



## *Yorke Peninsula Council*

### *Coastal Management Strategy Working Party*

# **Minutes of the Meeting of the Coastal Management Strategy Working Party**

Held on Wednesday 14<sup>th</sup> February 2018

In the Council Chambers

57 Main Street Minlaton commencing at 2.00pm

(Subject to confirmation)

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# **MINUTES**

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## **ITEM 1**

### **1.1 WELCOME**

Chair Cr Naomi Bittner welcomed everyone to the meeting and declared the meeting open at 2.04pm.

### **1.2 PRESENT**

Councillors (Cr) Naomi Bittner, Scott Hoyle, John Rich and Alan Headon

Mayor Ray Agnew

Stephen Goldsworthy

Letitia Dahl-helm

Deb Furbank

Operations Manager

Natural Environment and Sustainability Officer

Ranger

### **1.3 LEAVE OF ABSENCE**

Nil

### **1.4 APOLOGIES**

Roger Brooks

Phil Herrmann

Michael Cartwright

Director Development Services

Senior Compliance Officer

Manager Development Services

## **1.5 MINUTES OF PREVIOUS MEETING**

**Mayor Ray Agnew moved Cr Naomi Bittner seconded**

That the minutes of the Coastal Management Strategy Working Party meeting held on 17<sup>th</sup> January 2018, be confirmed as a true record.

**CARRIED**

## **ITEM 2 VISITOR TO THE MEETING**

Nil

## **ITEM 3 CORRESPONDENCE**

Deb Furbank made a recommendation to Letitia Dahl-helm to contact Tony Flaherty, Coast and Marine Manager of Natural Resources Adelaide and Mount Lofty Ranges. Letitia spoke with Tony by telephone and is going to distribute her notes to the Working Party. Tony offered to come and talk to the Working Party and Letitia will make arrangements for him to present at an upcoming meeting.

## **ITEM 4**

### **4.1 Mission Statement**

Letitia developed a draft Mission Statement and presented it to the Working Party. The Mission Statement was edited by the Working Party with everyone agreeing on the changes.

The Final Mission Statement is as follows:

*“The Coastal Management Strategy provides community-supported directions and actions for coastal open space (either owned by or under the care, control and management of Council), providing guidance on the most appropriate ways to enhance opportunities for coastal access and recreation, in balance with landscape and biodiversity protection”.*

**Letitia Dahl-helm moved Cr Scott Hoyle seconded.**

That the final Mission Statement agreed to by the Working Party be included in the Strategy.

**CARRIED**

### **4.2 Specification / Scope**

A review of the draft Scope was made, with discussions regarding the definition of the coastal zone and the boundaries of the three sections, including geographical versus hundred line boundaries.

**Cr Naomi Bittner moved Cr Alan Headon seconded.**

That the Scope be accepted subject to the following edits being made:

- Section boundaries to be modified to ensure whole townships are not spread across Sections;
- Vision Statement to be included as the first paragraph in the section ‘Project objectives and outcomes’
- Second dot point of ‘Scope of services’ to be edited to include a review of legislation; and
- The Second Draft is to be presented to the Working Party prior to the Elected Member Workshop, with timeframes adjusted accordingly.

**CARRIED**

The edited Scope is attached to the Minutes.

#### **4.3 Formation of Project Management Steering Committee**

The Working Party discussed the need for a Steering Committee as identified in the Scope. Discussion ensued regarding Elected Member representation on the Steering Committee.

**Cr John Rich moved Cr Alan Headon seconded.**

The Steering Committee is to consist of the three (3) staff members of the Working Party (that are not ex-officio), namely the Operations Manager, Natural Environment and Sustainability Officer and Ranger, with Working Party Elected Members to be included as required with consideration of geographical areas.

**CARRIED**

#### **4.4 Request for speed reduction on beach**

A request for a speed reduction on a beach at Corny Point was directed to Stephen Goldsworthy, with implications for the development of the Coastal Management Strategy. Now that the Strategy is to be developed over sections, resulting in Corny Point not being prepared for over another year, Stephen will address the request separately.

#### **4.5 Information Update – Progress Associations**

Information updates are to be provided to Progress Associations and known community and environment groups with an interest in coastal management. An email will be distributed summarising the minutes of the last two meetings with a link provided to enable access to the minutes on Council's website.

#### **ITEM 5 GENERAL BUSINESS**

Nil.

#### **ITEM 6 NEXT MEETING**

The next meeting to be confirmed subject to Tony Flaherty's availability.

#### **ITEM 7 CLOSURE**

The meeting closed at 3.06pm.

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**Chairperson – Dr Naomi Bittner**

# Yorke Peninsula Council

## Coastal Management Strategy – Scope

### Background

The Yorke Peninsula coastal environment is extremely valued by the community of Yorke Peninsula Council (Council). As such Goal 3 – Valued and Restored Environment was developed with a particular focus on coast – “Council will be an investor, activator and custodian of our spectacular coastline and pristine environment”.

As a result coastal management was included in Council’s Strategic Plan under *Strategy 3.7 Develop and implement a Coastal Management Strategy*.

Council’s coastline is considered its biggest asset by some – it is a tourism drawcard, attracting visitors that boost the local economy. A large percentage of ratepayers occupy their dwellings as holiday homes. Visitors, holiday home owners and residents are all attracted to the coastal environment, which provides a haven for many including families, anglers, surfers, divers, bushwalkers, cyclists and campers. Yorke Peninsula offers a pinnacle in nature-based tourism.

However the coastline of Yorke Peninsula is a sensitive system and there are increasing pressures from development, agriculture, tourism, fishing and recreation. There are many management issues that Council are required and wish to address. A Coastal Management Strategy (Strategy) will provide direction to Council and other land managers/stakeholders by developing a framework for the future management of coastal Council land.

The Strategy is to be used as a basis for assigning and applying for funding to undertake priority works over public land and infrastructure so as to address coastal management issues.

### Study area

The study area is all open space land either owned by or under the care control and management of Council (Council land), within the coastal zone. The coastal zone is any open space land parcel that is either fully contained within, or is partly within, 100 metres of the high tide mark. The indicative areas are illustrated in **Figures 1 - xx**.

In some areas the foreshore Council land forms the only boundary between private property and the waters of the coastline of the Peninsula. In other areas the foreshore Council land is easily accessible and subject to intense recreational use.

To enable ease of delivery in preparing a Strategy for such an expansive geographical area (the coastline within the Council area is over 485 kilometres long), the Council land has been distinguished into three sections:

- Council border, Federation Park to Hickeys Point;
- Hickeys Point to Corny Point (Lighthouse); and
- Corny Point to Council border, Cape Elizabeth.

The Strategy will be prepared in stages, with one section addressed per financial year, consecutively until all sections have been completed. Within each section, Council land parcels will be grouped to form cells.

## Project objectives and outcomes

The Strategy will provide community-supported directions and actions for coastal open space (either owned by or under the care, control and management of Council), providing guidance on the most appropriate ways to enhance opportunities for coastal access and recreation, in balance with landscape and biodiversity protection.

As an outcome, it is expected that the final Strategy will, for each cell, differentiate management issues and associated recommendations, and provide a workplan including a prioritisation of works.

The comprehensive Strategy will deliver the following desired outcomes:

- Review the state of the natural coastal asset;
- Draw together the findings and recommendations of previous key studies;
- Identify issues to be addressed and management options, including prioritisation of works;
- Provide management options/recommendations that have broad community support/endorsement (see Consultation below); and
- Determine monitoring and evaluation strategies for each general management issue.

## Scope of services

This specification is for the development of a Coastal Management Strategy for Council land within the coastal zone.

The project tasks are as follows:

- Review of coastal Council land and their vested purposes (as per Community Land Management Plan classifications);
- Review existing policies and legislation that apply to the coastal zone;
- Review the state of the natural coastal asset on Council land, via:
  - A desktop literature review, including review of the '*Conservation Assessment of the Northern and Yorke Coast*'
  - Review of aerial photography to identify new issues and confirm the outcomes of the step above
  - Gather and collating community knowledge of coastal assets and issues via community groups such as Progress Associations and environmental groups, supported by site visits for ground truthing when needed (site visits may include support from Council staff and/or community group representatives)
    - Note, ground truthing will occur for previously unidentified or debatable issues. The skill set required for ground truthing includes knowledge of coastal management issues applicable to the Yorke Peninsula, weed identification, threatened species identification, and assessment of overall vegetation significance;
- Draw together the findings and recommendations of previous key studies, which are to be reviewed and updated as necessary before incorporation into the Strategy. The key studies are:
  - Coastal Motor Vehicle Access Management Strategy for the Coastal Councils, Northern and Yorke NRM Region (2008);
  - Draft Coastal Assessment Report (2009);
  - Coastal Pest Plant Incursion Survey of the Yorke Peninsula (2010); and
  - Coastal Reserves Management Strategy (bush camping management) (2012).

- Identification of issues to be addressed and management options, including prioritisation of works, for each cell. Specific reference to the following issues (where applicable) and any others that are relevant should be made:
  - off-road vehicle management;
  - weed control;
  - camping;
  - dune erosion;
  - impact to threatened species/habitat;
  - vegetation damage/removal;
  - pest animals;
  - litter and waste;
  - cliff instability;
  - foreshore and beach access and use management;
  - community education;
  - Indigenous cultural heritage; and/or
  - coastal viewscape and illegal activities.
- Prepare, for each cell, a description, site overview, workplan (prioritisation of works) and map(s);
- Provide management options/recommendations that have broad community support/endorsement (see Consultation below); and
- Determine monitoring and evaluation strategies for each general management issue (ie identify the common issues for each cell and detail the monitoring and evaluation strategies).

It will be the responsibility of the staff member and/or consultant to identify a suitable methodology to complete the tasks of the Scope, in consultation with the Project Management Steering Committee (see Project Manager below).

