

Lake Macquarie Sustainable Neighbourhood Alliance

Ordinary Meeting

MINUTES

Tuesday 17 April 2018, 6.00 - 8.00pm

Magenta room, Council Administration Building, Speers Point



Present:	Robyn Charlton, Gabrielle Clappison, Steve Dewar, Avril Lockton Rachelle McConville (LMCC) Barry Shepherd (Cardiff Area SNG)
Apologies:	Jean McGarry, Colin Mondy, Dot Seiffert

Robyn offered to Chair the meeting in Colin's absence

1 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 Conflict of interest

3 Previous meeting

3.1 Ordinary meeting minutes, 20 March 2018

MOTION: That the previous meeting minutes dated 20 March 2018, be confirmed as an accurate record.

Moved: Gab. Seconded: Steve. Carried.

3.2 Business arising from the minutes

Outstanding actions:

- (February 2018) Rachelle to write a report to Umwelt summarising benefits of their previous donations, and arrange a meeting with them.
- (November 2017) Jean to circulate the new charter of the Hunter Water Customer and Community Advisory Committee. Awaiting the Charter and previous meeting minutes from Hunter Water.
- (March 2018) Jean to cash reimbursement cheque as soon as possible
- (March 2018) Reply to BZE indicating in principle support for the program, and ambition for Council to lead.

4 Correspondence

- Support (signed endorsement) for Council's grant application to the Community Resilience Innovation Program, for their project to build community resilience for natural disasters.
- Various correspondence with Austcover to confirm an insurance quote.
- Letter to Council requesting increased street tree cover.
- Payment information for West Wallsend District SNG grant (Holmesville Community Garden) was received from Community Building Partnership.
- Welcome from Lake Macquarie Business, and details of their current promotion
- Invitation to meeting with Council staff regarding S94 payments.

- Sustainable Neighbourhood News, April 2018
- Updated risk assessment and accessibility information circulated to key contacts
- Request for volunteers for video filming – sent to key contacts
- ‘Barks and recreation’ media release sent to local outlets
- Enquiry with Origin energy regarding their sponsorship / partnership program
- Information about SES Open Day – forwarded to local contacts
- Invitation to Strategic Funding workshop, organised by Greg Piper MP – forwarded to key contacts
- Save the date – Living Smart Festival, Saturday 22 September 2018 – forwarded to key contacts with request for ideas.

5 Treasurers report

5.1 Treasurer’s report for March 2018

See attached below.

Moved: Robyn. Seconded: Steve. Carried.

6 For discussion & decision

6.1 Insurance

We have received two quotes for insurance policies that will be suitable to cover our needs for Public Liability and Volunteer Accident. Quote details and Product Disclosure Statements were circulated to board members for review.

	Austcover	Community Underwriting
Premium	\$2,150.00	\$2,024.63
Public Liability	No excess \$20,000,000 Total liability limit	\$500 excess each and every occurrence \$20,000,000 Total liability limit
Volunteer Accident	Includes all ages but benefits are reduced for volunteers 75+ \$5,000,000 Total liability limit	Includes all ages but benefits are reduced for volunteers under 18 and 75+ \$1,000,000 Total liability limit

Rachelle has recommended the Austcover policy as it has no excess for Public Liability claims, and age limits for Volunteer Accident are less restricted.

RESOLUTION: To go ahead and arrange to purchase Austcover Policy; and cancel current Guild policy.

Moved: Steve. Seconded: Robyn. Carried.

6.2 Payments for committee representation

The Hunter Water Customer and Community Advisory Committee pays a \$100 allowance to community representatives for each meeting they attend. The payment is intended to cover travel and any incidental costs incurred by volunteers to participate in the Committee.

There is a need to clarify volunteers’ obligations when they may be participating in a committee that pays an allowance.

RESOLUTION: In order to allow for the situation where the Alliance is appointed to external organisations and the representative may change from time to time depending on circumstances. Payment of expenses by external organizations be made to the Alliance. Authorized Sustainable

Neighbourhood volunteer attendees may claim actual expenses from the Alliance up to the value of the allowance.

Moved: Gab. Seconded: Steve. Carried.

6.3 Suggested amendments to risk assessment form re accessibility

See conversation circulated via email. Barry from Cardiff Area SNG has requested to discuss how we can better manage accessibility considerations. He suggested that it could be better managed with a checklist, rather than as part of the risk assessment itself.

Additional suggestion to include financial part of accessibility – eg whether there is a cost or subsidy for the event.

