



COMMITTEE MEETING – WEDNESDAY 7 OCTOBER 2020

MINUTES

1. **Meeting commenced** 7.05pm Chaired by President Liza Butler
2. **Attendance** Liza Butler, Moira Heath, Roger Lucas, Kerry Callaghan, Barrie Ellis, Des Nicholls, Allan Baptist, Carrie Jansma-Smith, Beverley Saunders, Claire Stephenson, John Ross
A COVID attendance register was signed by all attendees
Apologies Mel Croan
3. **Minutes last Committee Meeting conducted on Monday 7 September 2020** – tabled and accepted
Moved: Beverley Saunders
Seconded: Allan Baptist
Business Arising from minutes.
 - a) Suggestion that the minutes of previous meetings be acknowledged as read and accepted when the secretary presents the final minutes to the executive by email. This generally occurs within a week of the meeting. The usual process for the minutes is:
 - Secretary prepares minutes and emails all members of executive asking for any adjustments that may be required
 - Secretary makes any adjustments and emails final draft to the committee allowing 24 hours for any further comment
 - Secretary publishes the minutes to the website and sends to council
 - At this stage it is accepted that the minutes are a true and correct interpretation of the meeting.

Motion: To accept that the minutes are correct and accurate after final draft has been presented to executive by email.

Moved: Barrie Ellis
Seconded: Allan Baptist

- b) **Insurance.** Over the past few years the CCB has undertaken larger projects involving substantial amounts of money. Is there a need for extra insurance cover? Barrie Ellis advises that the work that the CCB does on behalf of council is covered by the council under the act. This is essentially everything we do including letter box dropping, meetings both executive and public, private meetings with community members etc. Should the CCB hold functions we would need to look at other insurance options. Whilst it may seem that the projects we are managing are “ours” they are on behalf of council. Allan was a little concerned that this could be seen as project management and the size of these are growing. Barrie will further enquire with council for clarification.

Motion: Barrie Ellis to further enquire with council re our insurance cover and also make enquiries with Department of Fair Trading

Moved: Barrie Ellis
Seconded: Allan Baptist

4. Correspondence In / Out

IN Various emails – literature re grants, government, council and private

IN Emails and letters - Responses to advertising Gannet Beach Viewing Platform - see 6 b) for details

IN Skate Park Minutes

IN Letter from Kioloa Rural Fire Brigade re defibrillators. See General Business 17 a) for details

IN Email from Jenni Shum re doggy bags

OUT Jenni Shum re doggy bags

OUT Responses to all correspondence re Gannet Beach Viewing Platform – see 6 b)

5. Finance Report - Roger Lucas statement tabled and accepted.

Moved: Roger Lucas

Seconded: Allan Baptist

6. Community Projects –

a) Gantry Historical Walk – Allan Baptist advises that we are still awaiting the grant results as well final land use permission from Crown Land expected now in November 2020

b) Gannet Beach Viewing Platform – Liza Butler complimented Des Nicholls, Kerry Callaghan and Allan Baptist on the work that has gone into this project thus far.

*A comprehensive summary of all communications with respondents was sent by email to members of the executive on 29th September 2020 from Des Nicholls. This was a collaborative effort with Kerry Callaghan and showed how much effort had been made to inform and consult the community. The report document containing an analysis of collected Public Consultation feedback relating to the viewing platform was tabled.

*This evolved into an overview/summary which was fine-tuned by Allan Baptist. The document **Public Consultation relating to the Viewing Platform** was tabled the meeting. After discussion it was decided that Allan Baptist will provide an Introduction page. The introduction page will seek to give a clear outline of the proposal/concept before the summary of responses. This will be sent to the executive for agreement before publishing on the website. See **Attachment 2**

*Liza Butler presented a 3 page document headed “Gannet Beach Viewing Platform” outlining the background, contentious issues and recommendations. This letter was presented on association letterhead and signed by Liza as president of the association. After discussion it was agreed that the letter did not represent the views of the executive committee and could not be presented as such. Liza agreed to remove her submission from letterhead and present her outline as a private citizen.

