

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Friday, 16 February 2018
Meeting time:	1:00pm – 3:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Action Plan progress

Draft dashboard feedback

- Dashboard will be publically available via website. This could be on a central communication port i.e. CoPP website or each org can have own page on its website.
- Dashboard will have quick status and accordion panel for more detail on each action

2. Community Engagement

TOR and Nomination form feedback and approval

- Community forum ToR and Nomination form has been developed and circulated in draft for comment. Update draft in response to comments and send around for in-principle support. The Draft ToR will be sent out with the nomination form. Advertising for forum will occur through social media, mail out list and local paper advertisements.

Communication and engagement plan feedback

Draft communications and engagement plan developed and circulated.

Lexicon under development. Align definitions and standard language with SES terms.

3. Flood management planning

Principles for mitigation opportunities – develop high level principles to guide mitigation options in future studies

Flood mitigation studies overview - Flood 2016 – McKinnon and Ormond – Looks at identifying wide scale localised mitigation options. Study found that smaller retardation along with topographic shaping is the best option at addressing localised flooding. The study also identified options in open space areas.

Review of 2011 GHD study – 6 large scale options for mitigation identified. What role can the community forum play in closing out the conversation around feasibility of options? Seek other opportunities that they may be aware of that we haven't addressed.

Principles could include - Spatial criteria – what is the minimum area to investigate?, Public vs Private land, Cost benefit ratio – principles around value and benefit

Caulfield Station PSP

Glen Eira City Council is working with the Victorian Planning Authority on developing a structure plan for the precinct.

4. Other business

Establish monthly meetings and roster for minutes

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 20 March 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Action Plan progress

Dashboard feedback

- Dashboard is live. To avoid duplication, it was decided that each organisations website would link to the dashboard on CoPP.

Information Dissemination

- If requested the community member should be directed to the owners of the information. A similar approach should be followed for other information sought. Permission of the 'owner' should be given prior to release

2. Community Engagement

Communication and engagement plan feedback

- Redistribute Communications and Engagement Plan to project Partners. Comments on the plan need to be returned by Friday 23 March 2018

3. Flood management planning

Elsternwick Park Council Meeting

- Bayside City Council Meeting have a Special Council meeting 25 March 2018. During the meeting they will be discussing the Elsternwick Park golf course lease and within this conversation the future of the park.

4. CEO forum

CEO Forum

- CEO forum confirmed from previous minutes to be bi-annual. Next CEO forum meeting to be scheduled for early May 2018.
- Potential agenda items for the May CEO Forum:
 - Flood review, Distributed Storages review, Dashboard status update on project deliverables, Elsternwick Park North – the next steps, State Election Advocacy Issues, Reference Forum membership

5. Other business

- NA

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Friday, 20 April 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices – Councillors Room

1. Action Plan progress

Project Progress Update (Dashboard Review)	<p>Need to review the status comments and format into the following:</p> <ul style="list-style-type: none">• What have we done• Is it complete• When is it due for completion <p>Include a Gantt chart at the top to identify task duration and those that are not scheduled to be started yet for clarity. Include expected completion date in status comments.</p>
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2. Community Engagement

Communication and engagement plan endorsement	Distribute the Comms and Engagement Plan for finalisation and endorsement
Community Forum Membership and Purpose	Unanimous support for balancing representation from each LGA on the forum. Membership evaluation method to be distributed to working group members for completion. Compile responses and circulate for endorsement.

3. Flood management planning

Elsternwick Park North Council Item	75 submissions, Council has resolved to close the golf course. Opportunity to redevelop. Resolution is around transferring the site into a passive recreation with environmental focus. Project plan being developed to determine future use by the City of Bayside
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4. CEO forum

Update and Outcomes	Pleased with the collaborative environment that's been built in the working group. Have asked objectively if we have overcommitted to deliverables or are running behind.
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5. Planning Review

Planning Schemes Review Document	Document for review of planning schemes and Workshop held yesterday identified there are multiple tools available from a planning perspective. Use of DCP's important and maybe changing the way we use SBO's. Recommendations to be considered for subsequent Action Plan
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6. Other business

Timeframes in the Action plan	Each partner to review the timeframes and outcome wording for their respective deliverables and bring any proposed changes to the next working group meeting.
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Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 15 May 2018
Meeting time:	1:00pm – 3:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Action Plan progress

- Actions are as per the Action Plan timeframe and as demonstrated in the dashboard: <http://www.portphillip.vic.gov.au/elster-creek-catchment.htm>

2. Community Engagement

Comms and Engagement Plan

- Feedback received and updated. Plan is dynamic and can be reviewed when required. Working Group endorsed Communications and Engagement Plan

Community Forum Membership endorsement

- All WG have submitted assessment which has been compiled. Agreement on membership appointments.

3. Flood management planning

Discussion on draft Principles for Flood mitigation

- Aims to seek consensus on when and where it is appropriate to implement flood mitigation works.
 - Look for small to medium size opportunities for small to medium events as well as large events.
 - Look at economic impact, safety and community disruption - not solely qualitative as it locks into a number. Multi-criteria is good qualitative and quantitative evaluation, need to consider IWM options.
 - Open space usage – sensitive to positions within the community of use and non-use – look at road or transport corridors as well as open space. Prioritise passive open space rather than active spaces.
- Need to address principles in decision making, keep as a working draft that can be refined as we roll out flood studies. Test with McKinnon and Ormond.

4. Elsternwick Park

- CEO phone hook up re: governance group lead by Bayside with MW and CoPP
- Establish a project group
- Flood modelling will be included
- Bayside project with recognition of broader regional benefits

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 19 June 2018
Meeting time:	1:00pm – 3:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Community Reference Group (CRG)

- General consensus for independent facilitator/chair.
- Frequency of meetings - quarterly, however have once a month for first 2 months
- draft 1st meeting agenda agreed

2. Elster Creek Planning Policy and Provisions Discussion Paper

- Seeking comments on Planning and Policy Discussion Paper. Distribution to workshop participants.
- When reviewing consider what the Working Group want expanded on that we can take forward into the future Action Plan

Initial comments

- Legend is confusing
- Important sections are small – principles and recommendations. There should be a tangible link between the principles and recommendations. Include discussion on risk

3. Elsternwick Park North Redevelopment

By the July CEO Forum it was identified that the following is desirable to be presented to the CEO forum:

1. Broad timeframe of activities to reach a stage where organisations can agree to commit to an Elsternwick Park North redevelopment project.
2. Skelton for stage 1 PACE assessment
3. Main criteria for PACE assessment
4. Opportunities and risks assessment

5. CEO Forum

- Circulate the updated timeframes ahead of meeting and only go through uncomplete actions
 - Attach the draft Planning review discussion paper as FYI
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NOTE: No July 2018 Working Group meeting



Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 21 August 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Elster Creek Community Reference Group (CRG)

- Reference Group requested public sharing of outputs from the Action Plan implementation. CoPP has also received a similar request through Council.
- Action owners to review outputs and provide/develop documentation that will be available on the website.
- Reference Group should be asked to review Documents before they go public to ensure they are meeting community information needs and are in a language that is useful.
- Only final reports or documentation will be available online.

2. Elster Creek Planning Policy and Provisions Discussion Paper

- Comments on the paper have been collated and were reviewed in the meeting.
- Feedback received seeking and understanding of next steps as this wasn't outlined in the report.
 - Next steps in progressing recommendations will be considered as part of the Flood Management Plan development.

3. Elsternwick Park

- Bayside have met with Elsternwick Park Association.
- MW is undertaking modelling.
- The regional park needs to also consider needs and benefits to other communities beyond Elwood.

4. ECC Implementation Review

- MW is undertaking an implementation review of the ECC Committee to understand its effectiveness and replicability to other catchments.
- High level strategic question that should drive the review is "Does a catchment based approach achieve solutions that we wouldn't have in isolation".

