

## **STEERING COMMITTEE MEETING MINUTES**

Report of the Lifelines Steering Committee meeting, held in the EOC (Hamilton City Council Works Depot) 44 Duke Street, Hamilton, at 9.30am on Friday 8 December 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**  
Kaye Clark
- 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)
- Graeme Cleaver                      Hamilton City Council
- Peter Hemming                      Waipa Networks
- Don Elers                              Vector Gas
- Terry Wynyard                      Tauranga City Council
- John Thurston                      Environment BOP
- Delwyne Board                      Waikato District Health Board
- Liz Prior                                Waikato District Health Board

**APOLOGIES**

- Vickie Ayton                              Genesis Energy
- Kaye Clarke                              Transit NZ
- Andy Snook                              Telecom
- Dave Comber                              Contact Energy
- John Mills                                Waipa District Council
- George Ridley                              Matamata-Piako District Council

**PRESENT**

- Alex Shaw, Alan Harrop, Adam Munro

### **Apologies**

(Agenda Item 1)

As recorded on page 1

#### **RESOLVED:**

- (1) That the apologies be accepted

Alan Harrop / Don Elers

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

(Agenda Item 2)

Minutes  
Tokoroa Power shutdown

### **Minutes of Previous Meeting**

(Agenda Item 3) File: 03 09 00

Taken as read

#### **RESOLVED:**

- (1) That the minutes of the Steering Group Meeting on Friday 20 October 2006 be received and adopted as a true and correct record.

A. Harrop / A. Shaw  
Carried

### **Correspondence**

(Agenda Item 4) File: 03 09 00

#### Inwards

- Request by Unison Networks for WELG Emergency Communications Plan
- Request by Unison Networks for WELG Oil Supply Disruption submission
- Request by Taupo District Council for WELG Emergency Communication Plan

#### Outward

- WELG information to Hawke's Bay Regional Council
- Copy of WELG submission for Oil Supply Disruption Strategy to Ministry of Economic Development
- CLINZI publication to Hamilton City Council
- Copy of WELG Oil Supply Disruption submission to Unison Networks Ltd
- Copy of WELG Emergency Communication Plan to Unison Networks Ltd
- Copy of WELG Emergency Communication Plan to South Waikato District Council

A. Shaw / A. Harrop  
Carried

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

(Agenda item 5) File: 03 09 .00

John Harris presented the Project Manager's Report.

Discussion on over-expenditure on Vulnerability Project and that CLINZI Project would not be occurring this financial year.

**RESOLVED:**

- (1) That the report titled “**Project Manager’s Report**” be received for information
- (2) That under-expenditure in CLINZI Project budget be transferred to the Vulnerability Project Budget

A. Shaw / A. Munro  
Carried

**Key Project Updates**

(Agenda Item 6) File: 03 09 00

John Harris presented the report titled “**Key Project Updates**”

**Action Point:**

- (1) Members to provide any information to Project Manager that they believe should be included in the Business Plan

**RESOLVED**

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

A. Shaw / A. Munro  
Carried

**Avian Flu Pandemic**

(Agenda item 7) File 30 09 00

John Harris presented the report titled “**Avian Flu Pandemic**”.

**RESOLVED:**

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

A. Munro / A. Harrop  
Carried

**Presentations**

(Agenda Item 8)

Liz Prior gave very informative presentation on Community Based Assessment Centres (CBAC’s) and an indication as to progress in their development throughout the region. This issue of security for the centres was also raised as they would, during a pandemic, have drugs stored on site. (Copy of presentation attached)

Graeme Cleaver gave a very interesting presentation on the recent capital quake exercise with an emphasis on recovery management, followed by a tour of the Emergency Operating Centre. (Copy of presentation attached)

**General Business**

(Agenda Item 9)

The Project Manager raised the issue of the meeting minutes and that they are currently being sent both electronically and hard copy and that there is a significant cost to sending hard copies.

It was agreed that only electronic copies of the minutes and agenda would be sent to WELG members.

Alex Shaw spoke briefly about a recent power shutdown in Tokoroa and the vulnerability of the District to power failure.

Alex Shaw also spoke on the recent thefts of radio telemetry and chlorination equipment from water treatment plants, obviously being stolen to order as other equipment is not being taken at the same time. This has serious ramifications for all utility companies / authorities.

#### Action Points

- (1) John to draft letter to Transpower regarding the recent power shutdown in Tokoroa.

#### Next Meeting

(Agenda Item 10) File: 03 09 00

The next meeting of the Lifelines Steering Committee will be at 9.30am Friday 2 March 2007 at the Huntly Power Station. Please forward any agenda items to Adam Munro or John Harris.

Meeting closed at about 12.30 pm.

#### **Please Note:**

- **Completed Vulnerability Assessment & Prioritisation information to be sent to the WELG Project Manager by Friday 2 March 2007**
- **Vulnerability Assessment & Prioritisation Workshop on Friday 23 March 2007**