



GROUP STEERING COMMITTEE ANNUAL GENERAL MEETING  
MINUTES

Report of the Lifelines Steering Committee Annual General meeting, held at the Hamilton Airport Motor Inn Conference Centre, Hamilton Airport, at 11.00am on Friday 30 June 2006

**MEMBERS:**

**WEL Networks**

Alan Harrop

**South Waikato District Council**

Alex Shaw / Barrie Herlihy

**Matamata Piako District Council**

George Ridley

**Waipa District Council**

John Mills

**Emergency Management Office (Environment Waikato)**

Adam Munro

**Transit NZ**

Ian Cox

**Genesis Energy**

Vickie Ayton

**Ministry of CDEM (Emergency Management Planner)**

Greg Gallop

**Vodafone NZ Ltd**

Graham Mearns

**IN ATTENDANCE**

John Harris (Engineering Lifelines Project Manager)

Richard Bax – Waikato District Council

Brent Aitken – Taupo District Council

Dave Comber – Contact Energy

Sean Hollands – Environment Waikato

**APOLOGIES**

Vickie Ayton

Greg Gallop

Barrie Herlihy

Rob Blackburn

**PRESENT**

Alan Harrop, Alex Shaw, George Ridley, John Mills, Adam Munro,  
Ian Cox, Graham Mearns

## **Confirmation of Officers**

(Agenda Item 1)

There are only two elected officers on the Group, Chairperson and Deputy Chairperson. The positions are currently held by Alex Shaw and Grant Strang as Chairperson and Deputy respectively. Grant resigned from the Group during the year and the position has not been filled. The elections are held every three years, the next being in 2007.

There were no nominations for the position of Deputy Chairperson.

### **Action Point:**

- (1) Project Manager to canvas the Group Members re the position.

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

(Agenda Item 2) File: 03 09 00

Taken as read

### **RESOLVED:**

- (1) That the minutes of the Steering Group Annual General Meeting on Friday 30 June 2006 be received and adopted as a true and correct record.

A. Shaw / I. Cox  
Carried

## **Funding Update**

(Agenda Item 3) File: 03 09 00

John Harris presented the report on the WELG expenditure for 2005 / 2006 and overall performance.

### **RESOLVED:**

- (1) That the report titled "**2005/2006 WELG Expenditure & Performance**" be received for information.
- (2) That the \$5,000 budgeted for the Lifelines Co-ordinator training be used to offset the over-expenditure of approximately \$3,500.

A. Munro / A. Shaw  
Carried

John Harris presented the report on the Proposed 2006 / 2007 WELG Work Programme and Budget.

### **RESOLVED:**

- (1) That this report titled "Proposed WELG Work Programme and Budget 2006/07" be received for information; and
- (2) That the Lifelines Steering Committee approves the proposed 2006/07 budget of \$68,000 as outlined in Table 1 of this report and the funding apportionment and revenue outlined in Table 2 of this report.

I. Cox / A. Munro  
Carried

## **Project Update**

(Agenda item 4) File: 03 09 .00

John Harris presented the Key Project Update Report.

The vulnerability study resource book is to be available for all parties by mid-August and first workshop to be held in 6 weeks from date of receipt of resource books.

### **RESOLVED:**

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

A. Shaw / A. Munro  
Carried

## **CLINZ Project Update**

(Agenda Item 5) File: 03 09 00

John Harris presented the report on the CLINZ Project Update.

### **Action Point:**

- (1) John Harris / Adam Munro to identify what areas the CLINZ Model will be concentrating on in the 2006 / 2007 financial year.

### **RESOLVED:**

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

A. Harrop / G. Ridley  
Carried

## **General Business**

(Agenda Item 6) File: 03 09 00

There was general discussion on the Breakfast Seminar and especially the date for the next Seminar. There was a consensus that mid June may be a more appropriate date but that the time and venue remain the same.

The issue of presenters was raised for the next Seminar and members are to contact the Project Manager if they have any suggestions on suitable presenters. It will be necessary to approach prospective presenters as soon as possible.

## **Next Meeting**

(Agenda Item 7) File: 03 09 00

No dates have been set for the next meeting of the Lifelines Steering Committee.

### **Action Point:**

- (1) John Harris to prepare a list of tentative dates for the 2006 / 2007 meetings for consideration by the Group

Meeting closed at 12.00 pm

# Report to Lifelines Group Steering Committee

**File No:** 30 09 00  
**Date:** 27 June 2006  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** 2005/2006 WELG Expenditure & Performance

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## Purpose

To report on WELG performance and expenditure incurred in the 2005/2006 financial year

