

OEPA COMMITTEE MEETING  
7.00pm, Thursday, 9 July 2015  
at the Community Hall, Oaks Estate

**Minutes**

**Attendance & apologies**

Attending: Michel, Kate, Pablo, Alex, Adam SS, Anthony, Adam Stokes (7.20)  
Apologies: Dan Heldon  
Observing: Judith Seack, Keith Talbot.

**Minutes of previous meeting**

Minutes of 15 June previously circulated to committee via email and printed copy brought to this meeting.

- There was some continued discussion around the minutes of April 15. Alex stated that he had not been sent a copy of the amended minutes.
- **ACTION** Kate said she would email copies of the last few meetings to committee members. This was usually distributed via the website but this has not been happening recently.
- Anthony pointed out that the recorded time he arrived was wrong. He did not arrive before 7.30 and queried if this had an effect on the meeting as under the constitution quorum must be achieved by 7.30. (Quorum was achieved with presence of Michel, Pablo, Kate and Adam)
- Further discussion was tabled until after the briefing from AFP.

**Briefing from Crime Reduction police officers (3)**

- they did an operation recently on RBT, laser checking and stop signs - about 2-3 months ago. They noticed that many trucks go through the stop sign without stopping.
- The police have agreed to get in touch with TAMS to see who we should speak to about our requests for road safety upgrade.
- Pablo mentioned that calling 131 444 sends you to NSW. Last time he called they said they would look into it.
- AFP said they will look into it.
- Discussion of reporting of crimes does not seem to get a response.
- Michel raised cross border issues - possibility of joint Queanbeyan operations.
- Will be doing some more rolling traffic operations.
- OEPA to follow up with an email to Kaye to outline our key concerns. They will look into issues and come back to our next meeting (or the one after)
- Michel asked what the police see as key issues for Oaks: drugs, traffic and mental health issues.

**ACTION** Send AFP an email outlining OEPA key concerns and requesting the number of magnets we need to distribute to community.

**Treasurers Report**

Income \$55.30 interest from term deposit. Reimbursed Kate \$56.48 for AGM expenses and BBQ expenses for Canberra time article photo. Cheque account has around \$1100

**Minutes of previous meeting - discussion resumed**

- Alex thinks that Kate's minute keeping is inaccurate.
- Alex queried whether a new committee is able to vote on the minutes of an old committee. Kate advised that this is standard and allowed under the constitution. Kate advised that the minutes were supposed to be discussed and voted on at the committee meeting held on the day of the AGM before the committee changed over, but the committee decided to defer that discussion and vote until a later meeting.
- Michel and Adam Stephan-Slade agreed that the April minutes were an accurate reflection of the nature of the discussion.
- Pablo and Anthony said they recused themselves from voting on those minutes.
- Michel discussed a new process for minutes - Kate to send out minutes within 1 week, people to read immediately and where possible to send back comments via email pre-meeting.

**MOTION** Adam Stokes put forward a 'rule of 7' motion that draft minutes are distributed within 7 days, people respond within 7 days. version of minutes with all tracked changes is then created and distributed via email prior to next meeting. Pablo 2nd. All agreed.

**Vacant position on Committee**

There was discussion around voting on a new member into the position made vacant by Terry. It was noted that at the AGM there was an agreement that if a position was made vacant, the board would consider nominating the person who got the next highest number of votes. This was Stephanie Shean.

**MOTION** Adam Stokes moved to nominate Stephanie Shean to the committee. 2nd by Kate. no vote taken.

Michel then raised the idea of trying to get someone from public housing onto the committee. There was also discussion around a possible 2nd vacancy created by Dan Heldon and whether to nominate a business owner. Members raised concerns over a conflict of interest as OEPA is primarily a residents group. It was agreed that if a public housing tenant could not be found, that the position would go to the person nominated at the AGM, Stephanie Shean. Kate confirmed she is still interested.

**ACTION** OEPA will contact Shannon Pickles to see if anyone from flats is interested in joining OEPA committee.

**Email from Kate** Discussion held over to next meeting due to time

**Actions Arising** Detailed discussion on actions table held over to next meeting due to time

**Logo design**

Everyone liked logo 7. Some ideas to try were to make bridge a bit finer possibly grey scale, try a steam train as well.

**ACTION** Adam Stokes and Corrine will come up with a few variations and email around.

**Website**

List of pages Kate prepared was agreed covered most of our needs. Michel asked to add a links page:

Home.	About us.	Issues.	News.	Oaks estate	Links
	Minutes.	Current issues.	Oaks estate in the news.	History	
	Lobbying.	Archived issues.	Newsletters	Photos	
	Constitution.		Media releases.		

There was discussion of costs: Adam Stokes said that using a website builder is: 10 page site is \$10 per month. 5 page is \$6.34 per month. 20 page site \$13 per month.

**MOTION** Kate put forward that we spend the money to get a 10 page site. Michel 2nd everyone agreed. If we cannot do a 10 page site then use the 20 page version. We are aiming for a September launch

**ACTION** Adam Stokes and Pablo to move forward with website building based on page layout as above and the draft logo design.

**Other Business**

Garbage in park - Adam SS and Kate cleaned it up. Adam SS contacted the fix my street who said our park does not qualify for a bin. Anthony reported they said they removed the bin because a commercial business was using them for dumping. They will review this and may reinstate the bins in spring.

**ACTION** Kate will install a bin in the park and Adam SS and Kate will take turns to empty the bin

Alex has a form for bank signatories - needs a copy of AGM minutes. Alex, Michel, Adam SS to become signatories. **ACTION** Kate to draft a letter from committee confirming the members and send to Alex with the draft AGM minutes.

**ACTION** School bus survey - Kate do william street, Adam George St, Michel River street.

**9.20 pm Meeting close**

## Actions arising from OEPA meetings

Key Priorities	who	details & progress
1. Roads and footpaths	Kate	<ul style="list-style-type: none"> <li>Write back to Chief Minister and Roads Minister re promise for funding.</li> </ul>
2. Street trees		<ul style="list-style-type: none"> <li></li> </ul>
3. Community events	Michel	<ul style="list-style-type: none"> <li></li> </ul>
4. Beautification	Kate and Adam SS	<ul style="list-style-type: none"> <li>Community working bee</li> </ul>
	Anthony	<ul style="list-style-type: none"> <li>Contact TAMs Minister to discuss projects</li> <li>scope out park and see if there are visible bindies - tell kate and Adam SS for a possible working bee to remove</li> </ul>
5. Water tower		
6. Robertson House	Kate	<ul style="list-style-type: none"> <li>Lodge Heritage grant application <b>Done</b></li> </ul>
7. Toilets for park		
8. Planning		
<b>Lobbying</b>		
Gai Brodtman brief	Kate	<ul style="list-style-type: none"> <li>brief on where the master plan and precinct code is in contradiction to the National Capital Plan.</li> </ul>
Meeting with Chief Minister	Michel & Kate	<ul style="list-style-type: none"> <li>Prepare pre meeting brief- <b>Done</b></li> <li>Attend meeting - <b>Done</b></li> <li>Draft follow up requests</li> <li>Monitor progress</li> </ul>
<b>Communications</b>		
Media	Michel Kate	<ul style="list-style-type: none"> <li>Prepare media list</li> <li>draft media release template (awaiting final logo design)</li> </ul>
Logo	Adam Stokes & Pablo	<ul style="list-style-type: none"> <li>photos taken of oaks scene. Corinne turned into draft logo design. <b>Done</b></li> </ul>
Website	Adam Stokes & Pablo	<ul style="list-style-type: none"> <li>Kate draft list of pages we need <b>Done</b></li> <li>Adam S and Corrine to find templates</li> <li>Pablo to host website when ready</li> </ul>
Facebook	Adam Stokes	<ul style="list-style-type: none"> <li>get login and password from Michel</li> </ul>
Newsletter	Kate	<ul style="list-style-type: none"> <li>draft a newsletter, get printed and deliver</li> </ul>
Notice board	Kate & Adam S & Adam SS	<ul style="list-style-type: none"> <li>put sign back up <b>Done</b></li> <li>Put reflector letters up <b>Done</b></li> </ul>
<b>Fundraising</b>		
	Adam Stokes	<ul style="list-style-type: none"> <li>Kate to find out details of public liability insurance via ISCCC</li> </ul>
<b>Other issues</b>		
		<ul style="list-style-type: none"> <li>OPEA write to Australia post regarding the post boxes.</li> </ul>
		<ul style="list-style-type: none"> <li>find out if ACT govt is planning to move heritage railway</li> </ul>