

Minutes

Date 24 May 2017

Time 1:30 pm

Location L990 La Trobe St

Meeting Subject	Elster Creek Catchment CEO Forum
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Agenda item MOU confirmation

Discussion Bayside Council is comfortable with MOU; Council resolved to endorse the MOU at a recent Council meeting, including changes if required.

Everyone agreed the updated MOU language to be retained.

Glen Eira will take the MOU to Council for endorsement.

Kingston provided email confirmation of MOU agreement and will take to a Council meeting for endorsement.

It was agreed that each party should take MOU to Councils. Signatory can be as per Council resolution (e.g. CEO or Mayor or MD).

Melbourne Water's Managing Director will sign the MOU and will inform the Board about the Forum, MOU and general principles.

A Terms of Reference will be developed after the MOU has been signed off by each council.

Agenda item Governance Structure

Discussion Notes from the previous forum were a good frame of the issue; particularly the three-level Venn diagram is a good framework.



Framing question: What does success look like in 5 years?

Important to see the group have continuing relevance, have an impact on decisions, and better inform separate decisions by members.

This ends up relating to the type of information and data that could be provided to the group to be dispersed strategically "If we can't do that

well then questions what the role of the group is in the long term".
Currently lack of collaboration based on dispersed knowledge.

Suggestion to create catchment-based management plans instead of Local Area Flood Management Plans for each council. It would provide an opportunity to develop one source for everyone to work from.

CEO Forum Governance:

This group could make governance decisions about who would take the lead on these issues. This group could be a forum for acknowledging this sort of thing. From a City of Port Phillip (CoPP) perspective there is a 4 year council planning horizon – this kind of group could be important for retaining energy and focus. (Noted that Peter Smith new CEO). CoPP would be happy to delegate roles once frameworks established, but alignment and work like advocacy to state government is a value-add for the CEO group.

Strategic planning at catchment scale could facilitate cross boundary investment and discussion to improve impacts. Catchment level planning from previous experience has involved many more stakeholders than Councils.

First step is to understand what we do know and making our information more transparent. How do we then take that to community engagement? Taking it back to principles; how do we make them live?

A plan can be a good vessel to start putting things into – without expecting it to be all things/all accommodating. Identify quick wins and actions and what is longer term or challenging. There is a risk that expectations will run away and stakeholders will be expected to respond quickly. This group has a mandate to manage political and community expectations but this is not immunity.

Would like to ensure transparency of information

Proposed governance models:

3 tier governance models starting with a working group and steering committee (assuming that this group will at some stage step back and appoint managers) – steering group may then meet less frequently or only at agreed milestones. A working group would have a more formal structure/secretarial support.

3rd tier – two options

Option A (based on last meeting's whiteboard)

Statutory planning, technical analysis, engagement/community sub-teams sourced from participating councils, all three project teams overseen by the working group.

Option B: A single team working through the challenges systematically; challenging given need for all-rounders with strategic and technical skills, could take a systematic process to developing the work and stepping through phases (e.g. compile data, assess, develop options, implement)

Chronological rather than simultaneous work. We need to define problem and understand contributing elements & trends/challenges.

Need a resourced program manager to keep momentum going and also make sure all the pieces are hanging together. If there was a program manager that person could be directed by steering committee and bring work back.

Working Group:

Would be good to test what sorts of interventions are feasible and affordable. Can we influence capacity of the system; can we influence demand/use of water?

need mix of strategic and technical and ability to delegate detailed work to others as well. Working group is a mix of planning, doing and delegation.

Glen Eira's contribution might be a planning manager as biggest contribution may be through growth management.

CoPP may have most immediate need in comms and engagement and therefore able to supply that support.

bayside and Kingston Councils may be able to provide engineering expertise.

Confirm next steps:

The next meeting to be scheduled in two months' time

Each council to nominate working group members

The Working group will develop a project plan with elements outlined in the amended governance model

Minutes

Title: Elster Creek CEO Form
Meeting date: Friday, 21 July 2017
Meeting time: 10AM
Location: The Board Room, 990 Latrobe Street Docklands

Agenda item Welcome, introductions and previous actions
Discussion Welcome to new CEO of the City of Port Phillip

Agenda item Signing of MOU
Discussion All members signed the MOU

Agenda item Working Group Program Plan
Discussion Presentation of the draft Action Plan to the CEO Forum.
The Plan has three key themes;

- Informed Community
- One Catchment, One Plan
- Collaborative Strategic Planning

It was highlighted it is important to be clear on the criteria and response to community. The Action Plan needs to utilise key studies (GHD, CRC).
MW has largely invested in 1:100 year solutions; future scenarios could include investing in the smaller solutions. Lower thresholds could be a good area to focus on.
One Catchment theme; This theme doesn't mean each Council won't have an individual Flood Management Plan, but there could be a whole of catchment flood management plan additionally. All agreed the Planning Scheme a very good tool to utilise for flood management.

