

Lake Macquarie Sustainable Neighbourhood Alliance

Ordinary Meeting

MINUTES

Tuesday 21 November 2017, 6.30 - 8.00pm



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

Present:	Robyn Charlton, Gabrielle Clappison, Steve Dewar, Avril Lockton, Jean McGarry, Dot Seiffert, Colin Mondy, Norbert Lica, Ken Stokes Rachelle McConville (LMCC)
Apologies:	

1 Conflict of interest

None stated.

2 Previous meeting

2.1 Ordinary meeting minutes, 24 October 2017

MOTION: That the previous meeting minutes dated 23 October 2017, be confirmed as an accurate record.

Moved: Steve; Seconded: Colin; Carried.

2.2 Business arising from the minutes

Outstanding actions from previous meetings:

2.2.1 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.

2.2.2 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>.

3 Correspondence

- Meeting notes from Upcycle Newcastle meeting distributed to all attendees
- Offer from Boomerang Alliance to attend 'Beyond Plastic Pollution' Conference – circulated to Key Contacts

- Sustainable Neighbourhood News, 26 October and 7 November
- Alliance nominations submitted to Council's Australia Day Awards
- Final report for the Greater Charlestown SNG's National Tree Day at Pit Pony Park grant submitted to Council
- Invitation to SN Celebration event, sent to key contacts
- Nico and Steve's notes from 'Beyond Plastic Pollution' conference were distributed to SN key contacts
- Confirmation from Guild insurance that the Alliance's current insurance policy includes coverage of community gardening activities.
- Alliance letter regarding dog management in Lake Macquarie sent to Council

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

Moved: Steve; Seconded: Jean. Carried

Robyn noted that she attended the training session organised by Greg Piper's office, and that it was valuable. It covered fundraising strategies, including crowdfunding. **Robyn will circulate the notes.**

4 Treasurers report

4.1 Treasurer's report for October 2017

See report attached, below.

MOTION: That the Treasurers Reports are accepted.

Moved: Jean; Seconded: Steve. Carried.

5 For discussion & decision

5.1 Community Gardening – Draft policy and procedure

We have recently been notified that the West Wallsend District SNG is in need of insurance to cover their gardening activities at the Holmesville Community Garden.

The Alliance's risk management procedures are currently focussed around managing events, and do not cater for activities such as community gardening that are based at a particular site, with volunteers and visitors attending at various times.

The Alliance's insurer has confirmed that the current policy includes coverage (Public Liability and Volunteer Accident) for community garden activities.

To properly take responsibility for community garden activities, we require an appropriate policy and set of guidelines to ensure that risks are adequately managed, and make sense for community gardening activities.

A number of draft documents have been developed with WWDSNG volunteers over the last week.

The current draft documents have been circulated to board members including:

- Community Garden Policy
- Community Gardens Induction Book
- Community Gardens Garden Work Diary

Seeking feedback from board members about these draft documents, and willingness to proceed to ensure insurance cover for relevant community gardens.

Discussion included:

- General agreement in principle
- The policy may be suitable for other existing community gardens if necessary, eg Dudley, Toronto and Redhead. Rathmines Area are also looking at setting up a garden.
- May help to attract more members to the Sustainable Neighbourhood network in general.

ACTION: Board members to review the draft documents in detail and give feedback to Rachelle by Tuesday 28 November.

5.2 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:

- Series of 'pop up' stalls with Upcycle Newcastle at 5 major shopping centres and help people make their own reusable bags from old t-shirts.
And help Coles/Woolworths transition to a mainly bring-your-own setup. Steve can help do a similar idea in early 2018 as in 2017.

MOTION: To go ahead and organise these pop up stalls, aiming for around April 2018. Steve to lead.

Moved: Steve; Seconded: Robyn. Carried.

- 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.
- 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.

- **Agreement to pursue an Upcycle 'festival' market day.** Could include repair café; upcycle fashion parade, sewing bags, Upcycle Newcastle's rug, etc. Gabby has done some research and is hoping to run it at the Performing Arts Centre in conjunction with the Warners Bay markets, on 10 February.
Alternative venues could include Woodrising Neighbourhood Centre, Windale Gateshead Bowling Club, Heritage Shed Speers Point Park.
Gabby will investigate options and report back to December meeting.

5.3 Container Deposit Scheme

Need to educate people about the Container Deposit Scheme.

- Where the drop-off points and reverse vending machines are. Council has prepared a story for the Eco Advocate. EPA has promised info on drop off points will be available from 1 December.
<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). Rachelle has made an enquiry on behalf of the Alliance, but no response received yet.
Should also alert groups like scout and guide groups.
<http://returnandearn.org.au/community>

Include on agenda for December meeting when hopefully there will be more details available.

