



GROUP STEERING COMMITTEE AGENDA

Notice is hereby given of a meeting of the Lifelines Group Steering Committee, to be held at the office of Genesis Energy, 660 Victoria Street, Hamilton at 9.30 am on Friday, 7 March 2008.

MEMBERS:

WEL Networks

A. Harrop

South Waikato District Council

A Shaw / B Herlihy

Matamata Piako District Council

G Ridley

Transit NZ

K Clark

Environment Waikato

A Munro (Chairperson)

Waipa District Council

J Mills

Genesis Energy

Bill Ashurst (Deputy Chairperson)

Ministry of Civil Defence Emergency Management

G. Gallop / Suzanne Vowles

IN ATTENDANCE:

Project Manager

J Harris

APOLOGIES:

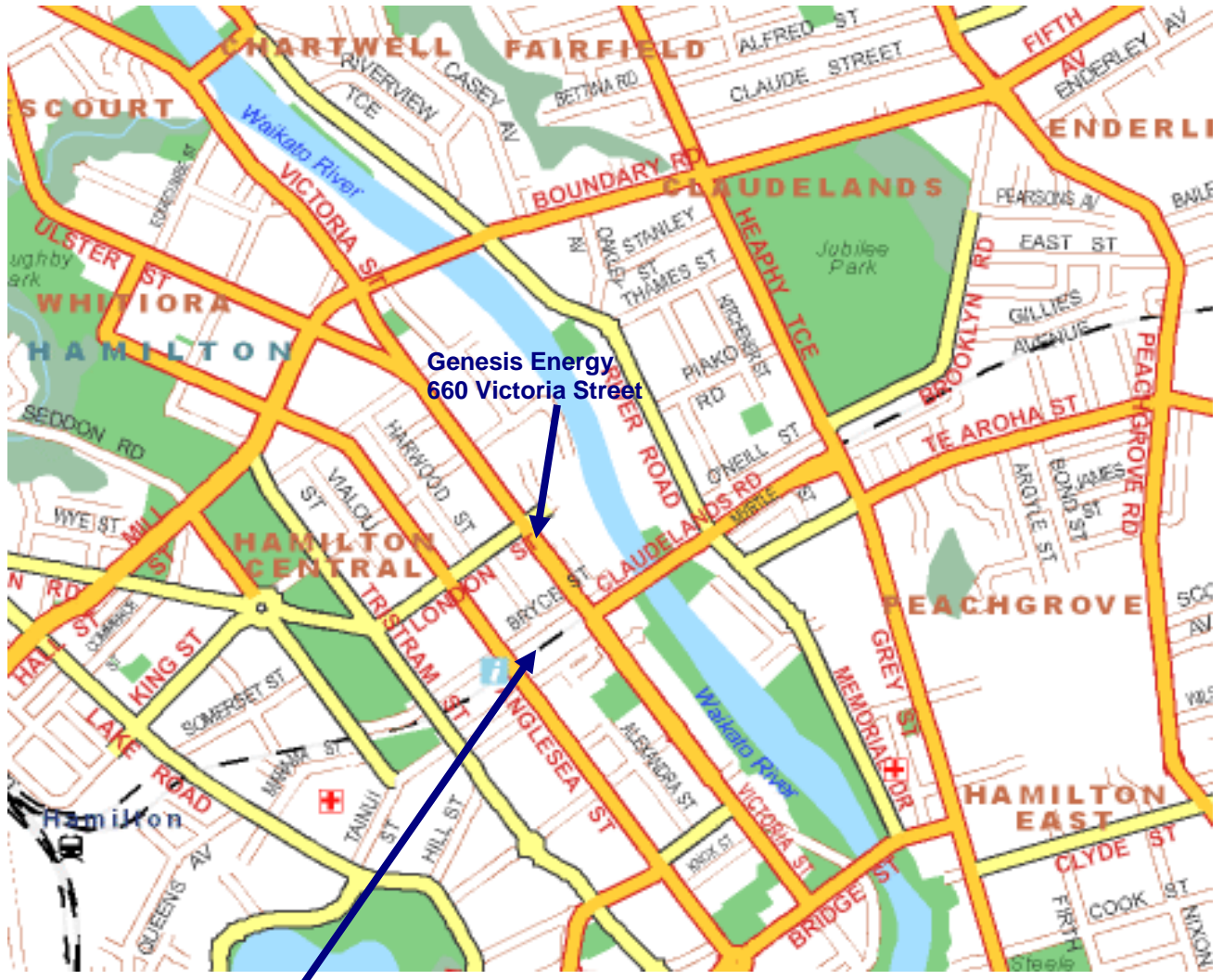
- 1 Apologies**
- 2 Late items for General Business**
- 3 Minutes of Previous Meeting**
- 4 Correspondence**
Inwards and outwards correspondence
- 5 Project Managers Report**
Brief report on activities since the previous meeting.
- 6 Key Project Updates**
An update on the Communications Plan, Utility Vulnerability Project, Business Plan and Climate Change Model
- 7 Committee Members Updates**
Verbal reports on issues relating to their respective utility sectors
- 8 Avian Flu Pandemic**
General update
- 9 Climatic Change**
General update
- 10 Annual Seminar**
Report on possible merits in combining seminars with the Bay of Plenty Lifelines Group
- 11 Proposed WELG Work Programme and Budget 2008/2009**
Report on projects and expenditure for the 2008/2009 financial year.
- 12 Lifeline Utility Coordination**
Report on possible communication protocols for lifeline utilities during emergency events
- 13 Future Meeting Dates**
Report on suggested meeting dates for 2007/2008 & 2008/2009 financial years
- 14 General Business**
- 15 Next Meeting**