Agenda item Resourcing Agreement
Discussion Both Port Phillip and Glen Eira Councils have committed a 0.5FTE position to support the delivery of the Elster Creek Catchment Action Plan. Bayside City Council will have existing staff resources available as required. Kingston City Council will be represented at the CEO Forums. Melbourne Water will provide a Project Manager to support the delivery of the Action Plan and will continue to facilitate the CEO Forums.

Agenda item

Governance

Discussion

The Forum discussed the governance structure. The Forum agreed to include the following in the governance structure:

- a dotted line to indicate the connection to MW Board and Councils
- have Community reference group hanging off the Working Group

The Forum discussed the frequency of meeting for the CEO forum and agreed that meetings should be at maximum quarterly meetings or milestone driven with an option for making decisions out of session. The next meeting will be held in late September.

Key points for communication

- Agreed on MOU
 - Agreed to meet with community
 - Governance arrangements to include community and Councils and MW board.
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Minutes

Title: Elster Creek Catchment CEO Forum #4
Meeting date: Wednesday, 27 September 2017
Meeting time: 10AM
Location: The Board Room, 990 Latrobe Street, Melbourne

Agenda item Welcome, introductions and previous actions
Discussion The purpose of the meeting was to;

- Review amended Action Plan incorporating community feedback and communications approach - endorse Plan
- Review proposed Community Reference Group – endorse recommendations
- Agree on next steps and governance meeting recommendations

Agenda item Community Event Feedback
Discussion Working Group members discussed the outcomes of the community event held on the evening of 7th September 2017. The purpose of the community event was to seek feedback on the Elster Creek Catchment Action Plan.

About 20 community representatives from the four municipalities, including residents, business owners, councillors and representatives from a range of community organisations. Representatives from Emergency Management Victoria and VicSES also attended.

Overall the meeting was successful and the Working Group left the meeting feeling that the community understand this is a partnership approach. The community attendees expressed interested in continued engagement, especially through a Community Reference Group.

Community feedback included;

- Actions that will reduce or stop flooding
- Help the community be better prepared and informed
- Improve coordination between government organisations

Agenda item	Revised Action Plan
Discussion	<p>A revised Action Plan was presented that incorporated community feedback. The timeline has been amended to start in the calendar year 2018.</p> <p>Key Amendments included:</p> <ul style="list-style-type: none"> • Statement that detailed actions will be scoped by Working Group • Inclusion of governance structure • Additional actions: <ul style="list-style-type: none"> ○ Review of 2011 Flood Mitigation Study ○ Investigation of CRC modelling and mitigation options ○ Creation of a Community Reference Group ○ Information sessions for stakeholder advocacy groups (i.e. Elsternwick Park Coalition) <p>The communications approach discussed included;</p> <ul style="list-style-type: none"> • As the lead for the 'Connected Communities', Port Phillip Council will draft shared communications and distribute to each partner for comment • Communications will be published on each partner's website • MOU to be published on each website • Minutes of CEO & Working Group meetings will not be distributed to the community, but a summary can be circulated
Agenda item	Community Reference Group
Discussion	<p>A proposal for a Community Reference Group was presented that outlined the following;</p> <ul style="list-style-type: none"> • A Community Reference Group is formed • Membership through nominations with representation across the four council areas • Nomination process could be similar to other Council advisory committees • Milestone-based meetings • Working Group to present updates and seek feedback from Reference Group • Terms of Reference have been drafted by Working Group
Agenda item	Next Steps
Discussion	<p>Melbourne Water discussed sharing catchment mapping with the councils for a range of flooding levels (1:5 year, 1:10 year, 1:20 year, 1:50 year) to help councils with planning and to deliver on the Action Plan. These maps will be provided to the four councils on a confidential basis.</p>
Agenda item	Next Meeting
Discussion	<p>It was agreed that the CEO Forum meetings would be milestone based with the next meeting to be scheduled after the first quarter of the Action Plan has been delivered.</p>

Minutes

Title: Elster Creek Catchment CEO Forum #5
Meeting date: Friday, 6 April 2018
Meeting time: 9AM
Location: The Board Room, 990 Latrobe Street, Melbourne

Agenda item Welcome, introductions and previous actions

- Discussion** The purpose of the meeting was to:
- Review Dashboard and tracking progress of Actions (Plan)
 - Discuss progress of (Draft) Communications and Engagement Plan
 - Discuss Community Reference Group Expression of Interest process/submissions
 - Advocacy opportunities
 - Flood Model Review update
 - Elsternwick Park decision
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Agenda item Action Plan Progress

