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| **MEETING MINUTES – CKPoM Steering Committee** |  |
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| **Date: 29 September 2020** | **Time: 11:00am to 12:21 pm** | **Venue:** Port Stephens Council (Staff only) – Committee via Zoom |
| **Chairperson:** Councillor Sarah Smith | **Minutes:** Kimberly Baker |
| **Attendance** |  |
| Councillor Sarah SmithPort Stephens Council(Chair) | Rean Lourens - Natural Resources CoordinatorPort Stephens Council | Kimberly Baker –Environmental PlannerPort Stephens Council | Chantal Parslow RedmanVoices of Wallalong, Woodville and surrounds (VoWW) | Roger YeoCommunity Rep |
| Councillor John NellPort Stephens Council | Anne FinneganHunter Water Corp | Mark Ingram/ Gabrielle SmithNational Parks & Wildlife Service | Julie ScopelitisNational Parks & Wildlife Service (Mid Coast Region)  | Terry Burns NSW Rural Fire Service  |
| Audrey KoosmenHunter Wildlife | Sam Porter – Vegetation Management OfficerPort Stephens Council | Paul Holmquest – Port Stephens Koalas (PSK) | Councillor John NellPort Stephens Council |   |

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| **Apologies** |  |
| Jordan SkinnerNatural Resources Team LeaderPort Stephens Council | Paul HillierSenior Regional Biodiversity Conservation OfficerDept of Planning, Industry and Environment |  |  |  |

