



PROTECTION OF THE ENVIRONMENT TRUST (POET) COMMITTEE

14 December 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.

The infographic details the following structure:

- THEME: BELONGING**
 - Focus Area: OUR COMMUNITY (C1-C4)
 - Focus Area: COMMUNITY GOVERNANCE AND LOCAL GOVERNANCE (G1-G2)
- THEME: SMART**
 - Focus Area: A GROWING AND COMPETITIVE REGION (S1-S4)
 - Focus Area: A PLACE OF OPPORTUNITY FOR PEOPLE (D1-D4)
- THEME: GREEN**
 - Focus Area: ENVIRONMENTAL WELL-BEING FOR THE FUTURE (E1-E4)
 - Focus Area: INCREASED RAIN WATER RESILIENCE (R1-R4)
- THEME: RESPONSIBLE**
 - Focus Area: GOOD GOVERNANCE AND GREAT PARTNERSHIPS (G1-G2)
 - Focus Area: BELONGING THROUGH INFRASTRUCTURE (I1-I4)
 - Focus Area: SAFE AND SOUND DEVELOPMENT (S1-S4)
- THEME: LIVEABLE**
 - Focus Area: RELIABLE PUBLIC TRANSPORT AND CONNECTIVITY (L1-L4)
 - Focus Area: SAFE AND SOUND DEVELOPMENT (S1-S4)
 - Focus Area: HEALTHY LIFESTYLES (L1-L4)



Meeting Notice

**The Protection of the Environment Trust (POET) Committee
of Central Coast Council
will be held Remotely – Online,
on Thursday 14 December 2023 at 2.00pm,
for the transaction of the business listed below:**

1 Procedural Items

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- 1.2 Previous business: Confirmation of minutes, review action log..... 5

2 Reports

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- 2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science56
- 2.6 General Business.....71

Gary Chestnut
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   MINUTES - Protection of the Environment Trust (POET) Committee D15850825
- 21 September 2023



Central Coast Council
Protection of the Environment Trust (POET)
Committee

Held
Online via TEAMS

21 September 2023

MINUTES

Attendance

Members

Gary Chestnut
Joy Cooper
Barbara Wills
Edward Hock

Status

Present, via TEAMS
Present, via TEAMS
Present, via TEAMS
Present, via TEAMS

Staff

Emma Galea
Garry Teesson
Larry Melican
Luke Sulkowski
Rochelle Lawson
Lisa Martin

Status

Present
Present
Present
Apology
Apology
Present

PROCEDURAL ITEMS

1.1 Introduction: Welcome, Acknowledgement of Country, Apologies, Disclosure of Interest

Gary Chestnut was requested by the Coordinator to Chair the meeting.

The Chairperson, Gary Chestnut, declared the meeting open at 12:30pm

The Chairperson welcomed the Committee and completed an Acknowledgement of Country.

The following apologies were received for the meeting:

Luke Sulkowski, Unit Manager, Environmental Management

Rochelle Lawson, Senior Ecologist, Natural Assets and Biodiversity

The Chairperson called for any disclosures of interest. Barbara Wills declared membership of the MacMasters Beach Bush Care Group, but indicated that no conflict existed.

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

1.2 Previous business: Confirmation of minutes, review action log

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:

[POET Minutes - 20 June 2023](#)

Review of the action log was completed and it is noted;

- Communications Plan – *review* – Joy Cooper
- Former Mayor Bell – Grant Request – *Status* - Section Manager, Natural Assets and Biodiversity
- Status Report – *list of applications (new and missed from last round)* - Section Manager, Natural Assets and Biodiversity
- Interest Accrued – *consider/develop a procedure* – CFO
- Donated sites – *organise an excursion* - Section Manager, Natural Assets and Biodiversity
- Umina Sandplain – *Progress Report* - Section Manager, Natural Assets and Biodiversity

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
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>	Complete

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				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>	
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>	<p>Section Manager Communication and Engagement</p>	<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>Ongoing</p> <p>Ongoing 20/06/2023</p>

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>5 September 2023 Email sent to committee requesting feedback</p> <p>20/09/2023 feedback received from Barb Wills</p> <p>Target audience? I thought the comms team would be able to come up with more than 2 groups..</p> <p>picture of an Emu when there are none of the coast?</p> <p>Reputation risk assessment.. "no clear process in place as to how donations can made to the Trust" "Council (which Council?? you mean an administrator?) sought to wind up the Trusts which generated local media interest at the time so there will be interest in the call for grant applicants and donations" and so on..... not worded well for my liking.. I would have also thought the item would be on our agenda for this Thursday..?</p> <p>21 September 2023 – Joy is going to review the</p>	Ongoing
					21/09/2023

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				Communications Plan and provide feedback within 7 days to the committee members.	
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 Protection of the Environment Trust Management Committee Meeting.	Meeting Support Officer	Completed.	Complete

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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. 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. 62/23 Resolved Funds released \$1,320	30/3/2023 Complete 23/05/2023
124	12/12/2022	Grant application Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl	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	30/3/2023 Complete

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		Beach Arboretum. <ul style="list-style-type: none"> o 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 		net benefit would be, then report back to the next meeting. 62/23 Resolved Funds released \$12,200	Complete 23/05/2023
125	23/05/2023	Grant application 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
127	20/06/2023	Former Mayor Bell – Grant Request Submitted a funding application for assistance with writing his book.	Section Manager, Natural Assets and Biodiversity	21/9 – Larry Melican is going to review former Mayor Bell's application and provide information as to the status.	Ongoing 21/09/2023
128	20/06/2023	Distribute – Communications Plan to the committee.	Section Manager, Ed Hock		Completed

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
129	20/06/2023	Status Report – Grant applications received on Environmental Trust for the current year.	Section Manager, Natural Assets and Biodiversity	<p>18/09/2023 This request for approval to deliver Project POET002201222 in October/November 2024 has come from Julie Gilbody at the Peninsula Community Garden.</p> <p>21/09/2023 Larry will bring a listing of all of the grant applications that were missed, and all of the new applications to be considered to the next meeting for determination.</p>	Ongoing 21/09/2023
130	20/06/2023	CFO to provide interest rate and earnings for the current and past financial years.	Emma Galea	<p>21/09/2023</p> <p>Interest earned for these restricted funds is calculated based on the weighted average of council's investments across each month.</p> <p>This methodology and rate are consistent with the calculations applied to all other applicable interest earning restrictions (including developer contributions)</p>	Completed

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				For the full 2022-23 year, the interest earned was \$69,873.15 For year to date 2023-24 year (2 months), the interest earned is \$15,020.60.	
131	20/06/2023	CFO to provide running total of expenditure for current financial year, to determine annual budget.	Emma Galea	21/09/2023 While the underlying transactions and processes for all our financial reporting adheres to both the Accounting Standards and Local Government code of Accounting Practice, we have attached a suggested alternate layout for your consideration. This includes the items that the committee have made a commitment to fund and are in the pipeline for delivery. We will continue to suggest ways to improve the financial reporting for the Committee.	Completed
132	20/06/2023	CFO to distribute PDF more detailed financial information.	Emma Galea	21/09/2023 While the underlying transactions and processes for all our financial reporting adheres to both the Accounting Standards and Local Government code of Accounting Practice, we have attached a suggested alternate layout for your consideration. This includes the items that	Completed

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				the committee have made a commitment to fund and are in the pipeline for delivery. We will continue to suggest ways to improve the financial reporting for the Committee.	
133	21/06/2023	CFO to consider/develop a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within on a per annum basis.	Emma Galea	21/09/2023 The Trust Management committee is to recommend to Council, to request Council's finance department consider a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within. Get consultation from the finance team.	
134	21/09/2023	Organise a visit to view all donated site to assess how well all assess the donated sites to assess how well sites are progressing. Inspection to look at locations to see how they are going and to make sure they are not being encroached upon. Alternative to site inspection, a report to be presented. Inspection would require a half day excursion – outside of meeting time if arranged – due in 7 days.	Section Manager, Natural Assets and Biodiversity		

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

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
135	21/09/2023	Umina Sandplain - \$82k – Bring a progress report to next POET meeting in December	Section Manager, Natural Assets and Biodiversity		

REPORTS

2.1 Update from Financials - 31 August 2023

Emma Galea provided responses to questions raised at the last POET meeting held on 20 June 2023.

Refer to Action log item # 130, 131 and 132.

2.2 MacMasters Beach Bushcare funds release agreement

Resolved

Moved: Edward Hock

Seconded: Gary Chestnut

To recommend to the Trustee 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.

2.3 General Business

Foreshadowed – Joy Cooper

Interest Accrued – The Trust Management committee is to recommend to Council to request, Council's finance department consider a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within.

Get consultation from the finance team – refer Action Item #133

Donated Lands – A query was raised regarding the number of sites under the Environmental Protection Act (lands donated to the trust e.g. Somersby, Forrester's Beach) – refer Action Item #134

Umina Sandplain – refer Action Item #135

Action items were created out of General Business discussion.

The Meeting concluded at 1:22pm

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



14 December 2023 Protection of the Environment Trust (POET)
Committee

Reference: F2018/00732-002 - D15980422

Author: Emma Galea, Chief Financial Officer

Financial report as of 31 October 2023

Attachments

1   Financial Report October 2023 D15982622

Protection of the Environment Trust (POET)												
Financial Year		\$'s	\$'s	General Trust Income	Bush Regeneration	MacMasters Beach Bush Regen PN 27250	Interest Coastal Open Space on \$1.5M from POET	Davistown Wetlands	General Donations	Conservation Agreement COSS The Scenic Rd PN26186	Umina Coastal Sandplain Woodland PN 26187	Website - PN27251
2023-24	Opening Balance		748,727.69	0.00	662.21	42,372.03	521,405.32	211.88	1,767.33	75,670.92	106,638.00	0.00
	Add: Interest Received											
	POET Allocation	20,050.00					20,050.00					
	Other Interest	<u>9,787.18</u>	29,837.18	9,787.18								
	Less: Bank Charges		-0.12				-0.12					
	Project Allocations:											
	26187 - Council Report 12th of September 2022 (Item 3)	-51,000.00									-51,000.00	
	26186 - Council Report 12th of September 2022 (Attachment D15437908)	<u>-9,450.00</u>	-60,450.00							-9,450.00		
	Closing Balance @ Oct 23		718,114.75	9,787.18	662.21	42,372.03	541,455.20	211.88	1,767.33	66,220.92	55,638.00	0.00
Project Funding Commitments:												
		<u>0.00</u>	0.00									

Item No: 2.2
Title: Umina Coastal Sandplain Woodland Progress Report
Department: Environment and Planning



14 December 2023 Protection of the Environment Trust (POET) Committee

Reference: F2021/01272 - D15937784
Author: Sharyn Styman, Conservation Management Officer. Natural Assets and Biodiversity
Manager: Luke Sulkowski, Unit Manager. Environmental Management
Executive: Alice Howe, Director Environment and Planning

Recommendation

That the Committee note the report.

