

Oaks Estate Progress Association Inc.

Minutes of OEPA Committee meeting held at the Hall,
Oaks Estate, 7.30pm, Thursday 1 August 2013.

Present. Karen Williams (Chair), John Bruggeman, Alex Saeck, Ewan Maidment.

1. Apologies: Judith Saeck, Dan Heldon, Michel Starling.

2. Minutes of previous meeting. Moved Alex, seconded Ewan, that the minutes of the meeting held 4 July be accepted. Carried.

3. Matters arising

Master Plan. No change.

No report received on the ACT-NSW cross-border meeting due to have been held on 16 July.

Re footpath and outcome of revised Railway St traffic count - Karen to talk to Petra (ESDD) and Ewan to contact ACT Roads for a copy of the report of the traffic count.

River rehabilitation – straying cattle. Cattle still straying on to the river bank. Motor bike riders also accessing the bank paths.

Centenary celebrations. Brooke Small (Program Manager, Canberra Centenary Celebrations) and Ann McMahon (Community Cultural Inclusion Officer, Art for All) met with Karen on 1 August for a 2 ½ hour walk-around Oaks Estate. Brooke repeated that she was very surprised that the OEPA did not apply for the tender for the Unmade Edges project. They are keen to facilitate a community building project amongst Oaks Estate residents. Based on the priorities that Karen outlined, they suggested a “sustainability festival” involving local businesses and artists, the river corridor and gardening (community and open residential) and are keen to work with local artists and Michel.

Communication. Newsletter distributed in July.

Bede Tongs Memorial Plaque.

- John B has located one plaque manufacturer.
- Source for a stone not yet identified: granite possibly available from Marulan through Alex; basalt through Schmidts of Queanbeyan from their quarry near Nimitibell. Alternatively we could plant a Kurrajong or other tree and mount the plaque on a plinth adjacent to the tree.
- Draft text for plaque sent to Garry Tongs on 13 July, as follows: “In commemoration of the community spirit of Capt. Bede Tongs MM, a leader of the village of Oaks Estate, who granted this land for the Oaks Estate Hall and playground in 1952(?), when change was made by action, not by stealth.” But no response from Garry received to date.
- Noted that we think that Bede and Garry Tongs intend to be in Kokoda in November so we should act before then.

4. Financial report.

- Alex reported that there had been no change in the OEPA’s financial situation.
- Receipts of expenditure by Terry Williams were tabled as follows:
7/7/13 – Webs.com – web server package - \$49.95
26/7/13 – CrazyNames – Domain name renewal \$9.00
The Committee agreed to reimburse Terry \$58.95 and thanked him for his efforts maintaining the website.
- Alex noted that the signatures for operating the bank account have not been updated since the AGM. It was moved John Bruggeman, seconded Ewan Maidment, that the President, Karen Williams, and the Treasurer, Alex Saeck, be the nominated signatories to the Association’s account at the Commonwealth Bank (two to sign) and that previous signatories be deleted. Carried.

5. Community Support and Infrastructure Grant – Community Garden.

Karen has been developing a funding application with Walter Steensby, President of the Canberra Organic Growers Society (COGS) and Gordon Jankovic (St Vincent de Paul), guided in part by Planning and Development Regulation 2008, Div.1.3.3A, *Exempt developments – community gardens*. Karen has drawn up a draft budget. COGS have sent a letter of support (31 June 2013) and can cover insurance. COGS and St Vincent De Paul had input into the text of the application and approved the final application draft. The OEPA has obtained an ABN in order to meet the requirements of the application.

6. Proposed MoU with Southside Community Services re Community Hall

John B and Ewan met Lyn Diskon (SCS) on 19 July at the Southside Community Services offices in Narrabundah. They distributed a report of the meeting to the Committee and to Lyn.

Lyn sent a response (on 1 August) confirming that she would recommend to the SCS Executive Director that the OEPA be recompensed for time spent on inspections, maintenance and other routine tasks at the Hall, excluding tasks associated with hirings, as per our discussions on 19 July, at a rate of \$10 per hour for approximately 35 hours per quarter. This payment would be in addition to the proposed 12½% of new hirings achieved by OEPA.

Lyn suggested that this arrangement be reviewed in January 2014, June 2014 and then annually, to ensure both parties are content with the level of work, time etc and to provide scope to make any relevant (agreed) changes.

- The Committee thanked Lyn for her efforts and cooperation and is looking forward to seeing the revised MoU in due course.
- The Committee suggested that the revised MoU allow for a review 3 months after signing and then at 6 monthly intervals.
- The Committee also suggested that SCS recompense the OEPA at 12½% of *all* hirings, not just those carried out in relation to new hirings achieved by the OEPA, as the OEPA would be undertaking hire-related tasks irrespective of whether the hirings were initiated by the OEPA or not.
- The Committee noted that there is no consideration in the draft MoU of how to deal with tasks that cannot be completed by the OEPA in the time allocated; the draft MoU does not stipulate responsibilities and arrangements in such cases.

It was noted that the OEPA is already undertaking some tasks in support of SCS's management of the Hall: OEPA members clear rubbish from the Hall and routinely inspect the exterior for damage; Karen has been issuing and collection keys to hirers; Karen and Terry have recently collected a load of chairs donated for the Hall; on 8 August John B and Ewan will collect a table from Rivett donated for the Hall. Ewan reported that he had investigated the alternative suppliers of voluntary workers accident insurance cover which Lyn had suggested: Our Community referred him to ANSVAR which does not cover it; and Volunteering ACT use AON Insurance who have already given the OEPA a quote (\$531-69, plus \$165.00 broker fee). Committee noted that volunteer workers in COGS gardens are covered by LTM Risk Partners.

John B. noted that Lyn had pointed out that there may be an option for OEPA members undertaking the work on the Hall to be registered as SCS volunteers and thereby covered by SCS's volunteer insurance. Karen commented that it might be sensible for the OEPA to have volunteer insurance in its own right in order to cover the broadening range of our activities.

7. Other business.

ISCCC have advised the OEPA that Telstra are interested in attending an ISCCC meeting re the introduction of the National Broadband Network (NBN) in Canberra and that Oaks Estate will be connected in April 2014. Karen advised that she would attend the meeting and asked whether anyone would accompany her. It was noted that NBN connection will cost about \$70/month, whereas TPG homephone + broadband costs \$40/month.

There being no further business the meeting closed at 8.50pm.