

Strathewen Community Renewal Association Inc.

Committee Meeting No. 4

Tuesday 21 July 2009

Community Centre, Bowden Spur Road Strathewen

MINUTES

ITEM 1 ATTENDANCE – 7:40 pm

Present:

Committee Members: Karl Apted, Mary Avola, David Brown, Matthew Gravette, Malcolm Hackett, Peter Jenkinson, Peter McLennan, Georgina Robertson Stecher, Bronwyn South, Denis Spooner

Ex-officio Members: Ben Pollard (Community Development Officer -Nillumbik Shire)

Apologies: Steve Pascoe, Darren Bradshaw

ITEM 2 MINUTES OF THE PREVIOUS MEETING

It was resolved that the minutes of the previous meeting be approved as a correct record of the meeting.

Moved Peter Jenkinson Seconded Karl Apted

ITEM 3 CORRESPONDENCE

Denis reported that we now have a Post Office box at Hurstbridge – number 535.

Actions:

- | |
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| <ul style="list-style-type: none">• It was resolved that Denis and Malcolm will hold the keys to the box. |
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3.1 Correspondence In

St Andrews Community Centre – Felting day August

Louise Jade – works in case management and has offered to help us.

3.2 Correspondence Out

The Fundraising and Grants Sub-committee has begun to send out acknowledgements of offers of assistance.

ITEM 4 OFFERS OF SUPPORT AND LEADS

4.1 Definite offers

- Community tool library to be shared with St Andrews
- The fencing trailer will be funded by Diamond Creek Rotary and District Rotary. The Landcare Group will own it.
- A piano has been donated to the Community Centre by a Hurstbridge resident.

4.2 New offers

- Offer from Creative Lighting Eltham.

4.3 Follow up

- Telstra Peter Dowling is willing to address committee to discuss issues.
- Alan Anderson District Governor Eltham Rotary and Rob Lloyd District Governor Diamond Creek Rotary. Rob is away for a fortnight.
- Alex Momcilovic Ethnic Council Australia – volunteers; projects; health issues
- Maria Romanin – VBRR Community Recovery Plans willing to attend meeting. Ben pointed out that there is a requirement to create the Plan and therefore she should be onsite as fast as possible
- Labrynth Society - help to build a contemplative labrynth. One at St Margaret Church at Eltham.

Actions:

- David will talk to Lawrence Webb Telstra
- Peter M will follow up the Labrynth Society
- Malcolm will follow up Rotary
- Denis will ask Maria Romanin if she would like to address one of our Committee meetings.
- We will leave the others until we are ready.

ITEM 5 GOVERNANCE

There were no conflict of interest or confidentiality declarations required by the meetings business.

ITEM 6 CALENDAR

Month	Date	Day	Time	Activity details
July	10	Friday	10:00AM	Opening of Strathewen Community Centre
	13	Mon	7:30PM	Resident Support Sub-committee
	14	Tues	9:00AM	Nillumbik Community Agencies Forum
			7:30PM	SCRA Committee Meeting
	15	Wed	7:30PM	SCRA Community Vision Plan
			7:00 PM	Choir practice
	16	Thurs	PM	Malcolm to meet with Lions Club
			6:00PM	Soup night
	17	Fri		Mary and Denis to meet with Susan Forbes Nillumbik re plans
			9:30AM	Malcolm to attend meeting to discuss tool library – Nillumbik, St Andrews RC, Lions Club
			12:30PM	Malcolm to meet in Bendigo with Bendigo Community Enterprise Foundation
	20	Mon	4:00PM	John Faine (ABC 774) meeting with CFA at Arthurs Creek fire shed.
			7:00PM	Grants Sub-committee
			7:30PM	Fencing teams to meet at Hurstbridge Recovery Centre
	21	Tues	10:00AM	Letterbox day
			2:00PM	Bronwyn to meet with Adrian Cully Nillumbik to discuss insurance and funding processes

			7:30PM	SCRA Committee Meeting
			7:00 PM	Choir practice
	22	Wed	7:30PM	Resident Support Sub-committee
	23	Thurs	6:00PM	Soup night
	24	Fri	6:00PM	Footy night
				Design for fire forum
	28	Tues	7:00 PM	Choir practice
			7:30PM	SCRA Committee Meeting
	29	Wed	7:30PM	Landcare
			7:00 PM	Choir practice
			7.30PM	"Thinking about Building Forum" joint Strathewen/ St Andrews Committees activity at St Andrews Hall
Aug	1	Sat	AM	Sausage sizzle at Diamond Creek Mitre 10
			6:00PM	Big Fun Night
	20	Thurs	7:30PM	Tennis Club AGM
Sep				
Oct				Nillumbik Community Agencies Forum
	10	Sat		Jockleberry Farm astrology evening
	25	Sun		Practically Green seminar

ITEM 7 BUSINESS ARISING

7.1 Community Recovery Plan

We need to complete the template.

