

Scotland Island Residents' Association



Minutes of Committee Meeting

Date: December 14, 2014
Venue: Community Hall
Present: Bill Gye, Judy Readman, Cass Gye, Shar Jones, Jenny Frazer, Hubert van Mierlo, Adrian Matthews, Tim Turpin, David Hegarty, Carol Floyd, Shona Forsyth, Sharon Kinnison
Apologies: Tanya Costin
Observers: Boyd Attewell

Opening: Meeting opened at 10:10 a.m

1. WELCOME AND INTRODUCTION

- 2. DECLARATIONS OF INTEREST:** Cass Gye (CG) is Emergency Water Monitor; CG and BG are members of the Pittwater Point Community Projects Association.
- 3. CODE OF CONDUCT ISSUES:** BG reported that a complaint has been received about non-compliance by some committee members with the SIRA Code of Conduct. BG sought the advice Public Officer, Michael Chapman. MC's view was that it would not be possible to deal with only the particular non-compliance issues raised as it would then be fair and necessary to allow others to raise all their particular issues. That being the case, MC further argued that in doing so not only would we derail the committee from its need to focus on core business, it would likely end up as acrimonious with no clear practical outcome. MC made the following suggestions which BG put forward-for dealing with this: 1) 'draw a line in the sand' and agree to abide by the core value in our Code of Conduct, i.e. respect towards each other 2. adopt a 'three strikes and you're out' procedure in the meeting. The first 'strike' is just to identify a breach of respectful behaviour; the second is a warning to about inappropriate behaviour, and the third is when someone is asked to leave. **Meeting agreed** to implement the first option as well as the second 'three strikes and you're out' procedure.

BG reported that another complaint is that we've become bogged down in process rather than actual actions, and that we have procedures that can slow things down. After discussion BG proposed that we have a processes meeting once a year in which we consider processes. **Meeting agreed.**

4. PREVIOUS MINUTES

4.1. Minutes from previous meeting accepted. CG pointed out a format issue; otherwise accepted.

4.2. Outstanding Action Points

4.2.1.Subcommittee Charters: Governance still outstanding. DONE.

4.2.2.Kayak Racks: PRW&M proposal for construction of kayak racks for location at Cargo Beach Reserve area and deal with beached boats. **ACTION: Parks and Reserves, Wharves and Marine Community meeting September 27. ONGOING**

4.2.3.Fire Trail Issues: Council correspondence received noting that PWC holds no responsibility for the Fire Trail to the top of the Island. **ACTION: Continue discussion with PWC: ONGOING**

4.2.4.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. TAKE OFF ROLLING ACTION LIST**

4.2.5.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 prepared community notice for outgoing communication. DONE.**

4.2.6.Hall Committee to install sign indicating area is a smoke-free zone. **DONE**

- 4.2.7. Community Engagement and Communications:** investigate neighbourhood-care organisations that can provide service to check on elderly or infirm residents. **HELD OVER**
- 4.2.8. Church Point Fees: ACTION:** Develop a summary version of the document on Church Point Fees for more general consumption **HELD OVER**
- 4.2.9. Water and Wastewater:** prepare community update note for PON etc. **HELD OVER**
- 4.2.10. Waste Management:** Prepare community update note on changes to skips and jetties. **HELD OVER**
- 4.2.11. Roads and Drainage:** Prepare political draft strategy for funds for the ongoing road and drainage maintenance. **HELD OVER**
- 4.2.12. Hall Committee:** Prepare and distribute community information about the plan to paint the interior end walls of the hall white. **DONE**
- 4.2.13. Treasurer:** Obtain quote for purchase and installation of a projector, pull down screen and ADSL wireless modem for internet use. **HELD OVER**
- 4.2.14. Governance:** Prepare a privacy policy for SIRAC's approval **HELD OVER**
- 4.2.15. Governance:** Clarify the issue of confidentiality. **HELD OVER**
- 4.2.16. Emergency Water: ACTION** TC to survey island to see if there are problems with material on water line. **HELD OVER**
- 4.2.17. PRWM: ACTION:** Provide updated Tree Preservation Policy for website to replace outdated information. **ONGOING**
- 4.2.18. PVRM: ACTION** Prepare PON notice on older children's behaviour at beaches (fires, littering, needles). HvM to check with SIRFB if this can be joint effort. **CHANGE RESPONSIBILITY TO SF TO WRITE LETTER.**
- 4.2.19. PVRM: ACTION** Prepare letter to PWC about deficiencies in wharf maintenance. **WHARFS HAVE BEEN REPAIRED.**
- 4.2.20. WM: ACTION** Prepare letter to PWC to request more frequent vegetation pickups, possibly on trial basis. **IN REPORT; ONGOING**
- 4.2.21. R&D ACTION:** DA 139 Thompson Street: compose draft letter to PWC re issue. **DONE**
- 4.2.22. Children walking to school: ACTION:** revise letter by JK slightly; draft support letter from SIRAC **TC ONGOING: AM AND SF TO FOLLOW UP.**
- 4.2.23. 60th year anniversary SIRFB and SIRA: ACTION** prepare proposals **ONGOING**
- BG proposed that the Rolling action list be sorted by committee and that these items be dealt with within SC reports. Meeting agreed; **ACTION: CF to modify Rolling Action List accordingly.**

