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| **MEETING MINUTES – CKPoM Steering Committee** |  |
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| **Date: 1 December 2020** | **Time: 12:30am to 2:15 pm** | **Venue:** Committee Rooms – Port Stephens Council (for Staff and Councillors only) – Committee via Zoom |
| **Chairperson:** Councillor Sarah Smith | **Minutes:** Kimberly Baker/Joanne Atkins |
| **Attendance** |  |
| Councillor Sarah SmithPort Stephens Council(Chair) | Kylie Kaye - Natural Resources CoordinatorPort Stephens Council | Kimberly Baker –Environmental PlannerPort Stephens Council | Jo Atkins – Business Systems Administration OfficerPort Stephens Council | Roger YeoCommunity Rep |
| David AllenNSW Rural Fire Service | Anne FinneganHunter Water Corp | Chantal Parslow RedmanVoices of Wallalong, Woodville and surrounds (VoWW) | Ben van der WijngaartPort Stephens Koalas | Ray McMillanWorimi Aboriginal Land Council |

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| **Apologies** |  |
| Councillor John NellPort Stephens Council | Paul HillierSenior Project OfficerDPIE | Mark IngramNational Parks & Wildlife Service | Jordan SkinnerNatural Resources Team LeaderPort Stephens Council | Lee McElroyVegetation Management OfficerPort Stephens Council |
| Gary Worth |  |  |  |  |