Barry circulated an example of a checklist that could be used, with a summarised checklist to prompt consideration on page 2 of the risk assessment form; and then providing more detail on a web link.

PROPOSAL: To amend the risk assessment form by:

- removing 'exclusion' as a risk factor;
- and instead, adding a check list of questions to page 2 to prompt consideration of accessibility issues, eg: does the venue have accessible toilet facilities? yes/no etc., and more detail to the website.

Moved: Barry Seconded: Gab. Carried.

7 Requests from member groups

7.1 ANZAC Wreath making workshop - Cardiff Area SNG

Risk assessment circulated via email. A CASNG wreath will be presented at the local ANZAC ceremony.

Approved.

7.2 Flaggy Creek Weeds Workshop

Greater Charlestown SNG have secured grant funding (\$1492) from Hunter Local Land Services to run a weed identification and management workshop, scheduled for **Saturday 19 May, 2-4pm**. The workshop will be led by Trees In Newcastle, and local Landcare volunteers, and will include some 'classroom' activities, and a walk along the Great North Walk / Yuerlabah Track to identify and discuss weed species.

Risk assessment is coming.

8 Report backs from member groups and projects

8.1 Cardiff Harmony Day Picnic

Report back: <http://www.sustainableneighbourhoods.org.au/twilight-picnic-in-the-park.html>. Small but lively gathering in Wilkinson Park.

8.2 Redhead Earth Hour Picnic

The major achievement of the evening was that Club Redhead was happy to host a sustainable neighbourhood group, explain and be proud of the 142 solar panels that save the Club \$10000 pa, provide access to the outdoor area free of charge and agree to a symbolic dimming the lights at 8:30 pm for Earth Hour. The club was very busy inside and we had 26 people, including 4 children turn up, for a very pleasant social candle lit evening and the social network was expanded.

8.3 Bag it Film screening – Rathmines Area SNG

Planning a film screening of Bag it in May, with introduction from Janet White, OCCI. Risk assessment is coming.

8.4 Plastic bag booths

Thank you to everyone who attended and helped out at the stalls. Great to have Upcycle Newcastle there, sewing the vegie bags. Photos here: <http://www.sustainableneighbourhoods.org.au/pollution-education.html>.

IGAs are joining the ban as well. Target and Kmart (currently) are not planning to join the ban. Good time for local groups to approach local shops to join the ban.

Bag Swap Stations at Rathmines are looking at getting branded reusable bags to use. Considering reinvigorating some of the local stations after June.

Reusable bags are now available for SN groups to give away for free for education activities.

ACTION: Encourage local groups to approach local retailers in the lead up to July to take advantage of upcoming bans.

8.5 Pamper Care project

Another fantastic month for the Project, yet more challenges ahead.

From Woodrising Neighbourhood Centre, was assisted: One lady with nappies; Three women with Pamper Packs; Two men with Masculine Wellbeing Kits; and one man with a mini Masculine Wellbeing kit.

We are currently networking with Southlake Marketplace with mini Masculine Wellbeing kits and Eastlake Youth Centre with mini Pamper packs and Masculine Wellbeing kits.

We are looking to network with Castle Personnel - Toronto, who assist people with disabilities find employment. Presently we are asking for donations of clean clothes suitable for job interviews. Hence the "Dress Smart Career Smart" program.

We are doing a "Food Fabulous Food" Drive with Woodrising Neighbourhood Centre and Lake Macquarie High Breakfast Club. So we are looking for donations of food. (I will be having a meeting with the Chaplain, tomorrow, to see what the situation is, in regards to numbers etc.)

The equipment for the Hair Care program has arrived at Woodrising Neighbourhood Centre. It just needs to be set up!

Also spoke about the project at a recent Council Meeting, which went very well.

8.6 Five Bays

The hard copy surveys are due to be mailed to all households in the area during the week of 23 April. More info on the website: www.sustainableneighbourhoods.org.au/five-bays.

We are planning to promote the survey on Facebook the week of the 23 April; and email the link directly to Eco Advocate subscribers in the area.

8.7 Dog management

- Council education campaign

Council is undertaking a community engagement campaign aimed at improving behaviour of dog owners (at Redhead Beach in particular, and across the city more broadly). It will include:

- Community engagement activity between 1-3pm on Saturday 7 April at Redhead Beach
- Radio advertising
- Media release
- Advertising in Your City mailed out 30 April to all Lake Mac residents
- Social media advertising
- Floor stickers being placed on the entry to Redhead beach highlighting on-lead areas and distance to off-leash areas

Great Council initiative with a lot more to be done. A lot of controversy generated at Redhead with generally rational reaction to the need for positive changes in compliance. Unfortunately one of the “floor stickers” lasted only 3 days and has been removed by some angry “citizen”.

