

Scotland Island Residents' Association



Minutes of Committee Meeting

Date: April 6, 2014
Venue: Community Hall
Present: Bill Gye, Judy Readman, Alan Gaines, Cass Gye, Carol Floyd, Tanya Costin, Graeme Crayford, Shona Forsyth, Jenny Frazer, David Hegarty, Shar Jones, Sharon Kinnison, Adrian Matthews, Hubert van Mierlo, Tim Turpin
Apologies: none
Observers: Ray de Smeth, Annette Ritchie
Opening: Meeting opened at 3:05

1. WELCOME AND INTRODUCTION

2. **DECLARATIONS OF INTEREST.** Bill Gye (BG) asked for declarations of interest; A Declaration of Interest does not imply a conflict of interest. Declarations made: Cass Gye (CG) is Emergency Water Monitor; Graeme Crayford (GC) is Community Vehicle Coordinator.

3. PREVIOUS MINUTES

3.1. Previous minutes accepted.

3.2. Outstanding Action Points:

3.2.1. **Dog-leash-free proposal for Catherine Park** **ACTION:** Allocated to Parks and Reserves; liaise with Ruth Gaines.

3.2.2. **Community Hall Mural:** Action: Pending, Carol Floyd (CF) to advise. **Carried over.**

3.2.3. **SIRA Community Forum:** Action: Forum notes to be amended accordingly before general distribution: **DONE**

3.2.4. **Website:** contract Dan to carry on the work on the website **DONE.**

3.2.5. Various AGM action points. **DONE, including attendance of PD at AGM.**

3.2.6. **Pasadena:** CG proposed that SIRAC write to PWC about commercial fence public land of waterfront side of Pasadena. Action: CG to draft letter. **DONE:** Committee voted to accept draft. **ACTION: BG to send.**

4. **TREASURER'S REPORT: CG. REPORT tabled** (See Appendix 1). Charges for Admin queried; p. 2 'GF Administration'. CG took question on notice. Meeting accepted Treasurer's report. **ACTION: CG to advise breakdown of expenses next meeting.**

5. **APPOINTMENT OF PUBLIC OFFICER:** Currently Paul Burchall. A public officer is the official point of contact for an incorporated association and one of the authorised signatories. The public officer is responsible for notifying NSW Fair Trading of any changes; acting as the official contact for the association and the custody of any documents as required by the constitution. CG suggested Michael Chapman, JF suggested Rachel Carter. **Motion:** that Michael Chapman be appointed as Public Officer. In favour: 9. **Motion carried.**

6. TOPICS FOR DISCUSSION

6.1. SIRAC Subcommittees

6.1.1. Subcommittee list reviewed; changes made. (See Appendix 2).

6.1.2. PWC Reference groups EOIs: *Connecting Communities* member is BG, Tanya Costin (TC) to backup; *Natural Environment*: member is Alan Gaines (AG), Sharon Kinnison (SK) to backup; *Leading and Learning*, member is Judy Readman (JR); Shona Forsyth (SF) to backup; *Sustainable Towns and Villages*: member is Greg Roberts; GR to confirm his interest in remaining a member, with JF as back-up, or Jenny Frazer (JF) will take position.

6.1.3. BG asked all subcommittees to review their charters. **ACTION: Subcommittees to review.**

6.2. SIRAC Policies and Procedures

- 6.2.1. Proposed Process for Amendments or Added policies.** Draft policy reviewed. (See Appendix 3). SK proposed that all changes go to Governance Subcommittee for discussion with a recommendation then made to the main Committee. Meeting agreed that Governance can be asked to first review/redraft policies.
Motion: BG: that Proposed Process for Amendments or Additions be accepted. Motion carried.
- 6.2.2. Confidentiality Policy:** this is an existing policy and does need to be signed. Forms were passed out for signing.
- 6.2.3. Hubert van Mierlo (HvM)** tabled a policy for formation of subcommittees. **ACTION: HvM to submit his proposal under the new P&P policy (see 6.2.1 above).**
- 6.3. Needs survey:** BG suggested a new needs survey. **ACTION: Governance Subcommittee to discuss and propose.**
- 6.4. Community Engagement Group:** JF proposed that we establish a Community Engagement Subcommittee. CF proposed that we have a CE group as a subgroup of the Communications Subcommittee. TC suggested that Communications be retitled Community Engagement and Communication. The decision arising from the last community forum to make CE the responsibility of the whole committee was queried. BG: CE is a central function of the whole Committee and all Subcommittees have CE as a key responsibility as well: e.g. Decision-making policy in Governance Committee. **Motion:** that Community Engagement and Communication be combined in one committee and renamed. Vote 11 for. Vote that CE be a separate committee. Vote 2 for. **First motion carried.** JF asked that her email to BG on Community Engagement be attached to minutes. (See Appendix 4.)
- 6.5. Constitutional Review.** Graeme Crayford proposed using existing clauses from the current SIRA Constitution and substituting clauses from the model constitution where appropriate with minimal changes to the wording. BG proposed that this discussion be moved to the Governance Subcommittee. HvM proposed that we follow the Procedures for Amendment and Additions. **ACTION: Governance Subcommittee to discuss and feedback to Committee.**
- 6.6. SIRAC Minutes and Distribution.** CF proposed new procedures for 1) sending minutes to Committee and 2) distributing minutes to community. Basic rules for minutes: Topics, Motions and Actions are the main substance of minutes: details of discussions not recorded. Rolling task list proposed and agreed. **Motion:** that Secretary send pdf of draft minutes to Committee within one week; Committee members to respond with any corrections within one week; Secretary to collate and resend second draft within one week; Committee members to propose any final changes within 3 days. Final draft of minutes to go on website in the future, but in the interim they are to be sent (as link) in SIRA Communications email. The option of opting out from future minutes to be discussed by the CE/Comms SC. **Motion agreed.**
- 6.7. Next Community Forum Focus (May 4):** **ACTION: to be considered at Community Engagement and Communication meeting.**

7. SUB-COMMITTEE REPORTS

- 7.1. Church Point:** BG reported no news on low-interest loan, but PWC may be considering a 10 rather than a 20-year loan. Issues are whether PWC should keep to original fee structure based on 20-year loan, and 2) whether SIRAC support the proposal for 60 leased spaces to subsidise fees. **ACTION: CP Subcommittee to discuss.** Bill said that he will hold a repeat briefing of the History of Church Point for community members who may be interested or Committee members who missed the first one.
- 7.2. Roads & Drainage:** Alan Gaines (AG) tabled report. (See Appendix 5) Amendment under Capital Works: water bars improved. SK moved that a letter be drafted by AG to express appreciation to PWC for President to send and then back to Committee. Meeting discussed whether this letter must come back to Committee. TC proposed that if it is an urgent matter it needs to go to Committee; or if common-sense – low significance – it can go out. Agreed. **ACTION: AG to draft letter and send to President for dispatch.**
- 7.3. Communications / Website.** CF reported that she and Ruth Gaines had completed 85% of content. **ACTION: CF to compile list of outstanding tasks to send to Community Engagement and Communication Subcommittee for volunteers to undertake.** Next meeting 22nd April.
- 7.4. Water and Wastewater.** Nothing to report.

7.5. Street Parties / Scotland Island Fair: ACTION: to be considered at Community Engagement and Communication meeting.

8. SIRAC SERVICE REPORTS

8.1. Emergency Water: nothing to report

8.2. Community Vehicle: nothing to report.

8.3. Community Hall: nothing to report.

9. AOB

9.1. GC: NSW Government has repealed Part 3 and changed the appeal process: Warriewood Residents Association has invited all Pittwater resident associations to meet with Rob Stokes. ACTION: JR to attend, JF is backup.

9.2. CG: Northern Beaches Health Service: brochure received about new hospital and proposal that they address community on plans for building and infrastructure. ACTION: Community Engagement and Communications to discuss a suitable time.

9.3. AG: NSW Govt is proposing rewriting the Crown Lands Management document. ACTION: AG will send link to page to Committee.

