**Scotland Island Residents’ Association**

**Minutes of Committee Meeting**

**Date:** 19th August, 2018

**Venue:** Community Hall

**Present:** Sharon Kinnison, Colin Haskell, Boyd Attewell, Anne Dennis, Nadja Fisher, Shane O’Neill

**Apologies:** Fabienne d’Hautefeuille

**Observers:**  Bill Gye, Rosemary Haskell, Jane Rich

**Opening**: Meeting started at 10:10am

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| ***SIRAC BUSINESS* SIRAC Business** |
| # | Item | **Tabled Documents / Actions** |
|  | ***Acknowledgement of Country and Welcome******Appointment of Time Monitor*** | Shane appointed |
|  | ***SIRAC BUSINESS*** |  |
|  | **PREVIOUS MINUTES**[8th July, 2018](../8th%20July/Minutes%208th%20July.docx) | Reception moved: Shane; seconded: Nadja. Carried |
|  | **PRESIDENT’S REPORT*** SIRA President, Neelica Raffel has resigned; her contribution to, work for and representation of SIRA was acknowledged
 | Until AGM:Colin Haskell - Acting President and Acting Team Leader Governance Working Group; Sharon - Acting Team Leader Church Point WG  |
|  | **TREASURER’S REPORT*** See [June](Documents/Treasury/2018%2006%20SIRA%20Mngmt%20accounts.xlsx) and [July](Documents/Treasury/2018%2007%20SIRA%20Mngmt%20accounts.xlsx) Accounts and [June](Documents/Treasury/2018%2006%20SIRA%20Treasurer%27s%20report%20on%20June%20accounts.docx) and [July](Documents/Treasury/2018%2007%20SIRA%20Treasurer%27s%20report%20on%20July%20accounts.docx) Reports
* Motion: That SIRA open an investment account with Australian Ethical Investments, and that the account be two-to-sign. The primary purpose of the account is as holder of the retained funds of SIRA
* Discussion Paper on Allowance for Reimbursement of Expenses, Office Bearers and Others – Public Officer asked that Role Descriptions be reviewed; was suggested we have two versions of Role Descriptions – summary for members and detailed versions for people holding the positions
* SIOCS has paid off another $500 of their loan from SIRA
 | Moved: Colin; Seconded: Sharon CarriedSIRAC to follow Decision Making Process (Version 1.4)Discussion Group (Public Officer, Colin, Sharon, Boyd and Bill Gye) to decide on communication and decision-making process in relation to this issue$4000 paid so far |
|  | **SECRETARY’S REPORT****Correspondence*****Northern Beaches Council***a) July - Adrian Turnbull, Manager Coast and Catchments –  Wording of notice about Water & Wastewater Commercial Feasibility Study Working Group membersb) 23/7 – Smarty Grants [request](Documents/Correspondence/NBC/Water%20Automation%20Grant/Milestone%20Report%20Due.docx) for Water Automation Grant Milestone Report April-Junec) 10/8 – SIRA [letter](Documents/Correspondence/NBC/Car%20Park/CP%20Reserve%20Fund.docx) to Renae Wilde, Senior Project  Accountant asking again for the updated Church Point  Reserve Fund statements ***Councillors and MP***d) 19 & 20/7 – Rory Amon and Vincent De Luca forwarded [response from Helen Lever](Documents/Correspondence/NBC/Car%20Park/Council%20Response%20to%20SIRA%20Submission.PDF), Acting CEO, to SIRA’s June submission to NBC about the cost of a CP Parking Permit;  V De Luca offered [suggestions for further action by SIRA](Documents/Correspondence/NBC/Car%20Park/Vincent%20De%20Luca%20Advice%20to%20SIRA.docx)e) SIRA, WPCA, CP Friends and Bayview CP Residents Assoc [letter to Councillors](Documents/Correspondence/NBC/Rory%20Amon%20-%20Social%20Media%20-%20Pasadena/WPCA%2C%20SIRA%2C%20Etc.