## Project Manager

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

- Preparation of reports, agendas, minutes, etc, for the WELG Steering Committee Meetings
- Have started but not completed the WELG business Plan
- Updated Emergency Communications Plan virtually ready for publishing
- Attended the National Lifelines Forum in Palmerston North
- Preparation for the Annual Seminar and AGM
- Preparation of three quarterly newsletters. The June newsletter was not completed due to the preparation of the Annual Seminar and AGM.
- The Hazard & Risk Identification and Vulnerability Workshops have been merged into the Vulnerability Workshop as they are closely linked. A considerable amount of research has gone into the preparation of the resource information and is nearly ready to go out.
- Preparation of submissions for the CDEM plan and Guide for the Ministry of CDEM
- Attended the Auckland Engineering Lifelines Annual Seminar
- Attended and participated in the Hawkes Bay Utility Resilience Workshop
- Did not attend the Resilient Infrastructure Conference due to other commitments
- Assisting the Pandemic Working Party as representative for lifeline utilities

## Expenditure

While there are some pluses and minuses with specific budget items, the final forecasted expenditure for the financial year is in the vicinity of \$58,000. The approved budget was \$64,500 but \$10,000 was reserved for lifeline co-ordinator training and has not been uplifted. 50% of this specific budget item is funded direct from the Ministry of CDEM and thus the balance is in house. This would then provide a budget of \$59,500 and thus the budget being almost fully expended.

## **Recommendation:**

- (1) That the report titled “**2005/2006 WELG Expenditure & Performance**” be received for information.
- (2) That the \$5,000 budgeted for the Lifelines Co-ordinator training be used to offset the over-expenditure of approximately \$3,500.

John Harris  
**Lifelines Project Manager**

# Report to Lifelines Group Steering Committee

**File No:** 30 09 00  
**Date:** 27 June 2006  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** **Proposed WELG Work Programme and Budget 2006/07**

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## Purpose

To outline the proposed WELG Work Programme and Budget for the 2006/07 financial year.

## Proposed Work Programme and Budget 2006/07

The following proposed 2006/07 work programme and budget follows on the heels of 2005/06 which was a very busy year for the Waikato Engineering Lifelines Group (WELG) project which focused on networking and the development of information, building on the successes of the previous year.

The proposed 2006/07 work programme and budget is aimed at publishing the updated Emergency Communications Plan and implementing the Vulnerability Workshop, the planning resources being virtually completed in the 2005/2006 year. This project is significantly larger than first anticipated but will assist lifelines utilities meet their objectives and requirements of the CDEM Act 2002. Emergency events which have occurred over the recent path can only confirm the necessity of business continuity and the need to identify critical vulnerabilities.

A more detailed work plan for 2006/07 will need to be developed to complement this report, which provides more of a generic overview.

The proposed WELG Work Programme and Budget and funding apportionment and revenue for 2006/07 are outlined in the following tables.

**Table 1: Proposed 2006/07 WELG Work Programme and Budget**

Cost Centre	Activity	Budget 05/06	Budget 06/07	Work Activities
<b>WELG Administration</b>	<b>Administering Authority (EW)</b>	\$10,000	\$6,000	Budget preparation, invoicing, financial reports, contract management.
	<b>Project Manager</b>	\$5,000	\$14,000	Minutes of meetings, budget preparation, preparation of agenda reports for Steering Committee meetings & workshops
		<b>\$15,000</b>	<b>\$20,000</b>	
<b>WELG Projects</b>	<b>Vulnerability Workshop</b>	\$1,500	\$5,000	Planning, resources, attendance, & follow-up by Project Manager, catering and reporting
	<b>Hazard &amp; Risk Identification Workshop</b>	\$2,500	\$0	(merged with above)
	<b>Emergency Comms. Plan</b>	\$3,000	\$5,000	Printing & Distribution (final version), maintenance/updating by Project Manager
	<b>Communications</b>	\$12,000	\$5,000	Maintenance of website, quarterly newsletters (x4)
	<b>Business Plan</b>	\$0	\$500	Development of Business Plan
	<b>CLINZI Project</b>	\$5,000	\$5,000	Travel support for CLINZI Project Manager, development of Stage 2 (Hauraki Plains)
	<b>Annual Seminar &amp; AGM</b>	\$5,000	\$6,000	Preparation, attendance & follow-up by Project Manager, venue hire, catering, guest speaker expenses
	<b>Training</b>	\$10,000	\$10,000	Regional Lifelines Coordinator & an alternate (to be appointed by the Waikato CDEM Group). Note: 50% of costs to be funded by the Min of CDEM
	<b>Information Management</b>	\$2,000	\$1,500	Support & provision of information/advice to EMO and Min of CDEM projects, including GIS Mapping, Alternative Transport Routes
	<b>Special Projects</b>	\$3,000	\$1,500	Administrative support for including Load Management, Incident Management Systems
	<b>Pandemic</b>	\$0	\$2,000	Support & provision of information/advice on pandemic planning
		<b>\$44,000</b>	<b>\$41,500</b>	
<b>Other Conferences, Seminars, Workshops</b>	<b>National Forum</b>	\$2,000	\$2,000	Attendance of Project Manager
	<b>AELG Annual Seminar</b>	\$1,000	\$1,000	Attendance of Project Manager or Project Advisor, including expenses
	<b>General</b>	\$3,500	\$2,000	Attendance of Project Manager or Project Advisor at forums such as CDEMG and CEG Meetings, including expenses
	<b>Local EOA liaison meetings</b>	\$0	\$1,500	Support/attendance of Project Manager, including expenses
		<b>\$6,500</b>	<b>\$6,500</b>	
<b>Total</b>		<b>\$65,500</b>	<b>\$68,000</b>	

