

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 15 March 2022, 6-7.15pm

MS Teams meeting online

Present: Robyn Charlton, Gabrielle Clappison, Sam Doove, Steve Dewar, Nico Marcar, Jean McGarry, Anna Noon, Bruce Tozer

Rachelle McConville (Council)

Apologies: Mark Howells, Mackenzie Robson



Welcome and acknowledgement of Country

Nico welcomed everyone to the meeting. Gab acknowledged the Awabakal people, as the traditional owners of the lands around Lake Macquarie, and paid respects to Aboriginal elders past, present and emerging.

ITEMS FOR DISCUSSION

1. Meeting with Mayor, Wednesday 23 March at 4.30pm

Key meeting objectives (agreed at February board meeting):

- Improving communications and collaboration with Council
- Introduce new Alliance board and current projects to Council

Discussion around:

- Clarifying the agenda – aiming to provide agenda and brief background to Council prior to meeting
- What do we expect from Council? What are Council's expectations of us?
- Recognise that we have many objectives in common with Council. How do Council and SN both maximise our efforts and impacts? How do we best collaborate and work together?
- How best to improve Council communication, consultation and community engagement to facilitate better decisions and value community input.
- Suggest circulating 2021 Annual report to attendees prior to meeting to give overview of SN and summary of current projects.

Confirm attendance: Nico, Anna, Bruce, Sam, Gab, Jean

ACTION: Nico to arrange meeting with attendees above to confirm agenda and talking points. Steve to confirm Alliance attendees with Cr Fraser, and seek advice about Councillors and staff who will be attending.

2. New Council Committees

There are now expressions of interest open for 2 Council committees the Alliance has traditionally had a position on.

- Coastal Zone Management Committee - Lake Macquarie City Council – EOIs close 31 March [Coastal Zone Management Committee - Lake Macquarie City Council](#)

- Community Environment Grants Committee - Lake Macquarie City Council – Applications close 21 March [Community Environment Grants Committee - Lake Macquarie City Council](#)

Note the selection criteria, and number/type of community positions available for each committee. Applications are invited from individual community members, rather than specifically to represent the Sustainable Neighbourhood Alliance.

Seeking to endorse nomination(s) to each committee:

- Grants – Jean
- CZMC – Bruce

ACTION: Jean and Bruce are endorsed by the board to nominate for the respective committees. Jean and Bruce to complete their nominations as above. Bruce's nomination is complete already. Rachelle to confirm Alliance endorsements with relevant staff.

3. Draft Cluster Group concept – for comment / discussion

The draft concept attempts to identify key task groupings that will assist in delivering specific actions for our Strategic Action Plan.

Miro board –

https://miro.com/welcomeonboard/T1pOWIJJRmhNbzZad1A4enVEUFpVd2ZkaUN2QVVVTWXNOBWNyMjhaNW5ac3BhUzBJTUZmR1AwemtiUUNTMTJNTnwzMDc0NDU3MzUwMDcxMTY0MzI2?invite_link_id=860807295466

Key comments to date are mainly concerns about additional workload, and volunteer capacity to take on extra tasks. Agreement that the concept and details are not yet developed enough to present to Council.

4. Financial reporting

Seeking to update reporting format to give more visibility of different project funding.

Board members are keen to better understand:

- Alliance funds available (that aren't tied to grant funding)
- How grant projects are tracking and up to date project balances

Recognise the potential for increased workload to prepare these details.

ACTION: Jean to include general income and expenditure for monthly Treasurers reports. Addition of quarterly Treasurers reports to include detail and project balances as above. Rachelle to assist as required.

5. Local group visits

In previous years, Alliance board members have scheduled visits to local group meetings to check in, find out what's happening locally (outside of your own local group), and encourage collaboration throughout the network. 12 groups and 10 board members, so estimate 1 meeting each / 2 meetings for 2 board members.

ACTION: Rachelle to circulate local meeting schedules for board members to nominate which they would like to visit.

PROJECT UPDATES, REPORT BACKS, UPCOMING EVENTS

6. Insurance renewal

Insurance application and list of SN activities has been submitted to our insurer to seek a quote. Included request for coverage for electrical and bike repairs, and all volunteer ages.

7. Grants projects review

Overdue projects

- Request for reallocation of funds (\$430) from Wangi Scarecrow Comp submitted to Council. Workshop to be held late May.
- Charlestown Garden – Final report in progress (Greater Charlestown SNG), and Dudley garden volunteers will send request to spend remaining \$116
- Dudley Nature Play (\$1,051 remaining) – Interest indicated from school, but no proposal received to date.
- Dudley Community Garden – Final report in progress (Dudley SNG)
- Community Harmony Initiative – (\$1,190) Draft final report and updated event proposal received from Toronto Area SNG for Car Boot Sale event. Rachelle will submit proposal to Council for review/approval.

Projects in progress

- Cardiff Pollinator Plan – (\$426.65 remaining) Ollas workshop in planning. Cardiff Area SNG to send request for extension.
- EnergyWave Redhead – In progress. Final report due June 2022
- Plastic Free Cafes and Coffee trucks. In progress. Final report due December 2022
- Tree Trail at the MAC – In progress. Final report due December 2022

Current / expected applications

- Tiny forest – Hunter Water Love Water Grants
- Rathmines Park planting project – Community Environment Grants
- Blackalls Park planting project – Community Environment Grants

8. Renewing SN Groups

Survey mail-outs due to hit letterboxes from 28 March.

