



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

This document has been proactively released. Redactions have been made consistent with the following provisions of the Official Information Act 1982: sections 6(c), 6(d), 9(2)(a), and 9(2)(b)(ii).

MEMO

DATE	Friday, 23 March 2018
TO	Carolyn Tremain, Brad Ward, James Stevenson-Wallace, Alison Bennett, Adrian Regnault, Simon Millswell
PREPARED BY	David Darby
APPROVED BY	N/A
SUBJECT	NEW ZEALAND PETROLEUM CONFERENCE 2018- SUMMARY INFORMATION

PURPOSE

This memo seeks to provide you with a summary of relevant information on the 2018 New Zealand Petroleum Conference.

Introduction

The New Zealand Petroleum Conference is New Zealand's premier oil and gas event. Every year it is attended by 400-500 domestic and international delegates. The Conference is the only NZ event in the sector that brings together senior government officials, regulators, industry leaders, international experts and service providers. The 2018 Conference will be held in Wellington.

The conference runs from Monday 26th March to Wednesday 28th March. It commences with an Investment Forum at 2pm on 26th March, and has two full days of conference presentations. Social events include a welcome function on the 26th, a Stakeholder's Function on the 26th, and a Gala Dinner on the 27th.

MBIE involvement

MBIE is a "Foundation Sponsor" of the event, using the NZ Petroleum & Minerals brand. We have a sponsorship contract 2017-2021, agreed in 2016. MBIE provided \$70,000 as sponsorship to the 2018 conference.

The Petroleum Exploration and Production Society of NZ (PEPANZ) are the conference organisers. They have confirmed that the budgeted expenditure for the 2018 conference is [REDACTED]. Note that as this is a commercial venture for PEPANZ, this budget figure is confidential.

Accordingly our sponsorship covers approximately 9% of the conference expenditure.



MBIE sponsors the conference primarily as a launch platform for the annual petroleum Block Offer. The launch is normally delivered by the Minister of Energy and Resources. This will not occur at the 2018 event. It is also a key opportunity for international investment attraction and liaison with industry.

The MBIE sponsorship contract has an annual exit clause; we have to agree to continue or decline, 20 days after the conference finishes, depending on our evaluation of the success of the conference and our future requirements. MBIE agreed to sponsor 2018 conference in April 2017.

Other sponsors and the categories of sponsorship

GNS Science is a "Technical Partner" for the conference. Elemental Group (a consultancy) and NZ Oil & Gas are "Premier Partners". Other sponsorship is provided by industry participants such as Schlumberger, Shell, OMV, Beach Energy, Chevron and others.

Staff Involvement

Twelve MBIE staff will attend the conference. An overview talk will be delivered by Josh Adams. A technical geoscience talk will be delivered by Jono Weir. James Stevenson-Wallace will participate in the conference mihi. David Darby will deliver a talk at the Investment Forum. David, Jono and Josh will chair sessions. MBIE has a booth in the associated Trade Show in the conference, using the NZ Petroleum & Minerals brand. Staff will attend the Investment Forum, the main conference, and the social functions.

We also participate in the conference advisory board (governance scope includes, content, financial governance, security, media). The PEPANZ Chief Executive is responsible during the conference for security decisions relating to the event.

James Stevenson-Wallace is the MBIE representative on the advisory board. Decisions by the board include the decision to hold the conference in Wellington.

David Darby represents MBIE's sponsorship and participates in monthly updates on conference logistics.

Jono Weir participated in the Technical Paper Review Committee, which decides on content of one of the conference streams.



Ministerial Involvement

Minister Woods will attend the Monday evening Stakeholder Function, and deliver a speech on Tuesday morning. Minister Tabuteau (NZ First) and Jonathan Young (National) will attend the Gala Dinner.

Involvement in past years

The conference has run for many years and the model has evolved over time. Until 2014, MBIE and its precursor organisation MED organised and ran the conference. In 2014, two conferences were run, with MBIE running a geo-technical conference and also sponsoring a Freeman Media-organised Petroleum Summit. In 2015, MBIE elected to exit the organisation and sponsor PEPANZ to run the event. For reference, in past years:

- 2016- MBIE sponsored \$70,000 to PEPANZ
- 2015- MBIE sponsored \$100,000 to PEPANZ
- 2014- MBIE paid \$192,000 to run the Advantage NZ Geotechnical conference, as well as providing \$15,000 sponsorship to the Petroleum Summit, organised by Freeman Media.
- 2013- MBIE paid \$809,000 to run the Advantage NZ Petroleum Conference
- 2010- MBIE paid \$750,000 to run the NZ Petroleum Conference
- 2006- MBIE paid \$573,000 to run the NZ Petroleum Conference

Security aspects

You are aware of MBIE's previous use of Thompson & Clark (T&C) to support the New Zealand Advantage Petroleum conference (that was included in the OIA release material). For the 2018 conference, basic intelligence was collected via public sources to inform security planning. Greenpeace have publicly noted that it intends to protest, consistently with previous years. Note that NZ Police are involved in the planning of the conference and have attended security briefings in advance.

PEPANZ contractual relationship with T&C

PEPANZ have confirmed their contractual relationship with T&C. T&C supply vetting of delegates, using open source information such as websites and social media posts. MBIE has



been privy to high level updates in terms of the role of T&C and updates on potential protest risks. T&C will also participate in incident response briefings during the conference.

They are part of the conference security team, and discuss open-source info on likely protest activity e.g. monitoring social media outlets. PEPANZ confirm there are no services for surveillance.

PEPANZ also employ Red Badge Security as strategic security advisers, reviewing the security plan for the conference and advising on changes in the light of possible protest techniques.

The NZ Police also gather intelligence and relay it to the PEPANZ at the conference security team meetings.

Specific notes from the Security plan documentation:

Meeting documents: 19 February 2018:

“Intelligence will be produced through T&C to provide useful information that will help the operational security team reduce the chances of a security incident. T&C will have no operational authority and will be supplying information only reporting into Red Badge and First Contact Security. These service may include and not be limited to attendee vetting and monitoring of motivated groups”. Pg 3.

[Section: Security precautions in detail]

Intelligence Gathering:

Background intelligence concerning any motivated groups that may wish to disrupt the conference is providing the organisers with information is driving the operational security of the conference. This enables the operational security team to reduce any risks associated with these groups that they might not already be aware of and is prudent given the behaviour of these groups. Thompson + Clark will provide these services and is also being used to verify attendees not know to the organisers.

All staff, crew and suppliers are being checked. Avenues Events Management are provide Thompson + Clark with all staff, suppliers, and contractors details and TSB Arena/Shed 6, and other event venues have also been provided Thompson + Clark with the names of all their staff including chefs, temp agency staff etc. for vetting.”

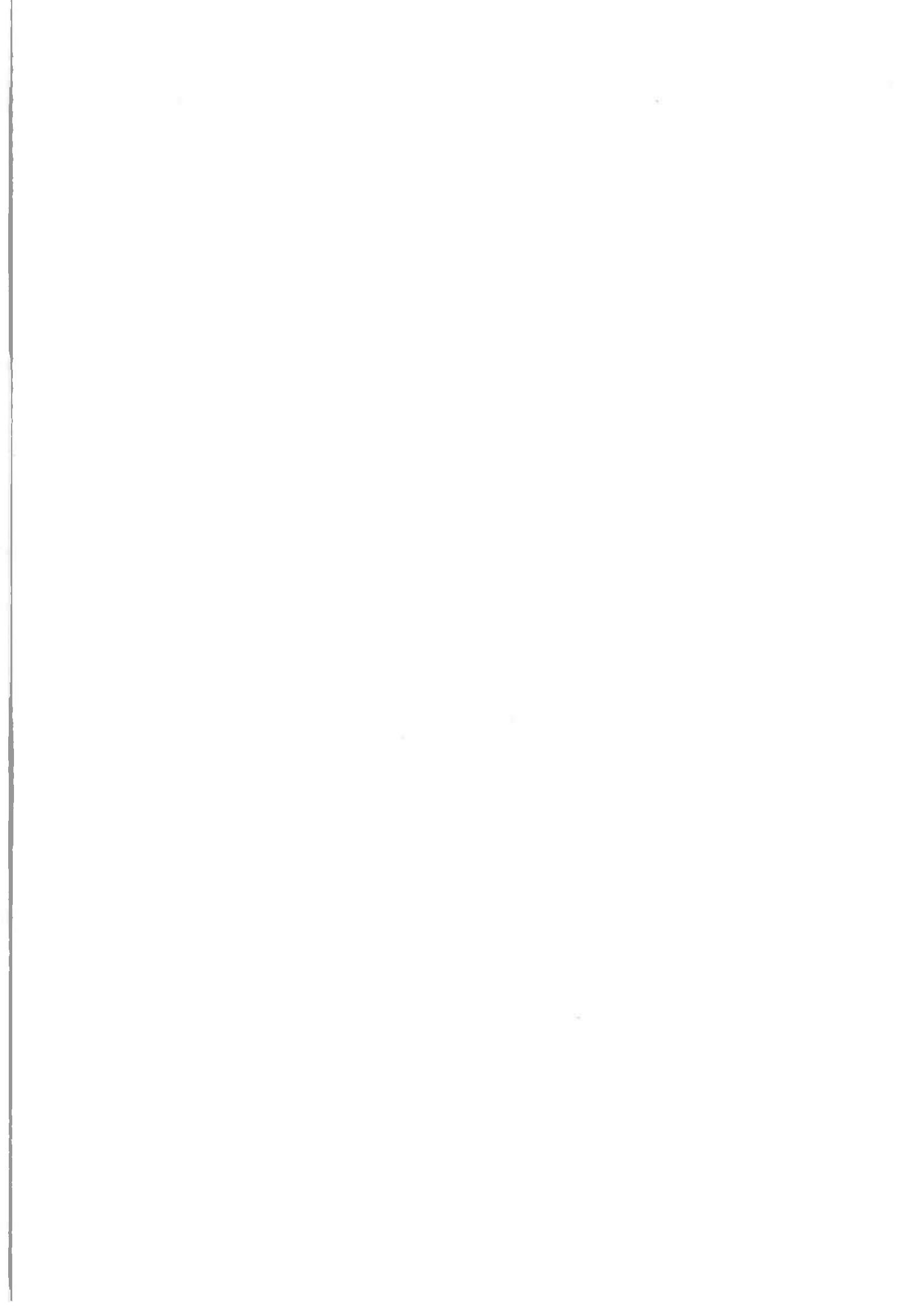
Meeting documents: 8 March 2018 papers:

“Security and Registration Q&A



"A protestor manages to falsely pre-register on the attendee database

Avenues Event Management to provide an alert on the attendee record to identify any attendees that the organisers and T&C have not been able to verify as much as they would like, so the registration staff member can be vigilant with security questions before issuing a name badge (final check).





MBIE INCIDENT SECURITY PLAN: 2018 PETROLEUM CONFERENCE PROTESTS

DATE	22 March 2018
TO	Adrienne Meikle, DCE CGI
CC	Adrian Regnault, GM Enterprise Risk & Assurance; Michael Alp, GM Property & Procurement; Ralph Chivers, Chief Information Officer; Nishkam Tyagi, Manager Facilities; Brad Ward, GM Commerce Consumers & Communication; Edd Brooksbank, Senior Communications Advisor
PREPARED BY	Blair Digou, Principal Advisor Security
APPROVED BY	Dana McDonald, Head of Protective Security
SUBJECT	MBIE INCIDENT SECURITY PLAN: 2018 PETROLEUM CONFERENCE PROTESTS AT STOUT STREET

PURPOSE

1. The focus of this plan is to keep our people and visitors safe in the event of a protest at Stout Street. This Incident Security Plan outlines the security risks and mitigations for potential protest activity 26-28 March 2018 at the MBIE premises in Wellington at Stout Street. This memo was prepared by MBIE's internal Protective Security team in conjunction with BRM branch.

BACKGROUND

2. The New Zealand Petroleum Conference 2018 is being held at TSB Arena in Wellington on 26-28 March 2018. Petroleum Exploration & Production NZ (PEPANZ) is the organiser of the Conference and MBIE in its role in New Zealand Petroleum and Minerals, is a sponsor and will also have 10 staff attending. Conference organisers and NZ Police have contacted MBIE and indicated they are expecting significant protest activity at the venue and possibly at the offices of Conference attendees.
3. Previous Petroleum Conferences have resulted in large organised protest activity and Police are expecting more of the same this year.



IDENTIFIED THREATS

4. Threats, in the form of protests, physical confrontation, and civil disobedience could arise and impact on both the safety of people and access to our site.
5. The Conference in New Plymouth last year resulted in some physical confrontations with protestors jumping barriers and physically blocking delegates from entering the venue. Police had to forcibly remove protestors from entrances.
6. Three key risks have been identified if the protest action moves to MBIE Stout Street offices:
 - 6.1. General protest disrupting normal business operations;
 - 6.1.1. Confrontation between MBIE staff/visitors and protestors;
 - 6.1.2. Property damage as result of protest.
7. These risks have been assessed in Annex A.

STOUT STREET SITE SECURITY PLAN

8. The MBIE "Site Security Plan" for 15 Stout Street provides general guidance for responding to protest action. The Site Security Plan can be found at this link:
[\[REDACTED\]](#)
9. In the event protestors arrive at MBIE offices in Stout Street, MBIE will follow the direction received from New Zealand Police, the details of which are laid out in this Security Plan.

NEW ZEALAND POLICE ADVICE

10. Police have asked MBIE Staff who are attending the Conference, that they do not engage with the protestors. There will be a significant Police presence at the venue who will be ready to respond to any complaints.
11. Police also indicated that protestors could break off and move to offices of Conference attendees. MBIE, particularly 15 Stout Street was identified as a likely target if that happens. While this could happen on any of the three days, they think the height of the protest activity will be on the second day on Tuesday 27 March. Police have asked if the protestors do arrive at Stout Street that we lock the building and dial 111. Police will respond accordingly. MBIE Incident Response team will balance the risks to staff safety and any incident as they unfold and will take an appropriate staged response.



ROLES AND RESPONSIBILITIES

Energy and Resource Markets Branch

12. Energy Resource and Markets Branch will ensure all MBIE Conference attendees are:
- briefed on the risks of attending the Conference;
 - given security advice in order to mitigate those risks; and
 - included in a keeping in touch plan with their manager.

Front-line security on duty at Stout Street

13. Facilities has arranged for an additional security guard from First Security to be on duty for the days the Conference is occurring, bringing the total to three. [REDACTED]

14. In addition to their normal duties, the security guards will:
- keep watch over our public areas and entrances for any protest activity;
 - report any protest activity to Manager Facilities or Head of Protective Security immediately;
 - not engage in any confrontation whatsoever with protestors;
 - assist with the securing of building entrances and managing both staff and members of the public in the event of a building lock down.
15. Manager Facilities and Principal Advisor Protective Security will brief the contracted guards of their responsibilities.

Facilities Team

16. The Facilities Team will serve as the second point of contact for security matters. The role of the facilities team is to:
- monitor the building security cameras;
 - contact police if protestors arrive;
 - lock down the building if required; and
 - inform the MBIE Protective Security Team and the Incident Controller of protest activity.



Protective Security Team

17. The Protective Security Team will:

- provide support to the Security Guards and the Facilities Team as required;
- provide support to the Incident Controller as required; and
- act as a liaison with NZ Police as required.

Business Continuity Team

18. The Business Continuity team will provide advice to the Incident Controller as required.

Corporate Engagement & Communications Team

19. The Comms Team will prepare messages for the Link to advise staff of the potential for protest activity at Stout St during 26-28 March 2018 and general advice, and also prepare more specific comms should protest activity occur. See **Annex C**.

Incident Controller

20. Upon notification of protest activity the Incident Controller (Ralph Chivers) will take control and advise all relevant parties of the next step to take. This will be dependent on the police response to the protest activity, and our duty of care to our people and visitors.

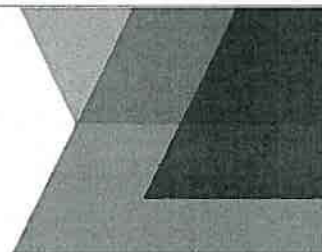
Police support

21. The New Zealand Police have requested we dial 111 in the event of protest activity and they will respond accordingly.

