



# Practical tools for CDEM Welfare; A Resilience Funded project

Claire Nyberg

# Welfare tools



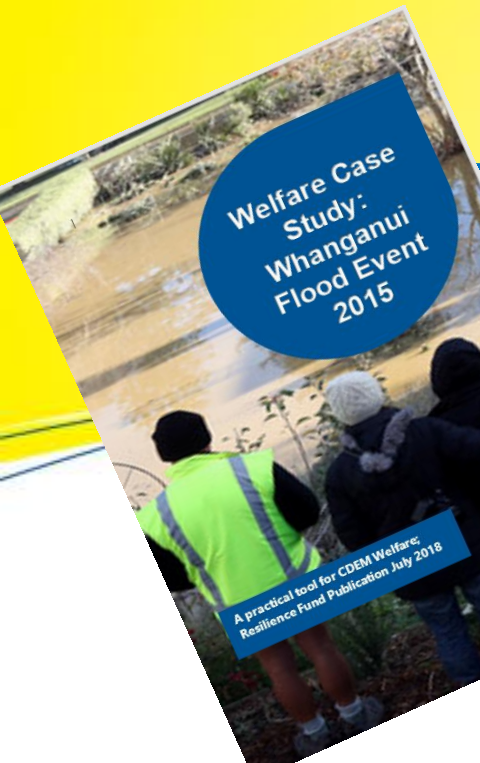
- Deployment
  - Request for welfare staff template
  - Checklist for welfare staff being deployed
  - Community overview template
- Information sharing
  - Collection of information
  - Creation of a file system in EMIS
  - Documents uploaded to EMIS
- Welfare structure
  - Scalable/modular welfare structure
  - Role descriptions for welfare positions

The screenshot shows the EMIS web interface. At the top, there are navigation tabs for 'Site Actions', 'Browse', 'Documents', and 'Library'. Below these are various tool icons such as 'New Document', 'Upload Document', 'New Folder', 'Check Out', 'Check In', 'Discard Check Out', 'Open & Check Out', 'View Properties', 'Edit Properties', 'Version History', 'Document Permissions', 'Delete Document', 'E-mail a Link', 'Alert Me', and 'Download a Copy'. The main content area displays a list of document categories with counts:

- Document Category : (3)
- Document Category : Civil Defence Centres & community led centres (50)
- Document Category : Community Response (2)
- Document Category : Deployment (3)
- Document Category : Emergency Coordination Centres & Emergency Operation Centres (23)
- Document Category : Plans (7)
- Document Category : Professional Development (9)
- Document Category : Projects (5)
- Document Category : Response Lessons Learned (9)
- Document Category : Role Descriptions - Readiness (18)
- Document Category : Role Descriptions - Response (47)
- Document Category : WCGS and LWCS (25)
- Document Category : Welfare Services Sub-functions (1)

Below the list, there is an 'Add document' button and a section titled 'Practical Tools for Welfare Management Resilience Fund Project'. Under this section, there is a 'Welfare Structure' heading and a 'Table of Contents' with the following entries:

- PURPOSE..... 2
- BACKGROUND..... 2
- WELFARE FUNCTION STRUCTURE ..... 2
- ROLE DESCRIPTION OVERVIEW..... 3
- WELFARE FUNCTION RESPONSE ROLES AND TASKS ..... 3
- WELFARE FUNCTION STRUCTURE SCALABILITY ..... 3
- APPENDIX 1: WELFARE FUNCTION STRUCTURE..... 4
- APPENDIX 2: ROLES AND RESPONSIBILITIES OVERVIEW..... 5
- APPENDIX 3: WELFARE FUNCTION RESPONSE ROLES AND TASKS..... 6
- WELFARE MANAGER..... 6
- WELFARE 2IC ..... 8
- PERSONAL ASSISTANT ..... 9
- WELFARE LIAISON ..... 10
- NATIONAL WELFARE LIAISON ..... 11
- CDEM SUB-FUNCTIONS ..... 12
- OTHER AGENCY SUB-FUNCTIONS ..... 15
- PROJECTS (NOTE: THESE ARE 'ONE-OFFS' AND ARE INCORPORATED WITHIN WELFARE SERVICE DELIVERY ... 16
- COMMUNITY-BASED RESPONSE..... 17
- ADMINISTRATION ..... 19
- APPENDIX 4: WELFARE FUNCTION STRUCTURE SCALABILITY ..... 20
- SMALL EVENT..... 20
- MEDIUM SIZED EVENT..... 20
- LARGE SCALE EVENT..... 21



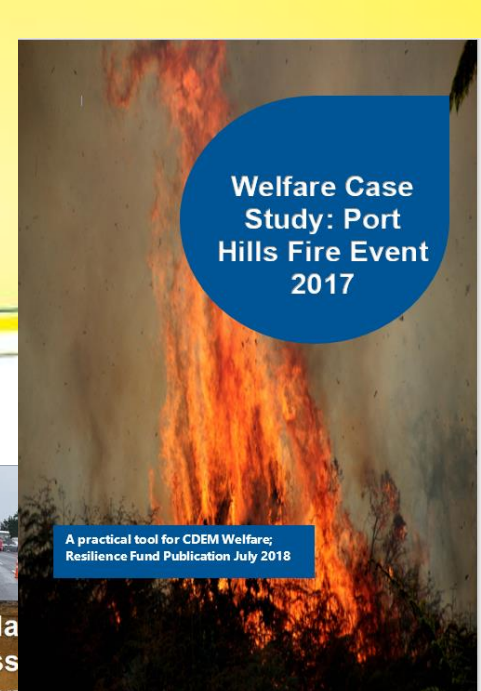
**Welfare Case Study: Whanganui Flood Event 2015**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



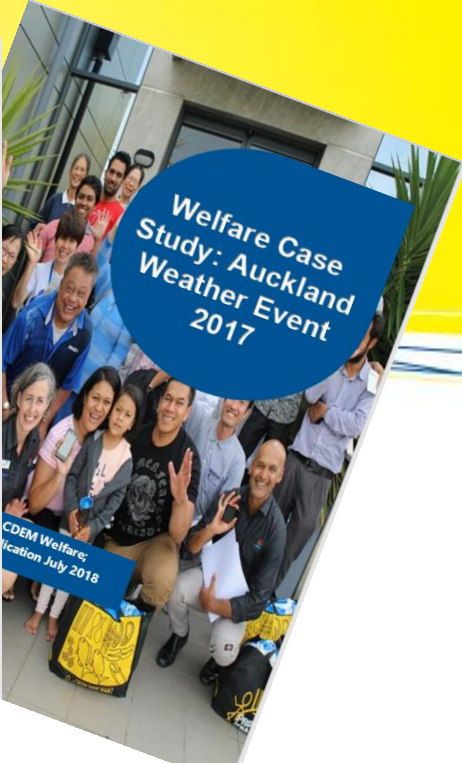
**Welfare Case Study: Hawke's Bay Gastro Outbreak**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



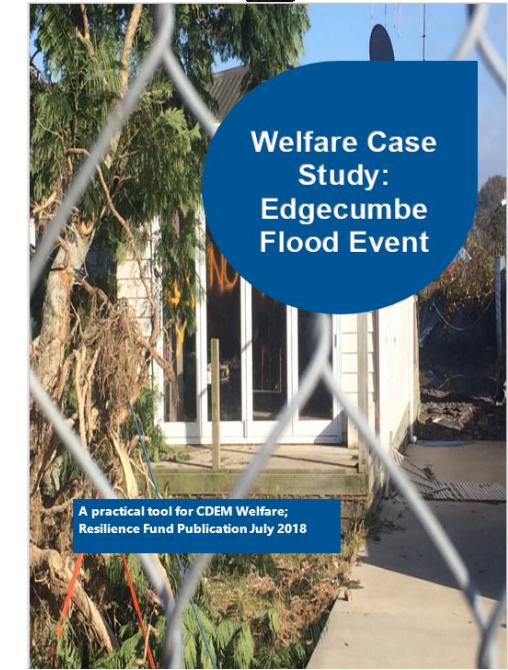
**Welfare Case Study: Port Hills Fire Event 2017**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



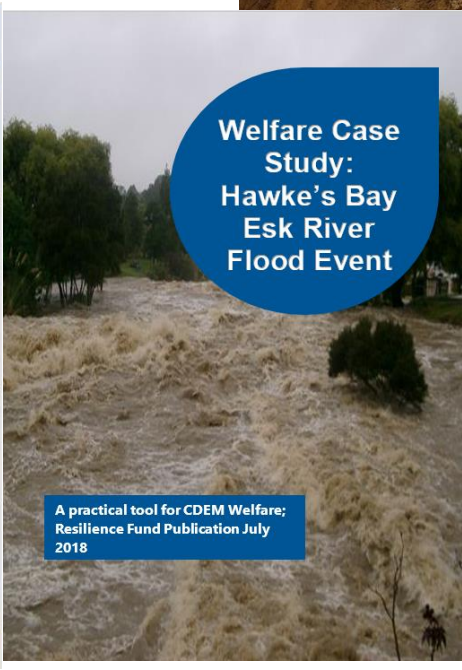
**Welfare Case Study: Auckland Weather Event 2017**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



