

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
Chairperson:	Charmaine Quick
Attendees:	Adrian Robb (Bayside), Rebecca McKenzie (Glen Eira), John Nevins (Kingston), Peter Smith (Port Phillip), Claire Ferres Miles (Port Phillip), Kerrie Homan (MW)
Apologies:	
Note taker:	Ellen Mitchell

Agenda item	Welcome, introductions and previous actions	Presenter	Charmaine Quick
Discussion	The purpose of the meeting was to; <ul style="list-style-type: none">• 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		

Conclusions

Action items

No actions required

Person responsible Deadline

Agenda item Community Event Feedback **Presenter** Ellen Mitchell

Discussion Working Group members discussed the outcomes of the community event held on the evening of 7th September. The purpose of the community event was to seek feedback on the Elster Creek Catchment Action Plan as requested by the CEO forum at the July meeting.

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

Conclusions The community event was successful and attendees provided feedback on the Action Plan.

Action items	Person responsible	Deadline
Provide community attendees with report from the event.	Kerrie Homan	18/10/2017

Agenda item	Revised Action Plan	Presenter Kerrie Homan
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 • Each council can keep a list of interested stakeholders for regular updates via an email distribution list 	
Conclusions	The CEOs and Melbourne Water endorsed the communications approach and the revised Action Plan.	
Action items	Person responsible	Deadline
Provide community meeting attendees with a letter to acknowledge feedback and highlight next steps, a copy of the revised and endorsed Action Plan, a copy of the meeting report, a copy of the signed ECC MOU	Kerrie Homan	19/10/2017

Agenda item	Community Reference Group	Presenter	Ellen Mitchell
Discussion	A proposal for a Community Reference Group was presented that outlined the following; <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 		
Conclusions	The CEOs and Melbourne Water endorse the proposal for the Community Reference Group and recommended using an independent chair.		
Action items		Person responsible	Deadline
	The Working Group will create a nomination process for the Community Reference Group	Working Group	30/11/2017

Agenda item	Next Steps	Presenter	Kerrie Homan
Discussion	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. The Working Group will also use the SES hotspot maps to help inform the actions.		
Conclusions	The group agreed to share flood level maps on a confidential basis.		
Action items		Person responsible	Deadline
	Provide flooding maps to the four councils	Kerrie Homan	30/11/2017

Agenda item	Next Meeting	Presenter	Ellen Mitchell
Discussion	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.		
Conclusions	CEOs to attend milestone based meetings.		
Action items		Person responsible	Deadline
	Schedule next CEO Forum	Kerrie Homan	March 2018