INCIDENT MANAGEMENT ESCALATION

22. The formal security incident escalation process is as follows:

*Security Guards/Nishkam Tyagi > Dana McDonald > Ralph Chivers > Adrienne Meikle/
Carolyn Tremain*



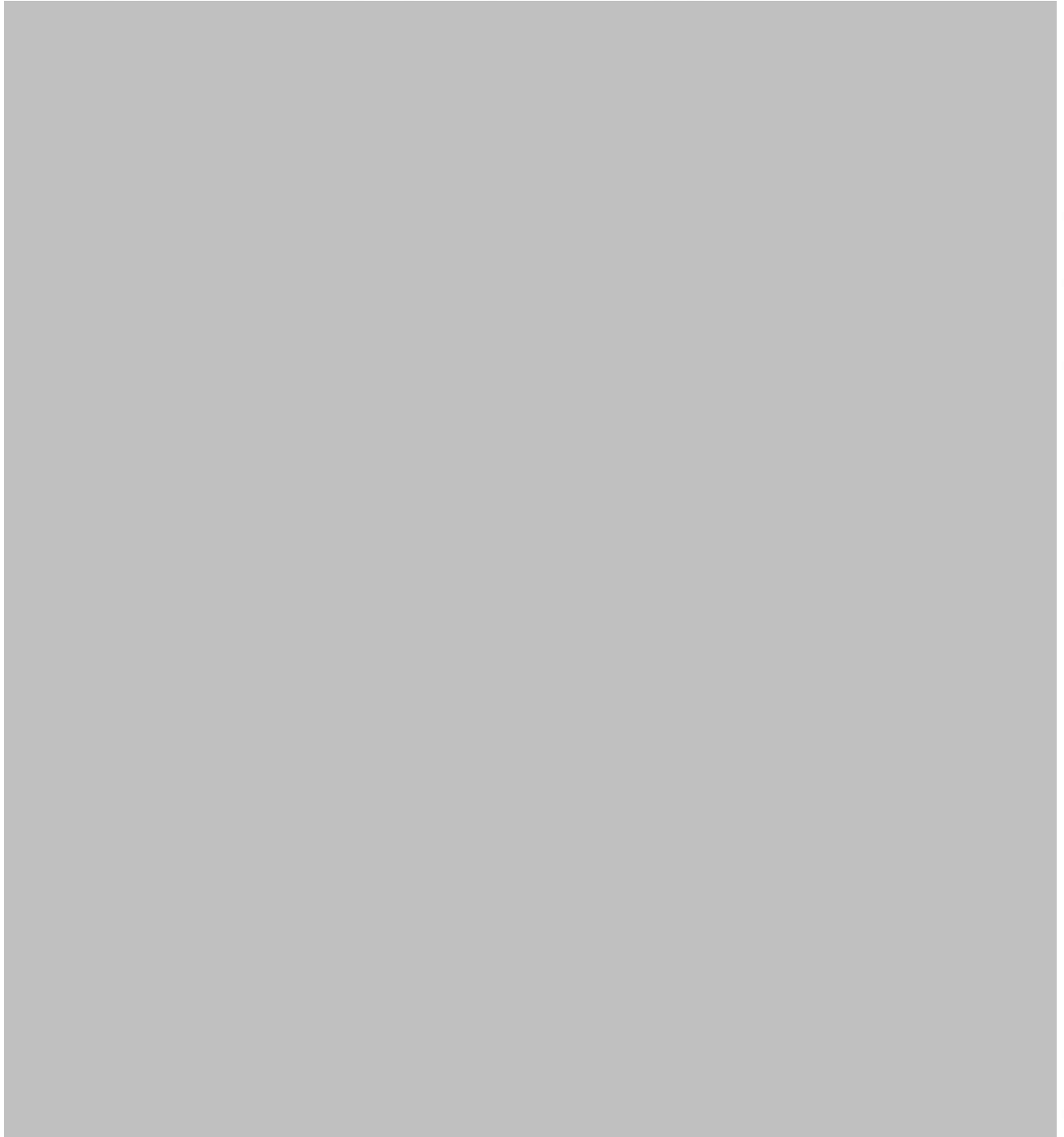
MBIE Risk Exposure Matrix

Security risks (refer Annex B)





MBIE Risk Methodology





Communications for potential protest action at Stout Street

Protest action is expected at next week's Petroleum Conference in Wellington, however it is also possible to occur at Stout Street from 26 to 28 March.

MBIE is primarily concerned with the safety and security of its people.

Below is a series of communications to our people.

Table of Contents

<u>Friday email to all Stout Street</u>	7
<u>Friday The Link communication</u>	8
<u>Email to all Stout Street in the event of a protest</u>	9
<u>Email to all Stout Street after the event of a protest</u>	9

Friday email to all Stout Street

Subject:

Possible protest at Stout Street this Monday, Tuesday or Wednesday

Body text:

Good afternoon

It is possible that protest action may occur at Stout Street next week.

This is related to the New Zealand Petroleum Conference 2018 held in Wellington on Monday, Tuesday and Wednesday of next week.

Although the conference isn't being held in our building, it is possible that protest may occur at Stout Street. Our focus will be to keep our people and guests safe if a protest does occur.

In the event of a protest we will email all of Stout Street to let you know what's happening.



Nga mihi

Adrienne Meikle

DEPUTY CHIEF EXECUTIVE, CORPORATE, GOVERNANCE & INFORMATION GROUP

Ministry of Business, Innovation & Employment - *Hikina Whakatutuki - Lifting to Make Successful*

PO Box 1473, Wellington, New Zealand

Friday The Link communication

Possible protest at Stout Street this Monday, Tuesday or Wednesday

It is possible that protest action may occur at Stout Street next week.

This is related to the New Zealand Petroleum Conference 2018 held in Wellington on Monday, Tuesday and Wednesday of next week.

Although the conference isn't being held in our building, it is possible that protest may occur at Stout Street. Our focus will be to keep our people and guests safe if a protest does occur.

In the event of a protest we will email all of Stout Street to let you know what's happening.



Email to all Stout Street in the event of a protest

Subject:

Protest at Stout Street – <insert action>

Body text:

There is a protest happening <location> Stout Street.

This protest related to the New Zealand Petroleum Conference 2018 held in Wellington on Monday, Tuesday and Wednesday next week.

As a safety and security precaution <insert action for people to follow>.

We will email further updates to all of Stout Street.

Nga mihi

Adrienne Meikle

DEPUTY CHIEF EXECUTIVE, CORPORATE, GOVERNANCE & INFORMATION GROUP

Ministry of Business, Innovation & Employment - *Hikina Whakatutuki - Lifting to Make Successful*

Email to all Stout Street after the event of a protest

Subject:

Protest at Stout Street has cleared – <update on status>

Body text:

Thank you for your patience, <update on status with action>

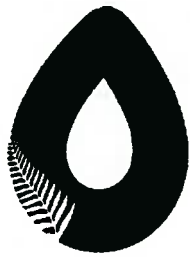


Nga mihi

Adrienne Meikle

DEPUTY CHIEF EXECUTIVE, CORPORATE, GOVERNANCE & INFORMATION GROUP

Ministry of Business, Innovation & Employment - *Hikina Whakatutuki - Lifting to Make Successful*



***New Zealand
Petroleum
Conference 2017***

21 - 23 March, New Plymouth

New Zealand Petroleum
Conference 2017

Security Process

Confidential

Contents

Security overview	3
Security risks and mitigations.....	5
Security precautions in detail.....	8
Attendee Registration and Identification.....	11
Room allocations.....	11
Key timing for security.....	11
Attendee communication.....	13
Key dates.....	18
Security and Registration question and answers	19
Floorplans.....	21

Security overview

To reduce the risk of a security incident at the 2017 New Zealand Petroleum Conference several layers of security will be used and several professional security organisations involved. This approach is designed to reduce the risks and reduce the dependency on a single supplier. Working in conjunction with Red Badge the organisers propose the following to reduce the risk of a breach in 2017.

1. Attendee pre-conference checking

All delegate and service provider registration applications will be checked before being entered into the delegate registration system that will be used to create the lanyard name badges. These checks may include internet searching, social media review, LinkedIn review and physical confirmation of phone and email.

All suppliers are to send a list of staff who will be working onsite for pre-conference checking. Deadline for this information is Friday 3rd March 2017.

2. Intelligence gathering

Intelligence will be procured through Thompson + Clark to provide useful information that will help the operational security team reduce the chances of a breach. Thompson + Clark will have no operational authority and be supplying information only reporting into Red Badge Security. These services may include and not be limited to attendee vetting and monitoring of motivated groups.



Security risks and mitigations





Security precautions in detail



Intelligence gathering

Background intelligence concerning any motivated groups that may wish to disrupt the conference will provide the organisers with information that can drive the operational security of the conference. This will enable the operational security team to reduce any risks associated with these groups that they might not already be aware of and seems prudent given the behaviour of these groups. Thompson + Clark will provide these services and may also be used to verify attendees not known to the organisers.

All staff, crew and suppliers need to be checked. Avenues Event Management to provide all contacts for all staff, suppliers and contractors and TSB Showplace and TSB Stadium to provide contacts for all internal staff, including Chefs, temp agency staff etc.











Conditions of entry

The following conditions of entry will be sent to all attendees and displayed at the entry checkpoint.

1. Name badges must be visible at all times inside the venue and be worn at all times
2. You need to have photo-ID on you at all times
3. For security reasons, the organisers may inspect any property brought onto its premises. Prohibited items include offensive material, weapons and recording devices
4. No one shall use professional recording devices, except accredited or authorised media
5. This is a non-smoking event
6. For attendee safety, select sessions will have an exit-only policy when in session



Room allocations

Level	Room	Use / purpose
B	Theatre Royal Auditorium	Registration, exhibition and catering
B	Theatre Royal Lounge	Members Lounge and Recharge Lounge
B	Green Room 2	NZ Police command centre
B	Green Room 1	Speaker lounge
B	Dressing Room 9	Security control room
G	Main foyer	Information desk
G	TSB Theatre	Plenary and breakout room
G	Alexandra Room	Breakout room and sponsored breakfasts
1	Bryan Robb Room	Breakout room & Investment Forum
1	Crew Room	Dedicated event team office
1	Meeting Room	Dedicated media room
2	Circle Lobby	Space for Minister – if required
OS	The Mayfair	Community Event
OS	Venture Taranaki Office – Kaitake	Sponsor meeting room
OS	TBC	Student Programme
OS	Oak Valley Manor	Delegate BBQ lunch
OS	Len Lye Centre	Welcome Reception
OS	The Snug	PEPANZ Chairman's function
OS	TSB office	Sponsors dinner
OS	Monica's	Speakers lunch
OS	TSB Stadium	Gala dinner

OS = Offsite venues

Key timing for security

Tues 21	8am - 6pm	Venue access for Displayways, TSH, Staff, Red Badge for pack-in full lockdown required All issued with pre-printed lanyards	TSB Showplace
	10am	Registration open - delegates register to attend BBQ lunch	Basement level
	12pm	Delegate BBQ lunch	Oak Valley Manor
	2:30pm	Investment Forum	Level 1
	2pm	Exhibitors pack in	Level 4
	5pm	Welcome Reception	Len Lye Centre
	5:30pm	Registration closes	Basement level
	6pm	Venue clear and closed	All areas

New Zealand Petroleum Conference 2017 Security Process - Confidential

	7pm	Chairman's Members Function	The Snug
	7pm	Sponsors' dinner	TSB Office
Wed 22	5:45am	Staff, Red Badge venue access	TSB Showplace
	6:30am	Delegates and Exhibitors onsite	TSB Showplace
	6pm	Venue clear and closed	TSB Showplace
	7pm	Gala Dinner	TSB Stadium
Thu 23	6am	Staff, Red Badge venue access	TSB Showplace
	6:30am	Delegates and Exhibitors onsite	TSB Showplace
	6pm	Venue clear and closed	TAB Showplace

Attendee communication

The following information is to be supplied to all attendees and will be emailed along with the attendees unique bar code used to retrieve information during the registration process. In the case of attendees that belong to service providers, the information will be distributed via a representative.

Dear <Attendee>

<Insert barcode>

IMPORTANT ATTENDEE INFORMATION

We are pleased to welcome you to the New Zealand Petroleum Conference 2017.

You will find below important information about the Conference including access to the venue, security and registration - please read this carefully and **bring this email with you onsite**, either on your mobile device or a print out of the first page.

Venue

New Zealand Petroleum Conference 2017 is being held at the TSB Showplace in New Plymouth, with the Gala Dinner held at the TSB Stadium on March 22. The only entry and exit point for the Conference will be at the rear entrance of the TSB Showplace on King Street. We advise arriving early to avoid any disruption with protestors.

Security

Your safety and comfort are paramount, so entry to the Conference venue will be by registered attendees only. We are preparing for protests at this year's event and we will have a security presence for the build-up and duration of the event and are working closely with the New Zealand Police.

We ask for your help in keeping the event secure and safe by following the procedures below.

Entry and exit will be through the King Street entrance only, all other doors will be locked and guarded.

There will be a bag search on arrival for all attendees.

The following conditions of entry will apply:

1. Name badges must be visible and must be worn at all times when onsite
2. You need to have photo-ID on you at all times
3. For security reasons, the organisers may inspect any property brought onto its premises. Please note that prohibited items include no offensive material, weapons or recording devices
4. Name badge and Identity checks will be conducted as required onsite by security
5. No one shall use professional recording devices, except accredited or authorised media
6. This is a non-smoking event.

Registration

Please bring this email with you, either printed or on your mobile device with the barcode to be scanned on arrival and be prepared to validate your identity with photo identification (driver's license or passport only) when you register in at the Airbridge.

Smoking

Please note that TSB Showplace is a non smoking venue. Should you wish to smoke please exit at the basement level and use the designated smoking area within the fenced carpark area.

Meeting Schedule

During the Conference you can use the meeting matching app to connect with exhibitors, speakers and delegates at the Conference. You can accept and decline invitations and block out time you do not wish to be disturbed using the app.

Use the personalised link below to access the app:

Meeting Diary

Should you have any queries about the meeting matching app please see the friendly team at the information desk.

Members Lounge

The Members Lounge, located on the basement level in the Theatre Royal Lounge is open to all PEPANZ Members. It is a place for meetings, catching up on work and will include light refreshments.

Event App:

For all latest news and updates, please refer to the event app. You can download the event app from your app store, enter code: CGP261 and the email address you used to register to attend the conference. The event app is only for registered delegates, please don't forward the code to other parties.

Accommodation:

You are booked into the following hotel:

Hotel	Auto Lodge New Plymouth
Dates	22 nd March – 23 rd March 2017

Transport schedule:

Transport has been arranged from the hotels to all key activities during the conference. If you wish to be included in the transport please ensure you are waiting outside the hotel or venue/s at the times below. Please ensure you are wearing your conference lanyard or have a copy of this email with you at all times.

Transport schedule is as follows:

Monday 20th March:

3:35pm	Pick up from all hotels to The Mayfair for Community Event
6pm	Pick up at The Mayfair to return to hotels

Tuesday 21st March:

11am	Pick up from all hotels to TSB Showplace for registration - BBQ guests
11:45am	BBQ guests from TSB Showplace to BBQ location
2pm	BBQ guests from BBQ location to hotels via TSB Showplace
4:45pm	Welcome Reception guests pick up from hotels to Len Lye Centre
7pm	Welcome Reception guests pick up from Len Lye Centre to hotels

Wednesday 22nd March:

6:40am	Pick up from all hotels to TSB Showplace for breakfast attendees
7:15am	Pick up from all hotels to TSB Showplace for registration
5pm	Pick up from TSB Showplace to return to hotels
6:45pm	Pick up from hotels to TSB Stadium for Gala Dinner
10:30pm	First bus pick up from TSB Stadium to hotels
11pm	Second bus pick up from TSB Stadium to hotels
11:30pm	Final bus pick up from TSB Stadium to hotels

Thursday 23rd March:

6:40am	Pick up from all hotels to TSB Showplace for breakfast attendees
7:45am	Pick up from all hotels to TSB Showplace

5pm	Pick up from TSB Showplace to return to hotels
-----	--

You are currently registered for the below events:

Registration

Registration Group	Delegate Registration
Details	Full Registration
Name Badge	Mr William Smith
Amount Required	100.00
Amount Outstanding	200.00
Payment Status	Purchase

Functions

Inclusive Functions

Description	Welcome Reception
Fee Type	Guest Ticket
Date	Feb 22, 2020
Start Time	12:34 PM
End Time	1:34 PM
Number of Tickets	1

Social Activities

Description	City Tour
Fee Type	Member - Adult
Date	Feb 22, 2020
Start Time	12:34 PM
End Time	1:34 PM
Number of Tickets	1

Thank you, we look forward to seeing you at the Conference!

