

## COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
<b>Meeting date</b>	Wednesday, 3 July 2024
<b>Location</b>	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064
<b>Chair</b>	Glenda Hewitt
<b>Secretary</b>	Daniel Rasins
<b>Present</b>	<p><b>Committee members:</b> Glenda Hewitt (GH), Daniel Rasins (DRA), Adrian Alexander (AA), David Roberts (DR), Judy Simpson (JS), Rosemary Towner (RT), Plamen Bassarov (PB), Peter Wang (PW).</p> <p><b>Guests:</b> Clr. Anna Greco Clr. Georgie Roussac</p>
<b>Apologies</b>	Judi Homewood (JH), Chris Baker (CB), Mary Ann Irvin (MI), Winsome Byrne (WB).
<b>Disclosure of interest</b>	None
<b>Meeting opened</b>	7:43 PM
<b>Meeting closed</b>	9:36 PM

### MINUTES

#### 1. Welcome, apologies and disclosure of interests

GH took the Chair and, noting that a quorum was present, opened the meeting at 7:43 PM, with an acknowledgement of country.

#### 2. WCC Councillors Update and Open Forum

##### 2.1 Monthly update

- Councillor Greco was in attendance.
  - Clr. Greco commended Clr. Roussac on her spirited speech regarding the Planning Proposal for 43 Donnelly Road, Naremburn.

- A Public Hearing for the draft Parks Generic Plan of Management was held on 2 July 2024. A number of key items were raised at the hearing, but the major talking point was the categorisation of Parks and General Community Use areas and how these are defined in the draft Plan.
- Clr. Greco will submit questions around this matter to Linda Perrine (Community, Culture & Leisure Director) and will then share these responses with the APA Committee.
- Clr. Greco reiterated the importance of the “Have Your Say” projects and GH encouraged all APA Committee members and contacts to consider making a submission if possible.
- Councillor Roussac was in attendance.
  - There was a motion carried at the recent Council meeting held on 24 June 2024 regarding E-Bike safety, infrastructure, education and legislation. WCC will be writing to Member for Willoughby, Tim James to request support for the above-mentioned items in a letter to be submitted to NSW Government Ministers Haylen and Graham.
  - Clr. Roussac raised the recent announcement regarding the \$6M funding secured by Willoughby City Council for the construction of a new two-way separated cycle connection between Chatswood and St Leonards. The committee raised concerns about the proposed design of the new cycle connection and new traffic lights to be installed as part of the project. Clr. Roussac will follow up on the project programme as well as further details on the proposed design and share these with DR as he is authoring an article for the next Gazette.

## 2.2 Guest open forum

- There were no guests in attendance at the meeting.

## 3. Confirmation of last Committee Meeting Minutes

- The 5 June 2024 meeting minutes were accepted.
- Moved: Judy Simpson
- Seconded: Daniel Rasins
- Motion: Carried.

## 4. Update on Action Items

### 4.1 Village Green bench plaque wording

- RT enquired with Stella Stefan (WCC Community Liaison Officer) about the plaque, but she did not have any knowledge of what was happening.
- GH provided previous WCC correspondence to RT on the matter and RT sent a summary to Stella for review.
- Action item: RT to update Committee at next meeting regarding plaque feedback from WCC.

### 4.2 Village Green bench plaque size

- This item was discussed as per above.

#### 4.3 **WB to be added to “Editor” email address**

- PW has sent correspondence on this matter to WB and will follow up post meeting if any issues.

#### 4.4 **DR to be added to “Advertise” email address**

- PW has sent correspondence on this matter to DR and will follow up post meeting if any issues.

#### 4.5 **JS Insurance queries with WCC**

- JS mentioned she had previously not heard back from Samantha Connor (WCC Governance, Risk & Compliance Manager) but finally received a response from her on 18 June 2024 and it was confirmed that we would only have insurance coverage for nine meetings per year.
- As the APA have more than nine meetings per year, we will be impacted and will need to clarify our position with WCC.
- **Action item: JS to respond back to WCC to seek further advice from their insurer and GH to make enquiries with WCC on behalf of the APA.**

#### 4.6 **JS to discuss PA boundaries with WSPA**

- JS has discussed this item with WCC.
- **Action item: JS to go back to WCC and check if the PA boundaries can be aligned with the map boundaries.**

#### 4.7 **AA findings on insurance documentation review**

- AA explained that we currently have public liability insurance and volunteers' insurance in place.
- AA recommended we should also investigate obtaining defamation insurance.
- AA said we need to find out who from the Federation will take out this other insurance as they need to renew their insurance by 5 August 2024 and the next Federation meeting is 3 August 2024.
- **Action item: JS to follow up with Federation on insurance and see if they want defamation insurance.**
- **Action item: AA to check if Gazette needs insurance as well.**
- **Action item: GH to check if we need to be covered for extra meetings.**

#### 4.8 **GH to ask WCC about APA stall at Artarmon Street Festival**

- WCC advised GH that this would be acceptable, and more information would be circulated in the future.

## 6. **President's Update**

- GH circulated a report before the meeting. There were no queries relating to the report.
- GH reiterated the “Have Your Say” items on the WCC website should be reviewed by all APA Committee members and that submissions are strongly encouraged.

## 5. Secretary's Update

- DRA shared that there was no Secretary's Update to report this month, except that he was receiving ad-hoc "DA Notification Letters" to the Secretary's APA email address.
- Action item: DRA to forward all received DA Notification Letter emails to AA and PB.

## 6. Treasurer's Update

- The Treasurer's report for July 2024 was circulated to all before the meeting.
- No comments were made relating to the report and a motion was made to accept the report.
  
- Moved: Glenda Hewitt
- Seconded: Daniel Rasins
- Motion: Carried.

## 7. Project Status Update

### 7.1 PIM Planning

- GH noted the next PIM may be a joint session with Naremburn PA.
- Action item: GH to check with Naremburn PA if they want to have a combined PIM session.

### 7.2 Gazette

- DR requested if someone could help to write a summary of the recent PIM.
- Action item: JS to provide summary of recent PIM with GH to review.
- Action item: DR to confirm that Rob Pallin will write an article/obituary for Barry Duncan.
- JS mentioned that WB included an advertisement for delivery people in the last Gazette and now three people have volunteered to JS to assist.

### 7.3 Pacific Highway/Mowbray Road Intersection

- No updates to report.

### 7.4 Changes to State Government Planning

- No updates to report.

## 8. Committee Updates

### 8.1 Federation of Willoughby Progress Associations

- JS provided an update on the FWPA and shared a report which has been saved in the SharePoint folder.
- No other updates to report.

## 8.2 Traffic

- As CB was absent, a written update was provided.

## 8.3 DAs

- No updates to report.

## 8.4 Membership

- RT discussed her paper on Membership options for APA including comparisons with other local PAs.
- The Committee all agreed the paper raised good points that need to be discussed further. The aim is to have something to vote on by October 2024.
- Action item: RT to further refine the paper and to update the Committee with progress at the next meeting.

## 9. Any other business

### 9.1 Membership approvals/Fees motion

- As per above item at 9.4, membership strategy to be carried to next meeting for further discussion.

### 9.2 7:30pm start time for future APA meetings

- The Committee agreed for future APA meetings to start at 7:30pm.
- Action: GH to liaise with WCC to have key access times updated.

## Meeting closed: 9:13 PM

<b>Next meeting &amp; date</b>	Wednesday, 7 August 2024
<b>Time</b>	7:25 PM for 7:30 PM start
<b>Location</b>	Artarmon Library Hall, 139 Artarmon Rd, Artarmon NSW 2064