

**Lake Macquarie Sustainable Neighbourhood Alliance
Ordinary Meeting
Minutes**

| | | | |
|-------------------|---|-------------------|---------------------|
| Date: | Tuesday 18 th March 2014 (Rescheduled from 18 th February 2014) | Chair: | Rachelle McConville |
| Time: | Opened at 6:21pm & closed at 8:20pm | Secretary: | Norbert Lica |
| Location: | Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284 | | |
| Present: | Norbert Lica, Steve Dewar, Colin Mondy, Avril Lockton, Susan Denholm, Rachelle McConville (LMCC). | | |
| Apologies: | Jean McGarry, Sandy Benson, Dot Seiffert, | | |

Minutes

| |
|---|
| 1 Welcome & Introduction |
| 2 Apologies – As noted above |
| 3 Conflict Of Interest (Please notify the meeting if you believe you have a conflict of interest regarding any agenda item) No conflict of interest advised. |
| 4 Previous Meeting Minutes |
| <p>4.1 Ordinary Meeting Minutes Dated Tuesday 22nd October 2013 MOTION: That the previous meeting minutes dated 22nd October 2013, be confirmed as an accurate record. Moved: Norbert Lica Second: Steve Dewar Vote: Unanimous</p> <p>4.2 Ordinary Meeting Minutes Dated Tuesday 17th December 2013 MOTION: That the previous meeting minutes dated 17th December 2013, be confirmed as an accurate record. Moved: Norbert Lica Second: Steve Dewar Vote: Unanimous</p> <p>4.3 Business & Actions Arising From The Minutes (refer to Action Log on pages 4, 5 & 6 of these minutes) Item 1 – The alliance now officially owns the domain name www.sustainableneighbourhoods.org.au which is registered with Melbourne IT Ltd. Item 5 – Glendale has a 6 month waiting list, Belmont has a 1 year waiting list, Morisset is our best chance to fund raise.</p> |
| 5 Correspondence Inwards Confirmation of insurance renewal for 2014 and Certificate of Currency from Guild Confirmation of transfer of domain name ownership (for www.sustainableneighbourhoods.org.au) |
| 6 Correspondence Outwards – None |
| 7 Treasurers Report Deferred to next meeting. |

Minutes

8 Grants On Offer

8.1 Club Grants: www.clubsnsw.com.au/clubgrants advised to look at website, grants are available.

9 For Discussion & Action

9.1 **Request to Council regarding cost of using Council facilities:** Discussion on response from Council Officer Terry Butler and the issue of high fees and charges in the Pricing Policy. It was suggested that high fees stop dedicated volunteers in not for profit groups from holding community events and activities. It was agreed that we approach council starting in April then May and June in a structured way, before the council reviews the policy. The approach to include;

ACTION: 1) Colin and Steve to write up a draft letter (addressed to councillors) indicating the issues of high fees and charges in the Pricing Policy and options councillors could agree on adopting. Points to include; Ask to adjust the pricing policy so there is a reasonable process for not for profit organisations to apply to use parks and reserves with out the imposition of a high up front cost; council develop an application process with guide lines, out lining the process and conditions of use, such as cleaning up after woods; develop a sliding scale to pay a minimal fee that not for profit organisations and volunteers can afford. The draft to be sent to board members for improvement or approval.

ACTION: 2) Board members and community to liaise with (lobby) councillors in person, to express the issues of the policy and ask to adjust the Pricing Policy to cater for not for profit organisations.

9.2 **Sponsorship Proposal, Next Steps, Selecting suitable target:** Email was sent to board of the updated proposal. A document of likely corporations who could donate to us was presented. Discussions around sponsorship. It was agreed that sponsorship should be for what we do as an organisation as a whole (as a product) which is worthy of sponsorship, rather than seeking sponsorship for individual projects which is a little confusing.

ACTION: It was agreed that the project section should be removed from the sponsorship proposal. We should also use images and quotes of worthy projects that people have had the pleasure in doing.

It was agreed to approach Guild Insurance first, also investigate amwelt, as well as solar companies for possible sponsorship.

ACTION: Rachele to talk to Monique from Guild Insurance about who to talk to for possible sponsorship with insurer.

9.3 **Priorities for 2014 - training, business plan:** A draft schedule of priorities for training, seminars and celebrations was presented for the board to discuss. It was agreed that health and safety training should be on a night of its own.

