



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Practical tools for CDEM welfare management
Date of application	19 August 2015
Details on application	
Lead local authority	Northland Regional Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Auckland, Waikato, Bay of Plenty, Taranaki, Manawatu-Wanganui, Wellington, Nelson-Tasman, Canterbury, West Coast and Southland CDEM Groups
Project description	
<p><i>He aha te mea nui o te ao?</i> <i>He tangata! He tangata! He tangata!</i> <i>What is the most important thing in the world?</i> <i>It is people! It is people! It is people!</i></p>	
<p>Executive summary [200 words maximum description.]</p> <p>The purpose of this project is to facilitate improvement of welfare planning and management across New Zealand by developing a sector-driven work programme designed to address the current gaps that have been collectively identified by CDEM Groups, and develop practical tools that will assist all CDEM Groups with implementation of the revised Welfare Director's Guideline. The project will be delivered over a two-year timeframe, designed to 'kick-start' development of high priority tools/resources aimed at assisting CDEM Groups to implement the requirements of the revised Welfare Director's Guideline.</p> <p>The response to the Canterbury earthquake events of 2010 and 2011 involved welfare activities across New Zealand, and resulted in a number of lessons learned and changes to thinking about welfare response to large emergency events. In 2013, the welfare 'Corrective Action Plan' (CAP) was released to CDEM Groups and welfare agencies by MCDEM. The CAP includes revision of the welfare services section of the National CDEM Plan, supported by and among other actions, updates to both the Guide to the National CDEM Plan and the MCDEM Welfare Director's Guideline.</p> <p>It is difficult to argue that the primary focus of the CDEM sector should be on the welfare of people. The new requirements of the National CDEM Plan and supporting documents, including the Welfare Director's Guideline, have led to increased welfare responsibilities across the CDEM sector. While the Welfare Director's Guideline provides a good overview of the requirements for welfare and as much supporting information as possible, much work remains to be done to support the planning and operational requirements for welfare at the regional (CDEM Group) and local (Territorial Authority) levels.</p> <p>Feedback from participants at recent national welfare forums indicates a high degree of willingness to collectively develop welfare tools/practices across New Zealand, and an ongoing need for sharing and engagement across the welfare sector.</p>	
<p>Problem/opportunity [200 words maximum description.]</p> <p>While recognition of the importance of welfare and requirements for welfare has increased, many CDEM Groups have limited welfare resourcing. While some Groups have full-time welfare managers, many Group and Local welfare managers are required to juggle their welfare responsibilities alongside other employment responsibilities.</p>	

Despite limited resourcing, there is a wealth of welfare experience and best practice within the Groups, and a high degree of willingness to share best practice amongst welfare professionals in the CDEM sector. The key issues preventing the development and sharing of best practice are the lack of a single coordinated work programme, a lack of welfare manager time and a lack of targeted funding to make improvements to welfare preparedness.

There is a collective opportunity to improve welfare planning and management by developing a sector-driven work programme designed to address the current gaps that have been collectively identified by CDEM Groups, and develop practical tools that will assist all Groups with implementation of the revised Welfare Director's Guideline.

Development of a collective, sector-driven welfare work programme will align with MCDEMs welfare work programme, and provide benefits for all CDEM Groups. Examples of specific work areas as identified at the May 2015 welfare forum, are:

- Guidance for working with community groups
- Sector collaboration/information sharing forums (including on-line forums)
- Development of welfare training packages/resources
- Development of templates for planning/welfare operations
- Support for development of the use of EMIS for welfare

A sector-driven welfare work programme will be designed to address the priority gaps with welfare planning and operations that would be of most collective benefit to all groups.

Alignment with identified goals and objectives *[200 words maximum description.]*

This project closely aligns to national and regional welfare goals and objectives as follows:

Goals/objectives

Alignment

Welfare Corrective Action Plan

1. 'Assigning welfare equal place with other aspects of emergency management...'
2. 'Integration across roles, responsibilities and processes encompassing the whole system and all stakeholders and capacity and capability development'

Recognises the importance of welfare services, and seeks to improve capacity and capability of all CDEM Groups

National CDEM Plan

The objective of the welfare services function is to carry out activities across the 4 Rs to provide for the needs of people affected by an emergency and to minimise the consequences of the emergency for individuals, families and whānau, and communities.