Warm regards

The 2017 New Zealand Petroleum Conference Team

phone:

email: pepanz.com

CONFIDENTIAL

Key dates

Monday 20 th February	Risk assessment report supplied by the New Zealand Police, determine staffing levels
Friday 3 rd March	All staff, suppliers contacts to T+C for final vetting
Thursday 16 th March	Final list of temp agency staff at TSB Showplace and TSB Stadium to T+C for final vetting
Monday 20 th March	Police sweep of venue Security meeting onsite
Daily	Security meeting onsite - twice daily
Post event	Security debrief meeting

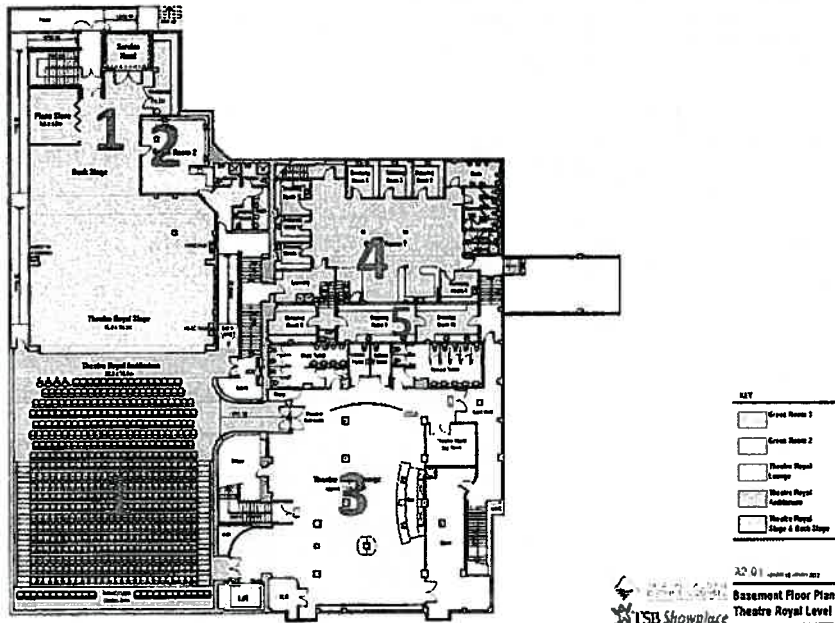




Floorplans

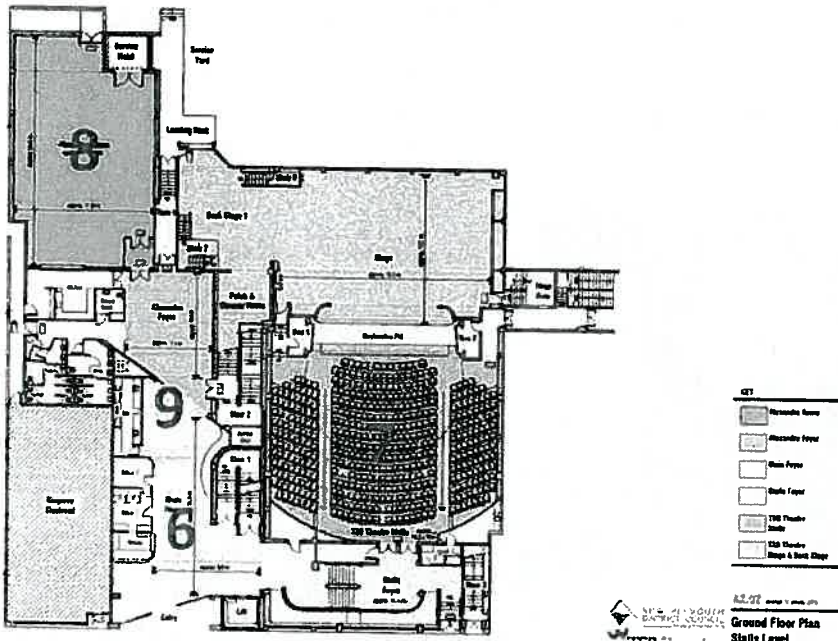
The following floorplan indicates the location of:

- 1 Registration, exhibition and catering area
- 2 NZ Police control room
- 3 Members lounge and Recharge lounge
- 4 Speaker green room
- 5 Security control room (Dressing room 9)



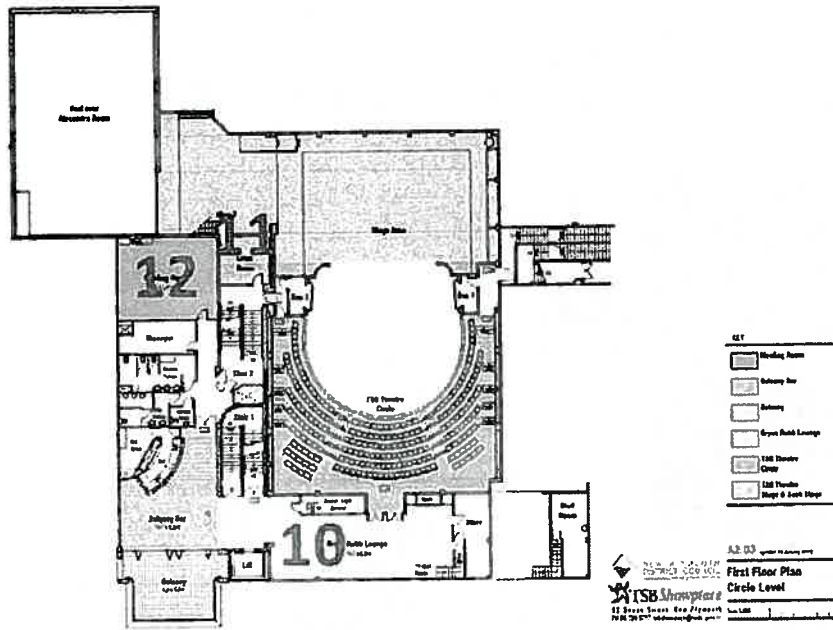
The following floorplan indicates the location of:

- 6 Information desk
- 7 TSB Theatre – plenary and breakout room
- 8 Alexandra Room - breakout room
- 9 Poster programme

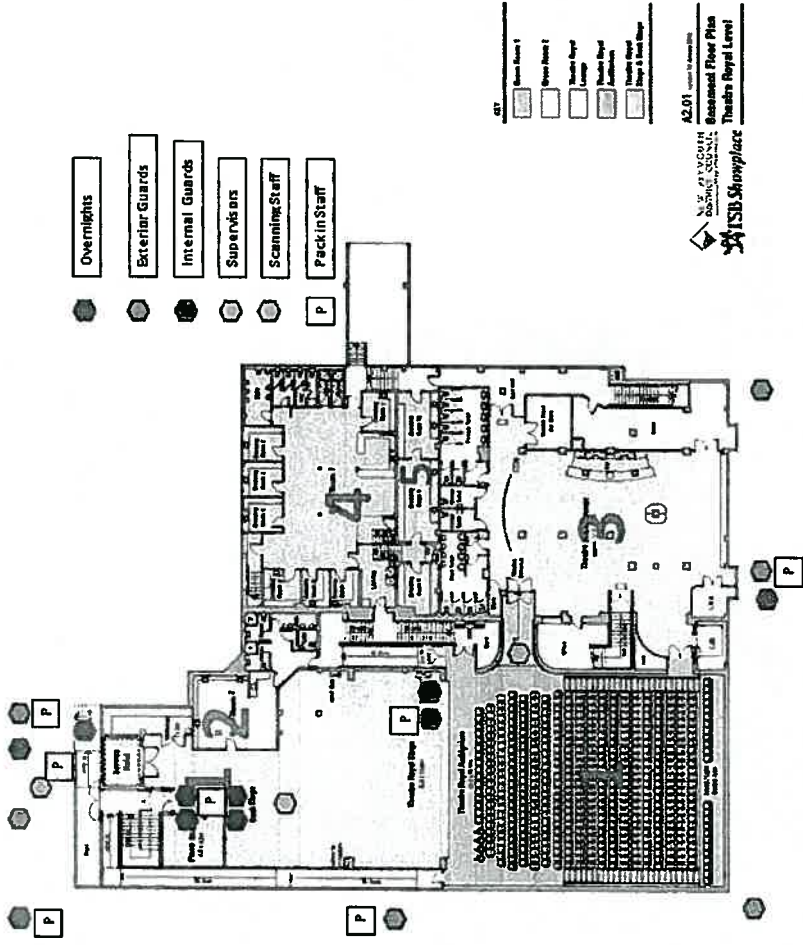


The following floorplan indicates the location of:

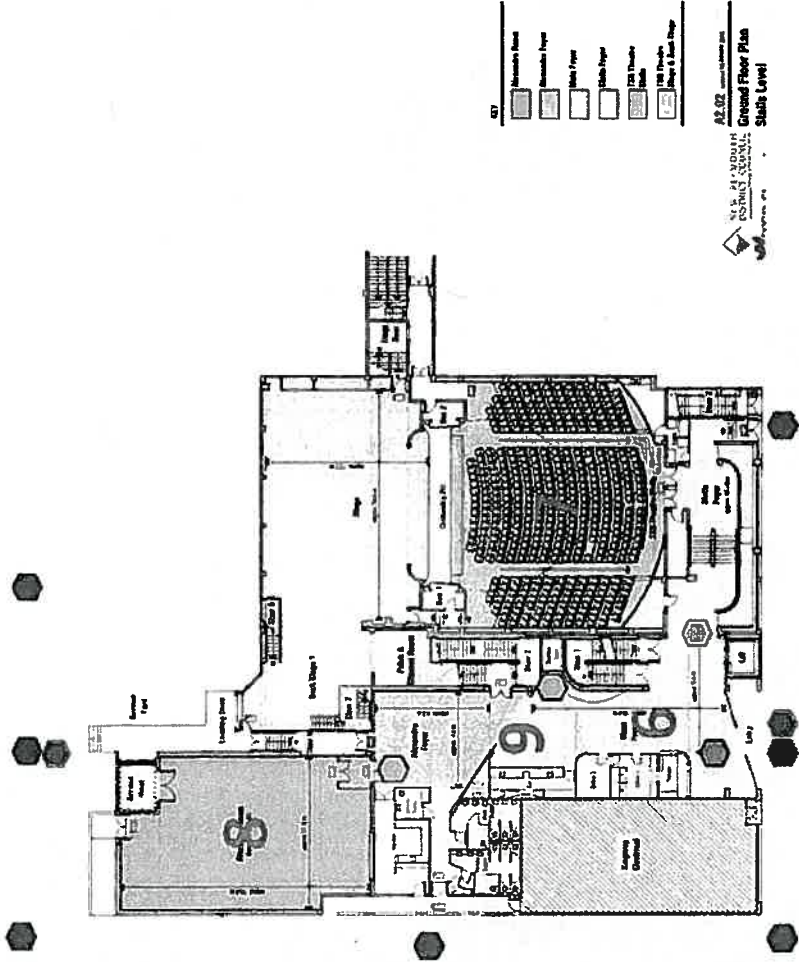
- 10 Bryan Robb Room - breakout room and Investment Forum
- 11 Dedicated event crew office
- 12 Dedicated media room

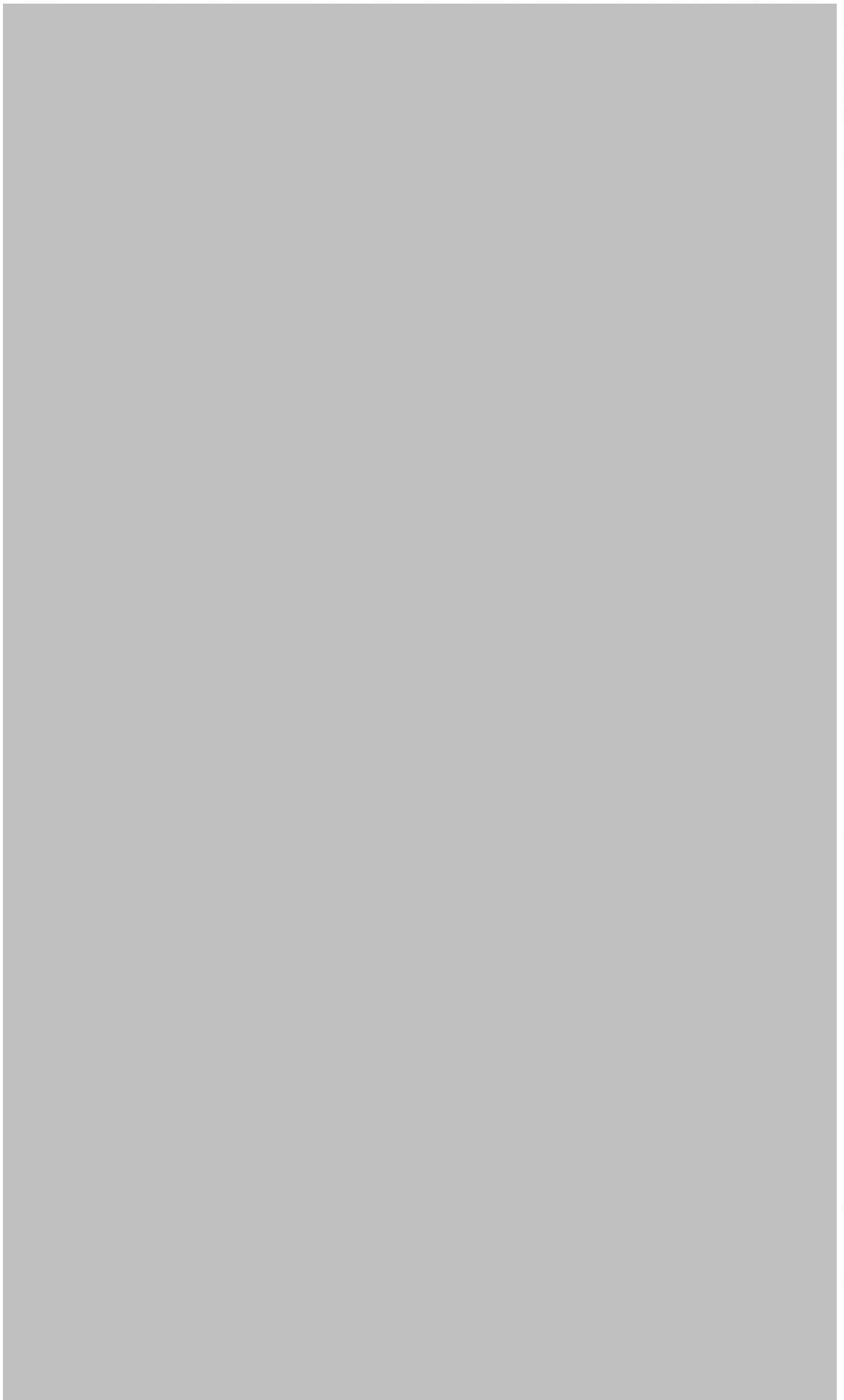


Guard placement – basement level



Guard placement – ground floor







Risk Review

Advisory Board Paper number: 006

Date of meeting: 21 March 2017

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- In accordance with its own Risk Management Policy and good governance practice, PEPANZ include the risks associated with the delivery of the New Zealand Petroleum Conference in its own Risk Register;
- The relevant risks are included in this Risk Review and are provided to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference;
- The key risks relate to the financial performance of the event, security and safety in relation to probable protest action and adverse publicity for the sector and the conference;
- At its 22 November 2016 meeting, the Advisory Board recommended the addition of a risk around disruption to transport infrastructure. This has been added to the Risk Register; and
- There has been a change risk level for the risk around protest action.

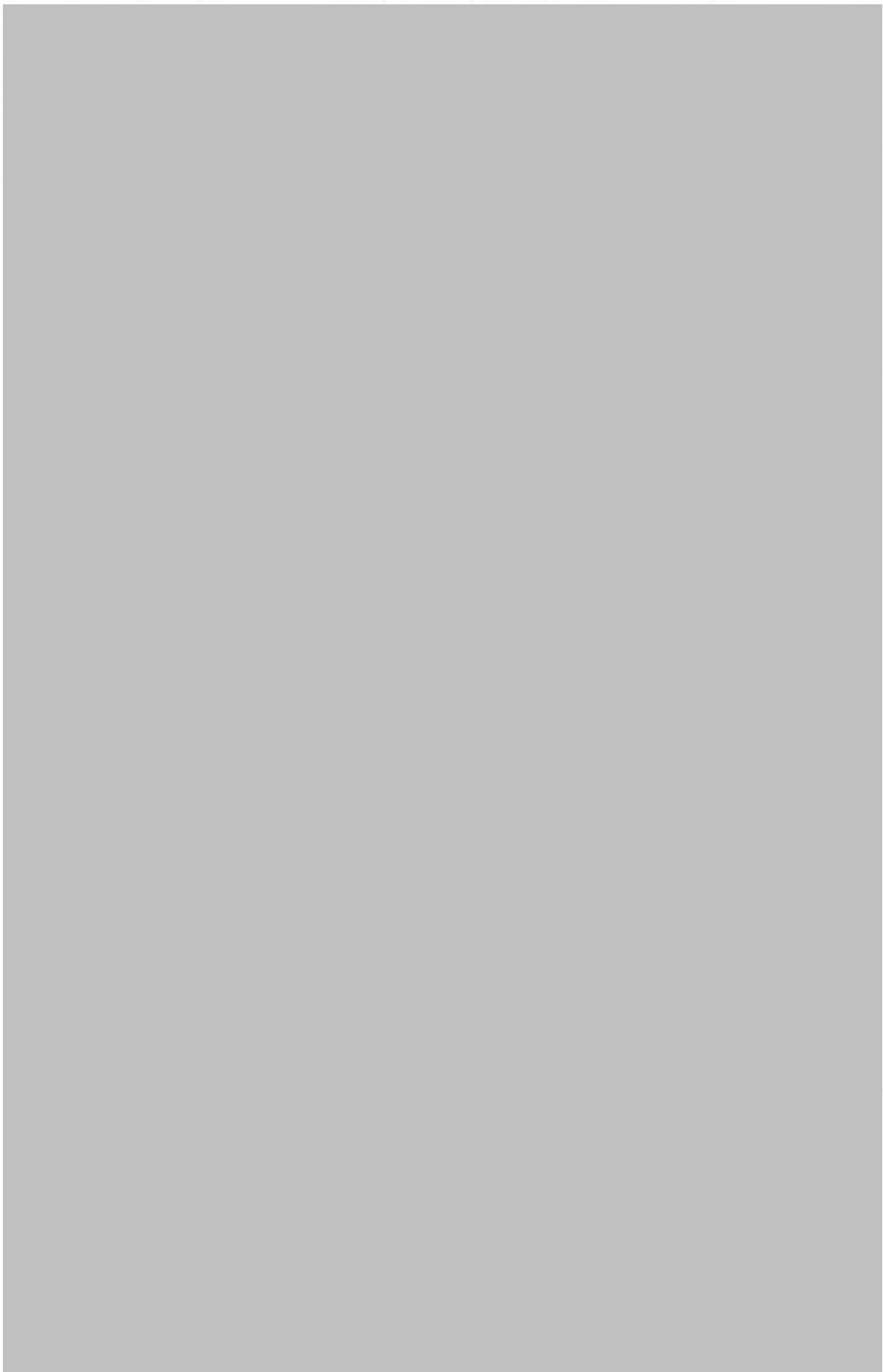
RECOMMENDATIONS:

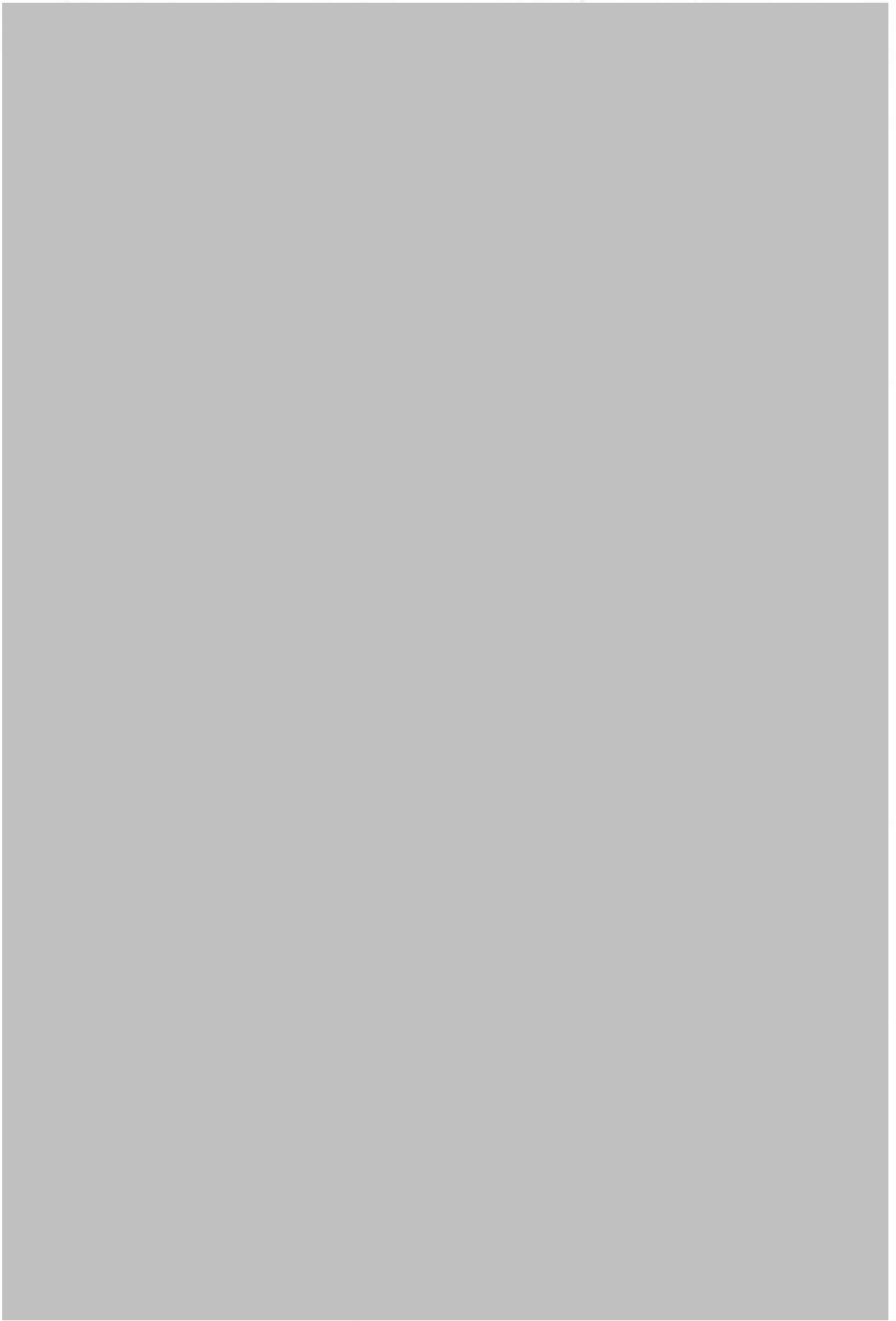
The Advisory Board are invited to:

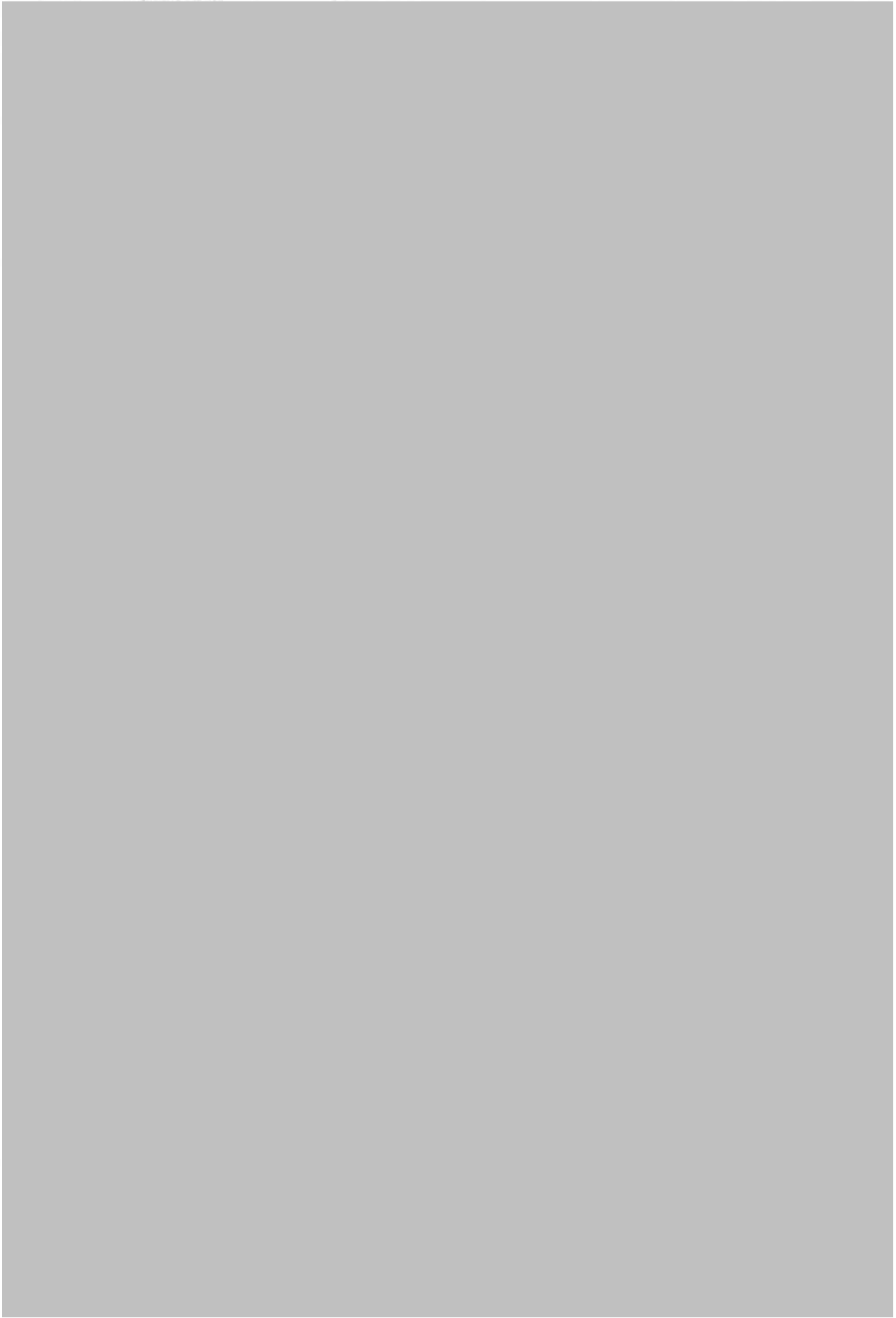
- **note** the risks associated with the 2017 New Zealand Petroleum Conference and the proposed mitigants to those risks.

Context

1. PEPANZ is committed to managing its risks in a proactive, on-going and positive manner.
2. The PEPANZ Risk Register includes a number of risks related to the delivery of New Zealand Petroleum Conference and these are presented in this paper (see Appendix 1) to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference.
3. At its 22 November 2016 meeting, the Advisory Board recommended the addition of a risk around disruption to transport infrastructure. This has been added to the Risk Register and a contingency plan has been put in place should transport infrastructure be constrained around the 2017 New Zealand Petroleum Conference dates.
4. Following the confirmation by Greenpeace in late November 2016 that it would stage protest action at the 2017 New Zealand Petroleum Conference, there has been a change risk level for the risk around protest action.







Decisions

2018 Conference Planning

Advisory Board Paper number: 007

Date of meeting: 21 February 2017

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- With the Advisory Board agreeing to remain in place for New Zealand Petroleum Conferences after the 2017 Conference, we are well positioned to benefit from their governance-level oversight and guidance for these subsequent Conferences;
 - Similarly, with the Advisory Board agreeing that the 2018 New Zealand Petroleum Conference will be in New Plymouth and Avenues being more familiar with the logistics of organising the Conference in New Plymouth, we are well positioned to manage the delivery of the Conference;
 - To maximise the value of the conference to all of its stakeholders, we are seeking early indications on high level themes, objectives and international keynote speakers.
-

RECOMMENDATIONS:

The Advisory Board is invited to:

- **guide PEPANZ** by providing early indications on high level themes, objectives and international keynote speakers for the 2018 New Zealand Petroleum Conference.
-

Context

1. The Advisory Board members are all senior and influential representatives of key stakeholders for the Conference and accordingly it is important that their interests in the growth of the sector and its contribution to New Zealand are well represented and that the Conference's reach and appeal to delegates is as targeted as possible.
2. As noted in the 22 November 2016 Advisory Board meeting, the intended role of the Advisory Board is to provide governance-level oversight, leadership and guidance for the New Zealand Petroleum Conference's direction, objectives and risks (see paper 001).
3. The Advisory Board was formed relatively late in the planning cycle for the 2017 New Zealand Petroleum Conference and this had the effect of limiting its role to governance-level oversight for the 2017 Conference. There was little opportunity for the Advisory Board to guide the high-level themes, objectives and international keynote approaches.
4. While PEPANZ, New Zealand Petroleum and Minerals and GNS Science as the foundation partners in the Conference have stated high-level objectives for the Conference (see paper 002 and Appendix 1), it is important to the ongoing appeal and success of the Conference that the discussion themes, objectives and international keynote speakers are reflective of stakeholder's needs.

Some initial thinking around the 2018 New Zealand Petroleum Conference

5. There is some initial thinking around some of the high-level themes, objectives and international keynote approaches that should be made for the 2018 New Zealand Petroleum Conference. These include:

Indian, Chinese and Japanese Ministers

- (a) New Zealand Petroleum & Minerals facilitating an invite by the Minister of Energy & Resources of her counterpart Ministers from India, China and Japan to speak as a panel;
- (b) These 3 countries are forecast to be large-scale energy importers and are already active in their search;
- (c) Similar thinking drove our approach to one of this year's International Keynote Speakers, Amit Bhandari, from the Indian Council on Global Relations;
- (d) Drawing these Ministers would also draw the relevant companies from the sector in their countries to assess the New Zealand investment opportunities;

Better communication of the energy story

- (e) PEPANZ would seek to leverage its investment in www.energymix.co.nz to better communicate the energy story;
- (f) This would include sector-facing and external-facing elements on energy consumption, energy resources, benefits, the environment, climate change and some of the technology and process employed by the sector;

Geoscience as an enabler of better business decisions

- (g) GNS Science hosted some United States-based experts in this field in mid-February 2017;
- (h) This type of session might assist in bridging the gaps between the technical and non-technical parts of the programme.

Advisory Board input

- 6. We are seeking now from the Advisory Board your early indications on high level themes, objectives and international keynote speakers for the 2018 New Zealand Petroleum Conference.
- 7. These will feed into the planning process for the 2018 event, including the shaping of the programme through the "Call for Abstracts" process.

Appendix 1 – PEPANZ, NZP&M and GNS Science Conference Objectives (Paper 002 Extract)

Objectives

9. New Zealand Petroleum & Minerals and GNS Science agreed in 2015 to merge their conferences in to the New Zealand Petroleum Conference, provided their objectives could be met. These objectives were set out in the original foundation sponsorship and technical partner agreements in 2015 and have been further refined for the 2016 and subsequent conferences. These remain important components of the overall objectives for the conference and accordingly are set out here together with the PEPANZ objectives.

PEPANZ

10. PEPANZ has the following objectives for the 2017 New Zealand Petroleum Conference:
- a. Drive external messaging (e.g. media and general public) of PEPANZ goals through programme (creating conditions for industry's success and communicating industry's role to the general public);
 - b. Encouraging conversation of current issues in the industry (to help find way forward/provide tangible benefits to their businesses);
 - c. Challenge speakers to help advance thinking;
 - d. Member benefit/value (discount, exclusive opportunities); and
 - e. Opportunity to promote industry leaders.

New Zealand Petroleum & Minerals

11. New Zealand Petroleum & Minerals has the following objectives for the 2017 New Zealand Petroleum Conference:
- a. Provide an appropriate *Block Offer* Launch platform;
 - b. Promotion of "NZ Inc" (i.e. attraction of investment to NZ);
 - c. Promotion of the New Zealand Petroleum Industry;
 - d. Promotion of the New Zealand Regulatory Environment;
 - e. Acknowledgement of key stakeholders (e.g. Minister, GNS Science, NZTE, Regulators, etc.); and
 - f. A vehicle to promote NZ geoscience to the petroleum industry, including new entrants (e.g. technical stream) to support new investment.

GNS Science

12. GNS Science has the following objectives for the 2017 New Zealand Petroleum Conference:

- a. Provide a vehicle to promote NZ geoscience to the petroleum industry, including new entrants (e.g. technical stream) in delivery of research outputs;
- b. Deliver research outputs to the petroleum industry through an enhanced technical programme;
- c. Provide a technically appealing programme to increase technical participant numbers to the conference;
- d. To provide an opportunity to promote GNS Science to industry technical leaders and showcase GNS Science's technical expertise;
- e. Establish the New Zealand Petroleum Conference as the showcase New Zealand petroleum industry technical event; and
- f. Create an attractive proposition to attract students from related fields, to enable exposure of latest scientific study to the industry and academics.

General Business

Minutes of Meeting

New Zealand Petroleum Conference

Advisory Board

Tuesday 21 February 2017

PEPANZ Offices, Wellington

ATTENDANCE

Advisory Board attendance

Dr. Neal Wai Poi (GNS), James Stevenson-Wallace (MBIE), Andrew Jefferies (New Zealand Oil & Gas), Gabriel Selischi (OMV),

Other attendance

Cameron Madgwick (PEPANZ Chief Executive), Carolyn Clark (PEPANZ Office & Events Manager, acting as Advisory Board Secretary) and Melanie Walker (Avenues Managing Director).

Apologies

Rob Jager (Chair) (Shell), Stuart Trundle (Venture Taranaki), Colin Cruickshank (Todd Energy) and Dr. Malcolm Roberts (APPEA) and Mark Annand (Schlumberger).

Absent

Quentin Quin (NZTE).

Alternates

No people have been appointed as alternate Advisory Board members for the meeting.

LIST OF DECISIONS MADE AT THE MEETING

The Advisory Board:

- **noted** the progress update;
- **agreed** to the request for Advisory Board to promote the conference so that delegate numbers and sponsorship and exhibition sales are maximised;
- **noted** that the safety and security of delegates is a primary planning consideration;
- **noted** that the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise;
- **noted** the confidentiality of the Security Plan;
- **noted** the risks associated with the 2017 New Zealand Petroleum Conference and the proposed mitigants to those risks; and
- **guided** PEPANZ by providing early indications on high level themes, objectives and international keynote speakers for the 2018 New Zealand Petroleum Conference.

MINUTES OF THE MEETING

The Chairman opened the meeting at 10.01 am.

GOVERNANCE

Gabriel Selischi (OMV) chaired the meeting

Advisory Board Attendance

Attendance, alternates and apologies as outlined above.

Conflicts of Interest

No new conflicts for existing members were identified.

Minutes of prior meeting and actions

- No remarks objections or comments;
- The Advisory Board noted their comfort with the decision that was made in the last meeting that the 2018 conference be held in New Plymouth; and
- The Advisory Board remains open to holding the 2019 conference in Wellington. GNS Science re-confirmed that they would allocate free of charge room days at Te Papa to the conference if it was in Wellington (subject to the finalisation of the renewal of their partnership with Te Papa in mid-2017).

