

Minutes



Coastal Open Space System (COSS) Advisory Committee

Date: 15 March 2022

Time: 2.03pm – 4.01pm

Location: Microsoft Teams

Chairperson: James Lawson, Unit Manager Environmental Management (Acting)

Coordinator: James Lawson, Unit Manager Environmental Management (Acting)

Attendance

Members:

John Andrews

Deb Holloman

Paul Links

Douglas Williamson

Barbara Wills

Gary Chestnut (Knowledge specialist, non-voting)

Status:

Present (joined 2.07pm)

Present

Present

Present (joined 2.07pm)

Present

Apology

External Agencies:

Stephen Atkins, NPWS

David Green, LLS

Apology

Present (joined 2.24pm)

Staff:

David Milliken, Director Environment and Planning (Acting)

James Lawson, Unit Manager Environmental Management (Acting)

Luke Sulkowski, Unit Manager Environmental Compliance and Systems

Larry Melican, Section Manager Natural Assets and Biodiversity

Rochelle Lawson, Senior Ecologist

Michael Smith, Team Leader Landcare

Nick Carson, Environmental Education Officer

Carlita Dhillon, Environmental Education Officer

Paul Marynissen, Biosecurity Officer, Weeds

Stewart Newman, Biosecurity Officer, Weeds

Kelly Drover, Meeting Support Officer

Lisa Martin, Civic Support Officer

Maggie Rowland, Civic Support Officer

Present

Present

Apology

Present

Present

Present

Present

Present

Present

Present

Present

Present

Present

1 Introduction

2.03pm

The chairperson welcomed the group and completed an Acknowledgement of Country.

The Committee noted the resignation from David Holland received via email 15 March 2022.

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Apologies received were noted.

The chairperson called for any disclosures of interest. No disclosures were received.

2 Previous business **2.10pm**

The group confirmed the minutes from the previous meeting as noted below, which were distributed to members via email and uploaded to Council's website:

[13 December 2021 Coastal Open Space System Committee Meeting Minutes](#)

The action log was reviewed with updates recorded (see page 8).

3 Code of Conduct Refresher **2.22pm**

James Lawson (Acting Unit Manager Environmental Management) ran through the Code of Conduct that had been circulated to Committee Members, in particular focusing on 3.7 and 3.8 with regard to Harassment and Bullying and expectations of staff and Committee Members.

4 Formal acknowledgement of Council Staff **2.26pm**

James Lawson (Acting Unit Manager Environmental Management) acknowledged the amount of time and effort that staff put into servicing the Committee in order to meet their expectations, including administration, facilitating meetings and preparation of presentations.

5 Airport Masterplan, Plan of Management and Subdivision Plan **2.28pm**

Larry Melican (Section Manager Natural Assets and Biodiversity) provided the Committee with an update on the Airport Masterplan as provided by the Economic Development and Property Team.

A report titled Central Coast Airport Masterplan – Community Engagement Report was considered by Council on 8 February 2022 (agenda and minutes of that meeting linked below).

[8 February 2022 Ordinary Council Meeting Agenda](#)

[8 February 2022 Ordinary Council Meeting Minutes](#)

- Council on the 08/02/22 endorsed the findings from the community survey which overwhelmingly supported the development of the Central Coast Airport.

- Council further resolved on 08/02/22 to endorse the proposed development framework (outlined below) allowing a Masterplan to be developed.
- The development framework sets out a process for the development via project Gateways.
- Council on 09/02/22 issued a RFI (Request for Information) via Tenderlink to interested aviation entities. The RFI closes on 31/03/22. The RFI will assist in understanding the potential demand from Airport users.
- Council is targeting to complete Gateway 1 within the next 6 months.

