

Minutes of Meeting No 13 held on 20th December 2016

1 Welcome and acknowledgement of traditional owners of the land:

Anne Langworthy (Convenor) opened the meeting at 9.07 am, welcomed Committee Members and Guests to the meeting and acknowledged the traditional owners of the land.

2 Conflicts of Interest:

Anne Langworthy (Convenor) in accordance with clause 32 of the Terms of Reference enquired of all members whether there is any potential for a conflict of interest to arise in respect to any item on the meeting agenda or any matter to be discussed and an interest held by a member.

3 Attendance:

Members: Anne Langworthy (Convenor), Merryn Kelly (DELWP), Cr. Jim Child (Yarra Ranges Council), Jeff Latter (Community Rep – Cardinia), Dan Harley (Zoos Victoria), Stephen Thuan (PPWPCMA), Ben Cullen (Trust for Nature), Dan Robertson (Melbourne Water), Bob Anderson (Community Rep – Yarra Ranges), Sue Tardif (Community Rep – Yarra Ranges)

Guests: Victoria Purdue (DELWP), Conrad Annal (Parks Victoria)

Secretariat: Reuben O’Shea (Parks Victoria)

Apologies: Craig Bray (Parks Victoria), Marianne Sawyer (Cardinia Council), Nick Jansen (Parks Victoria)

MOTION

That the apologies be received.

**Moved – Seconded –
CARRIED**

4 Minutes of the previous meeting:

Item 1. Acceptance of Last Minutes and Review of previous Actions.

That the minutes of meeting 12 - 15/11/16 as circulated be confirmed.

Moved: Cr Jim Child **Seconded:** Stephen Thuan

5 Business arising from minutes

MOTION

That:

- (1) Draft minutes of meetings be circulated to members for review as soon as possible after the meeting,
- (2) Reviewed minutes be distributed to members a minimum of 7 days prior to the next meeting, and
- (3) Following approval, with or without corrections, of the minutes at the next meeting the approved minutes be posted to the YCACC website.

**Moved – Jeff Later Seconded – Cr Jim Child
CARRIED**

MOTION

That the agenda for meetings, not including action items or supporting documents, to be posted YCACC web site once the agenda has been distributed to members.

Moved – Sue Tardif **Seconded** – Dan Harley

CARRIED

Note: Marianne Sawyer email regarding recent community meeting to be added to end of the Agenda

Note: To be added to Committee protocols

When committee members are being asked to review documents or respond to Action items, appropriate time frames are to be allocated for consideration and comment.

Note: Committee informed Reuben O’Shea has accepted a new position with Parks Victoria and will be finishing duties and circulating minutes before Christmas.

6 Reports on actions arising from the Minutes of meeting No 15:

Number	ACTIONS ARISING	Assigned to
1	Merryn Kelly to review requirements identified in TOR and develop draft KPIs for Committee Consideration at the December meeting. Agenda Item 6	Merryn Kelly
2	Reuben O’Shea to make a request through Marianne Sawyer, for data from Cardinia Shire in relation to Local Schools, Friends Groups, Industry Groups and Tourism Groups for mailing list. Completed	Reuben O’Shea Marianne Sawyer
3	Victoria Purdue to clarify details of the implementation budget and advise the committee at December meeting. Agenda Item 2	Victoria Purdue
4	Merryn Kelly to take responsibility for monthly budget reporting at Committee Meetings. Agenda Item 7	Merryn Kelly
5	That a working group including Stephen Thuan, Sue Tardif, Ben Cullen and Dan Harley be established to identify case studies that could be developed to demonstrate good practice. The working group to report back with draft recommendations to the Committee at December meeting. Agenda Item 3	Stephen Thuan Sue Tardif Ben Cullen Dan Harley
6	That a summary of existing and ongoing fire management planning and operations in the region (YCA) be placed on the YCACC website including links to information held on relevant agency websites. Completed	Reuben O’Shea Agencies to Contribute
6	To form a working group consisting of Victoria Purdue, Chris Vassos, Reuben O’Shea, Dan Robertson, Ben Cullen, Dan Harley. To meet to identify layers already collected as well as identify layers that will provide useful data. To identify what information should be represented in assessments and report progress to YCACC Committee at December meeting. Agenda Item 3	Victoria Purdue Reuben O’Shea Chris Vassos Dan Robertson Dan Harley Ben Cullen
7	Meeting to be held including Anne Langworthy, Merryn Kelly and Craig Bray to discuss Budget Issues, YCACC Action Plan and Business Plan Agenda Item 6	Anne Langworthy Merryn Kelly Craig Bray

