

	<p>not to be shared outside the group should be clearly stipulated.</p> <ul style="list-style-type: none"> • Be open, transparent and provide honest feedback. <p>Topics to discuss at meetings:</p> <ul style="list-style-type: none"> • Updates to the plan and actions • Overview of the GHD and other reports • What mitigations will be put in place to reduce flooding • Capital expenditure • Green and blue infrastructure • Community language • Enforcement of permeability restrictions 	
<p>2. Review of the Terms of Reference</p>	<p>The Terms of Reference for the group were reviewed and the following was noted:</p> <ul style="list-style-type: none"> • Item 3 (3): It was agreed that the CRG can make recommendations even though it is an advisory group with no decision making authority. • Item 9: Conduct principles - insert a point about maintaining confidentiality where stipulated. • To encourage a wider community awareness of the Elster Creek Action plan, it was suggested that the four councils include material on their website and in council minutes. Currently, only the City of Port Phillip includes this material. 	<p>SE/TG to discuss with the other participating councils including information about the Action Plan on their websites and in council minutes.</p> <p>TG: Item 3(3): remove reference to CRF not making formal recommendations.</p>
<p>3. Elster Creek Action Plan status update</p>	<p>TG provided a summary of the history of the Elster Creek Action Plan and an update on the status of most of the projects.</p> <p>There is a dashboard on the CoPP website that contains all the actions and their status.</p>	<p>TG to update the dashboard with current actions and dates.</p> <p>SE to provide information on how people can sign up to get flood warning SMS</p>
<p>4. Lexicon</p>	<p>The CRF reviewed the draft lexicon that has been developed by TG. The purpose of the lexicon is to assist community members to read technical reports by providing a glossary of technical terms.</p>	<p>TS: Make changes as follows:</p> <ul style="list-style-type: none"> • Include definition of distributed storage.



	<p>Key points made in the discussion:</p> <ul style="list-style-type: none"> • Much of the lexicon is still in technical language and it would be good to use plain English terms in community information materials and define the terms to be used when working with the community. • The terms used in the industry around the likelihood of when flooding may occur are very confusing. EAP – could this be Annual Flood Probability. 	<ul style="list-style-type: none"> • Include a blurb to state the purpose of the lexicon. • Ensure that the difference between the definitions of minimize and mitigate is clear.
4. Communication as a group	<p>There was discussion about the best way to communicate as a group, if required, between meetings. The group was willing to try an online tool such as Microsoft team and preferred not to use email.</p>	<p>TG to investigate an appropriate online tool.</p>
6. Meetings	<p>Meetings should be limited to two hours and will be held on Wednesday mornings from 10– 12. The next meeting will be in two months and then meetings will be quarterly.</p> <p>Dates for the next meetings will be either 12 or 19 September and 14 November.</p> <p>It was requested that feedback be provided on relevant comments/actions from the CEO Forum and Working Group meetings.</p>	<p>TG to find out if minutes CEO Forum and Working Group meetings are available for distribution to the CRG.</p> <p>TG to confirm date of September meeting and send out invites to the next two meetings.</p>
7. Other business	<p>Enforcement of existing planning schemes</p> <p>There was discussion about the difficulty of enforcing restrictions that will help mitigate flooding, such as planning controls and permeability.</p>	<p>TG/SE to investigate how planning controls are currently enforced and report back at the next meeting.</p>

Meeting closed: 8pm

Next meeting: Wednesday September 12, 10am-12pm, City of Port Phillip offices.