9.4. HvM: Schedule of meetings: Agreed that General Meeting on schedule to be called Community Forum; whether it is a General Meeting can be decided later. ACTION: CG to amend list and send to PON for publication.

9.5. HvM: Traffic management: consider follow-up actions. ACTION: R&D Committee to discuss.

9.6. HvM: PWC proposals re kayak racks that would be charged out to users. ACTION: Parks and Reserves, Wharves and Marine to discuss.

9.7. HvM: Inviting people to join committees. CG said she would find the previous PON notice to send. ACTION: notice to go out in PON.

9.8. CF: Fire trail issues: ACTION: R&D to discuss.

10. COMMUNITY Q&A

10.1. Annette Ritchie reported on the PWC storage area opposite her area. It is encroaching in Catherine Park. SK proposed that the Parks and Reserves draft a letter about the issue to be approved. ACTION: agreed that P&R will explore the issue and draft a letter.

10.2. Ray de Smeth: Asked why the Committee could not be divided up by region. Shar Jones (SJ) reported that they had tried to get working groups up by island sectors for fire mitigation etc. but the degree of involvement was not consistent across the island and it was hard to get people from around Carols and Eastern involved.

10.3. RdS suggested that Committee members living in a particular area call for local meetings on specific local issues. Response: this is consistent with our decision-making process, which stipulates that affected groups be consulted.

ROLLING TASK LIST

Task/topic	Subcommittee or person responsible
Consider a dog-leash-free proposal for Catherine Park; liaise with Ruth Gaines	Parks, Reserves, Wharves and Marine
Consider/enact Community Hall Mural Proposal: brief new Hall Coordinator	CF
Consider what to do with SIRA Community Forum combined notes	Community Engagement and Communication
Send letter to PWC about commercial fence on public land on waterfront of Pasadena; CG draft approved by Committee	BG
Treasurer's report: Query: Breakdown of GF Administration	CG to report to next meeting
Review Subcommittee Charters	All subcommittees
Propose new policy for formation of subcommittees	HvM
Develop Needs Survey	Governance
Consider issues related to constitutional changes	Governance
Decide on focus on next Community Forum	Community Engagement and Communication
Consider/ form proposal for fee structure and leased spaces for car park	Church Point
Draft letter to PWC to thank them for recent road works; send to President for dispatch.	AG
Compile list of outstanding content areas for website Community Engagement and Communication Subcommittee	CF
Street parties and Scotland Island Fair to be considered	Community Engagement and Communication
Attend Warriewood Planning Committee meeting with Rob Stokes	JR; JF backup
Respond to Northern Beaches Health Services proposal to address community	Community Engagement and Communication
Optional: Read the White Paper regarding the Crown Lands	Committee: AG to send

Management legislation which will be rewritten and respond appropriately as individuals.	link
Make change to General Meeting to Community Forum on Schedule of meetings; publish in PON	CG
Consider follow-up actions to Traffic Management proposal	Roads & Drainage
Respond/consider kayak racks proposal from PWC	Parks, Reserves, Wharves and Marine
Explore issue of council material opposite Annette Ritchie's house and draft letter if needed.	Parks, Reserves, Wharves and Marine; Roads & Drainage
Put notice in PON to invite community members to join Subcommittees; find previous notice and amend wording	CG
Decide on action on Fire Trail to top	Roads & Drainage
Consider issue of PWC roads equipment storage area on Kevin Ave.	Roads & Drainage

Meeting closed at 5:45.

Next meeting: May 18, 10 am, Community Hall.