16 Auckland Engineering Lifelines Group Hot Spots Project

Presentation by Stephen Grace, Asset Planning Team Leader, Metrowater

Meeting to finish at 12.30pm

Parking is not available at Genesis Energy and meeting participants should use the public car parks, Centre Place car park being the most appropriate.



Centre Place Carpark
Bryce Street

Report to Lifelines Group Steering Committee

Date: 3 February 2008
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 19 October 2007.

Time Involvement in WELG

Total hours worked in October 2007	59.25
Total hours worked in November 2007	18.75
Total hours worked in December 2007	4.75
Total hours worked in January 2008	17.51

Activities

- 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 March Meeting.
- Preparation of four national submissions for the following:
 - National Distant Source Tsunami Plan Nov 07 for MCDEM
 - NZ Standard on Flood Hazard Management DZ9401 for Standards NZ
 - H5N1 Pre-pandemic vaccine consultation document for Ministry of Health
 - Sustainable Transport discussion paper for Ministry of Transport

All of these subjects have a direct impact on lifeline utilities.

Project Manager Expenditure:

An expenditure spreadsheet outlining 2007/2008 expenditure to date will be presented at the meeting.

Waikato Drought Declaration

This is an opportunity, in terms of vulnerabilities, to reflect on the potential impact of droughts in terms of the CDEM Act, which requires lifeline utilities to function at the fullest possible extent

during and after an emergency. A drought is a hazard event in the same manner as floods, earthquakes, etc, the only difference being the potential impacts. While this can, in terms of lifeline utilities, generally be regarded as an impact primarily on water utilities, it should also be considered by other utilities, electricity being the most obvious, through low river flows and lake levels. It could have an impact on wastewater utilities, often through low river flows. It could be regarded as a certainty that droughts would have an impact on all lifeline utilities, even if it is only related to the operations of depots, control rooms, etc.

It is worth noting that droughts are one of New Zealand's most common and costly hazards, because they can affect a very large area and the effects are felt for several years after the event (refer to the recently released National Hazardscape Report for further information on drought and other hazards)

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

Date: 3 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Key Projects Updates**

Purpose

To report on the status of the Lifelines Group projects, Communications Plan, Utility Vulnerability Assessment Project and Climate Change Model.

Communications Plan

Copies are available from the WELG Project Manager. If further copies are required please contact the Project Manager.

Please remember to notify the WELG Project Manager if you are aware of any changes to contact personnel.

Utility Vulnerability Assessment & Prioritisation Project

It is extremely disappointing that little progress has been made since the last meeting, especially as the information required is similar to specific sections of Asset Management Plans, especially the sections related to risk. It is important to note that the information that is requested for this project is not over and above information that is generally required for all Asset Management Plans.

Members are also encouraged to review section 3.4 Risk Assessment and Management, in the International Infrastructure Management Manual – Version 3.0, 2006, which outlines the process of risk identification and management and its association with the development of utility Asset Management Plans. The information requested for the Utility Vulnerability Assessment & Prioritisation Project is virtually the same as that required for utility Asset Management Plans.

The review of the individual vulnerability assessments allows identification of risks to assets, some of which may be outside the utility's sphere of control, i.e., affected by another utility, and thus enable the respective utilities to work collectively. It also allows the identification of critical major assets (hot spots) within the region.

The following is an excerpt from International Infrastructure Management Manual - Version 3.0, 2006 © reproduced with the agreement of the NAMS Group

Study: Co-ordinated Emergency Response

Many cities in New Zealand have recognised the importance of planning for a major natural hazard event that could cause significant damage and disruption to key infrastructure related services. Not only could huge damage and restoration costs be inflicted on the service providers, but the flow-on economic and social costs to a community and nation could be significant. An **'Engineering Lifelines'** process has been developed nationally to enhance integration and planning of coordinated action. The process recognises that the interdependency of the networks following a disaster is a key factor in responding to and recovering from the event. It includes the following key stages:

Hazard identification and mapping

For example, earthquake, flooding, volcanic activity, wind, snow storm, tsunami etc. This includes an assessment of the ground-related effects, for example liquefaction, land-slips or subsidence. Each defined event has a significant impact, with return periods generally varying between 150 and 1000 years, and these can be mapped electronically on a GIS system.