*Claire Stephenson attended the meeting due to her concerns that the public had not had enough opportunity to comment on this project. There is a misconception in the community that the project is well under way when in fact it is still a concept at this stage. It was explained that committee had gone to great lengths to get the information out to the community but unfortunately some people remained unaware and also misinformed. Most of the confusion is around the fact that council has approved the concept in principal. This does not mean it’s on the go. It was also thought that the diagram in the proposal was misleading. Most people seemed to think that this was the final design when it was only ever intended to put into picture the general idea of the concept. The proposal will be discussed at the next public meeting on 8th November 2020 where hopefully all misunderstandings will be clarified.

*Allan Baptist outlined for us in general terms the process of working with Council in regard to Project development. I feel it’s worth including in the minutes to give us all a better understanding of what’s involved. Please see **Attachment 1**

The motions connected with the document are as follows:

- a) **Motion: That the Executive of the BPKCA Inc accept the tabled Community Consultation report on the Gannet Beach Viewing Platform proposal/concept**

Moved: Allan Baptist

Seconded: Des Nicholls

The exec meeting voted to receive the report with the inclusion of an explanatory paragraph to be inserted into the document as an introduction

- b) **Motion: That a copy of the report be sent to Councillors and Council Management**

Moved: Allan Baptist

Seconded: Des Nicholls

The exec meeting voted to put on hold sending the report to council until it was presented and discussed with the community at the next general meeting on 8 November 2020.

NOTE: Des Nicholls was strongly in favour of sending the report as tabled.

Motion: It was agreed that a letter should be sent to council with an update and thanking them for their "support in principle"

Moved: Allan Baptist

Seconded: Beverley Saunders

- c) **Motion: That the revised report including the introduction be placed on the associations' website**

Moved: Allan Baptist

Seconded: Beverley Saunders

- d) **Motion: That these actions be reported on Facebook directing the community to access the website to view the full document**

Moved: Allan Baptist

Seconded: Liza Butler

- e) **Motion: That all respondents be sent a copy of the revised report**

Moved: Beverley Saunders

Seconded: Des Nicholls

- f) **Motion: That the revised report be presented at the next General Meeting on 8 November 2020**

Moved: Allan Baptist

Seconded: Des Nicholls

- c) **Boomer Crescent Reserve Table and Chairs** – Kerry Callaghan advises that Clinton Croker been on leave. As yet there has been no progress on the installation of the table and chairs but Kerry will continue to seek a deadline.

It was agreed that council be approached by letter to provide a plaque on the table and chairs acknowledging the long serving service to the community of Brian and Marie O'Connell

- d) **Others - nil**

7. **Community Connect - Barrie Ellis**

Motion: That the community of Kioloa and Bawley Point acknowledge the work that Barrie Ellis and John Nelson have done to achieve a stage 2 Community Connect route resolution with Shoalhaven City Council and we thank Helen and John Nelson for their generosity in this regard

Moved: Roger Lucas

Seconded: Moira Heath

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

9. Rabbit Control – Moira Heath

Training occurred last Friday at Berry. No one from this area was able to attend. Moira is hopeful that there will be a training session held in this area in November 2020.

Motion: Moira Heath to follow up training for rabbit control

Moved: Moira Heath

Seconded: Beverley Saunders

10. Skate Park – Roger Lucas

Minutes of the skate park sub committee meeting held 30 September 2020 were circulated to executive, tabled and discussed.

The council has proposed 2 alternative sites for the skate park and the one preferred by the sub committee is Bawley Reserve located south of the playground. Council will proceed with normal consultation once they have been advised of the preferred site which will be discussed at the general meeting on 8 November 2020. Bank accounts cannot be opened yet. There have been donations received which need to be dealt with. Roger Lucas to organise

11. GoFundMe – Roger Lucas report tabled.

12. Murramarang Coastal Walk - Allan Baptist advises that this concept/proposal has strong support from council

13. Inclusion of word Termeil to be included in BPKCA. On hold until after the next general meeting when voting will take place on this constitutional change.

14. New Letter heads on hold until after the next general meeting re Item 13 – i.e. inclusion of the word Termeil

15. AGM to be held after the next General Meeting which is at 3.30pm on Sunday 8 November 2020.

The motion to discuss current executive to stay in their current roles until next AGM was deemed as unnecessary. COVID distancing to apply, people to bring their own chairs (if we provide seating we would have to cleanse the seats after the meeting).

Motion: Notice of AGM and general meeting to be placed on website, FB and on notice boards.

Agenda to be placed on website. Advice on FB directing people to website to view agenda.

Moved: Liza Butler

Seconded: Allan Baptist

16. Zoom Meetings it was agreed that we would hold face to face meetings from now on. These meetings to be held on 1st Wednesday of the month at 6pm. Beverley Saunders to enquire if the hall is available.

17. General Business

a) Defibrillators Roger Lucas tabled a letter from Kioloa Rural Fire Brigade also endorsed by Bawley Point Rural Fire Brigade. Essentially the brigades would purchase the defibrillators, known as AEDs and place them at the fire sheds, under cover and easily accessible to the public. Each brigade would maintain the units. GoFundme funds would be used to make these purchases. The community association would advertise the site of the units and organise training assisted by the brigades. The proposal is subject to approval the community association and GoFundme founders.

Motion: To accept and endorse the proposals outlined in the letter from Kioloa Rural Fire Brigade

Moved: Roger Lucas

Seconded: Allan Baptist

b) Willinga Park Des Nicholls outlined an accident which occurred on a private property at Bawley Point and the role that Willinga Park played in assisting the transport to hospital. Bright navigational lights were used to allow a helicopter to land on the property. Des noted that there had been adverse reaction to the bright lighting on social media. The people making these comments obviously could not have known why the lights were in use. Willinga Park does much to assist the community but our committee feels that social media posts are almost always negative.

Motion: That we send a note of thanks to Willinga Park for all of the help they give to the community that goes unnoticed and to thank them in particular for their help with the recent incident

Moved: Allan Baptist

Seconded: Kerry Callaghan

- c) **Intersection of Ohara Street, Murramarang Road and the entrance to Kioloa Caravan Park.** John Ross attended the meeting to discuss concerns about community safety of the parking in and around this intersection. People park right up to the corners of Murramarang Rd and Ohara St making pedestrian visibility difficult. It was noted that the Kioloa Rural Fire Brigade were having difficulty with egress to and from their shed when traffic and pedestrian activity during the holidays increased.

Motion: Barrie Ellis will consult with Kioloa Rural Fire Brigade and write to council to request their assistance in finding a resolution to the issue

Moved: Allan Baptist

Seconded: Beverley Saunders

- d) **Bawley Point Road** Liza Butler advised that she had spoken to SCC staff member Troy Punnett about the recent upgrade of the road. It is now in a state of disrepair again. Council staff agreed that the work was inferior and advised that the road upgrade will be redone in late October.
- e) **Illegal Camping** - There is a continued concern about illegal camping in the area and the mess that is left behind. In particular the headland at Bawley Point. It is proposed that we ask council to erect a sign saying that camping is illegal. Most agreed that this would be ignored but a sign will allow rangers to action fines rather than just a warning.

Motion: Liza Butler to approach council to erect a sign

Moved: Liza Butler

Seconded: Beverley Saunders

- f) **Doggy bags** A note from a community member about no doggy bags being available. Liza Butler to track down the key so that our association can keep an eye on supply.

