

Minutes



Protection of the Environment Trust Management Committee

Date: 1 July 2021

Time: 1.04pm – 3.05pm

Location: Microsoft Teams

Chairperson: Gary Chestnut, Joy Cooper (Item 7)

Coordinator: Shane Sullivan, Unit Manager Governance and Risk

Attendance

Members:

Gary Chestnut

Joy Cooper

Barbara Wills

David Farmer, Chief Executive Officer

Status:

Present

Present

Present

Present (left 3.01pm)

Staff:

Peter Correy, Unit Manager Finance

Luke Sulkowski, Unit Manager Environmental Management

Shane Sullivan, Unit Manager Governance and Risk

Larry Melican, Section Manager Natural Assets and Biodiversity

Sharyn Styman, Environmental Management and Projects Officer

Zoie Magann, Meeting Support Officer

Present (left 3.01pm)

Present (left 2.01pm)

Present (left 2pm)

Present

Present (left 1.46pm)

Present

1 Introduction

1.04pm

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

Members briefly introduced themselves as this was first meeting David Farmer (Chief Executive Officer) and Peter Correy (Unit Manager Finance) have attended.

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

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

Gary Chestnut declared a significant non-pecuniary interest for Item 7 regarding grant applications as he is a member of the CEN Executive. Gary did not partake in any discussion for this item and Joy Cooper acted as Chairperson for the duration.

Joy Cooper declared a less than significant non-pecuniary interest for Item 7 regarding grant applications as she is a member of the CEN and Friends of COSS, and knows some of individuals associated with the proposed projects.

Barbara Wills declared a less than significant non-pecuniary interest for Item 7 regarding grant applications as she was previously a member of Friends of COSS.

2 Previous business 1.09pm

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 20 April 2021](#)

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

3 Umina Coastal Sandplain Woodland (action 98) 1.20pm

Sharyn Styman (Environmental Management and Projects Officer) provided a presentation on Trust funds allocated to the Umina Coastal Sandplain Woodland. This was supplementary to a report previously provided to members that included a 10 Year Plan for proposed works.

Members endorsed the works program proposed for 2021-22 financial year and agreed to revisit the 10 Year Plan next financial year, with consideration of endorsing the full program for remaining years.

Recommendation: 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.

Action: 10 Year Plan for Umina Coastal Sandplain Woodland to be revisited at applicable meeting in 2022.

4 Scenic Road Offset Area (action 98) 1.38pm

Item deferred to follow Item 6.

Sharyn Styman (Environmental Management and Projects Officer) provided a presentation on Trust funds allocated to the Scenic Road Bushland Reserve Offset Area. This was supplementary to a report previously provided to members that included a 15 Year Plan for proposed works.

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.

Recommendation: 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.

Action: 15 Year Plan for Scenic Road Bushland Reserve Offset Area to be revisited at applicable meeting in 2022.

5 Philanthropy support (action 94)

1.45pm

Members discussed options for philanthropy support based on information previously provided by Shane Sullivan (Unit Manager Governance and Risk). Members would like to see ongoing promotion of the Trust, including use of geo-targeting ads on Facebook for local projects funded.

Recommendation: 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.

Action: 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,

6 Quote for audit of PoET financial statements

1.36pm

Item brought forward to follow Item 4

There was a quote from Fortunity previously circulated to members regarding audit of the Trust financial statements. Members supported proceeding with the quote as resolved by Council at the [11 May 2021 Ordinary Council Meeting](#).

7 Grants program (standing agenda item)

1.59pm

Larry Melican (Section Manager Natural Assets and Biodiversity) provided an update on the grants program, including an overview of the two new applications received.

Members agreed to defer decision about the first grant application pending clarification about proposed project site and if there is scope for request to be included in Council's road works program.

Members agreed to support the second grant application, subject to the standard recognition of the Trust's contribution to project.

Recommendation: 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).

Action: 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.

Larry noted there is no update regarding the COSS Book Project.

8 Update from Finance (standing agenda item)

2.31pm

Peter Correy (Unit Manager Finance) provided an update on the Trust income statement that was previously provided to members and responded to questions raised at the last meeting.

