

# Scotland Island Residents' Association



## Minutes of Committee Meeting

**Date:** September 21, 2014  
**Venue:** Community Hall  
**Present:** Bill Gye, Judy Readman, Cass Gye, Graeme Crayford, Jenny Frazer, Shar Jones, Adrian Matthews, Hubert van Mierlo, Tim Turpin, David Hegarty, Sharon Kinnison  
**Apologies:** Carol Floyd, Shona Forsyth, Alan Gaines, Tanya Costin  
**Observers:** Paul Kinnison, Boyd Attewell, Rosemary Haskell, Colin Haskell, Annette Ritchie, Jenny Cullen

**Opening:** Meeting opened at 10 a.m

### 1. WELCOME AND INTRODUCTION

The Chair welcomed participants and offered a set of comments directed toward achieving collective good-will and an efficient and productive meeting

**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.

### 3. PREVIOUS MINUTES

#### 3.1. GC requested a change to the last sentence of item 2 (Declaration of interest)

The last sentence to be replaced with: GC sought confirmation that no SIRAC member was a moderator on the S.I. Community Facebook page.

**The proposed change was carried with all in favour.**

**3.2.** JF sought an additional note to item 5.9.1 as follows: In the discussion about the Constitution at the Community Forum December 1, 2013 Jenny Fraser expressed the view that there was no measure of community agreement.

**3.3.** With the above amendments the Minutes of the meeting August 10 were accepted as a true record of that meeting.

#### 3.4. Outstanding Action Points:

**3.4.1. Subcommittee Charters:** CECS Charter tabled and the Governance still outstanding

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

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

**3.4.4. 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. **HELD OVER**

**3.4.5. 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. **ONGOING**

**3.4.6.** Hall Committee to install sign indicating area is a smoke-free zone. **HELD OVER**

**3.4.7. Website Maintenance procedure:** **ONGOING**

**3.4.8. Draft Plan for kayak storage racks:** **ACTION:** Cargo will offer a model **ONGOING**

**3.4.9. AOB Next community forum focus: ACTION:** CECS committee to discuss **ONGOING**

**3.4.10. Community Engagement and Communications: ACTION:** CECs committee to finalise Website maintenance processes.

**3.4.11. Water and Wastewater: Submission to Sydney Water ACTION: Letter sent**

**3.4.12. Parks, Reserves and Wharves: ACTION:** Grant application prepared and sent. Community meeting scheduled for September 27

**3.4.13. Roads and Drainage: ACTION:** Letter received from Council re fire trail

**3.4.14. Church Point Fees: ACTION:** BG to pursue further independent analysis of the Report on CP Fees

#### **4. TREASURER'S REPORT:**

CG tabled report: SIRA Treasurer's Report, September 21<sup>st</sup>. CG drew attention to \$693.97 allocated to the Winter Solstice festival which was within approved expenditures and thanked Emmie Collins for her work on this project. Meeting accepted report.

JF put forward proposal that SIRA allocate funds for a birthday cakes for each Committee Member

Meeting agreed.

#### **5. MOTIONS**

##### **5.1. Moved: Shar Jones; Seconded Cass Gye**

*That at all SIRA Committee meetings are conducted in accordance with our Formal Meeting Procedures, including that interruptions are not permitted when someone is presenting a Report and that time be given at the conclusion of each Report for comment and discussion*

SJ spoke in support of the motion noting two parts (a) reinforcing acceptable meeting procedures and (b) ensuring that each report can be presented without interruption and be followed with careful thoughtful discussion. She assured the meeting that she was not seeking change to procedures, rather reinforcing what was already identified as appropriate meeting behavior.

JR suggested we don't need to formalise this in a motion.

SK asked if this is agreeing to something to which we have already agreed? SJ responded yes.

HvM Suggested this is, in part, a Subcommittee problem noting that there is a problem in Subcommittee reporting procedures.

HvM offered an apology for interrupting a speaker at the previous meeting. Apology accepted from the Chair.

JR proposed an amendment to the Motion:

*That at all SIRA Committee meetings are conducted in accordance with accepted Meeting Procedures, including that interruptions are not permitted when someone is presenting a Report and that time be given at the conclusion of each Report for comment and discussion*

The amendment was accepted by the mover and subject to meeting vote.

Result: 10 for 1 against; Amended motion carried.

It was also agreed that the issue of Subcommittee reporting be referred to the Governance Subcommittee.

##### **5.2. Moved Shar Jones; Seconded Cass Gye**

*That, in line with our stated commitment to transparency, SIRA accepts no unattributed entries or links on any digital or hard copy publications*

SJ spoke to the motion noting that the motion was intended to bring consistency to the principal of transparency. She noted that she supported the inclusion of the link to the Scotland Island Community Facebook page but that by having an anonymous moderator there was an inherent contradiction with SIRA's commitment to transparency.

