

# North Arm Cove

## Community Association

### Worimi Country

### Agenda - Ordinary General Meeting - Saturday 5 December 2020

Being held at the North Arm Cove Community Hall 10 to 11:30am

#### General notifications for attendees:

1. We intend to finish the meeting by 11:30am. The AGM will be held from 11:30am to 12 noon. Note that if the ordinary general meeting finishes before 11:30am we will be holding the AGM earlier than the scheduled time.
2. COVID management protocols are required and we request that any persons feeling unwell do not attend. Social distancing is required (1.5m). Masks are optional. An attendance register will be recorded as part of the COVID Management Plan requirements.
3. Relevant reference documents have been distributed to members with this agenda for review in advance of meeting. Members are requested to read the documents before the meeting. Documents will be discussed in the meeting as provided for in this agenda or by exception.
4. Attendees are requested to notify the committee of their intent to attend so set up numbers can be facilitated
5. This is an open meeting to enhance and encourage engagement – we look forward to seeing you at the Hall.
6. The meeting will be recorded to enable accurate minutes.

Item	Who	• Key Information	Meeting Actions	Approx. Time (mins)
1. Welcome and apologies	Chair	<ul style="list-style-type: none"> <li>• Covid safe arrangements must be followed.</li> <li>• Reminder this is an Association that requires member engagement and involvement – new Committee members are encouraged prior or during the AGM</li> </ul>	Follow Covid safe arrangements	2
2. Minutes from NACCAi 17 October 2020 meeting	Chair	<ul style="list-style-type: none"> <li>• Draft minutes were posted on website in October and are to be endorsed. Copy attached for convenience.</li> </ul>	Motion: Minutes be accepted.	2

3. Membership	Chair	<ul style="list-style-type: none"> <li>Current membership:</li> </ul> <table border="1" data-bbox="719 379 1646 491"> <thead> <tr> <th colspan="5">Paid up to</th> </tr> <tr> <th>30 June 17, 18</th> <th>30 June 19</th> <th>30 June 20</th> <th>30 June 21</th> <th>30 June 22</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>7</td> <td>18</td> <td>85</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Reminder on membership fee renewal payment cycle (fiscal year)</li> <li>There has been 1 new member since the last meeting, and 4 resignations</li> <li>Non-urban memberships refund. Offers have been made to refund non-urban membership fees for 2019/20. Eight requests have been made (\$80 refund). To be processed by EFT early December.</li> </ul>	Paid up to					30 June 17, 18	30 June 19	30 June 20	30 June 21	30 June 22	6	7	18	85	1	Questions	5
Paid up to																			
30 June 17, 18	30 June 19	30 June 20	30 June 21	30 June 22															
6	7	18	85	1															
4. Correspondence	Chair	<p><b>Correspondence in:</b></p> <ul style="list-style-type: none"> <li>NSW Revenue request for Insurance Duties exemption to be updated</li> <li>Email from Koran North MCC re community plan</li> <li>Email from Beyond Bank re adding Treasurer as account signatory</li> <li>Email from MidCoast Council re flood study</li> </ul> <p><b>Correspondence out:</b></p> <ul style="list-style-type: none"> <li>Response to NSW Revenue request</li> <li>Email to Koran North re community plan</li> </ul>	Questions	5															
5. Finance	Treasurer	<ul style="list-style-type: none"> <li>Finance report distributed with agenda.</li> <li>“Friends of Fame Cove” and “Stronger Communities Projects” accounts have been reinstated as separate line entries in the accounts.</li> </ul>	Questions	5															
<b>6. Subcommittees</b>																			
6.1 Reports	Chair	<p>Reports distributed with agenda.</p> <ul style="list-style-type: none"> <li>Fame Cove subcommittee</li> <li>Roads and drainage</li> </ul>	Questions	15															

7. MidCoast Council related matters				
7.1 Community Hall	Robert van Zandvliet	<ul style="list-style-type: none"> <li>Proposed changes to parking area between hall and tennis court, and improving garden at entrance to Community Centre.</li> </ul>	Discussion	5
7.2 Community Plan	Chair	<ul style="list-style-type: none"> <li>Update on Community Plan timetable</li> </ul>	Questions	5
8. Other business				
8.1 Community defibrillator	Chair	<ul style="list-style-type: none"> <li>Progress with donations appeal</li> <li>The next steps and timeline</li> </ul>	Discussion	15
8.2 Emergency response	Tim Nolan	<ul style="list-style-type: none"> <li>Discussion on what type of emergency response information/planning would be appropriate for our community</li> </ul>	Discussion	15
8.3 New issues of concern to members	All members	<ul style="list-style-type: none"> <li>New issues not included in agenda</li> </ul>	Open floor	10
<b>9. Meeting dates for 2021</b>	Chair	<b>Proposed ordinary general meeting dates:</b> 6 February, 1 May, 7 August, 6 November <b>Proposed AGM:</b> 7 August		Close

Attachments:

1. Draft Minutes 17 October 2020 Ordinary General Meeting
2. Finance Report
3. Subcommittee Reports

**November 2020 financial report**  
**from 1/11/2020 to 30/11/2020**

<b>Balances</b>	<b>Opening</b>	<b>Closing</b>
Friends of Fame Cove	406.06	406.06
NACCAi	5869.24	8772.16
Stronger Commun Project	456.53	456.53
	<b>6731.83</b>	<b>9634.75</b>
Beyond Bank	6731.83	9634.75
<b>Total</b>	<b>6731.83</b>	<b>9634.75</b>

<b>Plus Income to 30 Nov</b>	
Donations	2850.00
Interest	0.32
Member subscriptions	80.00
<b>Total Income</b>	<b>2930.32</b>

<b>Less Expenditure to 30 Nov</b>	
Bank fees	1.00
Gen. expense NACCAi	26.40
<b>Total Expenditure</b>	<b>27.40</b>

**Closing Balance = 9634.75**

## **Fame Cove Sub Committee Report NACCAi November 2020**

As previously reported television Channel 9 Current Affair program 21/10/2020 reported on some of the activities of developer Mr Dong Fang Lee and the Tea Gardens Farm Company concerning property at Fame Cove and the Eastern shoreline of North Arm Cove.

Downloaded copy of this program can be found on the North Arm Cove web site.

Tea Gardens Farms is ordered to report to The Land and Environment Court along with Midcoast Council 20/12/2020 regarding compliance and or variation with Court Orders made 25/9/ 2017.

Whilst some variations have been agreed there are matters outstanding which will require further Court determination probably in the New Year.

Midcoast Council staff are briefing barristers regarding matters of non compliance.

# CROSS ROAD FLOODING & DRAINAGE IN NORTH ARM COVE.

2020

## Information and Background.

Observations and Initial Recommendations from your NACCIA Roads, Drainage and Signage Sub Committee. Resulting from a Survey Conducted by Seamus Devlin and Gary Sylvaney during October and November 2020.

There have been three recent Reports on drainage problems in North Arm Cove. The first for Great Lakes Council in 2014, an update for Mid Coast Council in 2017 and a third by the then Residents Association, NACRA in 2018. The Consultant Reports to Council were conducted by a company called BMT and identified what and where drainage and flooding existed and suggested actions by Council to greatly reduce the causes and effects. The 2017 Report can be viewed on the Mid Coast Council website and is titled "North Arm Cove Stormwater Management Strategy. May 2017" (A good place to look if you experience flooding and would like to see if your problem is identified already). The third, a Resident Report by NACRA Committee Len Yearsley and the writer examined progress by Council in correcting issues identified in the Council Reports and suggested further improvements.

Whilst the 2018 Report found progress had been made and other major works were then currently under way, much was still needed to be done to improve drainage on our steeply sloping terrain due in large measure to the lack of kerb and guttering in the Cove and inadequate table drain maintenance and poor/old pit design. It should be noted, Council has completed extensive and costly upgrades to Water St., The Esplanade and some remedial work in Merriwa Blvd. In recent years and just prior to the October rain event had cleared most table drains.

## Five Key Points to Consider.

During the time spent inspecting drains and driveway crossings, five factors became very apparent in reference to the up-slope side of each road's contribution to Cross Road Flooding of down-slope properties:

- 1) Keep the table drains that run along the upslope sides of the roads clear of vegetation debris. Residents or owners can assist their across road neighbours by keeping a watch for debris and vegetation build up between Council mechanical scrape cleaning.
- 2) Keep under driveway pipes clear. At water entry, exit and for the entire internal length. It should be noted here that Council is not responsible for clearing under driveway pipes. The resident /owner is responsible for all driveway maintenance.
- 3) If a driveway is not sealed, ensure any top dressing washing down and into a table drain by erosion of the driveway is cleared from the drain as soon as possible. Depending on the sideways slope, the provision of one or two side drains running the length of the driveway may reduce water flow onto the driveway and so reduce wash away and erosion of the driveway surface. The side drain(s) to then direct water flow to the road table drain.
- 4) Ensure all under driveway pipes meet Council minimum pipe internal diameter size specifications. These specify that no down slope under driveway pipe can be of less internal diameter than those upslope of it. Pipes located in cleared areas a minimum internal diameter of 375mm or in areas where trees overhang drains, a minimum of 450mm internal diameter. The latter describing our village we believe. It is clear therefore many driveway pipes do not meet these standards and are a significant contributor to cross road flooding.

- 5) A further action can be taken by down slope property owners to reduce the volume of water flowing onto their driveways. It has been common practice in our village that when constructing a driveway either sealed or with loose gravel and kerb and guttering not present, the top end is finished level with the road surface. In fact, your driveway should finish higher than the road surface to stop road surface water flowing down the drive to your house. A Council Plan and approval is required to be followed when constructing a driveway and specifies the shape, width and a height difference of that part of your drive connecting with the road surface and kerb and gutter either existing or planned. Council requirements for a residential driveway are detailed in "Standard Drawing Residential Driveway Plan, Sections and Details No.SD0100". Available on Mid Coast Council's Website under PLAN & BUILD- DRIVEWAYS. If no kerb and guttering exist yet, the plan requires a sealed driveway to stop at least 1 meter short of the road edge. To reduce water flow until kerb and guttering is constructed, build this temporary surface up to be higher than the road surface by about 100mm. When kerb and guttering is installed by Council, at a future time, the driveway top section will then be completed to specifications leaving your driveway top end section higher than the road surface. Not by a large amount but enough to make a very significant reduction in Cross Road Flow volumes entering your property. Your Council will construct this final top section without cost to the property owner.

#### Identified Temporary Solution

We believe, if you are having stormwater problems, some temporary solutions are also available. At least one property owner has utilised flexible plastic garden edging available from Gardening / Hardware suppliers to build a temporary kerb barrier and then direct the water where required. I know Bunnings sell a product for about \$25 for a 10 metre x 75mm roll and \$52 for a 10 metre x 150mm roll. I have used the latter product myself to redirect surface flows entering my property. A note of caution that it is illegal to deliberately direct your stormwater flows onto a neighbour's property. Cooperation is the key word here, discuss your common flooding problem and agree solutions that assist both properties.

#### Updating Issues Identified in Council's Stormwater Strategy

A central part of your Sub Committees efforts this year is the updating of the list of Drainage problems identified in the 2017 Council Report. Hence the time spent on inspecting our roads and drains. This is now complete and will be provided to Council and reviewed. After this review the updated list of Council works required will be available on the wonderful website. "northarmcove.nsw.au"

Council are of course working to effect long term solutions but incomes are limited and budgets must therefore set expenditure limits for each financial period and region of our municipality. Your Residents Association is working with Council to ensure significant reductions in North Arm Coves Stormwater and Drainage problems are resolved, as soon as practicable. In the meantime, if you have concerns about anything relating to the above please contact your Association via email or drop a note into the NACCAI Post Box at the Community Centre. We will then contact you to see what assistance is or can be made available.

Seamus Devlin

Gary Sylvaney





# North Arm Cove

## Community Association

### Worimi Country

#### Minutes - Ordinary General Meeting - Saturday 17 October 2020

Item	Minutes	Action	Due date												
1. Welcome and apologies	<ul style="list-style-type: none"> <li>President Bob Reid welcomed members to the meeting and reminded those in attendance of their COVID obligations for distancing and registration at hall entry.</li> <li>Members gave approval to record audio of meeting for the purpose of minute keeping</li> <li>Apologies from 9 members received before meeting</li> </ul>														
2. Minutes from NACCAi 29 August 2020 meeting	<ul style="list-style-type: none"> <li>Motion passed to approve the issued version of the Ordinary General Meeting minutes held 29 August 2020.               <ul style="list-style-type: none"> <li>- Moved by: Elizabeth Hall</li> <li>- Seconded by: Gary Sylvaney</li> </ul> </li> </ul>	President - place approved minutes on website	Next meeting												
3. Membership	<ul style="list-style-type: none"> <li>Current membership below:               <table border="1" data-bbox="555 970 1388 1085"> <thead> <tr> <th colspan="4">Paid up to</th> </tr> <tr> <th>30 June 17, 18</th> <th>30 June 19</th> <th>30 June 20</th> <th>30 June 21</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>14</td> <td>27</td> <td>75</td> </tr> </tbody> </table> </li> <li>President advised that members with outstanding membership fees had been emailed reminders, and that he would also follow these up with phone calls.</li> <li>Members with outstanding membership fees who are paid up to June 2019 will have their membership cancelled prior to the December AGM. Members with outstanding membership fees who are paid up to June 2020 will have their membership cancelled in January 2021.</li> <li>There have been 3 resignations since the last meeting.</li> <li>Motion passed to offer the previous non-urban members a refund of their 2019-20 membership fees since they were mistakenly permitted to join the Association contrary to the constitution.</li> </ul>	Paid up to				30 June 17, 18	30 June 19	30 June 20	30 June 21	7	14	27	75	President to contact previous non-urban members	Next meeting
Paid up to															
30 June 17, 18	30 June 19	30 June 20	30 June 21												
7	14	27	75												

	<p>Payment to be made by EFT.          Moved by: Gary Sylvaney          Seconded by: Tony Hann</p>	and offer refund by EFT.	
4. Correspondence	<p><b>Correspondence in:</b></p> <ul style="list-style-type: none"> <li>• MidCoast Council on community plan, roads and drainage, Heros Beach, non-urban land zoning.</li> <li>• Beyond Bank deposit card arrangements.</li> <li>• Hall Committee on assistance with funding grant applications, and donation to assist with improving Community Hall entrance</li> </ul> <p><b>Correspondence out:</b></p> <ul style="list-style-type: none"> <li>• MidCoast Council on community plan, roads and drainage., Heros Beach, non-urban land zoning</li> <li>• Hall Committee on funding grant applications</li> </ul> <p><b>Discussion on correspondence</b>          There was considerable discussion regarding a request by a member to be provided with copies of all correspondence to and from MidCoast Council in relation to the community plan. After much discussion both opposing and supporting this request the President advised that the Committee would develop guidelines for making correspondence available for discussion at the next meeting</p>	Committee to develop guidelines for making correspondence available	Next meeting
5. Finance	<ul style="list-style-type: none"> <li>• The President noted that following distribution of the agenda, he had been advised that funds in “The Friends of Fame Cove” account had been provided to the Association on the basis that they were kept in a separate account and applied for dedicated use of lobbying community issues. The transfer to the NACCAi account option is to be reversed.</li> <li>• It was agreed that the funds in the “Stronger Communities Projects” should be used for Hall Precinct related projects, subject to approval by members. The earlier transfer of these funds to the NACCAi account would also be reversed.</li> </ul>	Transfer within combined NACCAi account to be reversed.	Next meeting
<b>6. Subcommittees</b>			
6.1 Reports	<ul style="list-style-type: none"> <li>• Fame Cove subcommittee:              – The “A Current Affair” program on channel 9 is doing a feature on issues associated with the Fame Cove land and Tea Gardens Farms. It is anticipated that this feature will be screened in about two weeks.</li> </ul>	President to put post on website with screening date of feature.	When date available

	<ul style="list-style-type: none"> <li>• Roads and drainage:           <ul style="list-style-type: none"> <li>– The newly formed subcommittee has been active and is putting a list of drainage and road traffic issues including signage for discussion with Council, hopefully before Christmas.</li> </ul> </li> <li>• Heros Beach           <ul style="list-style-type: none"> <li>– The newly formed subcommittee has been active and advised that Council is providing a picnic table for Heros Beach, and that a site inspection was held on 16 October to agree on the location. Council has been requested to survey the boundaries of the reserve so they are clearly marked.</li> </ul> </li> </ul>		
6.2 Terms of Reference - Roads and Drainage, - Heros Beach Subcommittees	<ul style="list-style-type: none"> <li>• Draft Terms of Reference were issued by the Committee to Subcommittee members for their review and input. Final draft versions were distributed with the agenda.</li> <li>• Motion passed to approve the draft terms of reference for the Roads and Drainage, and Heros Beach subcommittees           <ul style="list-style-type: none"> <li>- Moved by: Gary Sylvaney</li> <li>- Seconded by: Len Yearsley</li> </ul> </li> </ul>	President to place approved Terms of Reference on website	Next meeting
6.3 Inactive subcommittees	<ul style="list-style-type: none"> <li>• Motion passed to dissolve the following dormant subcommittees:           <ul style="list-style-type: none"> <li>- Social and Fundraising,</li> <li>- Boat Ramp and Waterways, and</li> <li>- Non-urban Landholders subcommittees.</li> </ul>           Moved by: Bob Reid            Seconded by: Len Yearsley         </li> </ul>		
<b>7. MidCoast Council related matters</b>			
7.1 Southern Area Reference Group (SARG)	<ul style="list-style-type: none"> <li>• Chair confirmed that there has been no meeting of SARG since February with no projected timeline advised for future meeting. To be taken off the agenda unless the situation changes due to in part to the Community Plan superseding the SARG for our area.</li> </ul>		
7.2 Community Hall	<ul style="list-style-type: none"> <li>• Maria Pickles advised that Robert van Zandvliet had prepared a plan that has been submitted to Council on the proposed changes to the parking area between hall and tennis court, and the entrance to the Community Centre.</li> <li>• Motion passed to donate \$200 from the Stronger Communities Project to assist Garden Group and Community Centre Committee to improve garden at entrance to Community Centre when approved by Council.</li> </ul>		

	<ul style="list-style-type: none"> <li>- Moved by: Kerry Ferguson</li> <li>- Seconded by: Sylvia Marino</li> <li>• It was noted that this donation would be administered when validation of cost for landscaping is provided.</li> <li>• An application has been made by the NACCAi Committee on behalf of the Hall Committee for a \$53,000 grant for the hall electricity upgrade and an additional water tank. Result will not be known until the new year.</li> </ul>		
7.3 Community Plan	<ul style="list-style-type: none"> <li>• Chair confirmed that Sarah Wilkinson, MCC Engagement Officer for the community plan, is on indefinite personal leave, and has been replaced by Koran North.</li> <li>• There has been no response from Ms North on the request made a week earlier by the President for an update on progress with the community plan. It was stressed that the community plan is a good opportunity for residents to advise Council on what they would like to see at NAC, and that residents should either lodge a postcard or preferably the online submission with their ideas ASAP, and also consider nominating to take part in the Steering Group for the community plan.</li> <li>• It was agreed to send reminder emails to members and put a post on the website with links encouraging submissions and nominations for the community plan.</li> </ul>	President to put post on website on community plan closing date.	18 Oct
7.4 General discussion on what Council does for NAC	<ul style="list-style-type: none"> <li>• A number of members advised that they believed North Arm Cove is treated poorly by Council, in that considering the millions of dollars in rates paid annually by North Arm Cove landowners, the services and funding of community facilities and upgrades were inadequate.</li> <li>• Examples given were Heros Beach landscaping and the request for another water tank for the community centre.</li> <li>• This conversation reinforced the importance of residents to engage with the Community Plan survey and committee outputs moving forward</li> </ul>		
8. Other business			
8.1 Committee membership	<ul style="list-style-type: none"> <li>• President advised that Peter Freeman has been appointed as Treasurer under the casual vacancy provisions.</li> <li>• The ongoing need to increase committee membership and share the workload was discussed. The roles of Secretary and Vice-president remain open.</li> </ul>		

	<ul style="list-style-type: none"> <li>Reminder of AGM in December and election process for Committee Members. Information on how to nominate for being appointed as a Committee Member will be distributed well in advance of the meeting.</li> </ul>		
8.2 Defibrillator	<ul style="list-style-type: none"> <li>The need for a defibrillator at the Community Centre was discussed. This issue has been ongoing for several years.</li> <li>It was noted that with the nearest ambulance being some 20 minutes away, a NAC located defibrillator could be a life saver.</li> <li>Maria Pickles discussed the logistics and efficiency of having the defibrillator either within hall or external and timelines in getting access to it under an emergency event</li> <li>Training on operation was discussed although to seems most units now have an audible voice instruction. It is to be noted these pieces of equipment can and do save lives yet operating one in an emergency can be traumatic and create huge anxiety and risk.</li> </ul>		
8.3 Water bore	<ul style="list-style-type: none"> <li>A query was raised on whether ground water bores may be viable in NAC.</li> <li>It was openly discussed that nobody present was aware of a water bore in NAC, and the underlying rock may not be suitable. It was suggested if bores were feasible one would have been established by now.</li> </ul>		
8.4 Emergency response planning	<ul style="list-style-type: none"> <li>Bushfire preparedness for the coming fire season was discussed. It was considered that many residents – especially new residents - were not aware of what to do in the event of a bushfire, even though there was a lot of information available from authorities such as the RFS and Council.</li> <li>It was agreed to put together a bushfire emergency response sheet for residents that incorporates information already available. Tim Nolan, Maria Pickles, Kerry Ferguson and Dejan Simovic volunteered to undertake this task.</li> <li>The formation of an emergency response subcommittee was discussed – the intent being to interface with the RFS and other local/state agencies and authorities on required infrastructure, and aligning and consolidating information primarily through the NAC website.</li> <li>The Committee is to prepare a draft Terms of Reference for an emergency response subcommittee, to be voted on at the next meeting.</li> </ul>	Committee to prepare Terms of Reference for emergency response subcommittee.	5 December
8.5 Bush Fire Planning	<ul style="list-style-type: none"> <li>Bush Fire report of a few months ago was noted, with the recommendation for evacuation by water if possible for high risk communities with only one access road.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Bush fire awareness day – Tim Nolan spoke to the poor community response to that effort by the RFS and the lack of engagement by residents being a poor reflection to the volunteers that may just save your house or rescue your pet.</li> <li>• Tim Nolan reminded attendees of the MCC Bushfire Planning letterbox leaflet as being a very thorough and important reference tool recommended for use by residents.</li> </ul>		
8.6 Grant Funding	<ul style="list-style-type: none"> <li>• Tim Nolan noted that although the social group fund raising subcommittee had been dissolved, the NACCAi Committee will pursue Grant Funding opportunities moving forward when additional resources are available within the Committee</li> </ul>		
<b>9. Next meeting date</b>	<b>Next ordinary general meeting and AGM – 10am Saturday 5 December</b>		