

# Environmental Reference Group

## Meeting Minutes

**Details:** Date: Monday, 9 July 2018  
Time: 5.00pm – 7.00pm  
Venue: Committee Room 2, MOB G, Wellington City Council, Wakefield St  
Chair: Mark Fenwick

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**Present:** Mark Ashby Chris Paulin  
Mike Britton Martin Payne  
Kena Duignan Paula Warren  
Mark Fenwick (Chair) Chris Watson  
Shenagh Gleisner Andrew Wilks  
Mark Higham

**Councillor present:** Peter Gilberd

**Democracy** Esther Hoskin, Democracy Advisor

**Services Staff:**

**Officer:** Moana Mackey

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**Apologies:** Amy Brasch Nicole McCrossin  
Lynn Cadenhead

**Absent:** Graeme Sawyer

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Topic	Description	Start time	5.00pm
1.	<b>Welcome &amp; Apologies   Mark Fenwick</b>	The Chair acknowledged Kena Duignan's service to the ERG as she had resigned and July was her last meeting. Kena thanked the group and wished them well. Apologies were received from Amy Brasch, Lynn Cadenhead and Nicole McCrossin.	<b>Until 5.01pm</b>
2.	<b>Conflicts of Interest</b>	There were no conflicts of interest to declare.	<b>Until 5.02pm</b>
3.	<b>Previous Minutes Confirmation</b>	The previous minutes was confirmed as a true and accurate record of the meeting.	<b>Until 5.03pm</b>
4.	<b>Tom Pettit, Sustainability Manager</b>	Tom Pettit presented to the group on the 2016-2018 Low Carbon Capital Plan and talked about the current environment as they plan to renew the plan. Tom requested that the group provide him feedback on what the group thinks the steer should	<b>Until 5.50</b>

		be for the next plan and what was missing from the last one.	
5.	<b>Update from Councillor</b>	Councillor Gilberd provided an update on his recent activities including trips around the city. The Councillor also gave the group an update on LED lights, Freedom Camping in Evans Bay, the new development in Newlands, the cycling programme and the whale in the harbour.	<b>Until 5.55</b>
6.	<b>Confirmation of Annual Report</b>	The group discussed the topics included in the Annual Report. It was agreed that a paragraph would be added on the general themes throughout all the submissions done by the group over the two years. Once this was added the confirmation of the report would be done via email round-robin.	<b>Until 6.05pm</b>
7.	<b>Round table updates from portfolio groups</b> Portfolio work/feedback and general catch-up	Portfolio leaders gave updates and the group agreed that it would be good to have a focus and plan for the next three months.	<b>Until 6.15pm</b>
8.	<b>General Business</b>	There were no general business updates.	<b>Until 6.20pm</b>
9.	<b>Next Agenda Due</b>	<ul style="list-style-type: none"> <li>Monday 13 August 2018</li> </ul>	

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**Actions:** The following tables the actions, responsibilities and deadlines from previous meetings

<b>Action Points Arising at Previous Meetings</b>		<b>Responsibility</b>	<b>Deadline</b>
1.	Use Loomio to develop portfolio principles	All	Ongoing
2.	Feedback on the Low Carbon Capital Plan	Chris W and Andrew	13/08/18
3.	Contact Stu Farrant to attend an ERG meeting	Mark F	13/08/18
4.	Create three month plan for ERG	Esther	13/08/18

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<b>Portfolio Groups</b>	<b>ERG Lead</b>	<b>Council Officer</b>
Transport	Paula Warren	Jane Black (LGWM)
Climate Change	Chris Watson	Moana Mackey, Programme Manager Sustainability
Waste	Martin Payne	Adrian Mitchell, Waste Operations Manager
Urban Growth/Open Space	Graeme Sawyer; Kena Duignan	Trudy Whitlow, Urban Design & Heritage Manager
Water	Chris Paulin	Stewart McKenzie, Principal Advisor, RMA Consenting and Environment, Wellington Water
Resilience	Lynn Cadenhead	Mike Mendonca, Chief Resilience Officer
Urban Design Agency	Shenagh Gleisner; Mark Higham	Baz Kaufman, Manager Strategy And Research
Mana whenua iwi & Treaty Relations	Mark Fenwick	Vacant
Biodiversity	Lynn Cadenhead; Mike Britton	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology