

ORDINARY MEETING

OF

**WELLINGTON REGION WASTE MANAGEMENT AND
MINIMISATION PLAN JOINT COMMITTEE**

MINUTES

Time: 9:30am
Date: Monday, 9 December 2019
Venue: Te Wai Manga (16.10)
Level 16, Tahiwī
113 The Terrace
Wellington

PRESENT

Councillor Sandy Ryan	Masterton District Council
Councillor Jill Greathead	Carterton District Council
Councillor Pam Colenso	South Wairarapa District Council
Councillor Jackie Elliot	Kāpiti Coast District Council
Councillor Steve Taylor	Upper Hutt City Council
Councillor Simon Edwards	Hutt City Council
Councillor David Lee (for Councillor Ros Connelly)	Greater Wellington Regional Council
Councillor Geoff Hayward	Porirua City Council
Councillor Laurie Foon	Wellington City Council

IN ATTENDANCE

Mayor Alex Beijen	South Wairarapa District Council
-------------------	----------------------------------

**TABLE OF CONTENTS
9 DECEMBER 2019**

Business	Page No.
2. General Business	5
2.1 Election of Chairperson and Deputy Chairperson	5
1. Meeting Conduct	6
1.1 Apologies	6
1.2 Conflict of Interest Declarations	6
1.3 Confirmation of Minutes	6
1.4 Items not on the Agenda	6
1.5 Public Participation	6
2. General Business (continued)	7
2.2 Governance arrangements 2019-2022	7
2.3 Oral updates on local workstreams	7
2.4 Draft Waste Bylaw Template	8
2.3 Oral updates on local workstreams (continued)	8
2.1 Election of Chairperson and Deputy Chairperson (continued)	9
2.3 Oral updates on local workstreams (continued)	9
Attachment 1	11

In lieu of any chairperson, Dominic Tay (Senior Democracy Advisor, Wellington City Council) assumed the chair and opened the meeting at 9:30am.

Councillor David Lee entered the meeting at 9:30am.

The interim chairperson noted that the Joint Committee had many new members since its previous meeting, as a result of the local body election, and invited members of the Joint Committee and officers in attendance to introduce themselves.

2. General Business

The interim chairperson brought members' attention to Report 2.1 and invited members of the Joint Committee to move a motion in relation to the election of a chairperson.

2.1 Election of Chairperson and Deputy Chairperson

Moved Councillor Taylor, seconded Councillor Foon

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Appoints a caretaker chairperson for the duration of this meeting, with a permanent appointment to be made at a later time.

Carried

Moved Councillor Greathead, seconded Councillor Elliott

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receives the information.
2. Adopts, as described in the report and in the Local Government Act 2002, Statutory voting system A.
3. Agrees that any voting round that requires a resolution by 'lot' to exclude any person/s will use the procedure where the candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e., elected or not excluded from the next round).
4. Resolves to elect a member of the Joint Committee as caretaker chairperson for the duration of the current meeting.

Carried

The interim chairperson called for nominations for the vacancy in the chair. One nomination was received, from Councillors Ryan and Foon for Councillor Greathead.

Moved Councillor Ryan, seconded Councillor Foon

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Appoints Councillor Jill Greathead as the caretaker chairperson for the duration of the current meeting.

Carried

The interim chairperson declared Councillor Greathead to be elected as the chairperson of the Joint Committee for the current meeting. Councillor Greathead assumed the chair.

1. Meeting Conduct

1.1 Apologies

Moved Councillor Greathead, seconded Councillor Taylor

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Accepts the apologies received from Councillor Hayward for lateness.

Carried

1.2 Conflict of Interest Declarations

No conflicts of interest were declared.

1.3 Confirmation of Minutes

Moved Councillor Greathead, seconded Councillor Colenso

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Approves the minutes of the Wellington Region Waste Management and Minimisation Plan Joint Committee Meeting held on 9 September 2019, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

Carried

1.4 Items not on the Agenda

There were no items to add to the agenda.

1.5 Public Participation

There were no requests for public participation.

2. General Business (continued)

2.2 Governance arrangements 2019-2022

Moved Councillor Greathead, seconded Councillor Taylor

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receives the information.
2. Adopts the quarterly meeting schedule set out in Attachment 1 of the report and as follows:
 - Monday 9 March 2020, 9:30am
 - Monday 8 June 2020, 9:30am
 - Monday 7 September 2020, 9:30am
 - Monday 7 December 2020, 9:30am
 - Monday 8 March 2021, 9:30am
 - Monday 7 June 2021, 9:30am
 - Monday 6 September 2021, 9:30am
 - Monday 6 December 2021, 9:30am
 - Monday 7 March 2022, 9:30am
 - Monday 6 June 2022, 9:30am
 - Monday 5 September 2022, 9:30am
 - Monday 5 December 2022, 9:30am
3. Agrees that meetings of the Joint Committee will be hosted by Wellington City Council, including secretariat support.
4. Notes that it may be necessary, from time to time, to schedule additional ordinary and extraordinary meetings or workshops and to reschedule or cancel existing meetings.
5. Agrees that changes to the meeting schedule may be determined by officers responsible for the implementation of the Plan, in consultation with the chairperson and/or deputy chairperson of the Joint Committee and the Secretariat.
6. Notes that the New Zealand Model Standing Orders for Meetings of Local Authorities and Community Boards (NZS 9202:2003 incorporating Amendment 1) will continue to apply to all meetings of the Joint Committee.

Carried

2.3 Oral updates on local workstreams

The chairperson invited officers to provide oral updates on local workstreams.

