

# Protection of the Environment Trust (PoET) Management Committee Meeting Record 25 February 2020



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| Location: | Central Coast Council Gosford Office<br>Level 1 Committee Room, 49 Mann Street, Gosford |                   |
| Date:     | 20 February 2020  |                   |
| Time      | Started at: 2.02pm  | Closed at: 3.15pm |
| Chair     | Councillor Jane Smith   |                   |
| File Ref  | F2018/00732   |                   |

**Present:**

Councillor Jane Smith, Gary Murphy – Chief Executive Officer, Joy Cooper, Barbara Wills (arrived 2.16pm)

**External Attendees:**

Robert Bell – COSS Book

**Staff present:**

Dr Liz Develin – Director Governance, Luke Sulkowski – Unit Manager Natural and Environmental Assets, Larry Melican – Section Manager Natural Assets and Biodiversity, Kelly Drover – Advisory Group Support Officer

**Item 1 Welcome, Apologies and Acknowledgement of Country**

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Apologies received: Gary Chestnut

The Chairperson, Councillor Jane Smith, declared the meeting open, welcomed Robert Bell - Former Mayor of Gosford City Council to the meeting and completed an Acknowledgement of Country and Connection to Land statement.

**Item 2 Disclosure of Interest**

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The Chairperson called for any declarations of interest.

No disclosures were received.

**Item 3 Confirmation of Previous Meeting Record and Action Log**

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The Committee confirmed the Meeting Record from 5 November 2019.

The Committee discussed the Action Log.

#### **Item 4 Update on Legal Advice for the Trusts (Action 58)**

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The Committee discussed the legal advice on the Trusts that had been circulated to Committee members. Noted that the Committee will continue to operate as is current practice with some further clarification around the mechanism of donations to the public fund.

The Director Governance advised we are in the process of appointing a Chartered Accountant to give us advice on the funding arrangements.

**Action:** An update to be provided to a future meeting once advice is provided by the Chartered Accountant.

#### **Item 5 Update on Promotion of the Trusts (Action 74)**

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The Director Governance provided an update on promotion of the Trusts including the development of a website.

A stand-alone website is recommended. Council will facilitate some look and feel concepts being prepared and manage an external provide to do the build. Council is separately investigating the necessary payment facility. It is intended the website is up by the end of the financial year. Once it is up, Council can then assist the Trust in securing professional advice on a philanthropy strategy.

**Action:** The Committee supports the development of a stand-alone website (combined with the Gosford Foundation Trust) with a maximum budget of \$5000.

**Action:** Staff to report back to a future meeting with look and feel options for a stand-alone website.

**Action:** Staff to provide recommendations on professionals for the philanthropy advice.

#### **Item 6 Draft Work Program for Perpetuity Management Plan (Action 64)**

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Larry Melican provided the Committee with an overview of the Former Gosford City Council Perpetuity Management Plan for The Scenic Road Bushland Reserve, Conservation Agreement Kincumber Fire Station and overview of Management Actions.

Suggested that staff provide a work program prior to each financial year to be endorsed by the Committee in order to access the funds held in the Trust.

**Action:** Advisory Group Support Officer to distribute management actions and summary to the Committee.

#### **Item 7 Update on Annual Strom Talk (Actions 69 and 70)**

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The Committee were happy with the information circulated by Clr Smith on the planning so far on Strom Talk 2020.

A hold has been put on Laycock Street Theatre for the evening of Thursday 4 June (World Environment Day is 5 June) and a date in the following week will also be considered.

**Action:** Councillor Smith to proceed with making arrangements for the Annual Strom Talk and will provide an update at the next meeting.

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## **Item 8 Grant Funding Request – Robert Bell (Action 71 and 72)**

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Robert Bell gave the Committee an overview of the project *The Book of COSS*. Robert has held 48 interviews with relevant community members and knowledge specialists and 931 Gigabyte of data (in terms of study over the past 45 years) has been obtained.

The COSS Book Foundation has been formed with people who have financial and planning skills and significant ecological experience.

The book will not only be a reference tool for schools but a way to promote protection and conservation of the natural environment.

The initial grant application will be for \$8,200 to be able to complete the first stage of the project.

**Recommendation:** The Trust gives in principle support to the project on the basis of the following requirements:

- a) Robert Bell to partner with a legal entity that has skills/experience in this type of project such as a Historical Society;
- b) In principle agreement that a funding amount of \$8,200 would be allocated from the Protection of the Environment Trust on the basis that Mr. Bell shows evidence of securing the balance of the funding;
- c) If the project proceeds, that a normal funding agreement would be required in line with other projects funded by the Trust;
- d) If the project doesn't reach conclusion, all material accrued is to be provided to Council.

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## **Item 9 Finance Report**

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The Committee discussed the Finance Report.

It was noted that the report doesn't show the total amount of interest earned as the opening balance is dated 1/12/2019.

**Action:** Unit Manager Financial Performance to provide clarification for the next meeting on the total amount of interest earned.

**Action:** Advisory Group Support Officer to distribute information to Committee on Umina Coastal Sandplain Woodland that was discussed at a previous PoET meeting.

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## **Item 10 Funding Round for 2020**

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Larry Melican ran through the previous funding round information and grant guidelines.

<https://centralcoast.smartygrants.com.au/POET201920>

Committee to trial a system of applications being open throughout the year (rather than a strict deadline). Advertising of the funding round to be brought forward to commence in May 2020 and will remain open for a 12 month period.

**Action:** Advisory Group Support Officer to distribute Grant Guidelines to Committee Members for review and comment. Feedback to be provided to [advisorygroups@centralcoast.nsw.gov.au](mailto:advisorygroups@centralcoast.nsw.gov.au) by Friday 13 March 2020.

## **Item 11            General Business and Close**

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No General Business.

The meeting closed at 3.15pm

**Next Meeting:**            **Tuesday 26 May 2020**  
   **2pm – 3pm**  
   **Level 1 Committee Room**  
   **Gosford Admin Building**  
   **49 Mann Street, Gosford**