

Coffs Coast Regional Park Trust Board Meeting MINUTES – Monday, 29 August 2022



CHCC Administration Centre – 9:05am

TRUST: Rod McKelvey, Grahame Douglas, Cr George Cecato, Cr Tegan Swan (from 9:26am), Tony Dootson, Yvette Pacey

CHCC: Sally Spinner, Andrea Vallance

NPWS: Glenn Storrie, Dean Egan

APOLOGIES: Adam Richards; Andrew Beswick

Previous Meeting, Wednesday, 4 August 2021

Approved by Chair.....

[Handwritten Signature] 14. 11. 2022

ITEM	ACTION	EXTERNAL REDACTED PLAIN ENGLISH VERSION
AGENDA ITEMS		
Acknowledgement of Country	Welcome to all and acknowledgement of Country by Yvette Pacey.	Welcome to all and acknowledgement of Country by Yvette Pacey.
Conflict of Interest with Agenda Item	The following Board Members declared a Conflict of Interest within this meeting - Rod McKelvey - Close Regional Park neighbour Cr Tegan Swan arrived at meeting at 9:26am.	
Appointment of Chairperson and Deputy Chairperson	325 Resolved: (Swan/Dootson) that Rod McKelvey be appointed as the Chairperson for the Coffs Coast Regional Park Trust Board. 326 Resolved: Pacey/ Dootson) that Councillor Tegan Swan be appointed as Deputy Chairperson for the Coffs Coast Regional Park Trust Board.	The Board appointed Rod McKelvey as the chair and Cr. Tegan Swan as the deputy chair.
Confirmation of Minutes of Previous Meeting Minutes – Wednesday, 4 August 2021	327 Resolved: (Cecato /McKelvey) that the Minutes of the Coffs Coast Regional Park Trust Board Meeting held on Wednesday, 4 August 2021 be adopted as a true and correct record by the current CCRPT Board. CARRIED	The Board considered the minutes from last meeting, and those members present at the previous meeting confirmed they were a correct record of the meeting. Nil matters were arising.

Matters Arising from Previous Meeting – Wednesday, 4 August 2021	The CCRPT Board discussed this item and reported that Nil Matters were arising from minutes of 4 August 2021.	
1.0 CORRESPONDENCE	Correspondence items were discussed towards the end of the meeting.	
2.0 - AGENDA ITEMS - BOARD BUSINESS		
2.1 – Appointment of Chairperson	Refer to recommendation No. 325 (Appointment Chairperson) and Recommendation No. 326 (Appointment Deputy Chairperson).	
2.2 – Board Meetings (Glenn Storrie)	<p>328 Resolved: (Storrie/Cecato) that the Coffs Coast Regional Park Trust Board approve the set meeting dates for the CCRPT Board Meetings as follows:</p> <ul style="list-style-type: none"> - Monday 14 November 2022 (1pm to 4:30pm) - Monday 13 February, 2023 (1pm to 4:30pm) - Monday 08 May 2023 (1pm to 4:30pm) - Monday 24 July 2023 (1pm to 4:30pm) - Monday 13 November 2023 (1pm to 4:30pm) 	The Board established a calendar of meetings to the end of 2023 and resolved to meet in: November 22, February 23, May 23, July 23, November 23.
2.3 – Board Information Management (website / minutes / email) – Dean Egan	<p>329 Resolved: (Douglas/Storrie) that the CCRPT Board:</p> <ol style="list-style-type: none"> 1. Approves of Coffs Harbour City Council (CHCC) establishing a CCRPT Board webpage and the content listed to be added to the webpage. 2. Approves of the creation of a singular CCRPT Board email address to be advertised on the webpage and in correspondence as a mechanism to communicate with the Board. 	The Board discussed mechanisms to improve information sharing with the community and enabling the community to have a simple way to communicate with the Board. The Board resolved to seek for the Coffs Harbour City Council (now City of Coffs Harbour) to establish a web page on the council website and to also create a singular email address for the Board.
2.4 Financial Report (Andrea Vallance)	<p>330 Resolved: (Douglas/ Pacey) that the CCRPT Board:</p> <ol style="list-style-type: none"> 1. Note the Financial Report as presented at the CCRPT Board Meeting of 29 August 2022. 2. Pursue as an ‘Out of Session’ item, investment options for CCRPT monies before the rollover date of 27 September 2022. 	The Board noted the financial report presented to the Board.

