



Central Coast Council

Protection of the Environment Trust (POET)  
Committee

Held  
Online via TEAMS

21 September 2023

## MINUTES

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### Attendance

#### Members

Gary Chestnut  
Joy Cooper  
Barbara Wills  
Edward Hock

#### Status

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

#### Staff

Emma Galea  
Garry Teesson  
Larry Melican  
Luke Sulkowski  
Rochelle Lawson  
Lisa Martin

#### Status

Present  
Present  
Present  
Apology  
Apology  
Present

### 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 12:30pm

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*

*Rochelle Lawson, Senior Ecologist, Natural Assets and Biodiversity*

The Chairperson called for any disclosures of interest. Barbara Wills declared membership of the MacMasters Beach Bush Care Group, but indicated that no conflict existed.

**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 - 20 June 2023](#)

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

- Communications Plan – *review* – Joy Cooper
- Former Mayor Bell – Grant Request – *Status* - Section Manager, Natural Assets and Biodiversity
- Status Report – *list of applications (new and missed from last round)* - Section Manager, Natural Assets and Biodiversity
- Interest Accrued – *consider/develop a procedure* – CFO
- Donated sites – *organise an excursion* - Section Manager, Natural Assets and Biodiversity
- Umina Sandplain – *Progress Report* - Section Manager, Natural Assets and Biodiversity

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>	Complete

Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				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>	
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>5 July 2023 Email sent to committee requesting feedback</p> <p>17 August 2023 Email sent to committee requesting feedback</p>	<p>Ongoing</p> <p>Ongoing 20/06/2023</p>

Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>5 September 2023                      Email sent to committee requesting feedback</p> <p>20/09/2023 feedback received from Barb Wills</p> <p>Target audience? I thought the comms team would be able to come up with more than 2 groups..</p> <p>picture of an Emu when there are none of the coast?</p> <p>Reputation risk assessment..                      "no clear process in place as to how donations can made to the Trust"                      "Council (which Council?? you mean an administrator?) sought to wind up the Trusts which generated local media interest at the time so there will be interest in the call for grant applicants and donations"                      and so on..... not worded well for my liking..                      I would have also thought the item would be on our agenda for this Thursday..?</p> <p>21 September 2023 – Joy is going to review the</p>	<p>Ongoing</p> <p>21/09/2023</p>

**Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd**

<b>Action Number</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Action Update</b>	<b>Status</b>
				Communications Plan and provide feedback within 7 days to the committee members.	
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

**Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd**

<b>Action Number</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Action Update</b>	<b>Status</b>
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. 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.  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.  62/23 Resolved Funds released \$1,320	30/3/2023 Complete          23/05/2023
124	12/12/2022	Grant application Crommelin Native Arboretum Incorporated for project (POET001 202223): Land Survey Ecological Report on the Pearl	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	30/3/2023 Complete

**Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd**

<b>Action Number</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Action Update</b>	<b>Status</b>
		Beach Arboretum. <ul style="list-style-type: none"> <li>○ Two parts to application being:                             <ul style="list-style-type: none"> <li>Part A – to engage a surveying company to prepare a digital land survey of the Arboretum and;</li> <li>Part B – Engagement of a consultant to prepare a report on the ecology of the Arboretum</li> </ul> </li> </ul>		net benefit would be, then report back to the next meeting.  62/23 Resolved Funds released \$12,200	Complete 23/05/2023
125	23/05/2023	Grant application Umina Coastal Sandplain Woodland Species Corridor for project (POET003 202223)	Section Manager Natural Assets and Biodiversity	62/23 Resolved Funds released \$3,230	23/05/2023 Complete
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.	Section Manager, Natural Assets and Biodiversity	21/9 – Larry Melican is going to review former Mayor Bell’s application and provide information as to the status.	Ongoing 21/09/2023
128	20/06/2023	Distribute – Communications Plan to the committee.	Section Manager, Ed Hock		Completed

**Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd**

<b>Action Number</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Action Update</b>	<b>Status</b>
129	20/06/2023	Status Report – Grant applications received on Environmental Trust for the current year.	Section Manager, Natural Assets and Biodiversity	<p>18/09/2023 This request for approval to deliver Project POET002201222 in October/November 2024 has come from Julie Gilbody at the Peninsula Community Garden.</p> <p>21/09/2023 Larry will bring a listing of all of the grant applications that were missed, and all of the new applications to be considered to the next meeting for determination.</p>	Ongoing 21/09/2023
130	20/06/2023	CFO to provide interest rate and earnings for the current and past financial years.	Emma Galea	<p>21/09/2023</p> <p>Interest earned for these restricted funds is calculated based on the weighted average of council’s investments across each month.</p> <p>This methodology and rate are consistent with the calculations applied to all other applicable interest earning restrictions (including developer contributions)</p>	Completed

Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd

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				<p>For the full 2022-23 year, the interest earned was \$69,873.15</p> <p>For year to date 2023-24 year (2 months), the interest earned is \$15,020.60.</p>	
131	20/06/2023	CFO to provide running total of expenditure for current financial year, to determine annual budget.	Emma Galea	<p>21/09/2023</p> <p>While the underlying transactions and processes for all our financial reporting adheres to both the Accounting Standards and Local Government code of Accounting Practice, we have attached a suggested alternate layout for your consideration. This includes the items that the committee have made a commitment to fund and are in the pipeline for delivery.</p> <p>We will continue to suggest ways to improve the financial reporting for the Committee.</p>	Completed
132	20/06/2023	CFO to distribute PDF more detailed financial information.	Emma Galea	<p>21/09/2023</p> <p>While the underlying transactions and processes for all our financial reporting adheres to both the Accounting Standards and Local Government code of Accounting Practice, we have attached a suggested alternate layout for your consideration. This includes the items that</p>	Completed

Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>the committee have made a commitment to fund and are in the pipeline for delivery.</p> <p>We will continue to suggest ways to improve the financial reporting for the Committee.</p>	
133	21/06/2023	<p>CFO to consider/develop a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within on a per annum basis.</p>	Emma Galea	<p>21/09/2023</p> <p>The Trust Management committee is to recommend to Council, to request Council's finance department consider a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within.</p> <p>Get consultation from the finance team.</p>	
134	21/09/2023	<p>Organise a visit to view all donated site to assess how well all assess the donated sites and sites that have been don –</p> <p>How well sites are progressing or not, site inspection to look at locations to see how they are going and make sure they are being let and not encroached on or a report to be presented</p> <p>half a day excursion – outside of meeting time – due in 7 days.</p>	Section Manager, Natural Assets and Biodiversity		

**Minutes of the Protection of the Environment Trust (POET) Committee of Council 21 September 2023 contd**

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<b>Action Number</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Action Update</b>	<b>Status</b>
135	21/09/2023	Umina Sandplain - \$82k – Bring a progress report to next POET meeting in December	Section Manager, Natural Assets and Biodiversity		

## **REPORTS**

### **2.1 Update from Financials - 31 August 2023**

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Emma Galea provided responses to questions raised at the last POET meeting held on 20 June 2023.

Refer to Action log item # 130, 131 and 132.

### **2.2 MacMasters Beach Bushcare funds release agreement**

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#### **Resolved**

**Moved: Edward Hock**

**Seconded: Gary Chestnut**

To recommend to the Trustee to release funds held by the Trust to the MacMasters Beach Bush Care group.

To note the updated arrangement for the release of funds to the MacMasters Beach Bush Care group.

To ensure the arrangement is endorsed each 4-year council term.

### **2.3 General Business**

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Foreshadowed – Joy Cooper

Interest Accrued – The Trust Management committee is to recommend to Council to request, Council's finance department consider a procedure to allocate any interest accrued on trust funds proportionally to categories of funds held within.

Get consultation from the finance team – refer Action Item #133

Donated Lands – A query was raised regarding the number of sites under the Environmental Protection Act (lands donated to the trust e.g. Somersby, Forrester's Beach) – refer Action Item #134

Umina Sandplain – refer Action Item #135

Action items were created out of General Business discussion.

**The Meeting** concluded at 1:22pm