

**Details:**                 Date:                 Monday 4 September 2017  
                               Time:                 5.30pm – 7.30pm  
                               Venue:                Committee Room 2, MOB G, Wellington City Council, Wakefield St  
                               Chair:                 Mark Fenwick

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

**Councillors:**         Peter Gilberd   Iona Pannett

**Staff:**                 Carline Thomas   Crispian Franklin

**ELT Member:**         David Chick (Chief City Planner)

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**Apologies:**                 Chris Watson (standing)

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Topic	Description		
1.	Welcome & Apologies   Mark Fenwick	<ul style="list-style-type: none"> <li>Apologies received as above</li> <li>Additional apologies</li> </ul>	5.00pm
2.	Conflicts of Interest   All	<ul style="list-style-type: none"> <li></li> </ul>	5.03pm
3.	Previous Minutes Confirmation   All	<ul style="list-style-type: none"> <li></li> </ul>	5.05pm
4.	ELT Q&A	<ul style="list-style-type: none"> <li>David Chick will address questions pre-prepared by the ERG</li> </ul>	5.10pm
5.	Update from Councillor/s	<ul style="list-style-type: none"> <li>Note: this is a trial of this item as an ongoing standing item</li> <li></li> </ul>	5.40pm
6.	Shelly Bay Proposal	<ul style="list-style-type: none"> <li>Mark Fenwick</li> </ul>	5.55pm

7.	<b>Forward Programme</b>	<ul style="list-style-type: none"> <li>Carline Thomas</li> </ul>	<b>6.25pm</b>
8.	<b>Round table updates from portfolio groups</b> Portfolio work/feedback and general ERG documents catch-up	<ul style="list-style-type: none"> <li></li> </ul>	<b>6.45pm</b>
9.	<b>General Business   All</b>	<ul style="list-style-type: none"> <li></li> </ul>	<b>6.55pm</b>
10.	<b>Next Agenda Due</b>	<ul style="list-style-type: none"> <li>Wednesday 27 September 2017</li> </ul>	<b>7.00pm</b>

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

Action Points Arising at Previous Meetings		Responsibility	Deadline
1.	Rationalise folders in dropbox	Martin	7 August: dependent on administrator rights
2.	Use Loomio to develop portfolio principles	All	Dependent on admin rights – Crispian is currently the only administrator
3.	Investigate access to Loomio and dropbox for new members	Carline	Partially complete (dropbox); 4 Sept
4.	Send a bio to Carline: <i>New members and optional for existing members</i>	All	7 August
5.	Add bio document to the dropbox and circulate group contact details to the group	Carline	7 August

Portfolio Groups	ERG Lead	Council Officer
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	Hamish McGillivray	Yon Cheong Manager, Regional Strategy and Policy Wgtn 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; Kena Duignan	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology