

Regional Advisory Panel

Meeting No. 3	Meeting Minutes	UWA CBD Office, WA Trustee Building, Level 2, 133 St Georges Tce, Perth @ 8am
20/07/2016		

Attendees

Greg Claydon (Inaugural Chair) CRC for Water Sensitive Cities	Anas Ghadouani CRC for Water Sensitive Cities	Antonietta Torre Department of Water	Max Hipkins City of Nedlands
Jennifer Stritzke Department of Parks and Wildlife	Giles Pickard City of Subiaco	Ben Harvey Department of Planning	Greg Ryan LandCorp
Sergey Volotovskiy Water Corporation	Shelley Shepherd New WAtEr Ways	Adri Dharma CRC for Water Sensitive Cities	

Apologies

Naomi Rakela EMRC	John Savell Department of Housing	Bruce Young UDIA	Neil Burbridge City of Armadale
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Item No.	Agenda Topic
1.	<p>Welcome and Apologies</p> <p>The Chair opened the meeting at 8:05am and welcomed everyone in attendance.</p> <p>The Chair acknowledged that Naomi Rakela, John Savell, Bruce Young, and Neil Burbridge had sent their apologies.</p>
2.	<p>Record of Discussion</p> <p>The Record of Discussion from the last Regional Advisory Panel meeting held on 15 June 2016 were noted and approved by Panel members.</p> <p>Follow up of actions:</p> <ol style="list-style-type: none"> 1. There will be a teleconference between Celeste Morgan and the Project Reference Group on Thursday, 21 July 2016, to discuss further the criteria of the projects to be proposed. 2. The proposal from New WAtEr Ways for Capacity Building activities will be discussed

Item No.	Agenda Topic
	<p>further in this meeting.</p> <p>ACTION: Antonietta to circulate information received from the teleconference with Celeste Morgan.</p>
3.	<p>Matters Arising From Previous Minutes</p> <p>RAP Role</p> <p>RAP members considered that the intent of each of the WRAP and Perth WSC Transition Reference Group (TRG) is clear and that both should exist and work together. However, it would be beneficial if the link and the difference between the two groups were made clear in the organisation chart. The RAP's role is to focus on CRC projects, while the TRG and the Transition Strategy are broader than the CRC.</p> <p>Regional Manager Position and Support</p> <p>Funding arrangements for the Regional Manager position and some of the key researchers for FY 16/17 have been confirmed.</p> <p>The Regional Manager will be fully funded by the CRC and will be employed by UWA on behalf of the CRC. It will be a WA public service level 8 equivalent position, which is a manager/program manager position. The Regional Manager will be located in the Trustee Building and will also have a desk available at the UWA and at the Department of Water.</p> <p>The Selection Panel for the Regional Manager will consist of someone from the UWA, preferably Anas, someone from the CRC, the RAP, and the EPRG. Shelley Shepherd has volunteered to be the WRAP member on the Selection Panel.</p> <p>ACTION: Anas will progress the Expression of Interest process for the Regional Manager position asap.</p> <p>Tranche 1/Tranche 2</p> <p>A Tranche 2 CRC Advisory Committee will be formed, comprising of the Research Advisory Committee and the RAP Chairs. Greg Claydon will be away for the first meeting, which will be via teleconference on Tuesday, 9th August at 16:00 pm – 17:00 pm EST, and has requested John Savell as a proxy.</p> <p>EPRG reviewed the Terms of Reference for the CRCWSC Advisory Committee (CRCWSC-AC), which states that the CRCWSC-AC advises both Board and Executives, but the Board approves for it only to advise the Executives. The CRCWSC-AC meets with the Board once a year. The Terms of Reference for the CRCWSC-AC is attached. (<i>Attachment 3.1</i>)</p> <p>Joanne Woodbridge of the EMRC and Anas will be attending the TAP Workshop in Brisbane on 27 July. The Workshop will discuss all the Adoption Tools. . There is an opportunity for</p>