%20Letter.docx) about Rory Amon’s NBC News ‘Save  Pasadena’ Facebook postsf) 13/8 – [SIRA letter to Rory Amon](Documents/Correspondence/NBC/Rory%20Amon%20-%20Social%20Media%20-%20Pasadena/SIRA%20Letter.docx) about his ‘Save Pasadena’ Facebook campaigng) 13/8 – [SIRA letter to Mayor](Documents/Correspondence/NBC/NBC%20Social%20Media%20Code%20of%20Conduct/SIRA%20Letter%20to%20Mayor.docx) Michael Regan about NBC  Social Media Code of Conducth) 17/8 – Rob Stokes – Invitation to President to a High Tea  for Pittwater community leaders on 11/9***Ausgrid***i) 12/7 - [Requested that 80 households and SIOCS](Documents/Correspondence/Ausgrid%20Notice%20of%20Work%20Required.docx) be  contacted about vegetation and pole notifications, to  ensure received***Other Organisations***Pittwater Community Alliancej) 18/7 – SIRA sent advice we’d like to join PCAk) 27/7 – Confirmed PCA meeting with Mayor on 16/8l) 2/8 - PCA forwarded [link to NBC’s Policies and Codes](Documents/Correspondence/Pittwater%20Community%20Alliance/NBC%20Policies%20and%20Codes.docx)m) 8/8 – Boyd outlined [SIRA’s NBC Social Media Code](Documents/Correspondence/Pittwater%20Community%20Alliance/SIRA%27s%20NBC%20Social%20Media%20Code%20of%20Conduct%20Proposal.docx) of Conduct proposal & requested it be an agenda  item for 16/8WPCAn) 9/7 – Pasadena Legal Action Update receivedo) 17/8 – Pasadena Settlement Media Release 13/8; and  Legal Action Background and Update receivedChurch Point Ferry Servicep) 16/8 – [Letter to Mayor and Councillors](Documents/Correspondence/CPPP%20Permits%20for%20Workers/CP%20Ferry%20Service%20-%20Parking%20for%20Staff%20-%20August%2018.docx) about staff parking at Church PointRW Stidwill Constructions Pty Ltdq) 17/8 – [Letter to Councillors and Council](Documents/Correspondence/CPPP%20Permits%20for%20Workers/RW%20Stidwill%20-%20Parking%20for%20Staff.docx) about cost of CP Parking Permits for tradespeople***Finances***r) 7/8 – [Paypal receipt](Documents/Correspondence/Paypal%20Receipt%20for%20Wild%20Apricot%20Payment%20.docx) for Wild Apricot annual subscription***SIRA Committee Members***s) 13/8 - Resignation letter from President, Neelica***Residents***t) To Steve Pollard: 11/7 – Tomasetti legal advice about Pasadena  20/7 – Legal advice costs/accounting 28/7 – Both sent againu) 30/7 – A resident suggested SIRA notify community  about NBC EGM on 1/9; advise to contact Councillors, urging rejection of motion to rescind Pasadena acquisition***Website***Island resident studying at UTS would like to attend SIRA orsubcommittee meeting, or interview committee member**Membership**Since 1/6 around 73% of members have renewed and paid**Water Agreements Audit**Water Agreement status of all members checked12/7 - wrote to 42 members who ticked intention to sign WA but for whom SIRA does not hold a WA; 17 responses21/7 – each Water Monitor was sent 2 tables to assist them when taking water bookings:i) Members who ticked intention to sign WA, but haven’tii) Members who have chosen not to sign a WA | Published as SIRA News 17/7[Report](Documents/Correspondence/NBC/Water%20Automation%20Grant/Milestone%20Report%20-%20April-June.pdf) submitted by 30/7No response as yetBoth thanked by SIRA 19 & 20/7Preliminary response from RA 13/8[Response from Mayor](Documents/Correspondence/NBC/NBC%20Social%20Media%20Code%20of%20Conduct/Mayor%27s%20Response.docx) 13/8 asking questions; [SIRA responded](Documents/Correspondence/NBC/NBC%20Social%20Media%20Code%20of%20Conduct/SIRA%27s%20Response%20to%20Mayor%27s%20Questions.docx) 14/8Colin to attend as Acting PresidentAll for whom we hold contact details were emailed 12/7PCA welcomed us as a new member 20/7SIRA received finalised [agenda for meeting with mayor](Documents/Correspondence/Pittwater%20Community%20Alliance/PCA%20Agenda%20meeting%20with%20NBC%20%20Thu%2016th%20August%202018.pdf) 15/8Published as SIRA News 17/7Church Point Working Group to considerChurch Point Working Group to considerNot receivedNot receivedReceivedInvited to this meeting – couldn’t come; 18/8 Team Leaders of WGs asked if meeting in next 2 weeks RDT&E responded to student |
| 5. | **WORKING GROUP REPORTS*****Community Engagement and Communications**** Met on 3/8 – see [Minutes](../../Working%20Groups/Community%20Engagement%20and%20Communications/Minutes%203rd%20August.docx)
* Shane has created a Dropbox for images
* Parts of Website unavailable at the moment due to technical issue with updating WordPress

