**Royal Exhibition Building and Carlton Gardens**

**World Heritage Management Plan Steering Committee**

**Minutes – Meeting No 16**

**Date: Thursday 30 July 2020**

**Time: 11 30 am – 12 30 pm**

**Venue: via Zoom**

**Members:**

Steven Avery (Chair) Executive Director, Heritage Victoria, Department of Environment, Land, Water and Planning (DELWP)

Emma Appleton General Manager, Strategy, Planning and Climate Change, City of Melbourne

Lynley Crosswell Chief Executive Officer, Museums Victoria

Richa Swarup Senior Adviser City Heritage, City of Yarra

Felicity Watson Advocacy Manager, National Trust of Australia (Victoria)

**Apologies:**

**Officers attending**

Chris Dupe, Museums Victoria

Michelle Stevenson, Museums Victoria

Kevin Walsh, City of Melbourne

Fiona Finlayson, City of Melbourne

Amanda Bacon, Heritage Victoria, DELWP

Hannah Fairbridge, Heritage Victoria, DELWP

**16.1 Welcome and introduction - Steven Avery**

The Chair welcomed and thanked those attending and acknowledged the Traditional Owners on whose land the meeting was held.

**16.2 Adoption of minutes of previous meeting (18 June 2020) (*Attachment 1*)**

**Motion:** Amend Emma Appleton’s position title and adopt the minutes of meeting number 15, 18 June 2020.   
**Moved:** Lynley Crosswell   
**Seconded:** Steven Avery

**16.3 Matters arising from previous meeting**

The Chair raised several actions that had been identified at the previous meeting.

All completed actions to be discussed as agenda items.

Several outstanding actions were identified for progression before next Steering Committee meeting.

Emma Appleton noted that within the previous minutes an error surrounding the process of document sign off was identified. Emma clarified that council staff members (Richa Swarup and herself) would be responsible for signing off documents before being provided to Council. They are not responsible for final sign off. Correction was noted.

**16.4 Conflicts of interest**

The Chair raised whether any conflicts of interest were relevant to the forthcoming meeting.

Felicity Watson raised that she had prepared the National Trust submission on the Heritage Management Plan.

Potential conflict was noted.

**16.5 Membership renewals**

The Chair advised that the memberships of Lynley Crosswell, Felicity Watson and Richa Swarup have been resolved. These memberships are active until 2023.

**16.6 Community consultation and next steps:**

**16.6.1 Consultation contributions (Summary report *Attachment 2*) – Hannah Fairbridge**

Hannah Fairbridge spoke to attachment 2 and briefly summarised the closure of community consultation and next steps. Hannah advised that the Engage Victoria page was still open but that the interactive components (survey and map) had been closed to the public. Hannah advised that over the coming month all submissions would be analysed, and a consultation report would be completed by approximately the end of August.

**Action(s):**

* Heritage Victoria to undertake analysis and preparation of a consultation summary report.

**16.6.2 Virtual forum update- Amanda Bacon** (***Attachment 3***)

Amanda Bacon gave a brief update on feedback received following the virtual forum held on Tuesday 23 June. Amanda advised that approximately 33 participants had viewed the live streamed presentation, and following a Survey Monkey review 10 responses had been received. The responses were overall positive and gave the virtual forum a 4.3 out of 5 average rating. Amanda advised that questions surrounding the complexity of the review process had been asked during the forum and in further submissions.

Museums Victoria were thanked for the venue and technological support provided before, during and after the virtual forum and for making the virtual forum possible.

**16.6.3 HMP submissions – Chris Dupe**

Chris Dupe spoke to the submissions received on the Heritage Management Plan. Chris advised that the submissions had been received two days prior to this meeting and that they had been passed on to the HMP authors, Lovell Chen. Chris advised that a number of representative organisations had provided submissions and that comments on the format, structure and presentation of the document could be integrated relatively quickly.

Chris advised that there was general content with the document and its purpose to confirm the status of the World Heritage site and encourage protection and promotion.

