

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 20 July, 6-7pm

MS Teams meeting online



Present: Gabrielle Clappison, Sam Doove, Steve Dewar, Mark Howells, Nico Marcar, Jean McGarry*, Bruce Tozer*

Christine Aus, Jonathan Wood Greater Charlestown SNG (departed after first agenda item)

* Jean and Bruce experienced some technical difficulties, so were not able to fully participate in the meeting.

Apologies: Robyn Charlton (leave)

Welcome from Chair and acknowledgement of Country

Nico welcomed everyone to the meeting. We acknowledge the Awabakal people, the Traditional Owners of the land we are meeting on, and pay our respects to Elders past, present and emerging.

ITEMS FOR DISCUSSION

1. Code of Conduct and Membership Form

Following the distribution of the updated Membership form and Code of Conduct to SN groups, the Alliance board received feedback from the Greater Charlestown SNG with some concerns. In summary:

- Code of Conduct wording – The wording is overly harsh and general, especially: ‘I agree to abide by the rules and direction of the Alliance’
- The Alliance does not have a grievance / complaint procedure, and it doesn’t state anywhere what the consequences are of not following the Code of Conduct.
- Having the Code of Conduct on the Membership Form, instead of the program objectives that were previously included is not welcoming to potential new members.

Following discussion and other feedback received, the board agreed on the following.

Resolutions

a) Update the wording of the Code of Conduct to:

Sustainable Neighbourhoods volunteer Code of Conduct

- *Act in a way to further the Vision, Objectives and Values of the Alliance.*
- *Comply with all policies and guidelines provided by the Alliance.*
- *Act honestly, and with integrity.*
- *Act with due care and diligence.*
- *Treat everyone with respect and courtesy and without harassment.*
- *Behave in a way that upholds the values, integrity and reputation of Sustainable Neighbourhoods.*

b) Update the wording on the Membership form to:

I hereby apply to become a member of the Lake Macquarie Sustainable Neighbourhood Alliance (the Alliance).

I agree with the objectives of the Sustainable Neighbourhoods Program, to:

- *Reduce resource consumption (energy, water, waste) across the City;*
- *Increase community involvement in protecting and caring for the environment and place;*
- *Increase the community's capacity to respond effectively to environmental threats; and*
- *Increase citizen involvement in public life and decision-making.*

I agree to follow the Sustainable Neighbourhoods Volunteer Code of Conduct [include weblink] when participating in or acting on behalf of a Sustainable Neighbourhood Group.

- c) Alliance board to develop a suitable grievance procedure in consultation with local groups.

2. Business Supporters

Draft Program Outline detailing concept, key messages and materials to be developed, was circulated to board members,

https://docs.google.com/document/d/1VWdZ82GXhAisNwFiUn3e7UJ3FNI3MfADi8ytA1xiPi8/edit?usp=drive_web.

Some discussion around the workload involved to recruit businesses, and expectations of local groups for a direct financial return to local groups vs Alliance. Note that the intention is to raise enough funds to provide a safety net for all groups, for example for annual insurance costs. Raised potential to split a % of the income with local groups, but noted that will increase the administrative / accounting burden substantially.

Materials will be developed to support local groups to recruit businesses.

Agreed to note these issues for later discussion.

Seeking approval to set up a Stripe account (<https://stripe.com/en-au>) to enable Alliance to accept online payments using the existing website. Transaction costs are 1.75% + 30c for each transaction.

Account set up will require name, title, email and dob of all Alliance Board Members.

Approved.

3. August board meeting

A number of West Ward SNGs are organising a 'Meet the Candidates' event for Tuesday 17 August, 7-8.30pm, which will clash with the scheduled Alliance board meeting. A number of board members will be unavailable as they will be attending or organising the West Ward event.

Seeking to confirm an alternative meeting arrangement for August.

Agreed to change August board meeting time:

5.00 – 6.00pm (We are assuming it will be online.)

Gab apology

4. Updated Covid Safe Plan

Considering the changing covid situation, and updated Public Health Orders for NSW, the Sustainable Neighbourhoods Covid Safe plan has been reviewed and updated with some minor changes. It was last reviewed in June 2020.

Main changes:

- Included reference to QR codes
- Removed actual physical distancing figures, as they change all the time. Referred instead to checking current public health orders about spacing requirements.
- Removed reference to the COVIDSafe app – no longer relevant.
- Added a general note at the bottom about completing a risk assessment, and documenting event-specific covid risks and measures in there.

An updated risk assessment form with updates to reflect those changes, and a prompt to check mask requirements was also circulated to board members for review.

Seeking approval to update both those documents and circulate to membership.

