

Yalukit Willam Nature Reserve

Partnership agreement between Bayside City Council and the Yalukit Willam Nature Association

-Roles and Responsibilities-

Purpose

Bayside City Council endorsed the Elsternwick Park Nature Reserve Masterplan in June 2020 which provides the overarching direction for the future outcomes to be delivered at the former Elsternwick Golf Course. Bayside City Council ('BCC') is committed to working with partner organisations to ensure that open space is well looked after and enhanced to maximise the enjoyment of spaces.

The Yalukit Willam Nature Association ('YWNA') are a key partner in ensuring the realisation of the vision of the Masterplan and for engaging the community in respecting, enhancing and enjoying the place.

The purpose of this document is to define each parties' roles and responsibilities so that clarity is provided and to aim at providing clear direction of authority to those roles and to consequently reduce undesirable outcomes, assumptions, limit risk and increase rewards throughout the project lifecycles through a collaborative approach. This document should be read in conjunction with the Memorandum of Understanding between both parties which references the vision for the reserve and the importance of the need to work together.

Defining the Roles & Responsibilities

Strategy and vision

1. Setting Vision for Reserve

Bayside City Council has adopted a high-level vision for the reserve, as outlined within the Masterplan. The terms of this agreement relate to the implementation of the vision of the Masterplan.

Council acknowledges YWNA's integral role in the development of this vision and intends to continue to hold value to that foundation and YWNA's ongoing work in the implementation of the Masterplan.

2. Management of the reserve

BCC is responsible for the overall management of the reserve. BCC will develop a management plan for the reserve ensuring that the outcomes of the Masterplan are met.

YWNA's input on the drafting of the management plan will be as a key party in the overall Masterplan execution and it is anticipated that YWNA's programming, service provision and knowledge will be referenced, and the data gathered from surveys and activities will be fed into the management plan.

YWNA is responsible for managing their activities within the reserve as outlined in the table below and expanded on in each relevant section of this document.

3. Develop Strategies to manage weeds, pests and domestic animals

BCC will develop strategies to manage weeds, pests and domestic animals within the reserve as part of the forthcoming management plan. Once developed, the implementation of these plans will sit primarily with Council to implement. It is anticipated that Council will be able to draw upon the resources and skills of its contractors and YWNA to develop and implement any required strategies.

YWNA's data gathered in local survey works was pivotal in developing baseline survey data and continues to play an input role in both parties understanding of local ecology.

4. Develop habitat enhancement strategies

BCC will develop strategies for habitat enhancement as part of the management plan. Once developed, the implementation of these plans will sit primarily with Council to implement. Council will be able to draw upon the resources and skills of its contractors and YWNA to implement any required strategies.

5. Develop activities to enhance public amenity, passive recreation and visitor experience

BCC will develop activities to enhance public amenity, passive recreation and visitor experience within the reserve. Once developed, the implementation of these actions

will sit primarily with Council to implement. It is anticipated that Council will be able to draw upon the resources and skills of its contractors and YWNA to implement any required strategies.

BCC notes YWNA's important role in community engagement, education and volunteer activities within the reserve and is therefore very well placed to contribute to the visitor experience development plans.

6. Recommend changes to the reserve to ensure functions are met

As part of the ongoing operation of the reserve, all parties are encouraged to provide feedback to Council regarding any potential changes to the reserve to ensure functions are met. Ultimately, this will be at the discretion of Council as to whether any required changes should be implemented.

There are a range of ways that Council and YWNA will communicate, ranging from specific conversations relating to operational matters to Council seeking input into the development of strategies to enhance the reserve.

YWNA may draw upon its information sources and citizen science data to inform its feedback to Council.

7. Decisions on general actions to be taken

Decisions relating to the prioritisation of actions will sit with Council and will be subject to the allocation of budget, as part of Council's capital works and annual budget processes.

Council and YWNA will work together on an annual plan/calendar of events to outline the anticipated community involvement required within the reserve to support effective volunteer engagement and planning. This should be prepared and agreed by both Council and YWNA each calendar year. Reactive matters may arise of this and Council and YWNA will work together to progress and appropriate response.

