



Central Coast Council
Protection of the Environment Trust (POET)
Committee

Held
2 Hely Street, Wyong and online via TEAMS

30 March 2023

MINUTES

Attendance

Voting Members

Gary Chestnut	Present
Barbara Wills	Present
Joy Cooper	Present
Edward Hock	Present

Staff

Status

Larry Melican	Present
Luke Sulkowski	Present
Emma Galea	Present
Sharyn Styman	Apology
Jade Maskiewicz	Apology
Teresa Walters	Apology
Rachel Gibson	Present

PROCEDURAL ITEMS

1.1 Introduction: Welcome, Acknowledgement of Country, Apologies, Disclosure of Interest

Gary Chestnut was requested by the Committee to Chair the meeting.

The Chairperson, Gary Chestnut, declared the meeting open at 2:05pm

The Chairperson welcomed the Committee and completed an Acknowledgement of Country.

The following apologies were received for the meeting:

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Teresa Walters, Section Manager Communication and Engagement,
Jade Maskiewicz, Assistant Internal Ombudsman
Sharyn Styman, Environmental Management and Projects Officer

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

1.2 Previous business: Confirmation of minutes, review action log

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

[POET meeting minutes 12 December 2022](#)

Review of Action log was completed and it is noted that items 107, 112, and 122 have been consolidated into 107.

It is noted that Council does not have expertise to be able to update the Website so will seek external assistance.

REPORTS

2.1 Update from Finance

Financial report for 31 January 2023

Presented by: Emma Galea

Trust received interest \$5836.00. No other activity on the account.

Send any questions on the financial report to Rachel Gibson and advisory inbox.

Joy Cooper requested the minutes be noted that the financial report should be sent to the committee earlier than the day of the meeting.

2.2 POET Grant applications - Additional information on applications considered on 12 December 2022

Resolved

Moved: Gary Chestnut

Seconded: Barbara Wills

1. That the Protection of the Environment Trust Committee recommend release of \$12,200 to the Crommelin Native Arboretum Inc Pty Ltd to undertake both Parts A and B of the project titled Land Survey Ecological Report on the Pearl Beach

Arboretum.

It is noted that a request be made to mention POET in the Crommelin Native Arboretum newsletter.

Resolved:

Moved: Gary Chestnut

Seconded: Barbara Wills

2. That the Protection of the Environment Trust Committee recommend release of \$1,320 to the Peninsula Environment Group (PEG) to undertake community education components of the project titled Woy Woy Peninsula Community Garden - Promoting Protection of Flora & Fauna.

It is noted that the committee would like to ensure that the PEG use only local provenance.

2.3 POET Grant Applications - New Applications 2022-23

Resolved

Moved: Joy Cooper

Seconded: Gary Chestnut

1. That the Protection of the Environment Trust Committee recommend release of \$3,230 to the Peninsula Environment Group (PEG) to undertake Project POET003 202223 titled Umina Coastal Sandplain Woodland Species Corridor subject to the works being undertaken in accordance with the written approval from Council's Section Manager, Parks and Reserves dated 9 December 2022 and ongoing consultation with the Section Manager, Parks and Reserves during the detailed planning and implementation of the project.

Resolved:

Moved: Joy Cooper

Seconded: Barbara Wills

2. That the Protection of the Environment Trust Committee recommend release of \$4,500 to the Matcham Hall Incorporated to undertake Project POET005 202223 titled the Matcham Holgate Feral Fox Control Program subject to the project works complying with all relevant legislation and in consultation with the NSW Government's Local Land Services agency.

**It is noted that Poet will help to promote the success of the control program.
It is requested that Poet is provide with an ongoing status report.**

2.4 General Business

Update from Communications: Teresa Walters sent via email 30/03/2023 @ 9:40AM:

- Draft Communications Plan – no feedback yet received from the Committee; If there is no feedback, please advise budget for communications plan and plan can be updated in more detail aligned with the budget. As per previous recommendations a budget is strongly recommended for social media campaign and minimum spend \$250 to 300 per month with recommended campaign period of 6 months.
- POET separate website (WordPress) requires upgrade – please advise if Committee wish to see quotes to upgrade the site. The site was previously developed at no development cost using Council resources, however Council no longer has those skilled resources inhouse and upgrade will be required to be completed by an external resource.
- New projects – Council staff to provide content about new projects funded so that they may be added to the website, or Council's POET website page

The Meeting concluded at 3:15pm

Next meeting June

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

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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	<p>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.</p> <p>30 March 2023 meeting Consolidating items 107, 112, 115 and 122.</p>	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 further process the marketing and promotional activities</p>	Ongoing

Minutes of the Protection of the Environment Trust (POET) Committee of Council 30 March 2023 contd

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		30/3/2023 Draft communication Plan: Feedback needed from the committee no feedback received as of the meeting date.		component.	
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
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
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	Section Manager Natural Assets and Biodiversity	Advice noted by Larry Melican.	Complete

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		Trust Committee Meeting for consideration.			
123	15/07/2022	<p>Grant applications.</p> <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	<p>Environmental Management Staff to review grant application received and report back to the next meeting.</p> <p>Update: 12/12/2022 Environmental Management Staff to review grant application for project (POET002 202122) and request applicant remove, or further explain the tree maintenance aspect of their application, then report back to the next meeting.</p>	30/3/2023 Complete
124	12/12/2022	<p>Grant application</p> <ul style="list-style-type: none"> • Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl Beach Arboretum. <ul style="list-style-type: none"> ○ Two parts to application being: <ul style="list-style-type: none"> Part A – to engage a surveying company to prepare a digital land survey of the Arboretum and; Part B – Engagement of a 	Section Manager Natural Assets and Biodiversity	Environmental Management Staff to review grant application for project (POET001 202223) and request applicant further explain the digital survey aspect of their application and what the net benefit would be, then report back to the next meeting.	30/3/2023 Completed

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		consultant to prepare a report on the ecology of the Arboretum			