



Central Coast Council

Protection of the Environment Trust (POET)  
Committee

Held

2 Hely Street, Wyong and online via TEAMS

20 June 2023

## MINUTES

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### Attendance

#### Members

Joy Cooper  
Barbara Wills  
Gary Chestnut  
Edward Hock

#### Status

Present, via TEAMS  
Present, via TEAMS  
Present, via TEAMS  
Present

#### Staff

Rochelle Lawson  
Emma Galea  
Lisa Martin  
Rachel Gibson  
Luke Sulkowski  
Larry Melican

#### Status

Present  
Present  
Present  
Present  
Apology  
Apology

### PROCEDURAL ITEMS

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

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

The Chairperson, Gary Chestnut, declared the meeting open at 3:03pm

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*

*Larry Melican, Section Manager, Natural Assets and Biodiversity*

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

## **1.2 Previous business: Confirmation of minutes, review action log**

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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 Minutes - 30 March 2023](#)

Review of the action log was completed and it is noted;

- Former Mayor Bell – Grant Request – *provide update* – Civic Support
- Communications Plan to committee – *distribute* – Unit Manager, Governance Risk and Legal
- Status Report – Grant applications received – *provide update* – Section Manager, Natural Assets and Biodiversity
- Interest rate and earnings for the current and past financial years of the POET account – *provide update* – CFO
- Expenditure – *a running total of expenditure for current financial year, to determine annual budget* – CFO
- Financial details in pdf form – *provide more detailed update* – CFO

## **REPORTS**

### **2.1 Update from Finance**

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Finance Report for May 2023.

Presented by: Emma Galea

Addressed questions emailed through from Gary Chestnut on 20 June 23, at 12:45pm.

Emma is to provide interest rate information, see action log.

### **2.2 Grant Application from the Protection of the Environment Trust to undertake the Frog Conservation Project (POET007 202223)**

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**Resolved**

**Moved: Barbara Wills**

**Seconded: Gary Chestnut**

Further information relating to Australia's Wildlife Ark Ltd.'s application for \$24,000 from the Protection of the Environment Trust be requested from the applicant to assist with the Trust Committee's decision making.

**2.3 General Business**

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It was decided that all questions will be emailed to the [Advisorygroups@centralcoast.nsw.gov.au](mailto:Advisorygroups@centralcoast.nsw.gov.au) inbox in future to be disseminated to the appropriate party.

Action items were created out of General Business discussion.

**The Meeting** concluded at 3:37pm.



ACTION LOG

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. 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
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:</p>	Complete

**ACTION LOG**

				<i>Action #105: Scenic Road Bushland Reserve Offset Area Year 1 (2021-22) update and revisit 15 year plan</i>	
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> <p>30/3/2023 Draft communication Plan: Feedback needed from the committee no feedback received as of the meeting date.</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 component.</p>	<p>Ongoing</p> <p>Ongoing 20/06/2023</p>
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**

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 Trust Committee Meeting for consideration.	Section Manager Natural Assets and Biodiversity	Advice noted by Larry Melican.	Complete
123	15/07/2022	Grant applications. <ul style="list-style-type: none"> <li>2022/2023 year is now active – one grant application received, from Woy Woy Peninsula Community environment group, for work in their community</li> </ul>	Section Manager Natural Assets and Biodiversity	Environmental Management Staff to review grant application received and report back to the next meeting.  Update: 12/12/2022	30/3/2023 Complete

**ACTION LOG**

		garden.		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.  62/23 Resolved Funds released \$1,320	23/05/2023
124	12/12/2022	Grant application <ul style="list-style-type: none"> <li>• Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl Beach Arboretum. <ul style="list-style-type: none"> <li>○ Two parts to application being: Part A – to engage a surveying company to prepare a digital land survey of the Arboretum and; Part B – Engagement of a consultant to prepare a report on the ecology of the Arboretum</li> </ul> </li> </ul>	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.  62/23 Resolved Funds released \$12,200	30/3/2023 Complete  Complete 23/05/2023
125	23/05/2023	Grant application <ul style="list-style-type: none"> <li>• Umina Coastal Sandplain Woodland Species Corridor for project (POET003 202223)</li> </ul>	Section Manager Natural Assets and Biodiversity	62/23 Resolved Funds released \$3,230	23/05/2023 Complete



**ACTION LOG**

126	23/05/2023	Grant application Matcham Holgate Feral Fox Control Program (POET005 202223)	Section Manager Natural Assets and Biodiversity	62/23 Resolved Funds released \$3,230	23/05/2023 Completed
127	20/06/2023	Former Mayor Bell – Grant Request Submitted a funding application for assistance with writing his book.	Civic Support		
128	20/06/2023	Distribute – Communications Plan to the committee.	Section Manager, Ed Hock		
129	20/06/2023	Status Report – Grant applications received on Environmental Trust for the current year.	Larry Melican		
130	20/06/2023	CFO to provide interest rate and earnings for the current and past financial years.	Emma Galea		
131	20/06/2023	CFO to provide running total of expenditure for current financial year, to determine annual budget.	Emma Galea		
132	20/06/2023	CFO to distribute PDF more detailed financial information.	Emma Gale		