



Central Coast Council

Protection of the Environment Trust (POET)  
Committee

Held Remotely - Online

14 December 2023

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## MINUTES

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### Attendance

#### Members

	<b>Status</b>
Joy Cooper Community representative	Present
Barbara Wills Community representative	Present
Gary Chestnut (Chairperson) Community representative	Present
Edward Hock Unit Manager Governance Risk and Legal	Present

#### Staff

	<b>Status</b>
Larry Melican Section Manager Natural Assets and Biodiversity	Present
Emma Galea Chief Financial Officer	Present
Garry Teesson Section Manager Financial Planning and Business Support	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 2:00PM.

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

#### Disclosure of Interest:

Item 2.3 Gary Chestnut and Joy Cooper both declared a non-pecuniary non-significant disclosure of interest and left the room when this item is discussed.

Item 2.5 Gary Chestnut declared a significant non pecuniary interest and left the room when this item was discussed.

## **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 21 September 2023](#)

The Action log was reviewed and consolidated to remove completed items.  
Action log was updated per an email from Gary Chestnut 29 September 2023.

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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>5 September 2023 Email sent to committee requesting feedback</p> <p>20/09/2023 feedback received from Barb Wills</p>	<p>Ongoing</p> <p>Ongoing 20/06/2023</p>

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<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..</p> <p>“no clear process in place as to how donations can made to the Trust”</p> <p>“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”</p> <p>and so on..... not worded well for my liking..</p> <p>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 Communications Plan and provide feedback within 7 days to the committee members.</p>	Ongoing  21/09/2023
129	20/06/2023	Status Report – Grant applications received on Environmental Trust for the current year.	Section Manager, Natural Assets and Biodiversity	18/09/2023 This request for approval to deliver Project POET002201222 in October/November 2024 has come from Julie Gilbody at the Peninsula	

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<p>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>	<p>Ongoing 21/09/2023</p>
133	21/06/2023	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.	Emma Galea	<p>21/09/2023 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.</p>	<p>Ongoing 14/12/2023 This is not currently allocate interest on the funds so needs more investigation.</p>
134	21/09/2023	Organise a visit to view all donated sites to assess how well all assess the donated sites to assess how well sites are progressing. Inspection to look at locations to see how they are going and to make sure they are not being encroached upon. Alternative to site inspection, a report to be presented.	Section Manager, Natural Assets and Biodiversity	<p>14/12/2023 Larry to send an email with proposed dates.</p>	<p>Ongoing</p>

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		Inspection would require a half day excursion – outside of meeting time if arranged – due in 7 days.			
135	21/09/2023	Umina Sandplain - \$82k – Bring a progress report to next POET meeting in December	Section Manager, Natural Assets and Biodiversity	Item 2.2 on December 2022 meeting agenda	Complete
135	14/12/2023	<ol style="list-style-type: none"> <li>1. The Protection of the Environment Trust Committee deferred consideration of the Grant Application POET 006 202223 titled Landcare Green Teams on Private Land by the Community Environment Network (CEN).</li> <li>2. The Protection of the Environment Trust seek advice from Council on the proposed expenditure of grant funds requested in application POET 006 202223.</li> <li>3. The Protection of the Environment Trust review the grant guidelines to provide greater clarity for applicants and to better guide the Committee’s assessment of grant applications.</li> </ol>	Coordinator and Larry Melican		

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
136	14/12/2023	<p>Write a Council report to pay out the two grants.</p> <ol style="list-style-type: none"> <li data-bbox="488 427 1059 767">1 The Protection of the Environment Trust Committee recommend that Council release \$22,719 to fund Grant Application POET 009 202223 from the University of Technology Sydney for the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA.</li> <li data-bbox="488 818 1059 1158">2 The Protection of the Environment Trust Committee recommends that Council release \$30,427 from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled Bush Stone-curlew and Estuary Birds – Education and Citizen Science.</li> </ol>	Larry Melican and Civic support		





## REPORTS

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

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Emma Galea provided an update.

New format for financial simple and focused on what the committee.

Looking for feedback on the new format.

Committee happy with the new format.