HvM noted the need to be very careful with web-site links but drew attention to the procedure in place for accepting links.

Following discussion the following amendment was accepted by the mover SJ and seconded by CG

*That, in line with our stated commitment to transparency, SIRA write to the moderator to ask them to identify the moderator for the linked site.*

The meeting voted: Result: 5 for, 6 against. Motion lost

### **5.3. Moved Shar Jones; Seconded Cass Gye**

*That Greg Roberts be awarded a life membership for services to the offshore and wider Pittwater communities*

SJ spoke to the motion.

The motion was carried unanimously

### **5.4. Moved: Hubert van Mierlo; Seconded Bill Gye**

*That the CECS and Governance Committee meet to jointly review the alignment of the Communication/Consultation Process contained within SIRA's Decision Making Process and the Community Engagement/Communication Charter*

HvM and BG spoke to the motion noting that essentially the motion was asking that the two groups convene and discuss alignment.

The motion was carried unanimously

## **6. SUBCOMMITTEE REPORTS**

**6.1. Community Engagement and Communications:** HvM and JR tabled reports: *CEC Subcommittee Report September 2014; SIRA Communications Strategy; CECS (Charter)*; They also tabled a document titled *iap2 public participation spectrum*. HvM noted that a communication strategy is underway. JR noted that reports are tabled to advise the meeting of progress and recommendations. They are consequently tabled to facilitate questions for clarification or seek Committee endorsement. CG raised concerns on Website Maintenance, "Major Change Request". The procedure for this delegates CECS the responsibility to approve changes without SIRAC approval. Major changes are not clearly defined, may be controversial and should go to SIRAC for approval. JR said Website Admins can raise controversial issues with SIRAC, but that it is important to maintain a level of 'trust'. CECS propose that if 75% of CECS are in favor then Website Admins can initiate the decision. If it is less than 75% it requires SIRAC approval. (See further Governance Item 6.9.1 below)

**6.2. Island Vision:** SJ presented a verbal report and noted the difficulty in arranging meeting times that suit members.

**6.3. Water and Wastewater:** JR presented a verbal update. Submission sent to IPART regarding the review of Sydney Water's Operating Licence requesting that delivery of the PSP Program should be included in this licence. PWC has also supported this position in their submission. A draft Report from IPART following submissions will not be available until February next year. GC proposed that a political campaign be planned to guide future action. The meeting agreed to this strategy and asked that a brief update note on the issue be prepared for circulation via CECS. **ACTION:** 1. W&W prepare a community update note and 2. draft a political strategy for ensuring progress from Sydney Water.

**6.4. Parks, Reserves and Wharves:** TT tabled report *Parks and Reserves, Wharves and Marine Issues Report to SIRAC September 21<sup>st</sup>*. A meeting is planned for September 27<sup>th</sup> in order to progress the design and location of kayak racks. Information has been widely distributed. A funding application to Keep NSW Beautiful has been prepared and approved by Council. **ACTION:** CG undertook to ensure all nearby neighbours were aware of the meeting.

**6.5. Waste Management:** DH tabled report *Waste Management Subcommittee Report to SIRAC September 21<sup>st</sup>*. DH noted that additional work was required to install new skips on Wharves. URM closing Belrose waste centre and all mixed waste will be sent to Goulburn which could affect rates. **ACTION:** A community update note be prepared to advise residents of changes to the fixing and transport of skips on jetties.

**6.6. Roads and Drainage:** No report for this meeting. CG reported PWC response to SIRA letter regarding the Fire Trail and emergency access to the top of the Island was received. GC noted the need for a political strategy to improve the on-going management of roads and drainage. **ACTION:** R&D to prepare a draft strategy.

**6.7. Finance, Membership and Insurance:** No report for this meeting

**6.8. Church Point:** No written report tabled for this meeting. BG provided a verbal report noting there still has been no response from State Gvt re the low interest rate loan. A further round of low interest loans are expected to be announced. A Review of Environmental Factors Report is being prepared by Council. The company GTA have been appointed as consultant to prepare a Demand Management Plan. As part of this process GTA will meet either with individual local community groups and will hold a collective meeting. A joint meeting of the three Associations and CPF is planned for Sept 28. BG proposed that in relation to the CP Fees Report additional information about longer term fixed interest rate loans be obtained.

SJ briefly reported that car-park usage by those with Pittwater Resident Permits was minimal.

**ACTION:** BG will draft a community update on CP including drawing attention to the key demand management issues under discussion. The meeting acknowledged the valuable input from Jenny Cullen through the process of developing demand management.

