

# 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	Consistent and effective flood warning and evacuation protocols
Date of application	9 February 2024
<b>Details on application</b>	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	National Flood Warning Steering Group c/o Regional Software Holdings Ltd
Sponsoring CDEM Group	BOP CDEM Group
Other local authorities, Groups or organisations supporting this proposal	Bay of Plenty RC, Waikato RC, Horizons RC, Waikato CDEM Group, Horizons CDEM Group
<b>Project description</b>	
Executive summary <i>[200 words maximum]</i>	
<p>The National Flood Warning Steering Group provides direction to the Regional and Unitary Councils among other things to; raise the flood warning standards across New Zealand.</p> <p>Funding is sought to achieve a national standard for the following:</p> <ul style="list-style-type: none"> <li>• Evacuation Protocols</li> <li>• Flood Warning Manual Template</li> <li>• Flood Management Training Modules</li> </ul> <p>The funding would be for a Facilitator/Coordinator to ensure the achievement of the above and for consultants to undertake the formation of them.</p>	
Challenge/opportunity <i>[200 words maximum]</i>	
<p><b>Evacuation Protocols</b></p> <p>Well defined to reactive ad-hoc protocols exist across the 16 Regional and Unitary Councils. Should standardise to a consistent high standard so that all parties have defined consistent roles to play in the event of a river flooding driven evacuation.</p> <p>Intention is to base a national standard off the Evacuation Protocols developed for the evacuation for flood hazard of Edgecumbe, Bay of Plenty.</p>	
<p><b>Flood Warning Manual Template</b></p> <p>There are variances across the 16 Regional and Unitary Councils in how each organisation sets out its <i>roles and responsibilities</i> in the advent of a river flood event. Documentation is either contained within one manual or is spread across several.</p>	

The intention is to settle on one format, in one manual, for all of the Regional Council and Unitary Authorities. This will ensure consistency across New Zealand and make it easier for any staff who are required to provide assistance for a flood event in another region.

### **Flood Management Training Modules**

A recent maturity study across the 16 Regional Council and Unitary Authorities revealed that training and exercising for flood events was varied.

What is needed is a series of core training modules that can be utilised by flood management staff from any of the 16 Regional Council and Unitary Authorities. These would then supplement more specific training that is required for each individual organisation.

Training modules would be for:

- Introduction to flood management
- Basic flood management documentation
- Introduction to relevant nationally available software
- Stopbank monitoring
- Water safety around flood waters

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

### **Evacuation Protocols**

This initiative aligns with particularly well with Objective 2: Effective Response to and Recovery from Emergencies. It also touches on elements of Objective 1: Managing Risks and Objective 3: Enabling, Empowering and Supporting Community Resilience.

Alignment with Objective 2 as follows:

- A nationally consistent evacuation protocol helps to ensure that safety and wellbeing of people is paramount.
- The process of setting up of an evacuation protocol includes engagement with Maori and the community.
- A nationally consistent evacuation protocol strengthens the system and ensures a consistent response to emergencies.
- The evacuation protocol will set out clear responsibilities for response and connections into the wider coordinated responses.
- Improved intelligence system that supports decision making in emergencies.

### **Flood Warning Manual Template**

Again, this initiative aligns with particularly well with Objective 2: Effective Response to and Recovery from Emergencies. It also touches on elements of Objective 1: Managing Risks and Objective 3: Enabling, Empowering and Supporting Community Resilience.

Alignment with Objective 2 as follows:

- Nationally consistent and mature Flood Warning Manuals ensures that flood management activities will:
  - Enhance the safety and well being of people by ensuring adequate warning is given of impending flooding impacts.

- Sets out clearly what role the flood management team plays thereby ensuring a clear guidance of responsibilities is given to other parties.
- Improves the information and intelligence systems that supports decision making.

**Flood Management Training Modules**

Aligns with Objective 2: Effective Response to and Recovery from Emergencies

Alignment with Objective 2 as follows:

- Well trained flood management teams will:
  - Understand their roles and responsibilities.
  - Be aware of the Health and Safety aspects of responding during a flood event.
  - Collect high quality relevant data.

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

***Aligns with NDRS***

Yes – Alignment as per the descriptions provided under the ‘Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS)’ section of this application.

