

Details: Date: Monday 2 October 2017
Time: 5.00pm – 7.00pm
Venue: Committee Room 2, MOB G, Wellington City Council, Wakefield St
Chair: Mark Fenwick

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

Democracy Services Staff: Maria Burns, Democracy Advisor Crispian Franklin, Team Leader
Carline Thomas, Transition Advisor

ELT Member: David Chick (Chief City Planner)

Apologies: Chris Watson (standing) Lynn Cadenhead

Topic	Description
1.	Welcome & Apologies Mark Fenwick <ul style="list-style-type: none">Apologies received as aboveAdditional apologies 5.00pm
2.	Conflicts of Interest <ul style="list-style-type: none">All 5.03pm
3.	Previous Minutes Confirmation <ul style="list-style-type: none">All 5.05pm
4.	Update from Councillor/s <ul style="list-style-type: none">Note: this is a trial of this item as an ongoing standing item 5.10pm
5.	Ghost Fishing New Zealand <ul style="list-style-type: none">Presentation on the impact of Wellington City on the marine environment Mark Fenwick 5.20pm
6.	Forward Programme <ul style="list-style-type: none">Review of the proposed forward programme Carline 5.40pm

		Thomas	
7.	Round table updates from portfolio groups Portfolio work/feedback and general ERG documents catch-up	<ul style="list-style-type: none"> All 	6.00pm
8.	General Business	<ul style="list-style-type: none"> All 	6.25pm
9.	Statutory Decision-Making	<ul style="list-style-type: none"> Presentation Paula Warren 	6.30pm
10.	Next Agenda Due	<ul style="list-style-type: none"> Wednesday 1 November 2017 	7.00pm

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

Action Points Arising at Previous Meetings		Responsibility	Deadline
1.	Use Loomio to develop portfolio principles	All	Dependent on admin rights – Crispian is currently the only administrator
2.	Investigate access to Loomio and dropbox for new members	Carline	Partially complete (dropbox); 4 Sept
3.	Send a bio to Carline: <i>New members and optional for existing members</i>	All	Completed
4.	Add bio document to the dropbox and circulate group contact details to the group	Carline	7 August
5.	Invite relevant Council Officer to attend a meeting of the ERG to address questions on traffic resolutions	Carline	29 September
6.	Invite Baz Kaufman, Manager of Strategy And Research to attend a meeting of the ERG	Carline	29 September

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 Mike Britton [Minute-taker's note: 'ERG Lead' corrected following the meeting]	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology