

Minutes

Protection of the Environment Trust Management Committee



Date: 5 October 2021

Time: 1.06pm – 1.52pm

Location: Microsoft Teams

Chairperson: Gary Chestnut

Coordinator: Edward Hock, Unit Manager Governance and Legal Counsel

Attendance

Members:

Gary Chestnut

Joy Cooper

Barbara Wills

David Farmer, Chief Executive Officer

Status:

Present

Present

Present

Present (arrived 1.10pm)

Staff:

Peter Correy, Unit Manager Finance

Edward Hock, Unit Manager Governance and Legal Counsel

Luke Sulkowski, Unit Manager Environmental Management

Larry Melican, Section Manager Natural Assets and Biodiversity

Kelly Drover, Meeting Support Officer

Present

Present

Present

Present

Present

1 Introduction

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

It was noted there were no apologies received for the meeting.

Edward Hock introduced himself to the Committee.

The Chairperson called for any disclosures of interest. The following disclosure was received:

Gary Chestnut declared a significant non-pecuniary interest for Item 4 regarding grant applications as he is a member of the CEN Executive. Gary did not partake in any discussion for this item and Edward Hock acted as Chairperson for the duration.

2 Previous business

The Committee confirmed the minutes from the previous meeting as noted below, which were distributed to members via email and uploaded to Council's website:

- [Protection of the Environment Trust Management Committee meeting held 1 July 2021](#)

The action log was reviewed with updates recorded (see page 6).

3 Request for Comms advice (action 107)

Edward Hock (Unit Manager Governance and Legal Counsel) advised at the 14 September 2021 Ordinary Meeting, Council resolved, in part:

That Council as Trustee approve release of up to \$200 from funds held in the Trust to Central Coast Council, for purchase of geo-targeting ads on Facebook to promote the Trust with regard to local projects funded.

It was noted that whilst the funds have been allocated, we don't currently have the internal expertise for someone to take on this targeted advertising. A plan needs to be developed to either increase the expertise to achieve the greatest affect or identify the most efficient and effective way to allocate those funds to an external source to undertake the geo-targeting advertisements.

The Committee suggested that this targeted marketing is something anyone can do and expressed concerns that the Committee made this recommendation back in July and it still hasn't progressed.

Action: Unit Manager Governance and Legal Counsel 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.

4 Grants program (standing agenda item)

Larry Melican (Section Manager Natural Assets and Biodiversity) provided a grants update to the Committee.

PoET Grant Applications Update

Grants for 21/22 period opened on 1 June 2021 and will close on 31 May 2022.

No applications for 21/22 have been received to date.

Council adopted the release of funds for 4 projects on 14 September 2021.

- i. UCSW restoration and management
- ii. Scenic Road Offset Site
- iii. CEN Friends of COSS
- iv. Targeted Facebook promotion

PoET Grant Application Form

Currently the Protection of the Environment Trust grant application form does not ask if the applicant owns the land where a project is proposed to be undertaken, nor if the applicant has been provided with written approval from the landowner to undertake the project on land not owned by the applicant.

The Protection of the Environment Trust Committee currently may unknowingly recommend the funding of a project where landowner approval has not been provided. Were this to occur it would ideally result in the project not proceeding at that location and a variation to the grant application being considered by the Trust Committee. It may also result in a mistaken belief that approval of the grant application implies approval to undertake the project on the land nominated regardless of tenure. There is a potential risk of reputational damage to the Trust.

Action: The Protection of the Environment Trust Management Committee endorse the Grant Application Form being amended to include a question about the ownership of the land that an applicant proposes to deliver an entire, or part of, a potential project on.

Action: The Protection of the Environment Trust Management Committee endorse the Grant Application Form being amended to include a requirement for applications to provide written landowner approval, including any conditions, for project activities to occur on land not owned by the applicant.

