

ELLMOOS RESERVE SOUTH – SUSSEX INLET - PARKCARE ACTION PLAN

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Produced By: City Services • **Review Date:** 10/1/2029

RESERVE INFORMATION

Group Name:	Ellmoos South Parkcare Group
Reserve Name:	Ellmoos Reserve
Location:	Sussex Inlet
Reserve No:	BSU761
Land Tenure	Freehold/Crown
Comm Land Type	Park/Natural Area

1. PARKCARE GROUP GOALS

Supplement Councils maintenance schedule adhering to the current Permit to Harm PN18/22 (refer Attachment A) and aid in the protection of the known salt marsh areas

2. SHOALHAVEN PARKCARE GROUP ACTIVITIES

GROUP ACTION	PRIORITY	METHOD	TIMING
Litter pick up	H	By hand	Ongoing
Whipper snipping	M	By hand	Ongoing
Maintain seating	M	By hand	Ongoing
<ul style="list-style-type: none"> • Mowing - Council is still responsible for mowing with Parkcare Group completing in-between schedules. • Yellow areas – No mowing, trimming or otherwise harm permitted as per the Permit to Harm PN18/22 • Blue areas – Mowing to a height of 100mm as per the permit to Harm PN18/22 and only once per month • Other areas – Normal mowing permitted 	M	Ride on or push mower	As required

3. PARKCARE GROUP ACTION PLAN MAP



Map of mowing plan for Jacobs Ellmoos Reserve, Sussex Inlet as authorised under the Permit to Harm, (PN18/22) attachment 1 of the permit, issued under the Fisheries Management Act 1994, Part 7, by the Department of Primary Industries.

Note:
Saltmarsh within shaded in yellow in this plan cannot be mown, trimmed or otherwise harmed.
Saltmarsh within areas shaded in blue can be mown to no less than a height of 100mm once a month
All other areas of saltmarsh on the below map (i.e unshaded saltmarsh or saltmarsh that has not been outlined on this plan) can be mown as per standard grass mowing practices across the rest of the reserve.



4. PARKCARE GROUP WHS DOCUMENTS

Type of Activity	WHS Document Name	Document No.
Litter pick up	Roadside Waste, Biological Waste & Park Litter Collection	SWMS1417 (V9)
Whipper snipping	Line Trimmer	SWI41 (V2)
Maintain seating	Park Furnishings and Play Equipment Maintenance	SWMS1201
Mowing with ride on	Operate & Maintain Ride on Mower / Tractor	SWI50 (V3)
Mowing with handheld	Mower Walk Behind	SWI51 (V2)

WHS Document Name	Document No.
Workplace Inspection Checklist	D13/177520
Incident Reporting, Investigation and Corrective Action	PRD22/123
Bushcare/Parkcare Policy	POL22/29
Bushcare/Parkcare Procedure	PRD22/208
Contractor & Volunteer Management	PRD22/122
Personal Protective Equipment (PPE)	PRD21/68
Work Health & Safety Policy	POL20/12
Risk Management	PRD22/22

WHS Incident Documents	Document No.
Incident Note – No Injury	P21.F02 - Sample
Incident Report – Injury	P21.F01 - Sample
Hazard & Incident Note – No Injury	P21.F03 - Sample

5. COUNCIL SUPPORT

Supply materials and advice

6. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE PARKCARE SITE?

Risk assessments are completed daily as part of the Site Recording Group Sheet & Site Specific Risk Assessment Form.

7. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE

PPE Equipment Required	Date issued
First Aid Kit	As Required
Gloves	As Required
Sunscreen	As Required
Insect repellent	As Required

8. POSSIBLE FUTURE FUNDING

Project	Funding source
Nil	

9. PLAN WILL BE REVIEWED WHEN THE CURRENT PERMIT TO HARM EXPIRES

The current Permit to Harm PN18/22 expires on 31/1/2023 and a new Permit to Harm will be reissued along with it being updated in the Parkcare Action Plan. If there are no other changes to the Action Plan the new plan will have no need to go to Council for approval and will expire in 2028 in line with the Bushcare/Parkcare Procedures.

The group should review a summary of the Parkcare Policy & Procedures at the time of each annual review.

10. LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO

Name of document	Year it was produced	Produced by
Permit to Harm PN18/22	2018	Department of Primary Industries
Plan of Management Generic Community Land - Parks	2001	Shoalhaven City Council
Foreshore Reserves Policy	2017	Shoalhaven City Council
Sussex Inlet – Ellmoos Reserve – Plan of Management	2006	Shoalhaven City Council
Plan of Management Generic Community Land – Natural Areas	2001	Shoalhaven City Council

11. RECOMMENDED PLANTING SPECIES LIST
(NO VIEWS TO BE IMPACTED)

Name or type of plant	Maximum Height	Structural Role in the park vegetation	Number
Nil			

All works undertaken pursuant to this action plan are to be to the satisfaction of the Open Spaces Assets Coordinator

Parkcare Group Name Ellmoos Reserve South Parkcare Group

Coordinator Name Jan Law

Signature

Date/....