***Finance and Insurance**** Motion: That the draft [Safe Environment Policy](Documents/SIRA%20Safe%20Environment%20Policy%20%28anti-sexual%20assault%20and%20harassment%29.docx) (anti-sexual assault and harassment) which has been circulated to the committee be adopted
* ***Roads, Drainage, Traffic and Environment***
* - Sharon thanked Graeme Crayford, Cass Gye and Tim
* Turpin for their work; have insisted that NBC address
* aesthetics as well as infrastructure
* - Repair of footbridge on path west of Bell well underway
* ***Water and Wastewater***
* NBC Water and Wastewater Commercial Feasibility Study has gone out to tender
* Thank you to Bill Gye who wrote the [SIRA Submission to IPART review](Documents/Correspondence/IPART/SIRA%20Submission%20to%20IPART%20Sydney%20Water%20Operating%20Licence%202018.docx) of the Sydney Water Corporation (Sydney Water) Operating Licence and submitted on 16/8
* Water Booking Automation grant to be used by end 2018

***Wharves***Council is finalising the scope and project management plan (including community engagement plan) with the view to putting it out to tender in September. NBC will consult with us about the final design later this year. | Continuing to update website and Facebook pageCarol Floyd working on rectifyingMoved: Boyd; Seconded: Shane Carried[Receipt](Documents/Correspondence/IPART/IPART%20Receipt%20of%20SIRA%20Submission.docx) acknowledged by IPART 16/8Wharves Working Group will keep SIRA and the community posted. Construction slated for late 2019. |
| 6. | **ANNUAL GENERAL MEETING*** Motion: That the AGM be held on 21st October, 2018

Suggested we advertise on trees and at wharvesBBQ in park afterwards* AGM papers - Boyd has prepared financial statements; waiting on Working Group Reports; the Reviewer, Bill Stanley, reviews both
* Call for nominations for SIRA Committee and office holder positions to be published
* Simply Voting - will be used if number of nominations for SIRAC positions warrants; online service, confidential and allows for preferential voting; requires multiple laptops
* Boyd outlined differences between the current SIRA constitution, parts of which are now obsolete, and the NSW Fair Trading Model Constitution for associations
 | Moved: Boyd; Seconded: ColinCarriedIan White to be invited to run electionAgreed that this issue is one for the next SIRA committee and Governance Working Group |

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|  | ***GENERAL BUSINESS*** |  |
| 7. | Access to ToiletsNadja outlined the issues and four possible options regarding access to public toilet facilities on the island in a [discussion paper](Documents/Working%20Groups/Hall/Toilets%20Access%20on%20Island.docx) | First step suggested: data collection (see Rolling Task List)Catherine Park Working Group to be formed |
| 8. | Pittwater Community AllianceBoyd attended as SIRA representative at PCA meeting with Mayor on 16/8 and raised the issue of a Social Media Code of Conduct for NBC |  |
| 9. | Council Community GrantsAnne discussed funding for a festival with Emmie. Eventually decided to concentrate on a bigger grant for a big festival in 2020. | Suggested future action: SIRAC to decide on the best way to consult community, do that to inform and then start planning grant application/s. |