5. Other Business

- Updated Action Plan agreed and ready to be uploaded to website.
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Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 18 September 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Community Reference Group (CRG)

- Next Ref Group meeting is November 14th
- Meeting will focus on the Planning Policy and Discussion Paper to seek input on progressing recommendations
- What are the expectations of the community with regard to the recommendations?

2. Flood Management Plan development

- Critical to collaborate with CRG on FMP development
- Working Group Workshop to develop process and seek input into priorities - November
- CEO Forum – seek input into priorities. How well did we align to our principles?
- There is a need to review outcomes to inform our next steps
- Identify Key priorities that carry forward into FMP or improvement plan

3. Elsternwick Park

- Meeting on 6th September
- Sea level and soil contamination are critical considerations in developing solutions
- Options to improve 1 in 20 year event flooding by modifying the retarding basin outlet being investigated.
- Byron St drain contributes flow that won't be impacted by mitigation in Elsternwick Park
- Landscape architect has been engaged
- CRG – meeting Friday 21 September

4. Outcomes of Action 3: GHD review and distributed storages

GHD Flood mitigation review

- Expansion in criteria from 1:100 yr events to include smaller events has allowed investigation for mitigation options not previously considered.
- Limited opportunities to do pipe augmentation however there are opportunities for Retarding Basins and distributed treatment opportunities
- Distributed Storages study allows understanding of impacts of combined flood and stormwater quality and opportunities to mitigate at the local level
- Distributed Storages review shows there is potential to mitigate 1 in 5 ARI – however there are a number of factors that need to be considered before the program is developed e.g. expectations of ownership of water, governance, storage volumes, technological reliability, community interest and costing (RoI). Need to identify other benefits.
- Ormond McKinnon – multiple MW drains come together and MW and Glen Eira are looking for mitigation opportunities. MW and Glen Eira are discussing feasibility of Retarding basin that could be effective in smaller events. Flood benefit is localised to Ormond McKinnon

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Wednesday, 24 October 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices, Cnr Hawthorn and Glen Eira Rd, Caulfield

1. Community Reference Group (CRG)

- Ref Group meeting is November 14th
 - Focus of the meeting is to seek CRG comments and input into the next steps from the Hansen report. Specifically: Priorities to carry forward; Gaps in document considered; CRG to formulate a collective position

2. Elsternwick Park

- Undertaking a design competition that include indicative costs for construction
- Elsternwick Park CRG involved in the evaluation process
- Quotes on investigative reports underway – contaminated soil, groundwater, site features
- CRG discussions last week – biodiversity studies require time to complete as different seasons will attract different species, ECO Centre doing flora and fauna survey.

3. CEO agenda

- Minutes and actions reviewed and have been completed.
- Draft Agenda agreed to

4. FMP development

November meeting will:

- Review themes
- Discuss learnings from each action to inform next version of the Action Plan
- Develop prioritisation criteria for actions
- Commit to process for development and Community involvement

5. Other Business

- East Village development – Councillors endorsed planning scheme amendment. Will achieve 1 in 100yr flood mitigation in immediate area
- Glen Eira are putting up the Hansen Planning Review document to the Council meeting in Nov.
- Glen Eira SBO review underway – Planning scheme amendment will occur next year.

Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 20 November 2018
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices

1. Community Reference Group (CRG)

- Last meeting was attended by Representation by Glen Eira. Thoughts from the meeting:
 - Elsternwick Park tends to get a lot of airplay and at times overrides the group. Questions and feedback on EPN need to be directed to the EPN Working Group
 - Question raised – Should there be a trigger threshold for catchment wide projects – at what stage and what size does a project get triggered as a catchment based project, and should there be a framework for how decisions are made.
 - Need to unpack mitigation ideas when they come up to understand challenges, barriers and reasons why it hasn't happened before.
 - The need for further community consultation on the ECC Planning report was raised. WG feel that CRG are the community reps and repeated wider community consultation impacts on timeframes and delivery of outcomes.
- Next meeting will focus on the action plan development