5. AGM MINUTES

- 5.1.1.** Meeting agreed to post the new Constitution on website and send out by SIRA Communications. **ACTION: CG to send new constitution to website admins and to propose text to CECS for SIRA Communications.**
- 5.1.2.** Election: BG noted that Governance must meet to finalise the actual voting counting and distribution of votes system. **ACTION: BG to arrange Governance meeting.**

6. TREASURER'S REPORT

- 6.1.** CG tabled reports: *Treasurers Report 14.12.14, SIRA P&L @ 31.10.14, SIRA Balance Sheet @ 31.10.14, SIRA Audited Financial Statements 2014 I & E.xls, SIRA Audited Financial Statements 2014 Balance Sheet, and SIRA Audited Financial Statements 2014 Activity Analysis.*
- 6.2.** CG reported that she had sourced designs for perpetual honour boards and that the cost for printing them was between \$50 and \$100.
- 6.3.** CG reported that Council will test the phone line to see if it is still active for ADSL.

- 7.** HvM commented that the Activity Analysis showed a net income of about \$20,000. HvM suggested we should look at ways to use our funds to serve the community. CG referred to the Balance Sheet which shows an amount of \$25,000 in Savings General Funds @ 31.10.14.

8. SERVICE REPORTS

- 8.1. Emergency Water:** nothing to report.

8.2. Community Vehicle. CG tabled *CV Report December, 2014*, and reported that DH has stepped in as coordinator. There are funding changes from July 2015, and as compliance with HACCC is required it has been recommended that we hold discussions with larger organisations within our area to discuss options concerning partnerships to alleviate the pressure surrounding the increased compliance requirements so that we can continue to provide the service.

8.3. Community Hall. AM tabled *Hall Report December 2014*. AM reviewed the building works. The awning options – upwards or downwards angled awnings – were viewed on the deck. Meeting agreed lower angle would obstruct the view excessively. HvM suggested a less acute angle. The meeting voted between HvM's option and the upwards angled awning design. Meeting agreed on the upwards angled awning design.

9. SUBCOMMITTEE REPORTS

9.1. Parks, Reserves and Wharves and Marines. TT tabled *PRWM Dec Meeting notes*. TT has had discussion with Aboriginal Heritage Office and was informed that the Office had previously proposed preservation of the shell midden and the Currajong Tree to PWC. PWC have agreed that they will act on this matter.