Central Coast Airport – Masterplan Framework

Project Stage	Project Phase	Gateway No.	Gate Way Review	Key Question	Review Deliverable	Target Duration
Initiation	Needs Confirmation	0	Go/ No Go	<ul style="list-style-type: none"> • How has the Project demonstrated that the service need is aligned to Government Policy? 	<ul style="list-style-type: none"> • Evidence the problem and service need exist. • Including Community Consultation and Feedback to define the Service Need. 	Complete
Planning & Development	Needs Analysis	1	Strategic Options	<ul style="list-style-type: none"> • How well has the project analysed a range of options to meet the service need and maximise benefits at optimal cost? 	<ul style="list-style-type: none"> • Well defined service need • Evidence of how the project scope meets the service need. • Option analysis • Appropriate level of cost benefit analysis • Understanding of Demand requirements via RFI process. • Proof of Concept 	6 Months
	Investment Decision	2	Business Case	<ul style="list-style-type: none"> • How well has the project proven that the preferred option best meets the service need and maximises benefits at optimal cost? 	<ul style="list-style-type: none"> • Final business case • Detailed risk register • Detailed cost plan • Detailed cost benefit analysis • Procurement and delivery strategy • Clear and defined hurdles. • Preferred Masterplan Finalised. • Lodge PP 	6 Months
Procurement	Procure	3	Readiness for Market	<ul style="list-style-type: none"> • How well has the project developed a procurement and delivery approach to realise the benefits outlined in the final business case? 	<ul style="list-style-type: none"> • Clear scope definition • Procurement documentation • Procurement and commercial approach • Evaluation strategy • Probity plan • EOI issued to Private Partners 	6 Months
		4	Tender Evaluation	<ul style="list-style-type: none"> • Is a scope being procured that will deliver the benefits outlined in the Final Business Case and is the project ready to proceed to delivery? 	<ul style="list-style-type: none"> • Evaluation report against Business Case • Probity report • Summary of Contract departures and variations • Evidence of delivery readiness and handover approach 	6 Months
Delivery	Deliver & Initial Operations	5	Readiness for Service	<ul style="list-style-type: none"> • How well has the project delivery team and asset owner and/or operator planned handover that will ensure the benefits outlined in the final business case are achieved? 	<ul style="list-style-type: none"> • Independent verifier reports confirming scope delivery. • Testing and commissioning documentation • Operational readiness documentation • Handover strategy 	24 Months
Operation	Benefits Realisation	6	Business Realisation	<ul style="list-style-type: none"> • How well have the benefits outlined in the final business case been realised and what lessons can be learned from this? 	<ul style="list-style-type: none"> • Evidence of operational performance • Benefits realisation plan • Record of lessons learnt 	2 Months

6 Update on Biodiversity Strategy and Land Acquisition (standing agenda item) 2.31pm and prioritisation

Larry Melican (Section Manager Natural Assets and Biodiversity) advised that the Land Acquisition program has effectively been on hold since the financial crisis and the ELT have made the decision to leave the program on hold until after the IPART Determination is made, which is expected to be mid May 2022.

7 Winney Bay Bitou Bush and boneseed trials

2.41pm

Paul Marynissen (Biosecurity Officer Weeds) provided a presentation on weed trials at Winney Bay including the following:

- There are 5 vegetation communities with degrees of weed invasion.
- Weeds include bitou bush, boneseed and a hybrid of these two closely related species.
- Boneseed is subject to Biosecurity (Boneseed) Control Order 2017 which requires land owners to destroy and keep the land free of the weed.
- Bitou Bush must be eradicated where possible within the bitou bush biosecurity zone (not within 10kms of coast).
- Trial treatments and implementation.

Item 8 was brought forward ahead of Item 7

8 QR codes in COSS reserves to increase community engagement

2.33pm

The Committee discussed the [Newcastle Herald news article](#) provided by Douglas Williamson regarding the use of QR codes in self-guided nature trails, for consideration in COSS reserves.

It was discussed that there are opportunities to implement something similar in our larger COSS reserves as an educational resource to provide the community with more information on protecting and appreciating the reserves.

QR codes have been used by Council on environmental education signage since 2012 especially around the Tuggerah Lakes and they do link back to the website for more information.

There are also other options like a location based application 'Hovr' where you stand and point the camera rather than needing to scan a QR code.

Action: Staff to collate a list of initiatives taken by Council in regard to QR codes and provide an update to the Committee at the next meeting. Consideration to also be given to other possible applications and software (e.g. Hovr).

