



GROUP STEERING COMMITTEE AGENDA

Notice is hereby given of a meeting of the Lifelines Group Steering Committee, to be held at the EOC (Hamilton City Council Works Depot, 44 Duke Street, Hamilton, at 9.30 am on Friday, 8 December 2006.

MEMBERS:

WEL Networks

A. Harrop

South Waikato District Council

A Shaw / B Herlihy

Matamata Piako District Council

G Ridley

Transit NZ

K Clark

Emergency Management Office (Environment Waikato)

A Munro

Waipa District Council

J Mills

Genesis Energy

Vickie Ayton

Ministry of Civil Defence Emergency Management

G. Gallop

Vodafone NZ Ltd

Graham Mearns

IN ATTENDANCE:

Project Manager

J Harris

APOLOGIES:

1 Apologies

2 Late items for General Business

3 Minutes of Previous Meeting

File: 30 09 00 (Docs #)

4 Correspondence

Inwards and outwards correspondence

5 Project Managers Report

File 30 09 00 (Doc #)

Brief report on activities since the previous meeting on 20 October 2006.

6 Key Project Updates

File 30 09 00 (Doc #)

An update on the Business Plan, Communications Plan and CLINZI

7 Avian Flu Pandemic

File 30 09 00 (Doc #)

Update on government and agency responses

8 Presentations

Brief presentation on Community Based Assessment Centres (Local medical response in the event of a pandemic)

Presentation by Graeme Cleaver (Emergency Management Officer, Hamilton City Council) on observations from forum following the recent Capital Quake Exercise, with an emphasis on the recovery aspects.

Tour of the Civil Defence Emergency Operating Centre

9 General Business

10 Next Meeting

Friday 2 March 2007

Meeting to finish at 12.30pm

Future meeting dates:

- Friday 2 March 2007 (2006/2007)
- Friday 11 May 2007 (2006/2007)
- Friday 8 June 2007 (2006/2007) Breakfast Seminar
- Friday 27 July 2007 (2007/2008) (AGM plus normal committee meeting)

Directions to the meeting venue in Hamilton



Report to Lifelines Group Steering Committee

File No: 30 09 00
Date: 23 November 2006
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Project Manager's Report**

Purpose

To report on the Project Manager's activities since the previous meeting on 20 October 2006.

Activities

Total hours worked in October 2006 34.25

- Working on the Vulnerability Assessment & Prioritisation Project.
- General Administration and keeping up to date with lifeline related information.
- General correspondence relating to the Waikato Engineering Lifelines Group
- Preparation of Steering Committee Meeting minutes.
- Preparation of agenda and reports for the December Meeting.
- Updating and arranging publication of the Emergency Communications Plan.
- WELG Business Plan

Project Manager Expenditure:

An expenditure spreadsheet outlining 2006/2007 expenditure to date will be presented at the meeting.

Recommendation:

- (1) That the report titled "**Project Manager's Report**" be received for information.

John Harris
Lifelines Project Manager

Report to Lifelines Group Steering Committee

File No: 30 09 00
Date: 23 November 2006
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Key Projects Updates**

Purpose

To report on the status of three Lifelines Group projects, Communications Plan, CLINZI, Vulnerability Workshop and Business Plan.

Communications Plan

Copies are available from the WELG Project Manager.

CLINZI

Copies of the final report have been received and a copy has been sent to the Hamilton City Council.

Vulnerability Workshop

The first workshop was held following the WELG meeting on 20 October 2006 and was confined to general discussions regarding the process and setting of dates for the next workshop. The individual utility vulnerability assessments are to be completed and sent to the WELG Project Manager by no later than Friday 2 March 2007. The next workshop has been set down for Friday 23 March 2007 at a venue yet to be determined.

There were requests for electronic copies of the blank analysis sheet with added disaster scenarios and these have been sent to all known authorities / utility companies. A reminder will be sent out monthly to determine levels of progress and participants are encouraged to contact the Project Manager if they have any concerns or require further information.

Business Plan

Work is proceeding on the Plan and a draft document will be sent to members before Christmas.

Recommendation:

- (1) That the report titled "**Key Project Updates**" be received for information.

John Harris
Lifelines Project Manager

Report to Lifelines Group Steering Committee

File No: 30 09 00
Date: 24 November 2006
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Avian Flu Pandemic**

Purpose

To provide an update on the pandemic and the proposed responses

General

The Pandemic Working Party met on the 25 September 2006.
Version 16 of the NZ Pandemic Plan is available on the MOH website.

The following is a copy of the latest Pandemic Update:

Pandemic Influenza: Update for Period Ending 2 November 2006

Ministry of Health Work Programme

- Pandemic influenza action plan completed and distributed in hard copy and on the web. It is intended to be permanent
- Exercise programmes are dominating most of the work in MOH. Exercise Makgill was run on 9 November and was the first time that the Ministry of Health have set up an incident management room (EOC) involving the CIMS structure functions etc.

The exercise is showing up tensions when a non-operational agency attempts to set up an operational capability.

Avian influenza

- H5N1 is mutating “nicely”; there is some indication of vaccine resistant.
- Total deaths are 158 from 256 affected persons. The latest death was in Egypt.
- The development of Avian influenza is still “intensely worrying” and there is no reason to expect that it will not mutate and be able to go human to human.
- It is possibly in birds in North America (Alaska) – but that is not unexpected.
- New Zealand now has a high level plan which needs to be operationalised; hence the necessity of the exercise programme.

Exercise Programme

- Exercise Makgill ran on 9 November 2006.

- Exercise Russell will be held in the week of 26 February 2007.

The focus of Exercise Russell will now be an internal Ministry of Health exercise in setting up and running and EOC; providing CIMS training to MOH staff etc.

- Exercise Cruikshank (covering each of the four phases) will be run at dates to be confirmed over the weeks beginning May 14, May 21 and May 28.

Note the exact dates are still to be confirmed.

The objective is to keep Exercise Cruikshank “light handed” rather than a full deployment exercise.

The key objectives of the exercise programme are to:

- Gauge the capability and capacity of the health sector and central and local government agencies to respond to and recover from an influenza pandemic
- Review the processes for coordination, communication, leadership and governance during a pandemic
- Provide a forum for intersectoral review and discussion of pandemic plans
- Inform policy, operational process, capability and capacity for 2007 - 2010

Agency preparation for Exercise Cruikshank

- Both working group and individual agencies (i.e. MCDEM) will consider what would be the most useful aspects for them to test in the exercises – i.e. objectives; key performance indicators etc.
- Agencies will need to fully brief CEOs of organisations of exercise participation objectives and KPIs etc.
- Consideration on how to involve the community i.e. local government, CDEM groups, FMCG sector, volunteers, welfare etc. (as appropriate to organisation).
- Agencies take a Greenfield approach to deciding and advising their involvement in Cruikshank; for example:
 - desk exercises;
 - deployment exercise;
 - objectives;
 - KPIs;
 - actions and activities etc.
- Revised MOH guideline including model/draft objectives in KPIs to be distributed separately (after tidying up a few points).

For further information on pandemic refer to www.moh.govt.nz/pandemicinfluenza

Recommendation

- (1) That the report titled “**Avian Flu Pandemic**” be received for information.

John Harris
Lifelines Project Manager