- Discussion**
- ECC Action Plan Dashboard presentation.
 - Councils should link their respective websites through to Port Phillip website.
 - Community members can subscribe and receive updates
 - Discussion regarding lag time in Actions and the importance of defining whether actions were to be completed by the time, or commencement of the project. Need to ensure community understand the complexity of projects and communicate expectations around completion of projects.
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Agenda item Community Engagement

- Discussion**
- Port Phillip leading Community Reference Group process
 - A proposal for a Community Reference Group has been advertised, including Terms of Reference
 - Discussion on how many people to have from each council area – agreed that should be equally distributed and limited to 2 from each council area
 - Communication and Engagement Plan drafted
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Agenda item Advocacy

- Discussion**
- Currently no funding through IWM Forums.
 - Discussed opportunities for funding as we move towards the closing stages of an election year. Most projects have already had funding determined.
 - Elsternwick Park could be an opportunity for future funding stream, however not project ready.
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Agenda item	Flood Model Review Outcomes
Discussion	<ul style="list-style-type: none">• Review is looking at a range of innovative solutions• Commenced a distributive storages review (scheduled to be finalised in late 2018)• Working with all four councils to develop principles the use of open space – currently in draft• Community should be consulted on options, particularly those with involve the potential use of open space for mitigation

Agenda item	Elsternwick Park
Discussion	<ul style="list-style-type: none">• Bayside City Council meeting resolved to discontinue golf at Elsternwick Park• Presents opportunity for integrated projects delivering significant benefits for the Elster Creek Catchment community• These may include flood mitigation, IWM, urban forest, passive and sporting recreation facilities, but noted that some outcomes may be weighted higher than others.• Potential inner region education centre for IWM• Strong community consultation will be required.• Project team to be set up, will require governance structure to optimise process and outcomes.• Suggestion that Project Team will report through to the ECC CEO Forum• Bayside to lead Project• Operating model should also consider ongoing revenue base

Minutes

Title: Elster Creek Catchment CEO Forum #6
Meeting date: Thursday, 12 July 2018
Meeting time: 2PM
Location: The Board Room, 990 Latrobe Street, Melbourne

Agenda item Welcome, introductions and previous actions
Discussion The purpose of the meeting was to:

- Review tracking progress of Actions and approve any new action timeframes and scope
- Discuss progress of Community Reference Group
- Discuss draft Principles of flood mitigation
- Flood App review
- Elsternwick Park update

Agenda item Action Plan Progress and update
Discussion

- Actions are progressing well with a many in the process of completion.
- Timeframes and action details have been reviewed by the Working Group and the proposed changes presented.
- Changes endorsed by CEO Forum members
- ECC Flood Management Plan – this should be an umbrella document that links to councils individual FMPs

Agenda item Community Reference Group
Discussion

- Community Reference Group members have been appointed with 6 members with a representative balance across Glen Eira, Port Phillip and Bayside. Inaugural meeting held Friday 13 July
- Inaugural Agenda is centred around building relationships, understanding expectations, and defining the purpose of the group.

Agenda item Principles for Flood mitigation opportunities
Discussion

- The principles guide trade-offs inherent in reducing flood risks in established urban areas, particularly for open space that has high community value, is limited in supply and is attractive for flood mitigation
- The forum agreed 'in principle' with the principles and the underpinning intent

Agenda item	Flood App overview
Discussion	<ul style="list-style-type: none"> • Flood app was developed to respond to a demand for MW flood information and flood warnings in communities impacted by flooding. • Application provides the ability to set alerts, view rain radar data, set watch zones, upload photos/videos of flood impacts, view Flood Safe information • Three key areas 1) Hydrology (river level and rain fall) 2) Urban catchment 3) Flood forecast warning – issue warning to BOM • The App is still in development, and the Proof of Concept has not been stress tested • Consideration of external funding through advertising should be made • Currently determining if this should sit on the Emergency Victoria app.
Agenda item	Elsternwick Park
Discussion	<ul style="list-style-type: none"> • Celebration event on 1/7/18 was a success – 250 people attended • Draft project timelines were circulated for discussion.
Agenda item	General business
Discussion	<ul style="list-style-type: none"> • ECC Planning and Policy review has highlighted inconsistency in planning controls across the catchment and real need for a more consistent planning approach

Minutes

Title:	Elster Creek Catchment CEO Forum #7		
Meeting date:	Tuesday, 30 October 2018	Meeting time:	1pm
Location:	Melbourne Water - Boardroom, 990 Latrobe Street, Docklands		

Agenda item Welcome, introductions and previous actions

Discussion

- Previous minutes and actions reviewed

Agenda item Action Plan Progress and update

Discussion

- Several action items completed, the following should be noted:
 - Action 4 – Trying to obtain CRC study mitigation options detail (modelling) that the CRC reports are based on, the community will be keen to see this detail.
 - Action 11 – ongoing. Ensure Manningham planning scheme learnings are incorporated into this work.
 - Action 12 – Session with Councils on use of app went well. Further discussions ongoing with EMV and SES to have Flood App integrated into existing Emergency Victoria app.

