

Lake Macquarie Sustainable Neighbourhood Alliance

Ordinary Meeting

MINUTES

Tuesday 19 June 2018, 6.00 - 8.00pm

Magenta room, Council Administration Building, Speers Point



Present:	Robyn Charlton, Gabrielle Clappison, Steve Dewar, Jean McGarry Rachelle McConville (LMCC)
Apologies:	Avril away till 10 July. Colin away

Robyn volunteered to Chair the meeting.

1 Acknowledgement of Country

We would like to acknowledge the Awabakal people who are the traditional custodians of this land. We would also like to pay respect to Elders both past and present of the Awabakal nation and extend that respect to other Aboriginal people present.

2 Conflict of interest

None stated

3 Previous meeting

3.1 Ordinary meeting minutes, 15 May 2018

MOTION: That the previous meeting minutes dated 15 May 2018, be confirmed as an accurate record.

Moved: Gab; Seconded: Steve; Carried.

3.2 Business arising from the minutes

Outstanding actions:

- (February 2018) Rachelle to write a report to Umwelt summarising benefits of their previous donations, and arrange a meeting with them.
 - Will need to do a report to Council in July – Report has been drafted and will be available later in July. Suggest that we can use that as basis for an 'Annual Report' to use to present to Umwelt.
- (November 2017) Jean to circulate the new charter of the Hunter Water Customer and Community Advisory Committee, when available.
- (May 2018) Jean to provide report back from May meeting of the Hunter Water Customer and Community Advisory Committee

3.3 Correspondence

- Reply from Council responding to Alliance's letter re Street Trees
- Thank you and congratulations from Council on submission of the final grant report for 'Responsible Dog Care Brochure'
- Grant acceptance forms submitted to Council for Repair Café grant (Environmental Sustainability Grants)
- Minutes from Hunter Water Consultative Committee October 2017 minutes – circulated to board members

- Spring Fair, 8 September at the Holmesville Community Garden – request to participate sent to SN key contacts.
- Updated risk assessment with accessibility checklist circulated to SN key contacts
- Welcome email sent to new Five Bays SNG contacts (~200)
- Enquiry from Glen Carr (SES) seeking advice about interest from SN volunteers in their Community Action Team program
- Invitation to a tour of Solar Power Australia organised by Lake Macquarie Business – sent to board members
- Invitation to Strategic Planning Workshop sent to selected SN contacts
- SN promotional video – sent to SN key contacts (245 views to date on YouTube)
- Council consultation regarding new Morisset playground – sent to Morisset and Peninsula key contacts
- Update on Rathmines Litter Project sent to EPA contact
- Sustainable Neighbourhood News, 13 June
- Information about the 2018 Sustainable Communities National Summit, 18 &19 September, Melbourne, sent to SN key contacts
- Information on Boomerang Alliance teleconference, 3 July sent to Alliance board members
- Invitation to stallholders for Living Smart Festival
- Request from grocery store in ACT for bag swap posters

4 Treasurers report

4.1 Treasurer's report for May 2018

See attached below.

Moved: Jean; Seconded: Steve; Carried.

5 For discussion & decision

5.1 Alliance social media policy

Proposal: To start social media accounts (Facebook and Instagram) on behalf of the Alliance, and to develop a social media policy to guide their setup and management.

Draft objectives:

- To provide an overall, citywide social media presence for Sustainable Neighbourhoods
- To promote Sustainable Neighbourhood events and projects – ie share events from local groups
- To increase the reach and impact of Sustainable Neighbourhood messages
- To attract more participation in Sustainable Neighbourhood activities.

Set up as a Facebook page. Set up administrators to be able to monitor and remove any offensive content, and to moderate posts to the page timeline.

ACTION: Rachele to draft social media policy / update as part of existing website policy.

ACTION: Rachele to set up page and settings. Gab and Robyn volunteered to be the page administrators.

5.2 Strategy and business planning

Council has engaged a consultant, Randall Pearce from Think Insight & Advice to facilitate development of a Strategy and Business Plan for the Alliance. Proposed schedule includes:

May	Initial kick off interviews with Rachele, Chris Harle, and Alice Howe (Council), and Colin (Alliance Chair)
Saturday 30 June	Strategic Planning workshop

August	Draft Strategic Plan available for comment. Finalised by end of August.
September	Business Planning workshop
September – October	Draft Business Plan and Marketing Plan available for review. Finalised by mid October

5.3 Living Smart Festival

Need to decide what activities we would like to do for the Living Smart Festival, 22 September. Proposal so far includes:

- 2 3x3 marquees next to each other (and situated next to a coffee van. On the end of a row like last year would be good). Propose that SN volunteers work across both of these marquees, where required.
- **1st marquee: Wash up station** – Preferred activity. Need to ensure we are situated next to coffee van. Would be good to be in touch with coffee business before hand to coordinate. Will require volunteers to cover: max 30min shifts for busy times, and 1 hour if it's a bit slower.
Coffee cup tree and wash up equipment available from last year.
- **2nd marquee: Sustainable Neighbourhoods** - Promotion for all SN groups and projects, eg:
 - Upcoming Repair Café events;
 - Waste to Art exhibition
 - Plastic pollution and recycling education
 - Pamper Care project drop off point
 - Other upcoming events
- Repair cafe – Understand that Upcycle Newcastle and Boolaroo Womens Shed are planning to do repair café type activities. Don't want to duplicate what they are doing. Decided to focus on wash up station, and promote upcoming SN repair café events.

ACTION: Rachelle to go ahead and book for 2 stall spaces, and liaise with Council re position

ACTION: Seeking an indication of who is available to volunteer that day.