2. Elsternwick Park North (EPN)

- CRG Thursday 22nd Nov – Wendy and Charmaine attending.
- Bayside, CoPP, MW meet last week to discuss outcomes being sought from EPN and process for getting cross organisational commitment to funding opportunities.
- Review timeline to be more realistic – to include consultation between council's and with community.
- GHD engaged to undertake opportunities and constraints analysis.
- More work required on water quality and what purpose a large wetland might be for. Is it for water quality (can it make a significant difference) or is it more a wetland for biodiversity. Initial indications are that there is limited ability to decrease nitrogen and phosphorous given the size of the catchment and the volume it generates and the size of the potential wetland.
- General comfort with the proposed extended schedule discussed at the recent meeting between MW, CoPP and BCC. But it will be important to demonstrate project progress.

3. FMP development

Theme review

CEO Forum wanted themes reviewed to make them more action focused and a value proposition for the community

- (Current) Understanding and responding to flood risk at a catchment scale, further developing community resilience to flooding
- (Current) Develop a consistent approach to land use across the Elster Creek Catchment which minimises the impacts of urban runoff. Opportunities are sought to further minimise flood risk across the catchment through innovation, research and collaborative partnerships
- (Current) Build community and agency awareness and a shared understanding of flooding in the Elster Creek Catchment

- Seek CRG comment at next meeting

Discuss learnings from each action to inform next version of the Action Plan

- CEO forum wants to see a summary of learning and what's been achieved. There are learnings from the review but there are also learnings from the action outcomes. 'what do we know now that we didn't know before'?
- Consolidate individual action learnings into themes to inform development of future actions. These will be useful in the workshopping stage to clearly show what has been achieved

Process for Action Plan development and Community involvement

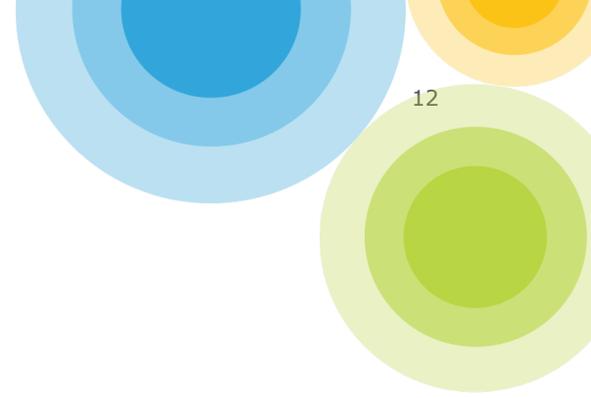


4. Other Business

- Cancel Dec meeting

Minutes

NOTE: No December 2018 Working Group meeting



Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Monday, 14 January 2019
Meeting time:	2:00pm – 4:00pm
Location:	Glen Eira Council Offices

1. Community enquires

Community concerns to Melbourne Water: Concern that the balance for IWM and flood mitigation at Elsternwick Park is not being considered as per the ECC Action Plan. Matter has been addressed and community member has been advised that the Elsternwick Park CRG is the best forum to raise concerns.

Community concerns to City of Port Phillip: IWM and flood affected floor numbers. CoPP has addressed these concerns.

2. Elsternwick Park update

Project planning and timelines for when work will commence is under development with consideration of budget timeframes.

Timeframes need to include community consultation, Next CRG planned for 14th Feb

3. FMP development

Further discussion around the themes landed in the following

Theme review

Theme 1: One catchment, one plan

- (Current) Understanding and responding to flood risk at a catchment scale, further developing community resilience to flooding
- Proposed: Working together to implement sustainable solutions that minimise flooding and its impact on the community.

Theme 2: Strategic Planning

- (Current) Develop a consistent approach to land use across the Elster Creek Catchment which minimises the impacts of urban runoff. Opportunities are sought to further minimise flood risk across the catchment through innovation, research and collaborative partnerships
- Proposed - Development across the catchment will seek to minimise urban runoff and reduce flood risk.

Theme 3: Informed communities

- (Current) Build community and agency awareness and a shared understanding of flooding in the Elster Creek Catchment
- Proposed: The community is informed, actively engaged and understands the challenges of managing flooding in the catchment and what is being done about it.