ACTION: It was agreed that Rachele work out the times and dates and venues for training and that we combine the two topics, Toronto's Tossers can be Binnars & Redheads Financial Sustainability for presentation to be in June.

Steve mentioned Janet White and Darren from Newcastle Uni to talk about integrating transport into urban planning ? Suggestion that we go to a high school and give an educational presentation.

9.4 **Amendment To Risk Assessment Form:** To add a category to the risk assessment form, add either the purpose or how the activity relates to sustainability or why have the activity. This so it can be documented on the form.

ACTION: Rachele to add a new category to the risk assessment form regarding to the purpose or how the activity relates to sustainability or why have the activity.

Minutes

10 Requests From Member Groups

10.1 Dudley SNG, Mine Disaster Anniversary, 20th March 2014 (approval via email): Was approved via email.

10.2 Pelican Area SNG - Storm Water Drain Audit Risk Assessment: Between 30th March and 31st May the group will be conducting a storm water drain audit in response to local flooding issues. The group will do a number of 10 to 15 minute walks at a time, in groups of 2 or 3 people, taking photos of storm water drains in the Pelican neighbourhood, identifying and logging the blocked drains and the causes. The council will provide some training to the group so they can do it safely. High visibility vests for all participants to wear should be added to the risk assessment as well as the words partnering with council. The Alliance approves of the activity provided high visibility vests are used by all participants.

10.3 Dudley SNG - Super Street Sale, 6 April: The group is holding a super street sale through out the whole suburb of Dudley and the school is holding a fete on the day. Discussions on signs for the activity informing public of an event occurring, if signs were to be put up they should be put up on private property. Discussed traffic flow and possible congestion, but not likely to occur cause many homes will have garage sales spread out over the whole suburb over a long period of time. Home owners are not responsible for traffic or vehicles, vehicle owners are responsible for how they drive to garage sales. The Alliance approves of the activity for Dudley.

10.4 Redhead SNG 2015 ANZAC Mural: There group now have a new team that look after arts projects, team consists of artists such as sculptures and painters. They are seeking funding from the Australian Government for the 2015 ANZAC celebration. The local school have a lone pine at a site with a flag pole which is set up for when they have there war memorial assembly. They will be creating a mural on a building at the site and will be seeking the alliance to auspice there project in the near future once they have formalised there idea. The alliance will wait until the group hands in there risk assessment.

11 Report Backs From Member Groups

11.1 Dudley SNG - Community group of the year award: On Australia Day Dudley received the Community Group Of The Year Award. The alliance congratulates the group and are proud of there achievement. Well done guys.

11.2 Clean Up Australia Day, 2 March - Dudley & Redhead, West Wallsend: 30 bags of rubbish were collected at Toronto Area. Five bags of rubbish were collected along Earring's Mangroves near Dora Creek. Redhead collected 50 bags of rubbish, two air conditioners and a fridge. Countless Bags of Dog poo were found all over the sites at Redhead. People would pick up there dog poo put it in the bag and then hang it on trees, instead of carrying it and putting it in the bin. Seems to be a growing problem.

11.3 Toronto Area SNG "Tossers Can Be Bidders" Launch Event: There are now twin metal recycling bins all around Toronto. Little personal butt bins were handed out to people, as well as green bags which were very popular. A local artist did a mural on a wall for the launch. We were informed that Coles were looking to put a price on plastic bags next year and Woolworths were going to change there bags to a biodegradable bag.

11.4 LT Creek - Responsible Cat Care Brochure: The group almost have a draft ready that they will take to LMCC rangers to look at for comment.

11.5 West Wallsend - Illegal dumping talk: The group have organised for the LMCC ranger David Cook to come and give a talk to the group. He is an ex-policemen who is really good at finding out who illegally dumps in the bush.

11.6 Redhead Mens Shed launch: The launch was terrific, publicity in the media was well covered with news articles about the Mens Shed and about the saving of the heritage mine buildings. The Mens Shed is open two times a week and is going gang busters, The buildings are well maintained and are looked after by the community.

Minutes

11.7 Redhead Fire: Colin discussed the issue of people coming to see the brushfires inhibiting fire fighting efforts, and evacuations. He mentioned that his group want to add to there SNAP an emergency fire plan for there neighbourhood and identify safe evacuation areas. He mentioned that after the fire event all the local authorities involved in the fire fighting effort including council, get together for a meeting and go through a debriefing and a review of the event which is then used for future planing.