6 Requests from member groups

6.1 Christmas Car Boot Sale, 19 November

Risk assessment circulated and approved via email.

6.2 Wreath making workshop, 2 December

Risk assessment circulated via email. Approved.

6.3 Redhead SNG stall at Surf Club markets, 1 December

Risk assessment circulated via email. Approved.

7 Report backs from member groups and projects

7.1 Strategic Review – Summary and Recommendations

Draft report was circulated to board members via email.

This report summarises the results of the previous year's review process, and makes seven key recommendations. These recommendations are intended to be high-level priority areas for consideration in the development of a Strategic and Business Plan for the Sustainable Neighbourhood Alliance.

Board members comments included:

- Need to pursue sponsorship to provide long term funding for the network's activities
- Important for the Alliance board to lead overall strategies and campaigns for the network
- Recruitment for all local groups is very important to replenish volunteer energy and numbers
- More publicity is needed
- Need to make Sustainable Neighbourhoods message clearer
- Would be good to have a program for young people (eg like Intrepid Landcare) – could have promotional stalls at relevant events, eg High School fetes.
- Important to link with other clubs and similar groups, new residents to Lake Mac
- Council staff input and attendance at meetings is invaluable to new groups. Also great to have Alliance board members attending local group meetings.

All comments are consistent with the detail in the review document, and will be used to contribute to the content of the Alliance Strategic / Business Plan.

ACTION: Rachelle to schedule meetings to progress business planning, including invitation to board members and the wider SN network.

7.2 Aussie Backyard Bird Count BBQ, Cardiff Area SNG, 22 October

<http://www.sustainableneighbourhoods.org.au/aussie-backyard-bird-count.html>

7.3 Bunnings BBQ – West Wallsend District SNG, 28 October

7.4 Stall at Cardiff Halloween event, Cardiff Area SNG, 28 October

<http://www.sustainableneighbourhoods.org.au/halloween--cardiff.html>

7.5 Beyond Plastic Pollution conference,

Nico and Steve's notes circulated via email.

Presentations are available from the conference website,

<https://www.beyondplasticpollutionconference.org.au/programs-day1/>

Also notes from Steve re waste practices in Iceland and Ireland. For example, micro-pollutant traps on stormwater drains, developed in WA.

ACTION: Rachelle to inquire with Council staff. Are the micro-pollutant traps a realistic technology / option for Lake Mac? Are there priority spots in Lake Mac that would be suitable?

7.6 Toronto Community Picnic, 10 November

<http://www.sustainableneighbourhoods.org.au/picnic-in-the-park.html>

7.7 Spring Nature Play Adventure, 12 November

<https://www.facebook.com/pg/WBSNG>

7.8 Sustainable Neighbourhoods Celebration and networking, 18 November

Great day and discussions about solar and upcycling opportunities.

Main feedback was to hold networking events more often, eg 3 times per year. Could also be held in different locations eg Belmont Neighbourhood Centre.

7.9 Pamper Care project – LT Creek SNG

The staff of Woodrising Neighbourhood Centre and myself have been overwhelmed with the donations that have come in with the Pamper Care Project Drive. Thank you SO MUCH! Significant donations have come from Centennial Coal offices, and Ultra Tune Toronto.

We do ask for a little bit more of assistance with personal care items for guys. If you can help that would be great! Usual drop points - Woodrising Neighbourhood Centre, Blackalls Park Pie and Cake Shop and Lakoda Beauty- Bolton Point.

7.10 Disaster Resilience Reference Group

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

7.11 Hunter Water Community Consultative Forum

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

8 Meeting close.

Meeting close: 8.07pm

Next meeting date: Tuesday 19 December. Note that the Council building is unavailable.

ACTION: Rachelle to organise alternate venue. Suggest we have a short meeting, and some kind of end of year treat.

Treasurer's Report:

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 October to 31 October 2017.



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

Balance **\$ 15,548.21CR**

RECEIPTS

Total Receipts \$ NIL

EXPENDITURE

Chq 000080 LMCC – Dog Brochures \$ 946.00
Chq. 000081 LMCC* – Rathmines Park \$3,179.20

Total Expenditure \$ 4125.20

BALANCE

\$ 11,423.01CR

Balance variation

*Balance at statement: \$14,602.21

Chq 000081 not presented

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 October to 31 October, 2017.

Signed

Name

Jean McGarry

Title

Hon Treasurer

Date

20 November, 2017.