



## COMMITTEE MEETING – WEDNESDAY 4 NOVEMBER 2020

### MINUTES

1. **Meeting commenced** 6.05pm. Chaired by Moira Heath
2. **Attendance** Moira Heath, Kerry Callaghan, Barrie Ellis, Beverley Saunders, Claire Stephenson  
A COVID attendance register was signed by all attendees  
**Apologies** Allan Baptist, Des Nicholls, Roger Lucas, Liza Butler
3. **Minutes last Committee Meeting conducted on Monday 6 October 2020** – acknowledged as read and accepted by email  
**Business Arising from minutes.**
  - a) **Insurance** Not discussed at the meeting as Barrie Ellis emailed a comprehensive summary of our position. This is attached to the minutes as **Attachment 1**
  - b) **Review of Summary of Actions**
    - f. Roger Lucas to liaise with Skate Park working party – held over
    - l. Liza Butler to resend letter to committee re summary of viewing point responses without letter head – not received
    - n. Liza Butler to write to council re no camping sign – held over
    - o. Liza Butler to chase down key for doggie bags – held overAll other actions have been completed
4. **Correspondence In / Out**
  - IN** Various emails – literature re grants, government, council and private
  - IN** Emails from responders re follow up information about viewing platform
  - IN** Skate Park Agenda/Minutes
  - OUT** emails/letters to all responders with summary of opinions attached
  - OUT** Letter to Willinga Park expressing appreciation for assistance in various community matters
  - OUT** letter to council re support in principle for the viewing platform concept/proposal
5. **Finance Report - Roger Lucas** held over
6. **Community Projects** –
  - a) **Gantry Historical Walk** – held over

- b) **Gannet Beach Viewing Platform** – Claire Stephenson attended the meeting and expressed concerns that she was unable to reconcile the summary with the individual responses. Also concerns about the use of FB to gain opinions. Is it possible to publish all the responses on the website (after removing identification)

Discussion of ways to get information out to the community more successfully for proposals/ concepts.

Acknowledgement that Covid has meant we have had no public meetings which has exacerbated the situation.

The committee has resolved to use FB as an information tool and to ask the community to access the website for comment on proposals or to email the secretary. The “tick” of approval is not to be seen as a response and will not be used in future summaries of responses.

Beverley Saunders will approach Sport & Rec to ask if we can use the chalk board at the entrance to Bawley Point to advertise. This is in addition to the methods already used - FB, webpage, letter box drop, messenger, notice boards.

We did not resolve whether we would put all response emails and letters onto the website. Overall we feel our system of appointing committee members to manage proposals and to report both to the community and back to the committee works very well. It was noted that we are constantly searching for ways to improve communication.

- c) **Boomer Crescent Reserve Table and Chairs** – Kerry Callaghan advises Geoff Young from council has carried out the environmental assessment. Clinton Croker will follow up with letters to neighbours who back onto the reserve. We have already done a letter box drop but council will write to the postal address of the people who have holiday homes here to ensure complete transparency.
- d) **Bawley Reserve - additional BBQ and table/chairs** Kerry Callaghan has arranged to meet with Clinton Croker to discuss position, size and design of the proposed additional BBQ facilities at the reserve.

7. **Community Connect - Barrie Ellis** emailed all members of the executive with an update. Council has been reorganising the structure for some months. Troy Punnett, Chief Engineer will be responsible for the delivery of the project. Michael Strachan will be replaced with a new project manager though he will keep a watch over the project. John and Helen Nelson are waiting to sign off on the agreed new route. The council has put forward to the federal government a request for a grant for remainder of the path from Racecourse to Kioloa.

8. **Update Coastal Management / Willinga Lake** – held over to next meeting

9. **Rabbit Control – Moira Heath** Training session planned for Friday 27 November 2020 from 10:00 to 13:00 at Kioloa Community Hall. Lunch will be included. All volunteers have been advised. Moira advises that as eradication will take place mainly on council land council will pay the \$33 per head for training.

10. **Skate Park – Roger Lucas**

Agenda and Minutes of the skate park subcommittee meeting held 28 October 2020 were emailed to executive. Further discussion held over to the next meeting

11. **GoFundMe – Roger Lucas** held over

12. **Murramarang Coastal Walk** - held over

13. **Inclusion of word Termeil** held over

14. **New Letter heads** held over

15. **AGM** is still on hold. The tenure of the president of the CCB is 2 years. Barrie Ellis to discuss with Liza Butler

**16. General Business**

- a) **Upgrade Fishing Table at Kioloa boat ramp.** Barrie Ellis sent an email with photos outlining a proposal to enlarge and upgrade the current fishing table to accommodate the large numbers of fisherfolk that use the facility during peak holiday times. Barrie has spoken with some local fishermen who see merit in the proposal and he will continue to canvass opinions. The upgrade is unlikely to proceed if the grant is not awarded by the Dept of Fisheries.
- b) **Next meeting** – champagne and Christmas cake

**17. Summary of Actions**

**From previous meeting:**

- f. Roger Lucas to liaise with Skate Park working party – held over
- l. Liza Butler to resend letter to committee re summary of viewing point responses without letter head – not received
- n. Liza Butler to write to council re no camping sign – held over
- o. Liza Butler to chase down key for doggie bags – held over

**From this meeting**

- a. **Beverley Saunders** to approach Sport & Rec re using the chalk board for advertising
- b. **Barrie Ellis** to speak with Liza Butler re postponement of AGM and her role as president of the committee re the 2 year tenure.
- c. **Kerry Callaghan** to follow up with council re the progress of the table and chairs at Boomer Crescent
- d. **Kerry Callaghan** to follow up with council re the additional barbecue, table and chairs at Bawley Reserve.
- e. **Barrie Ellis** to pursue the proposal for an upgrade of the fishing table at Kioloa boat ramp
- f. **Beverley Saunders** to organise Christmas fare for the December meeting

**18. Next meeting. Wednesday 2 December 2020 6pm at Community Hall.**

## ATTACHMENT 1 – MINUTES 4 NOVEMBER 2020

**COMMITTEE INSURANCE INFORMATION** The CCB and the Community Association are tied together but with slightly different focus as I have mentioned in other briefs.

However as long as we are involved in functions that relate to the remit of Council then I do not believe we need to obtain other insurance.

Here are the provision from the CCB guidelines:

### 3.6 Insurance

#### Public Liability Insurance

An incorporated Community Group recognised by Council as a CCB may hire a Council facility for the purpose of holding a meeting and in such cases there is no need for the CCB to hold public liability insurance cover.

However, Council's insurance cover does **not** cover or protect any other activities of a CCB. A CCB hiring a Council facility to conduct any activity other than a meeting will be required to hold Public Liability Insurance cover for \$10 million.

Members of the Committee should note that they are only covered by Public Liability Insurance when acting within the role of the respective CCB in accordance with these guidelines and subject to policy terms and conditions.

The following general information applies to the Public Liability policy:

- ➤ Councils' policy covers the CCB or qualifying committees of Council and Committee members against claims made by members of the public for personal injury or damage to personal property arising from a negligent act or omission of Council.
- ➤ When an incident occurs, members of the CCB are instructed that they are not empowered to admit liability. The following procedure is to be followed:
  1. i) Members of the public who wish to make a claim should be requested to state their claim in writing setting out full particulars of the accident (where, when and how) and the grounds on which they hold the CCB (or Council) responsible and forward directly to Council.
  2. ii) Council's Insurance/Risk Management Section is available to discuss any matters associated with insurance.
  3. iii) If the CCB receives a claim from a member of the public, the Secretary or other member should contact Councils Insurance/Risk Manager to discuss the incident. The Insurance/Risk Manager may either forward an incident report from for completion or, depending on the nature of the claim, take other action. It is important that the CCB member follows the direction given by the Council staff so as to not prejudice the Council position.

#### Personal Accident Insurance

Council has a Personal Accident Policy to cover committee members and voluntary casual workers. The Personal Accident Insurance provides cover for sickness or injury whilst that person is on or travelling to or from a Council activity.

The following paragraph needs further amplification:

However, Council's insurance cover does **not** cover or protect any other activities of a CCB. A CCB hiring a Council facility to conduct any activity other than a meeting will be required to hold Public Liability Insurance cover for \$10 million.

If we look at the projects we are involved in:

- \* The Gantry Historic walk:
- \* Gannet Beach viewing platform
- \* the Skate Park
- \* the foot path
- \* facilities in parks ie tables

All of these relate to Council and the committee acting as a CCB. The only slight variation is that we do hold meetings on site for some of the projects so I will ask Council to clarify that situation.

**General Indemnity:**

The Committee will recall that I have written about the Committee's powers or more appropriately its lack of power. It is a consultative forum where we garnish views, roll them up and submit them to Council as the approving authority. Thus as Committee Members we do not provide advice to others upon which they rely which may in turn cause them loss and therefore open individual members up to being sued. Professional indemnity issuance covers this type of risk but it really not appropriate to CCB members.

I will share Council's view regarding onsite meetings once received.