Report purpose

To provide a progress report in response to Action #135 Meeting date 21/09/2023: Umina Sandplain - \$82k – Bring a progress report to next POET meeting in December.

Background

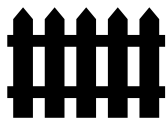
At the Protection of the Environment Trust Committee meeting of 15 June 2022 the Committee moved a motion that the budget for the Umina Coastal Sandplain Woodland be confirmed for a 2-year period. At the Committee's meeting on 12 December 2022 the Committee agreed to recommend that Council as Trustee approve release of \$82,000 in February 2023 of the 2022/23 financial year for management actions as per the confirmed 2-year budget. At the Council meeting of 24 January 2023, Council resolved to release the funds as recommended by the Committee.

Current Status

Works utilising the \$51,000 received in July 2023 of the 2023/24 financial year are in progress in accordance with the confirmed budget.

Report

The following management actions were completed in the 2022/23 financial year for Umina Coastal Sandplain Woodland (UCSW):



POET funded actions

- 338 lineal metres of fencing supplied and installed around 62% of burn zone at Hillview Street Reserve

Council supporting actions

- 207 lineal metres of fencing supplied and installed around 38% of burn zone
- Contract management
- Repair of damaged and vandalised fencing and increased Ranger patrols



POET funded actions

- 187 hours of professional bush regeneration completed pre fire at Hillview Street Reserve

Council supporting works at Hillview Street Reserve

- 147 hours of professional bush regeneration completed pre fire
- 109 hours of burn preparation and rubbish removal by Council staff
- Roadside vegetation management
- Pre fire floristic surveys
- Contract management and staff supervision
- Preparation of Hazard Reduction Certificate and liaison with NSW Fire and Rescue
- Preparation of communication material and liaison with neighbours and bushcare group

Challenges

- 62% of bush regeneration not completed as budget not received until after 24 January 2023 Council meeting, then burn delayed due to unsuitable weather conditions in Autumn 2023



POET funded actions

- Nil due to budget not being received until after 24 January 2023 Council meeting, then contractor shortages.

Council supporting actions

- 339 hours of professional bush regeneration completed at Umina Oval
- Contract management



POET funded actions

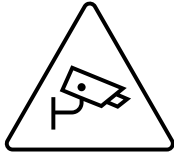
- Ten interim signs on ecological burning supplied and installed around perimeter of burn zone at Hillview Street Reserve

Council supporting actions

- Nine interpretative signs on UCSW supplied and installed at priority sites
- Engagement and coordination with Environmental Volunteering (EV) groups
- Social media post #Tuesdaytails and article in EV news on ecological burning

Challenges

- Permanent signage on ecological burning not supplied as burn delayed



Council supporting actions

Hillview Street Reserve

- Repair of vandalised signage
- Actions to deter arson, tree vandalism and firewood collection in reserve
- Routine drain maintenance and priority weed control

Umina Oval

- Fence and walking track maintenance
- Actions to deter mowing, dumping and camping in UCSW
- Submissions on Peninsula Recreation Precinct upgrades and bookings that may impact UCSW

Works utilising the \$51,000 received in July 2023 of the 2023/24 financial year are in progress in accordance with the confirmed budget.

Unspent funds from 2021/22 and 2022/23 financial years could be expended in future years subject to endorsement by the Committee.

Consultation

Community consultation regarding track consolidation and other management actions at the priority sites was previously conducted in March-April 2022.

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.

There are no material financial implications associated with the information provided in this progress report as the funds allocated to the Umina Coastal Sandplain Woodland are part of the funds held by the Trust for the project.

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.

Risk Management

There are no material risks in providing this update to the Committee.

Options

There are no options relevant to this update.

Attachments

Nil.



Item No: 2.3
Title: Grant Application POET 006 202223 Landcare Green Teams on Private Land
Department: Environment and Planning

14 December 2023 Protection of the Environment Trust (POET) Committee

Reference: F2018/00732-002 - D15943502
Author: Larry Melican, Section Manager Natural Assets and Biodiversity
Manager: Luke Sulkowski, Unit Manager. Environmental Management
Executive: Alice Howe, Director Environment and Planning

Recommendation

1. The Protection of the Environment Trust Committee defer consideration of the Grant Application POET 006 202223 titled Landcare Green Teams on Private Land by the Community Environment Network (CEN).
2. The Protection of the Environment Trust seek advice from Council on the proposed expenditure of grant funds requested in application POET 006 202223.
3. The Protection of the Environment Trust review the grant guidelines to provide greater clarity for applicants and to better guide the Committee's assessment of grant applications.

Report purpose

To report on grant application POET 006 202223 submitted by the Community Environment Network requesting \$81,426.90 for the project titled Landcare Green Teams on Private Land.

Executive Summary

The Community Environment Network (CEN) has submitted an application to the Protection of the Environment Trust requesting \$81,426.90 towards undertaking the project titled Landcare Green Teams on Private Land. The applicant's in-kind contribution is valued at \$78,460. The total project cost is \$159,886.90.

This stated aims of the project are to maintain and improve the integrity of lands identified for Council's Coastal Open Space System (COSS) and the wildlife corridors that complement COSS lands.

2.3 Grant Application POET 006 202223 Landcare Green Teams on Private Land (contd)

Background

Grant Application POET006 202223 is an attachment to this report and includes that:

The project aims to maintain and improve the integrity of lands identified for COSS and the wildlife corridors that complement COSS lands. The project will continue to develop and support private landholder Landcare Green Teams in the former Gosford area of the Central Coast Local Government Area. Landcare Green Teams are private landholders working together on each other’s properties to remove weeds and conduct other bush regeneration activities. New groups will be encouraged to join in key areas adjacent to COSS lands.

The program will work with landholders to:

- Maintain and improve ecological integrity of lands identified as COSS and the wildlife corridors that complement COSS lands
- Assist landholders in or near Gosford’s COSS to maintain and improve bushland on their properties.
- Ensure long-term protection of COSS Corridors.

Total cost of project

Source of contribution	Amount
PoET	\$81,426.90
CEN	\$78,460
TOTAL	\$159,886.90

Applicant contribution – in kind

Project Item	Amount
Volunteer Green Team members at working bees 5 teams x 5 members x 3hrs/mth @ \$25/hr x 12 mths	\$22,500
Volunteers at education and training 5 workshops x 2hrs @ \$25/hr x 20 participants	\$5,000
Tool kits provided by CEN @ \$800 x 2	\$1,600
CEN Promotion - website, email newsletters, social media	\$1,500
Project Management @1hr/week	\$2,860
Landholders working alongside Bush Regeneration Team 450hrs total x 2 landholders @ \$25/hr	\$22,500
Landholders working independently between working bees using skills provided by coordinator 3hrs/mth@\$25hr x 25 landholders x 12mths	\$ 22,500
TOTAL	\$78,460

2.3 Grant Application POET 006 202223 Landcare Green Teams on Private Land (contd)

Amount requested from the Protection of the Environment Trust

Project Item	Amount
Project Coordinator 2 days/week for 12 months to recruit, train and supervise Landcare Green Team volunteers and organise workshops, communication and other project activities.	\$31,200
Coordinator on costs	\$4,056
Travel	\$1,000
3 Tool kits (\$800 each)	\$2,400
5 Training/ Education Workshops	\$2,500
5 LFW Assessments/ sign ups @\$400	\$2,000
500 Plants @\$3.30ea	\$1,650
Professional Bush Regeneration Days x 20 @\$1100/day (3 person team x 7.5hr) using CEN Bush Regeneration staff	\$22,000
Promotional - banners, signs, t-shirts	\$2,000
Communications activities and materials - Advertising in local newspapers, flyers and brochures	\$2,000
Administration/Insurance - project costs associated with office rent, accounting staff, secretariat services, insurance, phone, computer, internet, office supplies etc.	\$10,620.90
TOTAL	\$81,426

Current Status

The grant application has been made under the Protection of the Environment Trust's grants program.

Report

The budget provided in Grant Application POET006 202223 requests for costs for bush regeneration using the organisation's bush regeneration staff. The Community Environment Network has a bush regeneration arm that tenders for commercial works to be delivered by organisations including Central Coast Council. Approval of grant application, POET 006 202223, as submitted would effectively see the grant funds being allocated directly to bush regeneration arm of the applicant's organisation to deliver a key part of the project.

The POET grant guidelines are silent on requirements for quotes for non-capital items. Clause 8.2, which refers to capital items only states that: Applicants will be requested to provide two quotes for each item valued at \$1,000 or more for capital works and/or equipment. Council's internal procurement process requires for goods and services between \$10,000-\$49,999 that two written quotations are received.

In order to assist applicants and to better guide the assessments of grant applications by the Committee it is recommended that the Protection of the Environment Trust Grant Guidelines

2.3 Grant Application POET 006 202223 Landcare Green Teams on Private Land (contd)

be reviewed for alignment with Council's procurement process, and with the current Central Coast Council Community Grants guidelines.

Consultation

The Protection of the Environment Trust Committee provides recommendations to Council for formal consideration at a subsequent Council meeting.

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.

The allocation of funds to grant applicants from the Protection of the Environment Trust does not impact on Council's General Fund.

Link to Community Strategic Plan

Theme 3: Green

Goal E: Environmental resources for the future

G-F1: Protect our rich environmental heritage by conserving beaches, waterways, bushland, wildlife corridors and inland areas, and the diversity of local native species.

Risk Management

There is low risk of the Community Environment Network not being able to deliver the project as described in grant application POET 006 202223.



Options

1. The Protection of the Environment Trust Committee defer consideration of the Grant Application POET 006 202223 titled Landcare Green Teams on Private Land by the Community Environment Network (CEN). **Recommended.**
2. The Protection of the Environment Trust Committee recommend not to fund grant application POET 006 202223 titled Landcare Green Teams on Private Land. Not recommended.

2.3 Grant Application POET 006 202223 Landcare Green Teams on Private Land (contd)

3. The Protection of the Environment Trust Committee recommend funding of grant application POET 006 202223 titled Landcare Green Teams on Private Land. Not recommended.

Attachments

- 1  Grant Application POET006-202223-Community Environment Network D15966391
-  - Landcare Green Teams on Private Land

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Protection of the Environment Trust Grant Program

BACKGROUND

What is the Protection of the Environment Trust?

The Protection of the Environment Trust (the trust) was established in 2006 with a twofold purpose:

- To promote the protection and enhancement of the natural environment or of a significant aspect of the natural environment and in particular, the conservation of flora and fauna indigenous to the Local Government area; and
- For the provision of information or education or the carrying on of research about the natural environment or a significant aspect of the natural environment in particular relating to flora and fauna of the area for the benefit of persons with the Local Government area.

What is the Protection of the Environment Trust Grant Program?

The Protection of the Environment Trust is able to provide small amounts of financial support to individuals, groups and organisations in the community that are able to deliver projects and works that contribute to the stated purpose of the Trust. The projects and works are not restricted to on-ground activities.

The Protection of the Environment Trust may elect to preferentially fund projects that are consistent with a particular topic or theme within the Trust's stated purpose. The Trust may, for example, choose to fund different organisations to deliver complementary projects about a significant native species.

The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations.

Available Funding

The annual funding available for the Protection of the Environment Trust is in the order of \$60,000, however this amount may vary between years. The Trust will aim to fund multiple projects each year with available funds. Funding requests by eligible applications should therefore be scaled accordingly.

Program Information and Guidelines

Please [click here](#) to read the full Protection of the Environment Trust Grant Guidelines for additional information including criteria, eligibility and program objectives.

INFORMATION FOR APPLICANTS

1. Expected Program Outcomes The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as the Gosford Local Government area. These outcomes should deliver on either or both of the following objectives:

1.1 Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area. 1.2 Provision of information and education of carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

2. Types of Activities/Projects Supported 2.1 On-ground projects that are consistent with the purpose of The Trust. 2.2 Information, education programs and/or activities that are

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consistent with the purpose of the Trust. 2.3 Research that is consistent with the purpose of the Trust.

3. Eligibility 3.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation. 3.2 The applicant must be able to demonstrate capability to obtain all regulatory approvals for the event/project/activity, if relevant, before receiving funding. 3.3 All applicants must meet the grant program eligibility criteria and address one or more program outcome(s).

4. The following are ineligible 4.1 Applications that are not consistent with the purpose of the Trust. 4.2 Incomplete applications. 4.3 Applicants who have overdue acquittals from previous funding from the Protection of the Environment Trust. 4.4 Applications for purchases or expenses related to privately owned items. 4.5 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses. 4.6 Applications where the consent of the land owner(s) is not provided in writing. 4.7 Applications seeking funds for salaries, accommodation or travel costs that are not directly related to the project activities.

4.8 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations. 4.9 Applications seeking funds for goods or services to 'on-sell' for a commercial benefit and without prior approval of the Trust. 4.10 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.

5. Assessment Criteria

Each application will be assessed as follows: 5.1 Applicant addresses an outcome consistent with the purpose of the Trust as outlined in Section 1. 5.2 The funding request has a clear beginning and end, or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended. 5.3 The extent to which the budget is comprehensive, realistic and provides value for money. 5.4 Demonstrated need to ensure financial viability of the activity. As funding is limited, not every application that meets the assessment criteria will necessarily be successful. Consideration may be given to part-funding of a project.

6. Assessment Process 6.1 Applications are only accepted through Central Coast Council's website: www.centralcoast.nsw.gov.au and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system. 6.2 Applications will be assessed by the Protection of the Environment Trust Committee and reported to Council. 6.3 The Protection of the Environment Trust and/or Central Coast Council have the right to request further information in considering any application, as well as the right to reject any application that does not meet the assessment criteria. 6.4 The Protection of the Environment Trust has the right to award a different amount than applied for if it is assessed that the amount requested is not justified by the information provided in the application, or the full amount is not available at the time of the request. 6.5 All decisions of the Trust are final and no negotiations will be entered into.

7. Notification and Payment 7.1 All applicants will be notified of the outcome of their application. 7.2 Unsuccessful applicants are encouraged to seek feedback from the Trust contact about their application, to assist in later applications. 7.3 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed before funding will be provided. An invoice must accompany the completed Funding Agreement. 7.4 Projects are typically to be completed within 12 months of receiving grant funding from the Trust. 7.5 Successful applicants may be required to provide an interim report on their project as per their Funding Agreement. 7.6 A final project report must be submitted no later than 12 months from the commencement of the project. The project report is to include evidence of the project outputs (including where applicable; before and after photos for the on-ground works, copies of education,

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information materials produced and research results). All funds need to be acquitted as detailed in the Funding Agreement. 7.7 Applicants that do not complete and return a final report by the due date may be ineligible for future funding from the Trust. In the case of any foreseeable delays in project completion, applicants must contact **POET@centralcoast.nsw.gov.au** for possible extension.

8. Additional Information 8.1 For incorporated organisations, the following documentation will be required to be provided with your application: • A copy of your most recent audited financial statement (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements). • Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to the NSW Fair Trading. • A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing. • A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million. 8.2 Applicants will be requested to provide two quotes for each item valued at \$1000 or more for capital works and/or equipment. 8.3 Offers of funding by The Protection of the Environment Trust in no way implies any on-going funding commitment or obligation by the Trust. 8.4 Approval of a grant does not imply that Central Coast Council has given any consent required for the project or works. Applicants should note that events and the use of Council facilities or land have established approval processes that must be followed. Applicants are reminded to consider approval processes in their project planning. 8.5 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest. 8.6 All written and verbal communication regarding an application will only be with the applicant of the contact person listed in the application.

Lodging an Application To lodge an application, please click on the link and follow the instructions: <https://centralcoast.smartygrants.com.au/POET202223>

Ask us a Question

For any further questions, please send an email to: **POET@centralcoast.nsw.gov.au**

Organisation Information

* indicates a required field

Organisations Details

Organisation Name * Community Environment Network

Organisation Email * cen@cen.org.au
Must be an email address

Organisation Postal Address Loop Rd
Ourimbah NSW 2258 Australia
Must be an Australian post code

Organisations ABN 97 671 128 158

Information from the Australian Business Register	
ABN	97 671 128 158

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Entity name	COMMUNITY ENVIRONMENT NETWORK INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	2258 NSW

Information retrieved at 1:38am yesterday

Is your organisation Not For Profit? *

- No
 Yes

Is your Organisation Incorporated? *

- No
 Yes

Briefly describe what services, activities and/or facilities are offered by your organisation? *

*Community based non-profit organisation that works for Ecologically Sustainable Development and against threats to it *Membership to individuals and groups * Advice and assistance with environmental issues * workshops and events *bush regeneration *Land for Wildlife, Habitat for Wildlife, COSS Connections, Friends of COSS, Wildwatch and Waterwatch programs.
Must be no more than 50 words

Contact Person Details

Contact Person *

Mrs Samantha Willis

Contact Person Email Address *

sam.willis@cen.org.au

Contact Person Phone Number

(02) 4349 4756

Contact Person Mobile Number *

0402 223 373

Position in Organisation *

CEO / Manager
Applicant must hold a position listed

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Project Information

* indicates a required field

Project Details

Project Name *	Landcare Green teams on private land
Describe your proposed project / activity? *	<p>This project aims to maintain & improve the integrity of lands identified for COSS & the wildlife corridors that complement COSS lands. The project will continue to develop and support private landholder Landcare Green Teams in the former Gosford area of the Central Coast local government area. Landcare Green Teams are private landholders working together on each others properties to remove weeds and conduct other bush regeneration activities. New groups will be encouraged to join in key areas adjacent to COSS lands. Our aim is to bring landholders together to work on neighbouring properties restoring natural vegetation, weed control, protection of habitat/refugia and tree planting using local provenance species. By employing a professional Bush Regenerator, we will provide advice and education on best practice for weed removal and remediation of lands, training to Green team members on environmental subjects, including but not limited to the role of native insects in the Eco-system, plant identification, working safely in the bush, along with any other support required by participants. The coordinator will also facilitate education and awareness raising events for both private landholders within COSS and the public relating to the protection of COSS.</p> <p>The project will use the Land For Wildlife program to engage landholders & also move them to higher levels of conservation agreements if they wish.</p> <p>The project will also provide professional bush regeneration to landholders using the CEN bush regeneration team.</p> <p>Must be no more than 250 words</p>
Proposed Start Date *	01/09/2023 Must be a date
Proposed Finish Date *	31/08/2024 Must be a date
What is the location of your project *	MacMasters Beach, Avoca, Mangrove Mountain, Matcham, Copapabana, Somersby, Holgate, Narara, Niagara park
Are you as the applicant, the owner of ALL the land referred to in this application? *	<p><input type="radio"/> Yes</p> <p><input type="radio"/> Not applicable, provide reason below</p> <p><input checked="" type="radio"/> No, please see instruction below</p>

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INSTRUCTION: If you are NOT the owner of the land, you will need to attach a Letter of Consent from all the legal landowner/s, which includes any conditions that may apply. Please attach the Letter of Consent/s at the end of this application.

If your answer to the above question is Not applicable, please provide reason

Have you recieved funding under this program in the past?

