**Environmental Reference Group Minutes**

**Monday, 30 November 2015, 5:30-7:30 pm**

**Wellington City Council, 101 Wakefield Street, Committee Room 2 - Korimako**

**Present:**

Chairperson: Mark Fenwick

Members: Lynn Cadenhead, Shenagh Gleisner, Kate Mitcalfe, Stu Farrant, Hamish McGillivray, Martin Payne, Phil Hancock, Howard Markland, Daniela Biaggio, Martin Payne

Councillors: Cr Pannett

Staff: Neil McInnes, Trevor Himona, Jessika Clarke, Crispian Franklin

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| **No.** | **Items**  | **Who**  |
| 1 | **Introductions** The Chair welcomed new members and staff members.  | All |
| 2. | **Conflicts of Interest**There were no conflicts of interest.  |  |
| 3. | **Apologies**That the Environmental Reference Group: 1. Accept the apologies from Chris Watson, Sophie Mormede, Yvonne Legarth, Mark Higham and Shenagh Gleisner (early departure).

**CARRIED** |  |
| 4. | **Minutes of last meeting** That the Environmental Reference Group: 1. Accept the minutes of the previous meeting as a true and correct record of the meeting.

**CARRIED**Crispian advised the group that items 5 and 6.1 from the previous minutes have been actioned. Item 6.2 will be dealt at the next meeting.  |  |
| 5.  | **Matters arising** Work programme letter |  |
| 6. | **Confirmation of joint letter of agreement (2016)**An amendment to the letter to include waste as a theme.  | Kate Irvine  |
| 7. | **Wellington City Council Annual Plan 2016/2017 Process** Neil McInnes from Policy and Reporting Team presented to the ERG group.  |  |
| 8. | **Iwi representatives on Advisory Group**Trevor Himona, Senior Advisor Treaty Relations brief the ERG group on iwi representatives and next steps for mana whenua representations. That the Environmental Reference Group: 1. Agree to provide iwi representatives copies of the minutes and agendas of ERG meetings.
2. Agree for the Chairperson to meet with the Senior Advisor Treaty Relations.

**CARRIED** | Crispian Franklin Chairperson/Trevor Himona  |
| 9.  | **Animal Bylaw and Dog Policy review**Jessica Clarke, from Policy and Reporting Team presented to the ERG group. The public consultation has not yet been confirmed, but will take place around April 2016. If the group have any comments they would like to make now, they are welcome to email staff directly, or email animalbylaw@wcc.govt.nz or dogpolicy@wcc.govt.nz .  | All  |
| 10. | **Portfolio group updates**The following portfolio lead updated on the following: Martin Payne * First minimisation grants – 6 projects $70K
* Extension of southern landfill

Stu Farrant * on general items.
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| 11. | **Councillor update** Cr Pannett updated the ERG on matters of Council activities* open space policy and campgrounds
* landfill processes
* green buildings
* animal bylaws
 |  |
| 12 | **Other Business**Information on Basin Reserve. LTP submission feedback – * Feedback on previous LTP submission
* how to be more effective when making submissions and criteria for good submission when making submission.

The Chairperson thanked Deborah Howse for the support and work for the interview process.  | Crispian Franklin Crispian Franklin Deborah Howse  |

1. **Action Points and Key Dates**

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| **Actions from 7 September** | **Person** | **Status** |
| Loomio thread about target groups for recruitment. | Not assigned |  |

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| **Actions from 3 August** | **Person** | **Status** |
| Discuss how to progress water modelling questions with Jetesh. | Howard  | Iona to decide how to progress this |

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| Possible topics for future meetings | * Cycling Framework
* Feedback on LTP submission
* Presentation from the WCC’s environmental compliance functions
* Plans for Kent Terrace and Cambridge Terrace
* Airport runway extension
* Urban Design re lessons from Lower Cuba Street
* Introduction to role of new Chief Resilience Officer
* Effectiveness of WCC environmental regulatory functions
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**Key Dates**

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| Monday 1 February  | ERG meeting – Chairperson Kate Mitcalfe  |

**Portfolio groups**

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| **Working group** | **ERG lead** | **Council officer** |
| **Transport** | **Paula Warren** | **Elise Webster, Principal Advisor Transport Strategy** |
| **Climate Change**  | **Yvonne Legarth**  | **Moana Mackey, Programme Manager Sustainability** |
| **Waste** | **Martin Payne** | **Adrian Mitchell, Waste Operations Manager** |
| **Urban Growth** | **Graeme Sawyer** | **Trudy Whitlow , Urban Design & Heritage Manager** |
| **Water** | **Paula Warren (interim)**  | **Yon Cheong Manager, Regional Strategy and Policy Wgtn Water**  |
| **Biodiversity** | **Stu Farrant** | **Myfanwy Emeny, Team Leader Biodiversity & Urban Ecology** |

Meeting closed at 7.40pm