REPORTS

Progress Report (Advisory Board Paper: 004)

SUMMARY

- The number of registrations and sponsorship & exhibition sales are tracking well versus the same time in 2016;
 - Delegate numbers are ahead of last years at the same stage, with the trend is for late registrations. We are targeting as many additional delegates as possible through our advertising, etc.;
 - Delegate numbers and selling the 20% of remaining sponsorships and 40% of remaining exhibition booths remain the commercial focus in the lead-in to the event;
 - Logistical arrangements are generally well in hand, with almost all items tracking to the Project Plan;
 - The final programme has been published. It has been updated since the version was sent out with the agenda. The latest version can be found on the 2017 Conference website;
 - The Investment Forum is fully subscribed and invites have been sent;
 - The last phase of advertising started in early February, following a break over the Xmas/New Year period. This will see advertisements and street signage in New Plymouth (which has the added objective of demonstrating local acceptance of the sector);
 - The community programme is progressing well;
 - The breakfasts are progressing well, with the Women in Petroleum breakfast fully subscribed and Tamarind is confirmed to speak at the other;
 - The key note speakers have all been confirmed; and
 - The event's financials look to be in line with initial forecast profitability, but below the stretch budget revenue and profitability targets. It is too early to accurately forecast final margin.
-

DECISIONS:

The Advisory Board:

- **noted** the progress update; and
 - **noted** the support required from the Advisory Board to ensure that delegate numbers and sponsorship and exhibition sales are maximised.
-

Security Plan (Advisory Board Paper number: 005)

SUMMARY

- The safety and security of delegates is a primary planning consideration and the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise;
 - The security team is comprised of our private security provider (Red Badge), our security intelligence provider (Thompson + Clark) and the New Zealand Police;
 - The New Zealand Police have not yet supplied their risk assessment. This will determine their staffing levels'. This is due to be finalised after the on-site briefing on Thursday the 23rd February.
 - A detailed Security Plan has been developed and scenario testing is to be conducted on site by the security team on 23 February; and
 - We anticipate protest action and are planning accordingly. Our security intelligence provider will provide their more detailed assessment of that action closer to the event itself.
-

DECISIONS:

The Advisory Board:

- **noted** that the safety and security of delegates is a primary planning consideration;
 - **noted** that the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise; and
 - **noted** the confidentiality of the Security Plan.
-

Risk Review (Advisory Board Paper number: 006)

SUMMARY:

- In accordance with its own Risk Management Policy and good governance practice, PEPANZ include the risks associated with the delivery of the New Zealand Petroleum Conference in its own Risk Register;
 - The relevant risks are included in this Risk Review and are provided to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference;
 - The key risks relate to the financial performance of the event, security and safety in relation to probable protest action and adverse publicity for the sector and the conference;
 - The process to recognise fraudulent registrations has identified over 10 so far. There are multiple checks for this process;
 - There is a text alert in place for conference attendee as a last response, to warn them of any timely issues;
 - At its 22 November 2016 meeting, the Advisory Board recommended the addition of a risk around disruption to transport infrastructure. This has been added to the Risk Register;
 - There has been a change risk level for the risk around protest action, controls to manage this are already in place so remain unchanged; and
 - There are buses from Wellington and Auckland on standby that can be hired at short notice.
-

DECISIONS:

The Advisory Board:

- **noted** the risks associated with the 2017 New Zealand Petroleum Conference and the proposed mitigants to those risks.
-

2018 Conference Planning (Advisory Board Paper number: 007)

SUMMARY:

- With the Advisory Board agreeing to remain in place for New Zealand Petroleum Conferences after the 2017 Conference, we are well positioned to benefit from their governance-level oversight and guidance for these subsequent Conferences;
 - Similarly, with the Advisory Board agreeing that the 2018 New Zealand Petroleum Conference will be in New Plymouth and Avenues being more familiar with the logistics of organising the Conference in New Plymouth, we are well positioned to manage the delivery of the Conference;
 - To maximise the value of the conference to all stakeholders, we are seeking early indications on high level themes, objectives and international keynote speakers;
 - The Advisory Board recommended a focus on the sector's readiness for the drilling and other work programme commitments in 2018 and 2019. There was general agreement that Service Companies will need to play a large role in this. There was also discussion about the capacity constraints of operators, service companies and regulators to meet the planning, approvals and execution requirements for these work programmes. as well as the ability for industry to get planned work done; and
 - The Advisory Board discussed the structure of the Conference, including the effective 2 ½ day length. The Advisory Board agreed to review the 2017 conference survey results to determine this,
-

The Advisory Board:

- **guided** PEPANZ by providing early indications on high level themes, objectives and international keynote speakers for the 2018 New Zealand Petroleum Conference, in particular the sector's readiness for the drilling and other work programme commitments in 2018 and 2019;
- **agreed** to review the 2 ½ day duration of the conference following a review of the survey results on this point;
- **noted** that the timing of the Conference is based around the Block Offer timings, Easter and school holidays, giving a narrow window in which the conference can be scheduled.

ANY OTHER BUSINESS

There was no other business.



Papers for the meeting of
THE ADVISORY BOARD
8 March 2018

Contents

Dial in details	3
Agenda.....	4
Governance	5
Attendees by tele-conference	6
Apologies	6
Alternates	6
Attendees	6
Conflicts of interest	6
Previous Minutes.....	7
Ongoing actions	9
Reports	10
Progress Update	11
Advisory Board Paper number: 016	11
Security Plan	14
Advisory Board Paper number: 017	14
Appendix 1 – Security Plan	16
Risk Review	17
Advisory Board Paper number: 018	17
Appendix 1 – PEPANZ Risk Register Extract.....	18
General Business	20

Dial in details

The dial in details for the meeting are:

- New Zealand callers dial [REDACTED]
- Overseas callers dial [REDACTED]
- Enter pin [REDACTED] followed by #

As a back-up, we will dial each of you in separately on your direct dial numbers.

PEPANZ PIN is [REDACTED]

Agenda

Item	#	Detail	Action	Timing
1 Governance				2.30pm
Apologies			Note	1
Observers			Note	1
Conflicts of Interest			Update	1
Adoption of Minutes			Adopt	1
Ongoing Actions Review			Review	1
2 Reports				2.35pm
Progress Update	016		Note	10
Security Plan	017		Note	10
Risk Review	018		Note	10
3 Decisions				
4 Any other business				3.20pm
				5
5 Next Meeting Date		6 June 2018	Note	3.25pm
		Wellington		1
Meeting Close				3.30pm

Governance

Attendees by tele-conference

The following members will attend the meeting by tele-conference:

- Mark Annand (Schlumberger)

Apologies

- Rob Jager (Shell);
- Malcolm Roberts (APPEA);
- Dylan Lawrence (NZTE) has indicated a possible apology.

Alternates

No people have been appointed as alternate Advisory Board members for the meeting.

Attendees

The following people are attendees at the meeting:

- Cameron Madgwick, PEPANZ
- Carolyn Clark, PEPANZ (Secretary for meeting)
- Melanie Walker, Avenues (Professional Conference Organiser for the event)

Conflicts of interest

The following potential conflicts of interest are noted:

Name	Potential conflicts
Andrew Jefferies	New Zealand Oil & Gas, PEPANZ
Joanna Breare	Todd Corporation (and its subsidiaries), PEPANZ
Gabriel Selischi	OMV, PEPANZ
James Stevenson-Wallace	Ministry of Business, Innovation & Employment
Dr. Malcolm Roberts	APPEA
Mark Annand	Schlumberger (and its subsidiaries)
Kevin Faure	GNS Science
Dylan Lawrence	New Zealand Trade & Enterprise
Rob Jager	Shell, Shell Todd Oil Services, Air New Zealand, Sustainable Seas National Science Challenge, PEPANZ

Advisory Board members are invited to provide updates to any standing potential conflict of interest. Additional potential conflicts of interest to be declared on the basis of the meeting papers.

Previous Minutes

Minutes of Meeting

New Zealand Petroleum Conference

Advisory Board

Monday 19 February 2018

PEPANZ Offices, Wellington

ATTENDANCE

Advisory Board attendance

James Stevenson-Wallace (MBIE).

Advisory Board via tele-conference

Andrew Jefferies (New Zealand Oil & Gas), Gabriel Selischi (OMV), Joanna Breare (Todd Energy), Kevin Faure (GNS) and Rob Jager (Shell).

Advisory Board apologies

Dylan Lawrence (NZTE), Malcolm Roberts (APPEA) and Mark Annand (Schlumberger).

Other attendance

Cameron Madgwick (PEPANZ Chief Executive), Melanie Walker (Avenues Managing Director), Chris Evans (Avenues), Gavin Clark (Thompson & Clark), Brett Amas (Police), Braydon Lenihan (Police), Nicholas Thom (Police), Wade Fale (Police), David Patchett (Red Badge), Darryl Stonnell (First Contact) and Carly Johnston (Venues Wellington).

Other attendance via tele-conference

Darren Sapich (Red Badge)

Other attendance apologies

Nick Thompson (Thompson & Clark), Adam Lynch (Venues Wellington) and Carolyn Clark (PEPANZ)

Alternates

No alternate Advisory Board members were appointed for the meeting.

LIST OF DECISIONS MADE AT THE MEETING

The Advisory Board:

- **noted** the draft Security Plan;
- **noted** that notwithstanding the security plan no guarantees could be offered as to the ultimate effectiveness of ensuring delegates could safely enter the Conference; and
- **recommended** the adoption of the draft security plan for the 2018 New Zealand Petroleum Conference.

MINUTES OF THE MEETING

The Chair opened the meeting at 10.45am.

GOVERNANCE

Rob Jager (Shell) chaired the meeting.

Advisory Board Attendance

Attendance, alternates and apologies as outlined above.

Conflicts of Interest

No new conflicts were identified.

Minutes of prior meeting and actions

No remarks objections or comments. Prior meeting minutes adopted.

REPORTS

Security Plan (Advisory Board Paper: 015)

SUMMARY

- The safety and security of delegates is a primary planning consideration and the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise;
- The security team is comprised of our security provider (Red Badge), TSB Arena/Shed 6 venue security provider (First Contact), our security intelligence provider (Thompson + Clark) and the New Zealand Police;
- The New Zealand Police are due to supply their risk assessment on the 26 February. This will determine their staffing levels;
- One venue has cancelled our booking with them due to concerns about the security, safety and reputation risk to their business of hosting part of the conference;
- A detailed Security Plan has been developed and scenario testing is to be conducted on site by the security team at the end of February; and
- We anticipate protest action and are planning accordingly. Our security intelligence provider will provide their more detailed assessment of that action closer to the event itself.

DISCUSSION

- An overview of the security plan was provided;

- Each security team member (New Zealand Police, First Contact, Red Badge and Thompson & Clark) talked to their respective role and responsibilities and the status of their planning and intelligence in relation to the currently identified risk levels;
- Advisory Board members asked questions of the security team in relation to aspects of the detailed planning, including:
 - the over-riding need to continue to balance the rights of protestors and delegates;
 - the safety systems of the venue for delegates in the event of a emergency (e.g. fire);
 - the security risk (and accordingly resource levels) for each of the events associated with the Conference;
 - the command and control structure for the security team and the ultimate authority and responsibility for security and safety decisions;
 - ensuring that the on the day method of communication with delegates is well tested and effective;
 - ensuring that there is an effective media plan (with scenarios) to manage the external communications requirements around any possible disruption of the Conference; and
- The security team noted that the planning was developing well and that the security response would be reflective of the risk level identified as we get closer to the Conference, but that no guarantees could be offered as to the ultimate effectiveness of ensuring delegates could safely enter the Conference.

DECISIONS:

The Advisory Board:

- **noted** the draft Security Plan;
- **noted** that notwithstanding the security plan no guarantees could be offered as to the ultimate effectiveness of ensuring delegates could safely enter the Conference; and
- **recommended** the adoption of the draft security plan for the 2018 New Zealand Petroleum Conference.

ANY OTHER BUSINESS

- There was no other business.

The meeting was adjourned at 11.40am

Ongoing actions

Ref	Date	Action	Status

Reports

Progress Update

Advisory Board Paper number: 016

Date of meeting: 8 March 2018

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- Logistical arrangements are generally well in hand, with almost all items tracking to the Project Plan;
- The final programme has been confirmed;
- The Investment Forum is fully subscribed and invites have been sent;
- The last phase of advertising started in early February, following a break over the xmas/new year period;
- [REDACTED]
- [REDACTED]
- [REDACTED]
- We are reviewing the financial model and structure of the event.

RECOMMENDATIONS:

The Advisory Board are invited to:

- note the progress update;
- note the support required from the Advisory Board to ensure that delegate numbers and sponsorship and exhibition sales are maximised.

Logistics

1. Logistical arrangements are generally well in hand, with almost all items tracking to the Project Plan.
2. Detailed run sheets for the New Zealand Petroleum Conference as a whole and each of its sub-events have been prepared.

Final programme confirmed

3. The final programme has been confirmed with all vetted, registered delegates to be advised of the specific timings and location.
4. We were delighted to be able to secure the new Minister of Energy & Resources, Hon. Megan Woods to attend. She will give a Minister's address on 27 March and attend the Members and Stakeholders Function on the evening of 26 March.
5. Rob Gardner (Economics & Energy Division Corporate Strategic Planning Department, Exxon Mobil) will deliver a keynote discussing Exxon Mobil's Outlook for Energy: A global view of energy demand and supply through to 2040.

6. Brian Sullivan (Executive Director, IPIECA) will deliver a keynote address on the role of the oil and gas sector in helping the world meet the UN Sustainable Development Goals.
7. Kylie Cochrane (Global Lead, Communication and Stakeholder Engagement, Aurecon and Chair, International Association for Public Participation) will deliver a keynote address on the case for greater community participation in the design of oil and gas infrastructure projects.
8. Gabriel Selischi (Senior Vice President, Australasia, OMV) will deliver the Industry Leader's Address.
9. We are also delighted to be having an environment leaders panel discussion with Vicky Robertson (CEO, Ministry for the Environment), Liv Esterhazy (CEO, WWF New Zealand) and Brian Sullivan (Executive Director, IPIECA).
10. The first breakfast speaker is Maryjane Waru (*Te Atiawa, Taranaki, Ngāti Mutunga, Ngāti Rārua, Ngāti Kurīa*) discussing a te Ao Maori perspective for marine mammal observers of seismic survey vessels: A guide to a better understanding of kaupapa, future aspirations and expectations with offshore projects).
11. The second breakfast speaker – at the Women in Petroleum breakfast - is Dennis Barnes (CEO, Contact Energy) who will talk on the importance of valuing and supporting diversity in the workplace.

Investment Forum fully subscribed

12. The Investment Forum, being held on 26 March, is fully subscribed. There will be 15 presenters split between "framing" contributions and the more traditional farmout opportunities/"deal day" format.
13. Invitations have been sent to ~300 people with an interest in investment in the New Zealand petroleum sector. We anticipate an audience of ~50 at the forum itself.

Marketing

14. The last phase of advertising for the New Zealand Petroleum Conference started in early February, following a break over the xmas/new year period.
15. This sees more targeted online advertisements and electronic direct mail.

Delegate numbers, sponsorship and exhibition

16. The historic trend for delegate registrations has been a surge around the earlybird cut-off (early December/week 23), slow stream until 3-4 weeks before the event and then a late surge from that point.
17. This trend seems to be repeating itself as set out in the chart below.



Security Plan

Advisory Board Paper number: 017

Date of meeting: 8 March 2018

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- The safety and security of delegates is a primary planning consideration and the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise;
- The security team is comprised of our private security provider (Red Badge), our security intelligence provider (Thompson + Clark), Venue security (First Contact) and the New Zealand Police;
- The New Zealand Police are due to finalise their risk assessment in mid-March. This will determine their final staffing levels, but the Police are continuing to plan on have around 100 officers available to support the security of the event;
- A detailed Security Plan has been approved by the Advisory Board, who received a briefing from the security team at a dedicated meeting on 19 February;
- Further scenario testing is to be conducted by the security team; and
- We anticipate protest action and are planning accordingly. Our security intelligence provider will provide their more detailed assessment of that action closer to the event itself.

RECOMMENDATIONS:

The Advisory Board are invited to:

- note that the safety and security of delegates is a primary planning consideration;
- note that the Security Plan has been approved by the Advisory Board;
- note that the Security Plan has been designed to minimise the risk of security incidents and to appropriately manage any that do arise; and
- note the confidentiality of the Security Plan.

Learnings from 2017 event

1. The learnings from the 2017 New Zealand Petroleum Conference in relation to the disruption from protest action have previously been discussed with the Advisory Board (see paper 008).
2. In addition, by publishing the programme with specific timings and locations we provided some guidance to protestors wishing to disrupt the event.
3. These learnings have driven the approach to the Security Plan for the 2018 New Zealand Petroleum Conference. In particular, not publishing the specific timings and locations of conference events and working more closely with the Police and have indicated that they will have considerable manpower in place.

Planning for a protest and balancing the rights of protestors and delegates

4. Oil Free Wellington announced in December that they would conduct a protest at the 2018 New Zealand Petroleum Conference on the 26th of March and have specifically referred to their intention to seek to blockade entrances to disrupt the conference.

5. It remains our intention to balance the rights of protestors to express their views about our sector with the rights of our delegates to lawfully attend the conference.
6. Accordingly, we have made plans to provide a safe space for the protestors in front of the venues where they can express their views. Protestors will be trespassed from the venues if they do not allow delegates to enter. Protestors will be arrested by the Police if they ignore a trespass order or cause public safety issues or are aggressive towards delegates.
7. We have also, again, formally invited the Executive Director of Greenpeace New Zealand to attend the conference as our guest and be on the public record as having done so.

Multiple venues

8. In an effort to mitigate the impact of a protest or other safety and security issue disrupting the conference, we had intended to use multiple venues for different parts of the conference proceedings.
9. As advised at the last meeting of the Advisory Board on 19 February, one venue has cancelled our booking at their venue and accordingly a multiple venue strategy no longer forms a part of our Security Plan.
10. We have held discussions with senior Executives of the venue to ensure that they had a good understanding of our Security Plan and its risk mitigants. The venue are asserting that they have the contractual right to cancel the contract and we will not be challenging that. They have conceded that there processes in accepting our booking last year and cancelling it close to the event were not good enough and they will be reviewing those as a result.
11. Our security plan will as a result focus solely on one primary conference venue.

Security plan

12. The penultimate draft of the Security Plan is in Appendix 1.
13. This version incorporates the feedback of the Advisory Board from its 19 February 2018 meeting.
14. The Security Plan will be finalised following the scenario testing in early March.
15. The Security Plan is a sensitive and confidential document.