Grant application POET005202021

Grant application POET005202021 received in the 20/21 grant round requested \$5,000 for the installation of car barriers at Remembrance Drive, Wamberal to prevent damage to vegetation in the road reserve. The Trust Committee considered the application at its meeting of 1 July 2021. The information provided did not allow for a decision to be made during the meeting. Following the meeting contact was made with the applicant, who provided additional information about the site, including the exact location for the proposed car barriers. This information was provided to the community representatives considering the application. Feedback from the two committee members was that they did not recommend funding of the application for reasons including:

1. It appears there has already been plantings in the area and a mesh fencing has been erected to protect the area.

2. The area on the right as you drive into the street, which was mentioned for barriers, is in fact a driveway for the house on the corner. It is not clear if this is a 'bush site' or a footpath.
3. The barriers to stop cars driving too far off the road would presumably be a Council responsibility.
4. Private residents may not be permitted so close to waterways to undertake bushcare.

Action: 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).

Action: 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.

5 Update from Finance (standing agenda item)

Peter Correy (Unit Manager Finance) provided an update on the Trust income statement that was circulated to members with the agenda.

The funding for 4 projects that were endorsed by Council at the 14 September 2021 Ordinary Council Meeting have now been set up in Council's reporting and will be able to be tracked and reported back to the Trust Management Committee on expenditure against those particular actions.

6 General business

- Concerns were raised over the following discussion point from the 1 July 2021 PoET Meeting:

Members endorsed the works program proposed for 2021/22 financial year and agreed to revisit the 15 year plan next financial year, with consideration of endorsing the full program for remaining years.

The Committee noted that the program should be 'reviewed' in 2022 rather than approved.

- The Committee discussed the grant funding program which is open all year round (in previous years there has been a set time the grants program is open). It was suggested that perhaps we aren't getting as many applications as we have in the past because there is no set time period for grant applications. A media release may be of benefit to inform the community that the grants program is still open.

It was recommended that analysis of the data be undertaken to determine whether it is actually the case that grant applications have significantly reduced since the program changed to a 12

month rolling cycle. The Committee will then be able to decide whether to revert back to a set time period for the grants program moving forward.

Action: Environmental Management Staff to review grants received over the past 3 years and report back to the next meeting.

- It was noted that the Umina Coastal Sandplain Woodland report provided at the 1 July 2021 meeting was not annexed to the minutes and not easily accessible for members of the public to access.

The Committee suggested a press release to let the community know about what is happening on the Peninsula. Staff advised that works are due to commence early 2022 and a media release will be sent to tie in with works commencing.

Council will be engaging a bush regeneration company who will provide reports which will be relayed back to the Committee along with any other updates or information as it becomes available e.g. before/after photos.

Action: 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.

10 Close

Next meeting: Wednesday 24 November 2021
 1pm – 2pm
 Microsoft Teams

Meeting closed at 1.52pm

Minutes approved by the Coordinator and Chairperson on 8 October 2021.

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
102	1/07/2021	That Council as Trustee approve release of \$41,730 from funds held in the Trust for Umina Coastal Sandplain Woodland to Central Coast Council, for the endorsed works in the 2021-22 financial year.	Unit Manager Governance and Risk	Endorsed by Council at the 14 September 2021 Ordinary Meeting.	Complete
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	On hold until 2022	Pending
104	1/07/2021	That Council as Trustee approve release of \$9,000 from funds held in the Trust for Scenic Road Bushland Reserve Offset Area to Central Coast Council, for the endorsed works in the 2021-22 financial year.	Unit Manager Governance and Risk	Endorsed by Council at the 14 September 2021 Ordinary Meeting.	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	On hold until 2022	Pending
106	1/07/2021	That Council as Trustee approve release of up to \$200 from funds held in the Trust to Central Coast Council, for purchase of geo-targeting ads on Facebook to promote the Trust with regard to local projects funded.	Unit Manager Governance and Risk	Endorsed by Council at the 14 September 2021 Ordinary Meeting.	Complete

