

**Environmental Reference Group Meeting Minutes  
21 November 2011 Committee Room 1, Wellington City Council**

**Present:**

Marc Slade (Co-chair)  
Sea Rotmann (Co-chair)  
Hamish Allardice  
Peter Gilbert  
Phil Hancock  
Bev Abbott  
Mike Ennis  
Tushara Kodikara  
Councillor Ritchie  
Councillor Lester

**Apologies**

Sarah Free  
Claire Graeme

**WCC Officers:**

Graeme Shimmin (Consultation & Engagement Advisor)

**1. Chair Introduction**

Marc Slade was introduced as the new co-chair of the Environmental Reference Group and thanks were given to Hamish for his hard work over the last few years.

**2. Long Term Plan & Draft Annual Plan update**

Cllr Ritchie highlighted 3 projects that may be of interest to the group that meet the objectives of Wellington 2040, and the soon to be released Central City Framework. These were 'Greening the CBD' (Green roofs, infrastructure etc), 'Public Private Realm Funding' and the 'Children's teaching Garden' at the Botanic Garden. The group should be aware that these may be raised as part of the LTP and DAP process.

The group thanked Cllr Ritchie for bringing these to their attention and agreed the need for further involvement with the LTP planning and development.

Bev Abbott raised concerns that the Long Term Plan was being constrained by trying to align it to the "Towards 2040: Smart Capital" strategy. It was also noted that the Draft Economic Development Strategy and Digital Strategy spoke different languages to that of 2040, making it difficult to see how they fit together.

**3. Annual Report Back to Council**

The ERG annual report back to Council was discussed. It was agreed that it would be better to present the report to Councilors after the summer break and present both a written and oral report to ensure it has maximum impact. The report will reflect on the group's activities and achievements for the year, as well as aspirations for the next 12 months and highlight the priorities the group think are important for the Council.

**Action:** Marc & Sea to draft the report in January & circulate to the group.

**Update:** In discussion with Democratic Service it is looking like we will be able to present the report to SPC in mid – late March.

#### **4. Forward Planning & Ways of Working**

The group discussed priorities for the next year and looked over the SPC forward plan to identify any key projects, policies or strategies that they thought they should be involved with. Transport was a key area that the group wanted to have more input into. Also identified was:

- Waste minimization
- Johnsonville Medium Density Design Guide
- LTP
- Water Conservation Plan

Cllr Lester suggested using the High Level Work Programme and Policy Programme that were produced earlier in the year. **Update:** This has been circulated to the group. We are investigating whether a new version is planned.

Graeme informed the group that the other advisory groups had recently started following a portfolio method whereby each member is given responsibility for a couple of the Council's portfolio areas. They then take responsibility for keeping informed on developments and opportunities in these area and lead on any input that the group may have on the subject. This allows the groups to cover more ground, share the work load and collectively decide on areas of focus. Because ERGs focus is on the Natural Environment this may not be the most appropriate approach, although a slightly modified version may work. This may be something to think about once ERG has a full capacity of members.

The idea of early engagement workshops and more feedback was also mentioned and noted as areas the group would like to see more of in the future. While talking to officers has improved in the last year it was felt the group needed to improve their visibility to Councilor's and take every opportunity to engage with them where possible.

**Action:** Graeme to seek an update from Transport on projects and official submissions etc.

#### **5. Recruitment of new members**

The vacancy for new members was advertised in the Our Wellington page of the Dom Post, and sent out via our networks. Recruitment for new members closes on the 28<sup>th</sup> November, when Sea, Marc and Graeme will shortlist and asses whether interviews are needed. The full list of applicants and their affiliations will be sent to ERG members to comment on via email. (It was minuted that Cllr Ritchie or Cllr Lester would be invited to help shortlist. On investigation with the other advisory group liaison officers, Democratic Services and the Terms of Reference and the Co-Chairs of ERG, it was felt that this was not appropriate after all).

**Update:** 36 applications were received in total. The list of names and affiliations has been sent out to the ERG for input and short-listing is underway.

**6. A.O.B**

It was acknowledged that it was Mike Ennis & Tushara Kodikara last ERG meeting. They were thanked for their contribution to ERG over the last few years.

Bev brought to the group's attention the Glean Report, a daily bulletin of scientific & knowledge events. To ensure continuation they are in need of funding and the group were asked to forward the request to any contacts they know who might be able to help.

**Next meeting:** Feb 13<sup>th</sup> or 20<sup>th</sup> 2012 tbc

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