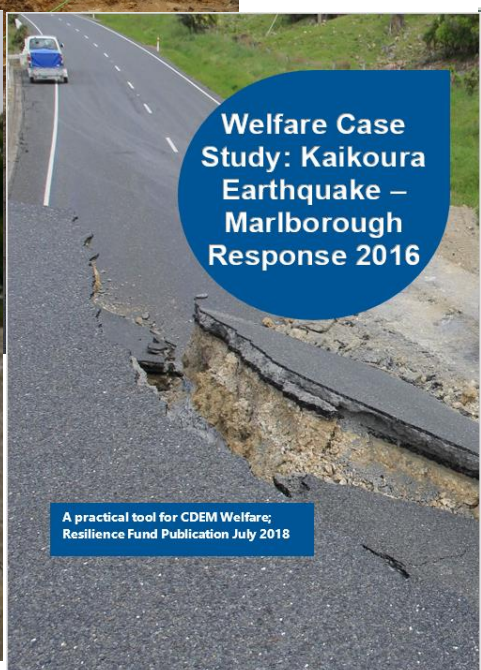
**Welfare Case Study: Edgecumbe Flood Event**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



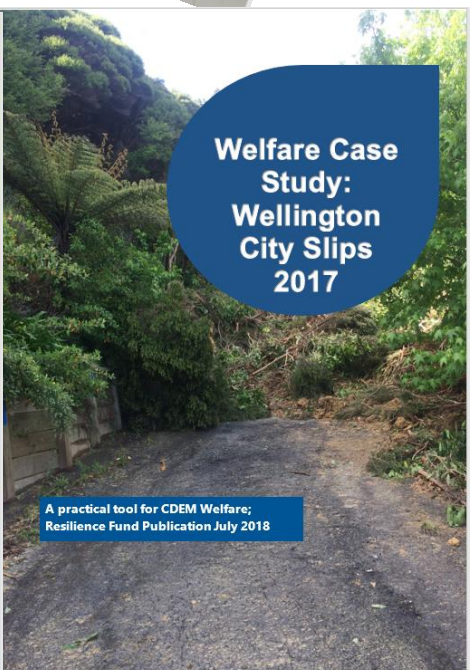
**Welfare Case Study: Hawke's Bay Esk River Flood Event**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



**Welfare Case Study: Kaikoura Earthquake – Marlborough Response 2016**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018



**Welfare Case Study: Wellington City Slips 2017**

A practical tool for CDEM Welfare; Resilience Fund Publication July 2018

# Welfare tools



- Induction
  - *Power point presentation "WCG/LWC new member induction"*
  - *Induction checklist for WCG/LWC members*
- Local Welfare Management
  - *Local welfare management opportunities and recommendations*
- Professional Development and training
  - *Professional development and CDC stock take*
  - *CDEM Welfare Leaderships programme Recommendations (MCDEM)*
  - *Pathways report (MCDEM)*

# Welfare tools

- Welfare Forums
  - *Welfare forums are now held twice yearly (once in a regional centre and one in Wellington)*
- Needs assessment
  - *National welfare registration and needs assessment review project replaced the need for this project to be progressed*
- Public information messaging
  - *Despite requests very little information was supplied*
  - *What was collected was uploaded to EMIS*
- Standard templates
  - *Discontinued as part of other sub-projects*

# Welfare tools

- Local welfare delivery management across the sub-functions
  - *This is now part of local welfare management but thought should be given to managing relationships with agencies and dealing with a lack of sub-function resources locally*
- Civil Defence/ Community-led Centre guidance
  - *Professional development and CDC stocktake*
  - *To be considered as a separate stand alone resilience fund application*
- Linking CDEM welfare to resilience/ community response planning
  - *This was discontinued due to a lack of demand within the sector*

# Thank you

**Claire Nyberg**

CDEM Officer- Welfare



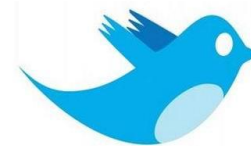
09 470 0245 or 027 702 8720



clairen@nrc.govt.nz



www.nrc.govt.nz



**Follow us on  
Twitter**

[Twitter.com/NRCexpress](https://twitter.com/NRCexpress)