

Scotland Island Residents' Association



Minutes of Committee Meeting

Date: August 10, 2014
Venue: Community Hall
Present: Bill Gye, Judy Readman, Alan Gaines, Cass Gye, Carol Floyd, Graeme Crayford, Jenny Frazer, Shar Jones, Adrian Matthews, Hubert van Mierlo, Tim Turpin, David Hegarty
Apologies: Tanya Costin, Sharon Kinnison, Shona Forsyth
Observers: Andrew Gilroy, Sammi Gilroy, Boyd Attewell (11 am)
Opening: Meeting opened at 10:10 a.m

1. WELCOME AND INTRODUCTION

2. DECLARATIONS OF INTEREST: Cass Gye (CG) is Emergency Water Monitor; Graeme Crayford (GC) is Community Vehicle Coordinator. CG and BG are members of the Pittwater Point Community Projects Association. GC sought confirmation that no SIRAC member was a moderator on the S.I. Community Facebook page.

3. PREVIOUS MINUTES

3.1. Previous minutes: Accepted.

3.2. Outstanding Action Points:

3.2.1. BG asked all subcommittees to review their charters. **ACTION: Subcommittees to review ONGOING; CECs. Governance still outstanding.**

3.2.2. 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 there is a need for SIRAC to re survey the community regarding their support for the proposal for 60 leased spaces to subsidise fees. **ACTION: CP Subcommittee to discuss. ONGOING; REMOVE FROM ROLLING TASK LIST**

3.2.3. Traffic management: consider follow-up actions. **ACTION: R&D Committee to discuss. ONGOING. REMOVE FROM ROLLING TASK LIST.**

3.2.4. Kayak racks. PRW&M proposal for construction of kayak racks for location at Cargo Beach Reserve area. **ACTION: Parks and Reserves, Wharves and Marine to discuss. ONGOING**

3.2.5. Fire trail issues: **ACTION: R&D to discuss. ONGOING**

3.2.6. COMMUNITY Q&A. Annette Ritchie reported on the PWC storage area opposite her area. 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. ONGOING. REMOVE FROM ROLLING TASK LIST**

3.2.7. Emergency Water. CG reported that it is increasingly difficult to prevent residents from placing materials and vegetation on the water line; PON notice could go out. **ACTION: CG to draft a notice for PON. HELD OVER**

3.2.8. Harold Reserve projects: PWC has designed pathway at the side of the steps to allow access for wheelbarrows/prams, cost \$35,000 to install. Meeting agreed to revisit this design. **Action: PRWM to follow up pathway with PWC. ONGOING**

3.2.9. Finance, Membership and Insurance: GC noted that insurance covers SIRA events; private hirers to provide their own insurance and there is no alcohol and must be fewer than 50 people. Smoking inside the Hall and on outside balconies/entry is prohibited at all times. **Action: Hall committee to install sign indicating area is a smoke-free zone. HELD OVER**

3.2.10. 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 there is a need for SIRAC to re survey the community regarding their support for the proposal for 60 leased spaces to subsidise fees. **ACTION: CP Subcommittee to discuss. ONGOING; REMOVE FROM ROLLING TASK LIST.**