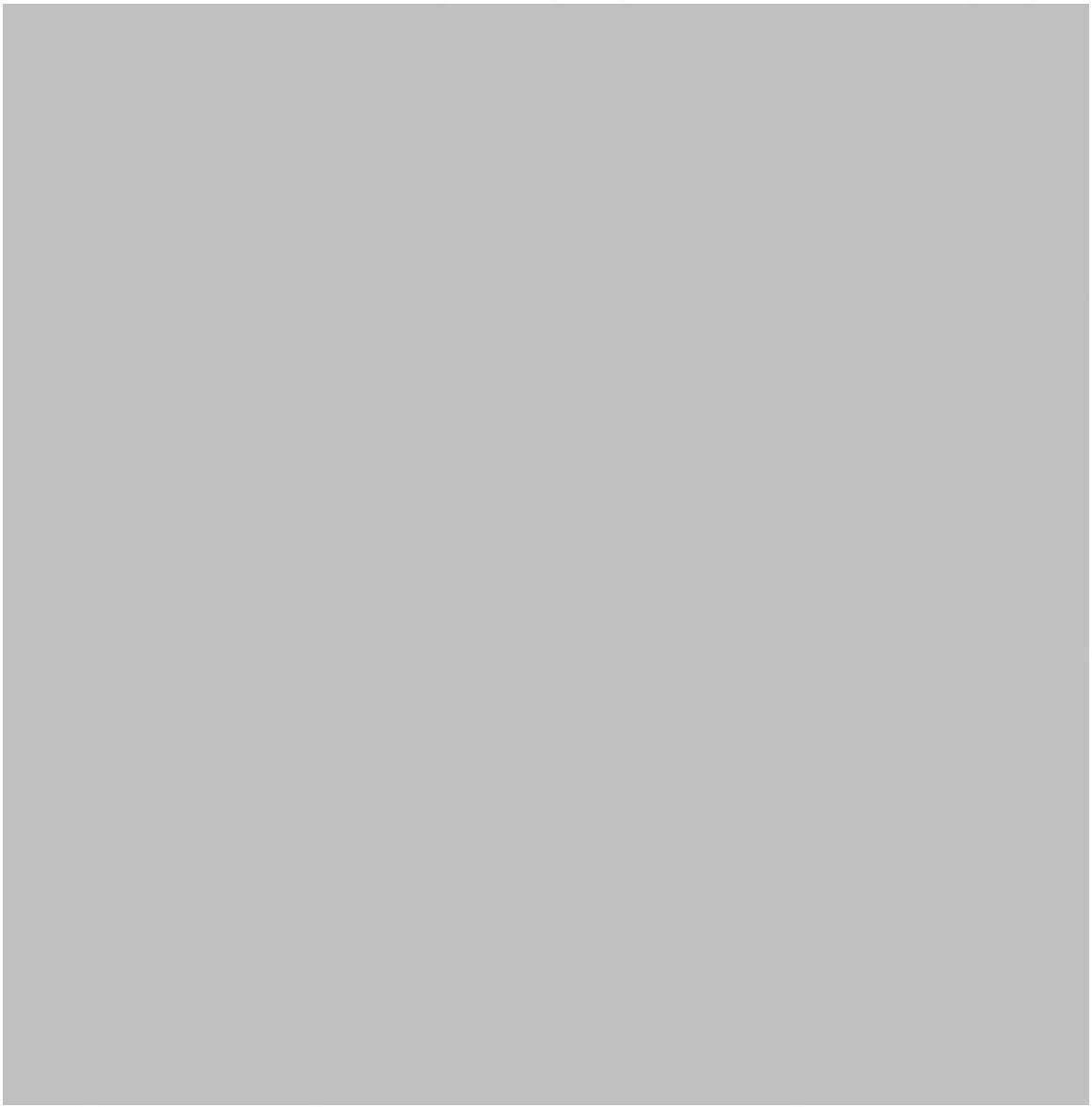
Appendix 1 – Security Plan



New Zealand
**Petroleum
Conference**
26-28 March 2018, Wellington

New Zealand Petroleum Conference 2018

Security Process
Current as of 22th Feb 2018



























CONFIDENTIAL









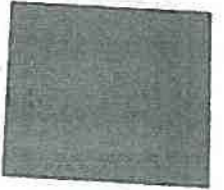












Risk Review

Advisory Board Paper number: 018

Date of meeting: 8 March 2018

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- In accordance with its own Risk Management Policy and good governance practice, PEPANZ include the high-level risks associated with the delivery of the New Zealand Petroleum Conference in its own Risk Register;
- The relevant risks are included in this Risk Review and are provided to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference;
- The key risks relate to the financial performance of the event, security and safety in relation to probable protest action and adverse publicity for the sector and the conference; and
- There has been a change to the residual risk levels for the risk around protest action since the Advisory Board last reviewed the conference risks.

RECOMMENDATIONS:

The Advisory Board are invited to:

- note the risks associated with the 2018 New Zealand Petroleum Conference and the proposed mitigants to those risks.

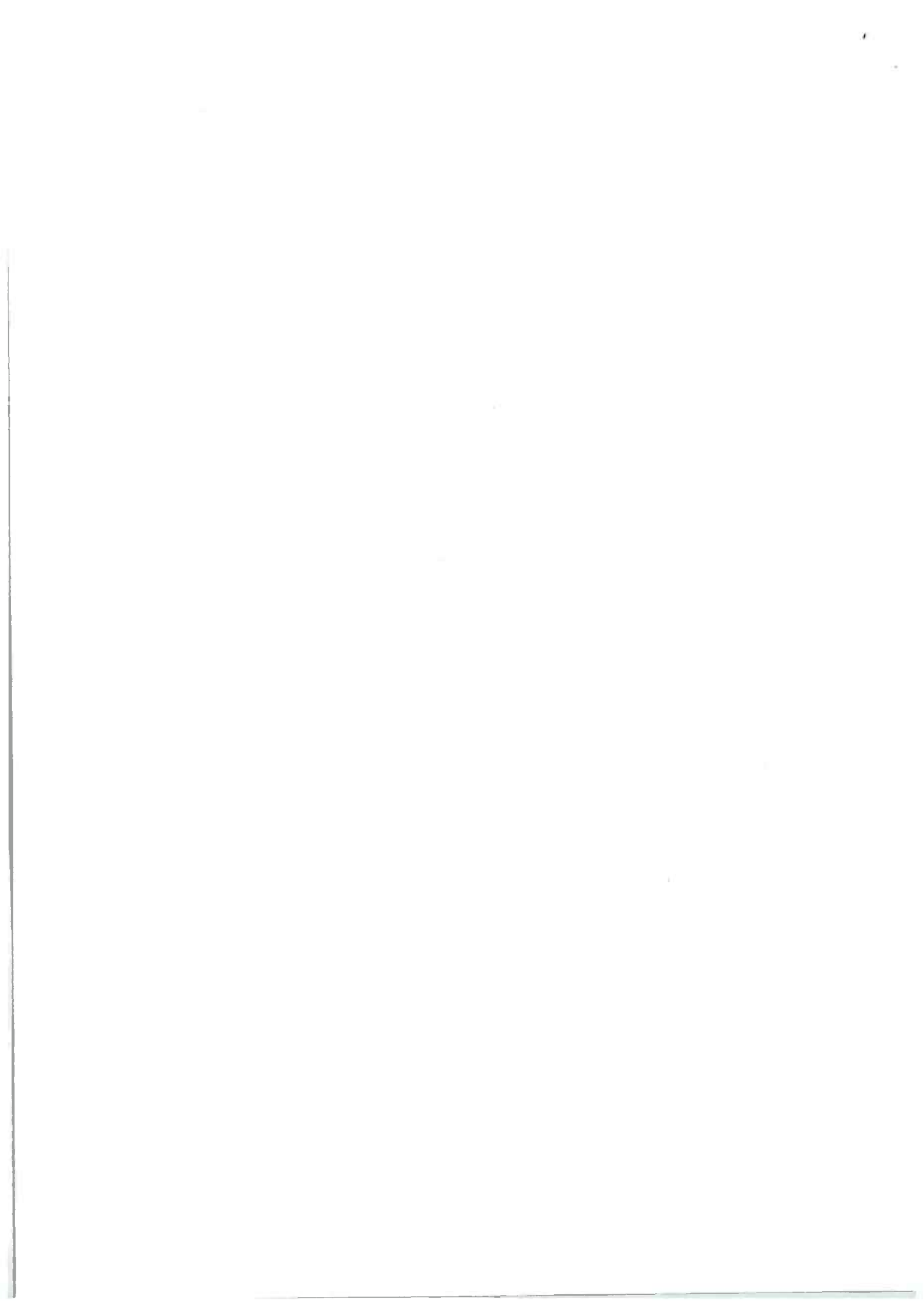
Context

1. PEPANZ is committed to managing its risks in a proactive, on-going and positive manner.
2. The PEPANZ Risk Register includes a number of risks related to the delivery of New Zealand Petroleum Conference and these are presented in this paper (see Appendix 1) to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference.





General Business





Papers for the meeting of
THE ADVISORY BOARD
19 February 2018

Contents

Dial in details	3
Agenda.....	4
Governance	5
Attendees by tele-conference	6
Apologies	6
Alternates	6
Attendees	6
Conflicts of interest	6
Previous Minutes.....	7
Ongoing actions.....	11
Decisions.....	12
Security Plan.....	13
Advisory Board Paper number: 015	13
Appendix 1 – Security Plan (DRAFT).....	15
General Business	16

Dial in details

The dial in details for the meeting are:

- New Zealand callers dial [REDACTED]
- Overseas callers dial [REDACTED]
- Enter pin [REDACTED] followed by #

As a back-up, we will dial each of you in separately on your direct dial numbers.

Agenda

	Item	#	Detail	Action	Timing
1	Governance				10.45am
	Apologies			Note	1
	Observers			Note	1
	Conflicts of Interest			Update	1
	Adoption of Minutes			Adopt	1
	Ongoing Actions Review			Review	1
2	Decisions				10.50am
A	Security Plan	015	Recommendation	Approve	50
4	Any other business				11.40am
					5
5	Next Meeting Date		8 March 2018 Wellington	Note	11.45am 1
	Meeting Close				11.46am

Governance

Attendees by tele-conference

The following members will attend the meeting by tele-conference:

- Mark Annand (Schlumberger)

Apologies

- Malcolm Roberts (APPEA) has indicated a possible apology;
- Dylan Lawrence (NZTE) has indicated a possible apology.

Alternates

No people have been appointed as alternate Advisory Board members for the meeting.

Attendees

The following people are attendees at the meeting:

- Cameron Madgwick, PEPANZ
- Carolyn Clark, PEPANZ (Secretary for meeting)
- Melanie Walker, Avenues (Professional Conference Organiser for the event)
- Chris Evans, Avenues (Security lead for the event)
- Braydon Lenihan, New Zealand Police
- Wade Fale, New Zealand Police
- Darren Sapich, Red Badge (PEPANZ security)
- David Patchett, Red Badge (PEPANZ security)
- Adam Lynch, Venues Wellington
- Carly Johnston, Venues Wellington
- Darryl Stonnel, First Contact (Venue security)
- Nick Thompson, Thompson & Clark

Conflicts of interest



Previous Minutes

Minutes of Meeting New Zealand Petroleum Conference Advisory Board

Thursday 7 December 2017

PEPANZ Offices, Wellington

ATTENDANCE

Advisory Board attendance

Joanna Breare (Todd Energy), Andrew Jefferies (New Zealand Oil & Gas) and Dominik Auer (OMV).

Via tele-conference: Kevin Faure (GNS) and James Stevenson-Wallace (MBIE).

Other attendance

Cameron Madgwick (PEPANZ Chief Executive), Carolyn Clark (PEPANZ Office & Events Manager, acting as Advisory Board Secretary) and Melanie Walker (Avenues Managing Director).

Apologies

Rob Jager (PEPANZ Board Chair & Shell), Gabriel Selischi (OMV), Dylan Lawrence (NZTE) and Malcolm Roberts (APPEA).

Absent

Mark Annand (Schlumberger).

Alternates

Gabriel Selischi (OMV) appointed Dominik Auer (OMV) as an alternate Advisory Board member for the meeting.

LIST OF DECISIONS MADE AT THE MEETING

The Advisory Board:

- **noted** the Management update;
- **recommended** that security scenarios are run through with the security teams and the Police before the 2018 Conference;
- **recommended** that an additional Conference Advisory Board meeting is scheduled in early February with a focus on the security plan;
- **noted** the review of the delivery model for the New Zealand Petroleum Conference from 2019 and supported the decision to continue with Avenues;
- **agreed** to retain the 'New Zealand Petroleum Conference' name for 2018;
- **noted** the benefits and challenges associated with potential venues;
- **noted** the possible changes to the conference structure from 2019;
- **recommended** that the 2019 New Zealand Petroleum Conference is held in Auckland if a suitable venue and dates are available and otherwise in Wellington; and
- **recommended** the 2019 New Zealand Petroleum Conference is held in Wellington with two non-binding pencil booking holds at Hotel venues in Auckland.

MINUTES OF THE MEETING

The Chair opened the meeting at 2.01 pm.

GOVERNANCE

Joanna Breare (Todd Energy) chaired the meeting.

Advisory Board Attendance

Attendance, alternates and apologies as outlined above.

Conflicts of Interest

No new conflicts were identified.

Minutes of prior meeting and actions

No remarks objections or comments. Prior meeting minutes adopted.

REPORTS

Management Update (Advisory Board Paper: 012)

SUMMARY

- The NZ Petroleum Conference is performing at or above its key metrics compared to prior events;
- Early bird registrations have now closed, and as of today, registrations have increased to 120 delegates;
- The final programme is confirmed;
- Special thanks to Andrew Saunders for managing the programme committees to achieve this;
- A request was made to extend the technical sessions for the 2019 conference due to the substantial number of technical submissions received;
- Security and safety planning for the conference is ongoing;

- PEPANZ is responsible for the safety and security at the Conference, working closely with their security team, the venue security team, the conference organisers and the police;
 - Scenarios should be run through with the security teams and Police before the 2018 conference;
 - Learnings have been actioned in response to the 2017 NZ Petroleum Conference and the protest action undertaken at the DIA conference held in Wellington in October 2017;
 - An additional Conference Advisory Board meeting was requested to be held in early February, with a focus on the security plan;
 - The first focal point of the marketing campaign has begun;
 - Melanie Walker left the conference call for the discussion about the review of the delivery model for the New Zealand Petroleum Conference beyond 2019;
 - The Advisory Board agreed that a continuation of the current delivery model with Avenues should be maintained;
 - It was agreed to keep the current Conference name; and
 - Melanie Walker re-joined the conference call.
-

DECISIONS:

The Advisory Board:

- **noted** the Management update;
 - **recommended** that security scenarios are run through with the security teams and Police before the 2018 conference;
 - **recommended** that an additional Conference Advisory Board meeting is scheduled for early February with a focus on the security plan;
 - **noted** the review of the delivery model for the New Zealand Petroleum Conference from 2019 and **supported** the decision to continue with Avenues; and
 - **agreed** to retain the 'New Zealand Petroleum Conference' name.
-

Risk Review (Advisory Board Paper number: 013)

SUMMARY

- In accordance with its own Risk Management Policy and good governance practice, PEPANZ include the risks associated with the delivery of the New Zealand Petroleum Conference in its own Risk Register;
 - The relevant risks are provided to assist the Advisory Board with its review of the risks associated with the delivery of the Conference;
 - The key risks relate to the financial performance of the event, security and safety in relation to probable protest action and adverse publicity for the sector and the conference;
 - There has been a change risk level for the protest action risk and associated disruption;
 - PEPANZ and Avenues are responsible for the management of minor risks associated with the delivery of the Conference while the Risk Register outlines the major risks associated with the conference; and
 - PEPANZ and Avenues hold bi-weekly work-in-progress meetings and create comprehensive run-sheets to address minor risks for all events associated with the conference.
-

DECISIONS:

The Advisory Board:

- **noted** the risks associated with the 2017 New Zealand Petroleum Conference and the proposed mitigants to those risks.
-

2019 Conference Location (Advisory Board Paper number: 014)

SUMMARY:

- During May 2017, the Conference Advisory Board and the PEPANZ Board agreed to Wellington as the location for the 2018 New Zealand Petroleum Conference;
 - The Advisory Board will recall the challenges associated with hosting the 2017 New Zealand Petroleum Conference in New Plymouth and the unavailability of Auckland venues to us for 2018;
 - Since the time of writing the Board Paper, Sky City has advised the Conference organisers that their venue is not available for the 2018 New Zealand Petroleum Conference. This is due to the expected protest's disruption to the Casino business;
 - New convention centres in Auckland and Christchurch are currently under construction and due for completion at the end of 2019. These may be viable Conference venue options for from 2020 onwards;
 - The Board recommended that the Conference organisers retain the current 2019 pencil booking in Wellington as this is the only current viable option to run the Conference in its current format; and
 - The Board recommended that two non-binding pencil booking holds at Hotel venues in Auckland, such as the Langham, should be made for 2019, in case Wellington becomes untenable.
-

DECISIONS:

The Advisory Board:

- **noted** the benefits and challenges associated with potential venues;
 - **noted** the possible changes to the conference structure from 2019; and
 - **recommended** the 2019 New Zealand Petroleum Conference is held in Wellington with two non-binding pencil booking holds at Hotel venues in Auckland.
-

ANY OTHER BUSINESS

- There was no other business.

The meeting was adjourned at 2.56 pm

Ongoing actions

Ref	Date	Action	Status
4/17-1	7 December 2017	Additional Advisory Board meeting required with a focus on the Security Plan	COMPLETE. See Paper 015.