**Permit Amendment for PN18/22 under Part 7 of the
FISHERIES MANAGEMENT ACT 1994**

Permit Number:	PN18/22 – PERMIT AMENDMENT
Permit Holder:	Shoalhaven City Council 36 Bridge Street NOWRA NSW 2541 CONTACT PERSON: Clinton Coker Ph: 4429 3488 Email: clinton.coker@shoalhaven.nsw.gov.au
Permit Area:	Foreshore Area of Jacob Ellmoos Reserve – River Road, Sussex Inlet, within and adjacent to Lot 7023 DP 1057156 – See Attachment 1 to this permit amendment
Permit Activity:	Harm marine vegetation in association with or in relation to mowing of foreshore area
Departmental Contact Officer:	Jillian Reynolds Ph: (02) 4428 3406 Email: jillian.reynolds@dpi.nsw.gov.au
District Fisheries Officer:	Glenn Staples Ph: (02) 4428 3404 Email: glenn.staples@dpi.nsw.gov.au
Expiry Date:	Unless cancelled or suspended sooner, this permit shall remain in force until 31 January 2023

This permit amendment changes the Conditions within Fisheries Permit PN18/22, as follows (Note. Attachment 1 to this permit amendment replaces Figure 2 to PN18/22 sent on 30 January 2018):

ADMINISTRATIVE CONDITIONS

- 1) The **Acceptance of Conditions** form (attached) must be completed and returned to the Officers listed at the bottom of the form before commencing any works authorised by this permit.
Reason – To remove any doubt that the Permit Holder understands and accepts the Conditions before work commences.
- 2) This amendment to Fisheries Permit PN18/22 (or a true copy) including Attachment 1 to this permit amendment must be provided by the permit holder to all Council staff or sub-contractors prior to them undertaking any activity authorised by this permit within the permit area.
Reason – To ensure that all individuals undertaking activities authorised by this permit understand and adhere to all the conditions of the permit.

NATURE AND EXTENT OF WORKS

- 3) The permit holder must ensure that all works authorised by this permit are restricted to the permit area shown in Attachment 1 to this permit amendment and are undertaken in a manner consistent with those described in this Attachment. Other works, which have not been described, are not to be undertaken.
Reason – This permit has been granted following an assessment of the potential impacts of the described works upon the aquatic and neighbouring environments. Other works,

which were not described in the application have not been assessed and may have significant adverse impacts.

AVOIDING HARM TO MARINE AND RIPARIAN VEGETATION

- 4) Harm to marine vegetation (saltmarsh) from mowing activities must only occur within the areas of the reserve as outlined in blue or in unshaded areas on Attachment 1 to this permit amendment. Saltmarsh situated within areas shaded yellow on this Attachment are not to be mown, trimmed or otherwise harmed. The location of the blue and yellow areas and to be clearly communicated to Council staff or sub-contractors undertaking the works.
Reason – To restrict and minimise harm to saltmarsh plants from ongoing mowing and vegetation maintenance activities.
- 5) Mowing or trimming of saltmarsh within Jacob Ellmoos Reserve is only to be undertaken by Shoalhaven City Council staff or sub-contractors registered by Shoalhaven City Council.
Reason – To ensure that all individuals undertaking activities authorised by this permit understand and adhere to the conditions of the permit.
- 6) Mowing or trimming of saltmarsh within the areas outlined in blue on Attachment 1 must be undertaken to a height of no lower than 100mm. Mowing or trimming of saltmarsh or other vegetation within these blue zones is not to be undertaken more than once per calendar month.
Reason – To minimise harm to saltmarsh plants from ongoing mowing and vegetation maintenance activities.

IMPORTANT NOTE:

In the event of any inconsistency between the conditions of this approval and:

- the drawings / documents referred to above, the conditions of this approval prevail to the extent of the inconsistency;
- any Government publication referred to in this permit, the most recent document shall prevail to the extent of the inconsistency; and
- the proponent's mitigation measures outlined in the application, the conditions of this approval prevail to the extent of the inconsistency.

STOP WORK ORDERS

A Fisheries Officer or other appropriate delegate who has reasonable cause to suspect that the conditions of this permit have not been complied with, **may order the work to stop immediately**. The order may be given to the permit holder or any person who informs the officer that they are acting in any capacity on behalf of the permit holder. Any damage caused to the habitat outside the specified permit area, or the carrying out of works not in accordance with the conditions specified in this permit and/or the application and that were accepted by the permit holder, could result in a breach of the *Fisheries Management Act 1994 or Regulations*, and penalties of up to \$220,000 may apply. Orders may also be made requiring work to rectify any damage caused by unauthorised works. Breaching a condition of a permit can incur an **on-the-spot penalty notice of \$500 or up to \$11,000 through the courts pursuant to clause 259 of the Fisheries Management (General) Regulation 2010**.

Yours sincerely,



Carla Ganassin

Senior Fisheries Manager

Authorised delegate of the Minister for Primary Industries

8 October 2019