- | | |
|--|-------------------------------|
| <input checked="" type="checkbox"/> 2019 | <input type="checkbox"/> 2015 |
| <input type="checkbox"/> 2018 | <input type="checkbox"/> 2014 |
| <input type="checkbox"/> 2017 | <input type="checkbox"/> 2013 |
| <input type="checkbox"/> 2016 | <input type="checkbox"/> 2012 |

KEY CRITERIA

EXPECTED PROGRAM OUTCOMES

The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as Gosford Local Government area. These outcomes should either or both of the following objectives:

1. Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area.
2. Provision of information and education or carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

Explain how your project meets the expected program outcomes:

By engaging landholders with land of high conservation value, and educating them about the benefits of conserving and rebuilding these habitats, we will not only promote the conservation of the flora within the area, but provide longevity to the habitats of the local fauna. The program is designed to educate the public on the importance of habitat and vegetation conservation, through a variety of workshops and by providing a hands on approach to environmental restoration, and promoting a prolonged respect for the natural landscape.

The program will work with landholders to:

- Maintain and improve ecological integrity of lands identified as COSS and the wildlife corridors that complement COSS lands
- Assist landholders in or near Gosford’s COSS to maintain and improve bushland on their properties.
- Ensure long-term protection of COSS Corridors.

Additional Criteria

COMMUNITY BENEFIT:
How will the community benefit from your project?

The wider community will be involved in workshops and educational talks on the value and importance of natural areas and biodiversity. Participants will be taken on guided walks in COSS and eligible landowners will

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be able to access free bush regen and the support of a Landcare supervisor to help them manage their bushland. Landholders will be invited to join with other landholders and form groups to conduct bush regeneration activities. Tools and equipment and training will be provided through this grant.

SUCCESS: How will you measure the success of your project?

In the creation of new groups for interested landholders, therefore increasing the effectiveness of on-ground works by members and the extent of areas rehabilitated due to the program. Maintaining and increasing the current membership of Greenteam volunteers over a period of years, resulting in a reduction in number of invasive species in the region. New landholders joining the Land for Wildlife program (an entry-level conservation agreement).

VALUE FOR MONEY: How does the project offer value for money?

The bush regeneration works undertaken on private land (both by volunteers and professional bush regenerators) adjacent to COSS benefit the whole area by improving the ecological integrity of lands identified as COSS and maintaining wildlife corridors. Landholders will be gaining new skills to maintain their land in the future. CEN would consider part funding for this project and reduce the number of paid bush regeneration days and coordinator hours as we believe it is an important project to support private landholders with land identified as COSS to manage their bushland. The council environmental volunteer program currently only supports volunteers working on public land leaving a gap of volunteers working on private land which CEN's Greenteams fill.

SUSTAINABILITY: How does the project demonstrate ongoing sustainability including Economic, Social, Environmental and Governance?

Green teams create a sense of community between landholders and a shared connection to the natural area around them. Stronger connections create stronger communities and provide a sustained sense of pride within the region. Green teams will be well established and trained by the conclusion of the grant time frame to continue with their working bees and maintenance of the bush regeneration works.

How will your group manage and maintain this project without continuing financial help from the Trust?

Green teams will be well established and have been provided training in the treatment and identification of weeds, bush regeneration techniques, and plant identification. Landholders and green team members will be able to continue the program after the funding is no longer available. The program will also be working closely with Greater Sydney Landcare and Greater Sydney Local Land Services with some future support of groups available from a Local Landcare Coordinator funded through the NSW Landcare program.

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Project Budget

*** indicates a required field**

Budget Information

It is important to provide an accurate budget.

The budget shows the organisation/applicant contribution in cash or in-kind and identifies the cash contribution/resources requested from the Trust for the project.

To calculate in-kind community contributions use the cost price of the supplies, materials, or services contributed as a guide. To calculate the volunteer time or labour you contribute to a project, use the fee of \$25 per hour. For professional or contractor fees, use \$75 per hour.

Please note: Any capital work of equipment items that are valued at \$1000 or more will need to have two or more accompanying quotes with the submission.

Amount of Funding Being Applied For:

Requested Trust Contribution (Table A)

Project Item	\$ Value
Project Coordinator 2 days/week for 12 months to recruit, train and supervise Landcare Green Team volunteers and organise workshops, communication and other project activities.	\$31,200.00
Coordinator on costs	\$4,056.00
Travel	\$1,000.00
3 Tool kits (\$800 each)	\$2,400.00
5 Training/ Education Workshops	\$2,500.00
5 LFW Assessments/ sign ups @\$400	\$2,000.00
500 Plants @\$3.30ea	\$1,650.00
Professional Bush Regeneration Days x 20 @\$1100/day (3 person team x 7.5hr) using CEN Bush Regeneration staff	\$22,000.00
Promotional - banners, signs, t-shirts	\$2,000.00
Communications activities and materials - Advertising in local newspapers, flyers and brochures	\$2,000.00
Administration/Insurance - project costs associated with office rent, accounting staff, secretariat services, insurance, phone, computer, internet, office supplies etc.	\$10,620.90
	Must be a dollar amount.

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Value of In-kind activities and Cash you are contributing to the Project

Applicant Contribution - In-kind (Table B)

For example resources, volunteer time, labour etc. at no cost to the project.

Project Item	\$ Equivalent Value
Volunteer Green Team members at working bees 5 teams x 5 members x 3hrs/mth @ \$25/hr x 12 mths	\$22,500.00
Volunteers at education and training 5 workshops x 2hrs @ \$25/hr x 20 participants	\$5,000.00
Tool kits provided by CEN @ \$800 x 2	\$1,600.00
CEN Promotion - website, email newsletters, social media	\$1,500.00
Project Management @1hr/week	\$2,860.00
Landholders working alongside Bush Regeneration Team 450hrs total x 2 landholders @ \$25/hr	\$22,500.00
Landholders working independently between working bees using skills provided by coordinator 3hrs/mth@\$25hr x 25 landholders x 12mths	\$22,500.00
	Total: \$78,460.00

Applicant Contribution - Cash (Table C)

Project Item	\$ Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Total Project Cost *

\$159,886.90

This number/amount is calculated.

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Must be a dollar amount

The Total Project Cost figure is equal to the total value of all items listed in the budget Tables A, B & C.

Total Amount Requested from Trust *

\$81,426.90
This number/amount is calculated.
Must be a dollar amount

The Total Amount Requested from the Trust figure is equal to the total value of all items listed in Table A.

Is there any other funding sources being sought for this project? *

No Yes

If Yes, please list

Eg. Fundraising

Attachments

Please attach the following documents prior to submitting your application

Organisations Certificate of Incorporation

Filename: CEN Certificate of Incorporation.pdf
File size: 289.3 kB

Current Certificate of Public Liability Insurance and/or professional indemnity

Filename: 2022 02 28 Certificate of Currency - Public Liability.pdf
File size: 106.2 kB

Supporting documents / information, eg. Business Case, Letters of Support.

Filename: CEN Letter of support - 26 May 2023.pdf
File size: 60.3 kB
Only if needed

Attached two quotes for each capital work project and equipment over \$1000.00

No files have been uploaded

Landowner 1, Letter of Consent

Filename: Landholder Support letter Flindell.docx
File size: 12.5 kB
*including any conditions that may apply

Landowner 2, Letter of Consent

Filename: Landholder Support letter Graham Judd.docx
File size: 26.8 kB

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*including any conditions that may apply

**Landowner 3, Letter of
Consent**

Filename: Teresa Farrell.pdf
File size: 173.7 kB

*including any conditions that may apply



Item No: 2.4
Title: Grant Application POET009 202223 Hanging on by their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the former Gosford LGA
Department: Environment and Planning

14 December 2023 Protection of the Environment Trust (POET) Committee

Reference: F2018/00732-002 - D15943534
Author: Larry Melican, Section Manager Natural Assets and Biodiversity
Manager: Luke Sulkowski, Unit Manager. Environmental Management
Executive: Alice Howe, Director Environment and Planning

Recommendation

The Protection of the Environment Trust Committee recommend that Council release \$22,719 to fund Grant Application POET 009 202223 from the University of Technology Sydney for the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA.

Report purpose

To report on grant application POET 009 202223 submitted by the University of Technology Sydney requesting \$22,719 for the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA.

Executive Summary

The University of Technology Sydney has submitted an application to the Protection of the Environment Trust requesting \$22,719 towards undertaking the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA. The applicant's in-kind contribution is valued at \$30,436. The total project cost is \$53,155.

The project will provide key information on the distribution and habitat types occupied by two threatened species in the former Gosford LGA.

2.4 Grant Application POET009 202223 Hanging on by their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the former Gosford LGA (contd)

Background

Grant Application POET 009 202223 is an attachment to this report and includes:

This project aims to use camera traps to determine the distribution of the threatened long-nosed potoroo *Potorous tridactylus* and spotted-tailed Quoll *Dasyurus maculatus* in the former Gosford LGA. Both of these species are threatened with extinction however sporadic records occur in the former Gosford LGA. In the past two years Council staff have detected a Potoroo on camera at Mangrove Creek Dam and on The Ridgeway, while National Parks and Wildlife (NPWS) has recorded one on camera at Palm Grove Nature Reserve. Several roadkill records of quolls occur along Woy Woy Road and observations have occurred elsewhere in the area.

To date Central Coast Council staff have completed surveys across 200 sites on the Central Coast, some of which have detected these species. This program will be informed by the previous Council survey and will focus on areas where target species are likely to occur (e.g. Mangrove Creek catchment, Brisbane Water NP). To determine the distribution and habitat types occupied by potoroos and quolls, UTS will deploy remote camera traps at 200 locations throughout the former Gosford LGA. Cameras will run for 14 days, so the project will generate 2,800 camera trap days of data. Image analysis will be done by UTS internship students, under the supervision of Professor Jonathan Webb. The output of the project will be an excel file with all species recorded by cameras at each site. This data file will be shared with NPWS and Council. Professor Webb will deliver a public webinar to inform the wider community.