9 Environmental Education Strategy

3.01pm

Nick Carson and Carlita Dhillon (Environmental Education Officers) introduced themselves to the Committee and provided a presentation on the Draft Natural Assets and Biodiversity Education Strategy noting it is a working internal document and not a formal strategy to be adopted by Council.

- The strategy provides a framework for the promotion, education and interpretation of the nature conservation, recreation and cultural heritage values of the conservation reserve network.
- The strategy also has a strong focus on encouraging community involvement in the management of the reserves through a variety of means.
- Environmental education is important to the community and to Council as reflected in the Community Strategic Plan, Green Grid and Biodiversity strategy 2020.
- The proximity of the COSS and natural reserves to the town and suburbs means that they are vulnerable to a range of impacts. This strategy aims to reduce the instances of inappropriate uses through a strong education and communication program.
- The strategy includes:
 - Vision
 - Objectives
 - Logic model
 - Key messages
 - Delivery
 - Evaluation (how to measure)
- Opportunities for COSS Committee involvement

The Committee discussed the importance of emphasising COSS and the community being able to recognise when they see bush and identify that it is dedicated bush.

Action: Committee members are invited to provide any suggestions or feedback on the plan to advisorygroups@centralcoast.nsw.gov.au by Friday 25 March 2022.

10 Update from external representatives (standing agenda item)

3.39pm

David Green – LLS

- Council held a responsible pet ownership workshop on 19 February. LLS had to withdraw due to Covid rules.
- There has been a lot of loss of livestock in the valleys during floods which is a tragedy and could have potentially been avoided.
- LLS are encouraging people to vaccinate horses and are working with Council on vaccination of cats and dogs.
- The last week has been spent at the evacuation centre at Diggers at the Entrance. Many unvaccinated pets have come through the evacuation centres which makes it difficult to house them. Have also been involved in the northwest metro floods with up to 50 horses at Castle Hill Showgrounds.
- Rabbits are in plague proportions on the Central Coast. About to release rabbit control (pindone) free feeding where the rabbits are fed carrots that don't contain poison, then are fed carrots containing pindone. Sharon Styman is also working with LLS on the Calicivirus.

- State Landcare Conference was meant to be a 3 day event in Tweed Heads however will not be an online event held this Thursday 17 March 2022.
- The Central Coast has 2 finalists in the State Coastcare Award Category, Graham Johnston for his clean up group and Budgewoi Beach Dunecare.
- Emergency management of cane toads with a nursery at Kenthurst importing plants from Queensland which is bringing in the toads.
- LLS has submitted an environment trust application for the Grey Headed Flying Fox with focuses on the colony at North Avoca. The automated misting system at Wyoming has been installed.

11 Update from Community representatives

3.46pm

It was noted that this is the first time an update from Community representatives has been listed as an agenda item and is an opportunity to provide updates on their community groups or upcoming events being held in COSS land.

Barbara Wills suggested that it would be a good idea to send copies of the Ministerial letters regarding Deferred Matters Land to Adam Crouch so he can see that we are actively pursuing these issues with the Ministers.

Action: Copies of the letters sent to Minister for Agriculture and Minister for Planning and Homes regarding Deferred Matters Land to be sent to Adam Crouch, Parliamentary Secretary for the Central Coast and Member for Terrigal, for his information.

The Committee discussed location options for future meetings with some members preferring to meet in person and some preferring the online option. It was agreed that the hybrid options works best and gives staff and Committee Members flexibility.

12 General business

3.54pm

a) James Lawson advised of an NBN story Paul Marynissen recently did regarding water weeds being moved by flood waters and what is believed to be the rare skunk vine stretching 1500square metres into the wetland at Woongarah. The weed has been pressed and sent away to the Herbarium. If found to be correct it will be only the fifth time it's been found on the Australian mainland

The NBN story can be viewed [here](#).

b) **Action:** A copy of all presentations from todays meeting to be provided to Committee Members.

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Coastal Open Space System (COSS) Advisory Committee

11 Close

Next meeting: June 2022
2pm – 4pm
Wyong Committee Room / Microsoft Teams

Meeting closed at 4.01pm

Minutes finalised and endorsed 18/3/2022 by
James Lawson

**Acting Unit Manager Environmental Management
Coordinator/Chairperson**

Action log

Coastal Open Space System (COSS) Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
27	25/7/2018	The Advisory Group requests that time be allocated in future meetings for external agency representatives to share updates from their relevant area.	Meeting Support Officer	Updates provided at 15 March 2022 meeting.	Ongoing
33	26/9/2018	The Advisory Group requests that as the Land Acquisition and prioritisation process matures, staff provide updates to the Committee at future meetings.	Natural and Environmental Assets	Discussed at 15 March 2022 meeting.	Ongoing
109	20/10/2020	The action plan from the Biodiversity Strategy to be included as a standing agenda item.	Meeting Support Officer	Discussed at 15 March 2022 meeting.	Ongoing
124	2/3/2021	The Advisory Group seek clarification from DPIE and LLS on opportunities for strengthening of policy and legislation to enable better regulation of tree and vegetation removal and clearing activities on Deferred Matters zoned land in order to avoid the unregulated significant impacts as has been experienced in locations on the Central Coast.	Environmental Management Staff / DPIE / LLS	<p>No update. Letter sent to Premier on 17 June 2021. Acknowledgement letter received from Parliamentary Secretary to the Premier advising that the request would be forwarded to the appropriate Ministers.</p> <p>Update 16/2: A letter has been sent but a response has not yet been received.</p> <p>See action 144.</p>	Pending

Action log

Coastal Open Space System (COSS) Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
132	9/6/2021	The Committee request the Project Manager provide a briefing on the airport masterplan, plan of environmental management and subdivision plan at the next meeting.	Unit Manager Environmental Management	Airport Masterplan update emailed to members 14 February 2022. Verbal update provided at 15 March 2022 meeting.	Complete
140	21/9/2021	Section Manager Flood Strategy and Planning to obtain more information regarding the two Conservation areas and provide feedback to Gary Chestnut.	Section Manager Flood Strategy and Planning	Peter Sheath to provide an update on this matter.	Pending
141	21/9/2021	Staff to provide a presentation to the Committee at a future meeting on the way these property sale negotiations are carried out and possible new ways of thinking for Council negotiating on land that has high environmental values.	Unit Manager Economic Development and Property	Larry Melican is awaiting a response from the Economic Development and Property Team and will hopefully have information to report back to the next meeting.	Pending
143	21/9/2021	Staff to investigate the unauthorised clearing activities at Matcham and report back to the next COSS meeting advising what action has been taken against the people who undertook the clearing.	Unit Manager Environmental Management	A registered surveyor was engaged to Council to carry out a boundary survey to ascertain the extent of clearing on Council land reserve, R0056 Wambina/Matcham Road Reserve. This survey was undertaken on the 26 th October 2021. On the 8 December 2022 an onsite meeting was held with Council officers Rhys Richards, Team Leader, Development Control, Brent Evans,	Complete

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>Project Officer, Natural Assets and Biodiversity and Chris Ross a representative of the owners of 293 Matcham Road.</p> <p>The representative was asked to provide a Vegetation Management Plan which is to outline how they are to revegetate/regenerate/manage the area that they have admitted to clearing. It is understood that the representative has sourced three quotes from qualified ecologists to carry out the investigation and provide the Vegetation Management Plan and have now engaged Travers Bushfire and Ecology to provide the consultancy services. This plan is to be reviewed by Council before it is accepted. Once accepted the representative has stated that they will then carry out the recommendations of the report.</p> <p>It is expected that the draft plan will be available for review in the next few weeks.</p>	

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
144	13/12/2021	In regard to previous action 124, Council to send a follow up letter to the Minister advising of the significant community concerns regarding the clearing of land (public and private) and request that if the legislation isn't going to be changed, that regulatory control of deferred matters zoned land be given back to Council as opposed to DPIE and LLS.	Unit Manager Environmental Management	At the 8 February 2022 Council Meeting, Council resolved: That Council send a follow up letter to the Minister advising of the significant community concerns regarding the clearing of land (public and private) and request that if the legislation isn't going to be changed, that regulatory control of deferred matters zoned land be given back to Council as opposed to DPIE and LLS. Letters sent 2 March 2022 to Minister for Agriculture and Minister for Planning and Homes.	Complete
145	13/12/2021	The Coastal Open Space System (COSS) Committee members would like to express to Council their rejection of any mountain biking trails being established in COSS land or being identified for inclusion in COSS land as part of the Central Coast Mountain Biking Plan which will be reported to Council at the Ordinary Meeting on 14 December 2021.	The Committee	At the 14 December 2021 Council Meeting, Council resolved the following: 1. That Council endorse the report on community consultation undertaken for the Mountain Bike Feasibility Study Discussion Paper. 2. That Council endorse the development of a Central Coast Mountain Biking Plan, led by Council staff in collaboration with an active stakeholder working group, to establish a strategic framework and select suitable sites, and that the project	Complete