| **Meeting Minutes: 29 September 2021** |  |
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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 | Previous meeting minutes adopted.  |  |
| 2.2 | Review of Action Items | 5 min | Chair | Previous meetings actions provided in email discussed  | - |
| **3.0** | **GENERAL NOTICES** |  |
| 3.1 | Correspondence | 2 min | Administration Officer | Discussed the submissions period for the Koala EPBC Act threat listing status review and the National Koala Strategy.  | - |
| 3.2 | Grant Funding | 3 min | Administration Officer | No funding to report, Council will continue to update the committee of any opportunities  | - |
| 3.3 | Committee Administration* Terms of Reference
* Annual Report
* Membership
 | 10 min | Natural Resources Coordinator | ToR have been deferred for action until after the next council election. Port Stephens Koalas requested a membership of Wildlife in need of care (WINC) be looked at for this committee. | **PSC – Confirm WINC’s membership status and re-invite to CKPOM meeting if relevant.**  |
| 3.4 | CKPoM Mapping Process – Update | 5 min | Environmental Planner | Ongoing meetings being undertaken with DPIE to update Biodiversity Value Mapping/CKPOm Mapping interaction process.  | **PSC - Provide update of DPIE correspondence at next meeting.**  |
| 3.5 | Action Plan Update | 10 min | Natural Resources Coordinator | * An updated action plan was provided to members for comment and review. Questions/comments to be sent to PSC and circulated with committee.
* Requested for Council to look into installation of Koala signs along Lemon Tree Passage Road
* Audrey Koosman (Hunter Wildlife) requested for their number to be removed off signs outside of their jurisdiction.
* Cleaning and Maintenance of Koala signs is needed across the LGA
 | **PSC – contact PSK and Hunter wildlife to discuss signage issues and action** |
| **4.0** | **LEGISLATIVE AND POLICY DEVELOPMENTS** |  |
| 4.1 | Koala Habitat Protection SEPP | N/A | Environmental Planner | Discussion of: * The EPBC Act listing review for Koala from Vulnerable to Endangered – no changes to the CKPoM or its/Councils operations - no submissions made by the CKPOM
* National Koala Strategy Review – no submissions made by the CKPOM
* NSW Koala Strategy and NSW Biodiversity Offset Scheme feedback – Council made a public submission on both.
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| **5.0** | **DATA, RESEARCH AND STUDIES** |  |
| 5.1 | Monitoring Program Update | 10 min | Environmental Planner | Chantal Parslow asked if the information gathered by the University of Newcastle will be uploaded into a public system such as BIONET for all to use this information. | **PSC- Contact Chantal to discuss opportunities and issues identified for Koala sightings in LGA and provide info at next meeting.**  |
| 5.2 | Other  | 5 min | Environmental Planner | No other studies identified  | - |
| **6.0** | **COUNCIL UPDATES** |  |
| 6.1 | Council update on Tree Permits, Development Applications, and Regeneration/ Conservation Projects | 10 min | Natural Resources Coordinator | * Julie Scopelitis (NPWS Foster) asked if council could provide mapping of non-council lands in regard to biodiversity values and KFT plantings.
* Request for rezoning information and statistics for CKPoM mapped areas to be included in the Council stats update
 | **PSC- investigate ability to provide location mapping of koala feed tree offset plantings.** **PSC –investigate and add rezoning information to Koala Council stats update.**  |
| 6.2  | Council General Updates  | 10 min  | Natural Resources Staff  | * Council is continuing communications with relevant staff in DPIE about updating the CKPoM and/or its mapping.
* Council also lodged a Notice of Motion to write to the NSW Environment Minister Matt Kean requesting for funding to administer and manage the CKPom/undertake updates. Council is awaiting a reply.
* The Port Stephens Drive Koala Blackspot project has been confirmed and will commence work in February 2022. More detail will be provided following the public announcement from the NSW Environment Minister.
* The proposed burn at Gan Gan Army camp was questioned and if it had anything to do with the current planning proposal on the property? Council confirmed it had provided advice to RFS to inform their decision to postpone the burn. The burn is still scheduled to occur later this year once ecological values can be managed on site.
 | **PSC – to provide an update of the response from the Matt Kean’s office.**  |
| **7.0** | **MEMBER UPDATES** |  |
| 7.1 | NSW Dept Planning, Industry and Environment – Biodiversity Conservation  | 10 min | Paul Hillier  | Apology  | - |
| 7.2 | NSW Rural Fire Service  | 5 min | Terry Burns | * Welcomed to committee – filling in for David Allen in temporary role. Confirmed that property owners such as Gan Gan Army Camp can approach RFS to request a burn but must meet RFS regulations prior to a burn commencing. Hence the consultation with council. The site has a high fuel load and is needed to protect housing to the north west of the site.
 | - |
| 7.3 | Hunter Water Corporation  | 10min | Anne Finnegan  | Provided an overview of the projects: * Feral dog/fox trapping results
* Habitat revegetation along southern Grahamstown Dam – Pine removal, cool burns and regeneration plantings.
* Revegetation including Koala Feed Trees Planned after removal works completed.
 | - |
| 7.4 | NSW National Parks and Wildlife Service | 5 min | Julie ScopelitisGabrielle Smith | * Introductions to group.
* Julie taking part on a drafting a Mid-Coast Koala strategy and has been collaborating with PSC. Will continue to attend CKPOM committee to share information, opportunities and learnings.
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| 7.5 | NSW Local Land Services  | 5 min |  | Apology | - |
| 7.4 | NSW Crown Lands | 5 min |  | Apology  | - |
| 7.6 | Port Stephens Koalas | 10 min | Paul Holmquest | * Koala Sanctuary is full
* PSK and PSC partnering for an Environmental Grant application to rehabilitate areas of Koala habitat in Anna Bay
 | - |
| 7.7 | Voice of Wallalong and Woodville (VoWW) | 5 min | Chantal Parslow Redman | * Currently working with Brandy Hill Quarry to include University of Newcastle in a Koala monitoring study in the rehabilitation and management plan.
* Questioned PSC: will road strike signage be placed along Port Stephens Drive kill hotspots?
* PSC confirmed this is the location the Koala Blackspot project is taking place.
* Questioned PSC what was happening with the environmental land for sale at Ninox Close Salamander Bay?
* Council confirmed this land had been assessed and retained due to its environmental value. Confirmed there is no intention to develop that parcel in the future.
* A new group has been formed called Koala Koalition for a unified voice for the region.
 | **PSC - to send VoWW information about Port Stephens Drive Blackspot Project**  |
| 7.8 | Others  | 5 min | AKF | Australian Koala Foundation Deborah Tabart sent though recent Koala population estimates and data for the committee’s consideration. Information provided via email prior to the meeting. For more information please contact: dtabart@savethekoala.com  | - |
| **8.0** | **PRIORITY ACTIONS AND PROJECTS** |  |
| 8.1 | Update on priorities:* Monitoring Program
* CKPoM Action Plan
* Website
 | 5 min | Natural Resources Coordinator | * No progress on monitoring Programs due to COVID-19 impacts and resourcing.
* CKPoM Website to begin construction estimated 6 months
 | - |
| **9.0** | **GENERAL BUSINESS** |
| 9.1 | General Business Items  | 15 min | Chair |  |  |
| 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 | Councillors Sarah Smith and John Nell announced they will not be running for the next term. Committee thanked them for their service and support.  |  |

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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). |