Total cost of project

Source of contribution	Amount
PoET	\$22,719
UTS	\$30,463
TOTAL	\$55,719

Amount requested from the Protection of the Environment Trust

Project Item	\$Value
Browning cameras (\$195 each x 25 plus \$40 shipping)	4,915
Contractor fees (\$75 p/h x 182 h = \$13,650)	13,650
Rechargeable AA batteries (\$4.60 each x 300) plus \$15 shipping	1,395
SD cards (\$24.59 ea x 100)	2,459
Bait and bait canisters	300
Sub-total	22,719

2.4 Grant Application POET009 202223 Hanging on by their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the former Gosford LGA (contd)

Applicant – in kind contribution

Project Item	\$Value
Image identification (interns \$25 h x 400 h)	10,000
Field assistants (interns \$25 h x 182 h x 2 interns)	12,740
Prof. Webb, ethics/permits, image analysis, production of community flyer, webinar, supervision of students, meetings and report writing (48 hours @ \$160.33 hr)	7,696
Sub-total	30,436

Current Status

The grant application has been made under the Protection of the Environment Trust's grants program.

Report

The budget provided in Grant Application POET 009 202223 includes a cost of \$13,650 for contractors to set up and retrieve wildlife cameras. The body of the application states that the major costs of the project involve deploying and retrieving cameras across 200 sites, which will be done by a contractor with the assistance from two UTS internship students. While the original application did not include a quote for this part of the project, the University of Technology Sydney has subsequently provided a quote from the contractor. Quotes were provided for the cameras, batteries and SD cards required for the project in the original application.

Consultation

The Protection of the Environment Trust Committee provides recommendations to Council for formal consideration at a subsequent Council meeting.

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.

The allocation of funds to grant applicants from the Protection of the Environment Trust does not impact on Council's General Fund.

Link to Community Strategic Plan

2.4 Grant Application POET009 202223 Hanging on by their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the former Gosford LGA (contd)

Theme 3: Green

Goal E: Environmental resources for the future

G-F1: Protect our rich environmental heritage by conserving beaches, waterways, bushland, wildlife corridors and inland areas, and the diversity of local native species.



Risk Management

There is a low risk of the University of Technology Sydney not being able to deliver the project as described in grant application POET 009 202223

Options

1. The Protection of the Environment Trust Committee recommend that Council release \$22,719 to fund Grant Application POET 009 202223 from the University of Technology Sydney for the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA. **Recommended**
2. The Protection of the Environment Trust Committee recommend not to fund grant application POET 006 202223 titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA submitted by the University of Technology Sydney. **Not recommended.**
3. The Protection of the Environment Trust Committee recommend funding part of the grant application POET 006 202223 titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA submitted by the University of Technology Sydney. **Not recommended.**

Attachments

- 1  Grant Application POET009-202223-University Technology Sydney, D15966443
 Hanging on by their Teeth - long-nosed potoroo and spotted-tailed quoll.

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Protection of the Environment Trust Grant Program

BACKGROUND

What is the Protection of the Environment Trust?

The Protection of the Environment Trust (the trust) was established in 2006 with a twofold purpose:

- To promote the protection and enhancement of the natural environment or of a significant aspect of the natural environment and in particular, the conservation of flora and fauna indigenous to the Local Government area; and
- For the provision of information or education or the carrying on of research about the natural environment or a significant aspect of the natural environment in particular relating to flora and fauna of the area for the benefit of persons with the Local Government area.

What is the Protection of the Environment Trust Grant Program?

The Protection of the Environment Trust is able to provide small amounts of financial support to individuals, groups and organisations in the community that are able to deliver projects and works that contribute to the stated purpose of the Trust. The projects and works are not restricted to on-ground activities.

The Protection of the Environment Trust may elect to preferentially fund projects that are consistent with a particular topic or theme within the Trust's stated purpose. The Trust may, for example, choose to fund different organisations to deliver complementary projects about a significant native species.

The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations.

Available Funding

The annual funding available for the Protection of the Environment Trust is in the order of \$60,000, however this amount may vary between years. The Trust will aim to fund multiple projects each year with available funds. Funding requests by eligible applications should therefore be scaled accordingly.

Program Information and Guidelines

Please [click here](#) to read the full Protection of the Environment Trust Grant Guidelines for additional information including criteria, eligibility and program objectives.

INFORMATION FOR APPLICANTS

1. Expected Program Outcomes The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as the Gosford Local Government area. These outcomes should deliver on either or both of the following objectives:

1.1 Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area. 1.2 Provision of information and education of carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

2. Types of Activities/Projects Supported 2.1 On-ground projects that are consistent with the purpose of The Trust. 2.2 Information, education programs and/or activities that are

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consistent with the purpose of the Trust. 2.3 Research that is consistent with the purpose of the Trust.

3. Eligibility 3.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation. 3.2 The applicant must be able to demonstrate capability to obtain all regulatory approvals for the event/project/activity, if relevant, before receiving funding. 3.3 All applicants must meet the grant program eligibility criteria and address one or more program outcome(s).

4. The following are ineligible 4.1 Applications that are not consistent with the purpose of the Trust. 4.2 Incomplete applications. 4.3 Applicants who have overdue acquittals from previous funding from the Protection of the Environment Trust. 4.4 Applications for purchases or expenses related to privately owned items. 4.5 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses. 4.6 Applications where the consent of the land owner(s) is not provided in writing. 4.7 Applications seeking funds for salaries, accommodation or travel costs that are not directly related to the project activities.

4.8 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations. 4.9 Applications seeking funds for goods or services to 'on-sell' for a commercial benefit and without prior approval of the Trust. 4.10 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.

5. Assessment Criteria

Each application will be assessed as follows: 5.1 Applicant addresses an outcome consistent with the purpose of the Trust as outlined in Section 1. 5.2 The funding request has a clear beginning and end, or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended. 5.3 The extent to which the budget is comprehensive, realistic and provides value for money. 5.4 Demonstrated need to ensure financial viability of the activity. As funding is limited, not every application that meets the assessment criteria will necessarily be successful. Consideration may be given to part-funding of a project.

6. Assessment Process 6.1 Applications are only accepted through Central Coast Council's website: www.centralcoast.nsw.gov.au and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system. 6.2 Applications will be assessed by the Protection of the Environment Trust Committee and reported to Council. 6.3 The Protection of the Environment Trust and/or Central Coast Council have the right to request further information in considering any application, as well as the right to reject any application that does not meet the assessment criteria. 6.4 The Protection of the Environment Trust has the right to award a different amount than applied for if it is assessed that the amount requested is not justified by the information provided in the application, or the full amount is not available at the time of the request. 6.5 All decisions of the Trust are final and no negotiations will be entered into.

7. Notification and Payment 7.1 All applicants will be notified of the outcome of their application. 7.2 Unsuccessful applicants are encouraged to seek feedback from the Trust contact about their application, to assist in later applications. 7.3 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed before funding will be provided. An invoice must accompany the completed Funding Agreement. 7.4 Projects are typically to be completed within 12 months of receiving grant funding from the Trust. 7.5 Successful applicants may be required to provide an interim report on their project as per their Funding Agreement. 7.6 A final project report must be submitted no later than 12 months from the commencement of the project. The project report is to include evidence of the project outputs (including where applicable; before and after photos for the on-ground works, copies of education,

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information materials produced and research results). All funds need to be acquitted as detailed in the Funding Agreement. 7.7 Applicants that do not complete and return a final report by the due date may be ineligible for future funding from the Trust. In the case of any foreseeable delays in project completion, applicants must contact **POET@centralcoast.nsw.gov.au** for possible extension.

8. Additional Information 8.1 For incorporated organisations, the following documentation will be required to be provided with your application: • A copy of your most recent audited financial statement (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements). • Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to the NSW Fair Trading. • A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing. • A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million. 8.2 Applicants will be requested to provide two quotes for each item valued at \$1000 or more for capital works and/or equipment. 8.3 Offers of funding by The Protection of the Environment Trust in no way implies any on-going funding commitment or obligation by the Trust. 8.4 Approval of a grant does not imply that Central Coast Council has given any consent required for the project or works. Applicants should note that events and the use of Council facilities or land have established approval processes that must be followed. Applicants are reminded to consider approval processes in their project planning. 8.5 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest. 8.6 All written and verbal communication regarding an application will only be with the applicant of the contact person listed in the application.

Lodging an Application To lodge an application, please click on the link and follow the instructions: <https://centralcoast.smartygrants.com.au/POET202223>

Ask us a Question

For any further questions, please send an email to: **POET@centralcoast.nsw.gov.au**

Organisation Information

* indicates a required field

Organisations Details

Organisation Name * University of Technology Sydney

Organisation Email * jonathan.webb@uts.edu.au
Must be an email address

Organisation Postal Address 15 Broadway
Broadway NSW 2007 Australia
Must be an Australian post code

Organisations ABN 77 257 686 961

Information from the Australian Business Register	
ABN	77 257 686 961

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Entity name	UNIVERSITY OF TECHNOLOGY SYDNEY
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	2007 NSW
<i>Information retrieved at 6:16am yesterday</i>	

Is your organisation Not For Profit? *

- No
 Yes

Is your Organisation Incorporated? *

- No
 Yes

Briefly describe what services, activities and/or facilities are offered by your organisation? *

The University of Technology Sydney is an education provider.
Must be no more than 50 words

Contact Person Details

Contact Person *

Dr Nural Cokcetin

Contact Person Email Address *

Nural.Cokcetin@uts.edu.au

Contact Person Phone Number

Contact Person Mobile Number *

0458 181 695

Position in Organisation *

Secretary
Applicant must hold a position listed

Project Information

*** indicates a required field**

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Project Details

Project Name *	Hanging on by their teeth: The distribution of Endangered long-nosed potoroo and Spotted-tailed Quoll in the former Gosford LGA
Describe your proposed project / activity? *	<p>This project aims to use camera traps to determine the distribution of the threatened long-nosed potoroo <i>Potorous tridactylus</i> and spotted-tailed Quoll <i>Dasyurus maculatus</i> in the former Gosford LGA. Both of these species are threatened with extinction however sporadic records occur in the former Gosford LGA. In the past two years Council staff have detected a Potoroo on camera at Mangrove Creek Dam and on The Ridgeway, while NPWS have recorded one on camera at Palm Grove NR. Several roadkill records of quolls occur along Woy Woy Road and observations have occurred elsewhere in the area.</p> <p>To date Central Coast Council staff have completed surveys across 200 sites on the Central Coast, some of which have detected these species. This program will be informed by the previous CCC survey and will focus on areas where target species are likely to occur (eg Mangrove Creek catchment, Brisbane Water NP). To determine the distribution and habitat types occupied by potoroos and quolls, we will deploy remote camera traps at 200 locations throughout the former Gosford LGA. Cameras will run for 14 days, so the project will generate 2800 camera trap days of data. Image analysis will be done by UTS internship students, under the supervision of Professor Jonathan Webb. The output of the project will be an excel file with all species recorded by cameras at each site. This data file will be shared with NSW NPWS and Central Coast Council. Professor Webb will deliver a public webinar to inform the wider community.</p> <p>Must be no more than 250 words</p>
Proposed Start Date *	07/08/2023 Must be a date
Proposed Finish Date *	07/08/2024 Must be a date
What is the location of your project *	Former Gosford LGA
Are you as the applicant, the owner of ALL the land referred to in this application? *	<p><input type="radio"/> Yes</p> <p><input type="radio"/> Not applicable, provide reason below</p> <p><input checked="" type="radio"/> No, please see instruction below</p> <p>INSTRUCTION: If you are NOT the owner of the land, you will need to attach a Letter of Consent from all the legal landowner/s, which includes any conditions that may apply. Please attach the Letter of Consent/s at the end of this application.</p>

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If your answer to the above question is Not applicable, please provide reason

Permission to do camera trapping has been granted. Please see attachments.

