



Yarra Ranges Council Stormwater Community Reference Panel

Date and time:	Monday 17 March 5:30pm – 7:00pm	
Location:	Conference Room – Council Offices Lilydale	
Purpose of meeting:	<ul style="list-style-type: none">▪ For Council and the Community Reference Panel (CRP) to meet and introduce themselves to each other and the process.▪ Discuss the role and purpose of the CRP.▪ Provide the CRP with background introductory information including the Stormwater Management Plan.	
Attendees		
Councillors	<ul style="list-style-type: none">▪ Cr Tim Heenan▪ Cr Jeff Marriot	<ul style="list-style-type: none">▪ Cr Mitch Mazzarella▪ Cr Peter Mcilwain
Panel Members (name displayed as agreed)	<ul style="list-style-type: none">▪ Anne Wilkes – Chirnside Park▪ Don Di Battista▪ Fiore Di Pietro – Wandin/ Seville▪ Jamie – Lyster Ward▪ James Eade – Kalorama Hills▪ Joe Miles – Mt Dandenong	<ul style="list-style-type: none">▪ Karen Duke – Upper Yarra, OShannassy Ward, Warburton▪ Karen - Melba▪ Melanie – Yarra Junction▪ Mick - Warburton▪ Shane Creek - Coldstream
Council Staff	<ul style="list-style-type: none">▪ Kim O’Connor – Manager Infrastructure Services▪ Elissa Merriweather – Executive Officer Strategic Projects (Stormwater Management)	<ul style="list-style-type: none">▪ Cindy Dunbar – Executive Officer Infrastructure Maintenance▪ Hayley Lourey – Project Support Officer
Facilitated by: ChatterBox Projects	<ul style="list-style-type: none">▪ Sam Walsh-Lead facilitator▪ Angela Walter-Co-facilitator	

AGENDA

1. **Welcome and Acknowledgement of Country**

2. **Introductions**

Round table introductions - Facilitators, Councillors, Council staff and Panel Members.

Panel members were asked why they wanted to be on the CRP and a key change they wanted to see from the process.

3. **Project Background**

Background included:

- *How the CRP came about – as an action in the Stormwater Management Plan.*
- *Role and purpose of the CRP (see PowerPoint slides and Terms of Reference).*

4. **Terms of Reference and code of conduct**

Brief overview of key documents for the CRP – Terms of Reference and Code of Conduct.

Copies were provided in hard copy for Panel members to take home and read (see also electronic copies attached to minutes).

5. **Stormwater Management Plan**

Luke Cunningham from Rain Consulting provided an overview of the Stormwater Management Plan including:

- Drainage responsibilities
- Strategic Pillars/ Vision/ Objectives
- Challenges
- Strategic context
- Prioritisation modelling
- Flood mapping
- High level actions

6. **Knowledge gaps and goals for CRP (brainstorm- Refer Attached)**

Knowledge gaps and goals for CRP (brainstorm)

Brainstorm from CRP members	
<p>Goals for the CRP for 2025</p> <p>Infrastructure/ action</p> <ul style="list-style-type: none"> ▪ <i>For people to finally see infrastructure renewed or brand new</i> ▪ <i>Implementation of small regular buffer walls</i> ▪ <i>Make sure things/ drainage improvements get started</i> ▪ <i>Act/innovative ways of dealing with stormwater</i> ▪ <i>Sooner outcomes not 10 years</i> <p>Partnerships</p> <ul style="list-style-type: none"> ▪ <i>Commitment of others Government agencies to cooperate and ACT</i> ▪ <i>Understand who all of the players in stormwater management are</i> ▪ <i>Making Council the only point of contact (Discuss)</i> ▪ <i>Reps from all stakeholder agencies</i> ▪ <i>Council, EPA, Melbourne Water, Yarra Valley Water – how they all meet the Acts?</i> ▪ <i>Q&A with Melbourne Water/ Council staff</i> ▪ <i>Improved and transparent communication with Melbourne Water and Parks Vic etc</i> ▪ <i>Communication between governing bodies – Melb Water, Vic Roads, YRC etc</i> ▪ <i>Portal for community to report flooding and drainage issues</i> ▪ <i>Manage local flooding</i> ▪ <i>Flood mapping/ not spot recognition</i> ▪ <i>How is this part of incorporating with UDF plans?</i> ▪ <i>Giving and producing achievable advice to Council</i> ▪ <i>Positive achievable outcomes for community</i> 	<p>Knowledge gaps</p> <ul style="list-style-type: none"> ▪ <i>Clarification re legislative obligations/ duties/ Stormwater management</i> ▪ <i>Where Yarra Ranges Council sits and how much work is done</i> ▪ <i>Difference in drainage standards</i> ▪ <i>Q&A with Melbourne Water</i> ▪ <i>Mapping of stormwater drain infrastructure</i> ▪ <i>Rain/ hydrology data</i> ▪ <i>All subdivision improvement</i> ▪ <i>Adapting to changing climate ‘monsoon-like weather’</i>

Summary of questions from the CRP during the meeting

Q. Why was the appointment of the CRP members part of a confidential Council meeting.

A. For privacy reasons, it was important to keep the details of successful CRP applicants confidential until Council held the first meeting to get an indication if people were comfortable with having their names and / or suburbs included in meeting minutes (which are presented to Council as part of a public report).

