



**WELG ANNUAL GENERAL MEETING  
MINUTES**

Report of the Annual General Meeting of the Lifelines Group Steering Committee held at the Hamilton International Airport Motor Inn & Conference Centre, SH21, at 2.45pm on Friday, 1 July 2011, following the Combined Lifelines Annual Seminar

**MEMBERS:**

**WEL Networks**

Alan Harrop

**South Waikato District Council**

Roger Fisher

**Matamata Piako District Council**

**New Zealand Transport Agency**

Brian Grey

**Waikato Regional Council**

Adam Munro

**Waipa District Council**

**Genesis Energy**

Bill Ashurst (Chairperson)

**Ministry of Civil Defence Emergency Management**

Suzanne Vowles

**Vodafone**

Peter Carr

**IN ATTENDANCE:**

John Harris	WELG Project Manager
Charles Banks	Vector Gas
Steven May	Waikato DC
Lyall Duffus	Mighty River Power
Denis Lewis	Taupo District Council
Dave Lovatt	Waikato Regional Council
Susanne Kampshof	Matamata-Piako DC
Howard Mitchell	South Waikato DC
Dave Beet	Chorus

**APOLOGIES:**

Keith Patey	Transpower
Scott Beecroft	Chorus
Nigel Brown	Unison
Clayton Oldham	Rotorua DC
Nanad Puljic	WEL Networks
John Whittle	Thames Coromandel DC
Dave Brunsdon	Kestrel Group
Allan Mordecai	Kordia Ltd

**PRESENT:**

Bill Ashurst, Adam Munro, Roger Fisher, Suzanne Vowles, Peter Carr,

## **Apologies**

(Agenda Item 1)

As recorded on page 2

## **Late items for General Business**

(Agenda Item 2)

Lifelines Coordinator

## **Minutes of Previous Annual General Meeting**

(Agenda Item 3)

Taken as read

### **RESOLVED:**

- (1) That the minutes of the Steering Group Annual General Meeting on Tuesday 6 July 2010 be received and adopted as a true and correct record.

Roger Fisher / Charles Banks  
Carried

## **Election of Officers**

(Agenda Item 4)

Election of Chairperson and Deputy Chairperson for 2011 – 2014

Bill Ashurst nominated as Chairperson

Dave Beet / Alan Harrop  
Carried

No further nominations – Bill Ashurst declared the WELG Chairperson 2011 – 2014

No nominations for the role of Deputy Chairperson were received

## **Steering Committee utility representation**

(Agenda Item 5)

The following members were nominated as District council Representatives on the WELG Steering Committee:

Lorraine Kendrick – Waipa District Council

Howard Mitchell – South Waikato District Council

Dennis Lewis – Taupo District Council

Steven May – Waikato District Council

Dave Lovatt was nominated as EMO Alternate for Adam Munro

### **RESOLVED:**

- (1) That the report titled “**Utility Representation on Steering Committee**” be received for information.
- (2) That the utility representation structure be confirmed for the period 2011 to 2014
- (3) That the four District Council members, outlined above, be appointed as District Council Representatives on the Steering Committee.
- (4) That Dave Lovatt be appointed as EMO alternate for Adam Munro.

Suzanne Vowles / Charles Banks  
Carried

## **2010/2011 WELG Expenditure & Performance**

(Agenda Item 6)

John Harris presented the report on WELG performance and expenditure incurred in the 2010/2011 financial year.

Full costings were not available at the meeting as there were some issues on expenditure to be resolved.

**RESOLVED:**

- (1) That the report titled “**2010/2011 WELG Expenditure & Performance**” be received for information.

Alan Harrop / Bill Ashurst  
Carried

**Proposed Work Programme and Budget 2011/2012**

(Agenda Item 7)

John Harris presented the report outlining the proposed WELG Work Programme and Budget for the 2011/2012 financial year.

WELG currently working with WRC on service level agreements

There was general consensus that fuel contingency planning was a priority

**RESOLVED:**

- (1) That the report titled “**Proposed WELG Works Programme, Budget and Funding Apportionment 2011/2012**” be received for information.
- (2) That the 2011/2012 Work Programme and Budget and Funding Apportionment be adopted.

Peter Carr / Roger Fisher  
Carried

**Proposed meeting dates for 2011/2012**

(Agenda Item 8)

- Friday 28<sup>th</sup> October 2011
- Friday 24<sup>th</sup> February 2012
- Friday 22<sup>nd</sup> June 2012

**General Business**

(Agenda Item 8)

Dave Lovett outlined that he and Bill Ashurst were preparing an options paper on the position of Lifeline Coordinator in the Waikato Region.

**Next Meeting**

(Agenda Item 9)

No date was set for the next Annual General Meeting of the Lifelines Steering Committee.

Members are advised to contact the WELG Project Manager if they would like to host an ordinary meeting.