Vulnerability assessment

For each lifeline the impact of each hazard event is assessed in relation to the importance of each element and the consequences of its failure. The lifelines include water, wastewater and stormwater services, roads, bridges, railways, ports and airports, power, telecommunications and broadcasting facilities. This information is developed in tabular form, and by mapping the location of services and other key community facilities on GIS, the information can be overlaid on, and assessed against, the hazard information.

Interdependency analysis

By mapping the vulnerabilities, the impact of one service failure on other services can be determined. For instance, a burst water main could block a key road to a hospital. By understanding these impacts, utility service providers can work together to plan responses and methods of minimising the overall exposure of the community to the risk.

Mitigation measures

These typically include design and engineering measures to strengthen the ability of the asset to withstand the hazard event.

Emergency response planning

In this stage each service provider develops plans to enable an informed and effective response to the event once it occurs. By understanding the risks and the impacts, plans can be formulated that target the known weaknesses. For example, knowing that certain bridges may be vulnerable, plans can be put in place to assess those bridges immediately after the event and to establish pre-determined route diversions. These plans need to be linked closely to emergency services, and Government agency plans.

Climate Change Model

A climate change model brief has been prepared and sent to a number of appropriate parties for expressions of interest. The brief involves both a Hauraki Plains scenario and a Waikato regional scenario and for the interested parties to advise on the practicality and costs of the two

scenarios. The scope is to provide an indication of the potential impacts of climate change on the infrastructure (lifeline utilities) of the Plains/Region as well as to provide an indication of other potential funding sources for either of the two scenarios. Fourteen letters were sent out prior to Christmas and three responses have been received but only in the form of acknowledgements. Another letter has been sent to encourage responses.

A letter has also been sent to the Ministry for the Environment to determine whether the project would be eligible for the Sustainable Management Fund or whether it may be possible to tag onto other projects that may be carried out in this region.

Recommendation:

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

John Harris

Lifelines Project Manager

Report to Lifelines Group Steering Committee

Date: 4 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Avian Flu Pandemic**

Purpose

To provide a general update on the H5N1 avian flu pandemic

General

Little information has been received on the pandemic since the last meeting but deaths continue to be reported around the world and in an increasing number of countries. It is also of interest to note that a 6th swan in southern England has tested positive to the H5N1 strain of bird flu. They were all from the same area and it was reported, on 10th January, that three wild swans had died from the virus.

Refer to pages 8 & 9 for world maps, indicating reported cases of Avian Flu since 2003 and reported cases since 1 January 2008. The maps indicate that it continues to spread slowly across the world with little sign of dissipating. In terms of potential impact on New Zealand, the concern is the high incidence in South East Asian countries, especially Indonesia, Thailand, Vietnam and, although to a lesser extent, Cambodia as they are popular tourist destinations close to both Australia and New Zealand.

For further information on Avian Flu Pandemic planning refer to website www.moh.govt.nz/pandemicinfluenza or call 0800 286 358.

