

# Minutes



## Protection of the Environment Trust Management Committee

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**Date:** 12 December 2022

**Time:** 1.00pm – 2.36pm

**Location:** Wyong Administration Building and Microsoft Teams (Hybrid)

**Chairperson:** Gary Chestnut

**Coordinator:** Edward Hock, Unit Manager Governance, Risk and Legal

### Attendance

#### Members:

Gary Chestnut

Joy Cooper

Barbara Wills

#### Status:

Present

Present

Present

#### Staff:

Peter Correy, Group Financial Controller, Finance

Present

Edward Hock, Unit Manager Governance, Risk and Legal

Present

Luke Sulkowski, Unit Manager Environmental Management

Present

Larry Melican, Section Manager Natural Assets and Biodiversity

Present

Teresa Walters, Section Manager Communication and Engagement

Apology

Sharyn Styman, Environmental Management and Projects Officer

Present

Carolyn Patelis, Civic Support Officer

Present

Jade Maskiewicz, Assistant Internal Ombudsman

Present

### 1 Introduction

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Gary Chestnut was requested by the Committee to Chair the meeting. The Chairperson welcomed the Committee and completed an Acknowledgement of Country.

The following apologies were received for the meeting:

Teresa Walters, Section Manager Communication and Engagement

The Chairperson called for any disclosures of interest and none were received.

### 2 Brief progress reports on: The Scenic Road Bushland Reserve Offset area Umina Coastal Sandplain Woodland

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Sharyn Styman (Environmental Management and Projects Officer) spoke to the two progress reports provided, noted as read by the Committee.

#### The Scenic Road Bushland Reserve Offset area

- A subsequent recommendation needs to be made to Council as Trustee, to approve release of the funds according to the adopted 15 year plan, as per the second recommendation made by staff in the report to the Committee presented at the meeting held on 15 June 2022.

#### **Recommendation:**

That the Committee recommend that Council as Trustee approve release from funds listed in the report (The Scenic Road Bushland Reserve Offset Area Year 1) held in the Trust for Scenic Road Bushland Reserve Offset Area to Central Coast Council project number 26186 POET – Conservation Agreement COSS The Scenic Road Bushland Reserve Offset Area as per the adopted 15 year plan.

#### **Action:**

The Committee agrees with the recommendation to release funds for The Scenic Road Bushland Reserve Offset Area Year 1, with amendments made to ensure it is referred to as The Scenic Road, rather than Scenic Road.

Unanimous

***Moved – Barbara Wills, Seconded – Joy Cooper***

#### Umina Coastal Sandplain Woodland

- A subsequent recommendation needs to be made to Council as Trustee to approve release of the funds as per the confirmed budget, as per the second recommendation made by staff in the report to the Committee presented at the meeting held on 15 June 2022.

#### **Recommendation:**

That the Committee recommend that Council as Trustee approve release of:

- a. \$82,000 in February 2023 of the 2022/23 financial year;
- b. \$51,000 in July 2023 of the 2023/24 financial year from funds held in the Trust for 'Umina Coastal Sandplain Woodland' to Central Coast Council project number 26187 'POET – Umina Coastal Sandplain Woodland Management and Rehabilitation' for management actions as per the confirmed budget.

### **Action:**

The committee agrees to the recommendation and that the third year of the Umina Coastal Sandplain Woodland be a future report back to the Committee.

### ***Moved – Ed Hock, Seconded – Gary Chestnut***

### **3 Update from Finance (standing agenda item)**

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Peter Correy (Group Financial Controller, Finance) provided an update to the Committee on the Trust income statement noted as read by the Committee.

Financial statements, including breakdown of the information contained, was discussed. It is noted there has been no major activity since June 2022.

Group Financial Controller, Finance invited any specific comments from the Committee, either at special meeting (should it be convened) or out of session.

### **4 Code of Conduct Training**

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Assistant Internal Ombudsman, Jade Maskiewicz presented the Committee and Chair with a Code of Conduct presentation. Participants were, Gary Chestnut, Joy Cooper and Barbara Wills.

### **5 General business**

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Update from Larry Melican, Section Manager Natural Assets and Biodiversity regarding Grant applications, report provided noted as read by the Committee.

