



PROTECTION OF THE ENVIRONMENT TRUST (POET) COMMITTEE

21 September 2023



COMMUNITY STRATEGIC PLAN 2018-2028

ONE – CENTRAL COAST IS THE COMMUNITY STRATEGIC PLAN (CSP) FOR THE CENTRAL COAST LOCAL GOVERNMENT AREA

ONE – CENTRAL COAST DEFINES THE COMMUNITY'S VISION AND IS OUR ROADMAP FOR THE FUTURE

ONE – CENTRAL COAST BRINGS TOGETHER EXTENSIVE COMMUNITY FEEDBACK TO SET KEY DIRECTIONS AND PRIORITIES

One - Central Coast will shape and inform Council's business activities, future plans, services and expenditure. Where actions are the responsibility of other organisations, sectors and groups to deliver, Council will work with key partners to advocate on behalf of our community.

Ultimately, every one of us who live on the Central Coast has an opportunity and responsibility to create a sustainable future from which we can all benefit. Working together we can make a difference.

RESPONSIBLE

WE'RE A RESPONSIBLE COUNCIL AND COMMUNITY, COMMITTED TO BUILDING STRONG RELATIONSHIPS AND DELIVERING A GREAT CUSTOMER EXPERIENCE IN ALL OUR INTERACTIONS.

We value transparent and meaningful communication and use community feedback to drive strategic decision making and expenditure, particularly around the delivery of essential infrastructure projects that increase the safety, liveability and sustainability of our region. We're taking a strategic approach to ensure our planning and development processes are sustainable and accessible and are designed to preserve the unique character of the coast.

Good governance and great partnerships

G2 Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making

There are 5 themes, 12 focus areas and 48 objectives

COMMUNITY STRATEGIC PLAN 2018-2028 FRAMEWORK

All council reports contained within the Business Paper are now aligned to the Community Strategic Plan. Each report will contain a cross reference to a Theme, Focus Area and Objective within the framework of the Plan.



Meeting Notice

**The Protection of the Environment Trust (POET) Committee
of Central Coast Council
will be held Remotely – Online,
on Thursday 21 September 2023 at 12:30PM,
for the transaction of the business listed below:**

Welcome, Acknowledgement of Country, Receipt of Apologies

1 Procedural Items

- 1.1 Introduction: Welcome, Acknowledgement of Country, Apologies, Disclosure of Interest..... 4
- 1.2 Previous business: Confirmation of minutes, review action log 5

2 Reports

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XXX

Chairperson

**1.1 INTRODUCTION: WELCOME, ACKNOWLEDGEMENT OF COUNTRY,
APOLOGIES, DISCLOSURE OF INTEREST**

Chairperson

*We acknowledge the Traditional Custodians of the land on which we live, work and play.
We pay our respects to Elders, past, present and emerging and recognise their continued
connection to these lands and waterways.
We acknowledge our shared responsibility to care for and protect our place and people.*

1.2 PREVIOUS BUSINESS: CONFIRMATION OF MINUTES, REVIEW ACTION LOG

Chairperson

Attachments

- | | | |
|---|-----------------------------------|---|
| 1 | PoET Action log updated 13/9/2023 | D15730825 |
| 2 | Minutes - PoET - 20 June 2023 | Provided Under Separate Cover D15726689 |

Protection of the Environment Trust Management Committee (POET)

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. 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
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:</p>	Complete

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<i>Action #105: Scenic Road Bushland Reserve Offset Area Year 1 (2021-22) update and revisit 15 year plan</i>	
107	1/07/2021	<p>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.</p> <p>30 March 2023 meeting Consolidating items 107, 112, 115 and 122.</p> <p>30/3/2023 Draft communication Plan: Feedback needed from the committee no feedback received as of the meeting date.</p>	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> <p>5 July 2023 Email sent to committee requesting feedback</p> <p>17 August 2023 Email sent to committee requesting feedback</p> <p>5 September 2023 Email sent to committee requesting feedback</p>	<p>Ongoing</p> <p>Ongoing 20/06/2023</p>

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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
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	Meeting Support Officer	Completed.	Complete

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		Protection of the Environment Trust Management Committee Meeting.			
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
123	15/07/2022	Grant applications. <ul style="list-style-type: none"> 2022/2023 year is now active – one grant application received, from Woy Woy Peninsula Community environment group, for work in their community garden. 	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. 6/2/23 Resolved Funds released \$1,320	30/3/2023 Complete 23/05/2023

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
124	12/12/2022	Grant application <ul style="list-style-type: none"> Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl Beach Arboretum. <ul style="list-style-type: none"> Two parts to application being: <ul style="list-style-type: none"> 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 	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. 62/23 Resolved Funds released \$12,200	30/3/2023 Complete Complete 23/05/2023
125	23/05/2023	Grant application <ul style="list-style-type: none"> Umina Coastal Sandplain Woodland Species Corridor for project (POET003 202223) 	Section Manager Natural Assets and Biodiversity	62/23 Resolved Funds released \$3,230	23/05/2023 Complete
126	23/05/2023	Grant application Matcham Holgate Feral Fox Control Program (POET005 202223)	Section Manager Natural Assets and Biodiversity	62/23 Resolved Funds released \$3,230	23/05/2023 Completed

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
127	20/06/2023	Former Mayor Bell – Grant Request Submitted a funding application for assistance with writing his book.	Civic Support		
128	20/06/2023	Distribute – Communications Plan to the committee.	Section Manager, Ed Hock		
129	20/06/2023	Status Report – Grant applications received on Environmental Trust for the current year.	Larry Melican		
130	20/06/2023	CFO to provide interest rate and earnings for the current and past financial years.	Emma Galea		
131	20/06/2023	CFO to provide running total of expenditure for current financial year, to determine annual budget.	Emma Galea		
132	20/06/2023	CFO to distribute PDF more detailed financial information.	Emma Gale		



Item No: 2.1
Title: Update from Financials - 31 August 2023
Department: Corporate Services

21 September 2023 Protection of the Environment Trust (POET)
Committee

Reference: F2018/00732 - D15837397
Author: Emma Galea, Chief Financial Officer

Financial report as of 31 August 2023

Attachments

1 Protection of the Environment Trust Financial update - 31 August 2023 D15857122

Protection of the Environment Trust - 31 August 2023

Income Statement

	This Month			YTD			Last Year		
	Public Funds \$	Trust Funds \$	PoET Total \$	Public Funds \$	Trust Funds \$	PoET Total \$	Public Funds \$	Trust Funds \$	PoET Total \$
Income									
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Received	752.01	6,770.71	7,522.72	1,481.03	13,539.57	15,020.60	7,429.81	62,443.34	69,873.15
Total Income	<u>752.01</u>	<u>6,770.71</u>	<u>7,522.72</u>	<u>1,481.03</u>	<u>13,539.57</u>	<u>15,020.60</u>	<u>7,429.81</u>	<u>62,443.34</u>	<u>69,873.15</u>
Expenditure									
Bank Fees	0.00	0.03	0.03	0.00	0.06	0.06	0.00	25.45	25.45
Project Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,100.00	110,100.00
Total Expenditure	<u>0.00</u>	<u>0.03</u>	<u>0.03</u>	<u>0.00</u>	<u>0.06</u>	<u>0.06</u>	<u>0.00</u>	<u>110,125.45</u>	<u>110,125.45</u>
Operating Surplus/(Deficit)	<u>752.01</u>	<u>6,770.68</u>	<u>7,522.69</u>	<u>1,481.03</u>	<u>13,539.51</u>	<u>15,020.54</u>	<u>7,429.81</u>	<u>(47,682.11)</u>	<u>(40,252.30)</u>

Statement of Financial Position

	YTD			Last Year		
	Public Funds \$	Trust Funds \$	PoET Total \$	Public Funds \$	Trust Funds \$	PoET Total \$
Current Assets						
Cash at Bank	228,803.40	534,944.83	763,748.23	227,322.37	521,405.32	748,727.69
Total Current Assets	<u>228,803.40</u>	<u>534,944.83</u>	<u>763,748.23</u>	<u>227,322.37</u>	<u>521,405.32</u>	<u>748,727.69</u>
Net Assets	<u>228,803.40</u>	<u>534,944.83</u>	<u>763,748.23</u>	<u>227,322.37</u>	<u>521,405.32</u>	<u>748,727.69</u>
Equity						
Accumulated Surplus	228,803.40	534,944.83	763,748.23	227,322.37	521,405.32	748,727.69
Total Equity	<u>228,803.40</u>	<u>534,944.83</u>	<u>763,748.23</u>	<u>227,322.37</u>	<u>521,405.32</u>	<u>748,727.69</u>

Balance by Purpose

Purpose	YTD			Last Year		
	Public Funds \$	Trust Funds \$	PoET Total \$	Public Funds \$	Trust Funds \$	PoET Total \$
Bush Regeneration	666.52		666.52	662.21		662.21
MacMasters Beach Bush Regeneration	42,648.09		42,648.09	42,372.03		42,372.03
Interest Coastal Open Space (\$1,500,000 COSS)		534,944.83	534,944.83		542,655.32	542,655.32
Davistown Wetlands	213.26		213.26	211.88		211.88
General Donations	1,778.84		1,778.84	1,767.33		1,767.33
Conservation Agreement COSS The Scenic Rd - 26186	76,163.92		76,163.92	75,670.92		75,670.92
Umina Coastal Sandplain Woodland (45 Hillview St, Woy Woy) - 26187	107,332.76		107,332.76	106,638.00		106,638.00
Crommelin Native Arboretum Inc Pty Ltd - Land Survey Ecological Rpt Pearl Beach	0.00		0.00		(12,200.00)	(12,200.00)
Peninsula Environmental Group (PEG) - Education Woy Woy Peninsula Com Garden	0.00		0.00		(1,320.00)	(1,320.00)
Peninsula Environmental Group (PEG) - Umina Coastal Sandplain Woodland Species	0.00		0.00		(3,230.00)	(3,230.00)
Matcham Hall Incorporated - Holgate Feral Fox Control Program	0.00		0.00		(4,500.00)	(4,500.00)
TOTAL	<u>228,803.40</u>	<u>534,944.83</u>	<u>763,748.23</u>	<u>227,322.37</u>	<u>521,405.32</u>	<u>748,727.69</u>

Once actioned will be merged together in current year



Item No: 2.2
Title: MacMasters Beach Bushcare funds release agreement
Department: Corporate Services

21 September 2023 Protection of the Environment Trust (POET) Committee

Reference: F2018/00732 - D15850209
Author: Rachel Gibson, Team Leader Civic Support
Manager: Edward Hock, Unit Manager Governance, Risk and Legal

Recommendation

To release funds held by the Trust to the MacMasters Beach Bush Care group.

To note the updated arrangement for the release of funds to the MacMasters Beach Bush Care group.

To ensure the arrangement is endorsed each 4-year council term.

Report purpose

To formalize the ongoing arrangement to release funds open request to the MacMasters Beach Bush Care group (**'MBBC'**) and ensure that it is put before an incoming elected body each 4-year term for standing endorsement. This should provide clarity and certainty for MBBC.

Background

MBBC paid funds into the Protection of the Environment Trust, on the understanding and agreement that such funds could be drawn upon for the activities of the MBBC as needed, and without the POET Management Committee requiring grant applications for each release of funds.

In May 2019, the POET Management Committee agreed to the above arrangement.

MBBC has called upon funds to be released to it. Council staff have engaged with MBBC to update the standing arrangement, and to ensure that such arrangement is endorsed by Council (as Trustee) for ongoing certainty and good governance.

