

# Lake Macquarie Sustainable Neighbourhood Alliance

## Ordinary Meeting

### MINUTES

Tuesday 18 December 2018, 6.00 - 8.00pm

Committee Room, Council Administration Building



<b>Present:</b>	Robyn Charlton, Gabrielle Clappison, Steve Dewar, Jean McGarry, Colin Mondy Rachelle McConville (LMCC)
<b>Apologies:</b>	Christine Aus, Avril Lockton

Start 7:12pm

## 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

None stated

## 3 Previous meeting

### 3.1 Ordinary meeting minutes, 20 November 2018

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

Moved: Gab. Seconded Steve. Carried

### 3.2 Business arising from the minutes

- (November action): Rachelle to organise roster for board members to attend local SNG meetings  
Progress so far: A list compiled with board member availabilities. Will finalise roster with local groups in the new year.

## 4 Correspondence

- Copy of report by Dr Ben Ewald, Environmental Justice Australia, assessing the health impacts of coal-fired power stations in NSW, and details of community forums in November.
- Sustainable Neighbourhood News, 22 November; 12 December
- Reminder to Waste to Art participants regarding packing up.
- Summary of Financial Affairs and Application to Register Change of Constitution, submitted to NSW Fair Trading.
- Ray forwarded a response from Council regarding Shopping Trolley Management, outlining staff intention to deliver presentation to portfolio committee in early February 2019
- Invitation to the Boomerang Alliance's Plastic bag ban teleconference, and minutes
- Invitation to speak at the Lake Macquarie Youth Advisory Council
- Invitation to attend Lake Macquarie Business's Christmas function
- Submitted information about Sustainable Neighbourhoods to be included in the 1 million women app.

- Confirmation from Grill'd Charlestown Square that Sustainable Neighbourhoods is on a Local Matters Jar for December.
- Information regarding presentation by Hunter Community Environment Centre at an upcoming Landcare Super Saturday Session regarding their research into contamination from coal ash waste.
- Request from Nova Women and Children to share their crowdfunding campaign for energy improvements.
- Received response from Keep Australia Beautiful regarding catalogue litter. They will seek collaboration from other organisations. Also received response from Planet Art – they suggested best approach is for individuals to contact advertisers to request their address be removed; and using social media.
- Letter sent to Council requesting quarterly meeting with Council CEO and relevant portfolio Councillors.
- Application to hold Waste to Art exhibition at SEEN and Launchpad spaces in 2019 – submitted to Council
- Advice received from Austcover with their Christmas closure details.
- Request for speaker at the Newcastle Ionian Club (forwarded from Council; and sent on to the Warners Bay Area SNG)

## 5 Treasurers report

### 5.1 Treasurer's report for November 2018

See attached below.

Moved: Jean. Seconded: Gab. Carried

## 6 For discussion & decision

### 6.1 Welcome new board

- Roles and responsibilities
- Meeting protocols
- Meeting schedule 2019
- Update web profiles

RESOLUTION: Board members agreed with the protocols as circulated; and to keep board meetings scheduled for 3<sup>rd</sup> Tuesday of the month, 6pm

ACTION: Board members to check their web profiles <http://www.sustainableneighbourhoods.org.au/alliance-board-members.html>, and let Rachele know if they have any updates.

### 6.2 Clarifying Alliance teams

An important part of the new Alliance Strategy is to recruit a number of smaller teams to focus on key citywide functions:

- Recruiting volunteers
- Marketing and promotion
- Training
- Sponsorship
- Engaging with young people

Anticipate that these teams will be made of about 3-5 people, and made up of people from the general network.

A draft document outlining some general guidelines, and objective and position descriptions for each team was circulated for comment.

Some feedback so far (thanks Jonathan):

- Also include a Council interaction/integration/engagement team?
- Clarify how each team should interact with local groups.
- Marketing & Promotion team should leverage Council Comms department
- Should include a mechanism to utilise the knowledge within the membership - e.g. i am not interested in joining the Youth Committee but know of a few people and organisations that could greatly help the team
- Sponsorship scope should also include "Grant Applications" - .eg. Council, state, federal and industry
- Would be great if the teams were made up of and led by members other than the Alliance board, however, it may be difficult to recruit additional team members.

Additional discussion included:

- Need to develop more simplified materials for recruiting team members. Current position descriptions might be overwhelming.
- Intend to distribute request for team members to general SN membership, and to targeted groups, eg students, industry associations, university, specific professionals. Can also use board member visits planned for local groups in Feb/March to encourage existing members to join a team.
- Also intend to promote on volunteer job boards and other media
- Could add an item to the Alliance membership form to find out more about members' existing skills
- Not essential for board members to be on the teams. Just need to ensure teams report back regularly to Alliance board, eg standing agenda items at board meetings; team members to attend board meetings irregularly.

ACTION: Rachele to resend doc to board members for further review. Comments to Colin by mid January, and aim for doc to be ready to distribute in Feb.

### 6.3 Eco Health Festival - materials

Robyn is the current caretaker of a bunch of useful equipment, including at least 71 efficient light globes, 20 shower heads, door draft stoppers and more. They were left over from the Eco Health Fest from years ago and have never been distributed any further.

