

# Minutes for Executives Committee Meeting



**DATE:** 18 July 2019

**VENUE:** 76 Plantation Point Parade, Vincentia

**Meeting Started at 2:00 pm**

**Chaired by Roslyn Vickery**

**Present:** Roslyn and Norman Vickery, John Ross, Dawn and Anthony Thompson, Bob Pullinger & Lou Casmiri

**Apologies,** Ken Buckley and Patrick McMahon

## Acceptance of Minutes from 16 May 2019

Moved by John seconded by Lou – motion carried

Actions and Business arising from the 16 May 2019 meeting

**All items were actioned during the month – no update needed**

## Secretary Report

Correspondence process

It was confirmed that Dawn will forward to all on mailing list emails of general interest and Lou as Secretary will reply to all emails that require action by the VRRRA-CCB

Membership Drive – strategy

Lou informed the meeting that he contacted Vincentia Market place to have a maned VRRRA “information table” between Oporto and Bakers Delight (on a casual basis) with the aim to inform Vincentia Ratepayers and Residents on current projects and to promote membership.

- **It was agreed by majority that the item be included in the August meeting Agenda for members to comment or suggest other strategies.**
- **Ros suggested that, committee members forward photos of things that the VRRRA has achieved and that she will try to get it in the South Coast Register with a story prior to the next General Meeting.**

June Meeting Post-Mortem

- **It was unanimously agreed to:**
  - **Change Agenda times with; Registration from 7:15pm and Meeting Start time at 7:30pm**
  - **To supply Tea & coffee to all attendees. (Lou to invite all in mailing list to assist)**
  - **To review projector location and seating for Chair, Secretary and Treasurer (Lou and Bob to action)**
  - **Request all addressing the meeting to use the roaming microphone**

## Proposed paper Meeting (pMeeting) process

- Lou circulated along with the Meeting Agenda, a discussion paper for adopting a paper meeting (“pMeeting”) process via which VRRRA member would be able to vote on Agenda items via the Internet or hand deliver voting form to Secretary when not able to attend meetings.
  - **It was agreed by majority that; before circulating the discussion, paper or including the item in a VRRRA meeting agenda for members comments and input; to further investigate the impact of the proposal, to the VRRRA *Objects, Constitution and Code of Practice***

## VRRRA-CCB Strategic Plan

- Lou circulated with Agenda the V2025 Assess Themes Interpretive Report
- It was unanimously agreed to proceed with a VRRRA Strategic Plan
- Lou was delegated to contact consulting firm that specialises in Community Forums and Focus Groups activities to ascertain estimated costs for hosting/facilitate a VRRRA revision and update of the V2025 available documents and to prepare a Strategic Document in line with the Shoalhaven Heads Strategic Plan and the Berry Community Strategic Plan. Also, to invite Gordon Clark from Shoalhaven City Council who is in charge of Council Strategic Planning to attend one of our meetings with the aim for us to better understand how we could link the VRRRA-CCB Strategic Plan with what methodology Council would want us to use.
- **It was agreed that the item is to be included and reported on progress at the 15 August members Meeting.**

## TREASURER'S REPORT - VRRRA Inc. - Year to date to 17th July 2019

LAST YEAR -Full Year		THIS YEAR TO 17-Jul-19	
2735	<b>Income</b>	2863	Everyday Account Start of year
570		480	Membership subscriptions 2019
0		0	Pre-paid subscriptions following year
0		0	Bank Interest
500		0	Grants - SCC *6
0		0	Grants - other
160		260	Donations
1,230		740	
	<b>Expenditure</b>		
0		0	Public liability insurance
0		0	Bank Charges
45		46	Fees Dept Fair Trading
385		0	Professional Fees - EOY accounts
395		0	In Kind activities -
127		66	Room Hire etc - VRRRA meetings
0		130	PO Box rent
0		0	Post, Printing stationery & supplies
0		0	Computer & Peripherals
0		55	Internet Website
150	0	Safety - Hold My Hand, other	
1,102		297	
	<b>Balance in bank account end period</b>		
2,863		3,306	Everyday Account
2,863		3,306	

see note 2.

see note 1

see note 3.

