**Environmental Reference Group Minutes**

**Monday, 2 November 5.30-7.40pm**

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

Chairperson: Kate Mitcalfe

**Present:**

Members: Paula Warren, Graeme Sawyer, Yvonne Legarth, Stu Farrant, Mark Fenwick

Councillors: Cr Pannett

Staff: Kate Irvine, Crispian Franklin

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| No. | Items | Who |
| 1 | **Introductions and Conflicts of Interest:**  The Chair welcomed members and staff members. No declaration of conflict of interest from members. | All |
| 2. | **Apologies**  Sophie Mormede, Martin Payne, Howard Markland, Yvonne Legarth (lateness), Phil Hancock, Cr Helene Ritchie | Sophie Mormede, Stu Farrant, Howard Markland, Councillor Pannett, Councillor Ritchie |
| 3. | **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** |  |
| 4. | **Review of 2015 work programme and scope development of 2015 annual report covering the period January – December 2015**  A copy of the 2014 Annual Report is attached to the agenda – it also included member biographies as an appendix.  Kate Irvine updated to the Group and advised the Group that a meeting will be held with the Co-Chairpersons to discuss about the work programme.  Chairperson to draft a letter of appreciation and thanks for the contribution of member Howard Markland. | Co-chairs/Staff  Chairperson |
| 5 | **Matters arising**  Co-chair provided a brief on the recruitment process.  TL to provide briefing on iwi representatives on Advisory Group on matters relating to representation, voting and payment for attendance.  To include in the template – Councillors feedback | Crispian  Crispian |
| 6 | **Portfolio Group Updates**  That the Environmental Reference Group:   1. To invite staff to brief on the animal control bylaw and dog policy and to receive feedback from the ERG. 2. To invite the Chief Resilience Officer to the next meeting   Issues raised regarding integration of Council’s processes, performance measures on projects and staff having multi-disciplinary skills. | Crispian |
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**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 |

**Key Dates**

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| Monday 30 November | ERG meeting – Kate Mitcalfe to chair |

**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** | **Yon Cheong Manager, Regional Strategy and Policy Wgtn Water** |
| **Biodiversity** | **Stu Farrant** | **Myfanwy Emeny, Team Leader Biodiversity & Urban Ecology** |