APPENDIX 1: TREASURER'S REPORT (AMENDED)

SIRA TREASURER'S REPORT

April 6, 2014

- Accounts @ 28.02.14 reconciled; MYOB checked some corrections made; reports attached
- BAS to be lodged April 28 following March entries
- Accounts all paid @ 31.03.14; memberships banked and receipted
- Emergency Water bank account reconciled in Balance Sheet will show in March accounts; all income and expense transactions now go through this account not SIRA main account
- Community Vehicle 2014-2015 Budget to be prepared; due May 28
- Meeting postponed with NSW Transport regarding Community Vehicle surplus funds following phone conference; unlikely these funds can be used for repair works to Hairpin
- Audit of Emergency Water Lines to assess how many standpipe valves appear to be faulty still underway; quote to be obtained for quantity of valves
- SIRA Membership Form 2014-2015, as discussed, to be reformatted with a check box at the bottom of the form so members can indicate whether joining for water only or full membership; draft to be circulated to Committee in May
- Database modifications in progress to also include fields for membership type in order to produce correct reports
- TUG outstanding memberships still to come; Annette Ritchie is now the record keeper and has a list to update details

Cass Gye

Treasurer

APPENDIX 2: SUBCOMMITTEE AND SERVICES LIST AS OF APRIL 6 2014

Sub Committees	Team leader	Members
Governance	Bill Gye	Judy Readman, Carol Floyd, Jenny Frazer, Alan Gaines, Sharon Kinnison, Hubert van Mierlo, Graeme Crayford
Finance, Membership & Insurance	Cass Gye	Debbie Cordukes, Graeme Crayford, George Gaal , David Hegarty, Deryn Vokins
Island Vision	Shar Jones	Bill Gye, Jenny Frazer , Sharon Kinnison, Hubert van Mierlo
Church Point	Bill Gye	Carol Floyd, Jenny Frazer, Shar Jones, David Hegarty, Sharon Kinnison, Hubert van Mierlo
Roads & Drainage	Alan Gaines	Shona Forsyth, Cass Gye, Sharon Kinnison, Tim Turpin, Graeme Crayford
Community Engagement & Communications	Hubert van Mierlo & Judy Readman	Carol Floyd, Jenny Frazer, Cass Gye, Sharon Kinnison, Jon Maxim and Julian Muir, Shar Jones
Parks, & Reserves, Wharves & Marine Issues	Sharon Kinnison & Tim Turpin	Shona Forsyth, Cass Gye, Adrian Matthews
Waste Management	David Hegarty	Cass Gye, June Lahm
Water & Wastewater	Judy Readman	Basil Daher , Alan Gaines, Cass Gye, Shar Jones, Adrian Matthews, Guyren Smith, Steve Yorke
Services		
Community Vehicle	Graeme Crayford	Cass Gye and all drivers
Emergency Water Supply	Cass Gye	Louisa Maxim, Matt Lakeman, Nathalie Muir
Hall Management and Hire	Adrian Matthews	Kerry Borthwick, Cass Gye
Other Community Groups		
SIRFB Liaison	Graeme Crayford	
SIOCS Liaison	Shona Forsyth	

APPENDIX 3: PROCESS FOR AMENDING OR ADDING POLICIES

SIRA Committee Policies and Procedures (P & Ps)

Process to Propose Amendments or Additional P & Ps

Rationale

To ensure that the process for amending existing, or proposing new additional SIRA Committee Policies and Procedures is efficient, effective and democratic:

- Efficient: Committee time is not unduly taken up
- Effective: SIRAC P & Ps are of good quality, good quality and sufficient
- Democratic: All Committee members can participate in the process

Steps

1. Amendments or additions require two (2) Motions
2. The first Motion seeks Committee approval for such amendment or addition. No details are required, only a concise written rationale for the proposal. If the Motion fails, the process ends.
3. The second Motion gives details of the amendment or addition. Any proposal should be clear and concise in the standard format. If the proposal is to amend an existing P & P it must be presented with "track changes", to compare changes with original version.
4. Forward either (a) Motion One (with Secunder) or, (b) Motion One and Motion Two (with Seconders) to the Chair at least 10 days before the next meeting for distribution to the Committee and inclusion in the Agenda for decision.

APPENDIX 4: JENNY FRAZER EMAIL TO BILL GYE ON COMMUNITY ENGAGEMENT

Hi Bill,

My apologies in the delay in not responding until now, but I wanted to give your reply careful thought before replying.