Discuss learnings from each action to inform next version of the Action Plan

- Developed a baseline understanding of flooding and mitigation options across the catchment to inform future actions

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- Outcomes from the review of flood mitigation reports indicate that Distributed treatments and increased retarding basins in the catchment will provide flood benefits for smaller events. Further feasibility needs to occur
 - Large scale infrastructure projects (as indicated in the GHD study) are not currently feasible in preventing 1:100 year flood events. Further investigations are underway e.g. Foam St
 - Baseline understanding of planning controls across the catchment. Recommendations and next steps have been identified, and should be considered in the development of the next Action Plan
 - More focus needs to occur on broader community engagement around flooding in Elster Creek

Develop prioritisation criteria for actions

- There is a need for a prioritisation tool.

Process for Action Plan development and Community involvement

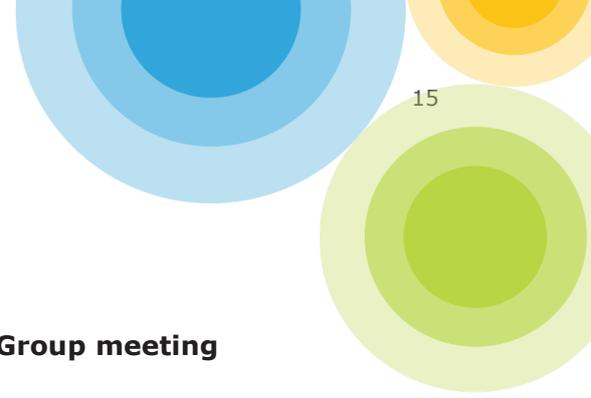
- Action Plan states a timeframe for ECC Action Plan being completed by Feb 2019.
- Need to manage expectations of the community and CEOs as this timeframe has shifted to June

4. Other Business

- Feedback from the CRG into the Planning Report is to be considered in next Action plan and incorporated into the Community forum
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Minutes

NOTE: No Minutes produced for February 2019 Working Group meeting



Minutes

Title: Elster Creek Catchment Working Group Meeting

Meeting date: Thursday, 21 March 2019

Meeting time: 1:30pm – 3:30pm

Location: Glen Eira Council Offices

1. Deliberative Workshop planning

- Feedback on the draft running sheet –discussion on timelines and dates for workshops based on ability to feed into Council Meetings and CEO Forum in July as well as providing draft to CRG as promised.
- Workshop for Day 1 needed to be a whole Day
- Confirm recruitment method – 30 attendees - randomly recruit 15 from SBO areas; 10 from non-SBO area and remainder invited with 2 from CRG.
- Identify attendees/speakers – members from each of the Council areas e.g Strategic Planning, Asset Management will be invited to the Workshop 1.
- CRG members have been invited to have representative at both Workshops
- Confirm topic themes
- At the start of the workshop, we need to take a baseline measure of community understanding at the start of the meeting and then measure again at the end. Also need to ask the community for useful information on how best we can share the information with the wider community.
- We need to advise community of what we are doing and where we are at and ask the community what now?
- CRG will also work out what they can bring to the table
- Community to gain lots of information which they will weigh up and help us to direct our activity.

Attendees –

- 15 from within SBO areas i.e. flood affected
- 10 from outside the SBO area – non-flood affected
- 5 invited including 2 CRG

2. CEO Forum – 2 April

- Themes need to be revamped and the revised version to be sent to CEO Forum for adoption. Ultimately fed back into Action Plan.
- The Community workshop to prioritise activity under the three themes
- Elsternwick Park North – on agenda for CEO Forum

3. Agency updates

CoPP:

- next Council update 17 April 2019
- CCTV Pipe audit ongoing - 2yrs+ program
- Developing a number of plans including: Water Sensitive Cities Plan; Climate Response Plan; Public Space Strategy; Planning response to Sea Level Rise.