Officers from Hutt City Council, Wellington City Council, Porirua City Council, Masterton District Council, Carterton District Council and South Wairarapa District Council provided updates to members and answered questions.

Councillor Hayward entered the meeting at 10:16am.

The meeting adjourned for morning tea at 10:36am and reconvened at 10:51am with all members present.

The chairperson adjourned discussion on Report 2.3 and brought members' attention to Report 2.4.

2.4 Draft Waste Bylaw Template

Jörn Scherzer (Manager Sustainability and Resilience, Hutt City Council) spoke to the report and, with other officers in attendance, responded to members' questions about the draft waste bylaw template.

Mayor Alex Bejgin (South Wairarapa District Council) entered the meeting at 11:05am.

Councillor Elliott asked for a document to be tabled (**Attachment 1** refers).

Councillor Lee left the meeting at 11:20am and returned at 11:22am.

Moved Councillor Taylor, seconded Councillor Foon

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Notes the Wellington Region's Waste Management and Minimisation Plan's action for councils to "*investigate and if feasible develop, implement and oversee monitoring and enforcement of a regional bylaw, or a suite of regionally consistent bylaws*".
2. Notes the work completed to analyse the issues and associated justifications for regionally consistent bylaw provisions.
3. Approves the draft waste bylaw template as contained in Appendix 1 of the report for discussion with member councils.
4. Asks member councils to formally re-confirm their commitment to the waste bylaw development timetable, with the aim of having a new regionally consistent waste bylaw in place by October 2020.

Carried

2.3 Oral updates on local workstreams (continued)

The chairperson returned members' attention to Report 2.3 and invited officers to continue providing oral updates on local workstreams.

Officers from Kāpiti Coast District Council and Upper Hutt City Council provided updates to members and answered questions.

Mayor Alex Bejtin left the meeting at 11:56am.

The chairperson adjourned discussion on Report 2.3 and returned members' attention to the election of a permanent chairperson and deputy chairperson.

Councillor Lee left the meeting at 11:58am.

2.1 Election of Chairperson and Deputy Chairperson (continued)

Nominations were called for the vacancy in the chair. One nomination was received, from Councillors Greathead and Taylor for Councillor Foon.

Moved Councillor Greathead, seconded Councillor Taylor

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Appoints Councillor Laurie Foon as chairperson, effective from the conclusion of the current meeting.

Carried

Nominations were called for the vacancy in the deputy chair. One nomination was received, from Councillors Greathead and Hayward for Councillor Edwards.

Moved Councillor Greathead, seconded Councillor Hayward

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Appoints Councillor Simon Edwards as deputy chairperson, effective from the conclusion of the current meeting.

Carried

2.3 Oral updates on local workstreams (continued)

The chairperson returned members' attention to Report 2.3 and invited officers to continue providing oral updates on local workstreams.

Officers from Upper Hutt City Council continued to provide updates to members and answer questions.

Moved Councillor Greathead, seconded Councillor Edwards

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receives the information.

Carried

**WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION
PLAN JOINT COMMITTEE**

9 DECEMBER 2019

The meeting concluded at 12:26pm.

Confirmed: _____
Chair

Attachment 1

Observations written by David Ledson, independent chairperson of the Kāpiti Coast District Council Mayoral Waste Minimisation Forum (May–November 2019).

Background

1. The Wellington Region Waste Management and Minimisation Plan(2017-2023)(RWMMP23) has a relatively well known primary target, which is *'by 2026 to reduce the total quantity of waste sent to Class 1 landfills from 600kg/person/year to 400kg/person'*.
2. Perhaps less well known is that there are a number of 'secondary and tertiary' targets; also set down for achievement by 2026, which are intended to support achieving the primary target, and they are:
 - a. A decrease in kerbside household waste to landfill from approximately 200 kilograms per person per annum to 143 kilograms per person per annum by 2026. Progress towards this target will be delivered by achieving the following:
 - Recycling an extra 13.5 kilograms per person per annum of household waste by 2026
 - Diversion of 34.5 kilograms per person of food waste from landfill per annum by 2026
 - A reduction of household waste generated of 9 kilograms per person per annum
 - b. A decrease in the total quantity of general waste (excluding kerbside and biosolids) from approximately 335 kilograms per person to 250 kilograms per person per annum by 2026.
 - c. A reduction in the quantity of sewage sludge (biosolids) sent to landfill from approximately 64 kilograms per person per annum to 4 kilograms per person per annum by 2026.
3. These targets are incorporated into the District WMMP's for 2017-23; including the Kapiti plan(KWMMP).

Discussion

4. If an organisation is to set a target and to be serious about pursuing the achievement of it, then it is vital that intermediate targets and the timelines for assessing whether these have been achieved are set, that an individual(or specific position) is made accountable for achieving the targets, that a process is in place to measure progress to the target, that the relevant decision-makers monitor progress at regular intervals and take steps to change approaches(including adjusting targets and allocating more resources) to ensure the organisation is set up for success.

5. Many of these factors do not appear to be incorporated into either the RWMMP23 or the KWMMP; it is not clear whether, for example:
- a. intermediate targets have been established so that progress towards to 2026 targets can be measured at relevant intervals; or
 - b. if they have been set, the process and/or accountability for taking the measure and taking action locally and regionally to share information so that coordinated local and regional actions in response to the measurements can be taken.

Recommendations

6. It is recommended that:
- a. Regional and District WMMPs and supporting processes be reviewed to determine whether improvements are required to ensure the 2026 targets will be achieved; or if not, why that may be the case.
 - b. The measurement of targets, and identification of any changes to current courses of actions/strategies be a central element of the regional waste assessment work for the next WMMP.