

Environmental Reference Group

Meeting Minutes

Details: Date: Monday, 13 August 2018
Time: 5.00pm – 7.00pm
Venue: Committee Room 2, MOB G, Wellington City Council, Wakefield St
Chair: Martin Payne (Acting)

Present: Amy Brasch Martin Payne (Acting Chair)
Mike Britton Paula Warren
Nicole McCrossin Chris Watson
Chris Paulin Andrew Wilks

Councillors: Peter Gilberd

Democracy Esther Hoskin, Democracy Advisor

Services Staff:

Apologies: Mark Ashby Shenagh Gleisner
Lynn Cadenhead Mark Higham
Mark Fenwick Graeme Sawyer

Topic	Description
1.	Welcome & Apologies Martin Payne Apologies were received as above
2.	Conflicts of Interest No conflicts of interest we declared
3.	Previous Minutes Confirmation The previous minutes were confirmed as a true and accurate record of the meeting.
4.	Introduction of new Manager for Transport & Infrastructure Siobhan Procter met with the group to introduce herself and discuss current projects within her team and concerns the ERG has.
5.	Feedback on Low Carbon Capital Plan Andrew and Chris to presented the draft feedback on the Low Carbon Capital Plan. The group decided they would do further work before they finalised their feedback on the plan.
6.	Update from Councillor Councillor Gilberd provided an update on his recent activities including an update around the new bus network and the Predator Free initiative.
7.	Work Programme Planning The group decided for the next four months of the calendar year they would focus on: The Low Carbon Capital Plan, the 3 Waters Work, Bio Diversity, the Parking Policy and Let's Get Welly Moving.

8.	Round table updates from portfolio groups Portfolio work/feedback and general catch-up	The members gave a general updates on their portfolio's and Paula Warren noted that she had provided some draft feedback on the parking policy for further feedback from other members.
9.	General Business	No general business matters were discussed.
10.	Next Agenda Due	Monday 10 September 2018

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	Ongoing
2.	Contact Stu Farrant to attend an ERG meeting	Mark F	13/08/18
3.	Create Google doc. to work on further feedback on the Low Carbon Capital Plan as a group	Andrew	10/09/18

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	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	Amy Brasch; Mike Britton	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology
Heritage	Lynn Cadenhead	Mark Lindsay, Heritage Manager