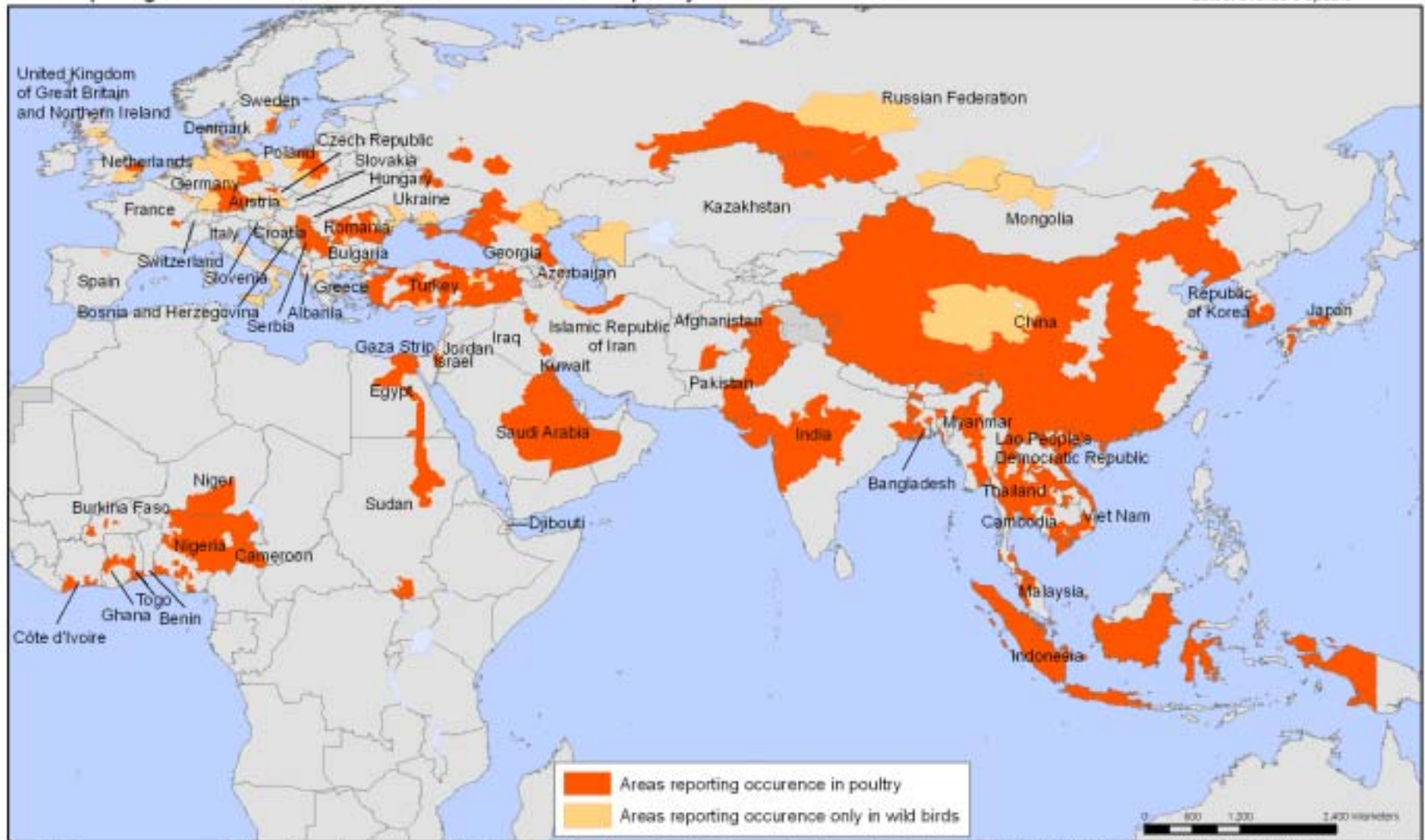
Recommendation

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

John Harris
Lifelines Project Manager

Areas reporting confirmed occurrence of H5N1 avian influenza in poultry and wild birds since 2003

Status as of 18 January 2008
Latest available update



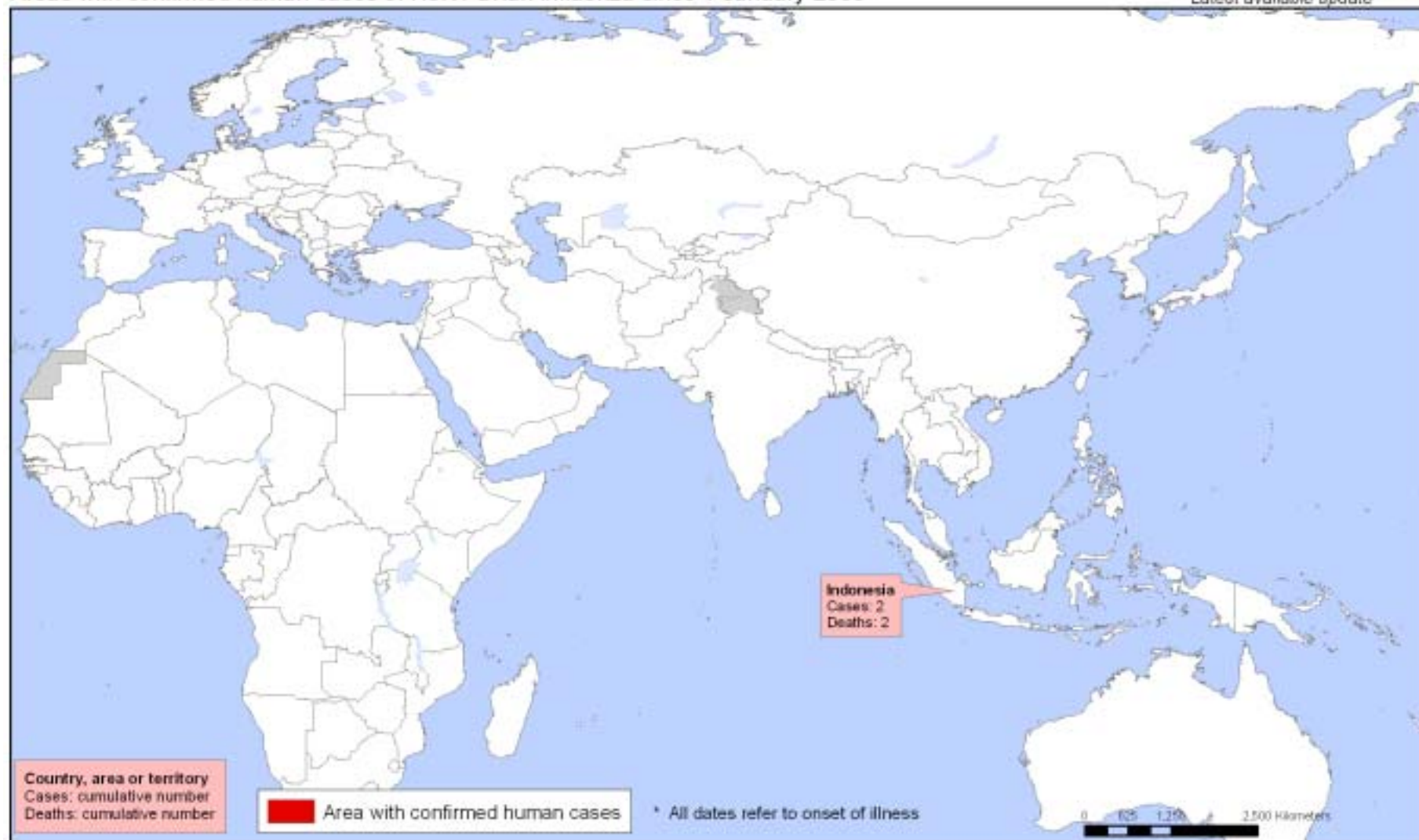
 **World Health Organization**
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The boundaries and names shown and the designations used on this map do not imply the expression of any opinion whatsoever on the part of the World Health Organization concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. Dotted lines on maps represent approximate border lines for which there may not yet be full agreement.