- 3.2.11. CPF document** BG tabled: JF noted it was an opportunity for community engagement between offshore and onshore residents. **Action:** CPSC to prepare a lobbying strategy; to set a meeting between CPF and offshore organisations **DONE**.
- 3.2.12. Community Vehicle:** GC moved that we give Karmel Patterson Life Membership of SIRA. HvM seconded. Meeting agreed. **Action:** design certificate to present; BG to write to her and invite her to next meeting. **DONE**.
- 3.2.13. AOB Next community forum focus:** **Action: CECS committee to discuss ONGOING.**
- 3.2.14. AOB 60 Year Anniversary SIRA/SIRFB:** **Action: CECS Committee to discuss: REMOVE FROM ROLLING TASK LIST.**
- 3.2.15. AOB Neighbourhood care:** JF suggested a register for regular phone calls to elderly or infirm people living on their own. AM suggested that we find an organisation that can do that; contact Community Care in Mona Vale. Meeting agreed. **Action: JF to follow up. HELD OVER**
- 3.2.16. AOB Emmie Collins:** CF proposed that Emmie be given Life Membership of SIRA. Meeting agreed. **Action:** design certificate to present; BG to write to EC and to invite her to the next meeting to receive it. **DONE: EC COULD NOT ATTEND TODAY. DECIDED TO PRESENT AT AGM.**
- 4. TREASURER'S REPORT.** CG tabled reports: *Treasurer's Report 10 08 14*. Meeting accepted report.
- 5. SUB-COMMITTEE REPORTS**
- 5.1. Community Engagement and Communications.** JR and HvM tabled report *CECS Report August 2014* as well as *Website Maintenance Tasks Draft August 2014*. CECs meeting to be held on Thursday 14th. HvM moved that SIRAC delegate to the CECs committee the power to decide the processes by which changes are made to the website content, with the understanding that the processes will include the proviso that controversial changes requiring wider approval will be presented to SIRAC. Meeting agreed. **ACTION: CECs committee to finalise process.**
- 5.2. Island Vision.** SJ tabled minutes from IV last minutes *Island Vision Meeting 7_7_14* and the *Island Vision Drop-in notes Midwinter festival 2014*. JF suggested previous island vision materials should be stored electronically in a document repository, e.g. Dropbox.
- 5.3. Water and Wastewater:** CG reported on call from Peter Fisher from Sydney Water advising that they had put in a submission to IPART about their Operating License 2015 if we wanted to view it and put in our own submission. Currently Scotland Island is one of three villages on the Priority Sewerage Programme Stage 2 list for wastewater infrastructure. **ACTION: W&W to IPART Review of the Operating License for Sydney Water Corporation and get approval from SIRAC by email before posting.**
- 5.4. Parks, Reserves and Wharves:** TT tabled report *PR and WM for August SIRAC*. TT reported that in principle, PWC has agreed to kayak racks being erected on foreshore by the community; SIRA would enter into a license agreement and it was suggested that public liability insurance be included under PWC insurance. SJ reported that the CP racks were inadequate in number. AM suggested that the issue of boats and kayaks on the foreshore be linked: first deal with kayaks. GC moved that a grant from Clean Up Australia be pursued by PR&WM and that a draft plan for dealing with boats and kayaks on foreshores be prepared. Meeting agreed. **ACTION: 1) PR&WM to pursue grant and 2) prepare draft plan.**
- 5.5. Waste Management:** DH had previously tabled report *WM Report for August 10*. CG asked for feedback on the new process used in the recent council clean-up; JR reported that it went according to new procedure and was tidier, although slower. Cargo wharf was cleaned up well. AG asked if anyone could attend the PWC Natural Environment Reference Group. SJ agreed to go if DH cannot make it.
- 5.6. Roads and Drainage:** AG tabled reports *R&D Report August 2014* and *R&D August 2014-15 priorities* (letter to PWC). AG reported that RMS visited island; Shared Zone designation may not be able to be set on the island since regulations are that the road must be a maximum of 400 metres in length. RMS will write a report which will be sympathetic to implementing the 10kph limit but no guarantee could be given. AG moved that the letter be approved for sending. Meeting agreed. **ACTION: BG to send letter.**

- 5.7. Finance, Membership and Insurance:** CG reported that 250 membership applications have been received; 10 people had ticked the 'Water only membership' on the membership application form. Database updated accordingly for 2014-2015. CG queried cost in CECS report of \$1,516 budget for website work. The correct figure was \$1,833, as a deposit of \$317 was paid in January. The original quote was \$1,030 + \$50 for custom-designed theme. A contingency was added and figure agreed of \$1,300. A further proposal of \$500 to complete was approved. CF confirmed that the total cost was the original invoice plus the latest invoice, as DP had explained this on his project costings.
- 5.8. Church Point.** BG tabled report *Report on Church Point Parking Permit Fees - August 2014 - Version 2 1*, and the joint letter sent to PWC; *CP Demand Management Joint Letter August 2014* and *Church Point Demand Management August 2014*.
- 5.8.1.** BG reported no decision has been made on low interest rate loan.
- 5.8.2.** Joint letter was sent to council; some acknowledgements received. Joint meeting will be convened in the future.
- 5.8.3.** Demand management: Meeting agreed on draft proposals for car park:
- 5.8.3.1.** Both new and main car park: 7pm to 7 am exclusivity for permit holders; the rest of time Pay and Display also available.
- 5.8.3.2.** In main car park: two rows exclusive to permit holders
- 5.8.3.3.** In main car park: during the day PWC resident stickers valid.
- 5.8.4.** Church Point fees: BG reviewed fees associated with different loan and lease options. BG moved that committee approve the cost for an independent audit of the financial modelling provided in the report. SJ seconded. Meeting agreed. **ACTION: BG to write brief and obtain quote for an independent auditor.**
- 5.9. Governance:** BG tabled report *Governance Sub-Committee Report for July 2014 - V5*. BG asked GC to address the meeting on the constitutional review. Four proposals were put forward for committee consideration:
- 5.9.1.** Constitutional review: That the SIRA Committee decide whether or not to proceed with a process for reviewing our current Constitution with the ultimate aim of seeking to amend the Constitution at a Special General Meeting. Meeting agreed to proceed. In the discussion about the Constitution at the Community Forum 1 December 2013, Jenny Fraser expressed the view that there was no measure of community agreement.
- 5.9.2.** Process for Review: That the SIRA Committee decide whether the process for engaging with the community to carry out the above includes a community survey and community forum, the details of which are jointly worked out with GSC and CECS. Meeting agreed.
- 5.9.3.** Items for review in the Constitution: That the SIRA Committee decide whether the following questions are those which will be included as proposals to put before the community. Meeting agreed on the following:
- 5.9.3.1.** Executive Positions:
- 5.9.3.1.1.** Should there be two Vice Presidents or only one?
- 5.9.3.1.2.** b. Should the requirement in our Constitution to have both a Secretary and Minute Secretary on the Executive be changed to only require the Secretary? (Note: each Committee could still determine if it requires a separate Minute Secretary)
- 5.9.3.2.** Committee Numbers:
- 5.9.3.2.1.** Should there be a change to the maximum number of Ordinary Committee Members from 10 to 7? (Note: this would reduce the total number of all Committee members from 16 to 13, or from 14 to 11, should 1a and 1b above be approved)
- 5.9.3.3.** Nomination Process

5.9.3.3.1. Should there be a change to the nomination process for Committee elections so that all nominations are received in advance of the AGM (i.e. with a cut-off date) and remove the option for nominations being made at the AGM? (Note: A qualification clause could be provided that allows nominations at the AGM IF the number of nominations received before the meeting is less than the number of positions available).