Actions List Item 2

It was noted that the YCACC mailing list is not exhaustive and that;

- Secretariat will compile and manage a centralised database of contacts
- Victoria Purdue will follow up privacy protocol for releasing contact details collected during process of community consultation
- Stephen Thuan will send Landcare database

Item 2. DELWP – Project Implementation Plan

Victoria Purdue gave an update on progress with the Project Implementation Plan and noted that it was not yet finalised. She noted that she had received feedback and concerns raised after committee review and this was being considered in her work. Victoria also noted that she is in talks with Park Vic about development of a joint Implementation Plan.

There was a discussion around some of the content of the plan which included topics such as:

- Long term Land Management issues
- Difference between Grazing Licences and Riparian Management Licences
- Compliance and Monitoring of Riparian Management Licence agreements
- Communication around community perception of current poor communication and land management.

Item 3. Working Groups

Good Practice

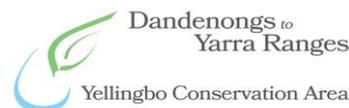
Stephen Thuan gave an overview of the working group meeting that took place to Identify case studies that could be developed to demonstrate good practice, addressing the Committee's responsibility to consider and advise represented land managers on the means by which they may encourage complimentary management on adjacent private land. The working group was to explore the opportunity that exists to communicate past and present achievements, and promote future vision/goals contributing to the implementation of the YCA.

The working group recommended that;

- The YCACC agree on its core community messages and provide a model template to capture media/promotions and links to key objectives.
- Each YCACC member and organisation identifies at least one activity/action and story (best practice case study) relevant to the YCA area that addresses a core message; Identification of the alignment to the VEAC Rec's/ Action Plan targets
- That a budget be determined to engage an independent writer to develop the story (best practice case study) with the community member, being mindful of following any media delegations for the referring organisation.
- Copy of communications articles to YCACC secretariat and links to stories/articles for promotion on YCACC website, and throughout the community as appropriate.
- List of communications articles maintained by YCACC secretariat.

Recommendations taken under advisement for the work plan of the Executive Officer once appointed.

Yellingbo Conservation Area Coordinating Committee



Spatial Prioritisation

Victoria Purdue gave an overview of the Spatial Prioritisation working group meeting held on November 30 attended by Victoria Purdue, Chris Vassos, Reuben O'Shea, Dan Harley and Marty White. The meeting discussed ways to prioritise the YCA based on conservation values. The group reviewed the existing GIS layers available, and proposed a classification system for Crown land within the YCA based on 3 levels, high (priority 1), medium (priority 2) low (priority 3).

The working group recommended:

- That the Committee supports the use of a scale of 3 priority areas for the Yellingbo Conservation Area based on the following:
 - Priority 1: Existing and proposed high priority release sites for threatened fauna species.
 - Priority 2: Areas providing connectivity between release sites identified in priority 1.
 - Priority 3: All other areas within the investigation area.
- That the Committee supports different treatment of areas within the investigation area based on their priority level as described within the discussion section.

There was a discussion about the detail of the prioritisation system with topics raised including;

- Private Tenure to be included in the prioritisation system
- Prioritisation to include more than just the 3 primary threatened species
- Ground truthing needs to be part of the approach
- Labelling of the different categories
- Active Revegetation Vs Passive Revegetation

MOTION

The Committee supports the principles of the paper and that a map be produced based on the initial 3 tiered priority system and presented at the January 17 YCACC meeting which will be extended by 3 hours for the Committee to consider further factors which will influence prioritisation.

Moved – Ben Cullen

Seconded – Merryn Kelly

Abstained – Jeff Latter

CARRIED

Item 4. YCACC Executive Officer Support

Anne Langworthy informed the Committee that DEWLP have agreed to fund an Executive Officer role to support the Committee for a period of 6 months. The role will be filled from an employment agency as this will mean the position can be filled in a short time frame.