- Brochure project
 - Media release sent out 10 April – included in the Topics page of Newcastle Herald.
 - Pelican Area SNG requested 30 brochures for distribution. Any other updates on brochure distribution?

8.8 Repair café

Two pop up events planned, for Saturday 2 June (Toronto), and Saturday 16 June (Warners Bay – will coincide with the Warners Bay markets). Activities will include clothing repairs, and possible trial of low risk jobs – eg sharpening garden tools. More details / promotion / risk assessment is coming. Upcycle Newcastle, Boolaroo Womens Shed and Toronto Mens Shed are involved so far.

Next meeting coming up 24 April.

8.9 S94 meeting

Meeting with Council staff organised for Tuesday 24 April. Please forward any additional questions prior to the meeting.

8.10 Promotional video

Thanks to volunteers who attended for our filming early on a Saturday morning. The filming went very well and we had a nice group of volunteers to do interviews and demonstrate our projects.

Expecting we'll get the final version available for distribution by mid May.

8.11 Environmental Sustainability Grants Committee

Report back from Jean. Carry over to May.

8.12 Coastal Zone Management Committee

Colin Mondy attended meeting on 5 April 2018. Minutes not yet released. Items discussed included:

- Dog Management Nine Mile Beach
- Dune erosion and excess uncontrolled 4WD access and absence of facilities, Third Creek Nine Mile Beach.
- Fishing litter and debris proposed actions to be assessed by Council staff and agencies.
- Flood Management Plans LT Creek, Dora Creek, Jewells.
- Climate Change and Sea Level rise adaptation plans.

8.13 Strategy and Business Plan

Consultant brief has been distributed. Submissions due back 7 May.

9 For Information

9.1 Fundraising idea selling sustainable items

Ideas so far and further research. Gab presented a range of ideas for fundraising.

Table for next meeting. Rachele to distribute previous funding strategies and ideas.

9.2 Origin Energy – funding opportunity

Information so far from Origin:

Origin will look at supporting what we call 'Priority Areas'. These areas include:

- Community Safety, Health and Wellbeing – Funding that supports safer and healthier communities and public welfare activities

- Environmental Stewardship – Funding that supports the protection and enhancement of productivity in our natural resources, including agricultural, land, water and biodiversity
- Skills and Education – Supporting community capacity building through local skills development adding to education opportunities
- Community events and activities – that promote and enhance community connectedness

Q whether accepting funding from Origin would conflict with SN values.

Note that they do have a coal fired power station in Lake Mac. Also have a portfolio including renewable energies. They seem to be actively transitioning away from fossil fuels and into renewables. More info: <https://www.originenergy.com.au/about/sustainability.html>

ACTION: Rachelle to follow up to find out more about what is available.

Moved: Robyn. Seconded: Gab. Carried.

9.3 Environmental Education

The status of environmental education and the progress towards the full application of the Environmental Education Policy for Schools in Public and Private schools of the City of lake Macquarie. Recommended reading would be the policy at <https://education.nsw.gov.au/policy-library/associated-documents/environmental-education-policy-for-schools-guidelines.pdf>. Public or State schools are required to report progress in their mandatory Annual Reports.

The first objective in order to decide what our role can be, is to discover the present status of environmental education in the schools of Lake Macquarie City. How many schools have a SEMP? How many SEMP's are being implemented? Resolve to pursue the project and to contact relevant personnel to assist. eg Council Education Liaison Officer.

Rachelle reported that she has asked for some information from Pam Baker who works with schools.

10 Meeting close.

Meeting close: 7.52

Next meeting date: Tuesday 15 May

Treasurer's Report



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 March to 31 March, 2018.

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

Balance **\$ 10,797.27CR**

RECEIPTS

21 March 2018 DirCr 407876 \$ 15,425.00
Holmesville Community Garden Grant (Community Building Partnership)

28 March 2019 Tfr B Adamthwaite (*Pamper Care donation*) \$ 500.00

Total Income	<u>\$ 15,925.00</u>
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EXPENDITURE

09 Mar DirDebit 063457 (<i>Guild insurance</i>)	<u>\$ 154.64</u>
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Total Expenditure	\$ 154.64
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BALANCE	\$ 26,567.63CR
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This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 March to 31 March, 2018.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 17 April, 2018