

Scotland Island Residents' Association

Minutes of Committee Meeting

Date: 7th April, 2019
Venue: Community Hall
Present: Colin Haskell, Sharon Kinnison, Boyd Attewell, Anne Dennis, Robyn Iredale, Shane O'Neill, Jane Rich
Apologies: Sue Armstrong, Paul Blackband, Fabienne d'Hautefeuille, Nadja Fisher
Opening: Meeting started at 10:15am



SIRAC BUSINESS		
#	Item	Tabled Documents / Actions
	Acknowledgement of Country and Welcome Appointment of Time Monitor	Shane appointed
	SIRAC BUSINESS	
1.	PREVIOUS MINUTES 10 th March, 2019	Reception moved: Anne; seconded: Shane. Carried
2.	PRESIDENT'S REPORT <ul style="list-style-type: none"> - Communication within SIRAC: <ul style="list-style-type: none"> o important that we all know what is going on, have an opportunity to discuss issues and vote if necessary o subject box on emails needs to be accurate o limit copying in third parties to sensitive emails o do not leak verbal or written communication outside SIRAC - Questions & comments from attendees at SIRA meetings - Visit to island, 17/4/19, 1 – 3pm - Ray Brownlee, CEO; Trish Chaney, Community Liaison Co-ordinator for CEO; and Phil Devon, Manager, Transport Network, NBC <ul style="list-style-type: none"> o Colin and Shane (photos) to meet at CP; show them Commuter Wharf o water taxi to Tennis to meet community vehicle o tour island - R&D issues, Sharon & Graeme Crayford o park or hall for afternoon tea and discussion – the projects we are currently undertaking; how NBC can support us o 3pm at Tennis to meet WPCA 	Refer issue to Governance Sub-committee for recommendations SI information booklet to be sent to visitors in advance Agenda required: Roads & Drainage Church Point Water and Wastewater Waste Wharves
3.	TREASURER'S REPORT <ul style="list-style-type: none"> - See February Accounts and Report For first time in 2 years, water sales less than budgeted (by 1%), but sales still up by 15% YTD on previous year - So far \$25,000 deposited into Balanced Fund of Australian Ethical Investments - Reimbursement claims for March – Treasurer \$50.00; Secretary \$100.00 - Pittwater Community Alliance – occasionally requests reimbursement of costs for meetings 	Reception moved: Boyd; seconded: Jane. Carried Approved by majority. Sharon objects to reimbursements without receipts Agreed that Treasurer refer these small amounts to Executive rather than SIRAC

	<ul style="list-style-type: none"> - Draft 2019-20 budget has been distributed; Boyd working on providing a simplified summary - New water booking fee structure discussed. Motions: <ol style="list-style-type: none"> 1. That the current EW booking fee of \$10 be changed to two levels; \$5 for those buyers who book online and do not require the involvement of a water monitor, and \$15 for buyers who use a water monitor to make their booking or require some other assistance from a water monitor in the booking, delivery or invoicing for their water. The date that this becomes effective shall be a time chosen by the Automated Water Booking Steering Group and shall be after the system functionality is available, and after the community has been notified in SIRA News 2. That the current booking cancellation fee of \$10 be changed to \$15. The date that this becomes effective shall be the same time that the booking fee price levels change, as per the previous resolution 3. Once the new pricing commences, the booking fee paid to the water monitors shall be zero for the \$5 online bookings, and \$15 for the \$15 manual bookings. The cancellation fee paid to the water monitors shall be zero for the online bookings and \$15 for the \$15 manual bookings 	<p>Motions 1, 2 and 3 proposed: Boyd; seconded Colin; carried unanimously, subject to input from Water Monitors and Manager</p>
<p>4.</p>	<p>SECRETARY'S REPORT</p> <p><u>Correspondence</u></p> <p><i>Northern Beaches Council</i></p> <ol style="list-style-type: none"> a) 12/3 – David Munday, Senior Project Engineer, to Alec Beckett of Wharves Sub-committee, advising of successful tenderer for Bell and Carols Wharves Project and arranging meeting with sub-committee b) 15/3 – Milestone Report on Automated Water Booking System Grant due 22/4 c) 1/4 – David Munday, NBC to Alec Beckett – link to survey for residents to complete which will assist Haskoning with their Bell and Carol Wharves design; copy of letter sent to residents about survey <p><i>MPs</i></p> <ol style="list-style-type: none"> d) 25/1 - Rob Stokes – about NBC's SI Traffic Management Plan e) 6/3 – Don Harwin, Minister for Resources – about Priority Sewage Program and IPART review of Sydney Water's Operating Licence <p><i>Other Organisations</i></p> <p><u>SIOCS</u></p> <ol style="list-style-type: none"> f) 10/3 and 22/3 – correspondence with SIRA about Terracycle garden set-up prize <p><u>Pittwater Community Alliance</u></p> <ol style="list-style-type: none"> g) 12/3 – Feedback on NSW Election Pittwater Candidates Forum and costs 	<p>Meeting held 20/3. See minutes</p> <p>1/4 - Alec passed survey link on to Wharves Sub-committee. See letter</p> <p>See letter - SIRA received on 16/3.</p> <p>See letter</p> <p>27/3 – Garden Bee on 7/4 published in SIRA News</p>