Q. What do CRP members do if they get questions, input from community to bring to the group?

ACTION: Council to investigate the set up of a generic email address for CRP members to use and where CRP members can direct community questions/ inquiries.

Q. How do members of this group communicate between meetings or ask questions of Council

ACTION: Council to investigate setting up a private group (or portal) on the Shaping Yarra Ranges website for the CRP.

Q. Can we get more information or a better understanding around who own what / where the responsibility lies? And how the different agencies meet the requirements of the Act?

ACTION: Council to include a presentation/ document or additional information on the website for CRG on this topic. Council to invite other stakeholders to attend future CRP meetings.

Q. Can we get PDF copies of the maps so we can zoom in and look at the maps in more detail?

ACTION: Council to provide a link to PDF version of the Stormwater Management Plan and provide A4 copies of the maps.

Q. Will the flood mapping with Melbourne Water include local areas and not just major drains?

A: As part of a joint flood mapping project, Council will be mapping its assets and Melbourne Water will be mapping their assets.

Q. Is there a gap in historical records for Council assets? Is any of this data private?

A: Yarra Ranges was once four separate Councils prior to 1994. These Councils all had different records. When Council has a particular drainage issue Council will go back to the original sub-division/ information to help with the investigation. The flood mapping work will help to update the data. Council also updates the data live as staff are out on the ground. All the map layers are publicly available, but Council will still cross-check with original records (which may not be electronic).

Q. How long will the flood mapping take?

A: Council and Melbourne Water are in the initial stages now of data gathering and the project will take 2 years.

Summary of questions from the CRP during the meeting

Q. Will local flooding in residential areas be picked up in the flood mapping?

A: Yes. The mapping will pick up and identify local residential flooding hot spots.

Q. What is the flood mapping likely to show us?

A: The mapping will be very comprehensive. It will show the Return Period – eg: 1 in 20, 1 in 50. 1 in 100 years flood and correlate rain fall depth. The flood modelling will also show the depth and velocity of the water. It will map many scenarios on a curve with different intensity models including the worst case in each area.

Q. Will the mapping include scenarios for dam walls?

A: This is not included. This is part of a sperate process (dam beak assessment).

Q. Can we get a standard response and information about the process to give to community members.

A: Council to provide the CRP with standard response on how to report/ log drainage issues with Council. Put this information on Council's website.

Include link within SWMP page to logged an issue.

Summary of Actions:

Item	Action	Comment
Communications and Contacts		
1.	Council to investigate the set-up of a generic email address for CRP members to use and where CRP members can direct community questions/ inquiries. Email address to also be included on Council website.	<i>Yarra Ranges communications team have recommended the CRP to refer contact to Council via mail@yarraranges.vic.gov.au or to enter a request for service on 1300 368 333 or online via website. Then communications can follow the correct channel.</i>
2.	Council to investigate setting up a private group (or portal) on the Shaping Yarra Ranges website for the CRP.	<i>A private notice board can be developed within the Shaping Yarra Ranges Stormwater Management Plan site. However, following consultation with the Communications team, it was advised that creating a Microsoft Teams group would also be effective, as it enables faster and more streamlined communication.</i>
Documentation & Resources		
3.	Council to include a presentation/ document or additional information on the website for CRG on this topic. Council to invite other stakeholders to attend future CRP meetings	<i>This will be done via the Shaping Yarra Ranges web page Stormwater Management section.</i>
4.	Council to provide a link to PDF version of the Stormwater Management Plan and provide A4 copies of the maps	<i>Link to be sent with minutes, larger printed versions to be provided at next meeting</i>
5.	Council to provide the CRP with standard response on how to report/ log drainage issues with Council. Put this information on Council's website.	<i>Wording which can be provided to committee members or to public - In regards to your drainage issues that you have been experiencing, we urge you to submit any drainage matters that have been affecting you and your property via the 'Report a Drainage Issue' on the Yarra Ranges Council website, via telephone by calling 1300 368 333 or visiting one of our community links. The link is also to be added within the SWMP page</i>
6.	Ensure larger font on PowerPoint presentation.	<i>Noted</i>
7.	Large hard copy maps (A4 or A3) to be available at next meeting.	<i>PDF maps also attached to the meeting minutes. CRP to advise who would like printed and we can make available for collection and at the next meeting.</i>

Attachments to the minutes:

- Meeting 1 – PowerPoint slides

- Link to the Stormwater Management Plan
- CRP Terms of Reference
- Staff, volunteer, contractor Code of Conduct
- PDF maps