

# Lake Macquarie Sustainable Neighbourhood Alliance

## Ordinary Meeting

### MINUTES

Tuesday 19 December 2017, 6.00 - 7.00pm



### Club Macquarie, Argenton

<b>Invitees:</b>	Robyn Charlton, Gabrielle Clappison, Steve Dewar, Avril Lockton, Jean McGarry, Dot Seiffert, Colin Mondy Rachelle McConville (LMCC) Margo Smith (LMCC)
<b>Apologies:</b>	Dot Seiffert

## 1 Acknowledgement of Country

Colin presented the 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.*

Colin and Robyn also mentioned that they attended the recent 'Introduction to Aboriginal culture' community workshop, and highly recommended it – run by Speaking in Colour (<http://speakingincolour.com.au/>).

## 2 Conflict of interest

None stated.

## 3 Previous meeting

### 3.1 Ordinary meeting minutes, 21 November 2017

*MOTION: That the previous meeting minutes dated 21 November 2017, be confirmed as an accurate record.*

Moved: Steve; Seconded: Gabrielle; Carried.

### 3.2 Business arising from the minutes

3.2.1 Micro plastic filters for stormwater – response from Symon Walpole (from June 2017):

*Regarding the design of council's Stormwater Quality Improvement Devices (SQIDs), we are looking at how we improve the design of gross pollutant traps to have improved efficiency for smaller plastic pieces. We are currently working on redesigning the large 'trash rack' at Winding Creek Glendale (located near Frederick St) primarily for improving its capture efficiency for smaller sized pieces of plastic pollution.*

*Traditionally our designs of SQIDs has focussed on nutrient and sediment removal, and the litter removal function has targeted larger sized pieces of litter. Our intention is for the work that we are doing on the Winding Creek device to act as a demonstration site, and if it proves successful, we would then look at how future new SQIDs can incorporate this approach, and how existing SQIDs can be retrofitted to improve efficiency.*

**ACTION:** Robyn will send information to board members about Moreland Council's Water Sensitive Urban Design guidelines for information.

### Outstanding actions from previous meetings:

#### 3.2.2 Action from June meeting regarding possible supply of cardboard dog poo bag / scoopers:

- for Sustainable Neighbourhood volunteers to take samples to local pet suppliers to suggest that they start stocking them;
- and to be used as giveaways or educational resources.

Rachelle has made some enquiries with suppliers, but not yet heard back.

Rachelle also reported that dog poo will be allowed to go into Council's green bin once the new service is introduced mid next year.

#### 3.2.3 Action from April meeting: Regarding inclusion of accessibility requirements on Alliance risk assessment forms.

Waiting for feedback from Council staff. Council are currently reviewing and updating their own Accessibility Guidelines, so we will wait until that is complete before proceeding. This will ensure we can be consistent with Council's updated guidelines.

Note that in the meantime, we can start to include accessibility information when promoting our events. Greater Charlestown has done this for their upcoming history talk, and is a good example of promoting information about accessibility for a particular venue:

<http://www.sustainableneighbourhoods.org.au/community-history.html>.

## 4 Correspondence

- Thank you to Kay Fraser, Cathy Stuart and Jonathan Wood for attending our Celebration event.
- Completed 'Summary of Financial Affairs' form submitted to NSW Office of Fair Trading.
- Updated information for insurance renewal submitted to Guild Insurance. Policy details and renewal quote was received.
- Thank you to Norbert Lica and Indra Deamer on their departure from the Alliance Board
- Application submitted to Office of State Revenue for exemption from Stamp Duty related to insurance costs. Approval received.
- Sustainable Neighbourhood News, 30 November
- Information regarding Council's Launchpad opportunity was circulated to Key Contacts. Application on behalf of SN network was submitted to Council
- Information and request sent to AON Insurers to seek quote for Public Liability and Volunteer Accident insurance. Quote received and circulated to Alliance board members.
- Signed loan agreement received from Pelican Area SNG
- Notice received from the Australian Business Register to update the Alliance's details. Completed via phone.
- Invitation from Warners Bay Area SNG circulated to Alliance board members

*MOTION: That the correspondence be confirmed as an accurate record.*

Moved: Steve; Seconded: Robyn; Carried.

## 5 Treasurers report

### 5.1 Treasurer's report for November 2017

Jean presented a verbal Treasurer's report for November.

*MOTION: That the Treasurers Report is accepted.*

Moved: Jean. Seconded: Steve. Carried.

### 5.2 Updated bank account signatories

Forms were completed to update the Alliance's bank account signatories:

- Colin Mondy, Chairperson and Public Officer
- Stephen Dewar, Secretary

- Jean McGarry, Treasurer

## 6 For discussion & decision

### 6.1 Reminder – Alliance board meeting rules and expectations

Refer to document circulated from July 2016 that sets out the purpose of our meetings, general rules, and a description of agenda items.