9.1.1. JR raised the issue that there is no enforcement of compliance on rubbish removal or adherence to regulations. JR proposed that we report monthly to PWC on compliance issues. After discussion, BG suggested that we only bring to PWC attention those issues that have been raised with the community. **ACTION: JR to draft a compliance report using this criteria.**

9.1.2. BG reported that we were successful in getting a grant for \$20,000 to upgrade the walking track for upper Elsie; possibly this could be done for \$5000 and spend the rest on other priorities. There is 12 months to implement the grant. **ACTION: PRWM to call meeting to discuss further.**

9.1.3. CF proposed that the island become a cat free zone after 20 years, or the lifespan of a cat. **ACTION: PRWM to discuss and create a proposal.**

9.1.4. Incoming correspondence from resident complaining about dog poo on island and unleashed dogs. **ACTION: PRWM to create a proposal plan considering off-leash area and bins and bags for dog poo.**

9.2. Finance, Membership and Insurance: nothing to report

9.3. Waste Management. DH tabled *SIRAC WM Report for Dec 14*. He reported that residents have contacted the committee in regard to recent PWC announcement about increased pick-ups on mainland and the fact that we have inadequate collection: There are three options: fortnightly pick-up of green vegetation, leave as is, or more frequent pick-ups of green vegetation. A number of views were expressed, from mulching on the island, to taking more care not to broadcast weeds all over the island during vegetation. **ACTION: WM to investigate what happens on other islands, and consider further action.**

9.4. Roads & Drainage:

9.4.1. DA for 139 Thompson Street: Further meetings have occurred; outcome still not final.

9.4.2. The Hairpin bend has been surveyed by PWC and a concept plan is being drawn up for further discussions in 2015.

9.5. Governance: No formal report for December.

9.5.1. AGM date agreed: February 8 2014.

9.5.2. Nomination process: BG suggested that nominees for SIRAC submit a simple statement about themselves for publication through different venues. **ACTIONS for Governance were:**

- **form for nominee statement to be created**
- **nominees to be informed that there are policies and procedures relating to elections**
- **details of distributing votes to be agreed**

9.6. Church Point: BG reported that demand management report has not yet been provided to SIRAC. In addition, a proposal for the principles for setting fees must be written for PWC. **ACTION: CP to draft these principles.**

9.6.1. Pasadena: **ACTION: CP to write to PWC about our concerns re the deterioration of crown land.**

9.7. Water and Wastewater: JR tabled *SIRA Humphries Waste Water Lobby Final Draft* and *Draft Communiqué*. JR reported on the major issue that has arisen.

9.7.1. Background: Sydney Water has proposed in their submission to IPART that the Priority Sewerage Program not be included in their new Operating License. Scotland Island has been on the PSP Stage 2 for many years and this would mean that provision for wastewater infrastructure would be delayed. SIRA's submission to IPART sought to retain Sydney Water's commitment to the PSP in their Operating License as has PWC. IPART is still considering submissions and will produce their draft proposal in February with the opportunity for further comment.

9.7.2. JR spoke to the document *SIRA Humphries Waste Water Lobby Final Draft*, a letter to the Hon Kevin Humphries MP which outlines the reasons that Sydney Water must fulfil their agreement to sewer the island.

9.7.3. BG spoke to the *Draft Communiqué*; a backgrounding paper sent to Karin Krueger for comment and advice. KK advises that a media campaign is essential. JR proposed that we pay KK for time and costs so that KK is able to devote the time to a professional media campaign; if this is not accepted we must at least cover expenses.

9.7.4. ACTIONS:

- **WW to approach KK for quote and plan; special meeting to be called; possibly an SIRAC email vote for budget will be necessary.**
- **Letter-writing campaign: this should be part of KK's overall plan.**

9.8. Community Engagement & Communications: JR and HvM tabled report *CCECS Report December 2014*, *WEBSITE MAINTENANCE TASKSv6*, and *Draft email code of conduct*. HvM raised proposed change to website maintenance tasks v6; including new classes and groups, non-controversial posts, community events. **Meeting agreed.**

9.8.1. CF went through the draft email code of conduct. After discussion, including the suggestion from SK to vote by Yammer when between-meeting votes are required, **meeting agreed to adopt the email policy. ACTION: Website admins to post on website.**

9.8.2. HvM moved that in January 2015 the SIRA committee discuss an investigation to introduce an online membership system and cloud based accounting system for SIRA, as detailed in a discussion paper by Hubert van Mierlo. As part of the discussion there will be a walk through of the system's functionality. For the purposes of the demonstration there will be a need to use sample of data from the current membership database. Motion seconded by JR.

9.8.3. CG proposed an amendment: That an online membership system consistent with emergency water obligations and a communications process for members be investigated. That the Finance and Membership Subcommittee meet to discuss proposals and provide a recommendation to SIRAC. SJ seconded.