	<p><u>WPCA</u></p> <p>h) 13/3 – Invitation to AGM</p> <p>i) 5/4 – Melinda Broughton, Secretary, asking for itinerary/ agenda for Ray Brownlee visit on 17/4</p> <p><u>Pasadena</u></p> <p>j) 1/4 - Colin Pitstock, Pasadena Pantry – invitations to community organisations to a meeting about Pasadena liquor licences applications on 10/4</p> <p>SIRAC</p> <p>k) 19/1 & 13/3 - Boyd to Donna Marcellino, Revenue Officer, Transactional Accounting, NBC, requesting water invoice for 1/10/18 – 31/12/18</p> <p>l) 28/3 – Anne to Taryn Woods, Community Engagement, asking for update on Energy Reliability Project</p> <p>m) March – Sharon and RDT&E Sub-committee to David Munday and Phil Devon, NBC re quarterly scheduled maintenance program and inventory of walking tracks</p> <p>Members</p> <p>n) 28/3 – request for information about “not secure” status of sira.org.au website</p> <p>o) 28/3 – Feedback on fine in short-stay area of Commuter Wharf</p> <p><u>Membership</u></p> <ul style="list-style-type: none"> - Up from 350 in December, 2018 to 366 now - Introduction of Automated Water Booking System demands accuracy of member details in database 	<p>4/4 – published in SIRA News</p> <p>5/4 – posted on Facebook page</p> <p>14/3 - received invoice; \$10,797.28 paid over 3 instalments, last on 29/3</p> <p>1/4 and 5/4 – Taryn provided update on status of project. See update</p> <p>30/3 - Alec now secured site</p>
5.	<p>SUBCOMMITTEE REPORTS</p> <p>Minutes of Sub-committee meetings need to be sent to SIRAC within 2 weeks of the meetings</p> <p>Church Point</p> <p><u>Parking</u></p> <ul style="list-style-type: none"> - Pros of \$500 CPPP fee – pay off loan quicker, demand management; cons – affordability, will it increase? - Need to resolve long-term plans – reduction in fees? lease spaces to become public <p><u>Liquor Licences</u></p> <p>Pasadena Pantry has organised a meeting with community stakeholders at 7.00pm on 10/4 at BYRA</p> <p>Community Engagement and Communications</p> <p><u>SIRA Recreation Club</u></p> <ul style="list-style-type: none"> - Steering Committee met 30/3 - Robyn proposed a grant application under the NBC Community, Arts and Culture grants program, 2019-20 <p><u>Website</u></p> <p>Roles of Secretary and IT Membership & IT Manager are gradually being worked out; suggested that Alec concentrate on maintenance and updates of software, and training; Anne to be trained to update website</p> <p>Finance and Insurance</p> <p>Will meet to discuss 2019-20 budget, including amounts budgeted for social events, community projects, and Hall charges for SIRAC meetings</p>	<p>Raise issues during Council visit</p> <p>Minutes needed SIRAC has given the go-ahead; Boyd can assist with budget; Sharon will help</p> <p>Boyd to organise meeting</p>

<p>Governance</p> <ul style="list-style-type: none"> - Hall Booking Officer contract prepared - Decided Hall cleaner position does not require a contract but a Duty Statement - Comparison of present SIRA and NSW Fair Trading Model Constitutions needed before meeting <p>Hall</p> <p><u>Hall and Kindy Grant</u></p> <ul style="list-style-type: none"> - Petra Godfrey (SI Players), Cameron Nicol (Kindy) & Annabelle Kristevic (Rec Club) have joined Steering Committee - 28/3 - Jason Falinski came to island to present cheque for grant - PMC Hill are making donation towards materials for mural painting - SIRFB will erect a temporary awning to protect the mural while it's being painted - Kindy will delay new garden until mural completed - Storage issues should be sorted out over the next month <p>Roads, Drainage, Traffic and Environment</p> <p>Late March, letter sent to David Munday and Phil Devon, NBC about capital works and maintenance priorities, inventory of walking tracks and a request for quarterly maintenance schedules</p> <p>Strategy and Vision</p> <p>Met 10/3</p> <p>Water and Wastewater</p> <ul style="list-style-type: none"> - Very complex Automated Water Booking project has been well managed this year; Hubert has done a lot of work and been very responsive to feedback - Discussed booking and cancellation fees structure under new booking system <p>Wharves</p> <ul style="list-style-type: none"> - Contractor for the Bell and Carols Project is Royal Haskoning Australia; sub-committee met with them and Council on 20/3 - NBC has sent a letter with link to a survey to get input from community members 	<p>See minutes of meeting on 19/3</p> <p>See letter</p> <p>Need minutes and 1 page summary</p> <p>See Treasurer's Report - Motions</p> <p>See minutes of meeting on 20/3</p> <p>See letter of 29/3</p>
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Meeting finished at 12:45pm