Meeting closed at about 3.35pm

# Report to Lifelines Group Steering Committee

**Date:** 5 June 2011  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** **Steering Committee utility representation**

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## Purpose

To report on the current status of representation on the WELG Steering Committee

## Introduction

The WELG Terms of reference in terms of representation are as follows:

## Committee Structure

It is recommended (to ensure on going cross-sector representation) that membership of The Committee is comprised as follows:

- Preferably 8-10 members, comprised as follows:
  - At least 3 members representing Territorial Authorities (preferably senior roading and utility staff)  
Roger Fisher – South Waikato District Council  
Bob Shaw – Waipa District Council
  - At least 2 members representing the energy sector (e.g. electricity companies)  
Alan Harrop – WEL Networks  
Bill Ashurst – Genesis Energy
  - 1 from another sector (such as telecommunications)  
Peter Carr – Vodafone
  - 2 from a national lifelines agency (such as New Zealand Transport Agency or Transpower)  
Brian Grey - New Zealand Transport Agency
  - 1 from the EMO (based at Waikato Regional council)  
Adam Munro – Waikato Regional Council
  - 1 from the MCDEM  
Suzanne Vowles - MCDEM

There is a gap in the WELG representation created by George Ridley's resignation and this would be an opportunity to ensure that all sectors are represented and possibly include deputy representatives to ensure that sectors are well represented at all meetings, in the absence of committee members.

## Recommendation:

- (1) That the report titled "**Utility Representation on Steering Committee**" be received for information.

- (2) That the utility representation structure be confirmed for the period 2011 to 2014
- (3) That ..... Be the representative for the ..... sector.

John Harris

**Lifelines Project Manager**

# Report to Lifelines Group Steering Committee

**Date:** 5 June 2011  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** 2010/2011 WELG Expenditure & Performance

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## Purpose

To report on WELG performance and expenditure incurred in the 2010/2011 financial year

## Project Manager

Total hours dedicated to WELG in 2009/2010 – 300.04

Total hours dedicated to WELG in 2010/2011 – 394.00 (as at 31 May 2011)

The following activities relate directly to the items specified in the budget:

- Virtual completion of the Utility Vulnerability Assessment & Prioritisation Project through;
  - Assisting District Councils and Utilities with vulnerability assessments,
  - Working with Opus on development of Utility Vulnerability Map
  - Development of the draft Utility Vulnerability Report
- Updating the Emergency Communications Plan
- Attended the National Lifelines Forum in Wellington
- Preparation for the Annual Seminar and AGM
- Preparation of two submissions for the following:
  - Comments on CDEM Plan Review – November 2010
  - Comments on Waikato CDEMG submissions to Proposed RPS – January 2011
- Assisting the Pandemic Working Party as representative for lifeline utilities
- Administration for the EMIS Working Party
- Presentations to Police and Fire Service on the Utility Vulnerability Map
- Preparation of reports, agendas, minutes, etc, for the WELG Steering Committee Meetings
- Physical arrangements for WELG Steering Committee Meetings

## Expenditure

As at 31 May 2011 the WELG expenditure was as follows:

<b>Actual Cost to date</b>	<b>Indicative Forecast to 30 June 2011</b>
<b>\$46,321.39</b>	<b>\$58,871.00</b>

These costs are preliminary only at this stage and subject to change. A full costing will be available at the Meeting.

The expenditure for the Utility Vulnerability Project has been over-expended and was a deliberate move to ensure that the project is completed and also to achieve the maximum potential of the Vulnerability Map, including as an operational tool. The over-expenditure is to be covered by under-expenditure in other activities in order to operate within budget.

It is also important to note that the 2011 Annual Seminar is in July, in the next financial year, and thus not included in the total 2010/2011 expenditure, although it does include expenditure from the 2010 Annual Seminar which was in July 2010. This will necessitate the inclusion of \$5,500 for the 2011 Seminar to be included in the 2011/2012 budget, similar to the last two years.

### **Recommendation:**

- (1) That the report titled “**2010/2011 WELG Expenditure & Performance**” be received for information.

John Harris  
**Lifelines Project Manager**

# Report to Lifelines Group Steering Committee

**Date:** 5 June 2011  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** **Proposed WELG Work Programme and Budget 2011/2012**

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## **Purpose**

To outline the proposed WELG Work Programme and Budget for the 2011/2012 financial year

## **General**

With the completion of the draft Utility Vulnerability Project, attention can be focussed on the completion of the final report, Alternative Routes and Fuel Supply projects which will provide the CDEMG with a useful tool to assist with reduction, readiness, response and recovery phases of emergency events.

This will also fit with the review of the 2007/2012 WELG Business Plan which could be budgeted for the 2012/2013 financial year with a clean slate and allow sufficient time to work with the Waikato CDEMG to identify mutually beneficial projects to improve the Region's resilience.

## **Proposed Work Programme and Budget 2011/12**

We have been fortunate to be able to both reduce the level of contributions over the last two years by utilising under expenditure in previous years but also to virtually complete a project that originated in 1999 and providing a useful tool to the CDEMG, as mentioned above.

