

## **Report 99.431**

23 July 1999

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Report to the Policy and Finance Committee  
From Steve Moate, Manager, Information Technology and Support Services

### **Preparation for the Year 2000 - Update**

#### **1. Purpose**

To inform the Council of the further progress made to ensure that the Council's information technology and other systems are prepared for operation in the year 2000.

(This report updates the information previously provided and last updated in report 99.155 dated 31 March 1999).

#### **2. Background**

As indicated in previous reports a number of initiatives are underway to check both existing systems, and to ensure that all new systems are not affected by the Year 2000 problem.

Our overall approach to the Year 2000 issue remains unchanged. However, the emphasis of our actions has now moved from “checking and remediation” to “contingency planning”.

Audit New Zealand have reviewed the procedures we have been following and have provided reassurance that the steps we have taken are logical and have covered the appropriate areas of risk. Audit New Zealand made certain recommendations and, as a result, staff have been asked to formally review their critical spreadsheets and all divisions have been asked to report monthly in writing to the General Manager their year 2000 situation for the remainder of this year.

#### **3. Current Situation and Progress Since March 1999**

The new finance system (SAP) is certified as being compliant by the supplier and the WRC configuration has been “year 2000” tested.

The Finance and Administration division have satisfactorily completed their testing of the DECFIN and UGEN financial systems, although these are unlikely to be needed now that the new SAP system is coming on-line. (This was always considered to be a 'belts and braces' approach in the unlikely event that SAP was either not compliant or not implemented in time.) The final checking of the PS2000 payroll system is the only outstanding component of the old finance system. This may or may not be tested depending on the final phase of implementing the new SAP system.

The latest Microsoft patches were applied and tested on all of the main computer servers over the Easter weekend. However since then Microsoft have released a number of minor patches which are yet to be installed. We are now waiting to see if any further patches become available so that they can be applied in one consolidated operation later in the year.

The Utility Services division has continued its preparations which were reported separately to the Utility Services Committee in report 99.314 dated 9 June 1999. In addition to the process review conducted by Audit New Zealand (referred to in section 2 above) a separate engineering review of the water supply preparations has been completed by Beca Ferner and Hollings Ltd. This produced a number of suggestions which have since been acted upon.

The Utility Services division still have to select a new laboratory system, the process has been somewhat delayed following the resignation of the Laboratory Manager. It is still intended that a new system should be in place before the end of the year. However, the old system could still be used with a reduced functionality if necessary. (i.e. The satisfactory operation of the laboratory would not be compromised.)

The major issue within the Environment division is safety in the Harbour which may mean putting controls on shipping movements. The Maritime Safety Authority is involved in the decision. Clarity on this issue is expected before the end of September 1999. The division has also identified that the water quality database needs replacing before 31 December. (A replacement is currently being sought).

All other divisions are satisfied with their state of readiness and are now refining their contingency plans.

## **4. Contingency planning**

Contingency Planning is taking place on three main fronts, Emergency Management, Water Supply and Corporate Response.

### **4.1 Emergency Management**

The Emergency Management staff will be involved with a full scale activation of their Beehive Headquarters "on the night". They have developed plans for this and are working closely with the Ministry and the territorial authorities in the Region. This will be reported on in more detail at the next Environment Committee meeting.

#### 4.2 **Water Supply**

A full contingency plan has been developed for all of the main water facilities. An incident room and co-ordination centre will be established at Mabey Road and maintained for the duration of any problems.

This plan is being tested through a series of exercises. The first of these was satisfactorily completed when Te Marua Treatment Plant was operated in manual mode for an extended period earlier this month.

#### 4.3 **Corporate Response**

In case of any unforeseen problems eventuating planning is underway to establish an overall incident monitoring centre in the Regional Council Centre. The intention is to establish one point of contact between the WRC and the outside world. This will involve senior managers and a group of support staff working in shifts through the new year period.

A smaller scale operation will also be mounted in the Masterton office.

### 5. **Recommendation**

*That the report be received and the contents noted.*

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