boost the connectedness of communities in the face of disaster and is applicable for the entirety of Aotearoa.

The implementation of training nationwide will increase community and professional capability and knowledge regarding risk and disaster response, thus promoting an increased state of national readiness.

Ongoing costs (post-project) and how it will be funded [200 words maximum]

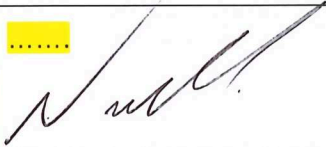
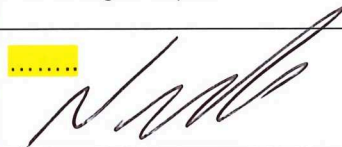
Ongoing costs include the following items and will be covered via in-kind support and local government funding.

- Cost of training
- Cost of exercising
- Maintain currency of the framework
- Post event/exercise reviews and refinement

Project design

Project manager	Luci Swatton (NTEM – Emergency Management Advisor)
Other project members	NTEM working Group – Project Advisory Committee Group Members - Joe Kennedy (NTEM), James Newton (Stantec – in kind support), Grant Maxwell (Stantec – in kind support), Alec Louverdis (Nelson City Council) and Richard Kirby (Tasman District Council)
External providers/contractors	Stantec New Zealand
NEMA resource (if needed)	

Deliverables [Note: payments will be made after successful completion of milestones identified]		
Key milestones	Date for completion	Cost (invoice amount)
Refine and sign off the framework	April 2024	\$5,000.00 (Please refer to funding request section)
Development of Procurement Structure for Professional Services Panel	April 2024	\$5,000.00 (Please refer to funding request section)
Establishment of response and recovery operating policies and procedures	June 2024	\$10,000 (Please refer to funding request section)
Engagement and collaboration with Engineering NZ to ensure alignment, recognition, and professional development	June 2024	\$5,000 (Please refer to funding request section)
Development of training package ensuring alignment with CDEM	August 2024	\$15,000 (Please refer to funding request section)
Exercise planning and implementation	TBC – to align with NTEM Regional Exercise programme	\$10,000 (Please refer to funding request section)
Review and refine structures and processes	Two months post exercise	Stantec In-Kind
Socialisation of framework and tools amongst relevant partners	As per dates set (conferences, committee meetings)	Stantec In-Kind
Identified risks		
Risks	Suggested mitigation / management	
Limited support from stakeholders	Ensure early engagement and robust communications to ensure stakeholders understand the background and the benefit to the framework and development of the tools. Use existing working groups and networks through NTEM and council to build the required support. Stantec, NTEM and both councils are committed to the development of this framework and supporting tools.	

Limited willingness from commercial entities	Early engagement from the private sector and Engineering NZ has shown interest in the framework. Manage the communications and relationship with the private entities and ensure the ongoing input into the framework and tools as they are developed. Ensure early communication of the simulation and open opportunity for participation.		
Cost or time over run	Ensure strong project management and align project meetings to existing meeting (such as CEG) to help mitigate the need for people to reschedule time and commitments. Stantec and NTEM are fully committed to the delivery and budget of this project. Extra time has been allowed for in the project delivery milestones to ensure that the project stays within the project delivery requirements.		
Exercise delivery	The exercise is proposed as an integrated exercise as part of the NTEM regional exercise. This will reduce costs and increase stakeholder exposure to the framework and tools.		
Funding request and use			
CDEM Resilience Fund contribution	\$50,000.00		
Local authority / organisation contribution			
Other sources of funding or support	\$105,000.00 (in-kind support through engineering consultancies)		
Budget <i>[please supply spreadsheet]</i>	Please see attached project delivery cost breakdown spreadsheet		
Applies if application exceeds \$100,000 over the life of the project	Are you prepared to attend an interview in support of this application (if needed)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Application confirmation			
Is this application from an individual or other organisation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Does the CDEM Group support this application? <i>[sign off below confirms support]</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding]			
	Name: Nigel Philpott		
Approval of CEG Chair			
	Name: Nigel Philpott		

All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair

CDEM Group comment

As the submitter Nelson Tasman Emergency Management Group supports this application.

Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA at resilience.fund@nema.govt.nz

NEMA Assessment [internal use only]

Principles	Yes	No
Local / regional focus	<input type="checkbox"/>	<input type="checkbox"/>
Values the role of Māori in the Emergency Management System	<input type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input type="checkbox"/>
Allocation Preferences		
Alignment with NDRS	<input type="checkbox"/>	<input type="checkbox"/>
Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations	<input type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions / CDEM Groups	<input type="checkbox"/>	<input type="checkbox"/>
Supports national consistency	<input type="checkbox"/>	<input type="checkbox"/>
Wider funding / resource commitment	<input type="checkbox"/>	<input type="checkbox"/>
Build on existing work	<input type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input type="checkbox"/>
Capital expenditure (Capex)	<input type="checkbox"/>	<input type="checkbox"/>
Other		
Application from individuals or other organisations endorsed/sponsored by CDEM Group		
NEMA Subject Matter Expert Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>

NEMA Regional Emergency Management Advisor Comment Supported Not supported

NEMA Review Panel Comment Supported Not supported

NEMA Director Decision Sign-off Approved Declined

Director of Civil Defence Emergency Management

Appendix A Report Template

CDEM Resilience Fund Project Status Report		Date: DD MMMM YY
Project title		Project number
Project manager	Contact details	
Executive summary of status		
Progress of deliverables		
Milestones	Status (on track, delayed, etc.)	Progress this quarter and next steps

Identification of any issues (actual or potential)						
	Issue	Mitigation				
Schedule						
Staff resources						
Budget						
Dependencies						
Stakeholders						
Quality						
Other						
Budget						
Activity	Expenditure to date	Budget to date	Full year budget	Budget forecast	Variance	

Comment on variance		
Confirmation		
I confirm the status report is accurately reflected and the invoice amount is correct.		
		CEG Chair
Project Manager	Chief Executive	
Comment by Resilience Fund Coordinator		