Two new grant applications received since last meeting in June 2022.

- Peninsula Environment Group (PEG) for project (POET002 202122):  
Woy Woy Peninsula Community Garden - Promoting Protection of Flora and Fauna.
  - Seeking funding from the Trust to support the serving, pruning and appropriate management of vegetation at the community garden
  - To promote wildlife habitat, insect hotels and delivery of educational workshop for native bees

After discussion, the Committee did not support the application from the Peninsula Environment Group for project POET002 202122 in its current form. Committee request the removal of the tree pruning aspect of the application, and support funding for the other aspects of biodiversity.

**Action:**

Environmental Management Staff to review grant application for project (POET002 202122) and request applicant remove, or further explain the tree maintenance aspect of their application, then report back to the next meeting.

- Crommelin Native Arboretum Incorporated for project (POET001 202223):  
Land Survey Ecological Report on the Pearl Beach Arboretum.
  - Two parts to application being:
    - Part A – to engage a surveying company to prepare a digital land survey of the Arboretum and;
    - Part B – Engagement of a consultant to prepare a report on the ecology of the Arboretum

After discussion, the Committee requests further information on the basis for the digital land survey. The Committee invite further information about the application of the information to be gleaned from the survey and consultant reports. Seek confirmation from the proponent that the information gleaned from the activities to be funded to be shared with Council.

**Action:**

Environmental Management Staff to review grant application for project (POET001 202223) and request applicant further explain the digital survey aspect of their application and what the net benefit would be, then report back to the next meeting.

Update from Larry Melican, Section Manager Natural Assets and Biodiversity regarding change to the Protection of Environment Trust Grant Guidelines, report provided noted as read by the Committee.

- The grant guidelines finalised in 2018/2019 do not specifically include Council as an organisation that the grants are open to. Council officers have not applied to the grant program since 2017/2018.
- The Background section of the Trust's grant guidelines state that 'The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations'.
- Request that the Protection of the Environment Trust Committee consider changing the Trust's grant guidelines to include Central Coast Council among the groups and organisations that the grant program is open to.

The Committee notes that Council is not currently precluded from lodging grant applications that comply with the assessment criteria.

# Minutes

## Protection of the Environment Trust Management Committee



10 Close

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Next meeting: TBC, as per quarterly schedule.

Meeting closed at 2.36pm

Minutes approved by the Coordinator and Chairperson on XX December 2022.

# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
103	1/07/2021	10 Year Plan for Umina Coastal Sandplain Woodland to be revisited at applicable meeting in 2022.	Section Manager Natural Assets and Biodiversity	<p>Update provided at the June 2022 meeting.</p> <p>Motion moved that the budget be confirmed for a 2-year period, as an alternative to the 3-year period proposed and that staff seek grants to compliment this.</p> <p>Moved – Gary Chestnut, Seconded – Joy Cooper</p> <p>Gary Chestnut suggested information provided regarding Council funds and expenditure for this project over 2 years.</p> <p>Action Peter Correy, Group Financial Controller, Finance to provide this financial report.</p> <p>Action: Distribution of report to Committee: <i>Action #103: Umina Coastal Sandplain Woodland Year 1 (2021-22) Update and Revisit 10 year plan</i></p>	Complete

# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
105	1/07/2021	15 Year Plan for Scenic Road Bushland Reserve Offset Area to be revisited at applicable meeting in 2022.	Section Manager Natural Assets and Biodiversity	<p>Update provided at the June 2022 meeting.</p> <p>Committee agrees to adopt 15 year plan for Scenic Road Bushland Reserve Offset Area.</p> <p>Distribution of report to Committee: <i>Action #105: Scenic Road Bushland Reserve Offset Area Year 1 (2021-22) update and revisit 15 year plan</i></p>	Complete
107	1/07/2021	Communications staff to attend next meeting to discuss opportunities for promoting the Trust including media releases about projects funded, encouraging ongoing philanthropic support through donations, and geo-targeting ads on Facebook.	Section Manager Communication and Engagement	<p>Further update as at June 2022.</p> <p><i>Communications Plan POET 2021</i> to be re-distributed to Committee member with request to provide their feedback to be used in progressing the finalisation and then commence implementation of the Plan.</p> <p>Committee expressed desire to explore out-of-session meeting (prior to next quarterly meeting of September 2022) to further process the marketing and promotional activities component.</p>	Ongoing

# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
112	5/10/2021	Unit Manager Governance Risk and Legal to liaise with Comms and provide an update at the next meeting on geo-targeting ads on Facebook to promote the Trust with regard to local projects funded.	Unit Manager Governance Risk and Legal	<p>Further update as at June 2022.</p> <p>Action: Council staff to cross reference the POET material published online and update to remove any references/photographs to emu.</p> <p>Question from Committee regarding whether it is possible to put a copy of the Trust Deed on the website.</p> <p>Action Unit Manager Governance, Risk and Legal to provide further advice to Committee on this matter.</p>	Ongoing
115	5/10/2021	The Protection of the Environment Trust Management Committee do not support funding being provided by the Trust for road barriers at Remembrance Drive Wamberal (grant application POET005202021)	Section Manager Natural Assets and Biodiversity	Applicant advised of outcome.	Complete
116	5/10/2021	The Protection of the Environment Trust Management Committee recommend that the request for road barriers at Remembrance Drive Wamberal be referred to Council's Infrastructure Services Directorate for consideration.	Section Manager Natural Assets and Biodiversity	Request referred to Infrastructure Services. Jeanette Williams acknowledged receipt of advice.	Complete



# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
117	5/10/2021	Environmental Management Staff to review grants received over the past 3 years and report back to the next meeting.	Section Manager Natural Assets and Biodiversity	Reported to 24 November 2021 Extraordinary Meeting.	Complete
118	5/10/2021	The Umina Coastal Sandplain Woodland report provided at the 1 July 2021 meeting to be attached to the minutes of the 5 October 2021 Protection of the Environment Trust Management Committee Meeting.	Meeting Support Officer	Completed.	Complete
119	24/11/2021	The PoET Communications Plan to be circulated to Committee Members for review and to provide information and comments back to advisorygroups@centralcoast.nsw.gov.au by CoB Wednesday 8 December 2021.	Meeting Support Officer	Communications Plan circulated to Committee Members 24/11/2021 No feedback received.	Closed
120	24/11/2021	An update to be provided at the next Ordinary Meeting on the Protection of the Environment Trust Website including a link from the Central Coast Council website and the ability to make donation.	Unit Manager Governance Risk and Legal	Further update provided at the June 2022 meeting.	Ongoing
121	24/11/2021	The Committee agree to maintain the current situation where applications to the Protection of the Environment Trust Grant Program can be made throughout the financial year, and that applications are referred to a subsequent Trust Committee Meeting for consideration.	Section Manager Natural Assets and Biodiversity	Advice noted by Larry Melican.	Complete
122	24/11/2021	That the Communications Plan being developed by the Management Committee consider a promotional window for grant applications twice per year.	The Committee/ Communications	Update: Plan has been developed, now seeking input from the Committee regarding activities which are proposed to be promoted.	Ongoing

# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				Communications Plan circulated. To be recirculated with a request for any feedback from the community members within 2 weeks.	
123	15/07/2022	Grant applications. <ul style="list-style-type: none"> <li>2022/2023 year is now active – one grant application received, from Woy Woy Peninsula Community environment group, for work in their community garden.</li> </ul>	Section Manager Natural Assets and Biodiversity	Environmental Management Staff to review grant application received and report back to the next meeting.  Update: 12/12/2022 Environmental Management Staff to review grant application for project (POET002 202122) and request applicant remove, or further explain the tree maintenance aspect of their application, then report back to the next meeting.	Ongoing
124	12/12/2022	Grant application <ul style="list-style-type: none"> <li>Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl Beach Arboretum.               <ul style="list-style-type: none"> <li>Two parts to application being:</li> </ul> </li> </ul>	Section Manager Natural Assets and Biodiversity	Environmental Management Staff to review grant application for project (POET001 202223) and request applicant further explain the digital survey aspect of their application and what the net benefit would be, then report back to the next meeting.	Ongoing

# Action log

## Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		Part A – to engage a surveying company to prepare a digital land survey of the Arboretum and; Part B – Engagement of a consultant to prepare a report on the ecology of the Arboretum			