Approved.

5. June meeting minutes

Meeting minutes were circulated via email.

Resolution: Confirm that the previous meeting minutes, dated 15 June 2021, are an accurate record.

Moved Steve. Seconded: Nico. Carried.

6. TREASURERS REPORT – May and June

See Treasurer's Reports below.

Moved: Jean. Seconded: Steve. Carried.

RISK ASSESSMENTS AND REQUESTS

7. Meet the candidates event

Risk assessment coming soon. Will be an online event, and publicised throughout the city.

PROJECT AND LOCAL GROUP UPDATES

8. Strategic Plan progress update

June progress update circulated via email.

Scheduled a review and refresh of the Strategic Plan at the October board meeting. Also include discussion of Council expectations, following meeting Steve has arranged with Mayor (TBC pending September elections).

9. Alliance 10 Year Anniversary – 12 months from July 2021 - Update

- Branding now available. Rachelle will develop a style guide to distribute to groups for use.
- Promo underway with media release, social media and newsletters + Council.
- Hold off on an event till later in the year, when Heritage Shed will hopefully be available, and align with date of Homemade markets. Will be celebrating the anniversary for all of 2021-22.

10. National Tree Day update

Media release and other promo materials now available.

Monitoring Covid situation, and will make changes as necessary. Within current restrictions:

- RSVPs for all participants through National Tree Day website / or ensure rsvps are collected for private events. Advise people who are unwell or are otherwise required to self-isolate not to attend.
- Check in all participants using QR code provided by National Tree Day
- Consider set up of site and activities to ensure social distancing
- Provide hand sanitiser for participants
- Clean any shared equipment between users.
- Check changing NSW Health Orders closer to the date.

Promotion focus to invite media to attend events and take footage / photos on the day, and publish a post-event wrap up. Focus on ReLeaf and importance / value of trees.

11. Single Use Plastics – citywide project

NSW Government ban on some single use plastics is coming later this year. Propose transition campaign for all SNGs to help local businesses make the transition away from plastic bags, 15c thicker plastic bags, plastic cutlery and straws, plastic “cotton” buds, plastic fruit bags, etc.

- Swap boxes for small shops and takeaways to help transition to BYO bags.
- Promote Green Caffein and reusable coffee cups and phase out Biocups.
- Promote metal straws and cutlery or get cardboard straws and bamboo cutlery.
- Engage with major supermarkets to phase out 15c thicker bags and reduce plastic packaging.
- Make sure plastic gloves and masks are disposed of correctly with mask loops cut off.

Note that many reusable alternatives will save businesses money.

Key point for all groups to consider – How can we help businesses transition away from single use plastics?

ACTION: Include a request in next SN News to prompt SNGs to consider above.

12. Ban on helium balloons

Letter to Council submitted, requesting that Council expressly prohibits the use of helium-filled balloons on Council land and at Council events; and that Council advocate to the NSW Government to prohibit the use and release of gas-filled balloons outright, to ensure consistency and increase protection of wildlife across the state.

13. ReLeaf Lake Mac

Four projects have been put forward in the form of a survey. Survey closed on July 14.
Two key project priorities: Tree trails and fundraising.
Other projects such as NTD, Trees for Mum, and the Blackalls Park pilot project can also proceed at the same time.

A uni student is keen to come on board to assist with emerging projects. The Blackalls Park site is still in the research and development phase.
Over 60 Callistemons have been potted up. Observations will be needed to see how they cope with winter.

14. Pamper Care

Pamper Care has been running for FOUR years! Yay! While there are no reliable numbers for the last financial year, we continue to network with Woodrising Neighbourhood Centre, OZ Harvest and Zonta.

15. Waste to Art

Registrations now open, visit: <http://www.sustainableneighbourhoods.org.au/waste-to-art.html>

2021 exhibition details: 9 October – 18 December. Will be held across 4 locations at library Launchpad spaces in Belmont, Charlestown, Swansea and Toronto.

Planning an exhibition of previous works for the Living Smart Festival in September.

Collaboration with Lake Mac Libraries to run 3 book week workshops in August – for kids to make their book week costumes out of repurposed materials.

16. Valentine Sustainable Neighbourhood Gathering, rescheduled to September

Planning continuing for gathering. Have decided to postpone the event to September given the current / ongoing covid situation.

17. Cardiff Pollinator Project

May and June workshops very successful. They have provided 400 plants and care advice to more than 50 people, as part of their Pollinator Project.

18. First Australian Repair Summit

Report from Gab

[Link available here](#) to watch the whole day or just sections, If you have time I recommend the Keynote and Karen from Mend It Australia (started 2019) she lists many issues that repairers face.