5.9.3.4. Committee Election System: Should there be an amendment to the ballot for Committee members?

5.9.3.4.1. Should there be a) direct ballot for President and a ballot for a pool of positions for the Committee? The Committee then elects the other required Office Bearers from their midst. OR b) Should there be a direct ballot for President, a direct ballot for Vice President(s) and a ballot for a pool of positions for the Committee? The Committee then elects the other required Office Bearers from their midst; OR c) Continue with a direct ballot for each Office Bearer with the proviso that any individual can run for only one position, and then a ballot for a pool of positions for the Committee OR d) Continue with a direct ballot for each Office Bearer and then a ballot for a pool of positions for the Committee (status quo).

5.9.3.4.2. Online and Postal Voting. Should online and postal voting be allowed for Committee elections? (Note: If online voting was allowed postal voting would be required for members not able to vote online. OR b) Should absentee ballots be allowed (hard copy, to be obtained from and filed with the Nominations Officer)?

5.9.3.4.3. AG asked to add Absentee Voting (by mail) as an option. Meeting agreed.

5.9.4. Items for review in the Constitution: The committee did not agree that the following question included in proposals to the community, but the meeting did agree that this practice should be adopted by SIRAC.

5.9.4.1.1. Should there be a new clause added to the Constitution stating that an Independent Nominations Officer be appointed by the Committee to receive and manage all nominations?

5.9.5. Items for review in the Constitution: The committee did not agree that the following question be included in proposals to the community:

5.9.5.1. Casting Vote Clause: Should Clause 21 (2) be amended to read "Each member present at a meeting of the committee or any sub-committee appointed by the committee (excluding the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a casting vote"?

5.9.6. The rest of governance items were held over until the next committee meeting.

6. SERVICE REPORTS

6.1. Emergency Water. HELD OVER

6.2. Community Vehicle: HELD OVER

6.3. Community Hall: AM had tabled report *Hall Report Aug 2014*. GC gave report as AM had left meeting. Proposal: That SIRAC approve increase in fees. Moved: GC; Second CG. Committee agreed. New documents which comply with insurance requirements are also needed. **ACTION: Hall Committee to send new documents to the website administrators.**

7. AOB. None

8. Open discussion: BG asked if there were any questions. Visitor commented that he had found the meeting interesting and that it had helped him understand how SIRAC works.

9. Karmel Patterson was presented with a certificate awarding her life membership of SIRA and was thanked for many years of outstanding contribution as a regular driver of the Community Vehicle, for participation in productions of the Scotland Island Players and for service with Church Point Ferries as deckhand on the scheduled trip to Newport School.

1. ROLLING TASK LIST

Task/topic	Subcommittee or person responsible	Initiation date
Review Subcommittee Charters still outstanding ONGOING	CECs, Governance	April 6 2014
Respond/consider kayak racks proposal ONGOING	Parks, Reserves, Wharves and Marine	April 6 2014
Fire trail issues: Decide on action on road to top of island ONGOING	Roads & Drainage	April 6 2014
Emergency water: material on water line: draft notice for PON	Emergency Water	June 29 2014
Harold Reserve issue: Follow up issue of pathway to Carols Wharf with PWC.	Parks, Reserves, Wharves and Marine	June 29, 2014
Hall committee to put up sign saying that the Hall is a smoke-free zone	Community Hall Service Group	June 29, 2014
Discuss next community forum focus	Community Engagement and Communications	June 29, 2014
Investigate neighbourhood care to ascertain whether there are organisations that can provide a ring-in service to check on elderly or infirm residents or whether we should/could set up an SI system.	Community Engagement and Communications/JF	June 29, 2014
Website maintenance procedure: finalise	Community Engagement and Communications/JF	August 10, 2014
Prepare submission to Sydney Water and circulate to SIRAC for approval by email	Water and Wastewater	August 10, 2014
Pursue grant from Clean Up Australia for Cargo Wharf	Parks, Reserves, Wharves and Marine	August 10, 2014
Prepare draft plan for kayak storage and for dealing with abandoned or beached boats	Parks, Reserves, Wharves and Marine	August 10, 2014
Send letter to PWC on R&D 2014-15 priorities	Roads and Drainage	August 10, 2014
Write brief and obtain quote for independent auditing of Church Point parking fees under different loan and lease numbers options.	Church Point	August 10, 2014
Submit new Community Hall document to website admins	Community Hall	August 10, 2014

Meeting closed at 12:45

Next meeting: September 21, 10 am, Community Hall.