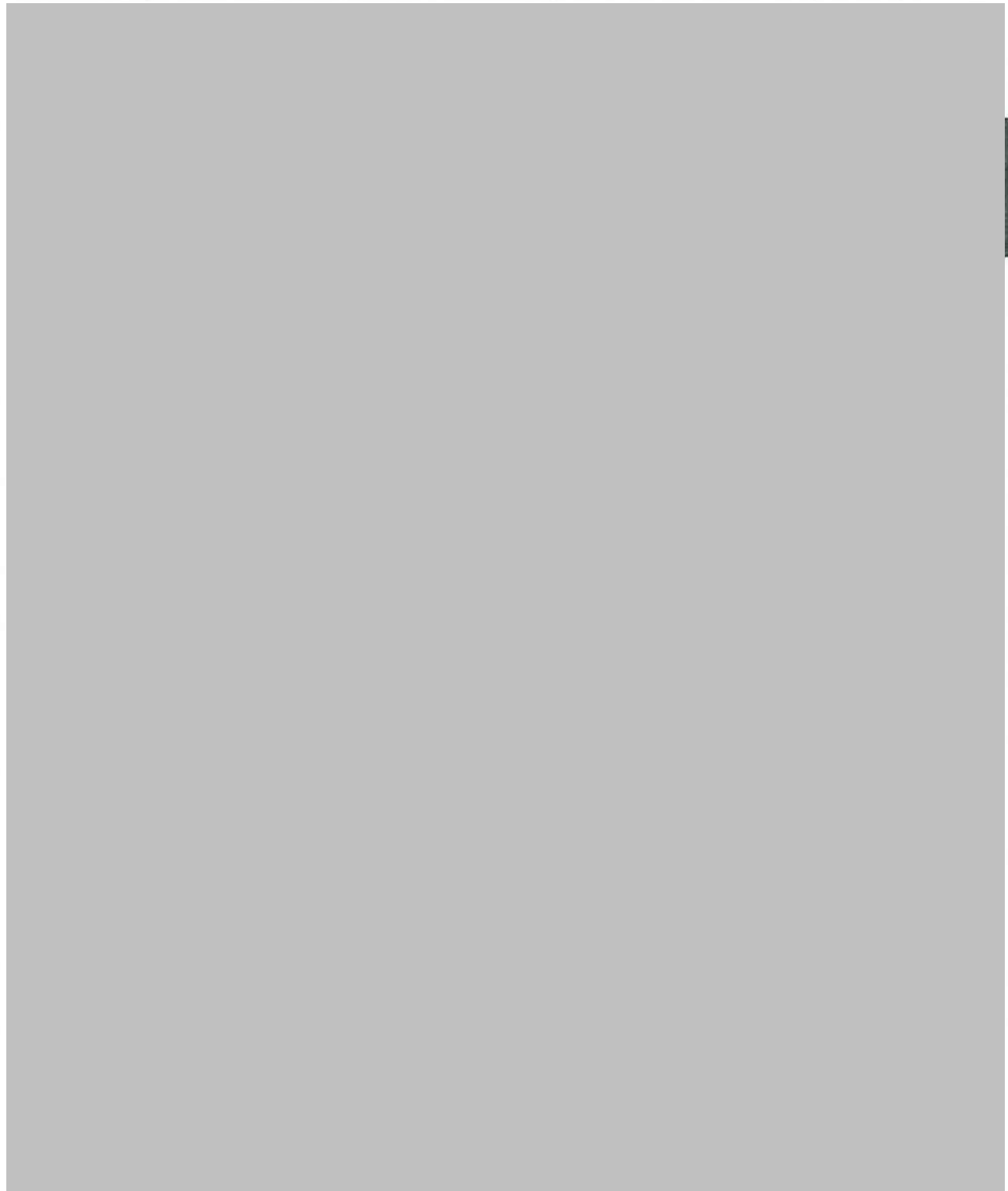
Decisions

Security Plan

Advisory Board Paper number: 015

Date of meeting: 19 February 2018

Person Responsible: Cameron Madgwick & Chris Evans





Appendix 1 – Security Plan (DRAFT)

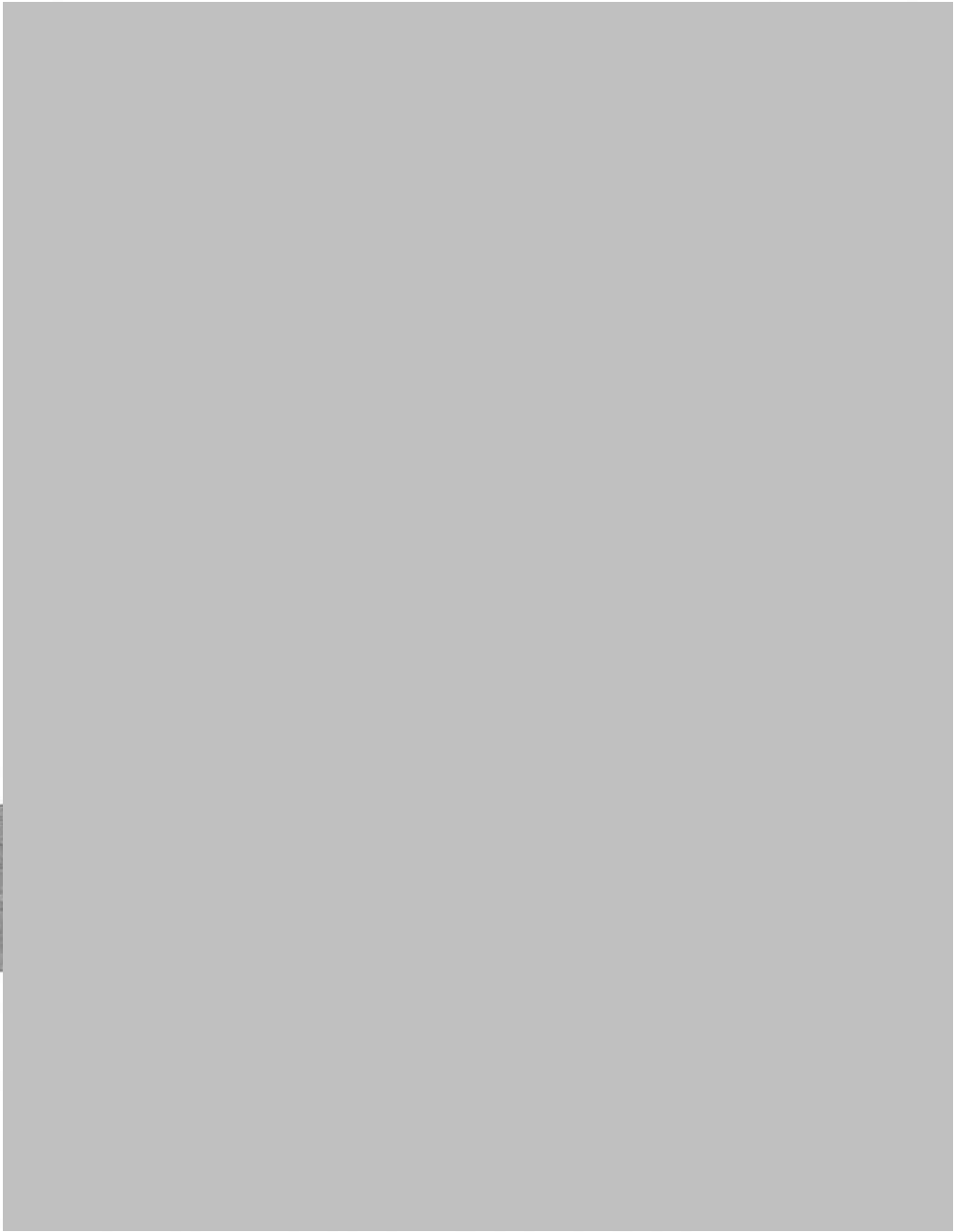


New Zealand Petroleum Conference 2018

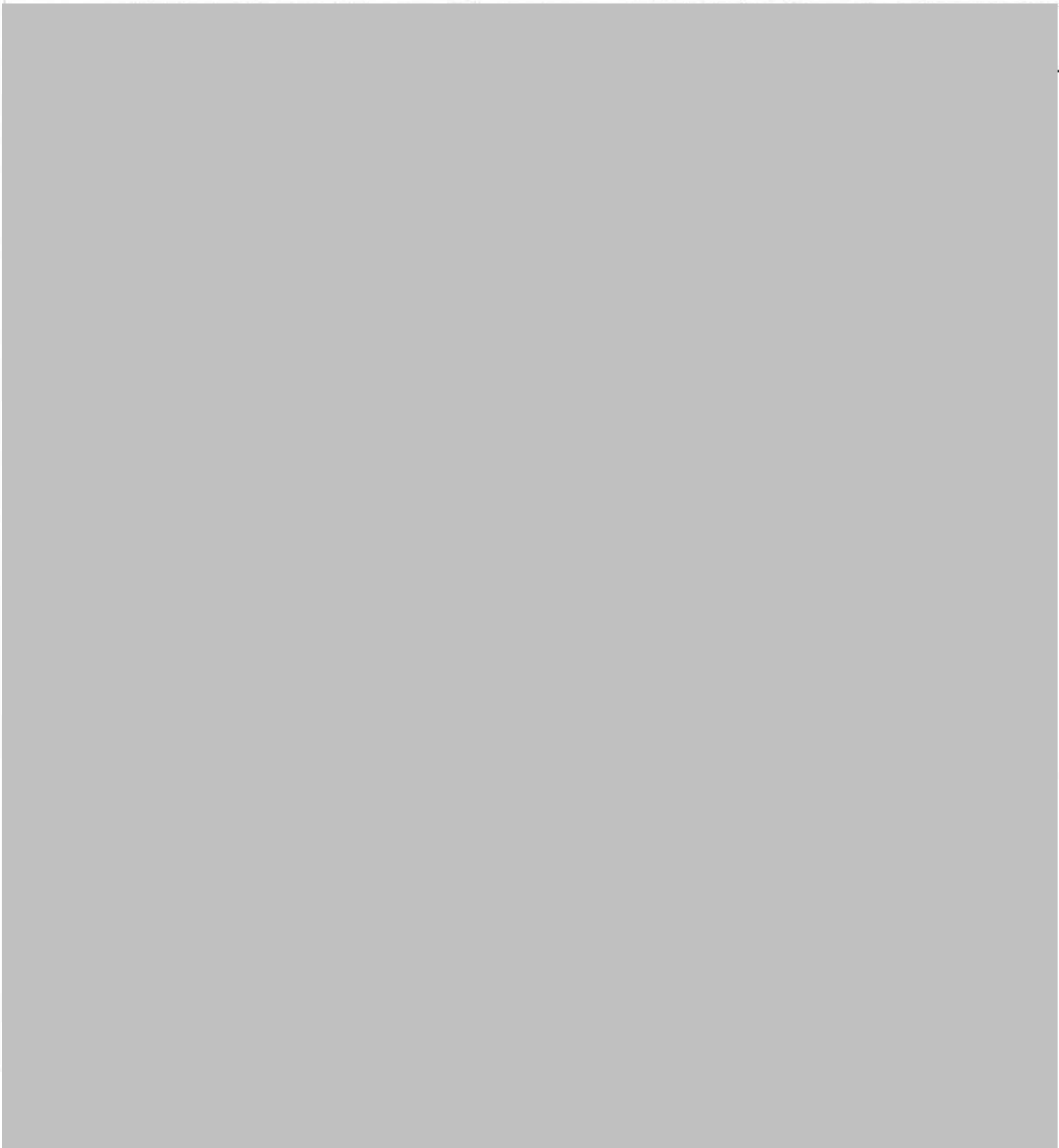
Security Process
Current as of 26th Jan 2018



CONFIDENTIAL





















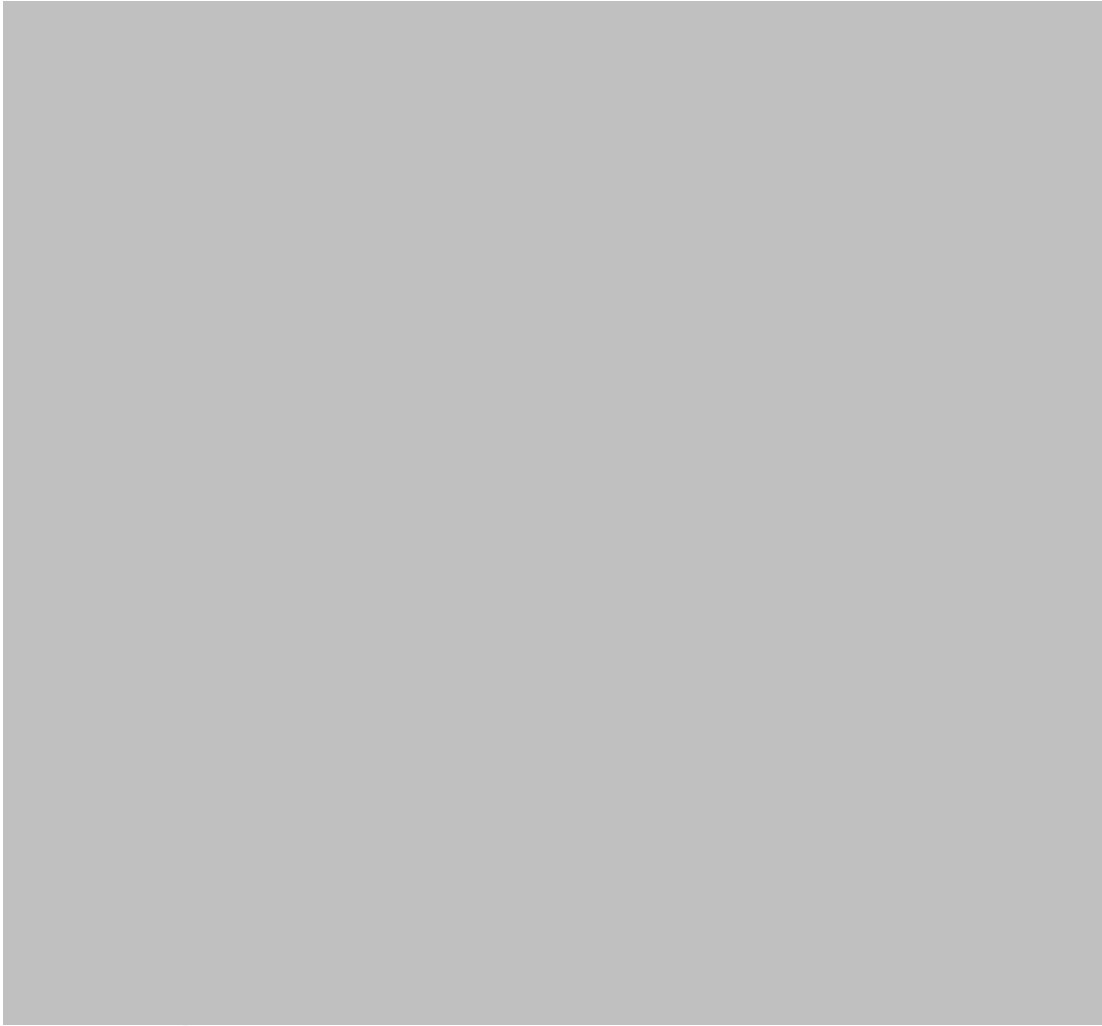




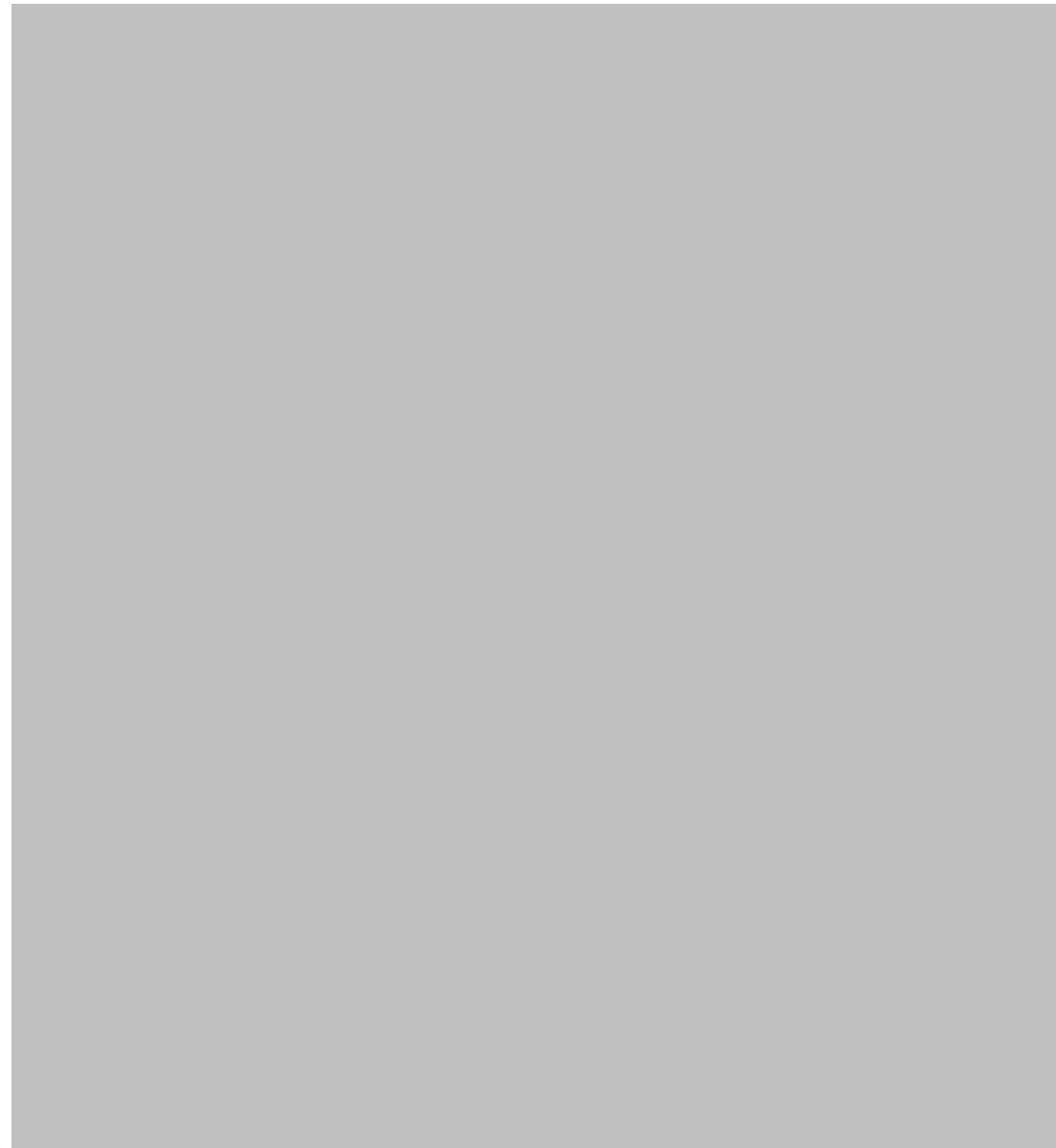














Handwritten scribbles or faint text in the center of the page.