Maintenance of Hard infrastructure

8. Maintenance of Hard Surfaces

Council is responsible for the maintenance of all hard surfaces and structures within the reserve and may engage contractors to undertake works within the reserve. Any issues identified by YWNA should be raised with Council's Yalukit Willam Nature Reserve Project Lead or if urgent in nature, through Council's Customer Service department on (03) 9599 4444.

9. Maintenance of CoP Pumping Equipment.

Council is responsible for overseeing maintenance and any issues with the effective functioning and operation of the Chain of Ponds. Council may engage a contractor at times to undertake investigations or works on its behalf. Council is committed to

notifying YWNA of any major issues/defects in the event the issue impacts any YWNA planned activities. YWNA must not interfere with the functioning of systems unless with the written permission of Council.

Any issues identified by YWNA should be raised with Council's Yalukit Willam Nature Reserve Project Lead or if urgent in nature, through Council's Customer Service department on (03) 9599 4444.

10. Maintenance of equipment associated with irrigation.

Council is responsible for overseeing maintenance and any issues with the effective functioning and operation of the irrigation system(s) within the reserve. Council may engage a contractor at times to undertake investigations or works on its behalf. Council is committed to notifying YWNA of any major issues/defects in the event the issue impacts any YWNA planned activities. YWNA must not interfere with the functioning of systems unless with the written permission of Council.

Any issues identified by YWNA should be raised with Council's Yalukit Willam Nature Reserve Project Lead or if urgent in nature, through Council's Customer Service department on (03) 9599 4444.

11. Earth Moving

Council, via an appointed contractor, is responsible for undertaking any significant excavation or earthmoving process.

It is expected that any activities that exceed these permitted ones will be approved by the Yalukit Willam Nature Project Lead.

12. Litter Management and Monitoring

Any small litter found in the reserve will be the responsibility of Council (via its contractor(s) to manage. Council is not resourced to always keep all reserves in impeccable condition and community support is required to ensure places are clean and tidy. Council will provide rubbish bins for public use within the reserve, and YWNA are serviced by their own waste collection service. Any waste created from YWNA operations should be disposed of through YWNA waste management and not through public litter bins.

YWNA collects litter data on site with a partnership program with Love our Streets. YWNA will provide information/data to Council (obtained by surveys) so that strategic decisions can be made via future litter management.

Any illegal dumping of rubbish/waste is to be reported through Council's Customer Service department on (03) 9599 4444.

Plant Lab / Seed Production Area ('SPA')

The Plant Lab is a nursery run by YWNA that contributes towards the habitat restoration goals that have been defined for the Yalukit Willam Nature reserve. The Plant Lab and Seed Production Area (SPA) provides plants and seed to support the realisation of the vision for the reserve and contribute to the planting outcomes at the site. It is a valued and integral part of the project providing service provision to the reserve and builds community interest and engagement in the project, one of the key pillars of the Masterplan.

All parties note that not all plant and seed stock will be able to be sourced from the Plant Lab, however the contribution from the plant lab creates a valuable contribution to the site.

13. Running the plant lab and SPA

YWNA are responsible for operating and coordinating the Plant Lab and SPA and are responsible for appropriate safe work practices, ensuring that all staff/volunteers are equipped with the appropriate OHS training and support. The Plant Lab and SPA are required to be kept in a clean, tidy and hygienic condition to the satisfaction of Council.

Key responsibilities of YWNA in the plant lab are:

- Working out what consumables will be required
- Ensuring consumables are ordered/delivered/stored in appropriate places
- Sourcing appropriate stock (propagules /cutting material/ plants)
- Determining volunteer input required
- Scheduling plant lab days and program of activities
- Scheduling volunteers
- Promoting and engaging communication with potential volunteers
- Running induction sessions/ skills training
- Timetabling of seed collection from SPA
- Seek support from Council for paid expert knowledges where required

Key responsibilities of BCC in the plant lab are:

- Liaising with YWNA in a timely manner regarding plans, planting needs to ensure the plant lab can provide stock and manage schedule.
- Contribute resources to support the operation of the plant lab through a defined process and budget.
- Provide maintenance request form for YWNA to complete where needed.

14. Determining species for propagation

Once a species list/palette and timeframe has been developed, the implementation of this will sit primarily with YWNA to oversee the propagation process. It is anticipated that YWNA will be able to draw upon the resources and skills of Council and its contractors as required.

Moving forward YWNA will be responsible for:

- Working from the forthcoming list of desired species
- Identifying which species flourished and which didn't
- Keeping records of successes and failures
- Inputting this into the propagation planning
- Identifying sources of desired species if not in SPA
- Identification of seed stock available and complexity of production (some species that are particularly difficult to propagate may be done outside of plant lab sessions by horticultural experts)
- As appropriate and via the Project Lead, liaising with contractors

15. Propagation Process

YWNA to oversee the implementation of the propagation process with guidance from BCC when needed. YWNA to use best practice nursery production and propagation techniques, guided by an experienced horticulturalist would be advantageous. And to formally understand the brief The University of Melbourne ENR SPA Instruction Manual. See Bayside Project Lead for a copy, if required.

YWNA is responsible for

- See above note about sourcing.
- Maintaining data base of where these sources are
- Skilling up volunteers on propagation methods
- Keeping records of which methods have worked well and which didn't
- Developing timetable of when to propagate target species
- Keeping actual stock maintained
- Collection of stock material from CoP for cuttings/division
- Collection of exiting potted material for division
- Collection of finer soil, preparation into seed raising trays, leveling, reading up reference guide to see what pre sowing treatment and recommended time for sowing is i.e. extra cleaning of see head, sowing with layer or sand over tray
- Watering
- Locating of tray in area for watering/ automated spray
- Checking to ensure well moistened

16. Seed Collection Process

YWNA are expected to comply with DEECA guidelines in relation to seed collection recordings to assure compliance and threats to ecological communities, including all required permits.

All seed collection activities within Bayside Reserves must first be approved by the council, outlining reserve locations, species targeted for collection and approx. population size and to communicate activities to the Bayside Nursery of intentions and methodology.

https://www.environment.vic.gov.au/data/assets/pdf_file/0020/50438/Application-for-Permit-to-Take-Protected-Flora.pdf

YWNA are responsible for:

- Maintaining seed collection permit with Parks Victoria, and sites used
- Developing database of where seed sources are (especially a local one as seed sources become available in YWNR)
- Developing seed collection timeline (i.e., best weeks of year for what species)
- Maintaining data base of seed sock
- Cleaning and storing seed
- Arrange and maintain drying area for collected seed
- Arrange longer term storage of seed once dried
- Negotiate with Council about requirements for permanent storage area
- Liaison with other like organisations that manage seed harvesting
- Maintaining volunteer schedule to accomplish all of this
- Training of volunteers in seed collection/ seed cleaning/seed storage methods
- What was located and what we have available
- Checking of the seed viability times (as per reference book) – done with noting seed harvesting date

17. Supply of Equipment

Council does not have limitless resources to sustain the operation of the plant lab and SPA and any support is subject to Council's annual budget process. A formal process and possible register of equipment to assure this is managed sustainably.

The YWNR Project Lead will work with YWNA Representatives to ensure that YWNA have the relevant equipment needs to deliver any actions agreed upon via the overarching Partnership Agreement, with the limitations that we have. This will include:

- Identifying equipment needs
- Costing of equipment
- Putting requests in to Council in timely fashion to ensure equipment is available when needed
- Inputting on future works and design of the plant lab and spa
- A formal process and possible register of equipment to assure this is managed sustainably will be developed in conjunction with the YWNR Project Lead.

18. Repairs to building or structures

Terms governing the leased components of the reserve are to be complied with in accordance with the terms outlined in the lease. YWNA will be responsible for maintaining and repairing any structures, equipment or machinery purchased by

them to support their operations. Any public infrastructure will be repaired by Council or its contractor in accordance with standard Council practice.

Vegetation Management

To adhere to the visions outlined within the Masterplan BCC will oversee the following aspects relating to conservation and biodiversity enhancement. YWNA's role in each area is outlined in the expanded notes in each section. BCC commits to ensuring designs are shared in a timely manner to enable all stakeholders to be aware of current plans. Both parties note that vegetation is ultimately habitat, and that target species are considered in all aspects of the planning.

➤ Plant section – Type and Quantity

BCC will work in co-operation with a YWNA representative on plant selections, type and quantity. YWNA to officially provide and on ground representative. Both parties note that in developing our collaborative plan on plant selections the following principles will be prioritized:

- Identifying what has been successful in earlier plantings
- Incorporating this into adaptive management
- YWNA knowing what quantities are required 12 months ahead (to be able to source/ propagate, find appropriate alternatives (and collaborate with Council to have these approved) if target species are not available to propagate or fail to thrive
- Choosing species based on habitat needs.
- Creating a solid mechanism for input that works for both parties.

➤ Design of planting sections.

BCC to undertake a vegetation management plan and will consult with YWNA on their expertise. Noting the principles above and acknowledging YWNA has knowledge and expertise especially regarding habitat design.

➤ Infill Planting

To be guided by the vegetation management plan. YWNA's local knowledge and record keeping will be essential to identify what species should be used (what has worked and what hasn't) and the numbers required to infill.

➤ Auditing

Audit of each area to be undertaken by BCC

20. Trained Arborist Work

Bayside to manage and undertake any works to trees.

21. Plant Maintenance for ground layers

Bayside and YWNA under guidance from Bayside. This will be established between the YWNR Project Lead and YWNA as appropriate.

Weed Management

22. Weed Management:

Bayside Project Lead to outline a regular brief to guide weed control activities for contractors and YWNA

- **Knapsack spraying.** Qualified Contractor works only.
- **Boom Spraying.** Qualified Contractor works only.
- **Hand weeding.** YWNA to undertake through designated areas. Council or Contractor through general maintenance plan.
- **Woody Weed Control/ Cut and Paint.** Large stands through contractor if chainsaw required. Individual stands by YWNA.

Habitat enhancement

23. Habitat Creation:

YWNA has a deep understanding of local ecology and habitat enhancement and a strong connection to the site. Both parties note YWNA's knowledge in the area of habitat creation and management and believe the project benefits immensely when this knowledge is part of decision making and trouble-shooting processes. We also both agree this is an iterative process and ongoing adaptations and pivots are needed. As this topic is an area of the reserve that both parties acknowledge YWNA plays a key role in they intend to work constructively and collaboratively throughout all stages of development and decision making.

BCC intends to consult with YWNA and their guide on the development of habitat creation and enhancement strategies and observations.

Both parties acknowledge the core commitments will guide their working relationship with regards to habitat strategies, and acknowledge that habitat decisions are best made in the planning stage.

Both parties intend for survey and monitoring data from YWNA to be fed into the tracking of these strategies and that a system between parties to review the successes will be implemented.

Council is responsible for implementing any habitat enhancement strategy created for the reserve and may draw upon the assistance of YWNA to assist in delivering habitat enhancement outcomes. BCC will work closely with YWNA to develop these strategies drawing on YWNA's extensive local knowledge and expertise. The focus will be on target species habitat enhancement drawing on YWNA's intricate knowledge which will be adaptive and ongoing. Habitat creation success can be measured through a conservation plan- targeted species etc.

Topics that will be included in our forthcoming extended habitat creation plan include:

- Target Species needs
- Placement of branches
- Location, design, construction and installation of nest boxes

The following current points are understood between the parties:

- **Placement of branches.** Bayside Approval required. Safety (example: fire risk, tripping hazards) and public perception should be considered for this activity. No large branches or logs are to be placed in the reserve without the prior approval of Council.
- **Location of Nest Boxes.** Collaboration between Bayside and YWNA, as outlined in this document.
- **Design, construction and installation of nest boxes**

Council is developing an Artificial Cavity Action Plan (ACAP), incorporating a mixture of chainsaw hollows, log hollows and nest boxes. The ACAP will define how nest boxes are managed by Council and volunteer groups across Bayside. In the meantime, nest boxes will be managed as outlined below.

Design of nest boxes is the responsibility of Council as boxes need to be safe and secure due to their location in public open spaces. Council will consult with YWNA on the design of any nest boxes to be placed within the reserve.

Construction of nest boxes is the responsibility of YWNR and/or Council. Any construction works should be in accordance with direction from Council to ensure nest boxes are safe, fit for purpose and installed correctly.

Council is responsible for the installation of any nest boxes or chain saw hollows within the reserve.

As well as safety, the design needs to factor the intended target species which is governed by those species outlined in the EPNR Fauna Strategy.

A plan outlining intent including proposed location will be required for approval for this activity.

The EPNR Fauna Strategy outlines the recommended target species. Nest boxes should be aimed at this intent. A review process may be required if there is clear evidence of a state listed threatened species found in the reserve.

Council will support YWNA to develop the skills required to develop and undertake the annual nest box monitoring program.

24. Biodiversity Flora and Fauna surveys / Waterwatch / etc.

YWNA has developed ongoing citizen science volunteering to monitor the health and biodiversity of the reserve. YWNA has been conducting fauna surveys since 2019 and members involved in Waterwatch since 2014 and this data and activities are integral parts of the project which both parties value. It is also a very important way community engage in the project and the local environment.

Current and historical surveys YWNA conducts are listed on their website:

<https://www.elsternwickpark.org/surveys-and-studies/>

YWNA welcomes the sharing of findings to Council and reported through additional channels (iNaturalist, VBA, etc.).

Both parties recognize the need for an integrated approach so that the YWNA data can fit into an overall conservation framework for the reserve to aim for the Masterplan goals.

Council will undertake its own surveys within the reserve as required.

25. Ecosystem Maintenance

Council is responsible for implementing actions from any habitat enhancement strategies created for the reserve and may draw upon the assistance of YWNA to assist in delivering habitat enhancement outcomes.

Council, in collaboration with stakeholders, will develop a comprehensive management plan as the Reserve areas develop which will include actions associated with Ecosystems Maintenance.

The Reserves ecosystem will always be in flux due to a number of internal and external factors. This document acknowledges that BCCs and YWNAs roles will likely alter in ways that benefit the Reserve in line with adopted plans and strategies.

BCC welcomes input from YWNA on immediate needs for ecosystem management and the process for this will be streamlined through monthly meetings and other processes.

26. Biomass and Recruitment Management

As areas are developed and their appropriate ecological vegetation class and habitat are realised, both YWNA and contractors will be tasked by council to undertake reduction in biomass and the management of future recruitment.

Further details will be provided through the development of a comprehensive management plan (see point 25) as this can be achieved through various management techniques.

Volunteer Management and Coordination

27. Volunteer Events

YWNA are responsible for the planning, promotion and recruitment to their volunteer events. YWNA are responsible for undertaking proper public protocol for events they are responsible for and assume liability for those events. All YWNA volunteer events have lead coordinators who have been inducted in all aspects of looking after volunteers and ensuring right practice in the reserve.

Both parties acknowledge the efforts that go into the working bees and how these activities create a unique collaboratively culture for the community as well as meet targets in the masterplan

As part of the annual planning process, Council will advise YWNA with potential opportunities for volunteer support and Council may assist with the planning in the event it relates to a larger part of reserve construction/delivery.

28. Working Bees

YWNA are responsible for the coordination and planning of working bees and have appointed lead co-ordinators for the events.

Both parties acknowledge the efforts that go into the working bees and how these activities create a unique collaboratively culture for the community as well as meet targets in the masterplan

YWNA are encouraged to update BCC when required to assure efficiency and works are guided by proper land management principals. Communication to be via YWNR Project Leader leading up to event. Council to keep YWNA informed of upcoming plant, habitat creation, gaps to help them plan for events and support Masterplan outcomes.

29. Volunteer Recruitment and management

YWNA are responsible for recruiting and managing its volunteer base. YWNA volunteers are not 'Council' volunteers and as such, are not within Council's liability or responsibility. Appropriate induction and Working with Children's Checks are the responsibility of YWNA to administer.

All YWNA volunteers take part in an on site induction process and are introduced to the scope of activities on site and in the Plant Lab and Spa. Volunteers will be made

aware of key protocols (etc.) including an understanding of the agreed Roles and Responsibilities agreement with Bayside City Council.

See: <https://www.elsternwickpark.org/handbook-for-volunteering-with-the-ywna/>

30. Creating a Safe Working Environment.

YWNA are responsible for ensuring a safe working environment for all volunteers. YWNA may not enter areas within the site nominated as restricted access without the prior consent of Council and/or the site supervisor as appropriate site inductions may be required.

Community Education and awareness

31. Tours, Guides and Outreach programs

Council is not in a position to provide financial or human resources to facilitate tours and guides run by YWNA. YWNA may run their own tours and guides, noting Council's policies around events on public land.

It is also acknowledged that the Partnership Agreement may alter once the Gateway Building is open and operational.

