

Business Continuity Planning Approach

Water New Zealand Webinar
2 April 2020

Business Continuity hierarchy

KCDC BCP

- Essential services Identified
 - Water supply
 - Laboratory services
 - Wastewater

Essential Services - Departmental Business Continuity Plans

- Human Resources
- Hazards
- Measures and controls
- Key people backup plan
- Support
- Coordination and coms
- Other links

Implementation plans

- Operational approach
- Isolation Protocols
- Communications
- Task priority

Essential services operations and maintenance approach

- Priority of services and asset types
 - Water supply
 - Laboratory services
 - Wastewater
- Priority of functions by asset types
 - Treatment
 - Networks
 - Pumping stations
 - ICT

Key approaches

Isolation Protocols

- Team infection risk reduction
 - Teams split up (no cross over of tasks if possible)
 - Home isolation with family
 - Travel only between work and home
 - Dedicated work vehicles (No shared vehicles)
 - Hand sanitizers and gloves in all vehicles
- Delivery management
 - Essential deliveries/visits only – spares, chemicals or servicing
 - Drop off and pick up and sterilisation facilities
 - Separate toilet facilities provided for drivers

Key approaches

Health and safety

- Reinforce good hygiene practices
- Lone working monitoring

Additional support

- Buddied up with assets team member
- Well being support services contacts
- WaterNZ / WIOG – Treatment Flying squad development
- Up skilling and training up
 - Ex-operators contacted
 - Skill crossovers with assets team / pools /retic staff
 - Plant familiarisation

Key approaches

Updates and staying current

- COVID19 <https://covid19.govt.nz/>
- MoH <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- WaterNZ – News updates
 - https://www.waternz.org.nz/Section?Action=View&Section_id=20
- LGNZ SOLGM and DIA – Guidance
- KCDC updates - <https://www.kapiticoast.govt.nz/our-district/cdem/covid-19/>