

INTRODUCTION

Welfare response is a coordinated action undertaken by government and non-government agencies and organisations to ensure individuals, families and whānau and communities affected by an emergency are supported to cope with the event in the best possible way under the circumstances.

Successful delivery of welfare support depends on the ability of agencies to work together in a coordinated effort. This is achieved through agencies prior to an event having an understanding of risks and community vulnerabilities and having built relationships in order to adequately reduce, prepare for, respond to and be able to recover from the event.

Welfare delivery in Tairāwhiti is coordinated by the Welfare Coordination Group (WCG). This group works across the 4R's of Civil Defence and Emergency Management (CDEM) to establish community resilience. A work plan is created yearly by the WCG members to prioritise projects.

PLAN PURPOSE

This document has been created with the purpose of planning and coordinating the activities of the WCG for Tairāwhiti over the 2019 calendar year. The Plan will be reviewed every year to reconfirm the WCG activities and priorities.

PLAN PRIORITIES

Priorities for the 2019 calendar year as set by the WCG and the Group Welfare Manager are listed below and are discussed in more detail in the table on page 2. The priorities for 2019 are:

- **Provide strategic direction for the WCG** and welfare function through appropriate planning and engagement of welfare service agencies ensuring capacity, capability, roles and responsibilities are clearly articulated in planning documentation;
- **Review, update and create key documentation** such as induction material, action plans, MOU's and individual agency plans.
- **Review Civil Defence Centre (CDC)** arrangements, documentation, training and exercising;
- **Assess and deliver training and participate in exercises;**
- **Ensure member agency is engaged and resilient** with each agency giving a yearly presentation/update at a WCG meeting.
- **Development of plans around each of the 9 Welfare sub functions.**
- **Attend the Group Welfare Managers forum in May.**

Occasionally there may be a need to add or re-prioritise items identified in the work programme. When this occurs, these changes will be communicated to WCG and to the CEG/CDEM Group members. An example of a change of priorities would occur from a corrective action plan following a response or from unidentified national priorities which require group level input or action.

Continuing work programme activities

There are a number of activities which continue from year to year (see appendix 1):

- Coordinate meeting dates and venues, attendance at meetings, preparations of agendas, minutes, arranging guest speakers, activities and presentations;
- Ensure an up to date contact list is completed and distributed to members frequently;
- Undertake reviews of the Group Welfare Plan, Terms of Reference and the work programme, as programmed;
- Provide induction to any new WCG members;
- Prepare an agenda item for the meetings of the Coordinating Executive Group (CEG) and the Northland CDEM Group;
- Represent the WCG through engaging in developing Ministry of Civil Defence and Emergency Management plans and guidelines;
- Attend the National Group Welfare Managers Forum(s);
- Engage with the National Welfare Coordinator on a regular basis and distribute National Welfare Coordination Group (NWCG) meeting minutes;

Reporting

The WCG work programme will be reported on quarterly at WCG meetings and during the reporting periods Tairawhiti WCG members will have the opportunity to discuss progress on projects and reprioritise if required. The WCG Chair will include the finalised WCG work plan at the first CEG meeting of the year and report on yearly progress at the final CEG meeting for the year.

Developing Future Work Plans

Activities for the work plan for the 2020 calendar year will be workshopped at the final meeting for the 2019 year. The activities which WCG members put forward will be prioritised and confirmed at the first meeting of the WCG in the 2020 year

YEARLY WORK PROGRAMME

Attachment 19-121.1

The activities in this yearly work programme will be undertaken by the Group Welfare Manager(s) on behalf of the WCG over the calendar year.

