



COMMITTEE MEETING – MONDAY 3 AUGUST 2020

MINUTES

1. Meeting Opened 7Pm
2. Welcome – President: Liza Butler
3. **Attendance:** Allan Baptist, Liza Butler, Kerry Callaghan, Mel Croan, Barrie Ellis, Carrie Jansma Smith
Apologies: Roger Lucas, Moira Heath, Beverley Saunders, Des Nicholls
4. **Minutes last Committee Meeting Monday 6th July 2020**
Motion: Minutes tabled and accepted- Moved Allan Baptist; Seconded Barrie Ellis
5. **Business Arising from minutes** – Update of Actions
 - a. Date of AGM, 10am Sunday 13th Sept 2020 published in Messenger, website and Facebook.
 - b. Cec and Michael Skwarko contacted by Des Nicholls and Roger Lucas re involvement of Skate Park meeting.
 - c. Corrected Go Fund Me Financial statement provided by Treasurer Roger Lucas
Balance as at 30/6/2020 is \$37,490 - Bawley Point Brigade 20% spent – Kioloa Brigade 28.7% spent – See attachment 2
 - d. Dogs on Leash signs now at 2 entrances to Bawley Beach
 - e. Pathway to North Beach fixed (but may have suffered further deterioration after recent rain)
 - f. Council policy re memorial seating was advised to Brooke Miles
6. **Correspondence** – The Secretary Beverley Saunders tabled a list. **See Attachment 1**
Motion: Correspondence received and adopted by Consensus.
7. **Financial Report** – Treasurer Roger Lucas- **See Attachment 2**
 - a. SCC has sent an email to the Treasurer requesting an invoice for their annual CCB grant of \$500 for the BPKCA's operational and administrative costs.
 - b. The Treasurer requested the meeting approve expenditure of \$220 for 10 printed receipt books and rubber stamps indicating Community Connect Fund.
 - c. A discussion followed on the need to apply and hold an ABN which is often a requirement for significant grant applications.
 - d. The meeting requested that the ABN needs to be in place for the BPKCA prior to the receipt books being printed.
Motion: a. That items 6a & 6b be adopted (and actioned by the Treasurer).
b. That an ABN be obtained (and actioned by Liza Butler)
Moved: Liza Butler Seconded: Mel Croan – Adopted
8. **Community Projects Update Reports**
 - a. **Gantry Historical Walk** – Allan Baptist- **See Attachment 3**
 - a. The indigenous traditional context and information on Aboriginal involvement in the local Milling industry is being written and researched by Dr Sue Feary who has also gained permission for copyright of words and images needed.
 - b. Council has submitted a grant for \$153k from State Government CLIF fund (Crown Land Improvement /Infrastructure fund) for the Gantry Walk Project.
 - c. A letter has been sent to Sport and Recreation Club seeking a letter of support and consideration of support funding of \$5k.
 - b. **Watts Reserve Table & Chairs** – Verbal Report by Kerry Callaghan
 - a. Awaiting table & Chairs timber to be delivered by Council to Allan Baptist's home for staining by Allan and Kerry, after which the installation will occur.
 - c. **Gannet Beach Viewing Platform** – Verbal report- Kerry Callaghan

- . The concept proposal was posted on Facebook seeking response. While many responses were positive there were about 4 negative comments. Liza Butler has offered to rewrite the post indicating that the project is still at concept stage and there will be more information and consultation on draft designs and proposals forthcoming.
- a. A positive site meeting was held with SCC staff member Ray Massie discussing next steps.
- b. A draft design is being drawn up voluntarily by community member Mark Armstrong.
- c. A land survey is being conducted voluntarily by Jason Sheldrake.
- d. The design and survey will then be sent to Clinton Coker (SCC staff) for assessment and response.
- e. After receiving the Council report, the BPKCA will go consult the community for opinion and feedback.

Motion: That Liza Butler draft a Facebook posting explaining the next stage of draft designs and consultation for the Viewing Platform proposal at Gannet Beach.

Moved: Kerry Callaghan Seconded: Liza Butler- Adopted

- d). **Boomer Crescent Reserve Table & Chairs** – Verbal report by Kerry Callaghan.
- a. Consultation was carried out by placing 2 public notices at Kioloa and Bawley Point Noticeboards, and posted on Facebook and the BPKCA webpage.
 - b. Two positive responses were received which included a suggestion of placing a permanent bin near the Boomer Cres picnic set. Kerry and Des followed up responses and Council staff has expressed a positive view of the project.

Motion: That the tabled reports be received.

Moved: Kerry Callaghan Seconded: Allan Baptist - Adopted

9. Community Connect Update – Barrie Ellis

- Stage 3 Kioloa Caravan Park to Butlers Creek has not been surveyed so is unready for any path laying.
- The focus is on Stage 2- ‘Sandmines’ to Racecourse Beach Caravan Park- Awaiting a conclusive response from Council’s team of Engineers that will soon agree on the design and define the route.
- The Land Acquisition process from John Nelson is complete and has been positive.
- The starting goal is for early 2021
- The next step is to gather the key engineers and come to agreement on the route, how the road works with the path, heights and levels and bridging aspects of the terrain an safety.

On another aspect, the BPKCA’s administration support for the Community Connect Sub Committee, the following motion has been devised to establish a bank account under the BPKCA authority to manage the projects financial affairs.

Motion: That the BPKCA authorises the establishment of a new account titled ‘BPKCA – Community Connect’ at the IMB Bank and that any 2 of the following signatories be authorised to operate the account:

President BPKCA: Liza Butler

Chair CC: Barrie Ellis

Treasurer CC: Julie Rushton

Treasurer BPKCA: Roger Lucas

Secretary BPKCA: Beverley Saunders

Moved: Roger Lucas Seconded: Beverley Saunders – Adopted

10. Update Coastal Management Plan (CMP) / Willinga Lake – Mel Croan

Mel noted she has contacted Council over concerns for Willinga Lake’s inclusion in the CMP and will report back to the BPKCA.

11. Rabbit Control – Report by Moira Heath- No action due to Coronavirus meeting restrictions.

12. Skate Park Proposal – Roger Lucas. Minutes of the meeting held on 19 July 2020 were tabled. **See Skate Park Minutes- Attachment 4**

The subcommittee proposes to conduct a public forum for the project before or after the general meeting scheduled for 8 November 2020. To be confirmed and advised.

- a. Motion: That minutes of the Skate Park meeting be tabled and adopted.**
Moved: Roger Lucas Seconded: Beverley Saunders – Adopted

A following motion was presented to the executive for discussion. However it was decided that the project was still in concept stage and needed to be further developed in its scope, research, planning, steps and stages before the establishment of a bank account. This matter is open to further discussion.

- b. Motion: That the BPKCA authorises the establishment of a bank account with IMB Bank titled ‘BPKCA Skate Park Project’ with any 2 of the following to execute financial instruments:**

Chair: Michael Skwarko
Secretary: Roger Lucas
Treasurer: Terry Nicholls
Secretary BPKCA: Beverley Saunders

Moved: Roger Lucas Seconded: Beverley Saunders – Declined

13. Reserve Sub Committee – On hold due to Covid restrictions.

14. Emergency Plan Meeting- on hold due to Covid restrictions.

15. Bushcare Bawley Point Draft Action Plan- on hold and to be presented at next General Meeting.

16. Public Officer Appointment – Barrie Ellis has been invited to fill the vacant position and has accepted the role. Barrie was congratulated and thanked. Allan Baptist will introduce Barrie to the role and its responsibilities.

Motion: Barrie Ellis be Appointed to the Position of Public Officer.

Moved : Kerrie Callaghan Second Mel Croan

17. General Meeting / AGM – is planned for 10am Sunday 13th Sept 2020 at the Community Hall.

a. We are advised to adopt a Covid Safe plan with attendance not to exceed 50. The plan includes supply of hand wash, signage, social distancing rules to be applied as recommended by SCC staff Jo Munro and in accordance with State Gov. Covid rules.

b. Exec Members are asked to actively recruit potential committee members for 2020-2021 including the position of President and 5 exec member positions.

Motion: To advise members by email; posting a Notice on the Associations Facebook and webpage advising time and date of the AGM, calling for nominations and indicating a further Facebook/website notification to be posted 4 days before the AGM date to confirm or postpone the meeting pending Covid restrictions. (Secretary Bev Saunders to Action)

Moved: Kerrie Callaghan Seconded: Liza Butler – Adopted

18. Other Business

a. South Coast Walk- A meeting with Michael Phelan Manager Shoalhaven Area South Coast Branch NSW National Parks and Wildlife Service has been set for 10am Wednesday 5th August 2020. The aim of the meeting is to receive a presentation on the \$3.4M walk from Maloney’s Beach to Bawley Point, discuss the

Master Plan and the Review of Environmental Factors. The Trail ends at Bawley Point Reserve where 'TRAIL HEAD' infrastructure, signage, seating and water access is in concept design stage.

It appears that the BPKCA proposed Gannet Beach viewing platform and Gantry Walk viewing platform and track, dovetail naturally into this 'bigger' project. Our discussion will focus on how both our project objectives might fit together.

A report will be sent to Exec Members after the meeting. *Allan Baptist to Action*

- b. **Administration and moderation of the Facebook Page and Website.** Liza Butler has managed the site over the past 2 years and would like to hand over this role. Liza offered to instruct possibly Moira Heath and Bev Saunders, if they are agreeable, in the management of the sites. *Liza Butler to Action.*
- c. **Inclusion of the word Termeil in the Organisation name** to Bawley Point, Kioloa Termeil Community Association. Research is needed into the legal process with the Department of Fair Trading, ramifications to our Incorporated Organisational entity operations and present a signed and seconded Notice of Motion 4 weeks before the next General Meeting. This motion will need to be sent to all members as it represents a change in our Constitution. *Barrie Ellis to Action.* **See Constitution Attachment 5**
- d. **Illegal Camping-** Concerns were expressed over growing number of illegal campers, rubbish, and human faecal fouling of the Bawley Point Headland. The following steps were agreed to be taken

Motion: The President to write a letter to Council's CEO seeking regular early morning and random Ranger visits.

Post the after-hours Rangers phone contact on the Association's Facebook and webpage to encourage reporting of illegal camping activity around Bawley Point.

Moved: Liza Butler Seconded: Mel Croan - Adopted

19. Summary of Actions to be taken

1. **Roger Lucas-** Send **Invoice to Council** for \$500 grant
 2. **Roger Lucas-** to Purchase **Printed Receipt books**, with ABN and potentially change Organisation title (Bawley Point, Kioloa, Termeil Community Association) and rubber stamps, to the value of \$220
 3. **Liza Butler** to secure an **ABN** for the Association
 4. **Kerry Callaghan and Allan Baptist** to stain the timber of the picnic tables for the Watts Reserve and install with Council.
 5. **Kerry Callaghan and Des Nicholls** to continue their liaison with Council staff re the Boomer Cres picnic table set.
 6. **Kerry Callaghan and Des Nicholls** to continue **design and surveys for the Gannet Beach viewing platform.**
 7. **Liza Butler** to create a **new post for Facebook** explaining the next draft design stage of the Viewing platform.
 8. **Mel Croan** to continue to speak with Council over inclusion of Willinga Lake in Councils Water Management Policy.
 9. **Allan Baptist** to 'induct' Barrie Ellis into the **role of Public Officer.**
 10. **Bev Saunders** Secretary to notify members by email, Facebook and webpage of the AGM time date and the **4 day pre warning** should the meeting be postponed.
 11. **Allan Baptist** to organise and report on South Coast Walk Meeting.
 12. **Liza Butler** to train other Exec members re Moderation and Administration of the BPKCA Facebook and web page.
 13. **Barrie Ellis** to Present a **Notice of Motion** re Change the Organisation's name and Constitution - adding the word Termeil.
 14. **Liza Butler** - Write a letter to CEO of Council seeking additional **Ranger patrols** re illegal camping at Bawley Point Headland.
 15. **Liza Butler** to post on Facebook and webpage **After Hours Rangers Contact** numbers.
20. Next Executive Meeting 7.35pm Monday 7th September 2020 or Zoom as appropriate.
21. Next Public Meeting and AGM- 10am Sunday 13th Sept 2020
22. Meeting closed at 8.30pm

ATTACHMENTS

BPKCA EXECUTIVE COMMITTEE MEETING

AUGUST 3RD 2020

Attachment 1- **Correspondence**

Attachment 2- **Treasurers Report- Go Fund Me**

Attachment 3- **Gantry Historic Walk Report**

Attachment 4- **Skate Park Meeting Minutes**

Attachment 5- **BPKCA Constitution**

Attachment 3

Bawley Point Kioloa Community Association Projects

Update Report on projects- August 2020- Allan Baptist

1. Picnic Table and seats for Watts Reserve

Lillipillis 'green screen' has been planted and the picnic set metal frame installed late June. The timber top and timber seats and bolts are being delivered to Allan's place in July (still waiting) for staining in Jarrah/merbau off site and then being installed by Allan and Kerry, and Council staff.

Timeframe: Completion late August 2020

2. The Gantry Historic Walk – Bawley Point Headland

- a. The project awaits Dept **Crown Lands to approve** in August 2020.
- b. Council Staff (with support of Allan Baptist on behalf of BPKCA) have made a **grant submission of \$153k** to State Government 'Crown lands Improvements and Infrastructure Fund (CLIF) which closed 10th June . Letters of support came from Mayor Findley, Hor Shelley Hancock and local Community.
- c. Council providing \$10k and **Sport and Rec officially asked for \$5k support**
- d. Dr Sue Feary supplying **info on Aboriginal traditional use** of the headland, Aboriginal involvement in timber industry in the area and has **obtained copyright Approval** re info and images of the tramway tracks and blacksmith tools found from the site.
- e. Awaiting President Liza to report back on her proposed **meeting with Aboriginal Batemai Bay Land Council** re protocols and any advice.
- f. **Awaiting results** of the Grant Submission to Government.

MOTION: Move the report Allan Baptist.