**Table 2: 2006/07 Proposed Funding Apportionment and Revenue**

The proposed funding apportionment and revenue for 2006/07 is outlined in the following table and is largely based on the same arrangements for 2005/06:

<b>WELG Project Member</b>	<b>Contribution (\$)</b>
<b>Councils:</b>	
Otorohanga DC	2,500
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
EW	2,500
Hamilton City Council	3,000
<b>Sub-Total</b>	<b>28,000</b>
<b>Utility Companies:</b>	
<i><u>Existing contributors:</u></i>	
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
<i><u>Proposed (new) contributors:</u></i>	
Telecom	2,500
Natural Gas	2,500
Vodafone	2,500
Transpower	2,500
<b>Sub-Total</b>	<b>30,000</b>
<b>Waikato CDEM Group:</b>	<b>10,000</b>
<b>Ministry of CDEM:</b>	<b>5,000</b>
<b>TOTAL</b>	<b>73,000</b>

## Recommendation

1. That this report titled "Proposed WELG Work Programme and Budget 2006/07" be received for information; and
2. That the Lifelines Steering Committee approves the proposed 2006/07 budget of \$68,000 as outlined in Table 1 of this report and the funding apportionment and revenue outlined in Table 2 of this report.

John Harris  
**Project Manager**

# Report to Lifelines Group Steering Committee

**File No:** 30 09 00  
**Date:** 27 June 2006  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** **Key Projects Updates**

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## Purpose

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

## Communications Plan

Letters were sent to all document holders advising them that the Communications Plan is being reviewed before a final publication. The letter also requested that their respective contact information be checked and updated, if necessary. Some replies have been received to date but there have also been a number of staff changes within various organisations and it indicates the necessity to include a request for address changes in the event of the respective document holder changing jobs.

A draft Final Communications Plan has been completed with the primary amendment being a new look and the maps being relocated to the Appendices to allow the contact pages to be more easily found. A suggestion has been raised as to whether facsimile numbers could be replaced by e-mail addresses and your opinions on this matter are required before finalising the document for publication.

## Vulnerability Workshop

A draft workshop information booklet had been prepared and sent, electronically, to all Steering Group Members for comment. The information did not include the maps but examples of them, with a hard copy of the booklet, is available at this meeting.

During preparation of the document it became apparent that a significant amount of the preparatory work could be carried out in house by each authority/agency and the number of meetings possibly reduced to two.

This is a significant project and the format has evolved over time, hence the delay, but it is imperative that it is carefully thought through and has buy in from the lifeline authorities/agencies if it is to succeed. The information booklet provides the agencies with a resource book primarily to assist them in identifying vulnerabilities in potential emergency events but it can also be used in the development of emergency management exercises.

## 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:** 27 June 2006  
**To:** Steering Committee Members  
**From:** Lifelines Project Manager  
**Subject:** **CLINZ Project Update**

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## Purpose

To report on the status of the CLINZI Project.

## CLINZ

The CLINZ team has been making progress on several fronts. Nigel Jollands has recently returned from 2 weeks working in the USA with Prof Matthias Ruth. While in the USA, Nigel worked on completing the daily models for Hamilton where data is available (electricity, public health and water supply). The aim is to provide a brief report for the Lifelines group that includes an overview of current developments of CLINZI and summary of findings, and then three chapters (electricity, public health and water supply). These 'chapters' will be in the form of standalone journal papers that have either been submitted or accepted for publication in international peer reviewed journals. At this stage, the overview paper has been accepted (subject to several amendments) by the Journal of Environmental Management. Their paper on water supply is currently with the journal of Water Resources.

(Copies of both papers are available upon request to the WELG Project Manager)

They are also making progress developing the risk identification approach for CLINZI. As you are aware, risk identification is the first stage in the CLINZI process. Last year for Hamilton, they conducted this process with Matthias Ruth within NZCEE. However, in hindsight it was realised that this should ideally be done with stakeholders. Therefore, in order to make the risk identification exercise an engaging process they are in the process of adapting a 'game' that Landcare Research scientists have developed for future scenario development. They hoped to have the game completed by mid May and to run the game with Waikato Lifelines Group members in late May early June but this has not yet occurred.

It may be appropriate to consider, at this stage, as to whether WELG should contribute to the CLINZ project in the 2006/2007 financial year, especially if it is not in this area.

## Recommendation:

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

John Harris  
**Lifelines Project Manager**