Need to decide what to do with them – distribute for free; donate to pamper care service orgs? Nova Women's Refuge is keen to accept some globes and door stoppers. Or is there a way we can leverage them some more? Eg do a household energy audit or some other action to get one for free.

RESOLUTION: Agree for Robyn to donate materials to services who can provide them to people in most need.

### 6.4 Items for Coastal Zone Management Committee meeting

- Particle Pollution from Coal Fired Power Stations Report by Dr Ben Ewald. (<https://www.envirojustice.org.au/healthstudynsw/>)
- Contamination from Fly Ash Dams. Hunter Environment Centre. Request for venues.

RESOLUTION: To add the items to the Coastal Zone Management Committee meeting agenda for the February 2019 meeting – to make the committee aware of the study and seek what agency responses are.

Moved: Colin. Seconded: Steve. Carried.

### 6.5 Communicating Alliance outcomes

Question regarding how well we are keeping our membership up to date regarding Alliance decisions and outcomes. Some discussion about current communication avenues, including distribution of board meeting minutes and the Sustainable Neighbourhood News e-newsletter. General agreement that members may be frustrated to know what the outcome of advocacy efforts are, and that this is usually because the Alliance is waiting for a response.

ACTION: Newsletter item to let people know that they can receive the board minutes directly; and that minutes are all on the website.

ACTION: Include Facebook stories about progress, actions and discussions at Alliance Board meetings.

## **6.6 Hunter Water**

Follow up from meeting with them.

RESOLUTION: To seek feedback from Coastal Zone Management Committee about the desal plant proposal.

RESOLUTION: Organise meeting with Hunter Water Resilience team – open to whole network.

## **6.7 Catalogue litter**

To progress the problem of catalogue litter, Steve has drafted a letter to be sent to local distribution companies, stating the problems, relevant laws and asking companies to ensure their deliveries comply with legislation.

Add some context about Sustainable Neighbourhoods to the draft letter.

RESOLUTION: To send letter to local catalogue distributors as above.

## **7 Requests and risk assessments**

None received

## **8 Report backs**

### **8.1 Youth Council meeting, 5 December**

Really positive. Gave us some great feedback. Written report circulated via email.

### **8.2 Plant and produce swap, Greater Charlestown SNG**

Went very well. Also raised \$100 from OzHarvest and Whitebridge Wellness Centre were helpful.

### **8.3 Greater Charlestown planning meeting**

Very successful. Will ask Chris for more details

### **8.4 Stall at Redhead Surf Club Christmas Markets, Redhead SN**

Very successful. See Redhead Facebook page for details,  
<https://www.facebook.com/RedheadSustainableNeighbourhood>

### **8.5 Waste to Art**

Evaluation report has been circulated. Application was submitted for 2019 to exhibit at SEEN@Swansea and Launchpad spaces.

### **8.6 Instagram photographic competition, Cardiff Area SNG, November-December**

### **8.7 Grill'd Fundraiser**

### **8.8 Five Bays**

Looking forward to a bigger and better 2019, with new projects in the pipeline, including working with Land Care, schools and the scouts.

The Sustainable Christmas workshops were a huge success. The Sustainable Christmas Workshops went well. We had a small group of 6 for the first one, which was the perfect number to get a feel for how the workstations were going to work. And for the second on, the workshop was booked out (20 people), but only 14 people attended Thursday nights Sustainable Christmas Workshop. We had 2 volunteers from Five Bays SNG plus 4 women from The Women's Shed On The Lake.

The Pamper Care Project assisted approximately 20 people this month, including at least 10 students from Toronto High School. The Australian Red Cross- Toronto donated product and 11 Best & Less Gift Vouchers, each valued at \$25.00 each. Six of these have gone to Toronto High School Students.

### **8.9 Lake Mac Business event**

Steve attended their Christmas event at Lake Macquarie Yacht Club, and talked in particular with staff from Solar Power Australia.

### **8.10 Annual report 2017-18 draft**

Draft circulated for comment. Intend to send to graphic design over January.

### **8.11 Dantia document**

Robyn has contacted Councillors seeking the document mentioned in the Council motion, but has not been able to access it as it is a Dantia document.

### **8.12 SES**

Seven SN members attended SES training for their Community Action Team program, <https://www.ses.nsw.gov.au/get-involved/volunteer/community-action-team-volunteers/>. Program involves undertaking training, observing local water levels, and reporting directly to SES during a storm / flood event.

## **9 For Information**

### **9.1 Secretariat leave**

Rachelle on leave from 20 December, and returning Wednesday 30 February.

## **10 Meeting close**

8:21pm

**Next meeting date:** No meeting in January 2019. February meeting, Tuesday 19 February, 6pm

**Treasurer's Report**

**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE**

**GENERAL MEETING**

**TREASURER'S REPORT**

**1 November to 30 November, 2018.**



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

**Balance** **\$ 10,908.03CR**

**RECEIPTS**

08 November DirCr 000437 WW'send \$ 5.08

Total Income \$ 5.08

**EXPENDITURE**

16 Nov Chq 000116 Repeat Plastics \$ 441.41

23 Nov Chq 000120 Transition Newcastle Rep..Caf 150.00

Total Expenditure \$ 591.41

**BALANCE** **\$ 10,316.62CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 November to 30 November, 2018.

Signed \_\_\_\_\_

Name Jean McGarry

Title Hon Treasurer

Date 17 December, 2018.