



**STEERING COMMITTEE MEETING  
MINUTES**

**SCANNED**

Report of the Lifelines Steering Committee meeting, held at the office of Environment Waikato, 401 Grey Street, Hamilton East, at 10.30am on Friday 27 July 2007

**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**  
Kaye Clark  
**Genesis Energy**  
Bill Ashurst  
**Ministry of CDEM (Emergency Management Planner)**  
Greg Gallop / Suzanne Vowles  
**Vodafone NZ Ltd**  
Graham Mearns

**IN ATTENDANCE**

John Harris (Engineering Lifelines Project Manager)	
Peter Hemming	Waipa Networks
Rob Korenhof	Taupo District Council
Jason Stapp	Contact Energy
Bevan Bettridge	Telecom
Andy Leggett	Telecom
Lyall Duffus	Mighty River Power
Zac Jordan	Contact Energy
Graeme Cleaver	Hamilton City Council
Nenad Puljic	WEL Networks
Ivan Trethowen	MCDEM

**APOLOGIES**

George Ridley	Matamata-Piako District Council
Dean Burwell	Hauraki District Council
Barrie Herlihy	South Waikato District Council
Trevor Starr	Genesis Energy
Dave Comber	Contact Energy

**PRESENT**

Alan Harrop, Alex Shaw, John Mills, Adam Munro, Kaye Clark, Bill Ashurst, Suzanne Vowles

### **Apologies**

(Agenda Item 1)

As recorded on page 1

#### **RESOLVED:**

- (1) That the apologies be accepted

A. Shaw / B. Ashurst  
Carried

### **Late items for General Business**

(Agenda Item 2)

Northland Storm event  
The 4 R's \  
Auckland Volcanic Eruption Exercise  
Emergency Management Conference

### **Minutes of Previous Meeting**

(Agenda Item 3)

Taken as read

#### **RESOLVED:**

- (1) That the minutes of the Steering Group Meeting on Friday 11 May 2007 be received and adopted as a true and correct record.

A. Harrop / K. Clark  
Carried

### **Correspondence**

(Agenda Item 4)

#### Inwards

- South Waikato DC – Supply security, Tirau and Putaruru
- Replies for Breakfast Seminar
- Vicky Blair – HCC Emergency Awareness Day
- NCMC – Sitrep information
- Greater Wellington Regional Council – Emergency Management Conference
- LGNZ – climate change

#### Outward

- Five copies of WELG Emergency Communication Plan
- Invitations to Breakfast Seminar
- NCMC – Sitrep information

a. Munro / A. Shaw  
Carried

### **Project Manager's Report**

(Agenda item 5)

John Harris presented the Project Manager's Report.

#### **RESOLVED:**

- (1) That the report titled "**Project Manager's Report**" be received for information

J. Mills / A. Munro  
Carried

## **Key Project Updates**

(Agenda Item 6)

John Harris presented the report titled "**Key Project Updates**"

There was general discussion on the Business Plan and it was agreed that subject to changes discussed at the meeting, it should be reissued as a final document.

### **RESOLVED**

- (1) That the report titled "**Key Project Updates**" be received for information.
- (2) That the Business Plan as presented at the meeting be adopted, subject to the discussed amendments.

B. Ashurst / A. Shaw  
Carried

## **Confidential Information**

(Agenda Item 7)

John Harris presented the report titled "**Confidential Information**".

### **Action Point:**

That the Project Manager approach other Lifeline Groups to determine whether they have standard agreements to cover the sharing of information.

### **RESOLVED**

- (1) That the report titled "**Confidential Information**" be received for information.
- (2) That a Memorandum of Understanding for the sharing of information be developed in consultation with all utilities.

A. Munro / K. Clark  
Carried

## **Avian Flu Pandemic**

(Agenda item 8)

John Harris presented the report titled "**Avian Flu Pandemic**".

### **RESOLVED:**

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

A. Shaw / B. Ashurst  
Carried

## **Climatic Change**

(Agenda item 9)

John Harris presented the report titled "**Climatic Change**".

There was general discussion on the potential impacts of climatic change and the original intention to look into a climate model for the Hauraki Plains. South Waikato District Council has adopted a climate change model and it was agreed that a Waikato Region climate change model may be more appropriate.

### Action Point

- (1) Project Manager / Adam Munro extend original brief scoping report on modelling effects of climate change on the Hauraki Plains to cover the Waikato Region.
- (2) Project Manager to re-circulate CLIMPACTS training workshop.

### **RESOLVED:**

- (1) That the report titled "**Climatic Change**" be received for information.

B. Ashurst / A. Munro  
Carried

### **Draft Regional Flood Risk Management Strategy**

(Agenda Item 10)

The strategy report was not available at the meeting.

### Action Point

- (1) Adam Munro to send copy of Strategy document to WELG members

### **Business Plan**

(Agenda Item 11)

Discussed as part of Item 6 "**Key Projects Update**"

### **General Business**

(Agenda Item 12)

The **Northland Storm** event was briefly discussed and generally agreed that the type of issues that arose, such as road closures, power outages, etc are a grim reminder of the types of problems that can occur in the Waikato Region during similar events.

**The 4 R's**, reduction, readiness, response and recovery, in terms of the Lifelines Group's role was discussed at length and was agreed that the WELG would not have an operational role and would confine its role to reduction and readiness. There is, however, a role for preparing a protocol amongst the utilities to be utilised during an emergency event and could be linked to the Emergency Communications Plan.

As discussed during the AGM, the position of Lifelines Coordinator was again raised.

### Action Point:

The Project Manager is to prepare a background paper on the position of Lifelines Coordinator and how it fits in with the role of the Lifelines Group.

Graeme Cleaver outlined the **Auckland Volcanic Eruption Exercise Ruaumoko** which is planned for 10 – 14 March 2008, although planning is already underway. The exercise is to test Auckland's resilience but will have a significant impact on adjoining regions, especially welfare. This has major implications on lifeline utilities in the Waikato Region and thus the WELG could be involved in the exercise.

The Project Manager had received notification that the **2007 Emergency Management Conference** is being held in Wellington on the 4<sup>th</sup> & 5<sup>th</sup> October and that there were some interesting presentations.

**RESOLVED:**

- (1) That the Project Manager attends the 2007 Emergency Management Conference in Wellington.

A. Shaw / A. Harrop  
Carried

Adam Munro, on behalf of the WELG, thanked Alex Shaw for his leadership of the Group over the last three years and the increasing role that the Group is playing is a reflection of his involvement, especially as these were the Group's formative years.

**Next Meeting**

(Agenda Item 13)

The next ordinary meeting of the Lifelines Steering Committee will be at 9.30am Friday **19 October 2007**, venue to be determined. Please forward any agenda items to Adam Munro or John Harris.

Meeting closed at about 12.30 pm.

If you are interested in hosting a WELG meeting please contact John Harris.

**Future Meeting Dates**

Friday 19 October 2007

Friday 8 February 2008

Friday 16 May 2008

Friday 6 June 2008 – Possible date for the Breakfast Seminar

Friday 1 August 2008 – AGM plus normal meeting