The Executive Officer will;

- Perform the Secretariat Duties for YCACC
- Preferably be based close to the YCA

Item 5. Committee Community Engagement

Sue Tardif gave an overview of an issue raised by Committee community representatives in relation to the representatives being able fulfil their role of engaging with the community.

A previous committee decision to restrict the capacity of committee members to speak about committee matters outside the meeting has limited the community members from fulfilling their brief on the committee as outlined by the position description developed by the Yarra Ranges Council and the Cardinia Shire Council in recruiting those representatives. Specifically, the position objectives are to;

- provide local input and perspective into the management directions of the YCA
- be involved in the decision making discussions and processes
- represent your local community and to provide input into the environmentally significant YCA.

Sue outlined the community representative's recommendations that;

- Committee members are empowered to engage with the community and seek the involvement of community members in the planning and development of the YCA.
- the committee be informed, in the planning stages, of all public consultation meetings and forum regarding the YCA.
- the schedule of these meetings, their purpose and expected outcomes be posted on the YCACC website
- at least one committee member, apart from the meeting coordinator, be present and identified as a committee member at each of these meetings and that formalised notes be taken.
- the outcome of these meeting be reported to the Committee by those attending these meetings.
- that a standing YCACC agenda item be added 'Community questions', with an undertaking that these be answered by the relevant person/organisation at the next YCACC meeting, and
- That the Committee establish key messages for communication.

There was a discussion around the issue which highlighted that the Committee was happy for community representatives to engage with the community and that a document be produced detailing YCACC's Key Messages to ensure consistency in messaging from the Committee.

Noted: Some edits could be made to DELWP's Key Messages and used as a basis for YCACC Key Messages document to maintain consistency with agency messaging.

MOTION

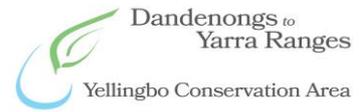
That there is general agreement on the recommendations outlined and they be taken under advisement, with the new Executive Officer to draft a document detailing YCACC's Key Messages from the existing documentation and consultation with the community representatives and that Committee Community Representatives be allocated a YCACC email address for communications.

Moved – Jeff Later

Seconded – CR Merryn Kelly

CARRIED

Yellingbo Conservation Area Coordinating Committee



Item 6. YCACC Action Plan

Action Plan

Anne Langworthy outlined progress that has been made in the planning process for producing the Committee's Action plan. The Briefing note outlined the Committee's requirements under the Terms of Reference;

The plan prepared by the committee will:

- Establish strategic priorities and clear directions for the area to assist land managers, local government and the community to work in partnership to achieve better environmental outcomes in the area;
- Articulate the links between the plan and strategic or management plans produced by represented public land managers;
- Subject to the endorsement of represented public land managers, establish priority land or biodiversity actions within the area that increase the profile of the biodiversity and ecological values of the area;
- Identify resources and partnerships essential to the achievement of the identified priority actions; and,
- Prioritise actions by consideration of the most efficient and effective application of public funds.

The committee will review and update the plan every three years. Three months prior to the expiration of a plan the committee will forward a copy of the proposed successor plan to the Minister, for in principle endorsement.

In preparing or reviewing the plan the committee will consult with reserve users and other relevant stakeholders.

There was a discussion around the issues that have to date delayed the process of producing the Action Plan

Anne outlined a "Proposed Action Planning Process" document produced to guide the Committee during the process of producing the Action Plan.

There was a discussion on the briefing which included the following topics;

- Funding allocation
- Future funding timelines

Committee KPIs

The Committee reviewed the document produced by Merryn Kelly which outlined the YCACC Key Performance indicators including;

- Planning
- Members Responsibilities
- Meetings
- Community
- Environment

The Action Planning and KPI documents were accepted with some minor amendments., Production of the final documents will be added to the work plan of the new Executive Officer.

Item 7. YCA Budget

Carried over to January Meeting

Item 8. Projects Update.

Grazing Phase Out & Fence Alignment Negotiations

Carried over to January Meeting.

Fire Management Plan

Carried over to January Meeting

YCACC Website Update.

Carried over to January Meeting

Other Business

Marianne Sawyer Email.