Seeking to review these guidelines, make any necessary changes, and agree on a set of rules for the current board term.

General business / for information was updated to include allowance for brief 'Information items' to be included and brought up at the meeting.

The board agreed to these updated guidelines.

### 6.2 Strategy and Business Plan development

Draft schedule and structure document was circulated via email. (Also available here: <http://www.sustainableneighbourhoods.org.au/strengthening-sustainable-neighbourhoods.html>)

Seeking feedback and agreement to proceed with this process.

Comments from board members:

- Don't want to get bogged down in planning process. Don't want it to stop us from taking action during development.
- Valuable tool to be able to seek sponsorship. (eg NRMA could be good target sponsor – eg plastic pollution campaign / Need to follow up and report back to Umwelt)
- Also note that Council staff are planning to brief Councillors regarding the outcomes and recommendations of the recent review.
- Content will include increased media and promotion of program.
- The sooner the better. Timeframe could be shorter – eg finished by end June 2018?
- Quality not quantity

The board supported the proposal in principle, with above points in mind.

### 6.3 2018 Insurance

After making enquiries with Guild, our current insurer, they confirmed that their Volunteer Accident policy now excludes volunteers under 15 and over 75 years. (\$0 excess).

While it was not the case when we originally took out the policy, it has been updated in the last couple of years.

We estimate that:

- 15% of our volunteers are 70 or older
- 2% are 17 or younger.

Subsequently sought an alternative insurer (AON). Their policy is recommended by not for profit bodies, and specifically covers volunteers of all ages, but includes an excess for PL claims of \$1000.

Our current policy expires on 8 January 2018.

*MOTION: To renew with Guild to ensure coverage in immediate term, but pay on monthly basis. We are advised by Guild that we can cancel the policy, and be refunded pro rata for any remaining time.*

*Can then seek alternative policy early in 2018 that includes volunteers of all ages, and has more affordable excess. Also has benefit of changing renewal date so that it doesn't coincide with the silly season.*

Moved: Steve; Seconded: Avril; Carried.

Also need to note with volunteers (ie members) that they may not be covered under the 'Volunteer Accident' part of our insurance policy. Note that the age limit only applies to the Volunteer Accident cover. Public Liability cover remains relevant to all volunteers regardless of age.

#### 6.4 Plastic pollution – Plastic bag transition

We have to be proactive to make sure the transition period is successful for the ban on single-use plastic bags.

Project ideas:

- **Pop up – make your own bag stalls.** Planning a series of 'pop up' stalls with Upcycle Newcastle at major shopping centres to help people make their own reusable bags from old t-shirts. Aim to help Coles/Woolworths transition to a mainly bring-your-own bag system from 1 July.  
ACTION: Steve and Robyn to go ahead and organise a pop up stall for late March before Easter. Or later if necessary. Will approach shopping centres in early new year.  
Use Toronto shopping centre as a trial first – to then take to other shopping centres.
- **Bag Swap Stations.** General agreement to keep expanding the Bag Swap and Boomerang Bag setups to the major supermarkets but also chemists and reject shops. Note that educating staff first is most important to ensure reuse of bags, and avoidance of plastic bags.

In Redhead, 75 bags were distributed at Christmas Markets, and leftovers were distributed to Redhead bag swap stations. They were positively received. People like the canvas bags. I think that brings the total to 375 for Redhead so far.

Redhead – Bag swap station not working that well, in terms of people returning the bags (eg stand is removed when no more bags are left). Need more discussion about how to get people to return them.

- **Signage / BYO reminders.** Investigate grants or ways to install signage in car parks, 'Have you got your bags?' to remind people to bring them from the car  
Note also that Council has some door hangers available, to remind people to bring their bags from home (or car). – Can be distributed through SN network  
ACTION: Rachelle to notify SN groups that door hangers are available.

#### 6.5 Market stall at Warners Bay

Warners Bay Area SNG are planning a stall at Warners Bay Market, 10 February to sell reusable bags (made with Boolaroo Womens Shed).

#### 6.6 Repair cafe

Agreement to pursue an Upcycle 'festival' market day. Could include repair café; upcycle fashion parade, sewing bags, Upcycle Newcastle's rug, etc

Ideally at Warners Bay Performing Arts Centre. Alternative venues could include Woodrising Neighbourhood Centre, Windale Gateshead Bowling Club, Heritage Shed Speers Point Park.

