

**Environmental Reference Group Meeting Minutes**  
**1<sup>st</sup> July 2013, Committee Room 2, Wellington City Council**  
**5.30pm**

***Present***

Sarah Free (Co-Chair)  
Howard Markland (Co-Chair)  
Alina Siegfried  
Matt Barclay  
Nick Crocker  
Peter Gilbert

***City Councillors***

Helene Ritchie

***Apologies***

Charles Barrie  
Jo Loughlin  
Phil Hancock  
Claire Graeme  
Sophie Mormede  
Bev Abbott

***WCC Liaison Officers***

Martin Rodgers  
Joanne Maraki

***WCC Presenters***

Amber Bill

**1. General Business**

**Adoption of Minutes from last meeting and other business**

Minutes for the meeting held 20 May 2013 confirmed as a true and correct record.

- No update on conflicts of interest
- Recruitment process – interviewing 7 potential members. Date to be confirmed. An update will be provided at next meeting in September.

**Round table introductions**

**Update and Clarification of liaison role**

Introduction of Joanne Maraki (Team Leader, Engagement and Consultation). Graeme Shimmin is re-commencing working in the Council's Engagement & Consultation team on the 15 July and will be the liaison person for ERG. Graeme worked at Council in this role previously. Since then he has been living and working in Auckland.

**2. Update Living City Programme – Amber Bill, Programme Manager – Biophilic City (presentation attached for distribution)**

Policy framework:

- Highlighted key pieces of strategy and policy work to influence the

Transport strategy, Wellington Story (through Positively Wellington Tourism), Central City Framework and others

- Operationalising 'Our Living City':
- Will be aligning it with economic growth focus of Council.
- Council is carrying out an Environmental Scan for Key investment projects
- It will continue to progress the Centre of Excellence discussions.

#### Key Projects

- Blue Belt
- Smart Energy Capital
- Project Halo – Amber clarified the difference between this project and that being driven by the (Gareth) Morgan Foundation
- Water Sensitive Urban Design Guidelines
- Miramar Peninsula

#### Dialogue, Education, and Engagement

- The programme was developed from a workshop session at the Natural Environment Forum
- Digital space is being set up to tell and share stories

#### Questions:

Members asked a number of questions and receive responses from Amber as follows:

In terms of the Centre of Excellence, it was noted that the participants were mostly academic, what about other external partners (e.g. business, NGOs)? Amber responded that ongoing discussion and dialogue continues with external partners specifically in the 'resilience area'

There was a discussion around whether Council was progressing any work around road reserve. Amber responded that it has been looked at different times and from different directions but the legal issues around the use of road reserve are complex.

Concern was expressed around the future of community care groups with the withdrawal of funding from the Regional Council. Amber responded that Council managers are providing advice and support and that groups can also access Council grants, which are now aligned to the 'Our Living City' programme.

Councillor Helene Ritchie stated that she believes the Our Living City programme is exciting and important work to take our city into the future.

#### **Actions**

- It was agreed that an update on the following items should be

provided at the next meeting:

- Water Sensitive Urban Design Guidelines
- Miramar Peninsula

### **3. ERG contributions to Council decision-making processes**

An introduction to this session was provided highlighting how the issue had been raised in the Annual Report to Council and how tonight's discussion was an opportunity for the group to decide what it would like to do differently.

The subsequent discussion focussed on effective ways to improve communication and the group's contribution to Council.

- Maximise time through structured forward planning (3 months outlook) yet still flexible enough to respond to issues of interest that may arise
- Draft agendas to be sent out early with a summary provided on each item and the proposed focus areas for discussion
- Members should also be given an opportunity to suggest and agree their own items for discussion / future agendas
- Draft papers/brief/visual presentations distributed in advance and also tighter restrictions on presentation times (to enable debate)
- Establishing and/or utilising appropriate induction programme/process for incoming members e.g. informal meet and greet and information pack on role/purpose and ERG\_Council relationship
- Update and progress a structured work programme to support forward planning
- An extra meeting each year for annual planning, definition of priorities and development of work programme.
- Meetings could be split into themes if necessary with sub-groups working on each. Alternatively, groups can be tasked to work on items outside the ERG meeting and report back (as has been done in the last year).

Sarah asked members to identify key interest areas, which included:

- The airport, energy (esp. use of meters), sustainable urban design, impact of amalgamation on environment related processes, catchment management and the role of communities, environmental regulatory compliance, transport and hybrid journeys, climate change, water systems, communities and the harbour.

#### **Actions**

- Joanne will coordinate/organise a Planning Day meeting once Graeme commences work. Agenda for the day will include key priority focus areas and annual work programme
- Draft agendas will be distributed early (2 weeks) for comment and input and final agendas will be distributed with relevant

documents/briefs and key action points

- Co-chairs to meet with Joanne/Graeme to work out how to best link ERG agendas to the Strategy & Planning Committee forward plan.
- Joanne to redistribute current work programme for comment and review

**4. Plan presentation for Incoming Councillors and new CEO, Kevin Lavarey – not discussed**

**5. Next Meeting**

When Graeme commences work, he will advise whether there is to be a meeting on 12 August 2013 or not.

Agenda items will include:

- ERG Planning Day, Recruitment Update, Water Sensitive Urban Design Guidelines (report back on Milestones), Mirimar Peninsula