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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	Ed Hock discussed at 5 October 2021 meeting and a further update will be provided at the next meeting.	Pending
108	1/07/2021	The Committee recommend that Council as Trustee approve release of funds for the amount of \$15,640 held in the Trust to the Community Environment Network for their Friends of COSS Workshop Series (grant application number POET004202021).	Unit Manager Governance and Risk	Endorsed by Council at the 14 September 2021 Ordinary Meeting.	Complete
109	1/07/2021	Staff to provide further information on first grant application to members via email so decision can be made offline. Members will review site locations themselves.	Section Manager Natural Assets and Biodiversity	Following the meeting contact was made with the applicant, who provided additional information about the site, including the exact location for the proposed car barriers. This information was provided to the community representatives considering the application. Feedback from the two committee members was that they did not recommend funding of the application (see minutes for further details).	Complete

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
110	1/07/2021	Staff to review previous Trust income statements and consider how to best present data moving forward for ease of understanding.	Unit Manager Finance	UM Finance confirmed statements are consistent with info previously requested.	Complete
111	1/07/2021	Staff to investigate funds allocated for Veron Road development that did not proceed and provide update at next meeting.	Unit Manager Finance	Information circulated to members via email 15 July 2021.	Complete
112	5/10/2021	Unit Manager Governance and Legal Counsel 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 and Legal Counsel		Pending
113	5/10/2021	The Protection of the Environment Trust Management Committee endorse the Grant Application Form being amended to include a question about the ownership of the land that an applicant proposes to deliver an entire, or part of, a potential project on.	Section Manager Natural Assets and Biodiversity		Pending
114	5/10/2021	The Protection of the Environment Trust Management Committee endorse the Grant Application Form being amended to include a requirement for applications to provide written landowner approval, including any conditions, for project activities to occur on land not owned by the applicant.	Section Manager Natural Assets and Biodiversity		Pending

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
115	5/10/2021	The Protection of the Environment Trust Management Committee do not support funding being provided by the Trust for road barriers at Remembrance Drive Wamberal (grant application POET005202021).	The Committee		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		Pending
117	5/10/2021	Environmental Management Staff to review grants received over the past 3 years and report back to the next meeting.	Unit Manager Environmental Management		Pending
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	Report included in 5 October 2021 minutes.	Complete

REPORT TITLE: UMINA COASTAL SANDPLAIN WOODLAND
REPORT TO ADVISORY GROUP: PROTECTION OF THE ENVIRONMENT TRUST
DATE OF MEETING: 1 JULY 2021
REPORT AUTHOR: SHARYN STYMAN

Report Purpose

The purpose of this report is to provide a proposal for the Umina Coastal Sandplain Woodland (UCSW) as requested in Action Item 98.

Background

At its meeting held 20 April 2021 the Committee requested staff provide proposals at the next meeting addressing the amounts in the financial report for UCSW, in particular the intent of funds for Umina Coastal Sandplain Woodland.

Context

The former Department of Environment and Climate Change prepared the 'Umina Coastal Sandplain Woodland Endangered Ecological Community Restoration and Rehabilitation Management Plan' ('the Management Plan') that identified and prioritised management actions for the rehabilitation and regeneration of Umina Coastal Sandplain Woodland (UCSW) across its extent.

In accordance with development consent 30219/2006 condition 83, a total sum of \$225,000 was transferred by the developer to the Trust for the rehabilitation and management of other remnant parcels of the Umina Coastal Sandplain Woodland (UCSW) within the locality of 45 Hillview Street, Woy Woy. This work is to be conducted in consultation with NSW Government and the management recommendations in the Management Plan.

Of the twelve sites containing UCSW identified in the Management Plan, the three sites with the largest fragment size are:

1. Burrawang Reserve (Woy Woy),
2. McEvoy Oval (Umina), and
3. Umina Oval and adjoining Drainage Reserve (Umina) (see Figure 1).

These sites are considered the highest priority for restoration and rehabilitation and are all Council owned or managed land. As land manager, Council has a legal obligation to ensure any works are performed in accordance with the Management Plan and relevant legislation.

Council staff have prepared a 10 year plan for the rehabilitation and management of UCSW at three priority sites to the value of \$226,270 (see Attachment 1). This equates to the value for the 'Umina Coastal Sandplain Woodland' fund shown in the third quarter (March 21)

financial report. Note the values are in present value and subject to annual review following site inspection and monitoring.