Facilitates identification and development of tools that will assist CDEM Groups to facilitate welfare provision

Revised Welfare Director's Guideline

- Provide operational detail to support the arrangements in the National CDEM Plan 2015
- Provide a basis for welfare capability development

Develops priority operational details and assists welfare capability development

Northland CDEM Plan

Vision: 'Working together to create resilient communities in Northland'

Goal 3: 'Enhancing capability to manage civil defence emergencies (Response)'

Goal 4: 'Enhancing capability to recover from civil defence emergencies (Recovery)'

Supports the direction of all CDEM groups in promoting community resilience, ensuring effective response and recovery and improving welfare service delivery

Dissemination of benefits to sector *[200 words maximum description.]*

Dissemination of benefits will be via:

- A project steering group, comprising representatives from all participating CDEM Groups to CDEM Groups and Welfare Coordination Groups
- Online forums and information sharing across CDEM Groups (a primary focus is to share best practice)
- Regular project emails and updates to welfare forum contacts across New Zealand.

Examples of specific tools identified by participants at the May 2015 welfare forum thought to be of benefit include:

- Guidance for working with community groups: Community Response Planning; Marae; working alongside Community Link/agencies; working with the health sector
- Welfare forums and sector collaboration/information sharing: on-line forums for sharing ideas/information; welfare sector resource database; calendar of national meetings/welfare-related events; buddy-system for welfare managers; regional welfare forums
- Development of welfare training package/resources: starting with welfare managers
- Development of templates for planning/welfare operations: such as induction for WCG members and agencies (information booklets, contact lists); PIM messaging; CDC management; needs assessment forms; animal welfare planning; CDC signage; welfare resource matrices
- Use of EMIS for welfare: use as a BAU tool; review and update of welfare information collection and management within EMIS (and between EMIS and other agency systems).
- An evaluation of other online systems which could be utilised in the welfare sector (i.e. KoBo toolbox).

Project design

Project manager	Claire Nyberg
Other project members	Representatives from CDEM Groups supporting the proposal (as above)
External providers/contractors	Emergency management contractor (with national CDEM welfare management experience)

Deliverables

Milestone	Date for completion	Cost
Form project steering group	July 2016	\$ 1,000.00
Identify/prioritise tools for welfare management	Aug. 2016	\$ 2,000.00
Confirm 2016/17 work programme	Sept. 2016	\$ 2,000.00
Develop/deliver tools per 2016/17 work programme	June 2017	\$30,000.00
Annual progress report/confirm 2017/18 programme	July 2017	-
Develop/deliver tools per 2016/17 work programme	June 2018	\$35,000.00
Project review and reporting	July 2018	-

Identified risks

Risk	Suggested management
Lack of welfare manager time to participate	Involve wide range of people in the welfare sector, including Alternate Welfare Managers and representatives from welfare agencies
Lack of agreement on priorities for development across the sector	Strong, inclusive and pragmatic steering group leadership, and engagement of Welfare Coordination Groups
Commitment to timeframes with	Staged progression of project, and regular

2016/10

partners and contractor	communication between project manager and partners/contractor
Funding request and use	
CDEM resilience fund contribution	\$80,000.00
Local authority contribution	In-kind staff time for steering group members, and staff time (all participating CDEM Groups) for assistance in developing/reviewing tools
Other sources of funding	-
Expenditure <i>[Please supply details]</i>	Contracted services (\$70k): see deliverables above Travel allowances (\$10k): travel expenses provision to support steering group members attending two annual meetings
Application confirmation	
CDEM Group comment	
Comment:	This application is important for both the Northland CDEM Group and other CDEM Group's nationally to develop welfare tools and practices across New Zealand's welfare sector.
Approval of Coordinating Executive Group Chair	