

**Report 06.44**

8 February 2006

File: E/06/24/02

m:\wpdata\min\p&m\06.44.doc

**Minutes of the Meeting of the Planning and Monitoring Sub-Committee held in the Wellington Regional Council Committee Room, 142 Wakefield Street, Wellington on Wednesday, 8 February 2006 at 10.56am**

**Present**

Councillors Aitken (Chairperson), Buchanan, Kirton, and Wilde

**Officers Present**

Benham (Chief Executive), Bradbury, Gray, Reay and Turfrey

**In Attendance**

Phil Sharman, Audit New Zealand

**Public Business**

**Procedural Items**

PMS 29      **Apologies**

*Resolved*

*(Cr Aitken/Cr Buchanan)*

*That the Subcommittee*

*Accepts the apology for absence from Councillor McDavitt.*

**PMS 30 Public Participation**

No members of the public wished to participate in the meeting.

**PMS 31 Confirmation of Minutes**

*Resolved*

*(Cr Wilde/Cr Buchanan)*

*That the Subcommittee*

*Confirms the public and public excluded minutes of 6 December 2005, Report 05.707 and Report PE 05.708, the public excluded part to remain confidential.*

**Matters arising****Communications Strategy 2006 – 09****Report 05.658**

File: CM/01/09/03

**Noted**

The tabling of the terms of reference is to be postponed until the meeting of 6 March 2006. The current draft will be distributed to Committee members, and its development considered by staff to ensure that the views of those working in this area are recognised. The committee emphasised the need to consider the capacity of communications and community engagement activities

- to improve demand management in critical areas such as transport and water consumption, and
- to assist in modifying behaviours so as to permit future cost avoidance;

and noted that in preparing draft terms of reference

- managers will clearly identify and if possible cost (a) all communication activities that are mandatory ie required by law and (b) all activities that are discretionary, notwithstanding the fact that they may have been carried out for a long period of time;
- will recognise that although outcomes of this review are explicitly intended to assist the GWRC, there is a parallel development in the wider Wellington Regional Strategy.

The subcommittee will consider holding workshops during the development of the strategy.

## Matters for Consideration

PMS 32     **Audit Management Letter**

**Report 06.8**

File: CFO/04/01/16

*Resolved*

*(Cr Aitken/Cr Kirton)*

*That the Committee*

- (1)     Receives the report.*
- (2)     Notes the contents of the report.*

**Noted**

- The subcommittee asked the Chief Executive to consider the development of a Council fraud policy.
- The auditor expressed his appreciation for the co-operation of Council officers during the audit.

PMS 33     **General**

There were no matters of general business.

11.43am The meeting closed.

Cr J E AITKEN  
Chairperson  
Date: