

**REPORT 4**  
(1215/11/IM)**Report of the Strategy and Policy Committee**  
**Meeting of Wednesday 17 August 2005**

**Members:** Mayor Prendergast, Councillors Armstrong (Chair), Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Shaw, Wade-Brown and Wain.

**THE COMMITTEE RECOMMENDS:****1. ITEM 210/05P BACKDOOR RUBBISH COLLECTION**  
(1215/52/IM)(REPORT 2)

*THAT Council:*

1. *Agree a new charge of \$125 per annum for the backdoor rubbish collection service.*
2. *Agree that the current policy for the selected abatement of backdoor rubbish collection be retained.*
3. *Agree to recognise the cost of the selected abatement of backdoor rubbish collection is estimated at \$ 17,875 per annum.*

**2. ITEM 212/05P ENVIRONMENTAL REFERENCE GROUP: TERMS OF REFERENCE**  
(1215/52/IM)(REPORT 4)

*THAT Council:*

1. *Agree to amend the Terms of Reference for the Environmental Reference Group as follows (attached as appendix 1):*
  - a) *Allow for up to 15 non-Council members*
  - b) *Replace all references to “the Built and Natural Environment Committee” with “the Strategy and Policy Committee”*
  - c) *Replace reference to the “Urban Strategy Group” with the “Strategy and Planning Directorate”*
  - d) *Set the date for the next review of the Environmental Reference Group as September 2007.*

**Robert Armstrong**  
**Chair**

## ENVIRONMENTAL REFERENCE GROUP

### TERMS OF REFERENCE (2005 AMENDMENTS SHOWN)

#### 1. Purpose

The Environmental Reference Group (ERG) will provide the Council with a sounding board and peer review group on issues relating to the management of the natural environment.

The ERG will be a primary forum for advice on issues about the natural environment, including energy and waste management. The group will not be considered to be the sole representative of the community's views on natural environment issues, but should provide a balanced commentary on policy, planning and asset management direction, and topical issues.

The group is not intended to remove or reduce Council's responsibilities to maintain the level of resources necessary for the effective officer management of the natural environment.

#### 2. Role

The role of the ERG is an advisory one, to provide:

- feedback, peer review and advice on natural environment policy, planning and asset management matters (including the development of the Council's Long Term Council Community Plan) in the projects' developmental stages
- an information conduit to and from Council
- representation of the broad spectrum of community expectations and concerns associated with the management of the natural environment.

The ERG will not make submissions on draft policies and plans put out for public consultation, as its input will be made in the projects' developmental stages.

The ERG will not have an independent budget to commission work or undertake activities outside of the group's advisory role, although it can recommend to the Strategy and Policy Committee that work is undertaken on certain natural environment policy areas.

#### 3. Membership

##### Number and make-up of members

The group will have up to 15 non-Council members and one Councillor representative.

It would be preferable for the group to have both geographical and issue based representation.

In addition to the above members, a representative from each of our two Treaty partners, Wellington Tenth's Trust and Te Rūnanga o Ngāti Toa, will be invited to be

members of the ERG. If representatives from either or our Treaty partners are unable to participate relevant Council officers will maintain a communication link with the Wellington Tenth Trust and Te Rūnanga o Toa Rangatira to assist in providing a Māori perspective in the work of the Group.

## **Chair**

The group will be chaired by the Councillor appointed to the group. Should this person not be present, the group will elect the Chair for that meeting.

## **Criteria for membership**

- Level of expertise
- Level of local/city knowledge
- Degree of involvement in practical initiatives
- Demonstrated awareness of and enthusiasm for natural environmental issues
- Links into the community and a willingness to utilise those links.
- Able to represent a balanced view.

## **4. Term of Appointment**

A member is appointed to the group until that person resigns.

## **5. Selection and Removal of Members**

If it becomes necessary to appoint new members to the Group, Council will advertise for nominations and, in association with the Group's membership, will select the required number of new members. If no consensus can be reached, the Council's Strategy and Policy Committee will make the final decision.

## **6. Reporting**

The group will report to the Strategy and Policy Committee every six months, outlining its achievements and the issues it wishes Council to consider further.

## **7. Frequency of Meetings**

The group will establish a schedule of meetings based on the Committee timetables once they have been agreed to by the Council. The group will meet as required, usually a few weeks prior to the Strategy and Policy Committee's meetings (to ensure sufficient time is available to the group to provide peer review advice on agenda topics).

## **8. Operation**

The maintenance and servicing of the group will primarily be the responsibility of the Strategy and Planning Directorate. The group will be supported by an officer who will be responsible for compiling agendas, writing minutes and providing other administrative and advisory support to the group.

It is also expected that members of the Council's other business units will liaise closely with the group as appropriate.

# APPENDIX 1

New members joining the group will be introduced into Council processes by Council officers.

## **9. Payment**

The group will not receive payment, although the Council will support the group by:

- making car parks available in the basement of the Council's buildings
- giving members a travel allowance, for travel costs incurred in attending the group's meetings.

## **10. Review**

The operation of the advisory group will be reviewed every two years in September, with the next review being in September 2007.