ROLLING TASK LIST

Group or Person Responsible	Topic/Task	When
President	- Write to NBC about their responsibility to care for Catherine Park and manage vehicles in it, as they agreed in 2016 (liaise with Sharon)	ASAP
Treasurer	- Continue to invest in AEI	April
Colin & Boyd, Church Point Sub-committee	o Organise Council visit agenda:	Before 17/4

Group or Person Responsible	Topic/Task	When
	<ul style="list-style-type: none"> ○ Church Point – CPPP and metered parking fees and time settings, loss of Reserve Fund, future plans for CPPP fees and lease spaces ○ Water and Wastewater - feasibility study; booking automation project and possible help from NBC to install new meter at Bells ○ Waste – recycling and green waste ○ Wharves – Commuter wharf crowding and fines - Inform community about alternative fee options and their consequences; consult on preferences - Write to NBC about CP Parking Review 	
<p>Anne, CE&C Sub-committee</p> <p>Recreation Club Steering Committee (with Boyd and Sharon)</p>	<ul style="list-style-type: none"> - Shane to organise meeting this coming week - Update Welcome Booklet ready for distribution to Ray Brownlee etc for 17/4 visit - Continue update of the SIRA website; Anne to talk to Alec about roles and WordPress training - Put Safe Environment Policy on website and advise members - Produce minutes of meeting on 30/3 - Go ahead with grant application 	<p>8/4 – 14/4 ASAP</p> <p>Before next SIRAC meeting – 19/5</p> <p>Now Before 30/4</p>
<p>Boyd, Finance & Insurance Sub-committee</p>	<ul style="list-style-type: none"> - Finalise draft 2019-20 budget - Identify a free online training course about preventing and responding to reports of sexual assault and harassment; at minimum appointed Safe Environment Officer do the course 	<p>Before next SIRAC meeting 19/5 ASAP</p>
<p>Colin, Governance Sub-committee</p> <p>Anne and Boyd</p>	<ul style="list-style-type: none"> - Meet to discuss/plan strategy to consult community about grant ideas/wishes process; who can drive the grants application process; proposed SIRA grant procedures - Compare present SIRA Constitution with Fair Trading Model Constitution and present paper to SIRAC - Discuss creating a Grievance Policy 	<p>Before next SIRAC meeting 19/5</p> <p>Before next SIRAC meeting 19/5</p>
<p>Jane, Hall Sub-committee</p>	<ul style="list-style-type: none"> - Finalise contract with new Hall Booking Officer - Update Hall cleaner duty statement with Hall cleaner - Liaise with NBC to finalise locking arrangements for internal security door - Investigate solutions to ensure A/C is turned off after Hall use - Develop a draft Catherine Park Management Plan to put to the community and gauge reactions 	<p>Ongoing</p>
<p>Sharon, Roads, Drainage, Traffic and Environment Subcommittee</p>	<ul style="list-style-type: none"> - Pittwater Waterway Strategy Submission around 3 topics: CP foreshore; aquatic and terrestrial environment; and rapid increase in mooring numbers 	

Group or Person Responsible	Topic/Task	When
Colin, Water and Wastewater	<ul style="list-style-type: none"> - Boyd to email new fees structure motions to Water Monitors and Manager; sub-committee to discuss/meet with them about this issue - Advise community of new fees - Update Role Descriptions for Monitors and Manager; and Emergency Water Guidelines etc on website 	<p>ASAP</p> <p>When agreed & before Stage 2 of new booking system introduced</p> <p>When impact of new booking system better known</p>
Wharves Sub-committee	<ul style="list-style-type: none"> - Check NBC obligation to provide public boat tie-up spaces at Commuter Wharf (3 hrs spots) - Publish above information in SIRA News 	<p>ASAP</p> <p>Before next SIRAC meeting 19/5</p>

