**Scotland Island Residents’ Association**

**Minutes of Committee Meeting**

**Date:** 21st January, 2018

**Venue:** Community Hall

**Present:** Hubert van Mierlo, Colin Haskell, Sharon Kinnison, Anne Dennis, Najda Fisher, Fabienne d’Hautefeuille, Nicole Gooch, Shane O’Neill, Neelica Raffel, Jane Rich

**Apology:** Boyd Attewell

**Observers:**  Michelle Francis, Heather Greenaway, Michael Greenaway, Cass Gye, Paul Kinnison,

 Annette Ritchie, Steven Speter

**Opening**: Meeting opened at 10:08am

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| **SIRAC Business** |
| **#** | Item | **Tabled Documents / Actions** |
|  | (a) **CONFIRMATION OF PREVIOUS MINUTES (8th** **October, 2017)**(b) **MATTERS ARISING*** - Community Liaison with Police and Water Police

  | Approved (Moved – Neelica; Seconded – Jane).Sharon spoke to Mona Vale Police who are keen to provide appropriate services to the island. |
|  | **TREASURER’S REPORT*** See the Management Accounts for November [here](Documents/Treasury/2017%2011%20SIRA%20Mngmt%20accounts.xlsx)
* Level of access to SIRA bank accounts for Secretary
 | Approved (Moved – Hubert; Seconded – Fabienne).Not discussed. |
|  | **CORRESPONDENCE**(a) Ausgrid update on Energy Reliability Project (via NBC - 12/12/17)(b) Hubert’s emails (13/11 and 3/12/17) requesting  biographies and photos of Committee Members(c) Colin and Pam Bradbury letter (9/1/18) – requested their thanks be passed on to First  Responders who treated Pam(d) NBC Waste Calendars (21/12/17)(e) Amon Community Grants Fund (16/1/18)$5000 fund for small community grantsPriority given to Narrabeen Ward applications(f) NBC Strategic Reference Groups (15/12/17)Nominations close 4/2/18 | a) new cable from mainland to Carols to be placed under seabed and isolators installed so electricity to relevant (rather than all) parts of island can be turned off. Work estimated to be done by mid-year.(c) Carol Floyd passed on thanks and Anne responded to Colin and Pam.(d) Published in January PON.(f) Neelica interested in Community & Belonging Group. |
|  | **MEETING MONITOR*** Discussed appointment of Committee member to role
* Encourage all to participate and stick to talking time limit (2 mins)
* Community members generally observers-only but can be allowed to speak when they have knowledge of an issue
 | *Committee voted in favour of appointing a monitor at each meeting.* |
| 5. | **CONFIDENTIALITY*** Might be occasions when this is essential, e.g. tenders, legal, financial and sensitive matters
* Some items could be COMMITTEE-ONLY matters – if we get notice of confidentiality before a meeting we can allocate time to discuss before or after meetings’ advertised times.
 | *All members to clearly indicate that a matter is confidential BEFORE it is discussed.* |
|  | **WORKING GROUPS****MEMBERSHIP****Church Point** – Hubert (Team Leader), Sharon, Shane, Fabienne, Bill Gye, Lizzie Hazelwood**Community Engagement and Communications** – Anne (Team Leader), Nadja, Nicole, Sharon, Shane, Jane, Hubert**Finance and Insurance** – Boyd (Team Leader), Colin, Hubert**Governance –** Hubert (Team Leader), Boyd, Sharon, Neelica**Hall Management and Hire** – Jane and Barbara Labram (Joint Team Leaders), Nadja, Nicole**Roads, Drainage, Traffic and Environment** – Sharon (Team Leader), Shane, Jane, Emmie Collins, Graeme Crayford, Cass Gye, Annette Ritchie, Tim Turpin**Waste Management**- Colin (Team Leader), Nadja, Neelica, Cass Gye**Water and Waste Water** – Hubert (Team Leader), Fabienne, Colin, Shane, Basil Daher, Bill Gye, Cass Gye, Marie Minslow, Guyren Smith, Steve Yorke**Wharves** – Alec Beckett (Team Leader), Colin, Ben Dray**GOVERNANCE – REVIEW OF COMMUNITY ENGAGEMENT STRATEGY*** Is this a Governance or CE&C Working Group responsibility?