Option 1

Council staff have prepared a work program and budget (see Attachment 2) for the 2021-22 financial year for the rehabilitation and management of the three priority UCSW sites. The Committee is requested to endorse the work program and budget. The Committee is requested to approve release of a total of \$41,730 from the Protection of the Environment Trust fund to Central Coast Council to implement the endorsed work program in financial year 21-22.

Recommendations to Committee:

1. Endorse 'Attachment 2 - 21-22 Work Program and Budget – UCSW Priority Sites'.
2. Approve release of \$41,730 from funds held in the Trust to Central Coast Council for implementation of endorsed work program in financial year 21-22.

Option 2

The Protection of the Environment Trust Management Committee could directly engage a contractor to project manage implementation of the Management Plan. This would require the contractor or Trust to apply for a licence from Central Coast Council to undertake the rehabilitation works on the priority sites in accordance with the Management Plan. Any licence granted is likely to require submission of copies to Council of the following: relevant qualifications for the person/s undertaking the work, environmental approvals and licences required to undertake the work, certificates of currency for relevant insurances and health and safety procedures.

Option 3

The Committee could postpone release of funds.

Staff Recommendation

1. Endorse 'Attachment 2 - 21-22 Work Program and Budget - UCSW Priority Sites'.
2. Approve release of \$41,730 from funds held in the Trust to Central Coast Council for the approved works in financial year 21-22.



Figure 1: Location of priority UCSW sites owned or managed by Central Coast Council.

ATTACHMENT 1: 10 Year Plan - UCSW Rehabilitation

ID	Action	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
1	Control and Formalise Access	\$10,700	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$29,600
2	Protect from development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Rubbish removal	\$875	\$875	\$875	\$875	\$875	\$875	\$875	\$875	\$875	\$875	\$8,750
4	Weed control and regeneration	\$28,000	\$23,600	\$23,600	\$23,600	\$6,600	\$10,600	\$6,600	\$10,600	\$6,600	\$10,600	\$150,400
5	Community awareness and education	\$1,630	\$1,500	\$1,500	\$0	\$1,500	\$0	\$1,000	\$0	\$1,000	\$0	\$8,130
6	Fire management (incl APZs)	\$0	\$5,000	\$4,000	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$17,000
7	Drainage maintenance	\$525	\$0	\$525	\$0	\$525	\$0	\$525	\$0	\$525	\$0	\$2,625
8	Management plans	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$4,000	\$8,000
9	Umina Campus environment committee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10	Revegetation and strategic replanting	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$500
11	Appropriate landscaping	\$0	\$0	\$0	\$965	\$300	\$0	\$0	\$0	\$0	\$0	\$1,265
12	Erosion control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	Start a bushcare group	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14	Protect from mowing and slashing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Undertake appropriate environmental assessment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$41,730	\$33,075	\$32,600	\$31,540	\$20,400	\$13,575	\$11,100	\$13,575	\$11,100	\$17,575	\$226,270