12 General Business

12.1 Incorporated Associations Seminar - 31 March: 2-4pm, South Newcastle Rugby League Club, 46 Llewellyn Street, MEREWETHER, 2291.

13 General Information

13.1 Redhead Village News Letter: Colin handed out his very successful newsletter that the group produced.

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 15th April 2014, 6pm – 8pm:

15 Meeting Close

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3rd July 2012

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|---|------------------------------|--------------------------------|----------|
| 1 | R. McConville | Rachelle to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name. | 8, 2 nd dot point | February 14 th 2014 | Complete |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th November 2012

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|-------------------|--|----------|----------|-------------|
| 2 | Susan | Susan to write a short profile or summary, detailing her reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo along side other Board Members profiles. | 8.6 | | In Progress |
| 3 | All Board Members | All board members to submit ideas for training to the board either at meetings or through email. | 10.2 | On going | In Progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th September 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|---|----------|----------|-------------|
| 4 | Dot | Dot to talk with council about the cost of fees to groups for council parks, after she returns home from her holiday. | 9.4 | | In Progress |
| 5 | Norbert | Norbert to type a letter requesting permission to have a BBQ fund raiser, then to deliver the letter to all Bunnings Warehouse Stores around Lake Macquarie, then to make a list of successful Bunnings Warehouse applications. This so we can start as soon as possible. Dot, Jean and with Robyn and her LT group, volunteered to assist in selling sausages. | 9.8 | On going | In Progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 22nd October 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|--|----------|----------|-------------|
| 6 | Norbert | Norbert to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings. | 11.2 | | In Progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th December 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|------------------|--|----------|--------------------------|---------------------------|
| 7 | Steve | Steve to approach friend or councillors in relation to the fees and charges for parks. And email board members on how he went. | 9.1 | | In Progress Complete |
| 8 | Sandy | Sandy to research the target list of companies, for corporate sponsorship. | 9.2 | | Complete |
| 9 | Rachelle | Rachelle to email to board members draft proposal. | 9.2 | December | Complete |
| 10 | Rachelle | Rachelle to make a note to start approaching companies early in the year. | 9.2 | February March May | Complete |
| 11 | Rachelle | Rachelle send a thank you letter to Michael Mobbs. | 9.3 | | In Progress draft done |
| 12 | Rachelle & Steve | Rachelle to find the article that Steve was referring to and to use her judgement as to whether to send it to membership. | 13.1 | | In Progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th March 2014

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|---|--|----------|---------------------|-------------|
| 13 | Steve & Colin | Colin and Steve to write up a draft letter (addressed to councillors) indicating the issues of high fees and charges in the Pricing Policy and options councillors could agree on adopting. Points to include; Ask to adjust the pricing policy so there is a reasonable process for not for profit organisations to apply to use parks and reserves with out the imposition of a high up front cost; council develop an application process with guide lines, out lining the process and conditions of use, such as cleaning up after woods; develop a sliding scale to pay a minimal fee that not for profit organisations and volunteers can afford. The draft to be sent to board members for improvement or approval. | 9.1 | April, May, June | In Progress |
| 14 | All Board Members & alliance membership | Board members and community to liaise with (lobby) councillors in person, to express the issues of the policy and ask to adjust the Pricing Policy to cater for not for profit organisations. | 9.1 | April, May, June | In Progress |
| 15 | Rachelle | It was agreed that the project section should be removed from the sponsorship proposal. We should also use images and quotes of worthy projects that people have had the | 9.2 | | In Progress |

| | | | | | |
|-----------|----------|---|------------|------|-------------|
| | | pleasure in doing. | | | |
| 16 | Rachelle | Rachelle to talk to Monique from Guild Insurance about who to talk to for possible sponsorship with insurer. | 9.2 | | In Progress |
| 17 | Rachelle | It was agreed that Rachelle work out the times and dates and venues for training and that we combine the two topics, Toronto's Tossers can be Binners & Redheads Financial Sustainability for presentation to be in June. | 9.3 | June | In Progress |
| 18 | Rachelle | Rachelle to add a new category to the risk assessment form regarding to the purpose or how the activity relates to sustainability or why have the activity. | 9.4 | | In Progress |

Signed as an accurate record, Chair's Name: _____ Signature: _____ Date: ____ / ____ / ____