### Consultation

It will be a requirement to engage affected stakeholders and the local community in meaningful consultations during the preparation of the Strategy. Feedback and open lines of communication will be maintained for the duration of the project.

Once issues, management options and monitoring and evaluation strategies have been identified, the drafting process will require input from the Project Management Steering Committee (Steering Committee) and the Coastal Management Strategy Working Party (Working Party). This will occur as follows:

- First Draft version one to be presented to the Steering Committee for review;
- Editing as per Steering Committee comment;
- First Draft version two to be presented to the Working Party;
- Editing as per Working Party comment;
- First Draft version three provided to Elected Member Workshop;
- Editing as per Elected Member comment; and
- First Draft ready for public consultation.

There will be two rounds of public consultation; Round One and Round Two. Public consultation tasks will include:

- Prepare a Community Engagement Plan as per Council’s Community Engagement Strategy ie:
  - Identify stakeholders;
  - Determine level of engagement; and
  - Determine engagement methods for each round.
- Prepare a timeline to deliver the Community Engagement Plan;
- Implement engagement methods, which for Round One will likely include the following:
  - Public notices (advertises in local paper and possibly The Advertiser);
  - Emails/letters to key stakeholders who may also require meetings;
  - Website survey/feedback option;
  - Facebook;
  - Public Consultation Workshops;
  - Signage/posters; and
  - Ability to appear before the Working Party and/or Council.

Once public comment from Round One has been received, the submissions will require review and inclusion as per the following guidelines:

- The Draft Strategy will be amended if the submission:
  - provides additional information on natural coastal features relevant to the recommendations;
  - provides strong evidence of significant displacement of groups who may use the site(s);
  - proposes recommendations that would better achieve the objectives of the Strategy;
  - or
  - indicates omissions or lack of clarity.
- The Draft Strategy will not be amended if the submission:
  - supports or offers a neutral statement on the draft recommendations;
  - addresses issues beyond the scope of the Strategy;
  - makes points which are already in the Strategy that were considered during its preparation;
  - is strongly opposed to other submissions with the existing recommendations providing a preferred option;
  - is simply not agreed to without supporting evidence to demonstrate reason; or
  - contributes options which are not feasible.

Once public comment from Round One has been included, the Second Draft will be presented to the Working Party prior to being presented to an Elected Member Workshop. The Second Draft will then be issued for Round Two of public consultation. Public comment again will be incorporated as per the guidelines above. Engagement methods for Round Two will likely include the following:

- Article in the local paper;
- Facebook;
- Website;
- Emails/letters to key stakeholders; and
- Signage/posters.

The Final Draft will be presented to the Working Party, before the Final Strategy is adopted at a Council Meeting.

## Project Manager

The Project Manager will be Council's Natural Environment and Sustainability Officer. When the Project Manager is unavailable, the key contact is the Operations Manager. The Project Manager and key contact will also be members of the Project Management Steering Committee, which will have representation from the Working Party. The Steering Committee will be involved in decision-making, including but not limited to:

- The most efficient and effective method to review the state of the natural coastal asset;
- The most efficient and effective method to review the key studies; and
- Input into the drafting process as outlined under Consultation (above).

The Project Management Steering Committee will also provide support and deliver aspects of the Consultation phase.

Regular updates will be provided to the Working Party, with their input into the drafting process as outlined under Consultation (above).

## Project Timeframe

An indicative timeline is required however a preliminary approach in terms of process is provided below:

Section One, to be completed over the twelve month period before the end of financial year:

Milestone	Task	Approx. timeline	Month(s)
1	Review of coastal land, policies and state of the natural asset for Section One	1.5 months	July to mid-August
2	Draw together findings of key studies for Section One	1.5 months	Late August & September
3	Identify issues, management options and prioritise works for Section One including the preparation of the workplan etc and identification of general monitoring and evaluation strategies	1 month	October
4	Steering Committee, Working Party and Elected Member consultation on First Draft	1 month	November
5	Round One public consultation on First Draft	2 months	December & January
6	Submission review and inclusion to form Second Draft	1 month	February
7	Working Party and Elected Member consultation on Second Draft	1 month	March
8	Round Two public consultation on Second Draft	1 month	April
9	Submission review and inclusion to form Final Draft	0.5 months	Early-May
10	Final Draft presented to Working Party	0.5 months	Late May
11	Adoption of Final Strategy at Council Meeting		June

The process outlined above is to be repeated for both Section Two and Section Three over consecutive financial years.



### Budget

The total budget available for the project/consultancy is \$ xxx.

Budget will need to address expenses such as salaries, oncosts, any extra consultant fees (i.e. GIS, mapping), vehicle, administration, consultation and community engagement etc.

### Deliverables

Two unbound copies of both the First Draft and Second Draft Strategy, and an electronic copy of each, are required.

Twenty bound and two loose leaf, hard copies of the Final Strategy, an electronic copy, and electronic files to allow incorporation of mapping into Council's GIS, are required.

### Tender and Contract Information (if applicable)

As per Council Policy and templates.