

Agenda

Protection of the Environment Trust Management Committee

Date: 12 December 2022
Time: 1:00pm – 2:00pm
Location: Wyong Committee Room
Chairperson: Gary Chestnut
Coordinator: Edward Hock, Unit Manager Governance, Risk and Legal

Item	Title	Responsibility	Time
1	Introduction: welcome, Acknowledgement of Country, apologies, disclosures of interest	Chairperson	1pm 5 minutes
2	Brief progress reports on Umina Coastal Sandplain Woodland and Scenic Road Bushland Reserve Offset Area Attachment: Action #103: 10 Year plan for Umina Coastal Sandplain Woodland to be revisited at applicable meeting in 2022 Attachment: Action #105: scenic road bushland reserve offset area year 1 (2021-22) Update and revisit 15 year plan	Environmental Management and Projects Officer	1.05pm 20 minutes
3	Update from Finance (standing item) Attachment: PoET Finance Report	Unit Manager Finance	1.25pm 10 minutes
4	Code of Conduct Training	Assistant Internal Ombudsman	1.35pm 20 mins
5	General business	All	1.55pm 5 minutes
	Close Next meeting: TBC	Chairperson	

Action log

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

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

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				further process the marketing and promotional activities component.	
112	5/10/2021	Unit Manager Governance Risk and Legal to liaise with Comms and provide an update at the next meeting on geo-targeting ads on Facebook to promote the Trust with regard to local projects funded.	Unit Manager Governance Risk and Legal	<p>Further update as at June 2022.</p> <p>Action: Council staff to cross reference the POET material published online and update to remove any references/photographs to emu.</p> <p>Question from Committee regarding whether it is possible to put a copy of the Trust Deed on the website.</p> <p>Action Unit Manager Governance, Risk and Legal to provide further advice to Committee on this matter.</p>	Ongoing
115	5/10/2021	The Protection of the Environment Trust Management Committee do not support funding being provided by the Trust for road barriers at Remembrance Drive Wamberal (grant application POET005202021)	Section Manager Natural Assets and Biodiversity	Applicant advised of outcome.	Complete

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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
119	24/11/2021	The PoET Communications Plan to be circulated to Committee Members for review and to provide information and comments back to advisorygroups@centralcoast.nsw.gov.au by CoB Wednesday 8 December 2021.	Meeting Support Officer	Communications Plan circulated to Committee Members 24/11/2021 No feedback received.	Closed
120	24/11/2021	An update to be provided at the next Ordinary Meeting on the Protection of the Environment Trust Website including a link from the Central Coast Council website and the ability to make donation.	Unit Manager Governance Risk and Legal	Further update provided at the June 2022 meeting.	Ongoing

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121	24/11/2021	The Committee agree to maintain the current situation where applications to the Protection of the Environment Trust Grant Program can be made throughout the financial year, and that applications are referred to a subsequent Trust Committee Meeting for consideration.	Section Manager Natural Assets and Biodiversity	Advice noted by Larry Melican.	Complete
122	24/11/2021	That the Communications Plan being developed by the Management Committee consider a promotional window for grant applications twice per year.	The Committee/ Communications	Update: Plan has been developed, now seeking input from the Committee regarding activities which are proposed to be promoted. Communications Plan circulated. To be recirculated with a request for any feedback from the community members within 2 weeks.	Ongoing
123	15/07/2022	Grant applications. <ul style="list-style-type: none"> 2022/2023 year is now active – one grant application received, from Woy Woy Peninsula Community environment group, for work in their community garden. 	Section Manager Natural Assets and Biodiversity	Environmental Management Staff to review grant application received and report back to the next meeting.	Ongoing