Have you recieved funding under this program in the past?

2019
 2018
 2017
 2016

2015
 2014
 2013
 2012

KEY CRITERIA

EXPECTED PROGRAM OUTCOMES

The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as Gosford Local Government area. These outcomes should either or both of the following objectives:

1. Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area.
2. Provision of information and education or carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

Explain how your project meets the expected program outcomes:

The project will provide key information on the distribution and habitat types occupied by two threatened species in the former Gosford LGA. Establishing where these species occur is the first step in their conservation; once we know where the species occur, we can then inform land managers, who can implement necessary control measures (e.g. fox baiting, protection of key habitats, and so forth).

In addition, we will develop an information flyer for local residents to inform them about the project results which will be available as a PDF. We envisage that some camera trapping will be done on private lands, so we will provide information to land holders, and stakeholders (NSW NPWS, CCC) for distribution or display to the public. At the conclusion of the project a single one-hour virtual seminar will be delivered to the public to communicate the results of the project which will be supported by an infographic in the format of a poster presentation that will outline the project and its results, which will be made available as a PDF.

Additional Criteria

**COMMUNITY BENEFIT:
How will the community benefit from your project?**

Many people in the community have an affinity with nature and want to learn more about conservation of threatened species in their local LGA. This project will generate key information which will inform the community about the status and distribution of two understudied threatened species in the former Gosford LGA, and inform land management and land use planning, such as identifying the most appropriate zoning of privately-owned bushland areas. The one-hour virtual seminar will allow interested residents to learn more about the results

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of the project while the information flyer and PDF poster presentation will be disseminated more widely.

SUCCESS: How will you measure the success of your project?

Field survey success: We aim to deploy cameras at 200 sites across the Gosford LGA. Given that weather can hamper fieldwork and access to sites, and knowing that 5% of cameras may fail, success will be deployment of cameras at 180 sites, with 95% of cameras functioning properly. Each camera is likely to take 1000 images, for a total of 200,000 images. Success will be identification of animals on all images, and conversion of images to an excel file, submission of a final report, and distribution of information flyers to stakeholders. While performance metrics should not be tied to detection of individual species, the detection of at least some long-nosed potoroos and or spotted-tailed quolls will demonstrate a degree of success.

Information dissemination success: attendance of at least 30 people at the virtual seminar and sharing of the PDF flyers by key local environmental networks. While not included in this application, if the information is of a quality that warrants publication, it will be written as a scientific paper and submitted to a suitable scientific journal (e.g. Australian Mammalogy, Austral Ecology, or Wildlife Research).

VALUE FOR MONEY: How does the project offer value for money?

Rigorous field surveys such as those proposed here are expensive due to high travel and labour costs. Compared to traditional live trapping methods using cages, remote cameras offer superior value for money as cameras can remain in situ for weeks at a time, and detect far more species than do live traps.

The major costs of the project involve deploying and retrieving cameras across 200 sites, which will be done by a contractor with assistance from two UTS internship students. Based on the total funding requested, this equates to a cost to the Trust of \$114 per camera site, including image identification, and data processing and analysis.

The project will share 25 cameras already owned by Council, which presents a cost saving of only needing to procure an additional 25 cameras, which at the conclusion of the project will be donated to Central Coast Council, where they can be used for other environmental monitoring projects.

The in-kind support from Professor Webb and his internship students has been estimated to be around \$30,436. For example, there are significant time-costs associated with analysing 200,000 images; this entails approximately 400 hours of work, which will be done by UTS internship students. Likewise, two internship students will assist the contractor with deployment and retrieval

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of cameras, which entails another 364 hours of work. Finally, Prof Webb's time is substantial, and will involve applying for ethics and permits, supervision of students and contractors, statistical analysis of data, writing, production of flyer, and delivering a webinar.

**SUSTAINABILITY:
How does the project demonstrate ongoing sustainability including Economic, Social, Environmental and Governance?**

Rechargeable batteries will be used for the cameras, which reduces eWaste. Field surveys will be organised to minimise distances travelled between sites and trails will not be traversed after heavy rain.

The project will establish where potoroos and quolls occur in the former Gosford LGA, which will allow resource managers to implement management actions aimed at maintaining sustainable populations in the future.

How will your group manage and maintain this project without continuing financial help from the Trust?

The project is a standalone project. No further funds are needed.

Project Budget

* indicates a required field

Budget Information

It is important to provide an accurate budget.

The budget shows the organisation/applicant contribution in cash or in-kind and identifies the cash contribution/resources requested from the Trust for the project.

To calculate in-kind community contributions use the cost price of the supplies, materials, or services contributed as a guide. To calculate the volunteer time or labour you contribute to a project, use the fee of \$25 per hour. For professional or contractor fees, use \$75 per hour.

Please note: Any capital work of equipment items that are valued at \$1000 or more will need to have two or more accompanying quotes with the submission.

Amount of Funding Being Applied For:

Requested Trust Contribution (Table A)

Project Item	\$ Value
Browning cameras (\$195 each x 25 plus \$40 shipping)	\$4,915.00
Contractor fees (\$75 p/h x 182 h = \$13650)	\$13,650.00

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Rechargeable AA batteries (\$4.60 each x 300) plus \$15 shipping	\$1,395.00
SD cards (\$24.59 each x 100)	\$2,459.00
Bait and bait canisters	\$300.00
	Must be a dollar amount.

Value of In-kind activities and Cash you are contributing to the Project

Applicant Contribution - In-kind (Table B)

For example resources, volunteer time, labour etc. at no cost to the project.

Project Item	\$ Equivalent Value
Image identification (interns \$25 h x 400 h)	\$10,000.00
field assistants (interns \$25 h x 182 h x 2 interns)	\$12,740.00
Prof. Webb, ethics/permits, image analysis, production of community flyer, webinar, supervision of students, meetings and report writing(48 hours @ \$160.33 hr)	\$7,696.00
	\$
	\$
	Total: \$30,436.00

Applicant Contribution - Cash (Table C)

Project Item	\$ Value
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Total Project Cost *

\$53,155.00

*This number/amount is calculated.
Must be a dollar amount*

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The Total Project Cost figure is equal to the total value of all items listed in the budget Tables A, B & C.

Total Amount Requested from Trust *

\$22,719.00

This number/amount is calculated.
Must be a dollar amount

The Total Amount Requested from the Trust figure is equal to the total value of all items listed in Table A.

Is there any other funding sources being sought for this project? *

No Yes

If Yes, please list

Eg. Fundraising

Attachments

Please attach the following documents prior to submitting your application

Organisations Certificate of Incorporation

Filename: University Of Technology Sydney ACNC.pdf
File size: 121.2 kB

Filename: uts-annual-report-vol2.pdf
File size: 2.2 MB

Current Certificate of Public Liability Insurance and/or professional indemnity

Filename: 2023_Product and public_liability_10mil_02Nov2023.pdf
File size: 311.0 kB

Filename: 2023_professional_indemnity_01Nov2023.pdf
File size: 361.7 kB

Supporting documents / information, eg. Business Case, Letters of Support.

No files have been uploaded
Only if needed

Attached two quotes for each capital work project and equipment over \$1000.00

Filename: [EXTERNAL] Re_Quote for 25 x Browning Dark Ops HD Max Plus please.pdf
File size: 154.0 kB

Filename: Battery Doctor AA rechargeable batteries quote .docx
File size: 442.9 kB

Filename: Browning quote 1.docx

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File size: 284.4 kB

Filename: browning quote 2.docx
File size: 274.5 kB

Filename: Bunnings SD cards.docx
File size: 260.1 kB

Filename: HB batteries AA rechargeable batteries quote.docx
File size: 257.3 kB

Filename: Officeworks SD cards.docx
File size: 460.9 kB

Landowner 1, Letter of Consent

Filename: Letter of support- Potoroo stu~es - drinking water catchments.DOCX
File size: 4.2 MB
**including any conditions that may apply*

Landowner 2, Letter of Consent

Filename: DOC23 346459 NPWS Letter of support - Proposed Potoroo Survey.pdf
File size: 36.2 kB
**including any conditions that may apply*

Landowner 3, Letter of Consent

No files have been uploaded
**including any conditions that may apply*



Item No: 2.5
Title: Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science

Department: Environment and Planning

14 December 2023 Protection of the Environment Trust (POET) Committee

Reference: F2018/00732-002 - D15943542
Author: Larry Melican, Section Manager Natural Assets and Biodiversity
Manager: Luke Sulkowski, Unit Manager. Environmental Management
Executive: Alice Howe, Director Environment and Planning

Recommendation

The Protection of the Environment Trust Committee recommends that Council release \$31,177 from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science.

Report purpose

To report on grant application POET 010 202223 submitted by the Central Coast Marine Discovery Centre Inc. requesting funding \$31,927 for the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science.