9. Business Supporters, [Business Supporters \(sustainableneighbourhoods.org.au\)](https://sustainableneighbourhoods.org.au)

SN groups receptive to idea. Recruitment brochures are available

Welcome 2 new Business Supporters:

- The Sugar Doctor
- French for Tuesday

Online applications and payments have worked well so far.

Need to confirm our procedure for welcoming and managing new supporters.

10. Pamper Care

Another big month for Pamper Care and Woodrising Neighbourhood Centre. In February the Centre was open for 20 days. Eighteen people came in requesting food assistance and personal care items. This does not include OZ Harvest recipients.

A huge thank you to those who have donated, including the members of Toronto Area and Five Bays Sustainable Neighbourhood Groups. Your donations have been a great help in assisting our community.

11. ReLeaf Lake Mac

Councillors endorse the Tiny Forest concept. Grant application for Tiny Forest submitted to Hunter Water (thanks for feedback). Currenting waiting on a date to present project to relevant Council staff (with CEO, EarthWatch Aust), and to further discuss proposed site. Steering Committee to be formed in coming weeks.

Pressing Council for available land for projects such as the Blackalls Park site and for Tiny Forests

Initial research for Tree Trail almost completed.

Initiated monthly meetings for the ReLeaf project team. Prioritised Projects (in no particular order):

- Tree City of the World
- Tiny Forests
- Trees for Mums Day
- Tree Trail
- Kahibah Memorial Park
- After adoption of Urban Greening Strategy
 - Ask Council "What can we do?"
 - Pursue planting on verges with Council
- Be flexible and ready to go when things change - e.g. education opportunities

Roles and Responsibilities

- ReLeaf Working Group - Robyn, Jean, Gab, Steve, Liz, Anna, Jonathan
- Facebook Page and Group - Robyn
- Website - Jonathan
- Alliance ReLeaf Cluster Lead - Anna
- Urban Greening Community Reference Group - Anna, Robyn, Jean, Gab
- All to recruit other members as opportunities arise

12. Face mask recycling – Warners Bay

Face Mask recycling boxes all in place – WBHS, SPPS, Bunnings Glendale and Cole WB. Newcastle Heard Article 8/3/2022

Would be great for everyone to help promote throughout networks. Anna is pitching to Awesome Lake Mac for funding to purchase additional recycling boxes for other areas.

13. Idea – resource and pack for Living Smart Fest

Anna to develop idea and circulate for future discussion.

14. Upcoming events:

- **SN network online meeting** – Council presentation and q&a regarding bulk waste. Tuesday 22 March, 5pm, online. RSVP to Rachelle. Rachelle will send out more detailed invitation to SN Key Contacts this week.

- **Repair It Make and Mend session, Belmont library, 23 March**
- **Boomerang Bags sewing group, 27 March**
- **Warners Bay – Assisting school with golf day, 1 April**

15. Past events:

- **Repair it session Toronto library, 23 Feb.** 30 participants; 5 volunteers; 29 garments, weighing 9.7kg mended incl hats, bags, clothes and linen.
- **Crop swap and tool repairs, Holmesville 26 Feb.** 40 participants
- **SN gathering 26 Feb.** 19 participants
- **Clean Up Aus day 6 Mar + postponed events.**
Bruce re kit from OzFish. They can supply these kits for removing litter from water. Possible link with Eco Angels kits?
- **Repair It major event, 13 March.** Huge success. Estimate more than 100 people attended. 23 volunteers, + 4 more volunteer offers in days since the event. Still collating the stats re number of items and weight.

16. RISK ASSESSMENTS AND REQUESTS

- Cardiff Area SNG – Boomerang Bag sewing group, monthly events – Circulated and approved via email.
- Warners Bay Area SNG – Repair Café 13 March – Circulated and approved via email.

17. TREASURER'S REPORT

No Treasurer's report for February yet. Jean to circulate via email.

PREVIOUS MEETING MINUTES

18. February Meeting Minutes

Meeting minutes were circulated via email.

Resolution: Confirm that the previous meeting minutes, dated 15 February 2022, are an accurate record.

CORRESPONDENCE

9 February – 10 March 2022

- Notice regarding Public Exhibition for Teralba Heritage Conservation Area – Forwarded to Five Bays SNG
- Invitation to register sites for Clean Up Australia Day
- Post office box renewal reminder
- Pre renewal request for information from our insurer Austcover. Information submitted.
- Various reminders sent to local groups regarding outstanding grant funds

- Project update from Landcom regarding Fennell Bay planning proposal – Forwarded to Five Bays SNG
- Information about the Business Supporters program – Sent to SN Key Contacts
- Sustainable Neighbourhood News – March 2022
- Applications and payments from 2 new Business Supporters
- Invitation to nominate for new Council committees
- Notes from Sustainable Neighbourhoods gathering event – Sent to SN Key Contacts
- Request for volunteers for Repair café event – Sent to SN Key Contacts
- Request to council to use remaining Wangi Scarecrow Competition grant funds for a worm farming workshop
- Request from new volunteer for placement as part of Duke of Edinburgh Award volunteer service

NEXT MEETING

Tuesday 19 April, 6pm

Council Admin Building

Meeting end 7.28pm