The 1st Australian Repair Summit was an overwhelming success with over 200 people attending either online or in Canberra. The Minister for Consumer Affairs commented "the right to repair ...corporate laws are standing in our way...Consumers need the right to repair."

- E Waste is currently way down on the landfill list although it is becoming one of the biggest waste issues and the right to repair is a huge obstacle in reducing the waste, Iphones are cheaper to throw away then repair with only having authorised repairers.
- Families are currently throwing away 73kgs yearly, this waste area is growing 3 times faster than any other area.
- The Bower has three spots in Sydney as the demand for repair is growing.

- 23rd submission for the right to repair for the Productivity Commission and this year is looking promising.
- Kyle Wiens, iFixit Pty Ltd discussed America's issues.
- We need to move from a goods economy to a service economy, people won't own washing machines, solar panels, fridges but rent one and the responsibility of the waste is the service provider.
- The legislation for all products to follow after cars.
- There was a call to create a group Australia wide to help with Repairs and Legislation.
- Local Councils need to create a dedicated space and fund, a Repair Cafe, Tool Library, Makers Spacers and Men's Sheds.
- "Some companies will help you repair their item, some will assist a little and some will actively fight against it. WE NEED THE LEGISLATION TO CHANGE."
- 2011 Australian Government [changed legislation to encourage recycling](#), there are a couple of [businesses which all appear to be interstate](#).
- [Mobile Muster](#) is fully accredited 2014, began in 1998 with recycling batteries.
- A national scale rating system for repairing, repurposing and recycling on products, similar to our energy rating will enable consumers to make an educated decision on which is the best product for their purpose.
- Sustainable standards need to be starting with PURCHASES, where here we can retrain procurement professionals.

[Submissions to the Right to Repair](#) close 23 July.

19. Correspondence 16 June – 15 July

- Request to attend photo shoot and send in promotional images – Sent to SN Key Contacts
- Various correspondence with artists registering their Waste to Art pieces.
- Request received from Landcare for letter of support for the upgrade of the Landcare Resource Centre – supplied.
- Enquiry from new volunteer – interested in ReLeaf project.
- Response from Homegrown Markets – stall unavailable for SN for next few months
- Various correspondence with participating groups regarding National Tree Day coordination and promotion
- Offer of Landcare donations of furniture and other items – Sent to SN Key Contacts
- End of Financial Year reminder to groups including membership renewal, updated membership form, group AGMs and Annual Report. Objection received from Christine Aus.
- Robyn Charlton nominated as Alliance representative on Centennial Coal Banpu Pumped Hydro Stakeholder Reference Group
- Notice from Council regarding start of works on the Greenway Shared Pathway at Blackalls Park – sent to Five Bays and Toronto Area key contacts.
- Request for local info for Annual Report – Sent to SN Key Contacts
- Invitation to selected artists to participate in the Waste to Art display at the Living Smart Festival
- Decade of Sustainable Neighbourhoods – Council media release, circulated to board members for review
- Sustainable Neighbourhood News, July 2021
- National Tree Day media release, sent to various outlets

- Boomerang Alliance July newsletter – Sent to SN Key Contacts
- Council Walking Cycling Better Streets Strategy adopted by Council. Notice and future engagement opportunities – Sent to Key Contacts



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 May to 31 May, 2021

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 14,710.29**
CR

RECEIPTS

27 May 2021 EFT Ret. Trees 4Pollinat'n \$ 326.00

Total Income **\$ 326.00**

EXPENDITURE

19 May 2021 Wdl. Ref.11403682 522074509 R Charlton \$ 203.48

19 May 2021 Wdl 11405749 Pamper Care 215.84

19 May 2021 Wdl 12201408 CASNG Pollinator Proj. GO 80.00

25 May 2021 Wdl 15342066 CASNG C, 062-804 10159839
C. Shay 100.00

26 May 2021 Wdl 12120294 Trees 4 Pollin. GO&SO 326.00

Total Expenditure **\$ 925.32**

BALANCE **\$ 14,110.97**
CR

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 May to 31 May, 2021.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 12 July, 2021.

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 June to 30 June, 2021



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$**
14,110.97 CR

RECEIPTS

\$ NIL

Total Income **\$ NIL**

EXPENDITURE

03 Jun 2021 Wdl. Ref.09573633 Trees 4 Poll. G & S Ord \$ 326.00

Total Expenditure **\$ 326.00**

BALANCE **\$ 13,784.97**
CR

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 June to 30 June, 2021.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 12 July, 2021.

Meeting closed 7.14pm