Minutes

World Heritage Steering Committee for the Royal Exhibition Building and Carlton Gardens



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| Date: | 14 September 2023 |
| Time: | 9:15 am  |
| Location: | MS Teams |
| Chair: | Steven Avery |
| Attending: | **Steering Committee members:** **Steven Avery**, Executive Director, Heritage Victoria (Chair) **Lynley Crosswell**, Chief Executive Officer, Museums Victoria **Sophie Handley**, Director, City Strategy, Strategy, Planning and Climate Change, City of Melbourne **Richa Swarup**, Senior Adviser, City Heritage, City of Yarra | **Officers:**Michelle Stevenson, Museums VictoriaAmanda Bacon, Heritage VictoriaRebecca O’Brien, Heritage VictoriaJon Griffiths, Heritage VictoriaMadeleine Moore, National Trust |
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| Apologies:  | Simon Ambrose, Chief Executive, National Trust of Australia (Victoria) Angela Hill, City of Melbourne |
| Secretariat: | Heritage Victoria, Department of Transport and Planning  |
| Note taker: | Jon Griffiths |

| Item | Topic |
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|  | **Introduction**The Chair welcomed all committee members and officers to the meeting and offered an Acknowledgement of Country. Simon Ambrose and Angela Hill were noted as apologies. The Chair informed the Committee that Commonwealth representatives would not be in attendance but have been invited to all forthcoming meetings. All present agreed to the meeting being recorded for the purposes of preparing minutes.  |
|  | **Declaration of conflicts of interest**No conflicts of interest were declared.  |
|  | **Call for any other business items**Michelle Stevenson indicated that she would discuss the publication of ‘The Implication of climate change for World Heritage properties in Australia’ and possible Commonwealth grants. The Chair passed on congratulations and thanks to Jon Griffiths, who has been appointed to a new role at Heritage Victoria. Advertising to fill his current role will take place in due course.  |
|  | **Confirmation of minutes of previous meeting** The previous meeting was held on 12.05.2023. **Resolution:** that the minutes be approved without amendment.**Moved:** *Lynley Crosswell/Sophie Handley* |
|  | **Actions Arising** Reporting on the actions from the previous meeting:* All recommended changes to the WHMP, including those discussed in the previous meeting, were made.
* Responses to submitters were provided on behalf of the Steering Committee, with the suggested amendments.
* Lynley Crosswell and Richa Swarup have been reappointed to the Steering Committee. The Chair passed on congratulations to both and thanked them for their ongoing work with the committee.
* Work on the appointment of a representative from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation is underway.
* The Chair noted that the Department of Transport and Planning requires assessments of members’ performance when considering reappointments. This includes providing a record of attendance at meetings, which must be a minimum of 75% in any given financial year.
* The Chair confirmed that advice had been received that alternate members cannot be appointed. Organisations are welcome to send other representatives to meetings in the case that the appointed committee member is not available, however they will not have any voting rights and it would not constitute attendance for the appointed committee member.
* A response to the Yarra City Council’s paper was provided on behalf of the Steering Committee.
* A summary of consultation, based on the paper tabled at the previous meeting, was prepared and made available on Engage Victoria.
* Michelle Stevenson circulated the Deloitte report for comment. Michelle noted that feedback received following circulation had been returned to Deloitte. There are no current updates on timing of the final report.
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|  | **Status of World Heritage Management Plan** The committee was informed of the following:* The Australian Heritage Council (AHC) confirmed that the WHMP is not inconsistent with the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) and relevant schedules. The AHC also provided addition feedback for noting.
* A response was provided to the AHC.
* A brief has been prepared for the Minister, and final approval is being sought.
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|  | **WHMP communications plan**The Chair noted that a communications plan will be required to ensure visibility of the WHMP and to comply with the *Heritage Act 2017*, in anticipation of Ministerial approval. The Working Group is to coordinate a social media strategy. Rebecca O’Brien provided an overview of the proposed communications plan that was provided to the committee members in the circulated meeting papers. The committee discussed the possibility of having an informal event to introduce the WHMP. This may be achieved by a public open day. The Working Group will continue to discuss this idea. **Resolution:** that the Steering Committee agrees to the proposed communications plan contained in Attachment 1, with the suggested amendment of holding an informal event as discussed in meeting. **Moved:** *Lynley Crosswell/ Sophie Handley***Action arising:** Working Group to discuss a potential informal event as part of the communications plan.  |
|  | **Update on World Heritage Environs Area Strategy Plan (WHEASP)**Amanda Bacon provided an update on the status of the WHEASP. The Heritage Council has adopted the WEHASP with amendments and made recommendations to amend the exhibited planning scheme documents. A brief will be provided to the Minister on the matter.  |
|  | **Update to Terms of Reference – WHMP hearing process and update on payments** Jon Griffiths provided a brief overview of the WHMP hearing protocols proposed to be appended to the Terms of Reference. These protocols will assist hearing processes should they be held in the future. Rebecca O’Brien provided an update on changes to remuneration of members, to incorporate a 3% increase approved by the Premier for all Executive Committees earlier this financial year. These changes cannot occur until a brief is provided to the Minister and approved. **Resolution:** to adopt the WHMP hearing protocols as appendices to the Terms of Reference.**Moved:** *Richa Swarup/ Sophie Handley*  |
|  | **‘Lessons learned’ session**Jon Griffiths presented a ‘lessons learned’ session, reflecting on the 2020-2023 WHMP review process. A survey of Working Group members was used to inform the presentation. This session was intended as an introduction to further work that will be drawn together as a resource for the next review period. **Action arising:** ‘lessons learned’ material to be packaged and circulated to the Steering Committee and Working Group members.  |
|  | **Skills matrix review**This item has been deferred to the December 2023 meeting.  |
|  | **Funding**The committee discussed funding for the next financial year. The committee noted that funding will be critical in the implementation of the WHMP and will continue to discuss possible avenues going forward. The committee agreed that the launch of the WHMP will be a key period to discuss funding identified actions with relevant stakeholders.  |
|  | **Strategic Vision 2022-2025; Update on Strategic Actions**Rebecca O’Brien presented on the status of actions arising out of the Strategic Vision 2022-2025. Many of these actions are due to be completed by either June or December 2024. These actions were also outlined in the meeting papers. It was noted that the City of Melbourne will be commencing a review of their heritage strategy. This may provide an opportunity for crossover with achieving the goals of the Strategic Vision. The Working Group will be focusing on implementation of the Strategic Vision actions in the coming meetings. **Resolution:** adopt the recommendations made in paper 13.1, which are as follow:1. Note the summary of the status of the 39 strategic actions in Attachment 1
2. Agree that the Working Group develop a communications/engagement plan by 30 June 2024
3. Agree that the Working Group prepare an implementation plan for the World Heritage Management Plan (WHMP) by December 2024
4. Discuss the development of a funding plan at the September 2023 meeting
5. Discuss the completion of an interpretation plan by December 2024
6. Agree to report any matters that may negatively affect the Outstanding Universal Value at each meeting
7. Agree to note actions taken to support and uphold the principles of self-determination for Victorian Traditional Owners at each meeting
8. Agree that the Working Group prepare an annual report to the Minister on the state of the World Heritage Values of the site.