Unfortunately we are now back in a normal state financially, where the yearly budget must match the proposed level of funding and has necessitated the increase of the contribution to its previous base level of \$2,500, with three exceptions, Hamilton City Council, Waitomo District Council and Otorohanga District Councils due to their respective sizes.

The budget items are restricted to the core activities and completion of the projects mentioned above.

The proposed partial WELG Work Programme and Budget and proposed funding apportionment and revenue for 2011/12 are outlined in the following two tables.

### Waikato Engineering Lifelines Group 2011/2012 Operating Budget

Cost Centre	Activity	Budget 2010/2011	Suggested Budget 2011/2012	Work Activities
<b>Waikato Regional Council Admin</b>	<b>Waikato Regional Council</b>	\$2,500	\$0	Invoicing, financial reports, contract management.(WRC funding contribution for WELG in kind)
	<b>Project Manager</b>	\$12,000	\$6,000	Minutes of meetings, budget preparation, preparation of agenda reports for Steering Committee meetings & workshops & general administration on non-project related activities
		<b>\$14,500</b>	<b>\$6,000</b>	
<b>WELG Projects</b>	<b>Vulnerability Project</b>	\$20,000	\$10,000	Assessment of vulnerability hot spots with high independencies and identify redundancies
	<b>Emergency Communications Plan</b>	\$2,500	\$1,000	Maintenance/updating by Project Manager
	<b>Communications</b>	\$2,000	\$5,000	Upgrade in association with WRC of WELG website,
	<b>Fuel Supply</b>	\$3,000	\$4,000	Project identifying potential fuel supply issues (incorporated with vulnerability project)
	<b>Alternate Routes Project</b>	\$0	\$4,000	Development of a report outlining alternate routes to the state highway networks - (incorporated with vulnerability Project)
	<b>Annual Seminar</b>	\$12,000	\$10,000	Preparation, attendance & follow-up by Project Manager, venue hire, catering, guest speaker expenses (\$5,500 for 10/11 seminar) and contribution to joint seminar with BOP Lifelines
	<b>Information Management</b>	\$1,500	\$1,000	Support & provision of information/advice to EMO and Min of CDEM, submissions, etc.
	<b>Special Projects</b>	\$1,000	\$1,000	To allow flexibility in the budget to cater for unforeseen risks or opportunities
	<b>Pandemic</b>	\$500	\$500	Support & provision of information/advice on pandemic planning
		<b>\$43,500</b>	<b>\$36,500</b>	
<b>Conferences, W/S, etc.</b>	<b>National Forum</b>	\$3,000	\$3,000	Attendance of Project Manager
	<b>Seminars</b>	\$1,000	\$1,000	Attendance of Project Manager or Project Advisor, including expenses
	<b>Liaison Meetings</b>	\$3,000	\$2,000	Support/attendance of Project Manager, including expenses
		<b>\$7,000</b>	<b>\$6,000</b>	
<b>Total</b>		<b>\$65,000</b>	<b>\$48,500</b>	

<i>Utility / Agencies</i>	<i>2010/2011</i>	<i>Approved apportionment 2011/2012</i>	<i>Comments</i>
Waipa DC	\$2,000	\$2,500	
Thames Coromandel DC	\$2,000	\$2,500	
Taupo DC	\$2,000	\$2,500	
South Waikato DC	\$2,000	\$2,500	
Otorohanga DC	\$1,000	\$1,500	Smaller authority
Matamata-Piako DC	\$2,000	\$2,500	
Waikato DC	\$2,000	\$2,500	
Waitomo DC	\$1,500	\$1,500	Smaller authority
Hauraki DC	\$2,000	\$2,500	
Hamilton CC	\$2,000	\$3,000	Larger authority with specific utility vulnerability map being prepared
Waikato Regional Council	\$2,000	\$0	Contribution in kind for administration
<b>Sub-Total</b>	<b>\$21,000</b>	<b>\$23,500</b>	
WEL Networks	\$2,000	\$2,500	
Powerco	\$2,000	\$2,500	
Mighty River Power	\$2,000	\$2,500	
The Lines Company	\$2,000	\$2,500	
Genesis Energy	\$2,000	\$2,500	
Waipa Networks	\$2,000	\$2,500	
Unison	\$2,000	\$2,500	
New Zealand Transport Agency	\$2,000	\$2,500	
Contact Energy Geothermal	\$2,000	\$2,500	
Transpower	\$2,000	\$2,500	
<b>Sub-Total</b>	<b>\$20,000</b>	<b>\$25,000</b>	
CDEM Group	\$0	\$0	
<b>Sub-Total</b>	<b>\$41,000</b>	<b>\$48,500</b>	
<b>Carry Forward from previous year</b>	<b>\$</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$</b>	<b>\$48,500</b>	

We will continue to seek other sponsors and funding streams to ensure appropriate high quality projects are developed.

## Recommendation

- (1) That the report titled “**2011/2012 Financial Year**” be received for information.
- (2) That the amended 2011/2012 Work Programme and Budget and Funding Apportionment be adopted.

John Harris

**Lifelines Project Manager**