

Environmental Reference Group Minutes

Monday, 12 June 2017 | 5.30pm – 7.30pm

Wellington City Council, 101 Wakefield St, Committee Room 2

Chairperson: Mark Fenwick

Members: Paula Warren, Mark Fenwick, Martin Payne, Mark Higham, Hamish McGillivray, Chris Watson, Lynn Cadenhead, Shenagh Gleisner, Graeme Sawyer, Kena Duignan, Mike Britton

Councillors: Peter Gilberd & Iona Pannett (alternate)

Staff: Crispian Franklin, Carline Thomas

ELT member: David Chick (Chief City Planner)

1.	Welcome & Apologies Mark Fenwick Present: Paula Warren, Mark Fenwick, Martin Payne, Hamish McGillivray, Lynn Cadenhead, Shenagh Gleisner, Kena Duignan, Mike Britton Councillor: Peter Gilberd Staff: Crispian Franklin, Carline Thomas Apologies: Mark Higham Chris Watson (standing apologies) Cr Iona Pannett Special welcome to new members, Mike Britton and Kena Duignan	5:30pm
2.	Conflicts of Interest All None declared	5:33pm
3.	Previous Minutes Confirmation All Following discussion of action points, the previous minutes were accepted as read and an accurate representation of the previous meeting.	5.38pm
4.	Introductions All Mark thanked Shenagh for her input into the recruiting process.	5:40pm

	<p>Round-the-table introductions by each person followed.</p> <p>Mark outlined the role of the ERG to Kena and Mike, attending their first meeting. Highlighted points include:</p> <ul style="list-style-type: none"> • The Terms of Reference for the Group (the link to the page where these can be found is here: http://wellington.govt.nz/your-council/meetings/committees/environmental-reference-group) • The role of the ERG as an advisory group • The group’s active agenda to be proactive at early stages of policy development • The group’s role in submitting on pertinent issues <p>Crispian noted the strategic nature of advisory group interactions with Council and the role played by Democratic Services in liaising between the ERG and Council officers.</p> <p>Carline requested that members compile biographical statement where don’t have one currently:</p> <ul style="list-style-type: none"> • Other members can send a refreshed bio to Carline if they wish • Carline to add the document to the dropbox and circulate group contact details to the group 	
5.	<p>ERG group discussion on what has been happening within portfolios.</p> <ul style="list-style-type: none"> • Portfolio work/feedback • General ERG documents catch-up • Mark introduced the portfolio structure to Mike and Kena. <ul style="list-style-type: none"> ○ Lynn will buddy up with Mike on the biodiversity portfolio; and ○ Kena will buddy up with Shenagh and Graeme on the urban growth/urban design portfolio. • Kena and Mike both expressed interest in the Mana Whenua Iwi and Treaty Relations portfolio, however, there is currently no Council officer assigned to this role. • Mark noted that much of the group’s work occurs outside of the monthly meetings. • Carline to revise the biodiversity portfolio information. • General discussion regarding the role of ERG and interactions with Council: 	6:16pm

