

Minutes



Protection of the Environment Trust Management Committee

Date: 15 June 2022

Time: 12.40pm – 1.50pm

Location: Wyong Administration Building and Microsoft Teams (Hybrid)

Chairperson: Gary Chestnut

Coordinator: Edward Hock, Unit Manager Governance, Risk and Legal

Attendance

Members:

Gary Chestnut

Joy Cooper

Barbara Wills

Status:

Present

Present

Present

Staff:

Peter Correy, Group Financial Controller, Finance

Edward Hock, Unit Manager Governance, Risk and Legal

Luke Sulkowski, Unit Manager Environmental Management

Larry Melican, Section Manager Natural Assets and Biodiversity

Teresa Walters, Section Manager Communication and Engagement

Sharyn Styman, Environmental Management and Projects Officer

Rachel Callachor, Meeting Support Officer

Present

Present

Apology

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.

The following apologies were received for the meeting:

Luke Sulkowski, Unit Manager Environmental Management

The Chairperson called for any disclosures of interest and none were received.

2 Previous business

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

3 Brief progress reports on Umina Coastal Sandplain Woodland

Sharyn Styman (Environmental Management and Projects Officer) provided an update and presentation to the Committee on Umina Coastal Sandplain Woodland.

Key topics covered included:

- Progress Report on funding that was allocated to Council for Rehabilitation and Management of Umina Coastal Sandplain Woodland (UCSW). Report to March 2022 Council meeting.
- Progress report on Management actions:
 - 3 priority sites
 - Question from Joy – overgrown pathways
 - Offset with tracks – specifically informal track closure
- Audit undertaken by Sharon Styman, Environmental Management and Projects Officer
 - Has since been a lot of growth and changes since November, some tracks have closed themselves with the growth.

Question from the Committee regarding Management Plan.

- Difference between Management Plan and Plan of Management was detailed and explained.
- Plan for Umina Oval and UCSW, south of Umina Oval is covered.
- 3 year plan is in accordance with the Management Plans for Umina and Hillview St Reserve.
 - Further detail provided regarding study undertaken in the 1990s.
 - Frequent fires and arson events.
 - McDonald (author) identified a focus area of getting the balance regarding these fire events.
- Joy Cooper prefers yearly plans as opposed to 3 years plan.
- Gary Chestnut offered his view regarding 3 years providing more flexibility, having the 12-month period tried previously, this is a compromise.

Action: 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

Gary Chestnut suggested information provided regarding Council funds and expenditure for this project over 2 years.

Action Peter Correy, Group Financial Controller, Finance to provide this financial report.

Action: Distribution of report to Committee: *Action #103: Umina Coastal Sandplain Woodland Year 1 (2021-22) Update and Revisit 10 year plan*

4 Brief progress reports on Scenic Road Bushland Reserve Offset Area

Sharyn Styman (Environmental Management and Projects Officer) provided an update and presentation to the Committee on Scenic Road Bushland Reserve Offset Area.

Key topics covered included:

- Weed control
- Feral animal control
- Public access, litter, domestic animals and edge effects
- Long-term fauna and vegetation monitoring
- Trust Funds – The Scenic Road

Council staff then presented the 15 year plan, including the budgetary breakdown.

Staff recommendation: That the Committee consider endorsing the 15 year plan

Benefit

- **Maximise time to complete works each financial year as funds available earlier**
- **Provide certainly in ongoing funding for actions that require longer-term planning, such as fire management.**

Action: Committee agrees to adopt 15 year plan for Scenic Road Bushland Reserve Offset Area

Moved – Gary Chestnut, Seconded – Joy Cooper

Action: Distribution of report to Committee: *Action #105: Scenic Road Bushland Reserve Offset Area Year 1 (2021-22) update and revisit 15 year plan*

5 Marketing/promotional activities to promote the Trust

Teresa Walters (Section Manager Communication and Engagement) provided an update to the Committee on the topic of marketing/promotional activities to promote the Trust.

It was discussed that a focus area would be ways and initiatives to bring this Trust and its work alive to the community and to use this to be able to promote the trust.

It was agreed that this item to be held over to be able to incorporate Committee comments on the Communications Plan.

Action: *Communications Plan POET 2021* to be re-distributed to Committee members with request to provide their feedback to be used in progressing the finalisation and then commence implementation of the Plan.

Action: 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.

6 Update on the Protection of the Environment Trust Website

This item was brought forward and heard before item 3 in agenda

Update provided by Edward Hock (Unit Manager Governance, Risk and Legal) to confirm the Trust does have a website that does have the ability to receive donations.

Question from Committee regarding images on the website, flora and fauna, specifically the inclusion of a photograph of an emu and whether this is factually correct and whether it indicates the species on COSS land.

Action: Council staff to cross reference the POET material published online and update to remove any references/photographs to emu.

Question from Committee regarding whether it is possible to put a copy of the Trust Deed on the website.

Action: Unit Manager Governance, Risk and Legal to provide further advice to Committee on this matter.

7 Update from Finance (standing agenda item)

Peter Correy (Group Financial Controller, Finance) provided an update to the Committee on the Trust income statement.

This statement was shared with members at the meeting, in lieu of circulation with the agenda, which will continue to occur as standard practice going forward.

Financial statements, including breakdown of the information contained, was discussed. It is noted there has been no major activity since May 2022.

Group Financial Controller, Finance invited any specific comments from the Committee, either at special meeting (should it be convened) or out of session.

8 General business

Update from Larry Melican, Section Manger Natural Assets and Biodiversity regarding 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.
 - Could consider the application at the next meeting, if it is to be held earlier in September

Action: Environmental Management Staff to review grant application received and report back to the next meeting.

The Committee wishes to convey their thanks to former staff members Kelly Drover and Zoie Magann for the work they had undertaken in the Advisory Groups and Committee space during their employment with Central Coast Council.

10 Close

Next meeting: TBC – September 2022, as per quarterly schedule.
Options to be explored for an earlier meeting to be held to facilitate further action of some of the outstanding action items.

Meeting closed at 1.52pm

Minutes approved by the Coordinator and Chairperson on 20 June 2022.

Action log

Protection of the Environment Trust Management Committee



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

Action log

Protection of the Environment Trust Management Committee



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 the June 2022</p> <p><i>Communications Plan POET 2021</i> to be re-distributed to Committee members 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

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				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

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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

Action log

Protection of the Environment Trust Management Committee



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
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