Data Source: World Organisation for Animal Health (OIE) and national governments
Map Production: Public Health Mapping and GIS World Health Organization

Areas with confirmed human cases of H5N1 avian influenza since 1 January 2008 *

Status as of 21 January 2008
Latest available update



The boundaries and names shown and the designations used on this map do not imply the expression of any opinion whatsoever on the part of the World Health Organization concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. Dotted lines on maps represent approximate border lines for which there may not yet be full agreement.

Data Source: WHO
Map Production: Public Health Mapping and GIS
World Health Organization
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Report to Lifelines Group Steering Committee

Date: 4 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Climate Change**

Purpose

To provide an update on issues and activities related to climate change.

Climate change publications

<http://www.mfe.govt.nz/publications/climate/>

This is an updated list of documents to the previous list included in the July 2007 WELG agenda

General publications

Name	Date	Reference
Making Good Decisions – Climate Change Effects	December 2007	INFO 242
Adapting to the impacts of climate change	October 2007	INFO 225
Preparing for and adapting to climate change	July 2007	ME823
Taking action on climate change	July 2007	ME822
Understanding climate change	July 2007	ME821
New Zealand's Guidelines and Procedures for Track 1 Joint Implementation under the Kyoto Protocol	July 2007	INFO 203
New Zealand's Greenhouse Gas Inventory 1990 – 2005: An Overview	July 2007	ME806
Preparing for and adapting to climate change	December 2006	ME787
Taking action on climate change	December 2006	ME786
Understanding climate change	December. 2006	ME785
Helping New Zealand Prepare for and Adapt to the Impacts of Climate Change	October 2006	INFO 173
Climate Change Solutions: Whole of Government Climate Change Work Programmes	June 2006	
Protecting People and the Environment: Briefing to the incoming Minister for the Environment Election 2005	October 2005.	
New Zealand's response to climate change	May 2005	
Wellington City Council's Journey to Work - Staff Survey	March 2005	
A changing climate	November 2004	
4 million careful owners: Taking action at home	October 2004	INFO 98
4 million careful owners: Taking action at work	October 2004	INFO 99
New Zealand's Contribution to Global Climate Observing Systems	January 2002	ME419A
Maori issues	October 2001	
To Keep Your Environment Cool... keep your appliances healthy	June 2001	ME402A

Energy efficiency on your farm		INFO 102
Climate change impacts on New Zealand	June 2001	ME396
Climate change: More than global warming	June 2001	INFO 96
Climate change: Impacts on New Zealand	June 2001	INFO 95
Climate Change - Research Needs and Strategy	December 2000	
Climate change: New Zealand's greenhouse gas emissions		INFO 97

Emissions trading publications

Name	Date	Reference
Maori Impacts from the Emissions Trading Scheme: Detailed Analysis and Conclusions	January 2008	ME858
Outstanding Pre-1990 Forest Issues	January 2008	ME857
Emissions trading: an introduction to emissions units and trading	January 2008	INFO 244
Emissions trading bulletin	December 2007	INFO 245
A guide to the Climate Change (Emissions Trading and Renewable Preference) Bill	December 2007	INFO 218
Unit of Trade in the New Zealand Emission Trading Scheme	December 2007	ME856
Treatment of Pre-1990 Forests in the New Zealand Emissions Trading Scheme	December 2007	ME855
Liquidity and prices in the New Zealand Emissions Trading Scheme – The role of Government	December 2007	ME854
Allocation in the New Zealand Emissions Trading Scheme	December 2007	ME853
New Zealand Emissions Trading Scheme – Government's Response to Feedback from Engagement	December 2007	ME852
Review of proposed New Zealand Emissions Trading Scheme	November 2007	CR 26
Carbon markets & the CDM: a legal perspective	November 2007	CR 24
Asia Pac Carbon Markets: Products, Prices, Permutations, Possibilities	November 2007	CR 23
General Equilibrium Analysis of Options for Meeting New Zealand's International Emissions Obligations	October 2007	CR 25
Carbon ABC	October 2007	
Functionality in the international carbon reduction project market: A briefing paper	October 2007	
New Zealand emissions trading scheme – Questions and answers	October 2007	
The Framework for a New Zealand Emissions Trading Scheme: Executive Summary	September 2007	ME810A
Why a NZ emissions trading scheme	September 2007	INFO 206
How a NZ emissions trading scheme will work	September 2007	INFO 207
Emissions trading scheme: major design features	September 2007	INFO 208
Emissions trading: the engagement process	September 2007	INFO 209
Emissions trading and forestry	September 2007	INFO 210
Emissions trading and transport	September 2007	INFO 211
Emissions trading and energy	September 2007	INFO 212
Emissions trading and industry	September 2007	INFO 213
Emissions trading and agriculture	September 2007	INFO 214
Emissions trading and waste	September 2007	INFO 215
Emissions trading and households	September 2007	INFO 216
Emissions trading and Maori	September 2007	INFO 217