	<ul style="list-style-type: none"> ○ Shenagh and Lynn expressed a preference for powerpoint presentations to the ERG by Council officers be circulated to the group several days in advance. This would enable the group to be prepared to give more meaningful feedback. ○ Interactions are more or less effective depending on the Council officer. ○ Council not perceived to be following its policies and strategies. ○ General agreement that ERG should take an overview approach to its work rather than a piecemeal approach, so that instead of looking at items on a case-by-case basis, common themes can be identified and a set of key principles developed that can be consistently applied in multiple areas. <ul style="list-style-type: none"> ▪ These principles could be reiterated whenever a submission is presented. ▪ Mark highlighted the importance of timeliness; early input to policies, programmes and strategies better for influencing these before the ‘call for submissions’ stage <ul style="list-style-type: none"> ● Programme planning document: Hamish noted that this is a living document <ul style="list-style-type: none"> ○ Carline to circulate document to the group via dropbox ● Cr Gilberd: encouraged ERG to make submissions and write letters either support or oppose a proposed Council direction (letters can be written instead of a formal submission). These are useful to help Council make decisions on policy, strategies, programmes and direction. Noted that: <ul style="list-style-type: none"> ○ central government has input into Wellington Region activities ○ things often happen very quickly, therefore ERG should make its views, based on its expertise, known to Councillors via letters and submissions so that this information can be taken into account ○ conversations need to be conducted with positivity, sensitivity, affability, and good intent ○ economics (resources) direct Council actions to some extent (will have discussion with David Chick on this subject) ● Mark requested each portfolio lead to think about three key issues and where the ERG might be able to exert an influence to focus on at 	
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	<p>the next meeting</p> <ul style="list-style-type: none"> ○ Shenagh - themes may emerge from this starting point ○ Kena – could these be framed as achievements ○ Martin – could be rephrased as objectives ○ Mark – besides the ToR (Terms of Reference), actions/decisions of the group are fluid and can, therefore, be changed <ul style="list-style-type: none"> ● Crispian apologised to the chair and left the meeting at 6.25pm 	
6.	<p>Round the Table Portfolio Updates</p> <p><u>Shenagh:</u> WCC emphasising veto principle in UDA; <i>Action: Summary of UDA to ERG</i></p> <p><u>Lynn:</u> Conversation with Myfanwy re replacement; <i>Action: Carline to follow up</i></p> <p><u>Martin:</u> WMMP – spotlight on construction and demolition landfill sites, plastics, and sewage sludge; funding question due to possible low value placed on waste management by the general public</p> <p><u>Paula:</u> Attended Let’s Get Welly Moving workshop; mismatch re priorities (e.g. travel demand given high priority versus public and active transport); activities re Aotea Quay/Bunny St traffic management; lots of cycleway consultation at the moment</p> <p><u>Hamish:</u> needs to identify replacement contact person for Nicci Wood re Regional Strategy and Policy, Wgtn Water</p>	7.15pm
7.	<p>Matters Arising All</p> <p>Cr Gilbert acknowledged Paula Warren for her recent Absolutely Positively Wellingtonian award</p>	7:25pm
8.	<p>Meeting Concluded</p> <p>Apologies received to date for the July meeting: Shenagh Gleisner Mark Higham</p>	7:28pm
9.	<p>Action Points:</p> <p>Action: Paula to meet with Jane Black (updated due date): <i>Paula</i></p> <p>Action: To use Loomio to develop portfolio principles: <i>All</i></p> <p>Action: Martin to start Loomio discussion on WMMP</p> <p>Action: Crispian to look at who has membership rights on Loomio</p>	<p>Due: 3 July</p> <p>Ongoing</p> <p>Time constraint</p> <p>Complete</p>

	<p>Action: Lynn and Graeme to meet Mike Mendonca</p>	<p>Complete</p>
	<p>Action: Check Myfanwy is still contact person: Carline to follow up pending Myfanwy's departure from WCC (updated due date): <i>Carline</i></p>	<p>3 July</p>
	<p>Action: Organisation Chart for ERG to allow a better understanding of Council processes (updated due date): <i>Crispian/Carline</i></p>	<p>3 July</p>
	<p>Action: Revise the biodiversity portfolio information: <i>Carline</i></p>	<p>3 July</p>
	<p>Action: Programme planning document (Forward Programme) to be circulated via dropbox: <i>Carline</i></p>	<p>3 July</p>
	<p>Action: Each portfolio lead to think about three key issues and where the ERG might be able to exert an influence to focus on at the next meeting: <i>All</i></p>	<p>3 July</p>
	<p>Action: Send a bio to Carline: <i>New members and optional for existing members</i></p>	<p>3 July</p>
	<p>Action: Carline to add bio document to the dropbox and circulate group contact details to the group: <i>Carline</i></p>	<p>3 July</p>
	<p>Action: Summary of UDA to ERG: <i>Shenagh</i></p>	<p>3 July</p>

Portfolio groups

Working group	ERG lead	Council officer
<i>Transport</i>	<i>Paula Warren</i>	<i>Jane Black (LGWM)</i>
<i>Climate Change</i>	<i>Chris</i>	<i>Moana Mackey, Programme Manager Sustainability</i>
<i>Waste</i>	<i>Martin Payne</i>	<i>Adrian Mitchell, Waste Operations Manager</i>
<i>Urban Growth/Open Space</i>	<i>Graeme Sawyer</i>	<i>Trudy Whitlow, Urban Design & Heritage Manager</i>
<i>Water</i>	<i>Hamish McGillivray</i>	<i>Yon Cheong Manager, Regional Strategy and Policy Wgtn Water</i>
<i>Resilience</i>	<i>Lynn Cadenhead</i>	<i>Mike Mendonca, Chief Resilience Officer</i>
<i>Urban Design Agency</i>	<i>Shenagh Gleisner & Mark McKenzie</i>	<i>Baz Kaufman, Manager Strategy And Research</i>
<i>Mana whenua iwi & Treaty Relations</i>	<i>Mark Fenwick</i>	<i>Vacant</i>
<i>Biodiversity</i>	<i>Lynn Cadenhead</i>	<i>Myfanwy Emeny, Team Leader Biodiversity & Urban Ecology</i>