



Central Coast Council

Protection of the Environment Trust (POET)

Committee

Held Remotely – Online

27 June 2024

MINUTES

Attendance

Members

Gary Chestnut - (Chairperson) Community representative	Present
Barbara Wills - Community representative	Present
Edward Hock - Unit Manager Enterprise Risk Project	Present
Joy Cooper - Community representative	Present

Status

Staff

Larry Melican - Section Manager Natural Assets and Biodiversity	Present
Emma Galea - Chief Financial Officer	Apology
Garry Teesson - Section Manager Financial Planning and Business Support	Present
Lisa Martin – Civic Support	Present
Karen Unsted – Civic Support	Present

Status

PROCEDURAL ITEMS

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

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

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

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

Disclosure of Interest:

Gary Chestnut declared a significant non pecuniary interest as he is a member of the Community Environmental Network.

Joy Cooper declared a significant non pecuniary interest as she is on the board of the Community Environment Network.

1.2 Previous business: Confirmation of minutes, review action log

The Chair spoke to the item.

Joy Cooper moved amendment to item 2.4 of the previous meetings' minutes regarding her question of why the matter wasn't state funded and stated the word "COSS" should be replaced by "Council".

Unit Manager Enterprise Risk Project seconded the amendment.

The group confirmed the minutes (with the above amendment) from the previous meeting as attached below, which were distributed to members via email and uploaded to Council's website:

[POET Minutes 14 December 2023](#)

Action log discussed in sequential order, please refer to Action Log for updates.

REPORTS

2.1 Update from Financials - 30 April 2024

The Chair spoke to the item:

Overview of the update from financials was shared. It was agreed that some bookkeeping was required to clarify the attachment that was discussed.

Action # 136

2.2 General Business

The Chair spoke to the item:

Unit Manager Enterprise Risk Project declared he would be standing down as co-ordinator and would be handing the role over to the Unit Manager of Governance, Risk and Legal at the next meeting.

Joy Cooper provided an overview of the report generated from the recent site inspection, which has generated a number of actions.

ACTION # 137

ACTION # 138

S.1 Grant Application - Landcare Green Teams on Private Land (POET006 202223)

Section Manager Natural Assets and Biodiversity spoke to the item.

Gary Chestnut and Joy Cooper, both members of the Community Environmental Network declared interest and removed themselves from the meeting at 2:23pm.

The Committee discussed the recommendation.

The recommendation was moved by the Unit Manager Enterprise Risk Project, and seconded by Barbara Wills.

Resolved

- 1. That the Committee approve the independent assessment of the Protection of the Environment Trust (POET) grant application Landcare Green Teams on Private Land (POET006 202223).**

- 2. That the Committee request that following a review of Protection of the Environment Trust Grant Guidelines that a report on the recommended changes be prepared for the consideration.**

The Chair recommended an extraordinary meeting in approximately 1 month, which will be communicated to the Committee once confirmed.

The Meeting concluded at 3:20pm.

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>Target audience? I thought the comms team would be able to come up with more than 2 groups..</p>	<p>Ongoing</p> <p>Ongoing 20/06/2023</p>

Minutes of the Ordinary Meeting Protection of the Environment Trust (POET) Committee of Council (cont'd)

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				<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 Communications Plan and provide feedback within 7 days to the committee members.</p> <p>27/06/2024– Recommended that the committee endorse the draught communication plan and request council staff to extend.</p> <p>Unit Manager Enterprise Risk Project to circulate updated Comms plan with the committee prior to the next meeting</p>	<p>Ongoing</p> <p>21/09/2023</p> <p>Ongoing 27/06/2024</p>

Minutes of the Ordinary Meeting Protection of the Environment Trust (POET) Committee of Council (cont'd)

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
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> <p>27/06/2024 Completed and to be removed.</p>	<p>Ongoing 21/09/2023</p> <p>Completed 27/06/2024</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>

Minutes of the Ordinary Meeting Protection of the Environment Trust (POET) Committee of Council (cont'd)

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
				27/06/2024 Gary to take on notice and discuss with Chief Financial Officer.	Ongoing 27/06/2024
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. Inspection would require a half day excursion – outside of meeting time if arranged – due in 7 days.	Section Manager, Natural Assets and Biodiversity	14/12/2023 Larry to send an email with proposed dates. 27/06/2024 Visit completed 9 th April for inspection to a number of properties. Joy to raise items to be discussed on general business.	Ongoing Ongoing 27/06/2024
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 27/06/2024 Completed and to be removed from action log	Complete
135	14/12/2023	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	Coordinator and Larry Melican	27/06/2024 Item covered late report – two purchase orders have been sent to grant organisations (UTS and the Marine Discovery Centre documentation has	Ongoing 27/06/2024

Minutes of the Ordinary Meeting Protection of the Environment Trust (POET) Committee of Council (cont'd)

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		<p>Community Environment Network (CEN).</p> <p>The Protection of the Environment Trust seek advice from Council on the proposed expenditure of grant funds requested in application POET 006 202223.</p> <p>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.</p>		<p>been forwarded to the grant recipients and there will be a status report presentation when those grants have been signed.</p>	
136	27/06/2024	Report from items 2.1 financial update	Garry Teeson	A detailed updated report for the financials to be provided	
137	27/06/2024	<p>Map to be provided by land that is own by the trust and to be circulated at the next committee meeting</p> <p>Displaying the Map zone by the trust and to be circulated at the next committee meeting</p> <p>Map required Operation and community land</p>	Larry Melican		

Minutes of the Ordinary Meeting Protection of the Environment Trust (POET) Committee of Council (cont'd)

Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
		that is neighbouring			
138	27/06/2024	Larry and Barbara to review the draft list/ report provided by Joy regarding the recent site inspections and confirm if there were any items for inclusion and to be circulated within 7 days.	Larry Melican And Barbara Wills		