6 Requests from member groups

6.1 Grant application – Glinda's Story Time Adventure – Five Bays SNG

Application approved and submitted via email.

6.2 Reusable bags at supermarket – Cardiff Area SNG

Circulated and approved via email. Feedback included suggestions to also promote Sustainable Neighbourhoods, get new sign ups and hand out door hanger reminders.

6.3 Awaba Road Garden Bed – Toronto Area SNG

Risk assessment circulated via email.

Tentative approval has been received from Council, presuming insurance cover by the Alliance.

Suggestion so far to include facemasks for weed removal.

Approved.

6.4 Letterbox drop for Toronto Foreshore Protection Group – Toronto Area SNG

Risk assessment circulated via email. Suggested amendments from Gab regarding timing, ie avoid school pick up times; and garbage truck days and times.

7 Report backs from member groups and projects

7.1 Flaggy Creek Weeds Workshop

Everything went really well; beautiful weather, friendly engaged participants and knowledgeable facilitators from TIN. The feedback is overwhelmingly positive, particularly with the active, outdoor 'weeds in-situ' aspect of the program.

7.2 Bag It film screening

Went very well – about 30 attendees, including some young people.

7.3 Repair Café

Great that we made contact with an electrician, got commitments from Upcycle and Women's Shed to continue on for 2-4 Repair Cafes at least, possible contact with Windale Men's Shed to do maybe small furniture repairs, and West Wallsend SNG rep who wanted to be a part of the repair cafes as their community garden H/Q starts Sept 8.

My best part was an elderly single man who came over to check out the repairs and enjoyed having a chat and a coffee. He enjoyed the company!

ACTION: Invite other SN groups to host a repair café event – 3rd Saturday of the month

7.4 Boomerang Bags Workshop – Cardiff Area SNG

Report back coming.

7.5 Holmesville Community Garden – West Wallsend District SNG

They have now completed the construction of all beds under the LMCC Environmental Sustainability Grant. By some judicious spending we were able to get 9 or 10 garden beds rather than the 8 under the grant. Final report is coming.

Spring Fair event coming up 8 September.

7.6 Pamper Care Project

- Another big month for the project. Five Bays SNG has applied for a NSW Clubs Grant to establish Glinda's Story Time Adventure. This will program will run out of Woodrising Neighbourhood Centre, focusing on early literacy.
- We are now supporting high school students, doing it tough, from Lake Macquarie High and Toronto High Schools. There are children living on the homeless spectrum in the area.
- In speaking with Christine from Southlake Market Place, there are at least 25 people living in the Watagan Mountains. This includes children as young as 4 years old. They are living in their cars or in tents.
- We got a great response from Centennial Coal and Origin Energy -Eraring with our food drive. Thanks guys.
- And a big thanks to Ultra Tune Toronto for their assistance in supporting our school program.
- We helped:
 - From Woodrising Neighbourhood Centre: A woman with a baby pack and Pamper Care Pack (Referral from the Salvos – Bolton Point);Two women from the one family with Pamper Care Pack and Food Hamper; A woman with a Pamper Care Pack and Food Hamper (Referral from Castle Personnel –Toronto)
 - South Lake Market Place: 2 Drink It kits to two homeless men
 - Nova Women's and Children's Refuge: Knitted Slippers and bar soap (x4)
 - Lake Macquarie High School: Two His Youth Wellbeing kits and three mini Breaky kits. Cereal and milk donated to Breakfast Club.

7.7 Plastic Bag ban June - July

New bag swap stations – eg Warners Bay Coles – especially during the transition (Second week in July). Cardiff and Warners Bay groups attending local supermarkets to promote reusable bags.

Also new bag swap stations established at:

Woodrising IGA, Coles Toronto, Woolworths Toronto, Priceline Pharmacy Toronto and Simply Pharmacy Toronto.

ACTION: Rachelle to add new bag swap stations to the website. (Steve to send photos.)

7.8 Five Bays

436 surveys returned (+ a few late ones still coming in). Return rate 9%.

Survey report has been drafted and will be available soon.

7.9 Coastal Zone Management Committee Meeting

Minutes coming from Council staff.

7.10 Report back re street trees / Sust dept progress on Urban Forest Strategy

UFS was discussed as part of Sustainability planning day. Very preliminary at this stage. The scope is still being considered. Clear support and recognition of value from staff, but needs work to consider all the complex issues. (maintenance, guidelines etc)

8 For Information

9 Meeting close

Meeting close: 7:50pm

Next meeting date: Tuesday 17 July

Treasurer's Report



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 May to 31 May, 2018.

Account 06 2806 10352969 with Commonwealth Bank of Australia, Charlestown Branch.

Balance **\$ 27,002.04CR**

RECEIPTS

02 May 2018 Dir Cr 463866 LLS 148453	\$1,492.00
17 May 2018 DirCr 305275 Guild Ins	\$ 203.83
25 May 2018 Dir Cr 032106 LM G LMCC 1023082	\$ 2,400.00

Total Income \$ 4,095.83

EXPENDITURE

01 May 2018 chq000090	\$ 146.45
04 May 2018 Chq000089	\$ 2,150.00
09 May 2018 Dir Deb 063457 Guild Ins	\$ 154.64
16 May 2018 Chq 000092	\$ 149.36
16 May 2018 Chq 000091	\$ 2,373.50
16 May 2018 Chq 000094	\$ 66.00
17 May 2018 chq000093	<u>\$ 142.97</u>

Total Expenditure \$ 5,182.92

BALANCE **\$ 25,914.95CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 May to 31 May, 2018.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 18 June, 2018.