| Details:     | Date:<br>Time:<br>Venue:<br>Chair:<br>Minute taker:  | Monday 7 August 2017<br>5.30pm – 7.30pm<br>Committee Room 2, MOB G, Wellington City Council, Wakefield St<br>Mark Fenwick<br>r: Carline Thomas |   |
|--------------|--|--|---|
| Members:     | Mark Fenwick<br>Martin Payne<br>Paula Warren<br>Mark Higham<br>Hamish McGill<br>Mike Britton |  | Chris Watson<br>Lynn Cadenhead<br>Shenagh Gleisner<br>Graeme Sawyer<br>Kena Duignan<br>Chris Paulin |
| Councillors: | Peter Gilberd  |  | Iona Pannett  |
| Staff:       | Carline Thomas   |  | Crispian Franklin   |
| ELT Member:  | David Chick (Chief City Planner)   |  |   |
| Apologies:   | ologies: Hamish McGillivray<br>Chris Watson (standing)                                       |  | Shenagh Gleisner  |

| Торіс |                                       | Description  |
|-------|---------------------------------------|--|
| 1.    | Welcome & Apologies  <br>Mark Fenwick | <ul> <li>Apologies received as above.</li> </ul>   |
| 2.    | Conflicts of Interest   All           | <ul> <li>A conflict of interest was declared by Mark Fenwick in<br/>relation to Shelly Bay</li> </ul>  |
| 3.    | Previous Minutes<br>Confirmation  All | • The minutes of the July meeting were confirmed   |
| 4.    | Let's Get Wellington<br>Moving        | <ul> <li>Willy Trolove, Stakeholder Engagement Workstream<br/>Leader, presented the 'Let's Get Welly Moving'<br/>project and timeline</li> </ul> |

| 5. | Update from Councillor/s   | <ul> <li>Note: this is a trial of this item as an ongoing standing item</li> <li>Cllr Gilberd advised the following items are currently under consideration by councillors:         <ul> <li>Shelly Bay development</li> <li>Island Bay Cycleway</li> <li>Animal Policy</li> </ul> </li> </ul>         |
|----|--|--|
| 6. | Forward Programme  | <ul> <li>Carline led a workshop on the ERG Forward<br/>Programme</li> </ul>  |
| 7. | Round table updates<br>from portfolio groups<br>Portfolio work/feedback<br>and general ERG<br>documents catch-up | <ul> <li>ERG submission on Shelly Bay to be compiled by<br/>Paula and agreed upon by members via email</li> </ul>  |
| 8. | General Business   All   | <ul> <li>David Chick (Chief City Planner) updated the meeting<br/>on recent changes and forward directions for Council         <ul> <li>Carline advised that David has committed to<br/>bi-monthly attendance at ERG meetings, with<br/>questions to be pre-prepared by the ERG</li> </ul> </li> </ul> |
| 9. | Next Agenda Due  | <ul> <li>Wednesday 30 August 2017</li> </ul>   |

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

| Actio | on Points Arising at Previous Meetings        | Responsibility | Deadline              |
|-------|---|----------------|-----------------------|
| 1.    | Rationalise folders in dropbox                | Martin         | 7 August              |
|       | Investigate attendance of ELT member at       |                |                       |
| 2.    | meetings as an agenda item, with questions to | Carline        | Completed             |
|       | be pre-prepared                               |                |                       |
| 3.    | Meeting with Jane Black                       | Paula          | Ongoing               |
| 4.    | Use Loomio to develop portfolio principles    | All            | Dependent on admin    |
|       |   |                | rights – Crispian is  |
|       |   |                | currently the only    |
|       |   |                | administrator         |
| 5.    | Loomio discussion on WMMP                     | Martin         | Complete (superseded) |
| 6.    | Investigate access to Loomio and dropbox for  | Carline        | Partially complete    |

|     | new members   |                    | (dropbox); 4 Sept |
|-----|---|--------------------|-------------------|
| 7.  | Meet with Mike Mendonca   | Lynn and<br>Graeme | Complete          |
| 8.  | Check Myfanwy is still contact person for biodiversity portfolio  | Carline            | Complete          |
| 9.  | Revise the biodiversity portfolio information   | Carline            | Completed         |
| 10. | Provide Council Organisation Chart  | Carline            | Completed         |
| 11. | Programme planning document (Forward<br>Programme) to be circulated via dropbox:<br>Action Updated: Workshop on Forward<br>Programme to be added to agenda for next<br>meeting: Carline | Carline            | Completed         |
| 12. | Each portfolio lead to think about three key<br>issues and where the ERG might be able to<br>exert an influence for the next meeting  | All                | Complete          |
| 9.  | Send a bio to Carline: New members and optional for existing members  | All                | 7 August          |
| 10. | Add bio document to the dropbox and circulate group contact details to the group  | Carline            | 7 August          |
| 11. | Summary of UDA to ERG   | Shenagh            | Complete          |

| Portfolio Groups                   | ERG Lead                         | Council Officer   |
|------------------------------------|----------------------------------|---|
| Transport                          | Paula Warren                     | Jane Black (LGWM)   |
| Climate Change                     | Chris Watson                     | Moana Mackey,<br>Programme Manager<br>Sustainability              |
| Waste                              | Martin Payne                     | Adrian Mitchell, Waste<br>Operations Manager                      |
| Urban Growth/Open Space            | Graeme Sawyer; Kena Duignan      | Trudy Whitlow, Urban<br>Design & Heritage<br>Manager              |
| Water                              | Hamish McGillivray               | Yon Cheong Manager,<br>Regional Strategy and<br>Policy Wgtn Water |
| Resilience                         | Lynn Cadenhead                   | Mike Mendonca, Chief<br>Resilience Officer                        |
| Urban Design Agency                | Shenagh Gleisner; Mark<br>Higham | Baz Kaufman, Manager<br>Strategy And Research                     |
| Mana whenua iwi & Treaty Relations | Mark Fenwick                     | Vacant  |
| Biodiversity                       | Lynn Cadenhead; Kena Duignan     | Daniela Biaggio, Team<br>Leader Biodiversity &<br>Urban Ecology   |