**Moved:** *Lynley Crosswell/Sophie Handley* |
|  | **Public communication**The committee noted the items of correspondence received since the previous meeting.  |
|  | **Australian World Heritage Advisory Committee meeting minutes**No minutes were received.  |
|  | **14. Any other business**The Chair informed the committee of the following:* The Steering Committee has now been added to the Government Appointments and Public Entities Database (GAPED). This was a major milestone for governance of the committee and has ensured the Committee is now compliant with Department requirements.
* Meetings are now proposed to start at 9:15 am at the request of members to avoid clashes. Meeting invites have been sent.
* There is a proposed date change from 12 September 2024 to 19 September 2024.
* There is a Department of Premier and Cabinet requirement that members attend a minimum of seventy-five per cent of all meetings in any given financial year. Dates for the remaining meetings for this financial year are as follows – Steering Committee members are politely requested to ensure these are diarised:
	+ 14 December 2023, 9.15 am – 11 am
	+ 14 March 2024, 9.15 am – 11 am
	+ 13 June 2024 – 9.15 am – 11 am

Michelle Stevenson updated the committee on the following:* The Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW) commissioned the CSIRO to undertake a study on the impacts of climate change on Australian World Heritage sites. Museums Victoria and the City of Melbourne partook in a vulnerability assessment of the Royal Exhibition Building and Carlton Gardens as part of the process. These findings are published in the report ‘The implications of climate change for World Heritage properties in Australia’.
* Australian World Heritage Grants will be available for site managers to apply for. These grants will range from between $24,000 and $400,000 and will fund up to 80% of eligible projects. New heritage grants for First Nations based projects will also be available. Museums Victoria and the City of Melbourne will explore possible applications.
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|  | Meeting closed at 10:30 am |
|  | **The next meeting is 14 December 2023** |
|  | **Upcoming events***Future Steering Committee meetings – please check your diaries and keep these dates free. Advise of any clashes as early as possible.* * 14 December 2023, 9.15 am
* 14 March 2024, 9.15 am
* 13 June 2024, 9.15 am
* 19 September 2024, 9.15 am
* 12 December 2024, 9.15 am
* 13 March 2025, 9.15 am
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## Membership (For information only)

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| Name (gender) | Position, title and nominating organisation | Appointment term |
| Mr Steven Avery (M) | Executive Director, Heritage Victoria, Department of Transport and Planning | No appointment term due to the legislated requirement for the Executive Director to serve as Chair, in accordance with s.181(2)(a) of the Heritage Act 2017 |
| Mr Simon Ambrose (M) | Chief Executive Officer, National Trust of Australia (Victoria) | 12 December 2022 to 11 December 2025 |
| Ms Lynley Crosswell (F) | Chief Executive Officer, Museums Victoria  | 1 July 2023 to 30 June 2026 |
| Ms Sophie Handley (F) | Director, City Strategy, Strategy Planning and Climate Change, City of Melbourne | 14 December 2021 to 30 June 2024 |
| Ms Richa Swarup (F) | Senior Advisor, City Heritage, Yarra City Council | 1 July 2023 to 30 June 2026 |