

Date: 1st March 2021

Venue: MS Teams

Time: 0800-0900

Attendees Glenn Thompson, Tom Kiel, Dave Woon, William Pike, Mike Balmer, Phil Marsh, Katie Shaw, Kim Wright, Alan Collett, Cam Grylls, Duncan Henry, Kim Payton, Darrin Woods, Jeff Maunder, Harry Howard, Vanessa Macfarlane

Minutes: Morgan Simmonds

Action Point	Description	Responsibility	Update Timeframe
01.3.1	Raise concerns regarding SDPPP's with Kerry	GT	New
01.3.2	Send CAD details to Dave Woon	CG	New
01.3.3	Obtain clarity on vaccination rollout and report back to group	GT	Completed
23.2.5	Send feedback/wording to Kate regarding 1.4 wording.	All	In Progress
23.2.2	Document and send out lessons learnt/themes.	GT	In Progress
15.12.2	An AMS group will be set up for the SDCC, Region Leads & Unions/Associations for notifications Work ongoing	GT	In Progress

Update from SDCC – Glenn Thompson

- Continuing to get good information from MOH.
- Another case confirmed yesterday, 'Case O'. Cam to provide further information/clarification today.
- Genome sequencing linking everything back to historic cases.
- Cases 'M' & 'N', 20 close contacts identified at Manakau Institute of Technology. Other location of interest continues to grow, list available on the MOH website.
- MOH focus is around testing and contact tracing.
- Discussion on COVID-19 vaccine rollout sequencing
- Boundaries validated and updated information has gone into the dashboard.
- Major delays with southern check points. Ambulance having issues getting to people. Defence are assisting Police at checkpoints. AOG meeting later today about how these can be better supported.

- Considerations document being worked on by SDCC today. Planning underway with latest information received.
- SDPPP potential change around Volunteers on stations, changes around Alert level 3 and 4. Changes discussed with group. NZPFU does not have agreement on this wording or concept. Group discussion included that the authority for this needs to sit with the Area Management. Group discussion agreed that this needs to be raised back to Kerry Gregory with the concerns and feedback.

Action – Glenn to raise concerns regarding SDPPP with Kerry.

Update from SDCC - Tom Kiel

- No update

Update from Health Liaison - Cam Grylls

- Issued raised yesterday due to a purple event in Takapuna. Conflicting information was received by crew from Clinical Desk. Information passed to St John to investigate and report back. Discussions took place that when events like this happen to share with Region Leads

Action – Cam to send CAD details to Dave Woon.

Update from Te Hiku - Dave Woon/William Pike

- Need to receive an understanding on timeframe ect on when our crews will be vaccinated. Lack of clarity is a concern to crews especially in the Te Hiku area.

Action – Glenn to obtain clarity on vaccination rollout and report back to the group.

Update from Nga Tai Ki Te Puku – Jeff Maunder

- No update

Update from Te Upoko – Des Irving

- No update

Update from Te Ihu – Mike Balmer

- No update

Update from Te Kei – Phil Marsh

- No update

Update from Safety, Health & Wellbeing - Katie Shaw

- Ride along's at stations discussed. It was agreed within the group that the SDPPP's are clear around station visitors, and that this shouldn't happen at Alert Level 2.

Update from Workforce and Capability - Kim Wright

- Plans regarding training has been communicated to Organisation.
- Update regarding travel transit through Auckland is below. This is the exact wording from the COVID-19 website:
 - Travelling directly through an Alert Level 3 area (or via permitted airport transfer) between home and work, if both the home and place of work are in Alert Level 2 areas.
 - Evidence needed - Everyone travelling across the boundary must carry evidence of their purpose of travel and destination.
 - This evidence can be:
 - a Business Travel Document issued MBIE, following an assessment by the Ministry for Primary Industries, **or**
 - other document(s) that demonstrate the purpose of travel and the destination of the person travelling (e.g. a letter issued by their employer with this information (if travelling to work) and a proof of residential address (if travelling home).
 - Drivers **must** have their photo driver's licence.
 - Passengers **should** have a photo ID, unless it is not reasonably practicable, for example because they are a minor.

Additionally, the following information was received this morning from the COVID-19 Group

Transiting through the Auckland region

A person may transit through Auckland only for the purpose of going to, or returning from work, to go home, or for other purposes that generally allow travel into Auckland from other regions. You cannot transit through Auckland for any other purposes such as holidays or visiting family.

This applies for those:

Travelling through Auckland via road. In this case, travellers should travel directly without stopping to the extent possible.

Transiting through Auckland Airport (changing planes). These travellers should not leave the airport.

A person entering Auckland by road to depart from Auckland Airport. These travellers should go directly to the airport after entering Auckland.

