

Lake Macquarie Sustainable Neighbourhood Alliance

Ordinary Meeting

MINUTES

Tuesday 15 March 2016, 6.05-7.35pm

Committee Room, Lake Macquarie City Council Administration Building, Speers Point



Invitees:	Dot Seiffert (Chair) Robyn Charlton, Indra Deamer, Steve Dewar, Norbert Lica, Avril Lockton, Jean McGarry, Colin Mondy, Margo Smith (LMCC)
Apologies:	Norbert Lica, Steve Dewar

1 Welcome & acknowledgement of Country Colin Mondy

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 Apologies

Norbert Lica, Steve Dewar

3 Conflict of interest

Nil raised

4 Previous meeting

4.1 Ordinary meeting minutes, 16 February 2016 as circulated

[Everyone to review the minutes prior to the meeting and note any inaccuracies or points they would like to raise.]

MOTION: *That the previous meeting minutes dated 16 February 2016, be confirmed as an accurate record.* Moved: Colin, Seconded: Indra. **Carried**

4.2 Business arising from the minutes

[Please read through items below prior to the meeting. At the meeting we only need to discuss items that are pertinent, require clarification or are not already listed on the agenda.]

- **Sponsorship proposal** - Steve has forwarded the sponsorship proposal to Remondis - Currently waiting for a response. Colin's contact at Umwelt to approach company directors again to request contribution to support Alliance. Last discussion 11 March 16.
Action: Secretariat to call Umwelt and check status as a general enquiry
- **2014/15 Accounts Audit** - Request and Alliance info for 2014-15 was re-sent to Huw Thomas 22 February 2016. Jean stated no problems have been raised with her at this time.
- Stall booked for **Charlton Seniors Expo** in Cardiff, Friday 15 April, 9am – 1pm. Dot and Jean running, and will organise equipment with Rachelle in the week prior. Information sent to Cardiff Area SNG to see if they would like to assist.
- Toronto Plastic Bag Champions have been added to the website. Feedback from Robyn. Signage launch was impressive and warrants merit. *Action: include story in next Alliance newsletter.* Jean suggested it provides a basis to approach other Coles stores to tackle single use plastic bag usage.

5 Correspondence

[Please read through items below prior to the meeting. At the meeting we only need to discuss items that are pertinent, require clarification or are not already listed on the agenda.]

- Invitation to enter the 2016 Blue Star Sustainability Awards (Keep NSW Beautiful). *Action: Rachelle to submit nomination for Alliance. Colin & Jean happy to assist*
- Alliance submission to Draft Hunter Regional Plan – submitted 29 February as circulated via email. *Update: Submissions by members of public can be lodged until end of March*
- Invitation to attend the Board Builder Conference, Melbourne, Friday 29 April. And a networking function in Sydney on 27 April. *Members would be interested in attending- costs and location an issue*
- Herald article – Responsible Cafes program – circulated amongst board members. *Roundtable discussion - program has been in TAFEs since 2007. New push through Responsible Runners and Take 3 due to number of disposable cups and perception they are recyclable (but not all areas due to plastic liner). Links to plastic bag campaign.*

Action: draw attention to program on Alliance website. Opportunity for groups to contact businesses in their local area to register. Individuals can support local businesses. RMc Check if it is possible to promote in EcoAdvocate

- Invitation and suggestions to participate in Neighbour Day – Sent to Sustainable Neighbourhood Key Contacts. No response. *Media release will be sent from LMCC*
- Invitation to attend training session, 'Recruiting and Managing Volunteers' – Sent to Sustainable Neighbourhood Key Contacts. *See activity report*

Note: Jean checked mailbox on way to meeting

6 Treasurers report

6.1 Treasurer's reports for January - February 2016.

[Please read through report prior to the meeting. At the meeting we only need to discuss items that are pertinent, require clarification or are not already listed on the agenda.]

Commonwealth Bank is sending bank statements every three months due to low number of transactions. Jean has requested monthly statements but having difficulty having this re-established. No payments in/out during February. Balance at 31 January 2016 **\$4347.35**.

Discussion regarding on line banking opportunities – Jean not happy to use this option as worried about computer security and risk of fraud.

7 For discussion & decision

[Please read through items below / relevant docs prior to the meeting, and consider any points or clarifications to raise for discussion at the meeting.]

7.1 Review of Sustainable Neighbourhoods

Council is initiating a scheduled review of the Sustainable Neighbourhoods program with a view to understand what is working well for Sustainable Neighbourhood groups and where improvements can be made. It is anticipated that a review will:

- identify how Council can be more inclusive and work more effectively with the Alliance and Sustainable Neighbourhood Groups;
- strengthen connections amongst Council, local groups, the Alliance and individual volunteers;
- opportunity to celebrate and document the benefits of the program and activities of local groups;
- inform Council about how it can improve support for the network; and
- provide a baseline measure of the success of the program so far.

Council will be seeking involvement and collaboration from all relevant stakeholders including Sustainable Neighbourhood members, volunteers and supporters, Council staff, Councillors. Alliance Board members are identified as key stakeholders.

At this point staff are interested to hear ideas from board members about how you might wish to be involved in the process and how council can best engage with the broader membership of the Sustainable Neighbourhoods network.

Unanimous agreement to progress and be active in the process. General discussion regarding how to engage with members: to build on What's good? rather than default What's not working; differences between groups – membership numbers; opportunities for smaller groups; etc

7.2 Draft Child Protection Policy and Procedure

A draft has been circulated via email for review.

Roundtable Discussion: All activities approved state parents/guardians are responsible for children. Working with children checks for volunteers are easy to organise. All agreed if amending practices saves one child, it is worthwhile. Question to follow up: Should at least one person at each activity be identified as having a working with children check similar to identified first aid contact?

