## **Environmental Reference Group Minutes**

## Monday, 5 October 5.30-7.41pm

## Wellington City Council, 1010 Wakefield St, Committee Room 2

Chairperson: Mark Fenwick

## Present:

Members: Martin Payne, Paula Warren, Kate Mitcalfe, Phil Hancock, Graeme Sawyer, Yvonne Legarth,

Councillors: Crs Ritchie and Pannett

Staff: John McGrath, Gunther Wild, Kate Irvine, Crispian Franklin, Warren Ulusele, Adrian Mitchell

No.	Items	Who
1	Introductions and Conflicts of Interest:	All
	The Chair welcomed members and staff members. No declaration of conflict of interest from members.	
2.	Apologies	
	Members Sophie Mormede, Stu Farrant and Howard Markland for non-attendance, Councillor Pannett for early departure and Councillor Ritchie for lateness.	Sophie Mormede, Stu Farrant, Howard Markland, Councillor Pannett, Councillor Ritchie
3.	Environmental Reference Group going forward	
	ERG agreed to the 2016 work programme with the additional key items: i) Transport and Urban Design	John McGrath Gunther Wild Kate Irvine
	<ul> <li>ii) Performance measures</li> <li>iii) Draft joint letter of agreement listing key portfolio groups</li> </ul>	
	Issues raised and identified for staff to action:	John McGrath
	i) Early stage of engagement for members of the ERG	Gunther Wild Kate Irvine
	ii) Key milestones to be presented back to the reference group for feedback from reference group	
	iii) Identify links between WCC and ERG via the portfolio holders meeting with the	

	<ul> <li>relevant staff listed as the key support person to drive the work programme</li> <li>iv) Timing of reports at the beginning stage of any work plan.</li> <li>v) Staff raised the issue re Wellington water and will be reporting back at the next meeting</li> </ul>	
4	<ul> <li>Medium Density Residential Housing areas</li> <li>Staff presented to the ERG re the above item and spoke on the following:</li> <li>i) Design principles dependant on site</li> <li>ii) Developing rules and incorporating design principles</li> <li>iii) Design guides are not checklist</li> <li>iv) MDRHA developments</li> <li>v) Development agencies</li> </ul>	Warren Ulusele, Manager City Planning and Design
5	<ul> <li>Waste</li> <li>Staff presented to the ERG re the above and spoke on the following matters: <ul> <li>i) No Council funding – self-support via collections</li> <li>ii) Conflict of interest managing waste minimisation</li> <li>iii) Distribution of allocation of funds from waste collection to Central Government/Council</li> <li>iv) Liability for Council on sewage sludge</li> <li>v) Organic waste to landfill</li> <li>vi) Cost to consumers per tonne in landfill</li> <li>vii) Regional approach on waste management</li> </ul> </li> </ul>	Adrian Mitchell, Waste Operations Manager
	Martin Payne to liaise with Adrian regarding vi).	Martin/Adrian
6.	Minutes of last meeting That the Environmental Reference Group a) Receive the minutes of the Environmental Reference Group held on Monday, 7 September 2015 as a true and correct record of the meeting.	Chair/Yvonne
7.	Matters arising – Recruitment The Chair briefed the reference group on the following matters:	

	<ul> <li>i) Iwi consultation</li> <li>ii) 2 positions in the group currently not filled for iwi</li> <li>iii) Easy process to move forward</li> </ul>	
	Paula Warren to finalise letter to Councillor Woolf	Paula Warren
8.	<b>Portfolio group updates</b> Yvonne Legarth is to replace Kate Mitcalfe as portfolio lead on climate change and Kate will become a rotating chair	Kate Mitcalfe
	Staff title to be included in the portfolio group.	Crispian Franklin
9.	<ul> <li>Action Points and Key dates</li> <li>The Chair spoke on the following matters:</li> <li>i) Internal discussion to drive the topic of discussion for the next meeting</li> </ul>	All
	ii) Wellington Airport document for all members	Crispian Franklin
	<ul> <li>iii) Gunther to finalise letter of agreement 2016</li> <li>iv) Connection between topics e.g housing, transport, refuse</li> </ul>	Gunther Wild
	Next meeting: November 2 Chair - Kate Mitcalfe	

Meeting closed at 7.41pm