Executive Summary

The Central Coast Marine Studies Centre has submitted an application to the Protection of the Environment Trust requesting \$31,927 towards undertaking the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science. The applicant's in-kind contribution is valued at \$32,510. With income from workshop registration fees of \$750, the total project cost is \$65,187.

There is no indication in the application what the collected registration fees will be used for. It is therefore proposed that \$750 be deducted from the grant funds requested, and that \$31,177 be paid from the Trust to the grant applicant to deliver the project.

The project will aim to increase awareness and appreciation of estuary birdlife, in particular the endangered Bush Stone-curlew.

2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science (contd)

Background

Grant Application POET 010 202223 is an attachment to this report and includes:

The project will aim to increase awareness and appreciation of estuary birdlife, in particular the endangered bush stone-curlew (BSC). There continues to be a small number of pairs of BSC in the Davistown, Kincumber and Umina areas; however, there is a need for increased awareness, education and reporting of sightings. As part of the project, the applicant intends to expand its education and citizen science activities to a broader theme of estuary birds with a focus on the Brisbane Water Estuary.

The project will include:

- Education visits and materials for local schools (estimated 10 school groups) in the catchment areas where bush stone-curlew are known to occur
- Community workshops/ events - including bird identification and bird watching activities, community monitoring activities
- Promotion of registration of sightings through appropriate online platforms eg. Atlas of Living Australia
- A summary report of citizen science activities as a result of the project.

Total cost of project

Source of contribution	Amount
POET	31,927
CCMDC	33,260
TOTAL	65,187

Amount requested from the Protection of the Environment Trust

Project Item	\$Value
Project Officer - 8 hr / week x 52 weeks @ \$39/hr + on-costs	18,927
Workshops - 10 community workshops / events @ \$200 each (catering / venue)	2,000
School visits - 10 @ \$200 each - materials	2,000
Materials & monitoring	2,000
Printing / promotion	2,000
Presenters / expert expenses	1,000
Administration / overheads (phone, computers, IT support)	4,000
Sub-total	31,927

**2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds
- Education and Citizen Science (contd)**

Applicant – in kind contribution

Project Item	\$Value
Workshop participants - estimate 10 community workshops x 15 people x 3 hrs	11,250
10 school visits x 30 students x 1 hour visit	9,300
Staff / office overheads	4,560
Administration / project management	3,900
Experts - e.g. NPWS, Birding Central Coast	1,500
Printing / promotion	2,000
Sub-total	32,510

Applicant contribution - cash

Project Item	\$Value
Workshop - registrations - estimate 5 workshops x 15 people @ \$10/person	750
Sub-total	750

Current Status

The grant application has been made under the Protection of the Environment Trust's grants program.

Report

The project proposes to deliver workshops and education about estuary birds including bush stone-curlews. Presumably in order to ensure that participants who register to participate in the workshops actually attend, a charge of \$10 per person to attend the workshops has been identified as an applicant's contribution. The grant application does not identify how those collected funds, estimated to be \$750, are to be used in the delivery of the project.

It is also unclear why the "applicant contribution – cash" component only budgets for 5 workshops of 15 people, where elsewhere in the application costings are estimated based on 10 workshops. The requested contribution from the POET however is less than 50% of the total project budget even if this \$750 amount was deducted from the applicant's total project contributions.

Clarification via email has been requested from the applicant, however no response has been received to date.

It is proposed that the \$750 identified as registration fees be deducted from the \$31,927 requested from the Trust, and that the amount recommended to be paid to applicant of grant application POET 010 202223 be \$31,177.

2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science (contd)

Consultation

The Protection of the Environment Trust Committee provides recommendations to Council for formal consideration at a subsequent Council meeting.

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.

The allocation of funds to grant applicants from the Protection of the Environment Trust does not impact on Council's General Fund.

Link to Community Strategic Plan

Theme 3: Green

Goal E: Environmental resources for the future

G-E1: Educate the community on the value and importance of natural areas and biodiversity, and encourage community involvement in caring for our natural environment.

Risk Management

There is a low risk of the Central Coast Marine Discovery Centre Inc no being able to deliver the project as described in grant application POET 010 202223.

Options


1. The Protection of the Environment Trust Committee recommend to Council to release \$31,177 from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science.
Recommended.
2. The Protection of the Environment Trust Committee recommend to Council to release \$31,927 from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled

2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science (contd)

Bush Stone-curlew and Estuary Birds – Education and Citizen Science. **Not Recommended.**

3. The Protection of the Environment Trust Committee recommend to Council not to release funds from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science. **Not Recommended.**

Attachments

- 1  Grant Application POET010-202223-Central Coast Marine Discovery Centre Inc - Bush stone-curlew and estuary birds - education and citizen science. D15966601

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Protection of the Environment Trust Application Form 2022/2023
Application No. POET010 202223 From Dr. David Powter
 Form Submitted 31 May 2023, 8:53PM AEST

Protection of the Environment Trust Grant Program

BACKGROUND

What is the Protection of the Environment Trust?

The Protection of the Environment Trust (the trust) was established in 2006 with a twofold purpose:

- To promote the protection and enhancement of the natural environment or of a significant aspect of the natural environment and in particular, the conservation of flora and fauna indigenous to the Local Government area; and
- For the provision of information or education or the carrying on of research about the natural environment or a significant aspect of the natural environment in particular relating to flora and fauna of the area for the benefit of persons with the Local Government area.

What is the Protection of the Environment Trust Grant Program?

The Protection of the Environment Trust is able to provide small amounts of financial support to individuals, groups and organisations in the community that are able to deliver projects and works that contribute to the stated purpose of the Trust. The projects and works are not restricted to on-ground activities.

The Protection of the Environment Trust may elect to preferentially fund projects that are consistent with a particular topic or theme within the Trust's stated purpose. The Trust may, for example, choose to fund different organisations to deliver complementary projects about a significant native species.

The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations.

Available Funding

The annual funding available for the Protection of the Environment Trust is in the order of \$60,000, however this amount may vary between years. The Trust will aim to fund multiple projects each year with available funds. Funding requests by eligible applications should therefore be scaled accordingly.

Program Information and Guidelines

Please [click here](#) to read the full Protection of the Environment Trust Grant Guidelines for additional information including criteria, eligibility and program objectives.

INFORMATION FOR APPLICANTS

1. Expected Program Outcomes The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as the Gosford Local Government area. These outcomes should deliver on either or both of the following objectives:

1.1 Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area. 1.2 Provision of information and education of carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

2. Types of Activities/Projects Supported 2.1 On-ground projects that are consistent with the purpose of The Trust. 2.2 Information, education programs and/or activities that are

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consistent with the purpose of the Trust. 2.3 Research that is consistent with the purpose of the Trust.

3. Eligibility 3.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation. 3.2 The applicant must be able to demonstrate capability to obtain all regulatory approvals for the event/project/activity, if relevant, before receiving funding. 3.3 All applicants must meet the grant program eligibility criteria and address one or more program outcome(s).

4. The following are ineligible 4.1 Applications that are not consistent with the purpose of the Trust. 4.2 Incomplete applications. 4.3 Applicants who have overdue acquittals from previous funding from the Protection of the Environment Trust. 4.4 Applications for purchases or expenses related to privately owned items. 4.5 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses. 4.6 Applications where the consent of the land owner(s) is not provided in writing. 4.7 Applications seeking funds for salaries, accommodation or travel costs that are not directly related to the project activities.

4.8 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations. 4.9 Applications seeking funds for goods or services to 'on-sell' for a commercial benefit and without prior approval of the Trust. 4.10 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.

5. Assessment Criteria

Each application will be assessed as follows: 5.1 Applicant addresses an outcome consistent with the purpose of the Trust as outlined in Section 1. 5.2 The funding request has a clear beginning and end, or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended. 5.3 The extent to which the budget is comprehensive, realistic and provides value for money. 5.4 Demonstrated need to ensure financial viability of the activity. As funding is limited, not every application that meets the assessment criteria will necessarily be successful. Consideration may be given to part-funding of a project.

6. Assessment Process 6.1 Applications are only accepted through Central Coast Council's website: www.centralcoast.nsw.gov.au and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system. 6.2 Applications will be assessed by the Protection of the Environment Trust Committee and reported to Council. 6.3 The Protection of the Environment Trust and/or Central Coast Council have the right to request further information in considering any application, as well as the right to reject any application that does not meet the assessment criteria. 6.4 The Protection of the Environment Trust has the right to award a different amount than applied for if it is assessed that the amount requested is not justified by the information provided in the application, or the full amount is not available at the time of the request. 6.5 All decisions of the Trust are final and no negotiations will be entered into.

7. Notification and Payment 7.1 All applicants will be notified of the outcome of their application. 7.2 Unsuccessful applicants are encouraged to seek feedback from the Trust contact about their application, to assist in later applications. 7.3 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed before funding will be provided. An invoice must accompany the completed Funding Agreement. 7.4 Projects are typically to be completed within 12 months of receiving grant funding from the Trust. 7.5 Successful applicants may be required to provide an interim report on their project as per their Funding Agreement. 7.6 A final project report must be submitted no later than 12 months from the commencement of the project. The project report is to include evidence of the project outputs (including where applicable; before and after photos for the on-ground works, copies of education,

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information materials produced and research results). All funds need to be acquitted as detailed in the Funding Agreement. 7.7 Applicants that do not complete and return a final report by the due date may be ineligible for future funding from the Trust. In the case of any foreseeable delays in project completion, applicants must contact **POET@centralcoast.nsw.gov.au** for possible extension.

8. Additional Information 8.1 For incorporated organisations, the following documentation will be required to be provided with your application: • A copy of your most recent audited financial statement (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements). • Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to the NSW Fair Trading. • A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing. • A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million. 8.2 Applicants will be requested to provide two quotes for each item valued at \$1000 or more for capital works and/or equipment. 8.3 Offers of funding by The Protection of the Environment Trust in no way implies any on-going funding commitment or obligation by the Trust. 8.4 Approval of a grant does not imply that Central Coast Council has given any consent required for the project or works. Applicants should note that events and the use of Council facilities or land have established approval processes that must be followed. Applicants are reminded to consider approval processes in their project planning. 8.5 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest. 8.6 All written and verbal communication regarding an application will only be with the applicant of the contact person listed in the application.

