

Lake Macquarie Sustainable Neighbourhood Alliance

Ordinary Meeting

MINUTES

Tuesday 17 May 2016, 6.00 - 8.00pm

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



Present:	Robyn Charlton, Indra Deamer, Steve Dewar, Norbert Lica, Avril Lockton, Jean McGarry, Dot Seiffert Rachelle McConville (LMCC)
Apologies:	Colin Mondy

1 Welcome & 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 Apologies

As above.

3 Conflict of interest

None stated.

4 Previous meeting

4.1 Ordinary meeting minutes, 19 April 2016 as tabled

Updated with additional information about the Total Environment Centre's marine debris display.

Updated to note that Coal Point Progress Association was also contacted to request support for the Awaba Conservation Area.

MOTION: *That the previous meeting minutes dated 19 April 2016, be confirmed as an accurate record.*

4.2 Business arising from the minutes

None noted.

5 Correspondence

- Various correspondence with Community Building Partnership regarding Toronto Area SNG's Brighton Ave Footpath project, including invoice for grant payment, remittance advice, and request for project variation.
- Request to meet with Umwelt staff regarding sponsorship agreement
- Confirmation of submitted application for the Greater Charlestown SNG's Pit Pony Park Project to the Stronger Communities Programme (Aust gov grant)
- Invitation to grants workshop being run by Greg Pipers office
- Invitation to hold a promotional stall at Council's screening of 'Plastic Pollution'
- Invitation to participate in student research about Climate Change Adaptation and Disaster Risk Reduction Integration
- Auditor's report for 2014-15 accounts.
- Sustainable Neighbourhood News

ACTION: Rachelle to contact Huw to enquire about how we might be able to publicly acknowledge his support to audit our accounts.

6 Treasurers report

6.1 Treasurer's report for April 2016

See report attached, below.

7 For discussion & decision

7.1 Dog management

Proposed project plan for 'Responsible Dog Care' brochure. Draft grant application was circulated via email. Approved.

ACTION: Rachelle to seek interest from other SN groups as well.

7.2 Revised Child Protection Policy

Second draft circulated via email. The updated policy has been simplified, according to advice from Council staff. The main points remain the same:

- **Zero tolerance.** The Alliance and the Sustainable Neighbourhood network has zero tolerance for child abuse.
- **Everyone is responsible.** All Sustainable Neighbourhood volunteers and staff are responsible for ensuring the protection of children at our activities and for reporting information about child abuse.
- **Risk management.** We encourage the participation of families, including children, in many of our events and projects. Sustainable Neighbourhood groups must consider and document any risks associated with child safety as part of the Alliance's risk management process.
- **Child supervision.** Whenever children are present and/or participating in a Sustainable Neighbourhood event, children must be under the direct supervision of their parent or guardian (eg school teacher) at all times. This must be clearly communicated to all participants.
- Sustainable Neighbourhood volunteers must never be responsible for the direct supervision of any child (except their own), and should avoid contact with children unless other adults are present.
- **Working with Children Checks.** Some Sustainable Neighbourhood events or projects may be directed primarily at children. For example, a kids' veggie gardening workshop, craft activities for children, presenting an environmental education workshop at a school, or having a facepainter as part of a larger event. In this case, relevant Sustainable Neighbourhood volunteers, or the person providing the child-related service may be required to complete a [Working with Children Check](#). The check is free for volunteers.
- **Reporting.** Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise the Alliance Secretariat.

The Alliance board agreed to formally adopt the updated policy.

Approved.

8 Requests from member groups

8.1 Redhead SNG – Bag Making Workshop, Saturday 18 June

Risk assessment and background information circulated via email.

Approved.

8.2 Caves Beach – Swansea Area SNG – Marine Debris Clean Up, Sunday 5 June

Successful in their EOI to Hunter Local Land Services, and will receive \$500 to run 2 Eco Angel Clean Ups before mid June.

Risk assessments (Eco Angel and Alliance forms) circulated via email.

Approved.

8.3 Cardiff Area SNG – Bunnings Sausage Sizzle fundraiser, Sunday 26 June

Risk assessment circulated via email.

Approved.

8.4 Valentine SNG – Promotional stall at Valentine Wellness Festival, 1 May

Risk assessment circulated via email.

8.5 Greater Charlestown SNG – Pit Pony Park – Stage 3 (Sandstone bollards) – Grant application to ClubGRANTS – due end May

Draft grant application circulated via email.

Approved.

9 Report backs from member groups

9.1 Rathmines Area Workshop

The first workshop for Rathmines Area was held on 5 April. Approx 25 attendance, and great outcomes. They are now working on planning for their first meeting and developing their action plan.