Marianne Sawyer was an apology at this meeting. She distributed an email on 16 December outlining some of her feedback on her observation at the public meeting held by DELWP on 10 December regarding the Haining Farm Project and Victoria Purdue's briefing to Landcare groups on 14 December which she attended. Issues raised by Marianne included;

- Inaccuracies in briefing by Consultants;
- Presentations by Dan Harley and Alisa Rawlings interrupted by emotive and negative behaviour;
- The good job done by consultant Steve Pascoe in facilitating the afternoon session;
- DELWP transparency and communication with YCACC
- Concern about Yarra Waterways Group's inaccurate information disseminated and influence on DELWP decision making
- Queries regarding the ongoing bi-partisan support for the project; and
- Feedback from Landcare network group – and suggestions regarding the engagement of a fire ecologist to assist Kevin Tolhurst and Justin Leonard in preparation of Bushfire Management Strategy

There was a discussion around the issues raised by Marianne with topics including:

- Greening Australia getting caught in politics of the project
- The Yarra Waterways Group Involvement in the process of Fire Consultancy and Planning
- Strategy to ensure all groups are not being left out of Consultancy and Planning process
- Clarification needed regarding Minister D'Ambrosio's comments on radio about limiting revegetation in the YCA.
- How the decision on revegetation will affect agency project planning, nursery production, Fencing contractors and further financial and employment consequences.

MOTION

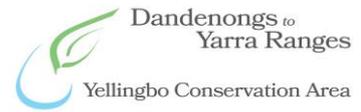
YCACC agencies to send Victoria Purdue details of the TYPE, SCALE and AREA of planned revegetation projects programmed in the next 12 months, to be analysed in order to clarify what is allowable by January 15.

Moved – Stephen Thuan

Seconded – Ben Cullen

CARRIED

Yellingbo Conservation Area Coordinating Committee



Anne Langworthy meeting with The Hon Lily D'Ambrosio on 22 December 2016

Anne informed the Committee of her upcoming meeting with the Minister on Thursday and outlined her discussion points.

A discussion was held on the merits of requesting a CFA representative on the Committee and it was decided to seek CFA and the Minister's advice on this matter.

8 Next meeting and closure of meeting:

The next meeting (Meeting 14) will be held at Woori Yallock on 17th January 2017

Meeting Closed 1:00pm

Anne Langworthy

Convenor

See next Page for Action List.

Yellingbo Conservation Area Coordinating Committee

Number	MOTIONS ARISING	Assigned to
1	<p>MOTION - That the secretariat circulate new minutes 7 day prior to next meeting for acceptance at the meeting. The Secretariat will then upload previous minutes to YCACC website after the conclusion of the meeting.</p> <p>Moved – Jeff Later Seconded – CR Jim Child</p> <p>CARRIED</p>	Executive Officer
2	<p>MOTION - That the secretariat upload meeting Agendas, not including action items or supporting documents, to YCACC web page prior to meeting once the agenda has been finalised and confirmed by the Chair.</p> <p>Moved – Sue Tardif Seconded – Dan Harley</p> <p>CARRIED</p>	Executive Officer
3	<p>MOTION - The Committee supports the principles of the paper and that a map be produced based on the initial 3 tiered priority system and presented at the January 17 YCACC meeting will be extended by 3 hours for the Committee to consider further factors which will influence prioritisation.</p> <p>Moved – Ben Cullen Seconded – Merryn Kelly Abstained – Jeff Latter</p> <p>CARRIED</p>	Victoria Purdue
4	<p>MOTION - That there is general agreement on the recommendations outlined and they be taken under advisement, with the new Executive Officer to draft a document detailing YCACC’s Key Messages from the existing documentation and consultation with the community representatives and that Committee Community Representatives be allocated a YCACC email address for communications.</p> <p>Moved – Jeff Later Seconded – Merryn Kelly</p> <p>CARRIED</p>	Executive Officer
5	<p>MOTION - YCACC agencies to send Victoria Purdue details of the TYPE, SCALE and AREA of planned revegetation projects programmed in the next 12 months to be analysed in order to clarify what is allowable by January 15.</p> <p>Moved – Stephen Thuan Seconded – Ben Cullen</p> <p>CARRIED</p>	All Victoria Purdue