ATTACHMENT 2: 21-22 Work Program and Budget - UCSW Priority Sites

ID	Action	Proposed work	Site	Rates (ex. GST)	POET fund
1	Control and Formalise Access	Complete track and fence audit, prepare map showing fencing and tracks to be retained / closed in consultation with key stakeholders (including DPIE, asset manager, Landcare, adjoining neighbours etc).	All priority sites	25 hours staff time @\$75/hr (track audit, stakeholder consultation and map revision, environmental assessment)	\$1,875
		Replant tracks to be closed.	Burrawang Reserve	8 hours bush regenerator @\$50/hr 250 tubestock @\$2.50 ea	\$1,025
		Install natural barriers (e.g. logs) to deter access.	McEvoy Oval	32 hours Council crew @\$50/hr Hire Council flat bed truck and driver @\$1000/day	\$2,600
		Install natural barriers (e.g. logs) or repair existing fencing to delineate restoration areas and prevent access.	Umina Oval	64 hours Council crew @\$50/hr Materials \$1000 Hire Council flat bed truck and driver @\$1000/day	\$5,200
2	Protect from development	Categorise UCSW fragments at priority sites as Natural Area Bushland in generic Plan of Management.	All priority sites	In conjunction with POM Project	\$0
3	Rubbish removal	Conduct one annual inspection to monitor any littering or dumping. Arrange removal of any dumped rubbish and either reuse, recycling or disposal at an approved waste facility.	All priority sites	5 hours staff time @\$75/hr (inspection) \$500 disposal fees	\$875
4	Weed control and regeneration	Continue to support Landcare group and supervise replanting. Slash boundary of reserve to control exotic grass species. Control weeds in drainage line. Establish monitoring program.	Burrawang Reserve	In conjunction with Environmental Volunteering Program. 3 hours staff time @\$75/hr (contract preparation and management, consultation) \$100/slash 8 times per year 144 hours @\$50/hr bush regenerator (field work, monitoring and report preparation) 5 hours ecologist @\$100/hr (min. 2 person team plus report prep)	\$8,725
		Prepare site management plan (including vegetation community and weed density mapping, native and weed species lists, baseline flora plots and action plan) in consultation with asset managers.	McEvoy Oval	6 hours staff time @\$75/hr (contract preparation and management, consultation) 30 hours @\$100/hr ecologist (field work and report preparation)	\$3,450
		Implement Bushland Management Plan (Secko Environmental Management 2009) including establishing monitoring program and reporting. Conduct rabbit control if impacting regeneration.	Umina Oval	11 hours staff time @\$75/hr (environmental assessment, contract preparation and management) 300 hours @\$50/hr bush regenerator/ecologist (field work and report preparation)	\$15,825
5.0	Community awareness and education	Install interpretive signs at major access points.	All priority sites	10 hours staff time @\$75/hr (update sign content, graphic design and project management) 8 signs @\$60/sign 8 hours Council crew @\$50/hr (installation)	\$1,630
6	Fire management (incl APZs)	Complete bush fire assessment including ecological burn plan, frequency and scheduling that specifically considers the presence of the UCSW EEC. Assess requirements for asset protection zones (APZs) required in line with changes in legislation. Establish and maintain required APZs.	All priority sites	Postponed to FY 22-23 following recruitment of Bushfire Planning Officer	\$0
7	Drainage maintenance	Review adequacy of maintenance of drainage easement.	Burrawang Reserve	7 hours staff time @\$75/hr (inspection and consultation)	\$525
8	Management plans	Update and finalise draft management plan for UCSW on Council Parks and Reserves.	All priority sites	Postponed to FY 22-23 to incorporate weed density mapping and trail plan	\$0
9	Umina Campus environment committee	Not applicable to priority sites.			\$0
10	Revegetation and strategic replanting	Investigate replanting areas not regenerating following weed control or landscaping.	All priority sites	Postponed to FY 22-23 following baseline monitoring	\$0
11	Appropriate landscaping	Plant native species to encourage natural regeneration. Plant native species around Nambucca Drive playground.	All priority sites	Postponed to FY 22-23 following consultation with asset owners	\$0
12	Erosion control	Monitor soil erosion.	All priority sites	In conjunction with inspection for rubbish dumping (ID 3), no additional cost	\$0
13	Start a bushcare group	Promote establishment of a bushcare group for McEvoy Oval.	McEvoy Oval	Postpone until site management plan prepared and staff resources available to engage community and supervise group	\$0
14	Protect from mowing and slashing	Monitor interface of remnants for any encroachment or damage from mowing and slashing.	All priority sites	In conjunction with inspection for rubbish dumping (ID 3), no additional cost	\$0
15	Undertake appropriate environmental assessment	Ensure proposal that may impact on UCSW have undergone appropriate environmental assessment e.g. extraction of groundwater.	All priority sites	In conjunction with planning proposal and development assessment and preparation of environmental assessments for Council work	\$0
Total					\$41,730