Project	Task / Action	Comments
Support quarterly WCG meetings and general admin	<ul style="list-style-type: none"> Coordinate attendance of meetings, prepare agendas, minutes, arrange venue, guest speakers and presentations. Distribute meeting agenda/minutes in a timely manner 	<ul style="list-style-type: none"> Meetings: <ul style="list-style-type: none"> 4 March 19 5 August 19 2 December 19
Promote the activities of the WCG, engaging current members and recruitment of potential new members	<ul style="list-style-type: none"> Identify agencies that are not a member of WCG or are disengaged Approach welfare agencies to promote engagement with WCG. Meet with representatives from welfare agencies at least yearly 	<ul style="list-style-type: none"> Identify opportunities to engage with welfare agencies
Reporting to CEG	<ul style="list-style-type: none"> Complete reports on projects and other activities for CEG meetings as required. 	<ul style="list-style-type: none"> Chair represents WCG.
Reporting the WCG work plan.	<ul style="list-style-type: none"> Quarterly progress reports at meetings on projects to WCG 	<ul style="list-style-type: none"> Progress reports to the WCG members at meetings The final meeting of the year will confirm agreement on the next year's work plan.
Involvement in MCDEM welfare activities	<ul style="list-style-type: none"> Group Welfare Manager and nominated members to attend the National Welfare Forum, workshops and meetings. Engage with National Welfare Coordinator on a regular basis 	<ul style="list-style-type: none"> Reporting to the WCG
Investigate new opportunities	<ul style="list-style-type: none"> Identify opportunities that will enhance the preparedness of the WCG. 	<ul style="list-style-type: none"> Identify training, workshops, guest speakers and seminars. Identify projects that will be of interest to CDEM Group and WCG.
WCG Contact list	<ul style="list-style-type: none"> Maintain contact details ensuring that BAU and operational details are maintained and kept confidential. 	<ul style="list-style-type: none"> Distribute and update contact details at meeting.

WORK PLAN FOR 2019

Attachment 19-121.1

Project	Task / Action	Person Tasked	Comments
Knowledge of Welfare Plan	Each agency to review the Welfare Plan for understanding of their specific roles and responsibilities prior to our training.	All	Prior to training date
Establish Training schedule starting with CDC Exercise	<ul style="list-style-type: none"> Table-top workshop to prepare & learn roles Exercise to include CDC setup, handling displaced volunteers, transition between shifts - 'activating' new CDC at Salvation Army 		Agreed date Saturday early June 10am – 2pm
Alternate to each position	Each agency to inform Tairawhiti CDEM of contact details of each position's alternate within their sub function.	All	
Uawa –/ Te Karaka flood 2018	Lessons learnt and recommendations to follow-up once WCG receive debrief notes from CEG GWM to collate and action if amendments required in Group Welfare Plan	All Penny	
Regional Plans	Assist Animal Welfare Emergency Management to develop their regional AWEM plans	Wayne & Penny	Underway and ongoing
Public awareness/messaging	Following release of CD review report, WCG need to identify gaps, interdependencies and capacity of each sub function: <ul style="list-style-type: none"> Each organisation to provide messaging templates 	All	
Review, update and create key documents	Up-date the appendix plans to the Group Welfare Plan: <ol style="list-style-type: none"> Roles and responsibilities of WCG members (APP B) Activation, information management and reporting Tairawhiti Civil Defence Centres 		

SUB FUNCTION WORK PLAN FOR 2019

Attachment 19-121.1

Sub-function	Actions	Lead	Comments
Registration	Develop criteria and a process for registration. Update all paper based registration forms and information.	Tairāwhiti CDEM	This will be dependent on changes with EMIS.
Needs Assessment	Develop and implement a coordinated needs assessment plan. Provide training for those carrying out needs assessment.	Tairāwhiti CDEM	
Inquiry	Work will be undertaken once the Police Inquiry system is developed.	Police	
Care & protection for children and young persons	Develop procedures for care and protection for children and young persons in an emergency. Develop key messaging.	Oranga Tamariki	
Psychosocial support	Continue meeting with stakeholders to progress activities as identified in the Psychosocial Plan	Tairāwhiti CDEM / DHB	
Household goods and services	Determine requirements of the sub-function. Develop and implement a household goods and services plan.	Tairāwhiti CDEM	
Shelter & accommodation	Develop relationships and operational partnerships. Develop and implement an emergency shelter and accommodation plan.	Tairāwhiti CDEM/MBIE	
Financial assistance	Collate an understanding of what arrangements organisations have that relate to resource capacity and correct delegations. Through our National arrangements - encourage agencies to continue planning for financial assistance through development of their internal procedures and processes. Coordinate provision of information about and access to the wide range of financial assistance available. Update WCG on changes and progress with the Financial Assistance sub-function that might impact upon how we operate in an event.	MSD	This sub-function is often driven at a national level and our focus will involve applying this work in a Tairāwhiti context
Animal welfare	Having Identified & engaged with key stake holders in Tairāwhiti, continue consultation & working together. Assist Animal Welfare Emergency Management to develop their regional AWEM plans	MPI	