While I applaud the last Committee's decision to make CE the core activity (although the minutes do not reflect any decision), ours is a new Committee and as such, I feel shouldn't be bound by the decisions which were taken without our input.

As a community-member, I was very critical of the processes and stood for election on a platform of improving engagement between the community and the SIRA Committee elected by them. In view of last year's events where meetings were closed, I feel strongly that it would send the wrong message not to include a CE Sub-Committee and provide an opportunity to encourage constructive community input. I have deliberately included the word 'constructive', because I would never support it being used for personal/political agendas-rather anyone who chose to join would be charged with contributing in a positive way towards improving and enhancing CE opportunities.

Many people lack a basic understanding of CE and have an expectation that they will get everything they want. However applying the IAP2 Spectrum as the accepted measure of community participation, this can range from **Inform** on one end to **Empower** on the other. Within the context of SIRA and our community, it is more likely for the most part, that the most common level of participation will be at the **Consult** and **Involve** stages and educating the community on the limitations of their involvement is critical in avoiding unreasonable expectations. However, in order to achieve this, it is vital that interested community-members can be involved as part of the process if they so choose, as it is much easier for people to accept both opportunities and limitations if they have a better understanding of the process and feel they have been included.

I am keen to be lead discussion for many of the opportunities you have mentioned, but as CE should underpin all of our activities, I feel it cannot be done without regular community input and in my opinion, requires a more sustained effort than the proposed Community forums, which in their current format are really little more than information sessions. It is clear that mechanisms need to be put in place to obtain community feedback, and in turn to respect this feedback with an evaluative response from SIRA with reasons why/why not we have decided to proceed/not to proceed with community suggestions.

As it turns out, the events of last year have worked in my favour, because I feel I am now in a strong position to reflect and consider the most appropriate ways not only of including the community in our decision-making processes, but also of ensuring that we as Committee-members are able to achieve what we were elected to do-represent our community in making decisions on their behalf. If as you say, CE is intended to be at the core of this year's activities, then I feel it cannot be done without a representative core of community input and as such, my professional advice is to include a CE Sub-Committee as a priority rather than risking it being perceived as an afterthought.

Bill, after the negativity of last year, I feel we have a real opportunity as a diverse and yet (to quote you) collegial Committee, to lead by example in demonstrating our willingness to be more inclusive and transparent in our relationship with our own diverse and dynamic community. As such, it would be a shame to start off on the wrong foot by excluding community participation on a CE Sub-Committee which

will develop tools and resources as a positive support for all of our other activities. If I am able to lead a CE Sub-Committee, I will feel as though I have met my brief in being elected, of bringing my skills to the table and making a positive contribution towards improving and enhancing CE processes, while strengthening the relationship between SIRA and our community.

I would ask that you reconsider your position and include a CE Sub-Committee in our discussions at today's meeting, so it may be put to a vote among the current Committee, with the community as a witness to our genuine commitment in this regard. Should you choose not to do so, I will be asking that this email be tabled in the minutes as a record of my commitment to drive this process as per my election promise to the community.

Kind regards,
Jenny

DRAFT

APPENDIX 5: ROADS & DRAINAGE REPORT (AMENDED)

On March 25, AG briefed the new SIRA Committee on the history of the R&D program and discussed potential future issues (Traffic Management Plan, vehicle registration issues, installation of sewer lines).

2013/14 Capital Improvement Program

- New drain pit has been installed on Robertson Road, chainage 1340.
- Water bars on Thompson Street, chainage 0-100 upgraded.

Traffic Management Plan

- Following Paul Davies' presentation at the AGM, Council has issued a new survey to property owners to determine community opinion on two draft plans, (1) for adoption of a 10 km/h Shared Zone designation and (2) for closure of all public roads except by permit, with details to be determined through further community consultation before implementation.

Maintenance

- Major maintenance works have been carried out on Thompson Street above Pathilda Reserve, on Robertson Road between Yamba corner and the Community Hall, on Hilda Avenue, on Florence Terrace north of Eastern Wharf, and on Harold Street hill.

Alan Gaines

Chair, R&D Subcommittee