***Is outcome focused. Supports national consistency.***

Yes

- An agreed national evacuation protocol will enable CDEM and Councils to develop localised evacuation protocols swiftly and easily. In a flood event supporting agencies will find the protocols familiar and easy to follow.
- A standard Flood Manual template will ensure the all the basic flood warning information is covered. Consistent documentation will again be familiar to partner agencies providing support during a flood event.
- Well trained flood teams will ensure a professional response, gathering high quality information in a safe and supported environment. Also assists other Councils providing support outside of their region in a significant flood event.

**Applicable in other regions / CDEM Groups**

Yes - Standardised protocols, documentation and training will be consistent across the regions.

**Operational expenditure**

- This project is based on operational expenditure.

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

**CDEM Sector benefit:**

An agreed evacuation protocol template. All partner agencies agreeing to and being aware of their roles and responsibilities before and during an evacuation. Consistency across the regions as well as at local level.

National standard for flood warning manuals and flood management training will enable Councils to provide a more consistent and structured flood response across the country.

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

**Evacuation Protocols**

As a working protocol is already being used the intention is to roll this out to the individual Regional Council and Unitary Authorities. It would then be up to them to gain acceptance from the territorial authorities within their region. It is proposed to hold online workshops with relevant staff at each Regional Council and Unitary Authority. It is requested that a Facilitator/Coordinator is funded to set up these workshops. BOPRC and EMBOP staff to attend and supported by a NEMA representative (Alice Evans). The estimated cost for the Facilitator/Coordinator is **\$6000 + GST**. Any costs in excess of this will be covered by the National Flood Warning Steering Group (NFWSG).

**Flood Warning Manual Template**

Tonkin and Taylor have been engaged by the NFWSG to undertake a Flood Procedures Maturity Assessment (2<sup>nd</sup> review) of the 16 Regional Councils and Unitary Authorities. The cost of this is \$31,900 + GST. This is being funded by the NFWSG.

As an extension of this review Tonkin and Taylor have been requested to provide a proposal to develop a template for flood warning manuals that can be utilised by all. The cost of this template development is **\$25,100 + GST**. It is this cost that is being sought from this fund.

**Flood Management Training Modules**

The base material for these modules already exists. The intention is to develop a series of training video's utilising this material and presented by BOPRC and Waikato RC staff. Staff time will be captured internally but the video production is to be undertaken by a contracted film crew (Media Masters). The cost of the film crew and production is estimated to be **\$10,000 + GST**. Any costs in excess of this will be covered by the National Flood Warning Steering Group (NFWSG).



As staff time is the major component and is supplied by BOPRC and Waikato RC we are seeking the production costs only.

**Project design**

Project manager	Mark Townsend
Other project members	Mark Townsend, Dana Thompson, Brent Wilson, Rick Liefing
External providers/contractors	Tonkin and Taylor, Media Masters
NEMA resource (if needed)	Alice Evans

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

Key milestones	Date for completion	Cost (invoice amount)
Evacuation Protocols	1 December 2024	\$ 6,000 + GST

Flood Procedures Maturity Assessment	31 July 2024	Funded by NFWSG	
Flood Warning Manual Template	30 September 2024	\$ 25,100 + GST	
Flood Management Training Modules	1 December 2024	\$ 10,000 + GST	
<b>Identified risks</b>			
Risks	Suggested mitigation / management		
Staff time (project team and Councils)	Extended delivery time (whole year)		
Agreement of evacuation protocols	Individual workshops supported by NEMA		
<b>Funding request and use</b>			
CDEM Resilience Fund contribution	\$ 41,100 + GST		
Local authority / organisation contribution	\$ 31,900 + GST and staff time		
Other sources of funding or support	N/A		
Budget <i>[please supply spreadsheet]</i>	\$ 73,000 + GST		
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 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 type="checkbox"/>
Does the CDEM Group support this application? <i>[sign off below confirms support]</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding]			
	Name: Fiona McTavish		
Approval of CEG Chair			
	Name: Fiona McTavish		
All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair.			

<b>CDEM Group comment</b>

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 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		
<b>NEMA Subject Matter Expert Comment</b>	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

Empty space for comment on variance.

Confirmation

I confirm the status report is accurately reflected and the invoice amount is correct.

Signature area for Project Manager

Signature area for Chief Executive

Signature area for CEG Chair

Comment by Resilience Fund Coordinator

Empty space for comment by Resilience Fund Coordinator.