**MEDIA OFFICER*** Do we need one?
* In the past SIRA has needed media assistance about 4 times a year. Mike Hall (journalist) and Karin Krueger (PR) have helped

**ROADS AND DRAINAGE UPDATE*** Working Group invited NBC representatives to visit island (see [invitation](Documents/Working%20Groups/Roads%2C%20Drainage%2C%20Traffic%20and%20Environment/Council%20Invite%20Road%20Drain%20Env%20Oct%202017%20-%20hvm.pdf) of 20/10/17) & provided background information on R&D issues (see [letter](Documents/Working%20Groups/Roads%2C%20Drainage%2C%20Traffic%20and%20Environment/Background%20Info%20on%20R%26D%20Issues.pdf) of 7/12/17). NBC visited on 12/12. Tour covered most of the sites with issues, so they could see how R&D affect island environment and what works and doesn’t work. See Tour Schedule [here](Documents/Working%20Groups/Roads%2C%20Drainage%2C%20Traffic%20and%20Environment/Council%20Island%20Meeting%20RunPlan%20Dec%2012%202017.pdf)
* R&D Working Group wrote to NBC after January storm about maintenance works needed. See letter [here](Documents/Working%20Groups/Roads%2C%20Drainage%2C%20Traffic%20and%20Environment/R%26D%20Letter%20to%20NBC%20about%20Jan%20Storm%20Damage.pdf)
* There is a R&D Capital Works Master Plan. Funding for capital works is separate to funding for Maintenance
* Council has Catchment Plans and now looks at the broader picture and design
* Hubert sees two main functions of R&D Working Gp:

(i) Advice to NBC on issues and how to address them(ii) Negotiation with NBC to establish baseline of work (island version of mainland R&D infrastructure)* Buggy parking above Tennis Wharf interrupted by R&D work during the past week
* Walking Track Maps for visitors to the island
 | *All communications between Working Groups and other parties must be forwarded to Secretary for the record and to pass on to Committee members if necessary.*Meetings of all working Groups - See Rolling Task List.Discussed joining Governance and CE&C, at least on this issue, as they inter-relate. Discussed future use of Communications professionals to help with media strategies; advertising for interest in the position/joining the Working Group.Discussion about need to document meetings with Council, Council transparency/communication on R&D issues, minimising work which is a waste of money.Council now on board but we need to be tactful to keep them onside. Maintenance took place over the last week.If SIRAC still agrees with Master Plan, we need a timeline, taking into account funding limits.Could lobby Minister for extra funding.David Munday of NBC thought removal of pipes opposite fire shed had been organised.Colin has such maps.  |
|  | **PASADENA UPDATE*** SIRA has internal legal advice, which is not for publication, about options for Council, given their potential conflict of interest (forced acquisition/their authority to approve operation of the business)
 | Suggestion that Council will need to change parking rules if the Pasadena does open. |
|  | **KINDERGARTEN – FENCE, COMMUNITY GARDEN, SIRA CORRESPONDENCE*** Hubert’s letter to SIOCS (10/12/17) outlining SIRA’s preferred way forward on above issues. See [here](Documents/SIOCS/SIRA%20Letter%20to%20SIOCS%20about%20Fence%20%26%20Garden.pdf)
* Correspondence from Jenny Cullen (20/1/18) raising points for discussion. See [here](Documents/SIOCS/Jenny%20Cullen%20Letter%20about%20Proposed%20Garden.pdf)
 | Discussion about sustainability of garden, who will use it, use of park, which is public space. SIRA supports initiatives but need more thought → delay Council.Considered to be practical and supportive.SIOCS under pressure from NBC to put up fence – will try to find alternative for the time being. |
|  | **EMERGENCY WATER SYSTEM UPDATE*** New hardware first – 32mm pipes and new valves to replace 23mm pipes from main metre to point where they go into the 3 lines
* A future option to improve flow on Line 3 – a pump
* Booking, collection & reading practices need review
 | Ian Laughton-Smith organising 3 quotes for job. The committee delegated the selection of contractor to Hubert, Boyd and Ian.See existing Guidelines. |
|  | **WHARVES EXTENSIONS*** Roads and Maritime and NBC to each fund wharf extensions at Carols and Bells
* $300 fee for each tie-up on island; if person has Church Point Commuter Wharf sticker as well, island sticker will be half, i.e. $150
 | Discussion about overall cost of parking boats and cars; possibility of bundling purchase of permits in future. |
|  | **CHURCH POINT CARPARK LEASE SPACES*** Hubert outlined thoughts about allocation of leased spaces. See communication of 19/12/17 [here](Documents/Hubert%20Letter%20about%20Car%20Park%20Lease%20Spaces.pdf)
* Leased spaces are on top level of car park to prevent stream of traffic driving up ramp to look for spaces
* NBC proposes to make two more rows in present car park CPPP only 6.00am-6.00pm/7 days a week, no pay and display during these times
 | Need to prevent on-selling of space; perhaps link stickers to car rego.Find out who is the current NBC Church Point parking contact and get latest Church Point parking accounts from NBC.  |
|  | **HALL*** Should toilets be open for public use?