Consultation documents

Name	Date	Reference
Consultation with Maori on Climate Change: Hui Report	November 2007	ME830
Measures to Reduce Greenhouse Gas Emissions in New Zealand Post – 2012: Summary of Submissions	August 2007	ME827
Transitional Measures: Options to move towards low-emissions electricity and stationary energy supply to facilitate a transition to greenhouse gas pricing in the future: Summary of submissions	August 2007	ME828
Discussion Paper on Measures to Reduce Greenhouse Gas Emissions in New Zealand Post-2012	December 2006	
Transitional Measures: Options to Move Towards Low Emissions Electricity and Stationary Energy Supply and to Facilitate a Transition to Greenhouse Gas Pricing in the Future	December 2006	
Climate Change: The Government's preferred policy package - a discussion document	April 2002	ME636
Climate change: A Compendium of Submissions Received	October 2001	
Kyoto Protocol: Ensuring our Future	October 2001	ME416
Climate Change: A Consultation Snapshot	October 2001	ME630

Reporting

Name	Date	Reference
Projected balance of emissions units during the first commitment period of the Kyoto Protocol	September 2007	ME808
New Zealand's Greenhouse Gas Inventory 1990 - 2005	July 2007	ME811
Annual Report on Climate Change Policy and Implementation	June 2006	
Projected balance of emissions units during the first commitment period of the Kyoto Protocol	June 2006	
National Inventory Report: 1990-2004	April 2006	
New Zealand's Fourth National Communication under the United Nations Framework Convention on Climate Change	March 2006	ME745
Review of Climate Change Policies	November 2005	
Review of New Zealand's net position	October 2005	
Annual Report on Climate Change Policy Implementation 2004/2005	June 2005	
Projected balance of units during the first commitment period of the Kyoto Protocol	May 2005	
National Inventory Report: 1990-2003	April 2005	
Report on revised projections for the Kyoto Protocol - first commitment period 30 April 2004	July 2004	
Annual Report on Climate Change Policy Implementation	July 2004	
National Inventory Report: 1990-2002	April 2004	
National Inventory Report: 1990-2001	April 2003	
Economic modelling reports		
Climate change research strategy 2002		
National Communication 2001: New Zealand's Third National Communication under the Framework Convention on Climate Change	January 2002	ME419
Planning for Climate Change Effects on Coastal Margins	September 2001	ME410
National Science Strategy Committee for Climate Change: Annual Report 2000	January 2001	
Climate Change: The New Zealand Response II	June 1997	ME241
Climate Change: The New Zealand Response	September 1994	ME 147

Technical reports

Name	Date	Reference
Chatham Islands Climate Change	June 2005	
Changes in drought risk with climate chance	May 2005	
Ways of limiting emissions of synthetic greenhouse gases used to replace ozone depleting substances in New Zealand	October 2004	
Economic impacts on NZ of climate change-related extreme events: focus on freshwater floods	July 2004	
The Waikato Weather Bomb: Understanding the impact	March 2004	
Projects to Reduce Emissions programme - electricity emission factors		
Climate change policy and forestry	November 2001	
Domestic Emissions Trading	October 2001	
Emissions Charges	October 2001	
Legislation to Ratify the Kyoto Protocol	October 2001	
Land Use and Forests (Sinks) Sector	October 2001	
Climate Change: Likely Impacts on New Zealand Agriculture	September 2001	
Linkages Between Climate Change and Biodiversity in New Zealand	September 2001	
Climate Change: Potential Effects on Human Health in New Zealand	September 2001	
Report on some implications of climate change to Department of Conservation activities	2001	
Economic effects of low-level carbon charges	June 2001	

Local government reports

Name	Date	Reference
A methodology to assess the impacts of climate change on flood risk - Full report	July 2005	
Methodology to assess the impacts of climate change on flood risk - Summary of report	July 2005	
Adapting to Climate Change in Eastern New Zealand	July 2005	
Impact of climate change on long-term fire danger	May 2005	
Incorporating climate change into stormwater design - Why and how?	March 2005	
Preparing for climate change: A guide for local government in New Zealand	July 2004	ME534
Local Communities: Planning for Climate Change	May 2004	ME516
Climate Change Effects and Impacts Assessment: A guidance manual for Local Government in New Zealand	May 2004	ME513
Coastal Hazards and Climate Change: A guidance manual for local government in New Zealand	May 2004	ME512
The view from the ground: A farmer perspective on climate change and adaptation	July 2003	

