

## Sustainability and Environmental Advisory Panel

### MEETING MINUTES – 31 JANUARY 2023

#### **Sustainability and Environmental Advisory Panel (SEAP)**

Date & Time:	31 January 2023 – 5:00pm
Location:	Council Chambers, 21 Saunders Street Wynyard
Council Representatives:	Cr Celisa Edwards (Chair), Cr Andrea Courtney (Deputy Chair)
Members:	Brenton Hosking, Colin Hocking, Fiona Loughran, Hannah Sadler, Ian Ferris, Ian Newman, Peter Lawrence, Robin Krabbe, Sarah Smith, Wendy Bryant
Staff in Attendance:	Dana Hicks, Kassandra Steward, Daniel Summers, Bill Walker
Apologies:	Nil

#### **AGENDA:**

1. Welcome
2. Terms of Reference Recap
3. Upcoming Meetings and Setting 2023 Meeting Dates
4. Action Plan Brainstorming
5. General Business
6. Closure

#### **ACTIONS TAKEN:**

1. Review meeting frequency at the third official meeting of the group (six months) [Group].
2. Formalise meeting frequency for the third Tuesday of every other month commencing from March 2023. [D. Hicks]
3. Consolidate the products of the brainstorming session, provide draft for consideration. [D. Hicks/D. Summers]
4. Review state of agapanthus around the Sisters Beach. Look at education and transfer of strategy to weed reduction program. [F. Loughran & B. Walker]

## **1 WELCOME**

- A quorum was established, and the meeting was officially opened at 17:03

## **2 TERMS OF REFERENCE RECAP – DANA HICKS**

A recap of the terms of reference (TOR) occurred paying particular attention to:

- the procedures,
- review points,
- panel decisions,
- chair procedure,
- timing for agendas & minutes, and
- conflict of interest.

The procedure recap included a reminder that special requests after the close of the agenda would require prior approval of the Chair.

## Sustainability and Environmental Advisory Panel

### MEETING MINUTES – 31 JANUARY 2023

Sections of the terms of reference covering nominations and conduct were lightly covered as a matter of course.

Members were also reminded that no statements on not to make any statements to press or otherwise on behalf of SEAP. One member noted that they had already been approached by the press to which they were told “no comment”.

#### 3 UPCOMING MEETINGS AND SETTING 2023 MEETING DATES – DANA HICKS

The discussion about upcoming meetings began with an overview of the meeting frequency survey results. The survey produced mixed results with differing views on the benefits of sub-working groups.

The conversation included the possibility of the use of technology such as Teams or Zoom, however some concern was raised as some members are impacted by internet capacity when working from home.

It was decided, after raising the question, to proceed with bi/monthly meetings and continuing email collaboration in the interim until the meeting is established. It was noted that if it is decided to change the frequency of the meeting, the TOR would have to be revised.

The group also determined that in the meantime small groups may be established from within the larger group (possibly based on specialisations) to conduct informal brainstorming sessions. The results of the informal meeting should be brought back to the group for awareness and/or any decision making.

Discussion on timing of the bi/monthly meetings was then raised. It was suggested that it may be beneficial if the SEAP and Council meetings align should an outcome require formal Council consideration.

The group formally agreed to the third Tuesday of every second month to align with Council meetings agenda reporting timing.

- Next meeting on 21 March 2023 located at Council Chambers has been confirmed.

**Action 1.:** Review meeting frequency at the third official meeting of the group (six months) [Group].

**Action 2.:** Formalise meeting frequency for the third Tuesday of every other month commencing from March 2023. [D. Hicks]

#### 4 ACTION PLAN BRAINSTORMING – DANA HICKS

The action plan brainstorming session was opened with a question, “*What would you like to say SEAP has achieved at the end of the term?*” The group was given 5 minutes to put together their individual visions for what they would like to accomplish over the next two years. At the end of the five minutes members were asked to individually stick their ideas up on the wall, grouping of similar ideas together.

Once ideas were grouped, several focus areas began to emerge. Some discussion was raised about how to simplify, focus and prioritise the ideas and relate back to iCEP given the “ideas overload”. After some discussion it was thought that once the ideas were distilled and reviewed by the group, a number would be chosen to progress with.

- R. Krabbe excused herself from the meeting at 6pm.

The Chair posed a question to the group whether they should hold an interim meeting to get to a starting point. The group discussed and ultimately concluded that the group could review and consider the objectives via email collaboration in the interim.

P. Lawrence offered to work in a small group with a staff member to move on some of the smaller “quick win” items. S. Smith suggested the group consider measurable outcomes as well as goals and objectives as part of the action plan to give a clear view of accomplishments.

## Sustainability and Environmental Advisory Panel

### MEETING MINUTES – 31 JANUARY 2023

The brainstorming session was wrapped up with an action to refine the ideas into manageable bites and relate back to iCEP. The collection of objectives and actions would then be brought back to the group and further brainstorming sessions.

- B. Hosking excused himself at 6:30pm

**Action 3.:** *Consolidate the products of the brainstorming session, provide draft for consideration. [D. Hicks/D. Summers]*

#### 5 GENERAL BUSINESS

The Chair called for members to raise other general business; the following discussions were noted:

- It was confirmed that the next meeting would be held in March and that collaboration would continue via email in the meantime.
- The Chair posed a question to the group and called a vote as to whether an acknowledgement to Country should be included during the meeting welcome going forward. The result was five (5) yes, two (2) members excused prior to the vote and five (5) remaining members were undecided. The outcome remains unconfirmed at this time.
- C. Hocking suggested that he would like to email the odd item to the group over the next two months.
- I. Newman raised a query regarding how bold Council would be prepared to be with the outcomes of SEAP, suggesting that the budgets tend to be heavily in favour of roads and road maintenance and less towards walkways and the environment. H. Sadler similarly suggested that walkability and accessibility to green spaces could be significantly improved upon.
- F. Loughran raised an issue regarding agapanthus in the Sisters Beach area and questioned their status as a weed. B. Walker confirmed that they have not been declared at this stage and would require state involvement to be confirmed. F. Loughran suggested that a communication strategy assist the situation. H. Sadler agreed that engagement and support for non-environmentalists could help education process.
- I. Ferris suggested that any sub-groups formed should be free and open and keep open communications with the larger group to facilitate decision making and transparency.
- H. Sadler requested feedback from SEAP members and Council Representatives on her discussion paper on 'Proposed amendment of Waratah Wynyard Councils Sponsorship Signage Policy' provided to the group prior to the meeting.

**Action 4.:** *Review state of agapanthus around the Sisters Beach. Look at education and transfer of strategy to weed reduction program. [F. Loughran & B. Walker]*

#### 6 CLOSURE

The Chair thanked members for participating and declared the meeting closed at 18:38.