Meeting finished at 12:05pm

**ROLLING TASK LIST**

| **Group or Person Responsible**  | **Topic/Task** | **When** |
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| **President and SIRAC**  | * Decide in which investment stream/s of Australian Ethical Investments SIRA to place retained funds
* Meet to discuss/plan strategy to consult community about grant ideas/wishes process; who can drive the grants application process
* Appoint a Safe Environment Officer as part of Safe Environment Policy
* 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
* Look for volunteers to organise BBQ after AGM
 | After Boyd provides information about optionsAfter AGMNext SIRAC Meeting – 23/9Ongoing |
| **Treasurer** | * Co-ordinate the Allowance for Reimbursement of Expenses, Office Bearers and Others Discussion Group; arrange meeting with Public Officer; finalise Discussion Paper in time for circulation to community, at the very latest with the AGM Papers
* Liaise with Anne (and possibly Hubert and Alec) about process of nomination for SIRAC prior to AGM
* Liaise with Nadja about layout of and images for Annual Report
* Continue to liaise with NBC to get Church Point Reserve Fund statements
 | ASAPASAPBefore next SIRAC meeting – 23/9Ongoing |
| **Secretary** | * Draft thank you letter to Neelica for her work as President and circulate to SIRAC; send to Neelica and publish in SIRA News
* Liaise with Neelica about a letter from her to community about her work on SIRA and resignation; publish in SIRA News
* Draft summary versions of Role Descriptions for Allowance for Reimbursement of Expenses, Office Bearers and Others Discussion Paper; circulate to SIRAC
* Liaise with Bill Gye to get a Word format version of WPCA’s Legal Action Background and Update; publish in SIRA News
* Draft a letter to SIOCS and residents who live around Catherine Park, asking them to keep a record of any requests from park users to use their private toilet facilities
* Liaise with Rosemary Haskell to draft Notice of AGM for display around the island
* Draft invitation to Ian White to supervise elections at AGM
 | ASAPASAPASAPASAPBefore next SIRAC Meeting - 23/9Before next SIRAC Meeting - 23/9ASAP |
| **Sharon, Church Point Working Group** | * Propose a response from SIRA to CP Ferry Service and RW Stidwill and possible request to NBC in relation to the issue of staff/service provider parking at CP
 | Before next SIRAC Meeting - 23/9 |
| **Anne, CE&C Working Group****Shane and Nadja** | * Consult Public Officer about wording of disclaimer for SIRA FB page
* Liaise with volunteer about layout of Welcome Booklet
* Meet with Governance Working Group to discuss joining, at least on inter-related issues, and review of Community Engagement Strategy
 | ASAP |
| **Boyd, Finance & Insurance Working Gp** | * Liaise with Public Officer and SIRAC to finalise draft Safe Environment Policy
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| **Colin, Governance Working Group** | * Include Fair Trading Model Constitution and current SIRA Constitution in AGM Papers
 | When AGM papers are circulated to members |
| **Catherine Park Working Group**  | * Ask CP Ferry Service if we can place a notice on the ferries (no toilets, no access to water on SI) and if they can put the same information on the CP Ferry Service website
* SIRA to place the same sign at CP
* Draft a letter to NBC requesting they install a Council sign at CP and place information about toilet and water facilities on SI on their website
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| **Hall Working Group****Nadja** | * Write to Trudi Seymour, NBC requesting that a hand rail be installed from Robertson Road to the Community Hall to enable greater access
* Draft info about hall availability, including a link to S.I. website, to go on NBC website
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| **Sharon, Roads, Drainage, Traffic and Environment Working Group****Sharon (with Annette Ritchie) – SIRFB** | * Follow up with NBC, RMS & Police after their visit to island relating to vehicle management
* Write thank you letter from SIRA to NBC about recent R&D work on island
* Write letter to NBC requesting a path and access way inventory
* Publish on website and in SIRA News and PON pet behaviour (particularly dogs and cats) guidelines and responsibilities of owners
* Work with Waste Management Working Group to obtain Scotland Island Roads and Drainage Management Plan from NBC
* Provide Community with information on Emergency Response practices on island and helipad issue
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| **Colin, Waste Management WG** | * Obtain from NBC Waste Management Tender document
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| **Boyd and Water and Wastewater WG** | * Liaise with Hubert about grant for Emergency Water Booking Automation
 | Before next SIRAC Meeting - 23/9 |