Agenda item Community engagement

Discussion

- Community Reference Group in place and next meeting scheduled for 14 November.
- Need to ensure information to prepare ahead of meeting is sent well in advance.
- Duration and future of CRG to be decided after the 18 month term set in the ToR.

Agenda item ECC collaboration review outcomes

Discussion

- Collaboration review is still underway. Results so far have demonstrated:
 - The partners have already seen benefits from the collaboration relating to stronger relationships and understanding of partner positions and issues, sharing information and successful project governance.
 - Aligning messaging to provide a consistent approach and response to the community and any concerns raised has been beneficial.
 - Interest broadly as a model for community consultation. What is the next maturity level of the engagement model.

Agenda item	Mitigation study options
Discussion	<ul style="list-style-type: none"> • 3 mitigation studies running for Elster Creek catchment, in varying stages. Update provided on specifics of distributed storages study for Elster Creek catchment, affecting two specific areas being Caulfield and Moorabbin. Only the hydraulic/storage element of distributed storages looked at (excludes governance model/technology feasibility). • Integrated Planning team at MW are looking at the governance model for distributed storages.
Agenda item	Planning for next action plan
Discussion	<ul style="list-style-type: none"> • Reviewed and reflected on MoU principles. Need to focus more on considering views of each other's municipalities when communicating out (by contacting each other through the working group). • We need to move into the feasibility and action phase to ensure momentum and demonstrate progress to the community. • Themes may need to be revised going forward to better call out action / value proposition and benefits, and be clear to the community what we're delivering – 'in plain English' • Not much action in themes 'one catchment, one plan, and 'informed communities'. • Need to ensure we are still involving and sharing information beyond the CRG to the community.
Agenda item	Elsternwick Park
Discussion	<ul style="list-style-type: none"> • Summary notes presented at the meeting were discussed. • Group noted comments/feedback from community on Elsternwick park are going to this forum and other Councils, over Bayside. • Pace model needs to be reviewed, timing of front end concept design activities are too condensed to enable best outcomes, additional consultation time should be allowed for.

Minutes

Title:	Elster Creek Catchment CEO Forum #8		
Meeting date:	Tuesday, 2 April 2019	Meeting time:	1pm
Location:	Melbourne Water - Boardroom, 990 Latrobe Street, Docklands		

Agenda item	Ministerial/ DELWP/ Customer Queries update
Discussion	<ul style="list-style-type: none">• No Ministerial or DELWP enquiries.• Some customer enquiries received regarding Elsternwick park, as well as what MWs powers are under the Water Act.• Collaboration across the group in responding to customer enquiries is going well (aligning messaging and keeping each other informed).

Agenda item	Action Plan progress – by exception
Discussion	<ul style="list-style-type: none">• Items discussed by exception, including the below:<ul style="list-style-type: none">– Item 12 – Flood Waring app and data being jointly worked on by EMV, SES, BOM and DELWP. Proof of concept ready in June (with a select customer group).• Action plan is progressing well.

Agenda item	New action plan development update – draft themes for endorsement
Discussion	<ul style="list-style-type: none">• Brief developed and facilitator appointed (Max Hardy).• All other actions are progressing except for the Council workshop which was postponed to May (refer slides for detail).• Forum members expressed concern around ambitious timeline of activity to develop the new action plan. Discussion and agreement that the timeline was designed appropriately and would not change. Expectations of community will need to be managed, a comms/engagement plan will need to be developed to address this.• CEO's offered to attend the workshops to open sessions.• Next CEOs forum will need to be held at the beginning of July to review draft action plan.

Agenda item	Elsternwick Park update
Discussion	<ul style="list-style-type: none">• Copy of project brief summary provided to members for reference.• Discussion on timeline, consultation and scope.

Agenda item

General business

Discussion

- Discussed ECC collaboration review report recommendations. Agreed to overall.
 - Resourcing for a 2 day per week FTE jointly agreed by the CEOs and MW. Develop brief of the role (scope, deliverables) for forum members endorsement via email.
 - The collaboration report can be shared with Councils.
 - Bayside and Port Phillip to meet offline about Elsternwick Park options.
 - Include communications around the report recommendations in the comms/engagement plan to be developed.
-