



## Induction Document for Committee Members

Topic	Person/group
1. <a href="#">Overview</a> – what does SIRAC do? <ul style="list-style-type: none"> <li>• <a href="#">Emergency water</a></li> <li>• <a href="#">Community vehicle</a></li> <li>• <a href="#">Community Hall</a></li> <li>• <a href="#">Recreation Centre</a></li> <li>• Vision and Advocacy</li> <li>• <a href="#">Subcommittees</a></li> <li>• Information for residents – SIRA News, PON, Facebook (see 9)</li> </ul>	
2. Legal structure <ul style="list-style-type: none"> <li>• Incorporated Association</li> <li>• <a href="#">Constitution</a></li> <li>• Insurance (incl liability cover for Committee Members)</li> </ul>	SIRA Committee
3. Roles and responsibilities <ul style="list-style-type: none"> <li>• President, Executive, Vice-presidents, Secretary, Treasurer</li> <li>• Paid roles: Accountant, Comms, IT, Water monitors and manager</li> </ul>	SIRA Committee
4. Policies and protocols <ul style="list-style-type: none"> <li>• <a href="#">Confidentiality</a></li> <li>• <a href="#">Code of conduct</a></li> <li>• <a href="#">Email code of conduct</a></li> <li>• <a href="#">SIRA Safe Environment Policy Anti-Sexual Assault and Harassment</a></li> <li>• <a href="#">Decision making policy</a></li> </ul>	SIRA Committee
5. Financial overview <ul style="list-style-type: none"> <li>• Water</li> <li>• Other income and expenses</li> <li>• Reserves</li> <li>• Investments</li> <li>• Grants</li> </ul>	Treasurer/AR Minutes of Finance Committee and SIRAC meetings on website
6. Relationship with Northern Beaches Council <ul style="list-style-type: none"> <li>• Halls</li> <li>• Parks, Environ and bushcare</li> <li>• Road and drainage maintenance</li> <li>• Wharves</li> <li>• Watercraft storage</li> <li>• Waste collections</li> <li>• Vehicle access permits</li> <li>• Parking – Church Point and other</li> </ul>	Halls/Rec SC R, D and E. SC R, D and E. SC Wharves & watercraft SC Water, ww and waste SC CP SC CP SC

SIRAC  
Scotland Island Residents Association

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7. Relationship with State Government <ul style="list-style-type: none"> <li>Water and wastewater (Sydney Water)</li> <li>Vehicle registration requirements (TfNSW)</li> </ul>	W, WW & Waste SC Transport SC
8. Related associations <ul style="list-style-type: none"> <li>TUG – Tennis Users Group (See <a href="#">Wharves</a>)</li> <li><a href="#">WPCA – West Pittwater Community Association</a></li> <li><a href="#">SIRFB – Scotland Island Rural Fire Brigade</a></li> <li><a href="#">Church Point Ferry Service</a></li> </ul>	Colin Haskell Mel Broughton (Sec) Roy Baker President
9. Communication – <ul style="list-style-type: none"> <li>SIRA News (email newsletter sent to members). <a href="#">Archives available here.</a></li> <li><a href="#">PON – Pittwater Offshore Newsletter</a> (email newsletter)</li> <li>Northern Beaches Council (email newsletter)</li> <li><a href="#">Scotland Island Residents Facebook Group</a> – operated by SIRA</li> <li><a href="#">Scotland Island and Offshore Community Page Facebook Group</a> – Moderated by a team including SIRAC and SIRA members</li> </ul>	Comms TL and Coordinator Roy Baker (Ed) NBC
10. Regular social and other activities <ul style="list-style-type: none"> <li>Monthly Café (incl markets twice per year)</li> <li>Table tennis</li> <li>Art / Craft workshops</li> <li>Musical events</li> <li>Theatre productions</li> <li>Christmas Carols</li> <li>Tuesday Discussion Group</li> </ul>	CB Floyd Roy Baker Various Rec Club Rec Club Independent AA Roy Baker/Jane Rich
11. Current issues awareness <ul style="list-style-type: none"> <li><a href="#">Traffic management plan</a></li> <li><a href="#">Catherine Park</a></li> <li><a href="#">Scotland Island Sewerage</a></li> <li><a href="#">Church Point Parking</a></li> </ul>	•
12. <a href="#">Sub-committee</a> overview <ul style="list-style-type: none"> <li>Responsibilities of Team Leaders <ol style="list-style-type: none"> <li>Recruit SC members</li> <li>Be aware of SC issues and duties</li> <li>Hold meetings with SC members</li> <li>Give IT minutes of meetings and other relevant documents in the Document Library (for transparency)</li> <li>Be aware of SI Community Website pages and send updates to Comms team as necessary</li> <li>Report to SIRAC</li> <li>Refer major decisions to SIRAC</li> </ol> </li> </ul>	Outline of each sub-committee by leader
13. <a href="#">Document Library</a>	