

# Minutes of Meeting No. 25 held at Meeting Room, 7-9 Symes Road, Woori Yallock on 19 December 2017

## 1. Welcome and acknowledgement of traditional owners of the land:

Convener Anne Langworthy opened the meeting, acknowledged the traditional owners of the land and welcomed the committee members and invited guest.

### Conflicts of Interest:

Nil

### Attendance:

**Members:** Anne Langworthy (Convener), Merryn Kelly (DELWP), Cr. Jim Child (Yarra Ranges Shire Council), Jeff Latter (Community Rep–Cardinia), Sue Tardif (Community Rep–Yarra Ranges), Marianne Sawyer (Cardinia Shire Council), Dan Harley (Zoos Victoria)

**Guests:** Victoria Purdue (DELWP), Dan Robertson (Melbourne Water), Kacie Melfi (PPWCMA).

**Apologies:** Craig Bray (Parks Victoria), Charley Woolmore (Wurundjeri Tribe Land Council), Ben Cullen (Trust for Nature), Peter Cooper (Community Rep–Yarra Ranges), Steve Hosking (Melbourne Water)

**Executive Officer:** Joan Howard (YCACC).

## 2. Minutes of the previous meeting:

### a) Acceptance of the minutes meeting No. 24, held on 21 November 2017

#### MOTION:

1. that the minutes of meeting No. 24 held on 21 November 2017 be confirmed.

**Moved:** Cr Jim Child

**Seconded:** Sue Tardif

**CARRIED**

### b) Action Items

Action items from previous meetings were reviewed by the Executive Officer and outstanding items discussed. As discussed:

- Agencies will provide monthly updates regarding planning decisions and implementation of on-ground works within the YCA including: revegetation and other establishment works; and pest and weed control. This information will be posted to the YCACC website.
- The YCA Implementation Team are providing information regarding DELWP protocols for Riparian Licences; and the YCACC Working Group will assist in the development of guidelines for Riparian Licences in the YCA. To date no licences have been issued in the YCA.

- Community consultations with Township groups will be re-scheduled for early 2018. YCACC EO will organise meetings. Jeff Latter has been invited to present at the Emerald Village Community Meeting on 23 January 2018.
- Youth Engagement activities will be facilitated by Anne Langworthy, Jeff Latter and Joan Howard. *See Agenda Item 4e below.*

- ACTION 2b.1: 'New Works' is to be added as a standing Agenda item for all YCACC meetings. [all Agencies will provide the information to EO Joan Howard before meetings]
- ACTION 2b.2: DELWP YCA Project Implementation Team to provide a list of on-ground works and projects within the YCA. [Merryn Kelly / Victoria Purdue]
- ACTION 2b.3: Melbourne Water to provide a list of weed management and revegetation works and other projects within the YCA. [Steve Hosking]
- ACTION 2b.4: Parks Victoria to provide a list of works within the YCA. [Craig Bray / Victoria Purdue]
- ACTION 2b.5: PPWCMA to provide a list of works and other projects within the YCA. [Kacie Melfi / Corinne Mays]
- ACTION 2b.6: YCACC EO to source project information from Landcare groups. [Joan Howard]
- ACTION 2b.7: YCACC EO to source *Invasive Species on Government Land* report and Government response; and add this reference to the YCACC website. [Joan Howard]

### 3. Correspondence

- a) **Outgoing correspondence:** nil
- b) **Incoming correspondence:** nil

## 4. Regular Updates

### a) Budget – Merryn Kelly

Budget information not available.

### b) DELWP YCA Project Team – Merryn Kelly and Victoria Purdue

- A summary of previous monthly reports to YCACC was compiled and submitted to YCACC for the Annual Report to the Minister detailing the team's achievements over the past 12 months.

*[The Committee noted that this report included information the Committee had not seen previously; and that given the team's role with YCACC there are a number of intersecting activities common to both groups];*

- Licence allocations have been put on hold until the YCACC Licence Working Group have submitted recommendations for guidelines;
- DELWP will report in January re government response to the WG recommendations;
- DELWP has not yet progressed with data collection related to stream frontage overlays;

*[The Committee noted that information required included: public use of land in the YCA i.e. recreation uses such as streamside camping; ecological change; aerial photographing/mapping including roads; illegal uses etc. It was noted that some of this work has been done in the spatial categorisation process but the data is not comprehensive enough for analysis and reporting. Additional on-ground survey work is necessary for a comprehensive assessment process].*

- The current focus of the YCA Project Implementation Team, presently comprised of two project officers, is completing the final draft of the Bushfire Management Plan and the first draft of the YCA Plan for the second round of community engagement activities;

**ACTION 4b.1:** DELWP to provide quarterly reporting against VEAC recommendations including: GIS spatial data; Office of the Surveyor General information about road classifications in reserve; licence allocations; project work including weed and pest eradication programs etc. [Merryn Kelly]

### c) Parks Victoria – Victoria Purdue

*Warramate Hills Nature Conservation Reserve*

- deer control program is underway - to date one deer has been removed from the reserve; and
- discussions are continuing with the Friends of Warramate about the future use of the reserve.

*Haining Farm*

- TCL has been formally engaged and an initial meeting has been held with stakeholders including Zoo's Victoria, CFA, Greening Australia and YCACC to work through detailed design elements of the project including, deer exclusion fencing, track network, car parking and access, bushfire mitigation and response;

- PV is working with the share-farmer in the transition from farming to the approved concept;
- there are still concerns being raised in the local community about the bushfire risk assessment for the site and signs are being posted in the community in opposition to the development;
- a meeting will be held with Melbourne Water and the company engaged to design the artificial wetland;
- a meeting is being organised with VicRoads to discuss additional vehicle access points to Haining Farm;
- community engagement in the next stage of the process is essential and PV is preparing a community newsletter to ensure the community is kept up to date with the project;

### *Yellingbo Nature Conservation Reserve (YNCR)*

- The 50<sup>th</sup> anniversary of the reserve was celebrated on 8 December. The event was well attended and well received.

ACTION 4c.1: YCACC will send a letter of congratulations to The Friends of the Helmeted Honeyeater. [Anne Langworthy]

### **d) Melbourne Water**

- No briefing note submitted – Steve Hosking is an apology
- Dan Robertson reported that the Licence Working Group have met three times and have developed an advanced draft guidelines document;
- Dan also reported that there is a DELWP state-wide licence project currently underway.

ACTION 4d.1: Merryn to source information about the DELWP state-wide licence project and report back to the Committee. [Merryn Kelly]

### **e) Executive Officer – Joan Howard**

#### *Website*

- Boojum submitted a proposal for the redesign of the YCACC website to be considered by the Committee;
- a publications tab has been created on the existing YCACC website and publications listed in the Action Plan, along with other relevant reports and information, will added to the existing site until the new site is developed;
- a YCA Plan tab has been added to the YCACC website with a link to Engage Victoria.

#### *Newsletter and Database*

- IT difficulties both with the YCACC and DELWP email systems led to a staggered newsletter mail out on Friday 24<sup>th</sup>, Saturday 25<sup>th</sup> and Monday 26<sup>th</sup> November;
- email addresses in the YCACC stakeholder database [excel spreadsheet] were used to send the initial e-news mail out regarding the Conservation Area Plan;
- a total of 379 emails were sent; 30 emails were rejected because of IP address issues; and a further 4 were rejected because of incorrect email address format;

- [enquiries@ycacc.com.au](mailto:enquiries@ycacc.com.au) received only 3 email queries as a result of this mail out:
  - i. the Landcare network responded very positively to the communication and agreed to circulate the longer PDF newsletter to their network;
  - ii. one queried the presence of the powerful owl in the Warramate Hills Conservation Reserve;
  - iii. one queried the end date for survey submissions.
- the e-news did not seem to increase traffic on the YCACC website and there have been only 6 additional sign ups to the newsletter on the YCACC site;
- the database errors will be corrected and where email addresses are not included in the YCACC database phone calls and/or contact by post can be used to check and update the database.

#### *Youth Engagement*

Anne Langworthy and Joan Howard met with Graeme Mawson [Shire of Yarra Ranges Youth Development Coordinator] and two YRC Youth Ambassadors on 12/12/2017 to discuss the proposed Youth Forum planned for February 2018.

Anne provided a background to the YCACC and outlined the aspirations for a Youth Forum to engage young people in planning activities for the YCA. The youth team agreed to assist with the forum.

ACTION 4e.1: A further planning meeting will be scheduled in early 2018. [Joan Howard]

## 5. Presentation – Bushfire Management Plan

Victoria Purdue provided a PowerPoint presentation for the Committee and spoke to numerous issues related to the preparation of the Bushfire Management Plan (BMP). Discussion topics included:

- background context for the BMP;
- issues specific to the YCA;
- YCA bushfire risk assessment and mitigation measures;
- bushfire modelling;
- CFA consultations; and
- review, feedback, and public release of the Plan.

YCACC has requested a number of edits to the draft BMP including:

- Assumption re-worded to “current level used as the baseline for calculating risk”.
- Bushfire moves through different landscapes - add “grass/paddocks”
- Within scope – “fuel break” not fire break.
- Third dot point in Principle - “forest products”
- Actual YCA within sub-catchments
- Use landscape rather than sub-catchment
- Point 5. Dwellings rather than private property
- Revegetation calculation needs clarification given the low estimate ( 200 -400 hectares in total of 5990 hectares in the YCA) – an overall or maximum of 6.7%
- The BMP is an integral part of the YCA Plan (not the basis of the YCA Plan)
- Noted that the wording is very important

The PowerPoint presentation will be available on the YCACC website.

**ACTION 5.1:** A final draft Bushfire Management Plan will be provided for the Committee at the same time as the CFA before public release of the document. [Victoria Purdue]

## 6. Annual Reporting

Final drafts of the Annual Report, Business Plan, and Action Plan were discussed by the Committee. The committee agreed that the documents were ready to send to the Minister.

In addition, the Committee structure and procedures were discussed.

Issues identified included:

- the term of appointment of Committee members and the need for succession planning given the government commitment to a 10-year term for YCACC;
- coordination, streamlining processes, and higher level MOUs as a reflection of commitment to partnership;
- information sharing and alignment with DELWP processes; and
- YCCAC governance role, strategic planning, consultation, and relationships.

**MOTION:**

2. that the Annual Report, Business Plan and Action Plan are approved
3. that the YCACC Convener corresponds with the Minister on behalf of the Committee and provides the Minister with a copy of all documents as per the reporting requirements of YCACC.

**Moved:** Dan Harley      **Seconded:** Cr Jim Child

**CARRIED**

**ACTION 6.1:** Spatial prioritisation represented by reach level (including positive story to be told). [YCA Project Implementation Team]

## 7. Business Arising

**a) Engage Victoria**

Victoria Purdue reported that Engage Victoria YCA survey had received 937 submissions. The data has not yet been analysed. A report will be uploaded to the EV website and submitted to the YCACC.

**ACTION 7a.1:** Email addresses for EV survey responders who have indicated they would like to subscribe to the YCACC newsletter/e-news will be forwarded to the YCACC EO. [YCA Project Implementation Team]

**ACTION 7a.2** Email addresses will be added to the YCACC database. [Joan Howard]

**b) Boojum Proposal**

There was an energetic discussion about the Boojum proposal. The Committee agreed that it is imperative to revitalise the YCACC web presence and build a more engaged and informative experience for those who visit the site.

**MOTION:**

4. that, subject to funding approval, the Boojum Pty Ltd proposal to design a new website for YCACC is accepted; and that the website will be developed to reflect a new image responding to the re-naming of the YCA; and
5. that the all aspects of the proposal are accepted.

**Moved:** Cr Jim Child      **Seconded:** Jeff Latter

**CARRIED**

ACTION 7b.1:      Merryn Kelly will liaise with Boojum and finalise the contractual arrangements once the budget for this work has been approved.