Issues: door to block access to main hall, cleaning, hours, opening and closing | Discussed.To advertise Hall (A/C) on hot days, Jane to liaise with Anne. |
|  | **VARIOUS ISSUES RAISED*** **Helipad**: been looked at many times in past, a SIRFB matter, trees in Catherine Park an issue, not supported by Ambulance Service (weather variations affect landing, location of patient an issue), cost of infrastructure and maintenance
* Postpone until next meeting discussions on coffee machine for Hall, dog issues and SIRA offering social activities
 | SIRFB First Responders have good equipment and response times. |
|  | **INVITATION TO NBC COUNCILLORS*** What do we want to achieve from the visit?
* What type of meeting would be best?
* When?
 | Establish connection between SIRA and NBC, they’ll know who we are, what the island is like and issues we face.Meeting with SIRAC only, tour & BBQ? Within next 2 months. |

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| **OPEN DISCUSSION (Community Members Welcome)** |
| **#** | Item | **Tabled Documents / Actions** |
| **1.** | Annette Ritchie raised the fact that this part of the meeting had been overlooked again and that she had some things she had wanted to raise | If someone knows issue/s they want to raise at a meeting they can email President/Secretary so it can be put on Agenda. |

**Meeting finished at 12:25pm**

**ROLLING TASK LIST**

| **Group or Person Responsible**  | **Topic/Task** | **When** |
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| **SIRAC****Each SIRAC Member (who hasn’t already)****Shane** | **Community Liaison with Police*** Decide on issues to raise with Police, e.g. fires and rubbish on beaches
* Meet with Police

**NBC Strategic Reference Groups*** Support Neelica’s application to Community and Belonging Group
* Provide Hubert with biography for Directory
* Take profile photos
 | Before 4/2 (applications close) |
| **President** | * Advertise for community members interested in joining SIRA Working Groups
* Email SIRAC with ideas for meeting with NBC Councillors
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| **Secretary** | * Publish NBC Waste Calendars
* Advertise to SIRA members possibility of asking for a particular issue/item to be included in Meeting Agenda
 | Soon (Bulky Goods collection 5/2)Before next SIRAC meeting (4/3) |
| **Team Leaders - All Working Groups** | * Organise a meeting of their Working Group
 | Before next SIRAC meeting (4/3) |
| **Community Engagement and Communications Working Group****Anne** | * Develop options in relation to a SIRA Media Officer position
* Meet with Governance Working Group to discuss joining, at least on inter-related issues, and review of Community Engagement Strategy
* Check if Carol Floyd will join CE&C
 | Ready to present to SIRAC at next meeting (4/3)Before first meeting of group |
| **Hall Management and Hire Working Group** | * Discuss with NBC opening toilets for public use
* Present outcome/proposal to SIRAC
 | At next SIRAC meeting (4/3) |
| **Roads, Drainage, Traffic and Environment** **Sharon****Sharon (with Annette Ritchie - SIRFB)****Shane** | * Prepare for Working Group Focus
* Check if Paul Blackband and Adriana Labate want to be on this Working Group
* Provide Community with information on Emergency Response practices on island and helipad issue
* Walking Track Maps - Liaise with Colin
 | Ready for next SIRAC meeting (4/3)Before first meeting of group |
| **Water and Waste Water Working Group****Hubert, Boyd and Ian Laughton-Smith** | * Meet with Water Monitors to review booking, collection & reading practices
* Review quotes for work on new pipes and valves; report to SIRAC for approval
 | Before next SIRAC meeting (4/3) |
| **SIOCS - Nicole** | * Reply to Jenny Cullen’s correspondence
* Liaise with NBC about fence
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