VBBR will use the plans to prioritise resources and funding across all 30 bushfire communities.

Draft Nillumbik Bushfire Recovery Plan has been circulated. This will be adjusted based on what is written in our plan.

Actions:

- The documents will be circulated for us to consider before the meeting next week.

7.2 Bendigo Bank Community Enterprise Fund

Malcolm met with representatives of the Bendigo Bank and the Community Enterprise Foundation.

It would be helpful if people who gave us money could tell us where it is. That is, did they request that it was to be assigned to Strathewen when they deposited it. We know that there is:

- Approximately \$223,000 tagged to Strathewen and held by FRRR (Foundation for Rural and Regional Renewal)
- \$106,000 donated to 'Give Where You Live' Funds. These funds shared with St Andrews although some could be specifically tagged to Strathewen.
- \$224,800 shared with Kinglake, St Andrews and Christmas Hills

Malcolm will continue to try track down the funds. There is the potential for at least another \$100,000 to be distributed to Strathewen from the Community Enterprise Foundation's general funds. There are no time constraints over these funds.

8 TREASURER'S REPORT

8.1 Operation

The Association now has an operating account with the Bendigo Bank:

Account name: Strathewen Community Renewal Association Inc

BSB: 633000

ACCOUNT: 137590980

It was resolved that the Treasurer can apply for read only internet banking access.

It was resolved that we use MYOB to computerise our accounts. Backup files can be forwarded to Kerry Uden (Member of Association and resident) so that she can act as a backup site.

The Association has been allocated ABN No. 32 502 787 893 effective from 10 July 2009 (accrual accounting, quarterly GST and ECI reporting). We have also applied for endorsement as a tax concession charity, and will have to await advice from the ATO on this front.

8.2 Meeting with Nillumbik Shire

Bronwyn reported on her meeting with Nillumbik Shire covering risk management and governance issues held on 21st July 2:00 PM at the Shire Offices/

Present: Adrian Cully (Manager Social and Cultural Development), Mark Perrett (Occupational Health & Safety), Ben and Holly (Community Development Officers, Bronwyn (SCRA).

Community Centre

Nillumbik will cover contents insurance for the Community Centre, building insurance and public liability insurance for the whole of the Parks' property. Currently all activities being held at the Centre are deemed to be Council activities.

Mark will perform a site assessment and report back to us via Ben. The following issues have already been brought to his attention:

- windows don't open
- the door lock needs to be replaced with a keypad lock as soon as possible
- the proximity of the Centre to the creek
- general safety issues relating to children.

Nillumbik will enter into a lease agreement with Parks.

Nillumbik will then enter into a licence agreement with the SCRA to use the Centre – that is, the SCRA will act as a Committee of Management. As such we will have certain requirements under the *Occupational Health and Safety Act (1985)*:

- an OH&S policy
- hazard identification and reporting
- accident register.

Mark has his own templates for the required documents and has volunteered his time to prepare them for us.

Other risk management issues

- If we run fundraising events we will need to run volunteer inductions.

- Anyone selling food will need to be a registered food handler.
- SCRA needs to take out its own public liability insurance.
- If other individuals or groups are raising funds for the Strathewen Community we should ensure we are not exercising any control over them so that we avoid any liability.
- If we need to engage anybody – for example, a cleaner – we should do so under contract.
- A disclaimer should be included in our newsletter.

Finances

The \$10,000 will be paid to us once we invoice Nillumbik for it. There will be an agreement stipulating what it can be used for.

The Community Centre refurbishment has been funded by a \$40,000 grant from DHS. If the costs go over this amount Nillumbik will cover them. If they are less, the SCRA will receive the balance.

The Community Winter Events grant provides \$22,500 to Strathewen. The SCRA must complete an application form for each event. The applications should all be in by 30th September.

The Creation of Memorials and Commemorative Events grant has provided \$159,556 to Nillumbik.

Nillumbik also has its Community Groups Support grants – these are small grants from a total pool of \$30,000.

Material support

Nillumbik is budgeting to support us with Community Development Officers (1.5 full-time equivalents). This includes a commitment to attend at least one out-of-hours meeting a week. We should consider how best to use the resources – that is, are they more valuable attached to the Resident support group?

ITEM 8 SUB-COMMITTEE REPORTS AND RECOMMENDATIONS

8.1 Communications and engagement

Bronwyn tabled a report on electronic communication. Refer to the attached report.

It was resolved that we need to exercise some control over what is sent out on the SMS service. Committee Members should run the message across another Member before it is forwarded to Nyree.

It was resolved that we need to include associated groups and agencies in our communications. Minutes will be posted on our website and emailed to associates.

Action:

- Bronwyn will send an email to the Committee summarising the steps required to send an SMS
- Bronwyn will set up the website disk and see who can help us.
- Georgina will contact Peter Dowling to see if Telstra can provide us with a mobile phone.

