



COMMUNITY ASSOCIATION

BAWLEY POINT, KIOLOA AND TERMEIL

BAWLEY POINT, KIOLOA AND TERMEIL COMMUNITY ASSOCIATION
Executive Meeting- 6 PM 23 March 2026

Welcome and Acknowledgement of Country

Attending: Peter Longstaff (President), Lynn Cowley (Secretary), Judith Carol, Carrie Smith, Claire Stephensen, Tony Sattler (Public Officer) remotely

Apologies: Kylie Brindley (Treasurer), David Keith

Minutes of the last Executive Meeting 2 February 2026

Circulated via email and on web site.

Moved those minutes be accepted. Carried
Business Arising from minutes. Nil

Correspondence:

Various CCB new models

Governance, Administration and Management

Nil

Changes to CCB model

Discussed what changes to CCB model will look like for BPKTCA. We will still be a Community Association, no longer a CCB.

Some things to consider:

Update Constitution, this may be done with Rules. Seek advice from Chris, Lindsay and Tony. Updated code of conduct is to be tabled at the May general meeting, with reasons for changes and for voting.

Action: Tony to look at current Constitution and advise on best way to update ie change or add rules.

- Membership is \$10 per household, was \$5 per member. How many votes does \$10 membership buy? 1 or 2 per household?
- Adopt Code of Conduct model and strengthen understanding by members that when they become a member, they are agreeing to be bound by our code of conduct. Maybe there could be a standard code of conduct to be used by all "CCBs".
- Number of annual general meetings: 6 per year has been suggested. Exec thinks 4 would be enough, and extra general meetings if needed. Same for exec meetings. We have mail chimp and FB as an alternative way of keeping members informed.
- Exec: discussed decreasing minimum and maximum number of exec members. Currently minimum number is 7 and maximum is 12. Suggest amending to minimum of 5 and maximum of 10.
- BPKTCA will retain incorporated status.

Note: Option 4, Accredited Community Forums (ACF) seems to be the preferred option. We (BPKTCA) need to be able to be accredited (tick all the boxes) before 1 July.

Moved: Executive to review and upgrade Constitution, contact me made to ask for assistance from Lindsay Cane and Chris Ronalds to review. Plan is for Updated Constitution to be tabled at the May General Meeting for acceptance. Carried unanimous.

Insurance

PL has already started looking at insurance and has received a quote from AON. Quote has been forwarded to other CCBs. He has also spoken with Graeme (Sport & Rec) about potentially combining with their insurance. Graeme suggested that Peter contact Sport & Rec broker directly. This option may or may not be feasible. There may also be an option to be used by all the CCBs.

SCC do not want to provide insurance directly as they wish to remain separate from CCBs, however they may provide a grant which can be used for insurance.

Community Led Projects

Emergency beach stations:

Mudholes (Shell Beach) installed. QR code in place for monthly checks. Monthly checks are required as part of the Deed we signed.

Bendigo Bank has approved a grant for the second BRS to go to Bawley Beach. Funds are in our Bendigo Bank account Items have been ordered, not yet received. Hope to be installed before Easter.

We suggest we invite Caroline, or another representative from Bendigo Bank to our May meeting. We can also suggest a photo opportunity when Bawley Beach Station is installed. Cabinets have Bendigo bank branding

Liza Butler (MP) has some more grants in mind, will send EOI for 2 more stations.

Seating at Gannett beach

For now, this project has been rejected by SCC. Project leader, Moira, has been in contact with SCC to see what needs to be done to get this project approved. Nothing further for BPKTCA to do for now.

Cricket nets

This afternoon Peter & Lynn met with Caitlin and Paul from SCC. Project appears to be approved, however no funds available from SCC.

- BPKTCA will require \$20 mil public liability for the period of construction.
- Seeking exemption from Professional Indemnity (PI).
- Community to break up old concrete pitch and remove broken concrete and old green matting to the tip. Asked if tip fees could waive, as this a SCC asset we are updating. This seems unlikely. Roger, as a Facility Management exec member, has a tip voucher which can be used.
- Professional contractor to lay the new topping.
- Current "nets" will remain
- Rubber matting to be placed inside netting.
- 5 trees to be removed by a Council verified person. We already have a quote from Tree and Easy. Tree removal to be included in BPKTCA costing.
- Project Manager will be required. Peter can do this.
- We have requested a copy of a draft deed. Final deed will not be executed until funding has been finalized. Suggest Chris and Bob contact Cricket NSW and Cricket Australia for funding.
- Once project is finished, we have no liability.
- Subject land is Crown land, but SCC has rights over it.
- No need for a DA
- SCC have no plans for Kioloa oval and updating a current asset will not affect future land use.
- Advice on planning pathways to come from SCC
- Advice on costs for other SCC requirements to come from SCC.

Last bit of path-Scerri to Kioloa Beach

SCC still working with crown land, seems to be approved. Community Connect money to be used and community labour.

Hall Extension

Briefly discussed at this afternoon's meeting with Paul & Caitlin. They are already aware of this project and Allan has been in touch. SCC have strong views on community consultation on a project of this size. BPKTCA can assist with this.

Subcommittee reports***Shared pathway celebrations***

Celebrations went extremely well, well attended with over 100 people estimated. Great atmosphere. Members of Local, State and Federal government are all in attendance. Liza Butler cooked her Thai chicken meat balls which were very well received.

Next Exec Meeting – Monday 4 May 2026

Next General Meeting – Sunday 24 May at 9AM

Meeting Closed: 7.15PM

26.04.01 Proposed Changes to BPKTCA constitution

1. Executive Committee reduce numbers, add the Public Office role as a listed executive as requirement of ACF. Make minimum 5, maximum of 10.

Current Constitution:

17. Composition and membership of committee

- (1) The committee is to consist of:
 - (a) the office-bearers of the Association, and
 - (b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the Association under clause 18.
- (2) The total number of committee members is to be the minimum of 7 persons and a maximum of 12 persons.
- (3) The office-bearers of the Association are as follows:
 - (a) the president,
 - (b) the vice-president,
 - (c) the treasurer,
 - (d) the secretary.
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).
- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

Add Public Officer as an ACF requirement, refer extract of current ACF draft:

Incorporated bodies must have:

- a constitution and clear purpose
- an elected committee with legally enforceable governance duties
- a public officer responsible for compliance
- transparent financial and operational reporting
- proper meeting processes
- lawful membership and dispute resolution processes
- compliance with NSW Fair Trading.

2. Membership & Voting rights- is now \$10 per household, work out voting rights, noting in BPKT there are on average 2.2 persons per household.

Voting rights

Membership was \$5 per person, with one vote per member.

Membership is now \$10 per household, so how many votes per household?

Suggest 1 vote per household.

Membership list to come from Xero.

3. What is Council (CCB / ACF) related matter? Do we define it?

See extract below comes from the 2023 SCC CCB Guidelines

4. Meetings – Community Based CCBs

4.1 Who Can Attend Meetings?

All residents and ratepayers within the geographical area are eligible to attend CCB meetings without exclusion.

No eligible person within the CCB area can be excluded from attending a meeting of the CCB, voting on CCB-related matters and participating in their CCBs activities.

4. Register of Members (includes name and postal or residential address)

Update to include keeping member records electronically (i.e. extract from Xero).

5. Code of Conduct

Adopt a code of conduct. Members agree to abide by code of conduct when they sign a membership form. Perhaps a standard code of conduct for all ACFs (with allowance for variations for an ACF, if necessary)

6. Think about electronic meetings, YES or NO

Executive and General meetings

7. ACF draft checklist- does our Constitution comply, such we can get GRANT funding

Annual Compliance Checklist

- Must be incorporated or auspiced by an incorporated body
- Has a Code of Conduct in place
- Invites all Councillors to attend and speak at meetings
- Conducts a minimum of 4 public meetings per year
- Must not have three complaints against the ACF by Council elected officials and/or staff within a 12-month period.
- Operates on a non-party political basis and must not hold election forums or endorse political candidates for any tier of government election