32. Events

Some events may require a permit from Bayside Council. The Partnership Agreement requires that any events that require a permit and managed via the proper process. See link below for more information.

https://www.bayside.vic.gov.au/sites/default/files/2021-08/events_in_public_places_policy_2020.pdf

Council is not in a position to provide financial or human resources to facilitate events run by YWNA.

YWNA runs community events that contribute to the enjoyment and knowledge of the reserve as one of the key contributors to the masterplan which will comply with Council's relevant policies and processes for events.

33. Relationships and Partnerships

This agreement has been drafted to determine the partnership between BCC and YWNA. Both parties agree to work together collaboratively and transparently with the aim of sharing information in a suitable and timely manner. It is understood that it is dynamic partnership and not every scenario can be planned for, therefore both parties will endeavour to work together in a constructive manner and improve processes and partnership matures.

Monitoring and Reporting

34. Local Knowledge advice and Reports

Both parties are working towards a structured mechanism for local knowledge implementation as part of the advice gathering process.

35. Ecological Outcomes Monitoring

Both parties acknowledge the need to establish a way of measuring ecological outcomes within the project. This will be included in the broader habitat creation piece and it is intended that YWNAs feedback is gathered and considered for future project works.

36. Collate and provide feedback on observations of reserve in general.

All parties are invited to provide feedback and observations in general. In the first instance, this should be directed through the YWNR Project Lead or via the Manager Open Space and Recreation. Council will develop a register to record feedback to consider how the reserve may need to be refined/modified moving forward.

Signed by:



Jill Colson

Director Environment Recreation and Infrastructure

Bayside City Council

20 / 11 / 2023



Natalie Davey

President

Yalukit Willam Nature Association

20 / 11 / 2023

Roles and Responsibilities Table

Function	Responsibilities	
	BCC	YWNA
Strategy and vision		
1. Setting vision for reserve (masterplan)	X	
2. Overall Management of the reserve	X	X ¹
3. Develop strategies to manage weeds, pest and domestic animals	X	X ²
4. Develop habitat enhancement strategies	X	X ²
5. Develop activities to enhance public amenity, passive recreation and visitor experience	X	X ²
6. Recommend changes (operational or capital) to the reserve to ensure functions are met	X	
7. Decisions on actions to be taken	X	
Maintenance of hard infrastructure / mechanics		
8. Maintenance of hard surfaces (i.e. paths)	X	
9. Maintenance of CoP pumping equipment	X	
10. Maintenance of equipment associated with irrigation	X	
11. Earth moving – small scale	X	
12. Litter Management and Monitoring	X	X
Plant Lab / SPA		
13. Running the plant lab and SPA		X
14. Determining species for propagation	X	X ¹
15. Propagation process	X	X
16. Seed collection process		X
17. Supply of equipment	X	X
18. Repairs to building or structures	X	
Vegetation Management		

19. <u>Vegetation Management:</u>	X	X ¹
• Plant selection – types, quantities		
• Design of planting sections		
• Infill planting		
• Auditing		
• Record keeping		
20. Trained Arborist Work	X	
21. Plant maintenance for ground layers	X	X
Weed management		
22. <u>Weed Management</u>	X	X ¹
• Knapsack spraying		
• Boom Spraying		
• Hand weeding		
• Woody Weed Control/ Cut and Paint		
Habitat Enhancement		
23. Habitat Creation	X	X ¹
➤ Placement of infill plantings		
➤ Placement of branches		
➤ Debris		
➤ Location of Nest Boxes		
➤ Installation of nest boxes/chainsaw hollows		
24. Biodiversity Flora and Fauna surveys / Waterwatch / etc	X	X
25. Ecosystem maintenance	X	X
26. Biomass and recruitment management	X	X
Volunteer Management and Coordination		
27. Volunteer events	X	X ¹
28. Working bees		X
29. Volunteer recruitment		X
30. Creating a safe working environment	X	X
Community Education and awareness		
31. Tours/guides/outreach programs	X	X
32. Events	X	X
33. Relationships and partnerships	X	X
Monitoring and Reporting		

34. Local knowledge advice and reports		X
35. Ecological Outcomes monitoring	X	X
36. Collate and provide feedback on observations of reserve in general	X	X

1 – YWNAs role is under supervision or direction from Council, as set out in this document

2 – YWNAs role is primarily as one of several stakeholders, rather than a decision maker