Lodging an Application To lodge an application, please click on the link and follow the instructions: <https://centralcoast.smartygrants.com.au/POET202223>

Ask us a Question

For any further questions, please send an email to: **POET@centralcoast.nsw.gov.au**

Organisation Information

* indicates a required field

Organisations Details

Organisation Name * Central Coast Marine Discovery Centre Inc.

Organisation Email * admin@ccmdc.org.au
 Must be an email address

Organisation Postal Address PO Box 280
 Terrigal NSW 2260 Australia
 Must be an Australian post code

Organisations ABN 52 804 519 226

Information from the Australian Business Register	
ABN	52 804 519 226

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Entity name	Central Coast Marine Discovery Centre Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	2260 NSW
<i>Information retrieved at 4:37am yesterday</i>	

Is your organisation Not For Profit? *

- No
 Yes

Is your Organisation Incorporated? *

- No
 Yes

Briefly describe what services, activities and/or facilities are offered by your organisation? *

Our goal is to increase knowledge, understanding and appreciation of catchments, coasts and oceans on the Central Coast. Our primary focus is education with a facility at Terrigal and broader community and school education.

Must be no more than 50 words

Contact Person Details

Contact Person * Mr John Asquith

Contact Person Email Address * admin@ccmdc.org.au

Contact Person Phone Number

Contact Person Mobile Number * 0414 730 032

Position in Organisation * President
 Applicant must hold a position listed

Project Information

*** indicates a required field**

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Project Details

Project Name *	Bush Stone-curlew and Estuary birds - Education and Citizen Science						
Describe your proposed project / activity? *	<p>The project will aim to increase awareness and appreciation of estuary birdlife, in particular the endangered Bush Stone-curlew. There continue to be a small number of pairs of BSC in the Davistown, Kincumber and Umina areas - however, there is a need for increased awareness, education and reporting of sightings. As part of the project we will expand our education and citizen science activities to a broader theme of Estuary birds with a focus on the Brisbane Water estuary.</p> <p>The project will include:</p> <ul style="list-style-type: none"> * Education visits and materials for local schools (estimated 10 school groups) in the catchment areas where Bush Stone-curlew are known to occur * Community workshops/ events - including bird identification and bird watching activities, community monitoring activities * Promotion of registration of sightings through appropriate online platforms eg. Atlas of Living Australia * a summary report of citizen science activities as a result of the project <p>Must be no more than 250 words</p>						
Proposed Start Date *	01/07/2023 Must be a date						
Proposed Finish Date *	30/06/2024 Must be a date						
What is the location of your project *	Catchment areas of Brisbane Water estuary						
Are you as the applicant, the owner of ALL the land referred to in this application? *	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> Not applicable, provide reason below</p> <p><input type="radio"/> No, please see instruction below</p> <p>INSTRUCTION: If you are NOT the owner of the land, you will need to attach a Letter of Consent from all the legal landowner/s, which includes any conditions that may apply. Please attach the Letter of Consent/s at the end of this application.</p>						
If your answer to the above question is Not applicable, please provide reason	All activities will be undertaken on public land or via the hire of facilities						
Have you recieved funding under this program in the past?	<table> <tr> <td><input type="checkbox"/> 2019</td> <td><input type="checkbox"/> 2015</td> </tr> <tr> <td><input type="checkbox"/> 2018</td> <td><input type="checkbox"/> 2014</td> </tr> <tr> <td><input type="checkbox"/> 2017</td> <td><input type="checkbox"/> 2013</td> </tr> </table>	<input type="checkbox"/> 2019	<input type="checkbox"/> 2015	<input type="checkbox"/> 2018	<input type="checkbox"/> 2014	<input type="checkbox"/> 2017	<input type="checkbox"/> 2013
<input type="checkbox"/> 2019	<input type="checkbox"/> 2015						
<input type="checkbox"/> 2018	<input type="checkbox"/> 2014						
<input type="checkbox"/> 2017	<input type="checkbox"/> 2013						

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 2016

 2012

KEY CRITERIA

EXPECTED PROGRAM OUTCOMES

The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as Gosford Local Government area. These outcomes should either or both of the following objectives:

1. Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area.
2. Provision of information and education or carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

Explain how your project meets the expected program outcomes:

1. Promotion of the protection or conservation of the natural environment

The project will actively work in raise awareness of the status estuary birdlife and, in particular, Bush Stone-curlew. Many of these birds are known to occur close to residential areas. The project will increase community knowledge of measures to promote the success of these species

2. Provision of information and education or carrying out of research about the natural environment.

The project will conduct education activities including - school visits, community workshops and citizen science activities. The project publish education materials and a final report that summarises project activities and citizen science outcomes.

Additional Criteria

COMMUNITY BENEFIT: How will the community benefit from your project?

The community will benefit through increased awareness and knowledge of estuary birdlife. Community volunteers will increase their skills through citizen science activities. As a result of the project, we hope to build a community of interest, connect like-minded individuals and encourage active participation in citizen science.

SUCCESS: How will you measure the success of your project?

Success will be measured by:

- * Participation - no. of participants in both school and community activities
- * Direct feedback - after workshops and school visits
- * Quality and quantity of citizen science data contributed as a result of the project
- * Partnerships formed with relevant groups - eg. Birding Central Coast, local community organisations.

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VALUE FOR MONEY: How does the project offer value for money?

The project builds the capacity of volunteers to engage in citizen science activities. This contributes volunteer hours to the care and management of local environments and biodiversity.

SUSTAINABILITY: How does the project demonstrate ongoing sustainability including Economic, Social, Environmental and Governance?

The project will seek to utilise some existing key dates to encourage a commitment to some of the project activities. For example, we may align with key dates such as Threatened Species Day, Annual Bird Counts etc. We hope that through the project and partnerships there will be an opportunity to sustain some of the citizen science activities into the future.

How will your group manage and maintain this project without continuing financial help from the Trust?

We hope that through the project we will build relationships with other organisations that may be able to assist with ongoing support for some of the project activities Eg, annual citizen science monitoring activities

Project Budget

* indicates a required field

Budget Information

It is important to provide an accurate budget.

The budget shows the organisation/applicant contribution in cash or in-kind and identifies the cash contribution/resources requested from the Trust for the project.

To calculate in-kind community contributions use the cost price of the supplies, materials, or services contributed as a guide. To calculate the volunteer time or labour you contribute to a project, use the fee of \$25 per hour. For professional or contractor fees, use \$75 per hour.

Please note: Any capital work of equipment items that are valued at \$1000 or more will need to have two or more accompanying quotes with the submission.

Amount of Funding Being Applied For:

Requested Trust Contribution (Table A)

Project Item	\$ Value
Project Officer - 8 hr / week x 52 weeks @ \$39/hr + on-costs	\$18,927.00
Workshops - 10 community workshops / events @ \$200 each (catering / venue)	\$2,000.00
School visits - 10 @ \$200 each - materials	\$2,000.00

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Materials & monitoring	\$2,000.00
Printing / promotion	\$2,000.00
Presenters / expert expenses	\$1,000.00
Administration / overheads (phone, computers, IT support)	\$4,000.00
	Must be a dollar amount.

Value of In-kind activities and Cash you are contributing to the Project

Applicant Contribution - In-kind (Table B)

For example resources, volunteer time, labour etc. at no cost to the project.

Project Item	\$ Equivalent Value
Workshop participants - estimate 10 community workshops x 15 people x 3 hrs	\$11,250.00
10 school visits x 30 students x 1 hour visit	\$9,300.00
Staff / office overheads	\$4,560.00
Administration / project management	\$3,900.00
Experts - eg NPWS, Birding Central Coast	\$1,500.00
Printing / promotion	\$2,000.00
	Total: \$32,510.00
	Must be a dollar amount.

Applicant Contribution - Cash (Table C)

Project Item	\$ Value
Workshop - registrations - estimate 5 workshops x 15 people @ \$10/person	\$750.00
	\$
	\$
	\$
	\$
	Total: \$750.00
	Must be a dollar amount.

Total Project Cost *

\$65,187.00

This number/amount is calculated.

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Must be a dollar amount

The Total Project Cost figure is equal to the total value of all items listed in the budget Tables A, B & C.

Total Amount Requested from Trust *

\$31,927.00

This number/amount is calculated.

Must be a dollar amount

The Total Amount Requested from the Trust figure is equal to the total value of all items listed in Table A.

Is there any other funding sources being sought for this project? *

No Yes

If Yes, please list

Eg. Fundraising

Attachments

Please attach the following documents prior to submitting your application

Organisations Certificate of Incorporation

Filename: CCMDC Cert of Incorporation.pdf

File size: 373.5 kB

Current Certificate of Public Liability Insurance and/or professional indemnity

Filename: 2022 04 10 - Certificate of Placement - Landcare Liability Keystone 2022 - Central Coast Marine Discovery Centre.pdf

File size: 250.2 kB

Filename: CCMDC - Insurance Certificate of Currency.pdf

File size: 125.5 kB

Supporting documents / information, eg. Business Case, Letters of Support.

No files have been uploaded

Only if needed

Attached two quotes for each capital work project and equipment over \$1000.00

No files have been uploaded

Landowner 1, Letter of Consent

No files have been uploaded

**including any conditions that may apply*

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Landowner 2, Letter of Consent

No files have been uploaded
*including any conditions that may apply

Landowner 3, Letter of Consent

No files have been uploaded
*including any conditions that may apply

2.6 GENERAL BUSINESS

- **Committee meeting dates for 2024**

March: 28 March 2024 – 2pm -4pm – online via *Microsoft Teams*

June: 27 June 2024 – 2pm – 4pm – online via *Microsoft Teams*

October* 31 October 2024 – 2pm – 4pm – online via *Microsoft Teams*

December* 12 December 2024 – 2pm – 4pm – online via *Microsoft Teams*

* Meeting dates are subject to change. The meeting ordinarily held in September is proposed to be moved to October, date to be confirmed, as the Local Government Elections will occur on 14 September 2024. Further information regarding meetings in the second half of the year will be provided once available.

Attachments

Nil