Case Studies

Name	Date	Reference
Climate Change and Infrastructure Design Case study: Wairau Catchment. North Shore City	August 2004	
Assessment of the impacts of sea level rise on floodplain management planning for the Avon river	December 2003	
Local Government Adaptation to Climate Change: Environment Bay of Plenty and Coastal Hazards: 'Issues, Barriers and Solutions'	December 2003	

Flood risk arising from future precipitation changes in Gleniti. Timaru	December 2003	
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There appear to have been no technical reports and case studies since July 2005.

Recommendation:

- (1) That the report titled “**Climate Change**” be received for information.

John Harris

Lifelines Project Manager

Report to Lifelines Group Steering Committee

Date: 4 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: 2008 Annual Seminar

Purpose

To provide a discussion paper on the 2008 Annual Seminar and whether there is an interest by the Waikato Engineering Lifelines Group in having a combined seminar this year with the Bay of Plenty Lifelines Advisory Group.

General

In my capacity as Project Manager for the Bay of Plenty Lifelines Advisory Group I have been requested to approach WELG for its views on the possibility of combined Annual Seminars.

There is, in my opinion, some merit in combining the seminars, the most obvious being the shared costs and it is important to note that a significant number of the utilities are involved in both the Waikato and Bay of Plenty Regions, the main exceptions being the City, Regional and District Councils. It is also becoming increasingly difficult to find high calibre speakers in the relatively confined subject scope of emergency management, especially as the only incentives that we have been able to provide have been for transport and accommodation.

A possible scenario is to have combined Annual Seminars with the venues alternating between the regions.

The 2008 WELG Seminar, tentatively arranged for the 6th June 2008, is still being worked on and, regardless of the high satisfaction levels over the past three years; it is possibly a time for a change of venue and format. The successes in the past have predominately been through the high calibre of the presenters with subjects of particular significance to the participants at the seminars.

If there is an acceptance in the concept of combined meetings, an appropriate location for the 2008 seminar could be Rotorua as it is relatively central for both regions, has a high availability of suitable venues and, most importantly, the Rotorua District is a participant in both Lifelines Groups due to the regional boundary bisecting the District.

Possible subject matter that I am pursuing includes the National Hazardscape Report (Integrated Risk Management), climate change and tsunamis, all of which have direct influence on both regions. If members have any other suggestions as to speakers, please contact the Project Manager as soon as possible.

Recommendation

- (1) That the report titled “**2008 Annual Seminar**” be received for information.
- (2) That the 2008 Annual Seminar be a combined function and held in Rotorua on the 6th June 2008.
- (3) That the location of the future Annual Seminars be alternated between the two regions.

John Harris

Lifelines Project Manager

Report to Lifelines Group Steering Committee

Date: 5 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Proposed WELG Work Programme and Budget 2008/2009**

Purpose

To outline the proposed WELG Work Programme and Budget for the 2008/2009 financial year

General

With the change to three meetings per year, the next meeting will be after the end of the financial year so it would be desirable to review and adopt the programme at this meeting. It will also allow the invoices to go out before or early in the new financial year.

Proposed Work Programme and Budget 2008/09

The following proposed 2008/09 work programme and budget follows on the heels of 2007/08 programme.

The proposed 2008/09 work programme and budget is aimed at maintaining the Emergency Communications Plan and completion of the Utility Vulnerability Assessment & Prioritisation Project and Alternative Routes.

The proposed WELG Work Programme and Budget and proposed funding apportionment and revenue for 2008/09 are outlined in the following two tables.

Table 1: 2008/09 WELG Work Programme and Budget

Cost Centre	Activity	Budget 07/08	Budget 08/09	Work Activities
WELG Administration	Administering Authority (EW)	\$5,000	\$5,000	Budget preparation, invoicing, financial reports, contract management.
	Project Manager	\$14,000	\$14,000	Minutes of meetings, budget preparation, preparation of agenda reports for Steering Committee meetings & workshops
		\$19,000	\$19,000	
WELG Projects	Vulnerability Project	\$6,000	\$5,000	Planning, resources, attendance & follow-up by Project Manager, catering
	Emergency Comms. Plan	\$2,000	\$2,000	Maintenance/updating by Project Manager
	Communications	\$5,000	\$5,000	Maintenance of website, quarterly newsletters
	Business Plan	\$500	\$500	Maintenance of Business Plan
	Climate Change	\$7,000	\$4,000	Climate change involvement & possible project
	Alternate Routes Project	\$0	\$4,000	Development of a report outlining alternate routes to the state highway networks
	Annual Seminar	\$6,000	\$6,000	Preparation, attendance & follow-up by Project Manager, venue hire, catering, guest speaker expenses
	Information Management	\$1,500	\$1,500	Support & provision of information/advice to EMO and Min of CDEM, submissions, etc.
	Special Projects	\$1,500	\$1,500	Administrative support for Including Load Management, Incident Management Systems
	Pandemic	\$2,000	\$2,000	Support & provision of information/advice on pandemic planning
		\$31,500	\$31,500	
Other Conferences, Seminars, Workshops	National Forum	\$1,500	\$1,500	Attendance of Project Manager
	AELG Annual Seminar	\$1,000	\$1,000	Attendance of Project Manager or Project Advisor, including expenses
	Liaison Meetings	\$2,500	\$2,500	Support/attendance of Project Manager, including expenses
		\$5,000	\$5,000	
Total		\$55,500	\$55,500	