| **Meeting Minutes: 1 December 2020** |  |
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| **Item** | **Topic** | **Time Required** | **Responsible Officer** | **Discussion** | **Action**  |
| **1.0** | **WELCOME** |  |
| 1.1 | Welcome and Acknowledgement of Country*Today we are meeting on Worimi land and the lands of other Traditional Custodians. We acknowledge the past, we are working towards a better tomorrow, and we pay our respects to Elders past, present, and emerging.*  | 3 min | Chair | NIL  | - |
| **2.0** | **PREVIOUS MINUTES** |  |
| 2.1 | Adoption of Previous Minutes | 2 min | Chair | **Adopted by commitee**Chantal Parslow Redman – requested an amendment to previous minutes to include her in the attendees list.  | 1. PSC to add Chantal Parslow Redman to the attendees list on previous meeting minutes **- completed**
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| 2.2 | Review of Action Items | 5 min | Chair | NIL | - |
| **3.0** | **GENERAL NOTICES** |  |
| 3.1 | Correspondence | 2 min | Administration Officer | NIL | - |
| 3.2 | Grant Funding | 3 min | Administration Officer | NIL | - |
| 3.3 | Committee Administration* Terms of Reference
* Annual Report
* Membership
 | 10 min | Natural Resources Coordinator | **Tabled:*** Terms of Reference – no significant amendments from the General Managers review other than:
	+ Minor changes to Community Membership
	+ Clarification of voting rights
	+ Council staff were confirmed to not have any voting rights
* Annual Report pro-forma
 | **-** |
| 3.4 | CKPoM Mapping Process – Update | 5 min | Environmental Planner | The Koala Habitat Map Amendment process has been reviewed and approved by Council’s General Manager and has been submitted to the DPIE Coordinator General (Paul Grimes) for endorsement. Currently awaiting feedback from DPIE.  | 1. Council to follow up DPIE Coordinator General endorsement of the Koala Habitat Mapping Amendment Process
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| 3.5 | Action Plan Update | 10 min | Natural Resources Coordinator | Council will provide the updated Action Plan for the committee to review and provide any questions or concerns to team for actioning.  | 1. Council to provide copy of updated Action Plan to Committee for review. **– completed attached to meeting minutes**
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| **4.0** | **LEGISLATIVE AND POLICY DEVELOPMENTS** |  |
| 4.1 | Koala Habitat Protection SEPP | N/A | Environmental Planner | In November 2020, the NSW Government announced plans to revert to operations under the former State Environmental Planning Policy No. 44 - Koala Habitat protection (SEPP 44) while a new policy is developed in 2021 that would protect koalas and the interests of farmers.The [State Environmental Planning Policy (Koala Habitat Protection) 2020](https://legacy.legislation.nsw.gov.au/EPIs/2020-698.pdf) commenced on 30 November 2020 to replace and repeal the State Environmental Planning Policy (Koala Habitat protection) 2019 (2019 Koala SEPP). The Koala SEPP 2020 replicates the objectives and provisions of SEPP 44, which was in force from 1995 through to 2019.For more info see: <https://www.planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Koala-Habitat-Protection-SEPP>  |  |
| **5.0** | **DATA, RESEARCH AND STUDIES** |  |
| 5.1 | Monitoring Program Update | 10 min | Environmental Planner | The CKPoM Sub-Working Group met on 19 November to discuss the proposed CKPoM Monitoring Study.  | 1. Council to send out a copy of the Sub-working group report to committee for review and comment.
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| 5.2 | Other  | 5 min | Environmental Planner | The University of Newcastle has been collaborating with Council for access to Council owned and managed lands for Koala surveys and promotion of their community surveys through Council facilities and services.  | - |
| **6.0** | **COUNCIL UPDATES** |  |
| 6.1 | Council update on Tree Permits, Development Applications, and Regeneration/ Conservation Projects | 10 min | Natural Resources Coordinator | **Tabled** – copy of reporting provided to committee and attached to this meeting minutes. | 1. Council to provide copy of reporting with meeting minutes **- completed attached to meeting minutes**
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| **7.0** | **MEMBER UPDATES** |  |
| 7.1 | NSW Dept Planning, Industry and Environment – Biodiversity Conservation  | 10 min |  | Paul Hillier from DPIE was an apology – no update provided. |  |
| 7.2 | NSW Local Land Services | 5 min |  | No representative present at the meeting to provide an update. | - |
| 7.3 | NSW National Parks and Wildlife Service | 5 min |  | Mark Ingram from NPWS was an apology – no update provided | - |
| 7.4 | NSW Crown Lands | 5 min |  | No representative present at the meeting to provide an update. | - |
| 7.5 | Hunter Water Corporation | 10 min | Anne Finegan | * Tree planting day undertaken with Port Stephens Koalas – 890 Trees planted by HW Staff volunteers to date.
* Created new areas west of Grahamstown Dam for Koala feed Tree Planting
* Kings Hill Stormwater Channel – HW have not received a revised Koala Plan of Management. The project is currently at 50% design by February 20-21 but delays to the REF and BDAR have been met from COVID.
* Transport for NSW and Koalas.
* Suggestion that Kings Hill DA should not be signed off until the Stormwater Channel and associated critical infrastructure is finalised and signed off.
 | - |
| 7.6 | Port Stephens Koalas | 10 min | Ben van der Wijngaart | Nothing to report or update from PSK at this time. | - |
| 7.7 | Voice of Wallalong and Woodville (VoWW) | 5 min | Chantal Parslow Redman | * Brandy Hill Quarry extension has been Approved by the National Environment Minister Susan Ley.
* The group has continued to receive allot of ongoing support from a range of international and national supporters against the action.
* Kings Hill Development is now in the public’s interest and spotlight.
* Port Stephens Koalas requires guidance for which koala records platform is best as there are too many to choose from and place records on.
* It was recommended that participants utilise whichever platform suits personal preference as they all contribute to the BioNet data management system which is the important underlying dataset.
 | - |
| 7.8 | Koala Sightings and Record Capture and Platforms in LGA  | 5 min | Port Stephens Koalas | * Port Stephens Koalas requires guidance for which koala records platform is best as there are too many to choose from and place records on.
* It was recommended that participants utilise whichever platform suits personal preference as they all contribute to the BioNet data management system which is the important underlying dataset.
 | - |
| **8.0** | **PRIORITY ACTIONS AND PROJECTS** |  |
| 8.1 | Update on priorities:* Monitoring Program
* CKPoM Action Plan
* Website
 | 5 min | Natural Resources Coordinator | * 1st sub-working group committee meeting has been held
* CKPoM action plan is open for comments
* The CKPoM website is under construction which will be open for resourcing.
* Council recognises that there is currently a gap in environmental education and awareness - there is potential to set this up in the new webpage and to initiate an education portal.
 | 1. Council to provide a copy of the CKPoM working sub-group report
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| **9.0** | **GENERAL BUSINESS** |
| 9.1 | RFS Presentation  | 15 min | David Allen  | * Hierarchy of RFS priorities is Life>property>environment
* Hazard reduction burns – RFS are looking to contact koala carer staff to do “cold walks” prior to burns to identify koalas and avoid them during hazard reduction burns
* Wildlife rescuers must at a minimum have suitable PPE and have completed basic bushfire awareness training to access any active fire grounds for wildlife rescue ‘blackwalks’ and must be under supervision of RFS.
* Suitable reparations prior to fire seasons is critical.
* RFS access to relevant and accurate environmental information important for management – information is imported into RFS’ environmental mapping system so that brigades have access to this information.
* Please report all sightings of open fire trial gates to RFS to reduce likelihood of arson. As with illegally dumped rubbish –please report to minimise health risk to RFS staff and volunteers.
 | 1. Jordan Skinner (PSC) to contact DA (RFS) to discuss how the vegetation has regenerated post fire at Salamander Bay and potential changes in fuel loading- update to be provided at next meeting.
2. RFS to nominate an ongoing RFS representative to attend all CKPoM committee meetings going forward.
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| 9.2 | Questions with Notice | 5 min | Natural Resources Coordinator | NIL  |  |
| 9.3 | Questions without Notice | 5 min | Chair | NIL |  |
| 9.4 | Other | 5 min | Chair |  |  |

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| **NEXT MEETING** |  |
| **Date:** 28 April 2021(to be confirmed) |  | **Time:** | 11:00am to 1:00pm | **Venue:** | Committee Rooms – Port Stephens Council |
| **MEETING CODE OF COOPERATION** |
| We start on time and finish on time. |
| We all participate and contribute – everyone is given opportunity to voice their opinions. |
| We use improvement tools that enhance meeting efficiency and effectiveness. |
| We actively listen to what others have to say, seeking first to understand then to be understood. |
| We follow up on the actions we are assigned responsibility for and complete them on time. |
| We give and receive open and honest feedback in a constructive manner. |
| We use data to make decisions (whenever possible). |