ACTION: Gab, Steve and ? will hold a planning meeting in January

#### 6.7 Launchpad submission

Application was submitted to Council to express the Alliance's interest in displaying 'Waste as Art' artworks in available library spaces. (Circulated via email.)

Council staff have informed Rachelle that they are keen to work with us to this end, aiming for exhibition period between November 2018 – February 2019, in the Launchpad spaces in Swansea and Toronto libraries. While these spaces are generally suitable for artwork that can be hung on a wall, there may also be some limited spaces for 'sculptural' artworks.

They also expressed an interest in SN groups running reuse / waste avoidance workshops in the library spaces during the exhibition period.

Caves Beach – Swansea Area, Redhead and Warners Bay Area have expressed an interest in participating so far.

Seeking feedback and agreement to pursue as a citywide project in 2018.

General agreement to proceed and meet in new year to plan.

## 6.8 Lake Macquarie Business

Suggestion for the Alliance to become a member of the Lake Mac business chamber - Lake Macquarie Business, <http://lakemacbusiness.com.au/>. Would provide an opportunity to connect with local businesses, and the wider network of business organisations in the Hunter region and NSW.

*Community Membership Packages:*

- **Community Engage - no cost.** *At no cost to the community organisation the LMB Community Engage membership allows for a community organisation or individuals to be kept up-to-date with activities happening around the lake and the business community while also having the opportunity to attend various LMB networking and social functions.*
- **Community Advocate - \$100.** *For those members of the community who wish to take advantage of the various offers we have coming through or feel that they would benefit from the member resources and services being offered to our business members then LMB Community Advocate Membership should be considered.*  
*Should a community organisation or individual have a genuine interest in connecting with the business community and wants to have more say in the organisation then join as an LMB Community Advocate. LMB Community Advocates can vote at general meetings, be elected to the LMB Board as Directors or be appointed to advisory groups or sub committees of LMB.*

Seeking feedback and agreement to join as a 'Community Engage – no cost' in first instance, with a view to investigating the 'Community Advocate' option.

ACTION: Jean to contact Lake Mac Business Chamber and sign the Alliance up as a member (no cost option for now).

## 7 Requests from member groups

### 7.1 West Wallsend District SNG – Pergola and seating at Holmesville Community Garden

Successful grant application from Community Building Partnership Program, 2017. Relevant board members signed the Funding Deed.

### 7.2 Community Gardening – Draft policy and procedure

Thank you for feedback. Also received further feedback from West Wallsend District SNG. Final documents were circulated via email.

Seeking final approval of the Site Induction and Work Diary, so that they can go ahead and utilise these procedures.

The board approved the documents for use.

## 8 Report backs from member groups and projects

### 8.1 Container Deposit Scheme – Return and Earn

Lake Mac drop off points so far include:

- Woolworths, Mount Hutton (Reverse Vending Machine)
- The Bay Hotel, Bonnells Bay (Over the counter)
- More info at <http://returnandearn.org.au/>

Fundraising opportunity for community groups. Options will include collecting containers (and asking community members to donate their containers to your organisation), becoming a collection point, or

having your charity listed on reverse vending machines (where the public can choose to directly donate their refunds to you). Rachele has made an enquiry on behalf of the Alliance, but no response received yet.

Also see interesting story from Boomerang Alliance, "[The bumpy road to container deposits](#)". They note that the program delivery so far has not been ideal, but that it is worth supporting the continued roll out and to continue to educate to ensure it is a success.

Some issues that have been noted.

- Lots of rubbish (eg cartons, bags that have been used to carry the containers) left around the vending machines / drop off points. Can be reported to TOMRA Cleanaway.
- System in SA allows 'bulk' deposits of containers (rather than having to feed them in one by one)
- People going through household recycle bins to collect containers (and then leaving the rest of the rubbish strewn across the street).

## **8.2 Christmas Car Boot Sale, 19 November**

Not as busy as previous car boot sales, but very successful.

<http://www.sustainableneighbourhoods.org.au/christmas-car-boot-sale.html>

## **8.3 Wreath making workshop, 2 December**

Another successful event – see photos etc here:

<http://www.sustainableneighbourhoods.org.au/christmas-wreath-making.html>

## **8.4 Redhead SNG stall at Surf Club markets, 1 December**

We had 11 volunteers turn up on the roster and they did a great job. 40 hours of volunteer time, including planning and organising.

We distributed all of the "Have you got your reusable bags" door hangers, they were a popular item. People like our "Get your bag out of your boot!" theme, maybe we can incorporate this somewhere.

The Redhead Posters were a big hit. We sold 10 A3 versions, and took orders for 2 A1 Canvas prints and 3 large paper prints.

