



# Scotland Island Residents' Association

## Minutes of Committee Meeting

**Date:** February 03, 2013  
**Venue:** Community Hall  
**Present:** Judy Readman, Bill Gye, Betsi Beem, Cass Gye, Jon Maxim, Sue Dickson, Alan Gaines, June Lahm, Tim Turpin, Graeme Crayford, Colin Haskell, Ian Souter, Debbie Cordukes, Ruth Gaines  
**Apologies:** Carol Floyd  
**Opening:** Meeting opened at 10:10 am  
Observers welcomed (Philip Pryor, Shona Forsyth, Sharon Kinnison, Jenny Cullen, Steve Crosby)

### OPERATIONS

A number of members expressed concern at the volume of e-mail exchanges to discuss issues. The meeting recognized the need for a more structured approach and agreed that, in future, items requiring discussion should be referred to the President for inclusion on the agenda and not be the subject of a general e-mail broadcast.

Team Leaders to ensure that their reports (including status of all action items referred to them by SIRAC) are forwarded to the President by COB the Friday 10 days before the next SIRAC meeting. All members should also submit any items they would like included on the agenda within the same deadline.

The President will then distribute the Team Reports with the Agenda by COB Sunday 7 days before the next SIRAC meeting, to ensure all members have adequate time to review the Reports and any items listed for discussion.

**PREVIOUS MINUTES:** December **minutes** accepted with minor amendment: the final Action under SIRAC Services – Community Vehicle is changed to read: “Future **roles & responsibility** changes to be discussed at Committee meeting”

#### Outstanding Action Points:

- 1. Catherine Park Steps:** Inadequate drainage. **Action:** P&R to follow-up with PWC
- 2. Waste Contract Tender:** New tender within next six months. **Action:** W&R to follow-up with PWC
- 3. Emergency Water Supply:** Sydney Water considering reducing water pressure. **Action:** W&W to follow-up with Sydney Water
- 4. Unregistered Vehicles:** Conditional Registration not available on Island. This to be addressed as part of R&D Traffic Management Plan. **Action:** R&D to draft letter to RMS
- 5. Catherine Park Table Tennis:** RI forwarded information on concrete carbon neutral design table. **Action:** P&R to follow-up
- 6. Community Forum:** Meeting notes placed on website
- 7. Confidentiality Agreements:** All members required to sign. **Action:** JR to finalize
- 8. Visitor's Policy:** BB suggested changes to soften tone. Refer discussion below.

9. **Schedule of Meetings:** Updated schedule distributed. **Action:** CB to place on website
10. **Community Hall:** PWC to update kitchen. **Action:** HALL to follow-up
11. **Community Vehicle:** New pricing & hours of operation published. Refer to CV Report for status of discussion regarding additional services.
12. **Church Point:** Conflict of Interest – not discussed. **Action:** Outstanding - JR to finalize CP Sub-Committee has met, refer CP Report.
13. **R&D Master-plans Implementation:** R&D Sub-Committee has met, refer R&D Report.
14. **Selection of Team Members:** Refer discussion below.

**TEAMS:** JR proposed a minor restructuring of the teams:

1. Communications to be included as a Sub-Committee rather than a Working Group and take on responsibility for External PR, to be headed by Jon Maxim.
2. The Community Engagement and Governance Working Groups are merged, to be headed by Betsi Beem. This is still consistent with the formal motions carried at the last meeting.

AG proposed a motion “that each SIRAC sub-entity (Sub-Committee, Service Team or Working Group) should have an explicit charter (or terms of reference) clearly defining its purposes and expected activities, and that each entity shall prepare a draft charter for consideration by SIRAC at the next meeting”.

It was noted that each charter should be explicitly linked to PWC initiatives where applicable.

Motion seconded by BG and carried unanimously.

**Actions:** Governance Sub-Committee to take R&D draft charter and prepare template for other teams to complete (template to be distributed within 10 days and teams to complete and forward to President by COB Friday 01 March – the reporting deadline for next meeting)

It was agreed that charters need to be finalized and approved at the next SIRAC meeting so they can be published on the website prior to calling for expression of interest from community members to participate in the working groups.

**Action:** Team Leaders to confirm the SIRAC membership of their teams and advise JR

*Copy of revised teams attached.*

**POLICIES – Visitors:** Meeting agreed to proposed draft with the exception that submissions should be received by SIRA at least ten days before the Committee Meeting (in-line with reporting deadline). BB abstained (not comfortable with need for deputation to withdraw).

*Copy of revised policy attached.*

**FINANCIAL REPORT** – Report noted. Meeting agreed EWS funds should be used to cover the cost of materials for water line connection for the SIRFB.

