Welfare Coordination Group work plan

This template is available to download at www.civildefence.govt.nz

This template is intended as a prompt only. It may be customised according to WCG size, structure, and resources. [Grey text] is replaced with required information. Brown text can be deleted.

This template may also be used to prepare work plans for a **local welfare committee**.

[Region] **Welfare Coordination Group**

**Work plan**

[Month/year to month/year]

**Last updated:** [Date]

| Topic | Action | Lead (role/team/agency) | Timeframe |
| --- | --- | --- | --- |
| Meeting schedules | The core WCG members meet [four] times a year.  The wider WCG (including core members) meets [two] times per year.  Meetings take place prior to CEG meetings, so that welfare updates can be presented to CEG, and any follow up back to WCG via Chair (CDEM Group Welfare Manager). |  |  |
| Local welfare committees within each territorial authority meet at least twice a year.  Meetings take place prior to WCG meetings, so that local welfare committee activities can be fed back. |  |  |
| Local welfare committees | Ensure that local welfare committees are established in each territorial authority. Representation will include key welfare services agencies, along with community-based organisation as appropriate for each area. This ensures coverage of all welfare services sub-functions. |  |  |
| Capacity review | Consider region-wide capacity, especially the agencies responsible for welfare services sub-functions.  Review welfare services agency workplans or operational plans to ensure consistency, and an integrated approach to welfare in the region. |  |  |
| Welfare function activation schedule | Formally update contact list at each WCG meeting. |  |  |
| Develop an activation schedule that describes the size and scope of possible emergencies, and the appropriate level of welfare activation.  This will include guidelines about how often WCG and local welfare committees should be convened. |  |  |
| Training and participation in exercises | Develop a training matrix that identifies the type and nature of training required, and indicate which individuals or teams have completed each item. |  |  |
| Ensure (as appropriate) that WCG members have completed *CDEM EMIS* and welfare registration training. |  |  |
| Ensure that welfare services planning, activation and delivery is included in annual CDEM Group-wide exercises. Local welfare committees may have more frequent exercises (full or desk top). |  |  |
| Roles and responsibilities | Develop Terms of Reference for the WCG. |  |  |
| Develop Terms of Reference for local welfare committees. |  |  |
| Review and update of key documents | Review and update the CDEM Group Welfare Plan. |  |  |
| Review and update local welfare arrangements. |  |  |
| Activity calendar | Develop an annual key activity calendar that includes meetings, training, exercises, and reviews. |  |  |