Moved: Liza Butler

Seconded: Beverley Saunders

18. Summary of Actions

- a. **Barrie Ellis** to further enquire about our insurance cover with both council and Department of fair Trading
- b. **Beverley Saunders** to send revised Public Consultation relating to the Viewing Platform document to all respondents to the request for community comment. To post the revised document on the website and to post advice to members on FB to access the website for further information
- c. **Allan Baptist** to write to council to thank them for their future support for the viewing platform at Gannet beach and to let them know we are continuing to seek more feedback and support from the community
- d. **Kerry Callaghan** to follow up with council re the progress of the table and chairs at Boomer Crescent
- e. **Moira Heath** to follow up rabbit control training
- f. **Roger Lucas** to liaise with Skate Park working party and to assist with approaching council about the preferred location of the park
- g. **Beverley Saunders** to publish date change for AGM and next public meeting on website and FB.
- h. **Beverley Saunders** to publish agenda for general meeting and AGM on website and to direct community to the website through FB
- i. **Beverley Saunders** to enquire if the community hall is available for our meetings on the first Wednesday of the month at 6pm
- j. **Roger Lucas** to write to Kioloa Rural Fire Service to accept their proposal for the installation of defibrillators
- k. **Allan Baptist** to compose a letter of thanks to Willinga Park for Beverley Saunders to send

- l. Liza Butler** to resend letter to committee for inclusion in minutes re Gannet Beach viewing platform without the letter head
- m. Barrie Ellis** to write to council re the concerns about the intersection of Ohara St and Murramarang Rd and the entrance to Kioloa Beach Caravan Park
- n. Liza Butler** to write to council about erecting a no camping sign at Bawley headland
- o. Liza Butler** to chase down key for doggy bag dispenser

19. Next meeting. Wednesday 4 November 2020 6pm at Community Hall

ATTACHMENT 1

Working with council on project development

Phase 1: The **Community initiates** an idea for a project via a motion to the BPKCA general meeting. The BPKCA Exec forms a project team (a sub committee) to shape and **develop the concept further** along with any interested seconded community members.

Phase 2 : Following the concept being presented at a Public Meeting it is then shaped by the project team into a **draft proposal** and reported to the exec and community, with concept drawings, descriptions, indications of what legal approval might be needed, timelines, estimate costs etc. This is the phase when **Council needs to become aware and involved** to assist and guide in land permissibility, environmental issues, funding potential etc. This phase often requires **consultation** and further informing the community. Feedback is assessed and presented again to the Exec, the Community and Council.

Phase 3: Following the feedback, the Project Team and Council must **work in partnership** to advance the project further. This is the time when Council's expertise enters with allocation of staff time and effort; such as structural Engineering, architect drawings, environmental reports, materials and estimate costing, and reviews in regard to the project's design, scope, size and impacts. Likewise, as the projects shapes up to a formal proposal, Council will action its own community consultation.

The BPKCA does not have delegated authority from Council to finalise and authorise projects of this kind.

The council makes the final judgement as to whether the project is viable and supported for approval and subsequent inclusion in the next financial budget.

There is often opportunity to apply for grants offered periodically through the year and throughout the entire project the community association continues to work closely with Council.

ATTACHMENT 2

PROPOSAL FOR SOUTH GANNET BEACH VIEWING PLATFORM

Summary of Consultation Oct 9TH 2020

INTRODUCTION

The Executive of the Bawley Point Kioloa Community Association Inc. have been working on an 'idea' presented to them by community members in 2017, to develop a proposal to place a viewing platform at South Gannet Beach headland.

The 'idea' has been discussed for three years, and the current executive committee team has now grown the idea from a concept/idea into a proposal for the community to think about, discuss and provide feedback.

Assisting the Executive team, local residents, with professional skills in design and construction expertise, have all worked together, to develop and present this 'Proposal'.

The community has had the opportunity, through consultation and information supplied through social media and noticeboards, to provide views and opinions on the proposal. The following report summarises these opinions and suggestions.

Council has agreed to 'support in principle' the proposal, and will lend their support to further develop the best design and model for the site, complete assessments of environmental and site impacts, to consult again and then present that new proposal for consideration.

The next step is to present the proposal to a public meeting at 3.30pm November 8th 2020 at the Community Hall for consideration.