Item No.	Agenda Topic
	<p>another person from WA to attend.</p> <p>ACTION: Adri to circulate up-to-date information about the TAP Workshop and WRAP members are to advise of their interest in attending.</p>
4.	<p>New WAtER Ways Proposal for Capacity Building Activities</p> <p>Shelley Shepherd spoke to a proposal that had been prepared under the auspices of the New Water Ways Board. Capacity building activities were identified from the draft Communications and Adoption Strategy prepared by the CRCWSC. The proposal is attached. (<i>Attachment 4.1</i>)</p> <p>A list of possible actions was recommended to be prioritised. One of the most important things that needs to be done is to undertake the Needs Analysis. There needs to be more information on the needs of the practitioners in WA to see what they want and how they want it to be delivered.</p> <p>There is also benefit in running workshops, as it gives people in the industry the opportunity to meet and engage with each other.</p> <p><u>RAP Discussion and Input</u></p> <p>The Regional Manager will be able to do some of the activities on the list, for example, with activities 3, 7, and 10, with further capacity building inputs where required. This will free some time for the capacity building role to run proposed CRCWSC WSC Index workshops with willing local governments. This also needs to be looked at on different levels, both at state level and local government level. The WSC Index gets everyone's attention because participants find that their work contributes to an end result. This helps local governments who often struggle to get attention.</p> <p>There was also discussion about running Integrated Water Cycle Management workshops with a range of interested stakeholders in specific locations or for specific projects, thereby producing more "Ideas for ..." products. It is important to have workshops that deliver real outcomes that can be used towards fulfilling participants' strategies.</p> <p>With regards to the financing of the actions proposed, the CRC pays in arrears. New WAtER Ways is a non-profit organisation; hence a different financial arrangement might be needed.</p> <p>ACTION: Shelley, Antonietta, Greg Ryan, and Sergey to have a meeting to do further work on the proposal to present to the RAP (out of session). Others can send feedback to Shelley in the meantime.</p>
5.	<p>Horticulture Innovation Australia Green Cities Fund Bid</p> <p>The bid has been unsuccessful so far, as the CRC has not come to an agreement with the</p>

Item No.	Agenda Topic
	HIA. No further discussion on this item by the WRAP is needed at this stage.
6.	<p>CRCWSC Board Update</p> <p>The Board will be in Perth on 25th August and it will be a good time to seek opportunity for the RAP to meet with the Board.</p> <p>ACTION: Greg Claydon to communicate with the Board Chair and CEO to set up an opportunity for the WRAP to meet with the CRC Board.</p> <p>EPRG Update</p> <p>The UDIA has expressed interest in working closely with the RAP. The UDIA, PIA, and AWA are not very aware of the CRC. The evolving role of the RAP is to engage with others in the industry. Having speakers come to present at the meeting would be beneficial.</p> <p>Meetings with local government planners would be relevant as well. There is an opportunity for the Regional Manager to progress this when they are on board.</p>
7.	<p>Other Business</p> <p>Water Sensitive Cities and Related Conferences</p> <p>Engineers Australia WSUD Conference will be held in Perth in early December next year and the CRC is also planning to hold a WSC Conference in Perth later in 2017.. Engineers Australia and the CRC are exploring opportunities to possibly merge or align the conferences.</p> <p>The CRC is doing a Roadshow late this year. The CRC will go to different cities to present, which is more low-key than a conference.</p> <p>Regional Advisory Panel Meeting Dates 2016 – 2017</p> <p>The RAP Meetings for the next year will be bi-monthly, starting in September, 2016.</p> <p>Special purpose meetings will be run out of session.</p> <p>It was agreed that a standing item be added to the agenda of WRAP meetings to enable identification and discussion of relevant WSC engagement activities of WRAP members.</p> <p>ACTION: Adri to circulate some meeting dates and add the standing agenda item.</p>
8.	<p>Meeting Close</p> <p>The meeting closed at 9.34am.</p> <p>The Chair thanked the Regional Advisory Panel members for their attendance.</p> <p>The next meeting is set down for September 2016.</p>

Actions	Description
1.	Antonietta to circulate information received from the teleconference with Celeste Morgan.
2.	Anas will progress the Expression of Interest process for the Regional Manager position as soon as possible.
3.	Adri to circulate up-to-date information about the TAP Workshop and WRAP members are to advise of their interest in attending.
4.	Shelley, Antonietta, Greg Ryan, and Sergey to have a meeting to do further work on the proposal to present to the RAP (out of session). Others can send feedback to Shelley in the meantime.
5.	Greg Claydon to communicate with the Board Chair and CEO to set up an opportunity for the WRAP to meet with the CRC Board.
6.	Adri to circulate some meeting dates and add the standing agenda item.
Standing Item	The Panel to share experiences from meetings and engagements with others in the industry.

Research Advisory Committee Terms of Reference

19th May 2016

Background

The CRC for Water Sensitive Cities (CRCWSC) is an Australian research centre that brings together interdisciplinary research expertise, thought-leadership and industry to revolutionise urban water management in Australia and overseas. Our vision is sustainable, productive, resilient and liveable water sensitive cities. The CRCWSC operates in collaboration with over 80 national and international research, industry and government partner organisations.

Purpose

The Research Advisory Committee (RAC) is responsible for research excellence and advice to the CRCWSC. The committee will additionally provide a forum for sharing research knowledge in water management.