**16.6.4 RHSV submission raising general issues (*Attachment 4*) – for discussion**

Amanda Bacon advised that the submission provided by the RHSV raised broader issues about the site and review process.

The Steering Committee held a discussion around the issues arising in submissions which need further consideration. Such issues include:

* Governance;
* Review process; and
* Legislative framework.

The Chair raised that the submissions may present an opportunity to streamline the review process before the WHMP review. The Chair advised that the Steering Committee need more time to go through the issues presented and hold another meeting to discuss these. The Chair suggested that a study into governance structures at other World Heritage sites would be useful. General agreement that a report of this nature would be useful prior to the next meeting, contacts and case studies were briefly discussed for inclusion in such a study.

General discussion around the potential for an advisory or community advocacy committee model of governance to work at the REB&CG site. General agreement that this may be a helpful mechanism at the site. Discussion around the Statutory requirements of managing the site and agreement that legislative requirements must be considered when discussing governance of the site.

**Action(s):**

* Heritage Victoria to undertake desktop survey of governance models for historic World Heritage sites in Australia and internationally.
* Michelle Stevenson to discuss governance of World Heritage sites with Kristal Buckley, ICOMOS World Heritage advisor.

**16.7 Update on review and timing of World Heritage Management Plan component documents**

**16.7.1 Heritage Management Plan (formerly Conservation Management Plan) – Chris Dupe**

Chris Dupe advised that the draft Heritage Management Plan has been available for public comment on Engage Victoria. All submissions received have been forwarded to the authors, Lovell Chen. Chris spoke to the timing of the re-draft and advised that this is likely to occur when all the component documents (including the new Attachment E) are reviewed so that they ‘speak’ to each other.

General agreement that final drafts of the reviewed documents would need to be coordinated.

**16.7.2 Master Plans (Carlton Gadens, and Royal Exhibition Building and Exhibition Reserve) – Chris Dupe and Kevin Walsh**

Kevin Walsh advised that there would be a meeting between City of Melbourne and Museums Victoria to discuss the methodology of having a coordinated approach to the two Masterplan documents.

**16.7.3 World Heritage Strategy Plan for the World Heritage Environs Area – Amanda Bacon**

Amanda Bacon advised that targeted consultation had been completed and a total of 14 submissions had been received. Amanda further advised that the project had been on track to be completed by the end of August, however COVID-19 had resulted in delays. The Strategy Plan review is now on track to complete by end September, meaning the Heritage Council submission process for the Strategy Plan can commence in mid-October.

**16.7.4 First Peoples engagement – Chris Dupe**

Kevin Walsh advised that the completion of this engagement and drafting of the new Attachment E governed the timing of the other component documents. Kevin advised that there may be unforeseen delays dependant on when the RAP decision is made.

Chris Dupe advised that discussions between the chosen consultants for the project had begun. It is likely that there will be three sub-contractors to carry out the project work, and one contractor to bring it together. General discussion around the budget and scope of the project was held. Chris Dupe advised that the project may be completed by December.

**Action(s):**

- Chris Dupe to provide Steering Committee with final consultant quote.

**16.8 Climate change vulnerability assess**

Chris Dupe advised that Museums Victoria had been approached by the Federal Department of Environment and Energy to participate in climate vulnerability work at World Heritage Sites. Chris advised the Steering Committee that there may be work in determining how to feed climate vulnerability and strategies into the reviewed WHMP and that this study had come at a relevant time.

The Chair commented that the Heritage Council was also undertaking work looking at climate change and heritage sites.

**16.9 Other business**

The Chair raised that a review of the EPBC Act is underway. There may be opportunity for the Steering Committee to be engaged in this process. The Chair advised that more information will be circulated as it becomes available.

**16.10 Next meeting/ frequency of meetings**

Agreement at previous meeting to hold Steering Committee meetings around key milestones. For this reason, there was general agreement that the next meeting would notionally go ahead in 4 – 5 weeks following the development of a consultation report.

**Meeting concluded at 12 30 pm.**