

# 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	<b>Te Tai o Poutini – West Coast Emergency Resource Cache for alternate or expanded Emergency Coordination Centres</b>
Date of application	19 February 2024
<b>Details on application</b>	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	West Coast Emergency Management Group.
Sponsoring CDEM Group	West Coast Emergency Management (WCEM) Group
Other local authorities, Groups or organisations supporting this proposal	West Coast Coordinating Executive Group and Joint Committee agencies. Including representation on both from Te Rūnanga o Makaawhio and Te Rūnanga o Ngāti Waewae.
<b>Project description</b>	
Executive summary <i>[200 words maximum]</i>	
<p>This is a similar application to the unsuccessful application made last year for emergency cache equipment. The Coordinating Executive Group and Joint Committee asked that the application be refined and resubmitted to indicate our continued need for alternate cache of emergency supplies located across the region to assist with establishing alternate or scaling up Emergency Operation Centres (EOCs).</p> <p>This proposal seeks support to improve WCEM, Te Rūnanga o Makaawhio, Te Rūnanga o Ngāti Waewae, response coordination with the provision of emergency resources with appropriate arrangements to utilise, reconstitute and maintain.</p> <p><b>Option One</b> This proposal seeks funding for five emergency management caches at a cost of \$30,000 each for two key functions:</p> <ol style="list-style-type: none"> <li>1. alternate ICP/EOC/ECCs for WCEM and partners,</li> <li>2. support Marae based response operations.</li> </ol> <p>The proposal involves developing agreements between WCEM, district councils and Iwi regarding user agreements, protocols, capability development, and asset management. To do this a cost of project management is set at \$20,000.</p> <p><b>Option Two</b> The total cost sought is \$170,000. However, to acknowledge the pressure on the reduced fund total, a reduction from five to three cache would also improve capacity. The amount sought would reduce from \$170,000 to \$110,000.</p> <p>The caches are intended to contain equipment for disaster response coordination at a community, local or regional level. A full list of cache contents is at the back of this application. It contains items such as:</p> <ul style="list-style-type: none"> <li>- 20 ft container</li> </ul>	

- Electricity supply
- Furniture
- Food, water supplies
- Sanitation kits.

**Challenge/opportunity [200 words maximum]**

WCEM in conjunction with the CDEM Resilience Fund recently facilitated a container project design plan after Westland District Council funded and implemented community resilience caches in locations across Westland as a pilot. This pilot study has already empowered communities to their build CRG capability and enabled them to leverage other funding to build resilience.

Emergency equipment across our EOCs and marae is limited and there is limited alternate equipment that is fit for purpose and securely stored for response coordination. Each district council, community and agency are currently committing to building response capability and strategically placing equipment. In many cases partners of WCEM need the secure storage to commence improving specialist equipment stock to then build volunteer and community knowledge and understanding of their role and responsibility in a disaster.

Facilities for civil defence purposes should have an NBS percentage of 67% to be able to be used. Because these caches will be made up of a container and shelter, it is more likely they will be ready and available for response unlike the the facilities currently utilised that will sustain significant damage in an event such as the alpine fault rupture.

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

This proposal meets the intent of the following NDRS priorities and objectives:

Priority: Effective response to and recovery from emergencies –

Objective 8) Build the relationship between emergency management organisations and iwi/groups representing Māori, to ensure greater recognition, understanding, and integration of iwi/Māori perspectives and tikanga in emergency management

Objective 10) enable and empower community level response, and ensure it is connected into a wider coordinated responses.

Objective 11) Build the capability and capacity of the emergency management workforce for response and recovery

Priority: Enabling, empowering, and supporting community resilience –

Objectives: 13)... build resilience, paying particular attention to those people and groups who may be disproportionately affected by disasters,

Objective 14) . Cultivate an environment for social connectedness which promotes a culture of mutual help; embed a collective impact approach to building community resilience

Objective 15) ... take a whole of city/district/region approach to resilience

Objective 16) Address the capacity and adequacy of critical infrastructure systems, and upgrade them as practicable, according to risks identified

**Alignment with Principles and Allocation Preferences [200 words maximum]**

**Principles**

This proposal is a consistent region wide approach to raising capability to respond to catastrophic events.