Role

The Research Advisory Committee will:

- provide independent advice and review of the Tranche 2 project proposals to the Regional Advisory Panels, CRCWSC Advisory Committee and the CRC Executive in relation to research excellence and international best practice;
- provide strategic advice and peer review of the research clusters, independently review the performance of the research and the development of CRCWSC Products and Tools;
- identify and report to the Regional Advisory Panels, CRCWSC Advisory Committee, and the CRC Executive on the effectiveness of the research linkages across projects and opportunities for more effective research linkages;
- ensure national relevance of the research activities and enable their application across regions;
- act as advocates for the research activities of the CRCWSC;
- consider such other matters referred to it by the CRC Advisory Committee or the CRC Executive.

Membership

The membership for the Research Advisory Committee will be by invitation from the CRC Executive in consultation with the Board and the chair of the CRCWSC Advisory Committee. The CRC Executive may invite Research Essential Participants to put forward nominations for membership of the Research Advisory Committee.

The Research Advisory Committee will have a maximum of five members. Up to three members may be based internationally.

The chair of the Research Advisory Committee will be elected annually in July by majority vote from amongst Committee members.

Other research experts may be invited to attend on occasion as appropriate and at the discretion of the RAC.



Meeting frequency and process

The Research Advisory Committee will meet at least twice per year and at any other time requested by the CRC Executive or the CRCWSC Advisory Committee.

The Research Advisory Committee will regulate its own proceedings.

The chair of the Research Advisory Committee must give the remaining Committee members at least 14 days notice (unless the Committee members agree to less notice) of the meeting date and the matters for discussion.

A quorum for a Research Advisory Committee meeting is at least half of its members.

The CRCWSC will provide executive support to the RAC in consultation with the chair.

Review process

The Research Advisory Committee will review its operations against these Terms of Reference annually.



CRCWSC Communications and Adoption in WA – Proposal for capacity building activities by New WATER Ways 2016/17

Introduction

A critical component of the delivery of Cooperative Research Capacity for Water Sensitive Cities (CRCWSC) long term outcomes, is to mainstream water sensitive cities practices by building knowledge and capacity through influence, impact and collaboration. It is understood that the CRCWSC will make \$40,000 available in 2016/17 for the delivery of actions consistent with the CRCWSC Communications and Adoption Strategy (Tranche 2016/17 - 2020/21).

It is proposed that knowledge brokering and capacity building needs are coordinated by the existing WA program, New WATER Ways Inc. New WATER Ways delivers capacity building through a range of knowledge broker activities which are broadly categorised as knowledge sharing; transfer through demonstration and synthesis, tools and frameworks; and partnerships and collaboration. New WATER Ways aims to provide easy access to best practice and supporting WSUD information and facilitate the upskilling of WSUD practitioners to deliver improved water sensitive outcomes for Western Australia based on trusted and reliable science. New WATER Ways assists in establishing and maintaining the frameworks which implement water sensitive practices in a range of changing contexts.

CRCWSC Communications and Adoption Strategy

A draft Communications and Adoption Strategy has been prepared by the CRCWSC. Key adoption strategies and actions which are considered appropriate for delivery by NWW include:

Adoption strategy	Performance indicator and target / Action
Industry has access to knowledge brokers to facilitate the application of knowledge, tools, products and services	Ensure key industry liaison roles have appropriate capacity and capability to support knowledge sharing and to provide advice for industry end users.
Industry has access to guidance and training to apply business case frameworks	Work with RAPs to identify local priorities for developing skills and capacity to use appropriate business case frameworks
Policy and decision makers are supported to deliver innovative policy outcomes founded on a strong evidence base and facilitate integrated outcomes across relevant organisations	A short list of priority policy initiatives are identified by the RAPs and considered for further influence strategy development; and Develop Industry or policy notes and guidance (e.g. synthesis report on key policy challenges) that support the translation of IRP outcomes and findings for policy-makers
Industry has the access to guidance and a range of training and education programs to help build the capacity to innovate and transition	RAPs have developed a local work plans that identified priorities for building skills and capabilities for priority industry end users.

Recommended activities

There is a need to capture the learnings from CRCWSC research to build a community of practice around water sensitive cities which, through improved service delivery, leads to enhanced liveability, sustainability and resilience within our cities and towns.

Based on the needs assessment undertaken by WA, key areas of focus for capacity building and knowledge transfer are:

- options for management of groundwater quality and levels in an urban context;
- preparation and assessment of supporting information and documentation;
- sharing latest findings with respect to WSUD science on the Swan Coastal Plain; and
- maintenance of WSUD assets, as it is critical that information on requirements, timing and costs is gathered and disseminated effectively to local governments to improve current attitudes towards maintenance.

The following actions are proposed in order to increase access to effective tools and products within locally relevant contexts. This will facilitate improved understanding, backed by practical knowledge, of requirements for planning, design, construction and maintenance of WSUD options.