8.2 Fund raising and Grants

Georgina and David met on Monday. They are concentrating on how we ensure grants are capitalised on.

They will approach John Davidson who is head of the DHS Grants section. They will see if we can get some smaller grants to keep us running. John suggested DPCD but the current

round of grants has already closed. The Helen McPherson Trust has also been recommended.

VBRR has a Community Recovery Fund. David suggested we approach them directly.

Foundations

The Bendigo Bank's Community Enterprise Foundation is an example of the philanthropic foundations that we can approach who provide relatively small amounts to a large number of organisations. Other philanthropic foundations will provide large amounts when an organisation puts forward an appropriate application - for example, the Helen McPherson Trust. The funds require a fully worked project proposal which will take some effort. For example, if we wanted to purchase some land for community purposes.

David reported that we have signed on with Philanthropy Australia. This will allow us to keep abreast of what is on offer.

The next step is to work out what we want the money for. Most grants are for community development. We already have funds for community infrastructure and it is difficult to target funds for individuals. We may need to engage professionals to assist us to identify projects.

Georgina reported that we are now providing more information on the website about donations and grants.

8.3 Resident support

There was no meeting since the last Committee meeting.

Turid Foyne-Johanson (ex-resident) and a representative from Eltham Community Health Service will attend the next Sub-committee meeting.

A letter to the whole community is being drafted to include survey of needs and skills that can be used. Ben suggested SurveyMonkey to structure the survey.

Northern Division of GPs have some funding they may be able to use for resident support.

CFA is helping brigade members and others with laundries. Temporary accommodation could go on people's blocks if the services are available. We need to determine the need for these facilities in Strathewen. Ben suggested we approach DHS rather than VBRR. There are some concerns about placing temporary homes on properties.

Action:

- The Resident support group will prepare a community needs survey.

8.4 Operations and Community Maintenance

Denis is still working with Sue to get power to storeroom.

We hope to get a new toilet block.

Malcolm attended the fencing co-ordination meeting called by Bill Penrose. Attendees included the VFF / Southern Wire etc. The VFF want to get out the fencing some time in September. Crews need a leading hand to keep the crews working. Bill, Malcolm and Stuart Morgan (St Andrews) will put up a proposal to employ crew leaders.

We also need to know what the remaining fencing requirement is in Strathewen.

The CFA is providing free materials and labour on August 2. CFA members will receive priority but others will be assisted if resources allow it.

Action:

- The Resident support group will decide whether material requirements should be included in their survey.

8.5 Building Facilitation

Malcolm attended the first Strathewen/St Andrews joint meeting because all sub-committee members were indisposed. Activities will start with an evening 'Thinking About Building' on 29th July.

Malcolm tabled booklet 'Tricks of the Trade' building guide.

The Sub-committee is meeting with Boral next week. They are also looking for discounts on sheds.

St Andrews has established an advocacy group which will attend Council with residents to assist the application process.

The Sub-committee is holding a meeting this Thursday 23rd.

8.6 Environment

Strathewen Landcare will hold a meeting on July 29th. They acknowledge this will conflict with other activities but they couldn't find another time slot.

Bronwyn noted that she will be part of the Melbourne Water Waterways Advisory Group visit to the Nowak and Raftery/Woods' properties.

8.7 Disbursement of Funds

Nothing to report.

ITEM 9 GENERAL BUSINESS

9.1 Report from Ben Pollard (Community Development Officer)

Ben stressed that we need to make our contact details readily available.

Christmas Hills is holding a recovery meeting on Sunday 16th August. Malcolm is invited to speak.

VBRR has reported that the rollout of the Case Management Referral card is delayed.

DHS has produced a new Temporary Accommodation Guide.

Council has approved the asphaltting of road to Beale Avenue. Ben asked if the Committee would endorse the project. We would like to know more about the details of the proposal and how the affected landowners are being consulted about the road sealing (by Council) before responding to such a request.

9.2 Representation and Co-ordination

Action:

- All Committee Members are to forward their availability to Malcolm so that he can call on their assistance when required.

9.3 Community Vision

It was resolved that we engage the community in a series of workshops similar to the one Malcolm ran for the Committee last Wednesday 15th. See attached for a summary of the process.

Action:

- Malcolm will organise a number of sessions with differing times and venues.

9.4 Economic recovery

We still need to work out which businesses have been affected.

Daryl Brooke has been engaged to assist small businesses. He is available each Wednesday from 1pm to 5pm at the Hurstbridge Hub. At other times he can be contacted on 0433 948 258.

9.5 Other business

Nilumbik Shire is an apology for next week. They are attending a VBBR workshop.

The Department of Education met with Primary School Rebuilding Committee and their preferred architects this week.

The meeting was closed at **10:20 pm**