Table 2: 2008/09 Proposed Funding Apportionment and Revenue

The proposed funding apportionment and revenue for 2008/09 is outlined in the following table and is based on the same arrangements for 2007/08:

WELG Project Member	Contribution (\$)
Councils:	
Waipa DC	2,500
Thames Coromandel DC	2,500
Taupo DC	2,500
South Waikato DC	2,500
Matamata Piako DC	2,500
Waikato DC	2,500
Waitomo DC	2,500
Hauraki DC	2,500
Environment Waikato	2,500
Hamilton City Council	3,000
Sub-Total	25,500
Utility Companies:	
WEL Networks	2,500
Powerco	2,500
Mighty River Power	2,500
The Lines Company	2,500
Genesis Energy	2,500
Waipa Networks	2,500
Unison	2,500
Transit	2,500
Contact Energy Geothermal	2,500
Transpower	2,500
Sub-Total	25,000
Waikato CDEM Group:	5,000
TOTAL	55,500

The contribution from the utility companies has dropped due to the withdrawal of Vodafone. Discussions have been held with Vodafone as to whether they would contribute again but no response has been received. Every effort, however, will continue to be made to increase the number of contributing organisations and thus reduce the level of the individual contributions.

Recommendation

- (1) That the report titled “**2008/2009 Financial Year**” be received for information.

- (2) That the 2008/2009 Work Programme and Budget and Funding Apportionment be adopted.

John Harris

Lifelines Project Manager

Report to Lifelines Group Steering Committee

Date: 5 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Lifeline Utility Coordination**

Purpose

To provide a discussion report on lifeline utility coordination during emergency events

General

This subject was raised as part of the discussion on Lifeline Coordinators at the previous meeting and a protocol for communicating with lifeline utilities was to be prepared by the Project Manager. The reason for the development of the protocol was to assist the CDEM Group in communicating with the respective lifeline utilities during an emergency event.

The concept of the lifelines coordinator was for an individual, preferably independent from lifeline utilities and having an in-depth knowledge of the utilities, to act as the communication vehicle between the CDEM Group and the individual utilities. In reality, especially in the response mode, a single coordinator may be swamped by the volume of calls necessary during an emergency event and a number of people potentially being required to assist with the communication role. The issue of the response period being over several days and the need for backup is also a factor and the concept of bringing in Coordinators from outside the area has been discussed but their knowledge of individuals within the utilities would be limited and thus the benefits reduced. There also appeared to be some uncertainty as to exactly where the Coordinator fits into the overall CDEM structure and to whom they are responsible to.

A possible method to overcome this communication problem may be for each utility to provide the CDEM Group with an individual communication protocol/ MOU. This could name the key contact person/position and deputy with an explanation of their limits of authority in terms of decision making. The protocol/MOU could include an internal management structure which depicts the levels of authority relative to the scale of the emergency event.

The advantage of this system is that any individual within, or seconded to, the CDEM Group can be utilised to contact the utilities and sustainability over time is thus maintained. In terms of the presentation of a protocol/MOU, the most obvious vehicle would be through the Lifelines

Emergency Communications Plan. The Emergency Communications Plan already identifies key personnel within utility organisations and could be modified to include limits of authority, internal structures, etc.

Recommendation

- (1) That the report titled “**Lifeline Utility Coordination**” be received for information.
- (2) That a formal protocol template be developed for the utility companies/authorities to complete and the information included within the Emergency Communication Plan.

John Harris

Lifelines Project Manager

Report to Lifelines Group Steering Committee

Date: 5 February 2008
To: Steering Committee Members
From: Lifelines Project Manager
Subject: **Future Meeting Dates**

Purpose

To provide suggested meeting dates for the balance of the 2007/2008 financial year and the 2008/2009 financial year

General

It was agreed by the WELG Committee that the number of meetings be reduced to three per year, excluding the Annual Seminar.

Suggested dates are as follows:

- Friday 4th July 2008 (Annual General Meeting)
- Friday 7th November 2008
- Friday 6th March 2009

Recommendation

- (1) That the report titled “**Future Meeting Dates**” be received for information.
- (2) That the suggested meeting dates be adopted.

John Harris
Lifelines Project Manager