Note 1 - cheque yet to be presented for \$370.

Note 2 - 48 members c/w 57 last year and before the Orion Beach uprising from 2012 to 2015 numbers are now stabilising. e.g. there was 49 in 2011 and 52 in 2010.

Note 3 - After unrepresented cheque cash book is \$2,936.

**Treasurer report accepted – Moved by Ros      Seconded by Norm      motion carried.**

### DPOPs Update

Bob provided the updated list below and mentioned that there is still more work to be done before submission to members at the General Meeting on 15 August 2019

New DPOPs are to be raised by Bob and put to the members for inclusion in the 20/21 DPOP process, namely Kerb & gutter we stern side of Elizabeth Drive between Berry St and Mooney Mooney Bridge Connecting pathway Elizabeth Drive to the Water Treatment works to link to the service road used by pedestrians, cyclists and electric carts transiting between Elizabeth Drive and Bayswood and The Vincentia Market Place

**PRECIS OF DPOP SUBMISSIONS AS TABLED BY COUNCIL AT ORDINARY COUNCIL MEETING TO APPROVE  
Delivery Program and Operational Plan, Draft Budget 2019/20 and Long-Term Financial Plan - Exhibition Outcomes.**

**25<sup>th</sup> JUNE 2019**

SCC Ref	Subject / Comment / Issue	Submitter	Recommended Action Required
13	Plantation Point – Upgrade of amenities, playground equipment and upgrade to Iconic Park Status	VRRA	VRRA Council has obtained grant funding to upgrade the playground, amenities and access to Barflour Beach The grant funding that has been provided for this project will be carried into the next financial year and will occur as part of the June Quarterly review. After community engagement for the precinct it is proposed the works for the amenities block are to be conducted during the winter of 2020 with acquittal required by November 2020
14	Safety on the “Round the Bay” shared cycleway/ pathway at Huskisson and Vincentia	CBPG	Council is continuing to work directly with the VRRA on a range of safety initiatives and will continue to do so in the next financial year. Incidents are reported, recorded and investigated. Some safety improvements have been made. The “Share the Track” road safety campaign will commence in 19/20. Staff are currently considering an annual allocation of funding for new footpaths in the order of approx. \$170,000 for at least the next ten years, and there are outstanding requests for new footpaths from across the City. Council’s PAMP ranks footpaths across the 49 towns & villages based on risk, with an estimated backlog in the order of 200kms, proposals such as this rank very low in PAMP due to the relatively low traffic volumes and long distance from key generators. Bringing forward the timing would require an additional allocation of funds from Council
15	Safety – Provision for electronic bill boards for Slow Down & Hold my hand signs in each CCB. Slow down / Kids around (steel) safety signs at the intersections of road heads and cycle way along Collingwood	CBPG	VRRA Council will provide static signage indicating rules and responsibilities for path users in 19/20. Little Blue Dinosaur signs are erected during peak holiday periods.
16	Stormwater and Gutters issues in Vincentia	VRRA	VRRA This is being followed up by the District Engineer. Ongoing liaison is occurring including attendance at CCB meetings
17	Recovery of costs from Holiday Haven visitors for contribution to roads rubbish and rates	VRRA	Revenue for Holiday Haven tourist parks is utilised for environmental and infrastructure works in the vicinity of each of the various properties and also contributes to the maintenance of Council’s Crown Lands portfolio. A levy on the Holiday Haven would affect the competitive neutrality of the business on the South Coast
18	Install refuge at the intersection of Elizabeth drive and Berry St Vincentia.	VRRA	Pedestrian refuges will be incorporated into Council’s 2020/21 grant funding application for a roundabout at Elizabeth Drive/Berry Street,with will provide other broader traffic benefits in accordance with the Bay & Basin traffic study.
19	Resealing of first 245m of pavement on Elizabeth Dr south of Moona Ck bridge.	VRRA	Recent kerb & gutter and associated shouldering have resolved the issues raised. Actual resealing of the section is not considered a priority in 19/20 and will be assessed for future programs. 20 Stormwater drainage
20	Stormwater drainage problem near 72 & 74 Elizabeth Drive Vincentia. Ongoing problems in rain events despite solutions applied in 18/19.	VRRA	Design is underway to supplement previous works. Agreed works and costs estimates will be listed for consideration in the future works program.
21	A list of requests for updates about a range of projects was also provided within the VRRA submission.	VRRA/CBPG	Many of these items were discussed and answers provided as part of the Information evenings which were attended by VRRA committee members. The submission may have been provided to Council prior to these discussions occurring and updates being provided. These requests have been noted and will be further followed up by staff to clarify if there is any outstanding information required by the CCB.
22	Stormwater discharge through the dunes of Collingwood Beach	CBPG	This is continuing to be investigated by staff
23	Provision of a lifesaving facility at Collingwood	CBPG	This request will be provided to Surf Lifesaving for consideration
24	Need for a Dune Care Group	CBPG	This has been the subject of a recent Council resolution and will be implemented in accordance with this resolution.