Update from NZPFU - Alan Collett

- No update

Update from RPA - Darrin Woods

- No update

Update from UFBA - Harry Howard

- No update

Update from Communications - Vanessa McFarlane

- No update

Meeting close: 0845

Lesson observations forms

Link to coordination centers lesson observations form

[https://forms.office.com/Pages/ResponsePage.aspx?id=pX8 -
1gNx0GqJPcLmylgxuPVTPK2LPIEo6UljSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINiQIQ
CNOP](https://forms.office.com/Pages/ResponsePage.aspx?id=pX8-1gNx0GqJPcLmylgxuPVTPK2LPIEo6UljSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINiQIQCNOP)



Closed action points

Action Point #	Description	Responsibility	Status
23.2.4	Think about what information collected (Risk assessment) might look like and ready for discussion at next week's meeting	Regions/WFC	Completed
15.2.2	Update the SDPPP to clarify actions regarding High Risk Personnel and clarity to who falls into this category Still working through wording regarding High Risk Personnel Waiting on confirmation from Kerry	JH, AL, CG	Completed
23.2.1	Provide qualifications to the group that Jane Rovins holds.	GT	Completed
16.2.2	Liaise with Communications Team regarding capturing COVID questioning in future FENZ release (Speak with Comms Team to have the questioning at front door process shared and make public for crews. Reinforcement to be made of this importance, especially with Ambulance crews not conducting.) Next piece of comms will include a reminder Information released in national notice from Kerry yesterday. Region Leads need to ensure this has been shared with crews/organisation. Comcens need to continue COVID questioning while any part of the country is in Alert Level 2.	TK	Completed

23.2.4	Think about what information collected (Risk assessment) might look like and ready for discussion at next week's meeting	Regions/WFC	Completed
23.2.3	Get the work for duplicate cards underway.	GT	Completed
19.1.1	Official guidance required through National Capability on APR stance	GT	Completed
18.2.6	Follow up with Trevor Brown to have points released from internal audit review last year Review changed to a debrief. Points are to be released by Trevor Brown by COP this week. Glenn to follow up in due course.	GT	Completed
18.2.3	Submit details around need for faster messaging out to crews/organisation into the lessons learnt/identified process	PM	Completed
18.2.4	Send Dr Hartshorn's advice to SDCC to be shared with Region Leads.	KS	Completed
18.2.5	Follow up on email sent by Alan re vaccine questions	GT/TK	Completed
17.2.1	Share any public information with Region Leads from 0900 MOH meeting so it can be shared with the Organisation	CG	Completed

	Completed, and any new information to be shared again this morning.		
17.2.2	Send invite to Region Leads to plan for contingency workshop. Also include AM Murray Binning. Completed. Team currently working around contingencies for future events.	KH	Completed.
17.2.3	Provide further update on Organisational stance regarding attending events. Discussed and Region Leads to discuss with Region Managers and follow same process as past events.	TK	Completed
15.2.5	Further clarification of stance on Career staff that are also volunteers Glenn & Tom to sit down with Region Leads today to workshop through to gain. Action - Kate to organise and send out meeting invite for contingency planning 1:30pm	GT	Completed
16.2.5	Seek guidance from SDLT on Area Management involvement at Gold Star functions Region Leads to discuss with Region Managers. It is the intent to remain in the same position as previous times.	TK	Completed.
18.2.1	Update/cancel invites for morning meetings. To resume normal meetings as of Tuesday	KH	Completed
15.2.3	Confirm new locations of Northern boundaries and checkpoints	Intel	Actioned
15.2.4	Send links to COVID Dashboard	JM	Actioned

16.2.3	Action Point: Te Upoko to bolster some stock levels Actioned by region.	DH	Actioned
16.2.4	Action Point: Work through planning for potential surge of PPE for Te Hiku Actioned by National equipment team	DH	Actioned
08.12.1	Jeff will seek confirmation of Novotel Rotorua becoming a MIF facility	Jeff Maunder	Closed
22.12.2	Region Leads, Unions and Associations will provide feedback on the Operational Considerations document	Region Leads & Unions/Associations	Closed
20.10.1	SDCC will distribute instructions about information handling	Legal	Next Meeting
15.12.3	SDCC will follow up with IT about planned changes to printers nationwide.	SDCC	Next Meeting
22.12.1	Ensure the Napier Ship Fire is entered into Safe@Work	Jason Hill	Next Meeting
19.01.1	Glenn Thompson will raise with Charlie Lott the need for national guidance on APRs.	Glenn Thompson	Next Meeting
26.01.1	SDCC will raise the accessibility of COVID information on Portal with tech writers	Glenn Thompson	Next Meeting