Public Consultation relating to the Proposed Viewing Platform South Gannet Beach

The public consultation process has been undertaken with two notices on Facebook on 15 July 2020 and 12 September 2020, notices on the public noticeboards at Bawley Point and Merry beach shops, a notice in the August 2020 edition of the local newsletter 'The Messenger' and a letterbox drop to all houses (with a letterbox) in Bawley Point and Kioloa.

Facebook Responses

The Bawley Point Kioloa Community Association (BPKCA) had 2 information notices on Facebook one on 15 July 2020 and another on 12 September 2020.

The first notice indicated that the BPKCA Executive unanimously supported the erection of a viewing platform at the southern end of Gannet beach.

There were 47 responses to this notice which supported the concept, while one respondent 'hoped it didn't distract from the natural environment'.

The second Facebook notice presented a summary of the concept plan for the viewing platform. This notice resulted in 46 respondents supporting the proposal, of these 10 submitted written comments. Seven respondents did not support the proposal, while 13 respondents raised issues, or made cynical comments which suggested some of them were not supportive of the concept. A number of the Facebook respondents followed up with a written submission raising issues of concern. These have been summarised below.

Overall if one were to summarise the social media (Facebook) submissions it would indicate that there is strong support for the proposed Observation/Viewing Platform at the Southern headland of Gannet beach.

Overview of the Written Responses to the Observation Viewing Platform Proposal

There were a total of 30 written responses to the platform proposal. In many cases, while issues of concern were raised, respondents were in favour of the proposal. It was difficult to categorise whether some responses were in favour, or not in favour, of the proposal. For example, one respondent stated that he 'strongly objected' to the proposal but concluded his submission by stating 'I have no objection to a viewing platform if it blends in with the local environment ...'.

Rather than attempt to categorise individual submissions as for or against the project, there is merit in summarising the main concerns raised and considering how these may be addressed. These include:

Environmental Issues

- Impact on natural beauty
- Adds to degradation of natural environment
- Imposes on natural landscape
- Negative impact on creatures and vegetation

Structural Issues

- Size/scale of platform
- Handrail to block view
- Boardwalk too long
- Sticks out too far

Related Issues

- Alternative Locations
- Impact on local residents
- Car parking, Pedestrian Safety and Litter bins
- Street lighting
- Maintenance issues

Comments

With regard to **environmental issues**, as a result of the impact of the recent drought, the local landscape at, and around the chosen site, is in a seriously neglected state with significant numbers of dead trees, weeds, uncontrolled grass growth, and considerable fuel load, the latter just south of the site towards Murramarang beach.

As the chosen site is on a rocky base, with little or no topsoil, there would be no perceptible impact on 'creatures and vegetation'. The predominant grass cover is kikuyu grass, which SCC has, in recent years, poisoned each spring, only to have it return the following year.

As part of the approval process, Shoalhaven City Council (SCC) will conduct a Review of Environmental Factors (REF) which includes an Aboriginal heritage assessment, a review of impact upon native fauna and vegetation in accordance with their obligations under the Shoalhaven Local Environment Plan (LEP) for the selected site. This assessment takes into account many of the respondent issues raised in relation to environmental impact.

With respect to **issues relating to the structure and construction**, these will be further considered in discussion with SCC managers and engineers, and will include size, scale, impact, positioning and materials on the proposed site so as to fit into the local environment in such a way as to blend with the natural and marine setting in an unobtrusive way.

It was suggested by some respondents that the handrail would obscure the view. This is not the case, The proposed handrail height is 750mm, which is the height of a normal dining room table. This height is permissible if the platform deck is less than 1 metre from the ground, which is the case in this design. The platform deck handrail has a flat 140mm wide timber top to serve as a resting place for small items such as drink bottles, cups etc.

The length of the boardwalk was felt to be too long by some respondents. The length resulted from a maximum slope requirement of 1:14 for wheelchair accessibility. As the full proposal indicates, the difference in height between the roadway and the platform deck is 1.9metres, so the deck, even with a handrail height of 750mm, will be well below the road level.

Referring to the comment that it 'sticks out too far', the deck has been designed, both in shape and positioning, to capture the maximum views, as well as leave a clear vacant space between the front of the deck and the start of the rocks. This will allow for people not to be impeded when walking around the headland.

Related Issues**Alternative Locations**

A number of alternative locations were proposed, including the updating of the small platform at the southern end of Murramarang beach and the Bawley beach boat ramp.

With respect to the first proposal, this is a limited site from the point of view of access and practicality. Access is difficult for those with mobility problems and is a long way from the roadway. Furthermore the site has very restricted views of Murramarang beach as a result of screenings of significant stands of trees/mature shrubs. Even views to Brush Island are restricted by plantings which require regular pruning to expose these views.

A number of respondents suggested the Bawley Point boat ramp for a viewing platform. This area is continuing to be developed. As well as the boat ramp (with related boat/trailer movements, particularly though summer, and other holiday periods), there is a children's playground, barbeque and picnic setting, the Gantry and an Historical Walk of 150m with

viewing platform which has been approved by SCC in this area. In addition, a sub-committee of the BPKCA, after much investigation and consultation, has recommended their preferred site for the construction of a skate park is at this location. As a result, this location was deemed to be inappropriate for another viewing platform.

Impact on Local residents

There was significant discussion with one local resident when the Flo Coffee van was first located at its current site near the proposed viewing platform site. Following these discussions, the Flo van was moved some metres off the road to alleviate congestion and noise. Since then the coffee van has turned into a local 'icon' and has proved extremely popular with the vast majority of locals and visitors. The introduction of the platform, and related bench seating will complement the coffee van and draw pedestrians away from the road shoulder and the corner. As the Landscape Plan for the site indicates, an area has been identified for the moving of the coffee van further away from the road. This will have the benefit of reducing the impact of the van on local residents and further reduce safety issues.

Car parking, Pedestrian Safety and Litter Bins

These are issues which will be considered by the relevant SCC staff in the site development process.

There has always been significant parallel parking available on both sides of Malibu drive along the entire length of the southern end of Gannet beach and around the corner to the south up to its intersection with Sunseeker Drive. When the surf is up or there are major events such as the Bawley Point Ironman on Gannet beach and the annual surfing competition at the end of Murramarang beach, there is significant demand for car parking in this area. This has never been a problem. The introduction of a viewing platform with limited seating would not be expected to have any significant increase in demand for car parks when one considers what is already available.

With respect to pedestrian safety, since the introduction of the Flo Coffee Van, the SCC has erected a sign at the northern intersection of Sunseeker Drive and Malibu Drive which indicates pedestrian traffic.

One practical suggestion made in one response was for the SCC to impose a speed limit of 20 kph (or some other reduced speed which the SCC may deem to be more appropriate) from the junction of the northern end of Sunseeker Drive and Malibu Drive, around the corner to where Malibu Drive meets the southern end of Sunseeker Drive. This shared pedestrian road traffic section of Malibu Drive would then avoid any perceived safety problems.

It is, of course, up to SCC to determine whether additional litter bin(s) are required/necessary. There is currently a litter bin on Malibu Drive where the public walks onto Murramarang beach.

Maintenance Issues

This is not seen to be a major issue. Initial enquiries have shown that a number of local residents have indicated that they would be prepared to participate in a Park Care Group to work with SCC staff to maintain the area where the platform is to be located. (This is the same situation where a Park care Group has already been formed to assist SCC staff in the long term maintenance of the Historical Walk site at Bawley Point beach near the Gantry.)

Conclusion

As the above overview indicates, there is strong public support for the platform proposal. The issues raised in written responses have been categorised and listed into three groups, with suggested ways forward in each case.

Council, at their September Ordinary Meeting 2020, recommended 'supporting in principle' the concept proposal. The next phase of the project will see Council staff completing structural and site reviews and compliance, and then developing a final draft costed proposal for consultation with the community after which a final project report will be put before Council.