**NEMA involvement is critical** to support this initiative, without this we may not have interoperable arrangements and equipment critical to any multi-agency response.

**Allocation Preferences**

The project is outcomes focussed. There is strong alignment with NDRS, and our iwi partners Te Rūnanga o Makaawhio, Te Rūnanga o Ngāti Waewae and Te Rūnanga o Ngāi Tahu.

This project **supports national consistency** for regions to improve their own resilience as major events will quickly overwhelm the system in the first few weeks following an alpine fault rupture or similar scale event.

**Wider funding / resource commitment** is being gathered for a long-term EM cache resilience projects by councils, Iwi and WCEM that will compliment this work.

This **project builds on existing work** completed in the West Coast Resilience Action Plan project funded by the NEMA Resilience Fund. All three territorial authorities have made improvements to the emergency resources across the region in a more planned and consistent approach.

The proposal is primarily **Capital Expenditure**.

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

The objective of this project is to improve access to response equipment for territorial authorities, WCEM and Iwi through provision of alternate response equipment. This reduces the need for immediate support from out of the region (for example from NEMA/NZDF) to access, supply and manage existing equipment, provide emergency capability for key facilities across the region.

Partnering with Iwi to build capability alongside WCEM will greatly improve emergency management and coordination during response and recovery. Whanau wellbeing will be improved through emergency response as marae will have the arrangements with CDEM EOCs/CRGs but also the resources and knowledge to deliver support during emergencies.

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

Ongoing costs and resources to maintain this equipment as well as capability development will be provided by all partners involved including: Te Rūnanga o Makaawhio, Te Rūnanga o Ngāti Waewae, Te Rūnanga o Ngāi Tahu, Westland District Council, Grey District Council, Buller District Council, and WCEM.

This project will be a catalyst to create a region wide approach to building our capability for the next disaster. Further capital investment will occur from WCEM, councils, and partners to improve collective capability to respond to medium to large scale events.

Ongoing training and development of the emergency containers will be required by WCEM and Iwi to maintain and develop capability. It is expected this will complement existing or planned additional resource storage over time.

WCEM will contribute resource to oversee, manage and coordinate the cache equipment once in place to make sure it is available to all partners when it is required for emergency management to assist support or lead agency response and recovery.

Cache Asset Management Programme will be led by WCEM with support from all three District Councils Asset Management teams to continue to maintain the assets in future.

**Project design**

Project manager	West Coast Emergency Management
Other project members	Representatives from each of the three territorial authorities. Te Rūnanga o Ngāti Waewae Te Rūnanga o Makaawhio
External providers/contractors	
NEMA resource (if needed)	Specialist advice and support on decision of best equipment and project design required to support project partners.



**Deliverables** *[Note: payments will be made after successful completion of milestones identified]*

Key milestones	Date for completion	Cost (invoice amount)
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Project Plan finalised and Project Manager contracted with reporting lines with WCEM	August 2024	\$20,000
WCEM & Iwi Emergency Management Resilience partnership arrangements.	December 2024	<i>(from \$20,000 project management)</i>
Cache equipment & site option assessment with WCEM & Iwi including location for equipment.	December 2024	<i>(from \$20,000 project management)</i>
Te Rūnanga o Makaawhio Marae cache equipment purchase and placement	February 2025	\$30,000
Te Rūnanga o Ngāti Waewae Marae cache equipment purchase and placement	February 2025	\$30,000
Coordination Centre Caches equipment purchase & placement	By June 2025	\$90,000.00