One popular activity which provided a "hook" to talk to us, apart from the posters, was my demonstration of paper folding to make kitchen tidy liners. I should have it filmed!! (Many on Youtube already perhaps) This meant for the whole 4 hours we were talking to people.

Also made contact with acting Manager of Redhead Community Pre School. On her suggestion we will be considering taking up a campaign to have a Bottle Deposit Refund Station located at Redhead to assist charity organizations.

<https://www.facebook.com/RedheadSustainableNeighbourhood/posts/556944907982803>

## **8.5 Redhead Possum Award**

The Redhead SNG presents the Possum Award annually to a student(s) at Redhead Primary School for their contribution to the Redhead environment.

<https://sustainablethead.wordpress.com/possum-award-2016/>

## **8.6 Disaster Resilience Reference Group**

ACTION: Rachele will seek a report from Gavin about the most recent meeting.

## **8.7 Hunter Water Community Consultative Forum**

ACTION: Jean to circulate report from October meeting including the Forum's new charter.

Next meeting expected in February. Questions for Jean to take to February meeting include:

- What are long term plans for water security / pricing / desalination plants?
- Any plans for covered water storage?
- Education / campaign to encourage households to retrofit / install water tanks?

## 8.8 Pamper Care project

With the Pamper Care Project less than 5 months old, we have moved forward in leaps and bounds. That is right, the Pamper Care Project started on 21 July 2017!

We have had a two week drive with drop off points at Blackalls Park Pie and Cake Shop, Woodrising Neighbourhood Centre, Lakoda Beauty and Toronto Library. This drive was a HUGE Success.

But it gets better!

- Simply Pharmacy - Toronto donated approximately over \$300 worth of product, ranging from baby needs to feminine hygiene to condoms.
- Ultra Tune -Toronto has become the main sponsor of the Masculine Wellbeing Program.
- Origin Energy (Eraring) has become the main sponsor of the Hair Care Program. This will allow us to set up a mini portable hair salon at Woodrising Neighbourhood Centre. Centennial Coal has also contributed to this program.

The staff at Centennial Fassifern, Myuna and Newstan as well as the staff at Origin Energy - Eraring have excelled themselves with donation of product.

Mr Greg Piper MP has kindly supported the Project.

Even after the Pamper Care Drive, donations have still being coming into Blackalls Park Pie and Cake Shop.

What is even better is that we are HELPING people! From young ladies, to older women and men to families, people have received product when they needed it desperately.

Through networking with Mr Z, food that was going to be thrown out at conference has been donated to Woodrising NC and helped feed families for a day.

Here is a pictorial update on what is happening. <https://flic.kr/s/aHsm1pwqhF>

So THANK YOU for generosity in assisting LT Creek Sustainable Neighbourhood Group and Woodrising Neighbourhood Centre in this quest of making life a little bit easier for those in need in the west Lake Macquarie area and the Lake Macquarie LGA.

## 8.9 LT Creek update

Went to the December Morisset and Peninsula SNG meeting. They have TWO people under the age of 30 at the meeting! It was an interesting round table discussion facilitated by Kurt Tillett. A young man with a lot of passion.

Suggestion to change the group's name from LT Creek SNG to LT Creek District SNG, encompassing Bolton Point, Marmong Point, Woodrising, Booragul and Teralba, as well as Blackalls Park, Fassifern and Fennell Bay!

General support to proceed with group expansion.

## 8.10 Toronto Area update

Planning a promotion with supermarkets in Toronto in February.

Western gateway (Awaba Rd) entrance to Lake Macquarie – seeking to beautify the streetscape.

Canvassing a repair workshop – would like to work with Warners Bay Area SNG

# 9 For Information

## 9.1 Blue Star Awards (Council)

Thanks to Sustainable Neighbourhood volunteers who participated in Council's nomination for the Blue Star Awards. Council received Highly Commended in the metropolitan category for:

- Overall Metropolitan Sustainability Award;
- Sustainable Systems Award – Staff Sustainability Strategy;
- Going Green Education Award – Living Smart Festival; and
- Hey Tosser! Litter Reduction Award – Lake Mac Eco Angels.

Sustainable Neighbourhoods was a significant part of the submission for the overall award.

## **9.2 Sponsorship**

Good to provide Umwelt with a report-back on our activities, and to seek future opportunities. Add to February meeting agenda.

## **9.3 Lake Macquarie City branding**

Noted that the naming convention on Council's signage, 'Lake Macquarie City' (rather than Lake Mac). Good for Sustainable Neighbourhoods to be consistent with this.

# **10 Meeting close.**

Meeting close: 8:36pm

**Next meeting date: Tuesday 20 February.**

**Note that Rachelle is on leave from 22 December, and returning 7 February 2018.**