Bayside:

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- Elsternwick Park – Community consultation commenced

Glen Eira:

- Distributed Storages discussions ongoing
- Structure Plans for Elsternwick South Urban Renewal Area
- Gardenvale – community engagement
- VPA – Caulfield Station Precinct
- East Village – 25 hectare industrial area – planning scheme amendment

Kingston

- Moorabbin Reserve
- Bricken Reserve Masterplan
- Mordialloc Fwy
- Flooding overlays being looked at

MW:

- Briefing notes for new GM
- Data sharing portal

4. CRG Meeting update

- Minutes to be circulated

5. Community enquiries

- CoPP received enquiries as to why they do not do the same at Lancox Park that has been done with Elsternwick Park
 - Glen Eira received enquiry regarding permeability and planning provisions.
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Minutes

Title:	Elster Creek Catchment Working Group Meeting
Meeting date:	Tuesday, 16 April 2019
Meeting time:	1:30pm – 3:30pm
Location:	Glen Eira Council Offices

1. CEO Meeting Recap

- Detailed proposed process, got buy in to the schedule
 - 23rd May and 1st June
- Draft to be prepared and delivered by end of June/Early July
- Tim Grafton to prepare new timeline for public inquiry's
- Independent review on the governance collaboration to date
 - Recommendation for 2 day resource for admin to manage collaboration
- Revised community engagement plan to be prepared for the end of June also
 - CRG may be associated
- Next CEO forum early July
 - TBC if Max or Prue to attend to present report
- CEO offered to attend and open sessions

2. Feedback from CRG

- Draft themes essentially endorsed
- Removed 'seek to' but CEO reinserted
- Response to CRG to identify where adopted and where not possible
- CRG were happy with the amount of involvement proposed
- Need to clarify what they are presenting
- Representative of the broader community not just the CRG
 - Will speak for their individual reference group

3. Workshop Dates

- 23rd of May confirmed for SME Workshop
- Second workshop moved to 15th June to accommodate representative recruitment
- Important that the draft is still issued before end of June or early July
- Melb Water can provide SPO addresses – just need those from outside the SPO
 - Nearly there but should all be provided to Nivek shortly

4. Workshop Preparation

- Draft invitation is done, but needs date and venue before being sent out through Nivek
- Want to capture in the report the recruitment and how it has been selected proportionally to reflect impact on different catchments
- Is there a way to capture interested people that don't get selected through a concurrent online survey
 - Could also use synthatron through Nivek
 - Have your say preferred
- Sarah or Wendy Smith to present for Melbourne Water
- For presentations transparency is key – can be as open as possible

Venues

Duncan McKinnon
Sandringham Football Club

5. Community enquiries

- CoPP received enquiries as to why they do not do the same at Lancos Park that has been done with Elsternwick Park
- Glen Eira received enquiry regarding permeability and planning provisions.

6. Action Items

- Anna to distribute Niveks recruitment process email
 - Max to prepare presenter template and send to group
 - Everyone to prepare venue suggestions
 - Prue or Sarah to call up and confirm
 - Focus on community workshop
 - SME internal meeting room on 23rd – All to check if space available
 - Need to confirm attendees for internal workshop
 - Anna and Prue to liaise re: additional workshop organisation
 - Role of CRG to be discussed – Max to provide a guidance email.
 - Tim and Anna to determine best way to engage with CRG
 - Working group to think about external third party for context setting – e.g. Shaun Cox (Both if possible – second if that's all available)
 - Tim to follow up w/ Sharona
 - Prue to follow up designer of Stawell Steps – still in catchment
 - Potential for also Tony Wong – lives in catchment but also just won an award for WSUD – Tim to follow up
 - If we can get a few experts might be able to add a panel session
 - Create Base Camp for project management – Max to set up
 - Prue/Max to provide slightly amended agenda
 - Working group to identify speakers from each Council and provide within 2 weeks.
 - Melbourne Water to set up Your Say Page
 - Anna to upload existing action plan into Base Camp and agreed upon themes in working draft
 - Anna to finalise invitation
 - Anna to send out Save the Date for SME
-