3.0 AGENDA ITEMS – BOARD OPERATIONS		
<p>3.1 Voluntary Planning Agreement (Lot 51 DP 1057416 (Leigha Herbert (CHCC) addressed the meeting).</p>	<p>331 Resolved: (Cecato/ Douglas) that the CCRPT Board:</p> <ol style="list-style-type: none"> Offers in principle support moving forward with the Voluntary Planning Agreement (Lot 51 DP 10 57416) Ocean Parade, Coffs Harbour as a neighbour in regards to the Voluntary Planning Agreement to accept the funding for compensation for loss of habitat. Seeks clarity from Coffs Harbour City Council (CHCC) regarding funding (Condition E of the proposal / development) for planning design by Coffs Harbour City Council. 	<p>Coffs Harbour City Council (now City of Coffs Harbour) planner addressed the Board on the development of a Voluntary Planning Agreement for the proposed development at Lot 51 DP 1057416 Ocean Parade. Council proposes for the planning agreement to include bush regeneration works to occur in the Regional Park at Macauleys Headland. The Board sought more information from council to assist the Board in determining a Board position on the proposal.</p>
<p>3.2 Update on CCRP Activities / Projects (Andrea Vallance / Sally Spinner / Dean Egan)</p>	<p>332 Resolved: (McKelvey/Storrie) that the CCRPT Board note the update on CCRP Activities and Projects:</p> <ul style="list-style-type: none"> Sandy Beach Reserve Community Hub and Active youth Space – (Sally Spinner). Works starting today (29/08/22). Contractor within a month. Remove a carpark (in this year’s budget on other side of trees). Yvette Pacey enquired regarding ongoing maintenance costs which Andrea Vallance advised are being worked through now. Mullaway Beach Playground <p>Dean Egan gave update to Board on NPWS projects:-</p> <ul style="list-style-type: none"> NPWS currently working with Council on works planning for futureproofing CCRP coastal assets against future weather events (climate change driven coastal erosion) using Coastal Management Plan (CMP) guidance. CMPs involving CCRP include Northern Coffs Estuaries, Woolgoolga Estuaries and Central Coffs Estuaries. Council is responsible for CMPs, which are available at https://www.coffsharbour.nsw.gov.au/Environment/Our-coast-and-estuaries/Coastal-Management-Programs-Estuaries). Coffs Open Coastline CMP next. 	<p>CHCC (now City of Coffs Harbour) and NPWS officers informed the Board on progress on projects in the Regional Park.</p> <ul style="list-style-type: none"> Sandy Beach Reserve Community Hub and Active Youth Space Mullaway Beach Playground APZ review Encroachments Licensing

<p>3.2 Update on CCRP Activities / Projects (Andrea Vallance / Sally Spinner / Dean Egan) – (continued)</p>	<p>Cont'd - Dean Egan gave update to Board on NPWS projects:-</p> <ul style="list-style-type: none"> - Asset Protection Zone (APZ) Review – liaising with RFS and Council along urban interface of CCRP to guide fire, encroachment, development assessment/planning and mowing/bush regeneration management. This will confirm APZ dimension requirements along CCRP edge across diverse fire prone heath and low fire risk rainforest areas to provide clarity for CCRP Trust Board in managing CCRP APZ issues. - Encroachments –remediation plan progressing for encroachment into CCRP at Woolgoolga Industrial area, remediation notice paid. - Emerald Beach Holiday Park – NPWS in process of expanding the existing licence agreement to include the new CCRP addition (powered sites encroachment). 	
<p>3.3 Operational Plan 2022/23 and Annual Budget Approval (Andrea Vallance)</p>	<p>333 Resolved: (Cecato/Douglas) that the CCRP Operational Plan 2022/23 Annual Budget be approved.</p>	<p>The Board approved the 2022/23 operations plan and supporting budget. A copy of the operations plan and budget is to be publicly available on the CCRPT Board webpage.</p>
<p>3.4 Aboriginal Cultural Heritage Assessment Report (ACHAR) and Aboriginal Heritage Impact Permit (AHIP) – Dean Egan</p>	<p>334 Resolved: (Dootson/Pacey) that the CCRPT Board:</p> <ol style="list-style-type: none"> 1. Approve funding of \$200,000 to implement ACHAR/AHIP project to ensure best cultural management practices and legal protections to implement the CCRP Operational Plan. 	<p>The Board discussed mechanisms to protect Aboriginal cultural heritage in the Regional Park. The Board approved funding to undertake an Aboriginal cultural heritage assessment to identify cultural values and mechanisms to protect these values.</p>
<p>3.5 Arrawarra Gully Bridge Access (Dean Egan)</p>	<p>335 Resolved: (Dootson/Douglas) that the CCRPT Board:</p> <ol style="list-style-type: none"> 1. Notes a process has started to gain a Crown Lands License (and future easement) to allow the Arrawarra Gully Bridge Access project to occur. 2. Endorse NPWS pursuing the project (Arrawarra Gully Bridge Access) as applicant of Crown Land Licence and easement. 3. Approve utilising DPE Funding of \$80,000 for 'Arrawarra Gully Bridge – investigaton and upgrade of current access' project to improving the existing bridge north of the village to allow a safe legal public access. 4. NPWS to explore the potential to add the bed and banks of the Arrawarra Gully (Yarrowarra Creek) to the Regional Park in regard future Crown Lands licence / easement area. 	<p>The Board discussed access for the community to Corindi Beach and noted the community's preferred route between the village and the beach. The Board noted this preferred route involves a number of land managers and is outside the ability to be resolved by the Board. As an interim proposal to enable the community to have safe and legal access to the beach through the Regional Park, the Board agreed for NPWS to seek a Crown Lands licence for the existing bridge located over Arrawarra</p>