Larry Melican provided clarification that the conservation agreement for Rumbalara Reserve was established independently to the Trust and is a restricted fund managed by Council. The Biobank Agreement (now a Biodiversity Stewardship Agreement) over part of Rumbalara Reserve resulted from a successful application to the NSW Environmental Trust's Linking Landscapes Through Local Action Program by the former Gosford City Council.

Action: Staff to review previous Trust income statements and consider how to best present data moving forward for ease of understanding.

9 General business

2.55pm

- Member raised concerns about the Trust funds given Council's recent financial situation. Peter Correy confirmed the Trust funds have not been accessed and are recorded separately to Council's funds.
- Member enquired about funds for a proposed development at corner of Veron Road and Hillview Street in Umina Beach that did not proceed. \$75,000 was granted for first stage – was this returned to Trust?

Action: Staff to investigate funds allocated for Veron Road development that did not proceed and provide update at next meeting.

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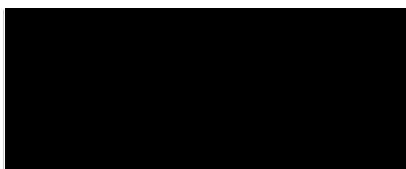


10 Close

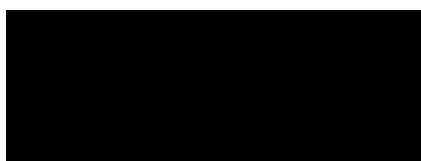
Next meeting: 5 October 2021
1pm – 2pm
Location TBC

Meeting closed at 3.05pm

Minutes finalised and endorsed 2 July 2021.



Gary Chestnut
Chairperson



Shane Sullivan, Unit Manager Governance and Risk
Coordinator

Action log

Protection of the Environment Trust Management Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
92	20/04/2021	Shane Sullivan to liaise with the Communications team to draft the media release for the Trust website ensuring it is made clear that money spent is Protection of the Environment Trust funds and not Council funds. The media release is also to reference the grants program and the ability for applications to be received. Draft media release to be circulated to the Committee for review prior to release.	Unit Manager Governance and Risk / Communications staff	Draft media release circulated to members 29 June 2021 for feedback. Members endorsed media release at 1 July 2021 meeting. Shane notified comms to proceed (noted timing could be improved next year for reminder about donations before end of financial year)	Complete
93	20/04/2021	Staff to liaise with the Communications team requesting cost of advertising in local media and to find out if there is anyone local who provides similar services to those organisations detailed in the Philanthropy Advice briefing note.	Unit Manager Governance and Risk / Communications staff	Update provided at 1 July 2021 meeting Superseded by action 107	Complete
94	20/04/2021	Philanthropy support to be included on the agenda for the next PoET meeting.	Meeting Support Officer	Included on agenda for 1 July 2021	Complete
98	20/04/2021	Environmental Management staff to provide proposals at the next meeting addressing the amounts in the financial report for Scenic Rd and Umina Coastal Sandplain Woodland and in particular: <ul style="list-style-type: none"> • The intent of funds for Umina Coastal Sandplain Woodland. • The value and degree of works to be undertaken at Scenic Road. 	Unit Manager Environmental Management	Update on both projects provided at 1 July 2021 meeting	Complete

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
99	20/04/2021	Staff to provide clarification on the following: <ul style="list-style-type: none"> Whether there is a conservation agreement for Rumbalara Reserve as this is not listed on the income statement and the Trust was meant to be receiving \$95,000 over the first 10 years. Why Pearl Beach Scraping is included within accounts as there are no funds listed against it. 	Unit Manager Finance	Update provided at 1 July 2021 meeting Superseded by action 111 regarding Rumbalara Reserve Pearl Beach Scraping was included to show completed records – will now be removed	Complete
100	20/04/2021	The Committee recommend to Council that Council as Trustee engage an approved auditor to undertake an audit of the trust fund in accordance with Clause 26 of the Trust Deed and that this occur annually.	Unit Manager Governance and Risk	Reported to Council 11 May 2021 Members endorsed proceeding with quote provided by Fortunity	Complete
101	20/04/2021	The Committee request the appropriate staff member from Finance to attend the next meeting to be able to provide any clarification on the Financial Statements.	Unit Manager Finance	Peter Correy attended 1 July 2021 meeting to provide update updates	Complete
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		Pending
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		Pending

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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		Pending
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		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		Pending
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		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		Pending

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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		Pending
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		Pending
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		Pending