9.2 Alliance stall at 'Plastic Paradise' screening 12 May

Great doco and turnout. Lots of petitions signed.

9.3 West Wallsend District SNG – Dob in a Dumper Campaign

The group have a Council grant for this project, to produce and distribute education leaflets and fridge magnets encouraging reporting of illegal dumping. They have been delayed since last year, on advice from Council staff, waiting for the EPA reporting website to become available, and it finally is, so they are now proceeding with their project.

9.4 Toronto Area Fast Food campaign

Great publicity eg NBN radio and newspapers. And great link relationship with local Macdonalds franchise. Well done – especially on signage.

9.5 Survey re takeaway coffee cups

Survey of coffee shops in Warners Bay and Toronto. (Use of coffee cups / plastic or 'biocups'? Do you offer a discount for reusable cups? Many keen to switch to different takeaway cups. Some already offer discount: Michelle's at Warners Bay. And Coffee Essence in Toronto.

9.6 Warners Bay Area Workshop and Samantha Cross' efforts to recycle plastic bags

The first workshop for Warners Bay Area was held on 3 May. Approx 25 attendance, and great outcomes. They are now working on planning for their first meeting and developing their action plan.

Samantha is coordinating a project at Bittabah Public School – plastic bags (+ other plastics?) collected at the school and recycled through teracycle / recycle and made into outdoor furniture.

9.7 Toronto Area – Brighton Ave Footpath project

The group have requested a project variation as there have been some unexpected developments, and are waiting for advice from Family and Community Services (Community Building Partnership grants).

9.8 Dudley Community Garden – Equipment grant

Seeking an additional extension for their equipment grant. They have made some great progress, but just need a couple more months to finish building the remaining garden beds, and spend the final bit of grant money. They are seeking a grant extension to the end of July 2016.

9.9 Dudley Nature Play Grant

Also seeking an extension. Just need to source and build interpretive signage for the nature trail.

9.10 Wangi Area SNG

Launching the Wangi Centenary Festival at their meeting on 10 May with Councillor Wendy Harrison.

9.11 Wangi Area SNG – Enquiry re ‘platform’ for Centenary event

Seeking confirmation of insurance coverage for use of a small platform for the Wangi Centenary event. The Mens Shed have offered to make a small the platform, measuring approximately 3.0M X 1.5M and 100mm high. It would be made from brick pallets with domestic floor sheeting fastened over the top. Rachelle has sent a request to our insurer, and they approved it in principle with a number of risk management conditions.

9.12 Greater Charlestown SNG - Pit Pony Park – Successful grant –Stage 2 tree planting

Grant from Council’s Environmental Sustainability Grants to establish native shade trees as part of the Pit Pony Park project. Planning for community planting day in June 2016 National Tree Day.

10 General business

10.1 Next Hunter Water Consultative Forum – 24 May

Question from last meeting: Redhead Sustainable Neighbourhood Group. They have been told on a number of occasions that cotton bud sticks (or chupa chup sticks?) are regularly found on the beach during litter clean ups because they are not captured by sewage filters. Can this be confirmed?
ACTION: Norbert to raise on the Alliance’s behalf for the next forum.

No other questions were received.

Norbert notified the meeting that he is unable to attend. Jean volunteered to attend in his place.
ACTION: Norbert to forward meeting invitation and details to Jean, and to notify the forum coordinator.

10.2 Application for Living Smart Festival stall

Save the date for Saturday 24 September.
Suggestion to book an extra marquee space, to display OWNA artworks and Wangi scarecrows if available. Request has been sent to West Wallsend and Wangi groups to see if it’s a possibility.

10.3 Submission to Blue Star Awards

Draft submission circulated via email. Approved.

10.4 Awaba State Conservation Area

Greg Piper and Crown lands have done site visits re illegal dumping. Glinda and Glen the squirrel gliders have had their public launch. Campaign supporters include TEC and TWS. Currently working on a brochure / booklet with background information about the Awaba Conservation Area values, threats, opportunities, and campaign links.
Thank you and congratulations to Robyn for the work put into this project.

11 For information only

Summary of website statistics from November 2014 through to March 2016. See chart below.

12 Meeting close.

Next ordinary meeting date: Tuesday 21 June, 6-8pm

Treasurer's Report:



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 April, 2016 to 30 April 2016.

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

Balance **\$ 4,167.46CR**

RECEIPTS

21 April Dir Cred. 301500 Bicycle Netwk \$ 50.00

Total Receipts \$ 50.00c

EXPENDITURE

Total Expenditure \$ 00c

BALANCE **\$ 4,217.46**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 April to 30 April, 2016.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 11 May, 2016.

Sustainable Neighbourhoods website activity

November 2014 - April 2016