### **2.2 Umina Coastal Sandplain Woodland Progress Report**

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Larry Melican spoke to the report and gave an update.

Joy Cooper asked if POET was mentioned in the signage Larry was able to demonstrate that Poet was mentioned in the bottom right hand corner of the signage.

#### **Resolved**

***That the Committee note the report.***

### **2.3 Grant Application POET 006 202223 Landcare Green Teams on Private Land**

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Gary Chestnut left the meeting

Joy Cooper left the meeting

Larry Melican reviewed the grant application with the committee.

Edward Hock stated that he would like to see clarity on the ask to pay to existing staff of Landcare Greens Teams. Suggested that the item needs to be deferred requesting further guidance.

Larry suggested that the guidelines need to be reviewed.

Committee deferred the recommendation and seek further information.

#### **Resolved**

- 1. The Protection of the Environment Trust Committee deferred consideration of the Grant Application POET 006 202223 titled Landcare Green Teams on Private Land by the Community Environment Network (CEN).***
- 2. The Protection of the Environment Trust seek advice from Council on the proposed expenditure of grant funds requested in application POET 006 202223.***
- 3. The Protection of the Environment Trust review the grant guidelines to provide greater clarity for applicants and to better guide the Committee's assessment of grant applications.***

## **2.4 Grant Application POET009 202223 Hanging on by their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the former Gosford LGA**

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Larry Melican reviewed the application with the committee.

Joy Cooper asked if they could potentially hire the cameras and not buy them. Larry Melican stated that the cameras will be donated to Council after the project.

Joy Cooper asked to the committee what if there are no quolls? Does that free up for development in those 200 sites? Larry Melican stated that this research adds to the overall story of the those sites.

Joy asked why isn't COSS doing this research and wouldn't that be state funded.

Larry stated that Council has been doing surveys across the local government area this would further add to the story.

### **Resolved**

**Moved Joy Cooper**

**Seconded Edward Hock**

- 1 The Protection of the Environment Trust Committee recommend that Council release \$22,719 to fund Grant Application POET 009 202223 from the University of Technology Sydney for the project titled Hanging on by Their Teeth: The Distribution of Endangered Long-nosed Potoroo and Spotted-tailed Quoll in the Former Gosford LGA.***
- 2 It is recommended that any report to council include a recommendation to pay out grant money for use to include reference to Protection of Environment Trust (POET) listing on any signage and/or advertising to promote the Trust.***

## **2.5 Grant Application POET010 202223 Bush-stone Curlew and Estuary Birds - Education and Citizen Science**

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Larry Melican reviewed the application with the committee.

Joy Cooper stated that she wanted to ensure that Poet was mentioned in the advertising of the event. This will be included in all grant applications as a standard recommendation.

### **Resolved**

**Moved Joy Cooper**

**Seconded Barbara Wills**

- 1. The Protection of the Environment Trust Committee recommends that Council release \$30,427 from the Protection of the Environment Trust Fund for grant application POET 010 202223 from the Central Coast Marine Discovery Centre Inc. for the project titled Bush Stone-curlew and Estuary Birds – Education and***

**Citizen Science.**

- 2. It is recommended that any report to council for recommendation to pay out grant money include that Poet be listed on any signage and/or advertising to promote Poet.**

**2.6 General Business**

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Larry Melican sent an email for dates for site inspections.

**Committee meeting dates for 2024-** dates approved by the committee

**March:** 28 March 2024 – 2pm -4pm – online via *Microsoft Teams*

**June:** 27 June 2024 – 2pm – 4pm – online via *Microsoft Teams*

**October\*** 31 October 2024 – 2pm – 4pm – online via *Microsoft Teams*

**December\*** 12 December 2024 – 2pm – 4pm – online via *Microsoft Teams*

\* Meeting dates are subject to change. The meeting ordinarily held in September is proposed to be moved to October, date to be confirmed, as the Local Government Elections will occur on 14 September 2024. Further information regarding meetings in the second half of the year will be provided once available.

Edward Hock informed he committee that he has taken on a new role and stated that Teresa Chadwick will be taking his place to Coordinate the POET Committee after the March meeting.

**The Meeting** concluded at 3:42PM.