AM spoke for the amendment. JR spoke against it. HvM rejected the amendment. HvM to remove 'and cloud-based accounting system'. CG said that she also wanted to remove 'in January 2015'. **Motion: not passed.**

9.8.4. HvM motion voted on without 'and cloud-based accounting system'. **Motion passed. ACTION: HvM to liaise with CG to view and get a sample of data from current database.**

9.9. Island Vision: SJ asked for meeting's approval for posting to encourage comment about the Island Vision. **Motion passed. ACTION: SJ to create the post for Website Admins to post.**

10. AOB: Yamba development was raised. It was agreed that further discussion should await the DA.

Meeting closed 1.15 pm

Next meeting January 18, 2014

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1. ROLLING TASK LIST

Subcommittee or person responsible	Task/topic	Initiation date
AM & SF	Prepare PON notice on older children's behaviour at beaches (fires, littering, needles).	Nov 2, 2014
Church Point	Develop a summary version of the document on Church Point Fees for more general consumption	Nov 2, 2014
Church Point	Write a proposal for principles for setting fees for the CP car park.	Dec 14, 2014
Church Point	Write to PWC about our concerns re the deterioration of crown land. .	Dec 14, 2014
Community Engagement & Communications	CG to send new constitution to website admins and to propose text to CECS for SIRA Communications.	Dec 14, 2014
Community Engagement & Communications	Post new email policy on website.	Dec 14, 2014
Community Engagement & Communications	Database proposal: HvM to liaise with CG to view and get a sample of data from current database	Dec 14, 2014
Community Engagement & Communications/JF	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.	Jun 29, 2014
Emergency Water/TC	Survey island to see if there are problems with material on water line	Nov 2, 2014
Governance	Prepare draft privacy policy	Sept 21, 2014
Governance	Clarify issue of confidentiality	Sept 21, 2014
Governance	Decide election vote distribution mechanisms	Dec 14, 2014
Governance	Design nomination form	Dec 14, 2014
Governance	Prepare a statement to inform nominees of relevant policies and procedures.	Dec 14, 2014
Isl& Vision	SJ to create a post to encourage community comment on the Island Vision document.	Dec 14, 2014
Parks, Reserves, Wharves & Marine	Respond/consider kayak racks proposal	April 6 2014
Parks, Reserves, Wharves & Marine	Provide updated Tree Preservation Policy for website to replace outdated information	Nov 2, 2014
Parks, Reserves, Wharves & Marine	JR to draft a compliance report using criteria of matters the community has complained about	Dec 14, 2014
Parks, Reserves, Wharves & Marine	Discuss the usage of the grant received for upgrading the upper part of the Elsie walking trail	Dec 14, 2014
Parks, Reserves, Wharves & Marine	Create a proposal for making the island cat free	Dec 14, 2014
Parks, Reserves, Wharves & Marine	Create a proposal for dog management, including an off-leash area/times and provision of dog poo bags	Dec 14, 2014
Roads & Drainage	Fire trail issues: Decide on action on road to top of island	April 6 2014

Roads & Drainage	Prepare political draft strategy for funds the on-going road and drainage maintenance	Sept 21, 2014
SIRAC	60 th year anniversary SIRFB and SIRA: prepare proposals	Nov 2, 2014
TC	Island children walking to Newport school: revise letter by JK slightly; draft support letter from SIRAC	Nov 2, 2014
Treasurer	Seek quote for purchase and installation of a projector, pull down screen and ADSL wireless modem for internet use	Sept 21, 2014
Waste Management	Prepare community update note on changes to skips on jetties.	Sept 21, 2014
Waste Management	Continue to investigate the issue of vegetation pickups, chipping/mulching on island. Research what happens on other islands e.g. Dangar.	Nov 2, 2014
Water & Wastewater	Prepare W&W community update note for PON etc.	Sept 21, 2014
Water & Wastewater	Sewerage issue: Approach KK for quote and plan, including letter-writing campaign; call special meeting; conduct SIRAC email vote for budget if necessary.	Dec 14, 2014

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