



**CITY OF VINCENT**

**ENVIRONMENTAL ADVISORY GROUP MEETING**

**10 May 2016 AT 6.00PM**

**Venue: City of Vincent – Function Room**

**CONFIRMED MINUTES**

**Attendees:**

City of Vincent Councillors:

Cr Loden (*Chair*), Cr Cole, Cr Gontaszewski

Community Representatives:

Chiara Pacifici, Chris Cutress, David White, Kim Frankowiak, Kimberley Dupuy, Halinka Lamparski, Isaac Lorca, Lisa Edwards, Sally Madden, Stephen Danti

City of Vincent Officers:

Director Development Services (DDS), Director Technical Services (DTS), Manager Policy and Place (MPP), Project Officer Parks and Environment (POPAE), Sustainability Officer (SO)

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**1. Welcome/Declaration of Opening**

The Chair opened the meeting at 6.08pm.

**2. Apologies**

No apologies – all members present.

**3. Introductions**

All Group members introduced themselves to the Group – name, background, relevant areas of interest.

**4. Ground rules – Terms of Reference / Advisory Groups Policy**

4.1 How matters will be referred to and dealt with by the Environmental Advisory Group (EAG)

All Group members were provided with a copy of the EAG Terms of Reference and an overview of the Group's general rules of operation (as per the City's Advisory Groups Policy). They also received a copy of the City's current Sustainable Environment Strategy.

MPP explained the following:

- All Advisory Groups must operate in accordance with the City's Advisory Groups Policy (Policy No. 4.2.12);
- The EAG can consider matters that are covered by the EAG Terms of Reference;
- What the EAG can and cannot do; and
- Meeting rules for the EAG.

## 5. Overview of Environmental Projects by the City's Officers

SO and POPAE gave a presentation that:

- Set out the strategic context for the projects on which the Group is likely to work in future: Strategic Plan => Sustainable Environment Strategy and Greening Plan.
- Outlined current and upcoming environmental projects and which ones the EAG may be asked to review or provide expertise on.

## 6. Direction for the EAG

6.1 The Chair outlined the ways in which the EAG can contribute to current and future environmental projects:

- Act as a brains trust that the City can draw upon for their expertise;
- Provide information and advice to the Administration (and via the Administration to the Council where appropriate); and
- Form sub-groups to work on projects of special interest, then feed findings back to the broader Group to help it achieve an informed consensus.

6.2 The Chair outlined what the EAG may be asked to do:

- Review new or existing plans/policies/documents that Administration may be working on;
- Undertake research into matters being considered by the Group;
- Provide advice to the Administration based on relevant expertise; and
- Assist with preparing the business case for projects recommended by the Group.

6.3 The Chair led a brainstorming session on future project priorities (with a view to informing the upcoming review of the Sustainable Environment Strategy)

- Brainstorming completed using sticky notes (ideas aligned to areas of the Sustainable Environment Strategy)
- Discussion and prioritisation (Group members allocated priority weightings using coloured dots)

## 7. Next steps and actions

- SO to send out Minutes to Group.
- SO to set up Doodle Poll for next meeting date (two week window of opportunity between late May and early June).
- SO to collate and send out future project priorities from 6.3 above (identify top three priority projects in each area and provide relevant feedback/information about project ideas from the Administration's perspective). – refer to *Attachment 1* for these Minutes.
- Group members to respond to SO via email with any further project ideas that may be prompted by the above.

- Group members to think about projects of interest that they would like to work on in sub-groups (sub-groups to form and nominate leaders to champion their project within the wider Group).
- SO to set up an online platform that the Group can use to communicate between meetings – send invitations to Group members.

**8. Schedule of meetings for 2016**

Group consensus: Start with monthly meetings then assess frequency as we progress.

**9. Close**

The Chair closed the meeting at 7.45pm

These Minutes were confirmed as a true and correct record of the meeting of the Environmental Advisory Group held on 10 May 2016.

Signed: Chairperson – Cr Dan Loden

Dated: This 8<sup>th</sup> day of June 2016