**c) Alma Treloar Master Plan**

Jeff Latter alerted the Committee to a new Masterplan being developed by Cardinia Shire Council for the Alma Treloar Reserve to be released in January 2018. Given that there is crown land abutting this reserve the Committee would be an appropriate advisory body to ensure that the Masterplan aligns with the VEAC recommendations and the YCA Plan.

ACTION 7c.1:      YCACC to make contact with relevant Cardinia Shire Councillors and staff who have responsibility in this area. [Maryanne Sawyer and Jeff Latter]

ACTION 7c.2:      Invite Cardinia Shire Councillors and staff who have responsibility for the reserve to the next YCACC meeting to discuss these developments. [Marianne Sawyer and Joan Howard]

**d) YCA re-naming**

The Wurundjeri Tribe Land Council has suggested four possible names for the re-naming of the YCA. A community survey, during the second phase of community consultations, will provide an opportunity for interested community members to vote on the new name.

ACTION 7d.1:      Merryn to contact the Wurundjeri Tribe Land Council regarding an additional two names for the list of options with a request for phonetic spelling for each name.

**e) Youth Forum**

*See Agenda Items 2b and 4e above.*

**f) Powerful Owl and Warramate**

There has been extensive discussion about the Powerful Owl in the Warramate Hills Nature Conservation Reserve as indicated on the Yellingbo Conservation Area - Conservation Map that DELWP and YCACC are using for stakeholder consultations.

There seems to be anecdotal evidence that the Powerful Owl has been seen in the reserve but there are no official records confirming this. Whilst the maps were meant to be

indicative only, and intended to draw out community feedback, the Committee have requested that future maps draw on substantiated evidence before details are included on such maps.

A number of useful resources were noted and will be added to the YCACC website.

**MOTION:**

6. that a detailed response to the community member enquiry be developed that includes the factual information about recorded sightings of the powerful owl at the Warramate Hills Nature Conservation Reserve but also the likelihood of this reserve providing habitat for powerful owls.
7. that the picture of the powerful owl be removed from the Warramate Hills Nature Conservation Reserve and added to the Coranderrk Nature Conservation Reserve on the YCA Conservation Values map.

**Moved:** Cr Jim Child      **Seconded:** Dan Harley

**CARRIED**

**MOTION:**

8. that links will be provided on the YCACC website to community environmental monitoring projects.

**Moved:** Sue Tardiff      **Seconded:** Dan Harley

**Against:** Cr Jim Child

**CARRIED**

**ACTION 7f.1:** Maps will be updated when new information is substantiated. [YCA Project Implementation Team]

**ACTION 7f.2** Progressive information, provided by the YCA Project Implementation Team and other relevant sources, will be added to the YCACC website. [Joan Howard]

**g) YCA Plan - Community Engagement**

The primary focus of the next YCACC meeting will be to discuss the draft YCA Plan which will provide the basis for Stage 2 community consultations.

A draft report of the outcomes of the community consultations [Stage 1] will be prepared for this meeting. Planning for the next phase of community consultations [Stage 2] will be developed.

**ACTION 7g.2:** The YCA Project Implementation Team will prepare a first draft of the YCA Plan for the next YCACC Meeting. [Victoria Purdue and Amelia Featherstone]

## 8. Progress Report

a) *Recreation Issues Paper*

Not discussed.



- b) PPWCMA are submitting, with the Friends of the Helmeted Honeyeater, for a threatened species project works package for the Yellingbo NCR.

## 9. Other business

### a) PPWCMA representative

Due to changed work schedule Kacie Melfi will be replaced by Corrinne Mays as the PPWCMA representative on YCCAC. A vote of thanks was extended to Kacie for her valuable contribution to the committee during her short tenure.

### b) Extension of meeting time:

Given that the length of the YCACC meeting was initially extended until the end of the year, the committee considered returning to the initial meeting time, it was decided to maintain the extended meeting time and revisit the question of meeting times at the March 2018 meeting.

## Meeting Close

14:30

## Date of Next Meeting

Date: Tuesday, 6 February 2018

Time: 09:00 to 14:00

Place: Symes Road, Woori Yallock VIC 3139