Action: Current proforma risk assessment needs to be updated as to how to obtain check. Opportunity to hold a training workshop. Any questions to RMc in first instance who will contact appropriate experts for advice.

8 Requests from member groups

[Please read through report prior to the meeting. At the meeting we only need to discuss items that are pertinent, require clarification or are not already listed on the agenda.]

8.1 Greater Charlestown SNG – Grant application for Pit Pony Park project.

Circulated and approved via email for grant to be submitted 14 March. Noted 2 suggestions to strengthen the application.

The Alliance have agreed to auspice the grant application to assist with the management of grant funds. However the board notes that the Alliance is not auspicng, insuring or managing the actual project activities eg tree planting and park enhancement. All aspects of project management, volunteer management and risk management are being managed through Council's 'community gardens and small plantings' procedure, and volunteers are insured directly by Council.

Action: Grant application signed by Dot & Indra (SNA sponsoring organisation)

Colin: request for everyone to 'reply all' when comments are required. Eg comments to strengthen grant applications. Historically adding information addressing comments has helped strengthen applications in the past (advice, budgeting etc) to improve success rate.

Colin is representing the Alliance on Environmental Sustainability Grants Committee

9 Report backs from member groups

[Please read through report-backs prior to the meeting. At the meeting we only need to discuss items that are pertinent or require clarification.]

9.1 Recruiting and Managing Volunteers – Training session, 2 March

12 participants (7 from SNGs and 5 from other community groups). Feedback included that it was very worthwhile, and participants learnt a lot about volunteer motivations, recognising volunteers, tools for identifying and promoting the impact of volunteer activities, and got many new ideas.

Feedback from Redhead SNG attendees- very positive in particular capacity building for group, valuing and appreciating volunteers and attracting different skill sets.

Action: RMc to distribute powerpoint handout

9.2 Fast Food Tossers can be Binnars II – launch event and clean up, 6 March

17 participants. Collected 17 bags of rubbish (9 of these were recyclables). Mainly small fast food rubbish, plastics, and cigarette boxes. Local MPs and Councillors attended. All of the signs are now installed. Congratulations to Steve and the TASNG team.

Additional feedback from Robyn: Toronto to be congratulated as State & Federal MPs in attendance plus McDonalds manager. Number of photos on MP Greg Piper's Facebook page – Robyn has forwarded these.

9.3 Clean Up Australia Day, 6 March

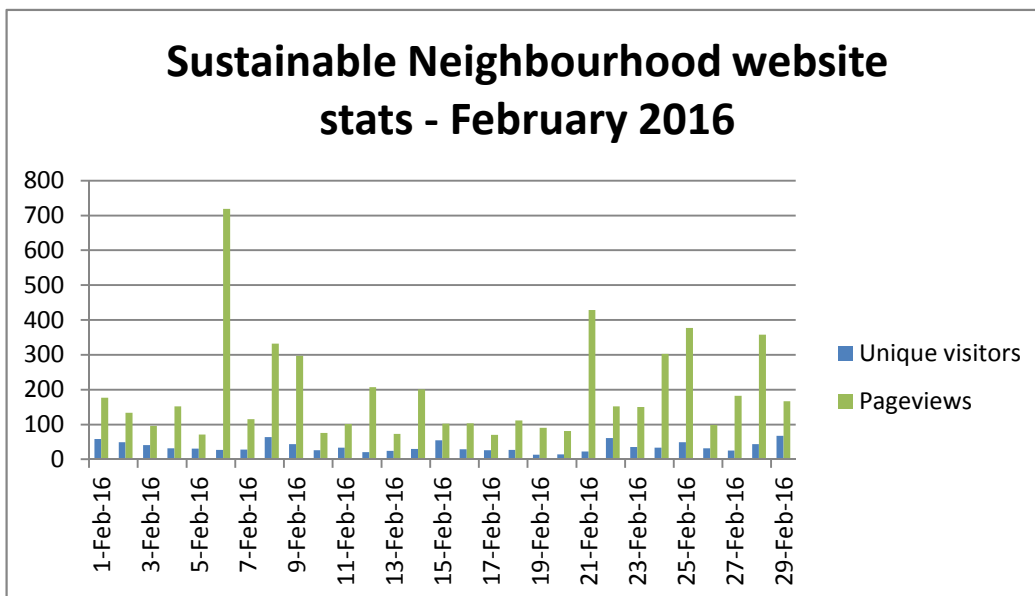
Stats are still being collected about results of SNG's Clean Up Day activities. Feedback from members: Redhead - 61 volunteers, 39 bags of rubbish. Less bulk waste but concentrating on small stuff- plastic pieces, plastic bags etc. Works well to register an area; have a central visual HQ and volunteers can clean up a local patch. Volunteer picks up rubbish from each area and brings to base for LMCC collection. Appreciated early pick up
Booragul – 7 volunteers, 9 bags. Awaba House – Marina. Grateful for timely arrival of collection truck as leash free area
Fassifern - 3 volunteers, 3 bags recyclables and tyres. Lake St- Petrified Forest

10 General business

Robyn- checked members are happy to be kept in the loop, as individuals, with updates on Awaba SCA.
Colin- email from Hunter LLS re community workshop at Mulbring Tuesday 22 March on Catchment Action Plan may link to proposal. West Wallsend SNG close by and opportunity to provide input. *Action: request to include in EcoAdvocate*
Margo- workshops for new groups Rathmines Area Tuesday 5 April, Warners Bay Tuesday 3 May

11 For information only

Summary of website statistics from February 2016. See chart below.



12 Meeting close 7.35pm.

Next ordinary meeting date: Tuesday 19 April, 6-8pm