Report

Council has proposed to amend the arrangement with MBBC to provide for:

- Written request to the POET Management Committee by MBBC (on letterhead and authorised by its Committee) and identifying any specific timeframe around release of the funds;
- The POET Management Committee Convenor to include the request in the agenda for the subsequent quarterly meeting of the POET management committee;
- The recommendation of the Trust be then forwarded to the next practicable Ordinary Meeting of Council for consideration and, if appropriate, endorsement by resolution; and
- If Council resolves to release the funds, that those funds be released within 30 days of the Council resolution.

Financial Considerations

At its meeting held 19 October 2020, Council resolved the following:

1108/20 That any motions put before Council for the remainder of this term of Council that have financial implications require the Chief Executive Officer to provide a report on how those additional costs will be met.

The following statement is provided in response to this resolution of Council.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

Attachments

- | | | |
|----------|---|-----------|
| 1 | Letter to MacMasters Beach Bushcare re process for future grant applications dated 04092023 | D15850191 |
| 2 | Letter to MacMasters Beach Bushcare re process for future grant applications 21052019 | D13548303 |



4 September 2023

Mr T Powell
MacMasters Beach Bushcare Group
By Email: tonypowell.macs@gmail.com

Dear Mr Powell

Protection of the Environment Trust and Macmasters Beach Bushcare Group

I refer to recent discussions pertaining to the release of funds from the Protection of the Environment Trust ('**POET**') to Macmasters Beach Bushcare Group ('**MBBC**').

As discussed, I am aware of the letter from Council (as POET Trustee) dated 21 May 2019, formalising an arrangement for the release of funds to MBBC. As agreed verbally, Council proposes to amend that process in the following way:

- Written request to the Trust is required by MacMasters Beach Bushcare Group (on letterhead and authorised by the Committee) and identifying any specific timeframe around release of the funds.
- The Trust Convenor to include the request in the next quarterly meeting of the POET management committee.
- The recommendation of the Trust be then forwarded to the next practicable Ordinary Meeting of Council for consideration.
- If Council resolves to release the funds, that they be released within 30 days of the Council resolution.

The POET management committee meets typically in March, June, September, and November of each year. Please use that as a guide for MBBC for submission of written requests for the release of funds.

I otherwise commit to formalise this process with Council, and to ensure that it is put before an incoming elected body each 4-year term for standing endorsement. This should provide clarity and certainty for MBBC.

Yours sincerely

A handwritten signature in black ink, appearing to read "Edward Hock".

Edward Hock
Unit Manager
Governance Risk & Legal

Internal Reference: D15842627





21 May 2019

MacMasters Beach Bushcare Group
By Email: tonypowell.macs@gmail.com

Dear Mr Powell,

Protection of the Environment Trust (POET) – Process for Grant Funding Applications

At its meeting held on 26 February 2019 the Protection of the Environment Trust Management Committee discussed your understandable frustrations with the delay in having funds released from the Trust.

At that meeting, the Committee resolved:

Following adoption of the Committee minutes by Council, the Protection of the Environment Trust write to the MacMasters Beach Bushcare Group clarifying the process for future applications.

Please find below the process confirmed by the Committee for future grant funding applications:

- Written request to the Trust is required by MacMasters Beach Bushcare Group (on letterhead and authorised by the Committee) and identifying any specific timeframe around the funds.
- The Trust Convenor to convene a meeting of the Trust to consider the request within 14 days of the application being received.
- The recommendation of the Trust be then forwarded to the next practicable Ordinary Meeting of Council for consideration.
- If Council resolves to release the funds, that they be released within 30 days of the Council resolution.

The next round of Protection of the Environment Trust Grants is now open. Applications close on Friday 7 June and will be assessed by the POET Committee at their next meeting. For further information and to apply, please visit:

<https://centralcoast.smartygrants.com.au/POET201920>

Yours sincerely

A handwritten signature in blue ink, appearing to read "Shane Sullivan".

Shane Sullivan
Unit Manager Governance and Business Services



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2.3 GENERAL BUSINESS

Attachments

Nil