### Identified risks

Risks	Suggested mitigation / management
Poor engagement with Te Rūnanga o Makaawhio, Te Rūnanga o Ngāti Waewae and Te Rūnanga o Ngāi Tahu	Continued engagement with Iwi to ensure appropriateness of resources for their role, plans are made in partnership and the project implementation process is appropriate.
Creation of unrealistic expectations of ability to deliver in the community	Minimised expectation from outset; increased delivery of wananga as attendance demands; consultation and clear communication of the scope and ability to deliver at outset.
Equipment price change & Over Budget	Increase in price of equipment, supply and implementation will require be mitigated by reviewing options and in some cases reducing equipment purchased based on priority and community vulnerability and isolation.  Quotes from developers will be received before the build and if over budget, less costly options will be selected, objectives will not be compromised and there will not be any overspend on the project.
Shortage of hardware/supplies	Order early once application approved to avoid supply chain delays. Major equipment impacted by supply chain already part way through the procurement process prior to application approval including quotes.
Cashflow	Cashflow risks are a common aspect of digital projects because of the high numbers of hours of work in the commencement and initial sprint phases in a project kick off. We have previously managed this risk by ensuring that milestones and invoice weightings are spaced appropriately over project timeframes. This will be repeated as it worked well previously.
Project incomplete	Progress payments based on delivery of milestones.

Poor interoperability between caches and other regions equipment	Specialist advice and review of project prior to implementation from the NEMA Deployable Capability Team. Combined regional approach to equipment type led by the WCEM Manager.		
Resourcing	<p>External project resource factored into application to provide coordination and support. The region is frequently activated to response to events, and additional project management is required to ensure delivery of milestones.</p> <p>This project will be overseen by the WCEM Group Manager.</p> <p>This arrangement successfully mitigated this risk for a recent project which were affected by COVID and multiple severe weather events among others.</p>		
<b>Funding request and use</b>			
CDEM Resilience Fund contribution	\$170,000 for FIVE cache (or \$110,000 for THREE)		
Local authority / organisation contribution			
Other sources of funding or support			
Budget <i>[please supply spreadsheet]</i>	<b>\$170,000.00</b> (OR \$110,000 for THREE) (refer Pag 12 for breakdown)		
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"/>
<b>Application confirmation</b>			
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: Darryl Lew, Chief Executive, West Coast Regional Council		
Approval of CEG Chair			
	Name: Paul Morris, Chief Executive, Grey District Council		

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

**CDEM Group comment**

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](mailto:resilience.fund@nema.govt.nz)

NEMA Assessment [internal use only]		
Principles	Yes	No
Local / regional focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Values the role of Māori in the Emergency Management System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allocation Preferences		
Alignment with NDRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions / CDEM Groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supports national consistency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wider funding / resource commitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Build on existing work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Capital expenditure (Capex)	<input checked="" 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.

**Project Manager**

**Chief Executive**

**CEG Chair**

Comment by Resilience Fund Coordinator

EQUIPMENT		Locations				
Container - 20ft A Grade/Premium container	\$10,000	WDC	Alt EOC	1	\$ 30,000.00	\$ 30,000.00
Delivery	\$1,000					
Foundation stabilisation attachments	\$1,500	WCRC	Alt ECC	1	\$ 30,000.00	\$ 30,000.00
Ventilation	\$200					
Electricity		BDC	Alt EOC	1	\$ 30,000.00	\$ 30,000.00
· Caravan power socket for mains power						
· Generator adapter plug and switch for solar		IWI				
· Wired up with lights (Internal and external)		Makaawhio		1	\$ 30,000.00	\$ 30,000.00
· Power sockets inside x4 and outside x2	\$3,500	Ngāti Waewae		1	\$ 30,000.00	\$ 30,000.00
Generator (Diesel)	\$3,500					
Fuel Storage x4 empty jerry cans	\$200	Project Coordinator		1		\$ 20,000.00
RCD Power boxes and extension cords	\$200				TOTAL	\$ 170,000.00
Solar Panel kit	\$1,500					
Power Inverter	\$500					
Shelves and fold down desk	\$500					
Cooking outdoors	\$400					
Toilet and shower	\$300					
Trestles x6 1200 \$69	\$414					
Chairs x10 (folding) @\$35 each mitre 10	\$350					
Painting inside and out with signage	\$2,000					
Gazebo or tent	\$500					
Utensils and food etc	\$300					
Food for 3 days (E food 240serving/25 year long life)	\$1,500					
Water storage and filtration	\$200					
Freight/Misc	\$1,436					
<b>Total Unit Cost</b>	<b>\$30,000</b>					