

**Environmental Reference Group Meeting Minutes
12th March 2012, Committee Room 2, Wellington City Council**

Present:

Sea Rotmann (Co-chair)
Bev Abbott
Hamish Allardice (Co-Chair)
Sophie Mormede
Howard Markland
Sarah Free
Charles Barrie
David Rohan
Jane O'Loughlin
Peter Gilbert
Phil Hancock

Apologies

Marc Slade
Councillor Lester
Claire Graeme
James Wall-Manning

WCC Officers:

Graeme Shimmin (Consultation & Engagement Advisor)
Vincent Fallon (Risk Assurance Manager)
Tass Larsen (Programme Manager, Policy)
Mark Jones (Senior Policy Advisor)
Bruce Collier (Trade Waste Officer)

1. Adoption of Minutes from last meeting

The minutes of the meeting held on 20th February were adopted.

2. Induction

a. Conflict of Interests – Vincent Fallon (Risk Assurance Manager) presented to the group on how the Council manages Conflicts of Interest, and explained how the Council manages these. Members of advisory groups should sign a declaration to make the Council aware of any potential conflicts. Guidelines for doing so were distributed and Declaration Forms completed and collected from members.

Action: Members of ERG will complete a new declaration if their situation changes and they become aware of new potential conflicts. A recurring item on the agenda of future meetings will ask if any members have any new conflicts or potential conflicts of interest with items on the agenda.

b. Policy Development & Forward Programme – Tass Larsen (Programme Manager, Policy) presented to the group on how and why the Council develops policy. Slides from the presentation are in **appendix 1**.

Tass explained that the next 3 year policy programme is currently in development and would be agreed in May. She suggested returning to the next meeting to

outline this to the group, and gain input into the work programme.

Jane asked how the rumoured Local Government reforms would affect the Council's work on issues like climate change. Tass commented that a lot of the Council's current work was already carried out before the contentious 2002 legislation, which introduced the "power of general competence, and so may not be affected. A lot of work under the climate change work stream equally features in infrastructure and planning so it is envisaged that these initiatives would continue.

Action: Graeme to invite Tass to the next meeting.

- 3. WCC submission on GWRC Wellington City Bus Review** - Tass Larsen (Programme Manager, Policy) presented the draft WCC submission to Greater Wellington Regional Council's Bus Review. Slides from the presentation are in **appendix 2**.

She asked for any comments and suggestions to be added to the submission. David asked if any research had been undertaken into how diverting buses off the Golden Mile would affect cyclists on the alternate routes. Tass mentioned this had been considered but would look at highlighting it in the submission.

Tass also stressed the importance of individuals submitting on how the changes will affect them so data could be gathered and informed trade-offs made by GWRC.

- 4. Bylaws & Trade Waste Collection Bylaw review** - Mark Jones (Senior Policy Advisor) & Bruce Collier (Trade Waste Officer) explained about the Collection of Trade Waste (CTW) Bylaw review that has just got underway, explaining why and how the Council has bylaws and an overview of the existing CTW bylaw situation and options that are under consideration. Slides from the presentation are in **appendix 3**.

Mark asked if the group would be interested in feeding into the review and offering their point of view and expertise. Sophie and Howard were nominated to do this due.

Action: Graeme to liaise with Mark on the input required and a mechanism to achieve this.

- 5. Annual Report** – ERG's draft annual report was circulated and the group were asked to comment and make suggestions for changes or additions. Graeme fed back that the date the report will be presented to SPC has been postponed and is now due to go before Councillors at their pre-SPC briefing on Tuesday 3rd April. This means it needs to be lodged with Democratic Services before 4pm on the 22nd March.

Graeme and Sea will make amendment and re-circulate the draft to the group.

It was also agreed that the report would be presented to Councillors at the pre-SPC meeting on Tuesday 3rd April to allow greater discussion. **Who was nominated to present?**

6. Any other business

Zoo - Graeme announced that the advisory group members were eligible to attend the Council Staff day at the zoo which entitles them, an additional adult and 3 children free entry to Wellington Day on Saturday 24th March. If you want to attend you must **email Graeme by Monday 19th March** to have your names added to the entry list.

New Member forms – If new members haven't already done so please return your payroll and tax forms to Graeme. You can either post them to: Graeme Shimmin, Consultation & Engagement (Mob 6), Wellington City Council, 101 Wakefield Street, PO Box 2199, Wellington 6140, or hand them to him at the next ERG meeting.

Chairs – It was announced that Marc had decided to step down as one of the co-chairs of the group due to an increase in workload outside of the group. Hamish has been asked to step back into the role and has kindly accepted.

7. Next Meeting

Monday 16th April 2012 5:30pm-7:30pm, Committee Room 2, WCC Offices

Draft Long Term Plan – Presentation & Submission Opportunities

Policy Work Plan – Overview and Input?

Feedback from ERG Annual Report presentation

Water Conservation & Efficiency Plan? (This may be postponed to allow time for effective discussion on the LTP & Policy Work Plan.)