## COMMUNITY SERVICES

**Community Hall** – Report noted (no issues for discussion).

**Website & Facebook** – Report noted (agreed that in future should be part of Communication Report).

It was noted that we need to rethink publishing Minutes & Reports on the website as these are largely procedural documents that are not very informative if read casually or out of context. Team Leaders should consider highlighting items that could be included in a SIRAC newsletter that could be published in the PON (say) to keep the community updated on SIRAC activities leading up to a Community Forum. To be discussed further at next meeting.

**Emergency Water System** – No Report (no issues for discussion)

**Community Vehicle** – Report noted. Meeting approved the updated Community Vehicle Position Paper (will need to be revised to conform to proposed charter template) and Operations Manual.

**Community Pontoon-TUG** – CH reported that TUG was currently financially viable and was working well with 45 users.

The spare pontoon has been secured at Tennis pending its removal by PWC. **Action: TUG to follow-up**

It was noted that each TUG member must also be a SIRA member (insurance and lease are covered by SIRA). **Action: TUG to follow-up and confirm**

SIRA contributed \$1,200 to the refurbishment of the pontoon for three visitors and has also paid \$450 levy. It was noted that visitors find it difficult to locate space to tie up to the pontoon despite this contribution (particularly during evening community events).

## ACTIVE PROJECTS

**Church Point** – Report noted.

**Commuter Wharf** - BG advised that PWC was maintaining the \$285 annual fee for boat tie-up at Commuter Wharf. The only concession they were considering was to reduce the fee for a combined car park and boat tie-up permit. They have also indicated that a reduced fee of \$150 would apply for tie-up at the proposed Cargo Pontoon. Meeting agreed that CP Sub-Committee be authorized to negotiate the best possible outcome with PWC.

**Sea Wall** – BG and IS reported that they were awaiting the final result of the geo-tech survey and a proposal from PWC before engaging in community consultation regarding viable options.

**Roads & Drainage** – Report noted.

AG advised that the works program for next financial year has been agreed and that it was important that work commence on the associated Traffic Management Plan. Meeting endorsed letter to PWC to this effect.

**Cargo User Group** – Letter to PWC of 22 January forms report (no further issues raised).

**Communications** – No report (discussion deferred to next meeting).

**Water & Wastewater** – Report noted (constructive meeting held with Sydney Water).

## OTHER BUSINESS

**POD** (Pittwater Offshore Directory) – CG advised that advertising for the POD has closed and that the associated revenue should cover production costs; will go into production shortly.

**Unregistered Vehicles** – To be followed up by R&D as part of Traffic Management.

**Leahvera Reserve & Cargo Wharf** – PWC is actively pursuing contractors regarding illegal storage & dumping (discussion deferred to next meeting).

**Island Bushfire Risk** - Presented by David Wardman (Apologies from Ian White)

Recent dry weather and fires at West Head have reminded us of the fire danger we live with. The main danger on the Island results from fuel/vegetation build-up on the ground.

**Issue 1 – Water to Fight Fires (initiative supported by SIRFB):** There are three RFS tanks at top of Island each of which would take about 20 minutes to empty in a real emergency. After this the Brigade would be dependent on residents' tanks for water. Can fill one of the RFS tanks by pumping sea-water from Cargo but this would tie up a fire-truck or fire-boat and a crew. Hence SIRFB supports getting access to mains water for fire fighting ASAP.

RFS Regional HQ will be forwarding a letter to Sydney Water to this effect (will copy to SIRAC). It was also noted that Steve Yorke was active on the W&W Working Group.

**Issue 2 - Fuel Reduction (David Wardman initiative):** Clearing of blocks, parks & reserves of ground fuel is necessary to reduce fire risk. However removing the resulting vegetation piles is a major problem. The current green waste removal process is inefficient and costly as it involves multiple handling. Burning the piles is also not always a practical or desirable solution.

A portable mulching service operated by a PWC contractor would seem a more attractive alternative. David Wardman was invited to join the W&R Working group to progress this initiative.

**Discussion:** Members had expressed concerns about the lack of information from SIRFB regarding the recent fires. David explained that SIRFB is not permitted to communicate the status of fires (all advice must come through official channel to avoid any conflicting messages) and that the best source of information is the RFS website. David also explained that SIRFB had crews on standby during periods of heightened fire danger.

Other issues raised were the status of the evacuation plan for the Island and of the fire precincts established previously. **Action: GC to follow-up with SIRFB**

**Meeting closed at 12:45 p.m.**

**Next meeting: Sunday, March 10, 2013 10 a.m. Venue Community Hall**