## Sub-Committees Reports

- Collingwood Beach Conservation Group update by Bob  
No change from report in minutes for the June Members Meeting
- Plantation Point Project - update by Bob.  
Initial meeting to discuss the proposed community engagement approach and the VRRRA CCB's involvement with Council's Community Development Section that will be planning and delivering a community engagement process regarding the proposed works at Plantation Point took place on 5 July at 9:30am in Plantation Point Reserve.  
It was agreed at the meeting that Council Community Engagement person/s will be attending the VRRRA-CCB, 15 August meeting to engage our members and give an update.  
  
The Officers that attended the meeting and will be leading the project are Hayden Fineran as project manager and Cathy Campbell Senior Community Development Officer, others attendees; John Ross, Dawn and Antony Thompson, Bob Pullinger, Lou Casmiri and Jessica Rawlins – Apologies from Annette Pham, Roslyn and Norman Vickery, Ken Buckley and Patrick McMahon.  
  
Lou undertook to contact Annette Pham to consult and discuss further with her about being involved in the project.
- Vincentia Mall Project - update by Norm  
Greg Pullen (Economic Development Manager Shoalhaven City Council) informed VRRRA on 20 June that, the Burton St Mall Upgrade is in its infancy here at Council. Having received the approval for the project to be funded through the Australian Government's Building Better Regions Project Council has completed the Contract paperwork and the project is ready to commence, with design, formation of various project groups, appointment of a Project Manager etc. At this early stage he did not anticipate that a stakeholder reference group would be formed to channel the project updates through to their respective community groups, the makeup and terms of reference are yet to be determined but is a short-term goal of the project team. General Manager (now CEO) has asked Mr Pullen to remain as the Project Co-ordinator to deliver the vision. Roslyn Holmes will remain heavily involved in the design aspects of this project.
- Bay and Basin Hub update by Roslyn  
It was discussed and in principal agreed that the Bay and Basin Hub is a strategic location for the Vincentia Community and should have Facilities such as Meeting Rooms, Function Centre and the Community Library. Roslyn undertook to contact Council to ascertain up to date information on proposed location for the Community Library and initiate dialogue about future facilities at the HUB.

### 13. Other Business

It was unanimously agreed that effective from August meeting, the VRRRA meeting protocol (as stated below) will be displayed on the screen and chair will read it to all before starting the meeting

#### ***VRRRA-CCB Meeting protocols***

- *Turn mobile phones and any other electronic devices to silent.*
- *Address the meeting via the Chairperson and at their permission.*
  - *The Chairperson is responsible for ensuring all attendees have the opportunity to address the meeting and that the voting process is accurate.*
  - *Person addressing the meeting should stand in front of attendees and when available use roaming microphone*
- *Be respectful of others addressing the meeting by not participating in "side conversations".*
- *Matters not included in agenda should not be resolved at the meeting; however, any subject of interest can be discussed and noted at the meeting*
  - *This is in recognition of a failure to provide notice to other interested community members.*

**Meeting closed at 4:45pm**