**6.9. Governance:** No written report tabled for this meeting. Discussion followed on two issues: 1. Process of decision making for subcommittees; and 2. Constitutional Review

**6.9.1 The issue of Subcommittee reporting** was clarified by the meeting. Subcommittees are required to report to SIRAC for endorsement of proposed action (i.e. through subcommittee reports). If SIRAC does not endorse a proposal, it is returned to the subcommittee for further consideration and amendment.

**6.9.2 Constitutional Review** BG put forward proposal by GC for the constitutional amendment which was a move toward the Model Constitution. Five suggested changes have been canvassed including: the nomination process; the number of committee members; and the process of electing the executive. Given the limited time available before the next AGM it was proposed that a special meeting be convened to reach agreement on the nomination process. JR proposed that the Governance Subcommittee deal with the issues as a first option and come up with two options for consideration at a SIRAC meeting. SJ proposed we change the date of the AGM to either Sun 14 Dec or Sunday 8 Feb

**6.9.3 An amended Motion was put to the meeting:**

**Moved Hubert van Mierlo; Seconded Jenny Frazer**

*That this meeting agree to proceed with a SGM to recommend adopting the revised nomination process as per the model constitution with the precise wording to be determined by the governance Subcommittee.*

GC was asked to read out the nomination clause as per the model constitution  
Meeting voted 8 for, 3 abstained; the motion passed

**6.9.4 MOTION Moved Bill Gye; Seconded Judy Readman**

*That the AGM date be moved subject to approval by NSW Fair Trading..*

*The meeting voted 7 for: the motion was carried **ACTION:** Governance Subcommittee discuss wording for the resolution of the nomination process at the November Special General Meeting*

- 6.9.5 The meeting agreed that the date for the Special General Meeting would be held on 30th November.
- 6.9.6 The meeting agreed that the AGM would be scheduled for February 8th.
- 6.9.7 Recommended changes for SIRAC policies:
  - 6.9.7.1 The meeting agreed unanimously to adopt a privacy policy **ACTION:** Governance prepares a draft.
  - 6.9.7.2 There was a proposal to adopt a code of conduct for ALL SIRA members. The meeting voted against this proposal 4 for, 5 against.
  - 6.9.7.3 The meeting unanimously agreed to clarify the issue of confidentiality in the present agreement.

## 7. SERVICE REPORTS

7.1. **Emergency Water:** Nothing to report

7.2. **Community Vehicle:** Nothing to report

7.3. **Community Hall:** Council has advised funding is available to paint the interior Hall. The current proposal is to paint the two ends white. **ACTION:** Community notice to be prepared to solicit comments from residents.

- 7.3.1. A quote is to be sought for installation of a projector, pull down screen and internet access.  
**ACTION:** Seek quote for purchase and installation of a projector and ADSL wireless modem for internet use.

## 8. AOB

8.1. Coffee morning is to be held at the Hall October 26 convened by Boyd Attewell. All are encouraged to join this event.

8.2. The next Community Forum will, amongst other topics, discuss the constitution and propose a resolution on the nomination process to be put at a Special General Meeting now scheduled November 30<sup>th</sup>.

8.3. **60<sup>th</sup> year anniversary** There was a call for volunteers to establish a subcommittee to plan activities for SIRA's 60<sup>th</sup> year anniversary. Volunteers included: Colin Haskell, Sharon Kinnison, Jenny Fraser and Hubert van Mierlo.

9. **Open discussion:** BG asked the visitors if there were any further issues for discussion. Colin Haskell thanked the Committee for their on-going work.

**Meeting closed 1.20 pm**

**Next Meeting November 2**

## 1. ROLLING TASK LIST

Task/topic	Subcommittee or person responsible	Initiation date
Review Subcommittee Charters still outstanding ONGOING	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. Circulate community update note. ONGOING	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. Special Meeting scheduled for November 30 <sup>th</sup> to discuss committee nomination process.	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 draft plan for kayak storage and for dealing with abandoned or beached boats ON GOING	Parks, Reserves, Wharves and Marine	August 10, 2014
Community Meeting for Cargo Users Group re Kayak rack design and placement and C.G. advise neighbours of the meeting	Parks, Reserves, Wharves and Marine	Sept 21, 2014
Prepare W&W community update note for PON etc.	Water and Wastewater	Sept 21, 2014
Prepare community update note on changes to Skips on Jetties.	Waste Management	Sept 21, 2014
Prepare draft strategy for the on-going road and drainage maintenance	Roads & Drainage	Sept 21, 2014
Church Point: prepare Community update note on progress and development of Demand Management	Church Point	Sept 21, 2014
Governance Subcommittee discuss wording for the resolution of the nomination process at the November Special General Meeting	Governance	Sept 21, 2014
Distribute community information note about the plan to paint the interior end walls of the hall white.	Hall	Sept 21, 2014

Seek quote for purchase and installation of a projector, pull down screen and ADSL wireless modem for internet use	Treasurer	Sept 21, 2014
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