1. Undertake a stakeholder needs analysis - identify priorities for building skills and capabilities including priority industry end users and preferred delivery mechanisms for stakeholders through an industry survey and targeted phone calls;
2. Develop a local work plan for communication and adoption activities for CRCWSC outcomes for 2017 to 2020;
3. Assist the WRAP to prepare a short list of priority policy initiatives for CRCWSC input and coordinate the response;
4. Review outcomes of T1 to identify those that are most effective in strengthening support for the identification, planning, design, construction and maintenance of WSUD solutions and opportunities;
5. Develop two (2) locally relevant Industry or policy notes on the basis of the needs analysis and T1 review;
6. Share knowledge of research findings and outcomes through reporting in e-newsletters and links to resources on the New WATER Ways website, as well as three (3) effective presentations of research findings and outcomes (at either WSC Speaker Series or Hydropolis conference) that are targeted at practitioner needs;
7. Host two (2) cross-agency forums to discuss recent findings and their implications for practice;
8. Transfer knowledge through incorporation of findings into training sessions;
9. Demonstrate on-ground outcomes through two (2) demonstration tours– sharing successes and failures to assist learning of how future water sensitive initiatives can be improved;
10. Coordinate the establishment and provide administrative support for up to 4 meetings of a Community Engagement Working Group which will focus on the delivery of community-

based priority actions from Shaping Perth as a Water Sensitive City (Outcomes of CRCWSC Project 4.2); and

11. Use New WATER Ways industry networks to engage with a greater number of stakeholders to increase impact across a wide range of disciplines and influence management, planning and development processes through identification, concept, design, construction and implementation phases.

Links to research needs and long term critical outcomes

The identified activities address twelve out of the seventeen key research needs in WA.

Enabling structures	<ol style="list-style-type: none"> 1. Strengthening and aligning policy, legislation and regulation in support of water sensitive cities 2. Creation of a shared vision and narrative for water sensitive cities that connects with community values, which can then drive decision making 3. New financial model and incentives that recognise the values and benefits of water sensitive cities
On-ground practices	<ol style="list-style-type: none"> 7. Guidance on how to develop context-specific solutions and asset management regimes 8. Achieving multiple benefits through integrated planning, and design of water systems and the urban form 10. Monitoring and evaluation for improved system design and performance 11. Efficient and effective operations and maintenance systems to achieve water sensitive city outcomes
Social capital	<ol style="list-style-type: none"> 13. Influencing water sensitive city outcomes through leadership, collaboration and networks 14. A culture of learning and innovation 15. Translation and sharing of water sensitive cities knowledge 16. Building community and industry connection and engagement 17. Building capacity to deliver a water sensitive cities

The activities also closely align with the following research gaps which were identified at the WA stakeholder needs analysis workshop in late 2015.

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| Research gaps | <ul style="list-style-type: none"> • Maintenance information (tasks, costs, funding and delivery frameworks) • Community behavior change program for WSC • Stakeholder needs assessment post T1 |
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The proposed activities will also assist in delivering seven out of ten of the long term critical outcomes identified in the CRCWSC Strategic Plan 2014/15 – 2016/17 as being critical to the long-term successful achievement of the CRCWSC vision.

Policy and regulation	Investment	Engaged communities	Tools and techniques	Available technology
Informed decisions	Industry led	Capacity capability	On-ground implementation	Operational acceptance

Work plan budget

The following estimate is proposed to support delivery of the above activities, at a total cost of \$40,000 (excl GST).

Activity	hours/mth or session	total/mth or session	Disburse ments	# sessions	Total cost	Running total
Needs analysis - online survey and phone calls	24	\$ 4,160		1	\$ 4,160	\$ 4,160
Local work plan for 2017 to 2020	6	\$ 1,200		1	\$ 1,200	\$ 5,360
Short list of priority policy initiatives	4	\$ 800		1	\$ 800	\$ 6,160
Review outcomes of T1	16	\$ 3,200		1	\$ 3,200	\$ 9,360
Cross-agency forums and networking events	18	\$ 3,120		2	\$ 6,240	\$ 15,600
Demonstration tours (partially subsidised - Ticket sales estimate 40 @ \$50 pp, \$2000)	26	\$ 4,560	\$ 900	2	\$ 10,920 (\$4,000)	\$ 22,520
Coordination and admin for Community Engagement WG	5	\$ 920		4	\$ 3,680	\$ 26,200
Industry or policy notes and guidance	28	\$ 4,800		2	\$ 9,600	\$ 35,800
WSC Speaker Series or Hydropolis presentations	6	\$ 1,160	\$ 180	3	\$ 4,020	\$ 39,820
e-newsletters and links to resources on NWW website	1	\$ 160		12	\$ 1,920	\$ 41,380