

# Environmental Reference Group Minutes

Monday, 5 October 5.30-7.41pm

Wellington City Council, 1010 Wakefield St, Committee Room 2

Chairperson: Mark Fenwick

## Present:

Members: Martin Payne, Paula Warren, Kate Mitcalfe, Phil Hancock, Graeme Sawyer, Yvonne Legarth,

Councillors: Crs Ritchie and Pannett

Staff: John McGrath, Gunther Wild, Kate Irvine, Crispian Franklin, Warren Ulusele, Adrian Mitchell

No.	Items	Who
1	<b>Introductions and Conflicts of Interest:</b>  The Chair welcomed members and staff members. No declaration of conflict of interest from members.	All
2.	<b>Apologies</b>  Members Sophie Mormede, Stu Farrant and Howard Markland for non-attendance, Councillor Pannett for early departure and Councillor Ritchie for lateness.	Sophie Mormede, Stu Farrant, Howard Markland, Councillor Pannett, Councillor Ritchie
3.	<b>Environmental Reference Group going forward</b>  ERG agreed to the 2016 work programme with the additional key items:  i) Transport and Urban Design ii) Performance measures iii) Draft joint letter of agreement listing key portfolio groups  Issues raised and identified for staff to action: i) Early stage of engagement for members of the ERG ii) Key milestones to be presented back to the reference group for feedback from reference group iii) Identify links between WCC and ERG via the portfolio holders meeting with the	John McGrath Gunther Wild Kate Irvine          John McGrath Gunther Wild Kate Irvine



	<ul style="list-style-type: none"> <li>i) Iwi consultation</li> <li>ii) 2 positions in the group currently not filled for iwi</li> <li>iii) Easy process to move forward</li> </ul>	
	Paula Warren to finalise letter to Councillor Woolf	Paula Warren
8.	<p><b>Portfolio group updates</b></p> <p>Yvonne Legarth is to replace Kate Mitcalfe as portfolio lead on climate change and Kate will become a rotating chair</p> <p>Staff title to be included in the portfolio group.</p>	<p>Kate Mitcalfe</p> <p>Crispian Franklin</p>
9.	<p><b>Action Points and Key dates</b></p> <p>The Chair spoke on the following matters:</p> <ul style="list-style-type: none"> <li>i) Internal discussion to drive the topic of discussion for the next meeting</li> <li>ii) Wellington Airport document for all members</li> <li>iii) Gunther to finalise letter of agreement 2016</li> <li>iv) Connection between topics e.g housing, transport, refuse</li> </ul>	<p>All</p> <p>Crispian Franklin</p> <p>Gunther Wild</p>
	<p><b>Next meeting: November 2</b></p> <p><b>Chair - Kate Mitcalfe</b></p>	

Meeting closed at 7.41pm