

Protection of the Environment  
Trust Management Committee  
Meeting Record  
8 May 2018



Central  
Coast  
Council

Location:	Committee Room, Level 1, Gosford Administration Building 49 Mann Street, Gosford	
Date:	8 May 2018	
Time	Started at: 4.05pm	Closed at: 4.55pm
Chair	Mayor Jane Smith	
File Ref		

**Present**

Mayor Jane Smith, Mr Brian Glendenning, Acting Chief Executive Officer, Ms Joy Cooper and Ms Barbara Wills.

Also present were: Mr Luke Sulkowski, Unit Manager Natural and Environmental Assets, Mr Phil Cantillon, Unit Manager Leisure and Lifestyle, Mr James Taylor, A/Unit Manager Governance, , Ms Kathy Bragg, A/Section Manager Governance.

**Item 1            Apologies**

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Nil.

**Item 2            Disclosure of Interest**

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Ms Barbara Wills declared her less than significant non-pecuniary interest as she is a member of MacMasters Beach Bushcare Group.

**Item 3            Confirmation of Previous Minutes**

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The Committee determined to defer consideration of the 16 March 2017 Minutes and the 18 May 2017 Minutes.

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**Item 4                    Membership of the Protection Trust Management Committee**

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The Committee discussed the membership of the Trust Management Committee.

**Action:** A Council report to prepared to determine the Councillor membership of the Protection Trust Management Committee and to appoint a third community representative.

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**Item 5                    Terms of Reference for the Protection of the Environment Trust Management Committee**

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The Committee discussed the Terms of Reference for the Trust Management Committee.

The current understanding of some members of the Trust Management Committee, which has been in existence since the Deed was created, is that the Trust Management Committee has made monetary and management decisions and reported them to Council, which Council then formally accepted. Council's role is to ensure that the decisions of the Trust Management Committee are in accordance with the Trust Deed. That is, the Committee was responsible for making decisions, and was not merely advisory. The Acting CEO does not concede that this is an accurate position.

**Action:** A Council report be prepared regarding the Terms of Reference for the Protection of the Environment Trust Management Committee, including clarifying the nature of recommendations to Council from the Trust Management Committee.

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**Item 6                    Funding Applications**

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**Action:** Work be undertaken on formulating criteria and improved governance for funding applications.

**Action:** A financial report be provided to the next Committee meeting details funds acquitted and funds available.

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**Item 7                    Promoting the Aims of the Trust**

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**Action:** Develop a communications strategy for promotion of the aims of the Trust and encourage donations to the Trust.

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**Item 8                    General Business**

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Ms Jane Smith formally resigned as a community representative of the Trust Management Committee.

**Action:** Clarification be provided on the decision to provide funds to the MacMasters Beach Bushcare Group Inc.

The meeting closed at 4.55pm

**Next Meeting:** 4pm  
Tuesday, 5 June 2018  
Ground Floor Meeting Room  
Gosford Administration Building