		Gully north of the village and approved funds to improve access on and off the bridge.
	Cr Tegan Swan left meeting 2:05pm.	
3.6 Tree Clearing Policy Update (Dean Egan)	336 Resolved: (Cecato/Douglas) that the Tree Clearing Update Policy be deferred until the next CCRPT Board Meeting on Monday, 14 November 2022 when a revised policy document can be presented to the CCRPT Board Meeting for further consideration.	The Board discussed illegal tree clearing in the Regional Park and how this poses a significant threat to the natural values of the park. The Board reviewed the existing Tree Clearing Policy which defines how NPWS and CHCC (now City of Coffs Harbour) respond to tree clearing incidents. The Board discussed sites where tree clearing has occurred and the use of signs to draw attention to the clearing and remove benefits achieved by clearing trees. The Board deferred resolution on amending the policy or consideration on existing signage until the next Board meeting.
3.8 Draft Procedure for Managing Damage of Vegetation In Coffs Coast Regional Park	337 Resolved: (Cecato/Douglas) that the Draft Procedure for managing damage of vegetation in Coffs Coast Regional Park be deferred until the next CCRPT Board Meeting on Monday, 14 November 2022 when a revised policy document can be presented to the CCRPT Board Meeting for further consideration.	
CORRESPONDENCE		
1.1 Sign Removal, Safety Beach	Noted that the CCRPT Board discussed this item of correspondence in conjunction with Item 3.6 Tree Clearing Policy Update.	
1.2 Emerald Beach Community Beach Access Improvement Submission	338 Resolved: (Pacey/Storrie) that the Chair of the CCRPT Board write back to the proposer of the Emerald Beach Community Beach Access Improvement Submission regarding amended dog access at Emerald Beach and outlining the request by Coffs Harbour City Council to consult with the Emerald Beach community and bring back suggestions to the CCRPT Board for consultation.	The Board considered a submission from residents of Emerald Beach on safe and legal community access to the beach, particularly in relation to walking dogs. The Board asked CHCC (now City of Coffs Harbour) to consult with the Emerald Beach community on the submission and report back to Board on the matter. The chair of the Board will also write to the

		author of the submission to acknowledge the detailed submission and the process for the Board to further consider options to address the issues raised.
1.3 Media Release – New CCRP Board Article	That the CCRP Board noted the Media Release that appeared in News of the Area regarding the new CCRP Board.	That the CCRPT Board noted the Media Release that appeared in News of the Area regarding the new CCRPT Board.
1.4 Pacific Bay Resort – Beachside Dining Events 2022/23	339 Resolved: (Cecato/Pacey) that the CCRPT Board: <ol style="list-style-type: none"> 1. Support the issuing of a consent/licence for Pacific Bay Resort Management Pty Ltd to conduct a series of 5-star dining events for 2022/23 on the reserve at Charlesworth Bay Beach within the Coffs Coast Regional Park on consecutive Mondays, commencing from Monday, 5 December 2022 through to and including Monday, 20 February 2023. 2. Identify any specific conditions that would apply to the consent/ licence. 	The Board approved the issuing of a licence to Pacific Bay Resort Management Pty Ltd to hold beachside dining events in the Regional Park at Charlesworth Bay as part of the Great Southern railway journeys between Adelaide and Brisbane on Monday evenings between 5 December 2022 and 20 February 2023.
1.5 Arrawarra Coffee Vendor CHCC Proposal	340 Resolved: (Cecato/Douglas) that the CCRP Board support Coffs Harbour City Council calling for open Expression of Interests (EOI) for the licensing of a mobile coffee / food vendor (initially for a 12 month trial basis) within the Regional Park on Arrawarra Headland.	The Board supported CHCC (now City of Coffs Harbour) calling for expressions of interest for operators of mobile coffee vans / food vendors to operate at the day use area at Arrawarra Headland.
General Business		
Next Meeting	Monday 14 November 2022 between 1.30pm-3.30pm Theme: Mid Year Review of Annual Operations Plan Location: Coffs Harbour City Council (now City of Coffs Harbour) Chambers	The Board meets again in November 2022

Meeting closed at 2:18pm