General Business



Papers for the meeting of
THE ADVISORY BOARD
7 December 2017

Contents

Dial in details	3
Agenda	4
Governance	5
Attendees by tele-conference	6
Apologies	6
Alternates	6
Attendees	6
Conflicts of interest	6
Previous Minutes	7
Ongoing actions	11
Reports	12
Management Update	13
Advisory Board Paper number: 012	13
Risk Review	17
Advisory Board Paper number: 013	17
Appendix 1 – Extract from PEPANZ Risk Register	18
Decisions	19
2019 Conference Location	20
Advisory Board Paper number: 014	20
General Business	23

Dial in details

The dial in details for the meeting are:

- New Zealand callers dial [REDACTED]
- Overseas callers dial [REDACTED]
- Enter pin [REDACTED] followed by #

As a back-up, we will dial each of you in separately on your direct dial numbers.

Agenda

Item	#	Detail	Action	Timing
1 Governance				2.00pm
Apologies			Note	1
Observers			Note	1
Conflicts of Interest			Update	1
Adoption of Minutes			Adopt	1
Ongoing Actions Review			Review	1
2 Reports				2.05pm
Management Update	012			15
Risk Review	013		Note	15
3 Decisions				2.40pm
A 2019 Conference Location	014	Recommendation	Approve	10
4 Any other business				2.50pm
				5
5 Next Meeting Date		7 March 2018 Wellington	Note	2.55pm 1
Meeting Close				2.56pm

Governance

Attendees by tele-conference

The following members will attend the meeting by tele-conference:

- Malcolm Roberts (APPEA); and
- Mark Annand (Schlumberger).

Apologies

Gabriel Selischi (OMV).

Alternates

No people have been appointed as alternate Advisory Board members for the meeting.

Attendees

The following people are attendees at the meeting:

- Cameron Madgwick, PEPANZ
- Carolyn Clark, PEPANZ (Secretary for meeting)
- Melanie Walker, Avenues (Professional Conference Organiser for the event)

Conflicts of interest



Previous Minutes

Minutes of Meeting

New Zealand Petroleum Conference

Advisory Board

Friday 5 May 2017

PEPANZ Offices, Wellington

ATTENDANCE

Advisory Board attendance

Gabriel Selischi (OMV), James Stevenson-Wallace (MBIE), Rob Johnston (GNS); and

Via tele-conference: Mark Annand (Schlumberger), Stuart Trundle (Venture Taranaki) and Joanna Breare (Todd Energy).

Other attendance

Cameron Madgwick (PEPANZ Chief Executive), Carolyn Clark (PEPANZ Office & Events Manager, acting as Advisory Board Secretary) and Melanie Walker (Avenues Managing Director).

Apologies

Rob Jager (PEPANZ Board Chair & Shell) and Quentin Quin (NZTE).

Absent

Andrew Jefferies (New Zealand Oil & Gas).

Alternates

Dr. Neal Wai Poi (GNS) appointed Rob Johnston (GM Business Development, GNS) as an alternate Advisory Board member for the meeting.

LIST OF DECISIONS MADE AT THE MEETING

The Advisory Board:

- noted the specific challenges and successes associated with the delivery of the 2017 New Zealand Petroleum Conference in New Plymouth;
- noted the need to restrict some conference information shared in public;
- noted the need for better communications to delegates during the conference;
- noted the need to review the number side events and the programme;
- noted the views of some Advisory Board members to review the New Zealand Petroleum Conference name and branding to focus it on wider energy issues;
- agreed to hold the 2018 New Zealand Petroleum Conference in Wellington;

- recommended a review of venues in Wellington;
- agreed that stakeholders in New Plymouth are to be pre-warned before the move is made public;
- agreed that the Advisory Board will provide suggestions regarding keynote and other speakers at the conference;
- agreed that the Advisory Board will publicly support and promote the 2018 conference; and
- noted that the concept that operators and service providers need better collaboration and that working better together needs to be explored further as a part of the conference.

MINUTES OF THE MEETING

The Chairman opened the meeting at 10:06 am.

GOVERNANCE

Gabriel Selischi (OMV) chaired the meeting.

Advisory Board Attendance

Attendance, alternates and apologies as outlined above.

Conflicts of Interest

- No new conflicts for existing members were identified.

Minutes of prior meeting and actions

- Adopted without comment.

REPORTS

Progress Report (Advisory Board Paper: 008)

SUMMARY

- Delegate satisfaction was on par with previous events, with 92% of respondents reporting that they received professional value from the conference;
- The financial performance from the 2017 conference was better than budgeted;
- Safety and security, the venue, local service providers and the entertainment did not meet expectations;
- Security of information needs to be tighter in 2018 and less information shared in a public arena;
- Communication with delegates during the conference needs improvement to ensure that it is wider than the Mobile Phone Application;
- The Advisory board noted a review of the number of side-functions based on the attendance of these at the 2017 Conference. Review to include whether reducing side-events could impact the programme and ensure that delegates can attend more sessions;
- The Advisory Board appreciated the approach to get feedback post-conference, including direct contact and the delegate survey;
- The Advisory Board suggested that the post-conference survey should request responses for each side-event;
- A long-term review of the name and branding of the Conference to focus it on wider energy issues was raised. This will take time, so should be included as a long-term goal. It is a major decision and not feasible in one year.

DECISIONS:

The Advisory Board:

- **noted** the specific challenges and successes associated with the delivery of the 2017 New Zealand Petroleum Conference in New Plymouth;
- **noted** the need to restrict some information shared in public;
- **noted** the need for better communications to delegates during the conference;
- **noted** the need to review the number side events and the programme; and
- **noted** the views of some Advisory Board members to a long-term review of the New Zealand Petroleum Conference name and branding to focus it on wider energy issues.

Conference Location (Advisory Board Paper number: 009)

SUMMARY

- In 2016 the Conference Advisory Board agreed to host the conference in New Plymouth in 2017 and 2018, but feedback from delegates and key stakeholders has necessitated the need to consider a move away from the region;
- The Advisory Board noted that at present, Auckland is not an option and other regions have similar facilities but without Taranaki's connection to the sector, leaving only Wellington as a realistic option;
- Pencil bookings have been made at Te Papa and Shed 6, Queens Wharf. GNS will contribute some of their allocated days at Te Papa if this venue is selected and may hold a technical day as a 3rd day alongside the conference. Seismic security of Te Papa and the Shed 6 have been assessed and meet the regulations;
- Some Advisory board members expressed concerns around these two venues and the use of multiple venues;
- Other Wellington venues were discussed; and
- It was noted that New Plymouth has been announced in the media as the 2018 Conference location. The move to Wellington needs to be communicated in advance to key local stakeholders.

DECISIONS:

The Advisory Board:

- **agreed** to hold the 2018 Petroleum Conference in Wellington; and
- **agreed** that key stakeholders in New Plymouth are pre-warned before the move is made public.

2018 Keynote Speakers (Advisory Board Paper number: 010)

SUMMARY:

- The 2017 Conference keynotes were well-received;
- The Conference Advisory Board agreed to put forth suggestions for speakers for the 2018 Conference, considering the 2018 conference theme of "are we ready?";
- The Conference Advisory Board agreed to utilise their contacts in the industry to continue to promote and contribute to the success of the 2018 Conference; and

- A recommendation was made to incorporate the idea that operators and service providers are to collaborate more.

DECISIONS:

The Advisory Board:

- **agreed** that the Advisory Board will provide suggestions regarding keynote and other speakers at the conference;
- **agreed** that the Advisory Board will publicly support and promote the 2018 conference; and
- **noted** that the concept that operators and service providers need better collaboration and that working better together needs to be explored further as a part of the conference.

ANY OTHER BUSINESS

- There was no other business.

The meeting was closed at 11:01am

Ongoing actions

Ref	Date	Action	Status
-	-	-	-







Risk Review

Advisory Board Paper number: 013

Date of meeting: 7 December 2017

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- In accordance with its own Risk Management Policy and good governance practice, PEPANZ include the risks associated with the delivery of the New Zealand Petroleum Conference in its own Risk Register;
- The relevant risks are included in this Risk Review and are provided to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference:

- [REDACTED]
- [REDACTED]

RECOMMENDATIONS:

The Advisory Board are invited to:

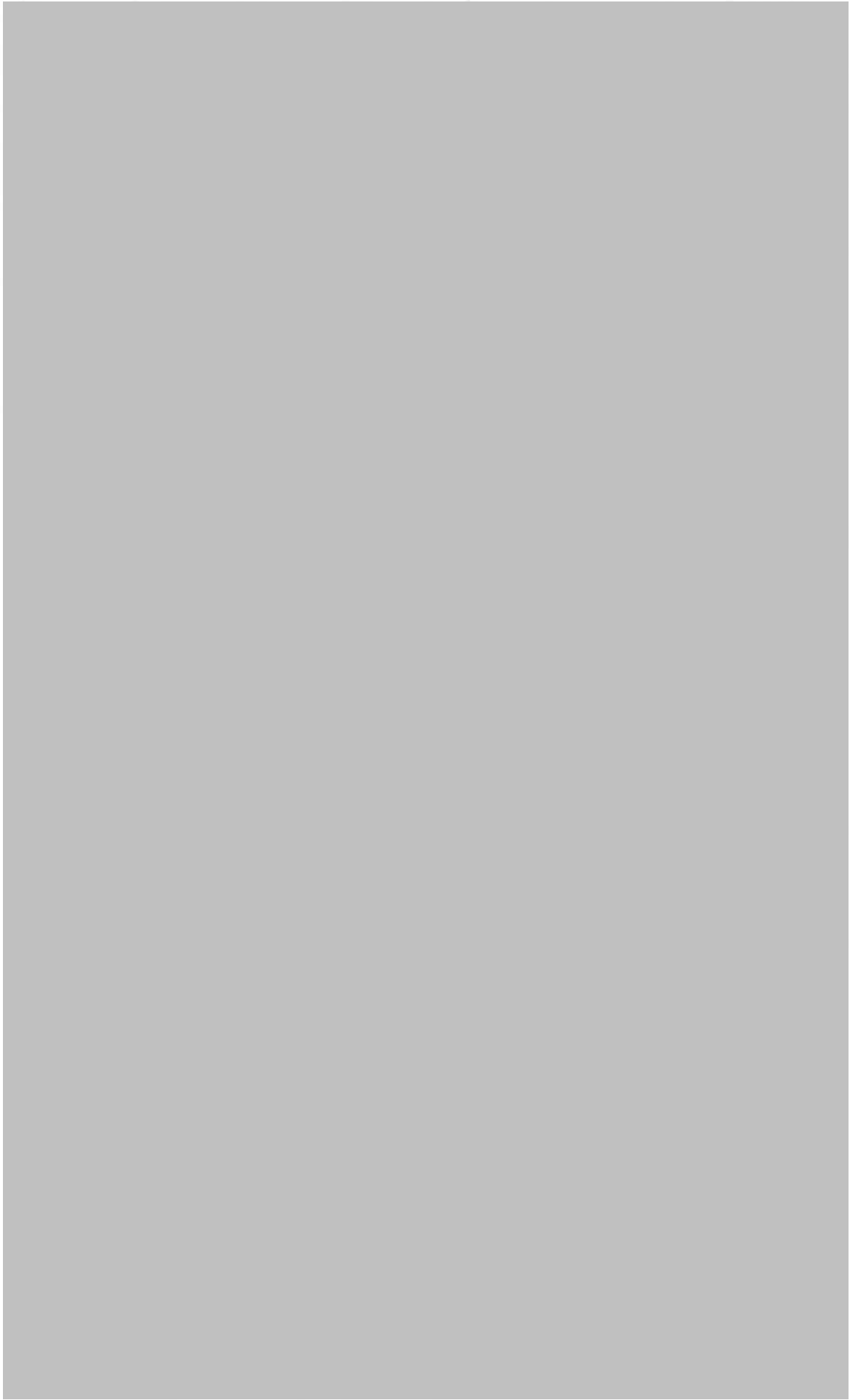
- **note** the risks associated with the 2017 New Zealand Petroleum Conference and the proposed mitigants to those risks.

BACKGROUND

1. PEPANZ is committed to managing its risks in a proactive, on-going and positive manner.
2. The PEPANZ Risk Register includes a number of risks related to the delivery of New Zealand Petroleum Conference and these are presented in this paper (see Appendix 1) to assist the Advisory Board with its review of the risks associated with the delivery of the New Zealand Petroleum Conference.
3. The previous 4 risks associated with the delivery of the New Zealand Petroleum Conference have been consolidated into 2 risks. These changes are shown in the Risk Register.
4. Following continued public statements by Greenpeace that it will stage protest action and seek to disrupt the 2018 New Zealand Petroleum Conference and the ongoing challenges mitigating the disruption, there has been an increase in the risk level for Risk 14 (protest action and associated disruption).

Appendix 1 – Extract from PEPANZ Risk Register

RISK REGISTER





Decisions

2019 Conference Location

Advisory Board Paper number: 014

Date of meeting: 7 December 2017

Person Responsible: Cameron Madgwick

EXECUTIVE SUMMARY:

- At its 5 May 2017 meeting the Advisory Board agreed to Wellington as the location for the 2018 New Zealand Petroleum Conference;
- At its 26 May 2017 meeting the PEPANZ Board also agreed to Wellington as the location for the 2018 New Zealand Petroleum Conference;
- The Advisory Board will recall the challenges associated with hosting the 2017 New Zealand Petroleum Conference in New Plymouth and the unavailability of Auckland venues to us for 2018; and
- Management have a pencil booking in Wellington, and are reinvestigating the possibility of using SkyCity in Auckland, as the venue for the 2019 New Zealand Petroleum Conference.

RECOMMENDATIONS:

The Advisory Board are invited to:

- note the benefits and challenges associated with potential venues;
- note the possible changes to the conference structure from 2019; and
- recommend that the 2019 New Zealand Petroleum Conference is held in Auckland if a suitable venue and dates are available and otherwise in Wellington.

Benefits of holding the conference in Auckland or Wellington

1. Holding the event in Auckland or Wellington will mitigate many of the challenges faced in New Plymouth this year (see paper 008).
2. Holding the conference in Auckland especially provides access to a purpose built, high-quality conference facility that will better meet expectations for show casing the sector and enable a better overall delivery of the event.
3. More specifically, Auckland and Wellington locations will deliver:
 - (e) better and less disruption-prone international and domestic transport links;
 - (f) access to a wider range of specialist service providers (e.g. AV);
 - (g) a wider range and larger number of accommodation options; and
 - (h) access to a larger Police force more accustomed to working with large protests.

Likely higher profile protest action in Auckland or Wellington and impact on key financial metrics

4. While a purpose built, high-quality conference facility in Auckland or Wellington may better meet expectations for showcasing the sector, enable a better overall delivery of the event and better manage the security for some delegates, hosting the conference in Auckland or Wellington will attract a higher profile protest action and, due to the cost base and distance to key market, may impact the performance against key financial metrics for the event (e.g. delegate numbers, exhibitors, sponsorship, etc.).
5. The best mitigant to the security challenges around the conference is to use a more secure location where there is a lower probability of successfully blockading the entrance.

Possible Auckland and Wellington Locations

6. Realistically there is one venue in Auckland (SkyCity) and two in Wellington (Te Papa & Shed 6) that are of the requisite quality and specifications to host the conference.
7. Although SkyCity Convention Centre advised us on 10 April 2017 that they were not prepared to accept a booking from us for the New Zealand Petroleum Conference in 2018 due to the potential for disruption to their casino business, there have been some changes in their management team and they are now relooking at this for 2019. We anticipate hearing from them prior to Christmas 2017 regarding their decision.
8. For delegates who stay in the SkyCity hotels, there is internal access to the convention centre and therefore low risk of being disrupted from entry.
9. The other possible venues in Auckland (the Viaduct Events Centre and the Aotea Centre) are owned by the Auckland Council who were also not prepared to accept a booking from us for the 2018 New Zealand Petroleum Conference on the basis of the disruption that a protest would potentially cause to their business, facilities and people. Neither of these venues present the potential security benefits of an onsite hotel that SkyCity does.
10. Wellington has 2 venues of acceptable standard, Te Papa and the TSB Bank Arena and Auditorium, although these pose security challenges.
11. We have pencil bookings at Te Papa and the TSB Bank Arena and Auditorium for March 2019.

Possible return to New Plymouth

12. The experience at the 2017 New Zealand Petroleum Conference and the strong views of some stakeholders around their ongoing support for the event caused the New Zealand Petroleum Conference to move away from New Plymouth.

13.



Possible changes to the conference structure from 2019

14. Although there is a high degree of uncertainty around the new Government's perspective of supporting the conference as the platform for the launch of Block Offer rounds, we are thinking about the possibility of changes to the conference structure from 2019 if the conference did not include the launch of the block offer and/or a strong role for New Zealand Petroleum & Minerals as the Foundation Partner of the conference.
15. If the conference did not include the launch of the block offer and/or a strong role for New Zealand Petroleum & Minerals as the Foundation Partner, there would significant revenue implications and the conference would need half additional space to fill in the programme. The Block Offer launch has also driven the March timing for the conference to date. This would also cease to be a planning consideration.
16. While not insurmountable, the structure of the conference would look different and potentially different venues and locations around New Zealand may become more viable.

General Business