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>be considered for funding through Council's budgetary processes, which may include applying for external funding from grants, developer contributions or cost or service reductions.</p> <p>3. That Council recognises the risk of harm to the environment, heritage, and public safety from unauthorised trail construction on Council land and that education, enforcement and trail closures will be an ongoing responsibility of Council in order to manage risks. However improved outcomes for reserve management will be reliant on a proactive approach to increase supply at suitable sites due to limited enforcement resources and the size of the region.</p> <p>4. That Council staff investigate the feasibility of, and issues with, constructing dirt jumps on suitable Council land and provide a report back to Council.</p>	

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>5. That Council staff notify those people who lodged submissions and relevant stakeholders of Council's resolution.</p> <p>The 13 December 2021 COSS meeting minutes expressing rejection of any mountain biking trails being established in COSS land were reported to the 8 February 2022 Council Meeting. Council noted the minutes and made the following resolution in regard to the Committee's recommendation around Mountain Biking:</p> <p>That Council note the COSS Committee's rejection of any mountain biking trails being established in COSS land or being identified for inclusion in COSS land as part of the Central Coast Mountain Biking Plan that was reported to Council at the Ordinary Meeting on 14 December 2021.</p>	
147	13/12/2021	Staff to follow up with the Economic and Property Development team request that they meet with the COSS Sub-Committee to discuss property sale	Unit Manager Environmental Management	Larry Melican to follow up with Economic Development and Property team.	Pending

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		negotiations and the acquisition process, prior to presenting to the Committee in the new year.			
148	13/12/2021	The Committee request that Council write to the Minister noting concerns about lots that were left off the list for potential land transfer to NPWS and request that further consideration be given to private land, not just public land. Furthermore, representations should be made to local members requesting support of this.	Unit Manager Environmental Management	At the 8 Feb 2022 Council Meeting, Council resolved: That Council write to the Minister noting concerns about lots that were left off the list for potential land transfer to NPWS and request that further consideration be given to private land, not just public land. Furthermore, representations should be made to local members requesting support of this. Letters sent 2 March 2022 to Minister for Environment and Heritage, The Member for Terrigal, The Member for Gosford, The Member for The Entrance and The Member for Wyong. Acknowledgement letters received from The Member for The Entrance advising he will also write to the Minister.	Complete

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
149	13/12/2021	Staff to arrange a further meeting with Gary Chestnut with a view to identifying some existing conservation reserves in the former Wyong LGA that may be considered for trial under the COSS branding and to identify likely tasks required in order to proceed with such a project.	Unit Manager Environmental Management	Staff are liaising with Gary Chestnut to arrange a time suitable to him.	Pending
150	15/03/2022	Staff to collate a list of initiatives taken by Council in regard to QR codes and provide an update to the Committee at the next meeting. Consideration to also be given to other possible applications and software (e.g. Hovr).	Unit Manager Environmental Management		Pending
151	15/03/2022	Committee members are invited to provide any suggestions or feedback on the plan to advisorygroups@centralcoast.nsw.gov.au by Friday 25 March 2022.	The Committee		Pending
152	15/03/2022	Copies of the letters sent to Minister for Agriculture and Minister for Planning and Homes regarding Deferred Matters Land to be sent to Adam Crouch, Parliamentary Secretary for the Central Coast and Member for Terrigal, for his information.	Unit Manager Environmental Management		Pending
153	15/03/2022	A copy of all presentations from today's meeting to be provided to Committee Members.	Meeting Support Officer		Pending