

# Gympie District Land Care Group

## MEETING IDENTIFICATION

Meeting Name	Date
Management Committee Meeting	16 August 2019

## ATTENDEES

Attended	Apologies
<b>MC Members</b> Mel Marx Maree Gillott Ernie Rider Antoinette Augustinus Louise Watson <b>Staff</b> Lavina Shaw Carl Schefe Shane Litherland Yvonne Hennell <b>Members</b> None	<b>MC Members</b> Suzanne Lanham (on leave) Barry Lambooy (on leave) Karen Jarling

## TOPICS COVERED

Agenda	Chairperson: Maree Gillott
<ol style="list-style-type: none"><li>1. Attendees</li><li>2. Apologies</li><li>3. Endorsement of Minutes of MC meeting 19 July 2019</li><li>4. Business Arising from previous minutes</li><li>5. Correspondence</li><li>6. Treasurer's report</li><li>7. New member applications</li></ol>	

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

- 8. Section Reports
- 9. Sub-committee reports
- 10. General Business
- 11. Any Other Matters
- 12. Upcoming Activities
- 13. Next Meeting

Agenda Topic or Action Item	Decision/Note
Endorsement of Minutes of MC meeting 19 July 2019	Minutes were carried Moved: Maree Seconded: Ernie
Business Arising from previous minutes	Refer to previous action items for a update
Inward Correspondence	<ul style="list-style-type: none"> <li>▪ Invitation to Gympie East State School VIP Day – (18 September)                             <ul style="list-style-type: none"> <li>✓ Mel Marx &amp; Louise Watson will attend this event and manage the stall &amp; display</li> </ul> </li> <li>▪ Invitation to sponsor ‘Spring in the Mary’ photo competition                             <ul style="list-style-type: none"> <li>✓ The MC agreed to sponsor the top prize of this event. Levi to let MRCCC know</li> </ul> </li> </ul> Moved: Mel Seconded: Ernie Carried <ul style="list-style-type: none"> <li>▪ Carl received correspondence from the Tin Can Bay Bushcarers Group, requesting help with some of their projects. To ensure that we do not stand on any toes Carl will contact Cooloola Coast Landcare and over his support</li> <li>▪ Acceptance of inward correspondence: Moved: Maree Seconded: Mel Carried</li> </ul>
Outward Correspondence	<ul style="list-style-type: none"> <li>▪ Submission in response to proposed amendments to Gympie Regional Council Town Plan. The submission related to the proposed changes to Table 1.7.1.1 – Temporary Uses, where they relate to temporary uses which fall within the definitions of either Theatre, or Motorsport Facility.</li> <li>▪ Acceptance of inward correspondence: Moved: Maree Seconded: Mel Carried</li> </ul>
WH&S	The MC requested Carl to thank Lucas for the excellent audit report submitted to the MC. Some concern was raised with regard to the Safety statement that the MC is required to endorse. It was felt that the wording could be made more appropriate for our circumstances. Maree said she would rework the statement and align it more to our circumstances. The MC felt that a safety officer is required to coordinate the safety improvements and manage the safety committee. Levi was appointed in this role. Moved: Maree Seconded: Antoinette Carried A role description will be developed to clearly define the difference between the safety officer & safety representative. To ensure that safety receives the appropriate amount of attention the MC revised their earlier decision not to have a safety committee. A safety committee will now be constituted and includes all managers and Lucas as the safety representative. The committee will be chaired by Levi (safety officer) and she will provide the MC with a monthly report. The first order of business will be to develop a meeting schedule, terms of reference and safety improvement plan. The management committee have given full authority to the safety committee to manage safety in the organization Moved: Mel Seconded: Louise Carried

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<p>Treasurer's report – July figures</p>	<p><b>Barry is currently on leave Mel delivered the treasurer's report</b></p> <ul style="list-style-type: none"> <li>▪ The revised budgeting done by all is proving more accurate</li> <li>▪ Bio-Control remains on budget</li> <li>▪ CLS &amp; Nursery Income has improved</li> <li>▪ Administration is currently putting a lot of expenditure into marketing &amp; advertising particularly for workshops, brochures &amp; the festival which is paying dividends</li> <li>▪ P&amp;L (overall) for July = \$15,301.12 loss</li> <li>▪ Overall no real concerns at this time</li> <li>▪ Term deposit is maturing on 9 August – proposal that the money (\$75,000) be put into the bank account to sustain cashflow until we receive the grants. At that time, we will reinvest the money again Moved: Maree Seconded: Antoinette Carried</li> <li>▪ Mel presented a process for getting capital expenditure approved. Moved: Mel Seconded Louise Carried</li> <li>▪ The MC reiterated that once the various areas budgets were approved that managers have the authority to spend according to their approved budget. They only have to come back to the MC if they go over budget. When it comes to capital expenditure that has been budgeted for managers only have to come to the MC when they spend over \$5,000. Mel will adapt the capital expenditure process accordingly Moved: Maree Seconded: Louise</li> </ul> <p>Moved: Mel Seconded: Ernie July financial report carried</p>
<p>New Member Application</p>	<ul style="list-style-type: none"> <li>▪ Gregory Welch</li> <li>▪ Judith Daly</li> <li>▪ Virginia Kelleher</li> <li>▪ Wayne Lawler</li> <li>▪ Rhonda Baldock</li> <li>▪ Helen Kirkpatrick</li> <li>▪ Maree &amp; Dave Gillott (changed to family membership)</li> <li>▪ Renee Elliot</li> <li>▪ Kaye Silich</li> <li>▪ Liz Patchett</li> <li>▪ Meg Graham</li> <li>▪ Brett Lyford</li> </ul> <p>New members accepted Moved: Mel Seconded: Antoinette</p>
<p>Section Reports – Bio-Control</p>	<p>Full report available on SharePoint. Yvonne indicated that she would be following a much stricter quarantine regime in Bio-Control to avoid the spreading of pests and diseases. Access to the bio-control tents will be restricted and people will be expected to suit-up when entering. This rule applies to everyone including staff and MC. Levi will</p>

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	support Yvonne in developing the appropriate signage
Section Reports - Administration	<p>Due to time pressure a written report is not available. The following verbal report was done</p> <ul style="list-style-type: none"> <li>▪ Currently advertising for a junior nursery assistant that will be subsidised by a grant for 12 months – many applications have been received, interviews will commence</li> <li>▪ Gympie Landcare is now a depot for 'containers for change'. It is hoped that this will bring many more people onto the site</li> <li>▪ Subscription to the grant hub is paying dividends. Levi &amp; Carl will be applying for additional grants</li> <li>▪ Preparation for the festival is on track. A volunteer roster will be developed shortly and a call out will be made for volunteers on the day. The MC have been requested to make themselves available in the week prior to the festival to assist with various activities</li> <li>▪ In the future we would like to setup traineeships in horticulture, bushcare etc.</li> </ul>
Section Reports - CLS	<p>Full report available on SharePoint</p> <p>The management committee thanked Carl for his detailed report on the projects that he will be applying for relating to the environment levy and other grants.</p> <p>CLS will also try and get onto the councils preferred suppliers list given that they are now fully compliant from an OH&amp;S perspective.</p>
Section Report - Nursery	<p>Full report available on SharePoint. Shane was asked to progress the various garden items, amendments, soils and plant stock that will be available in the retail nursery. On the day of the festival retail stock and other items should be available for purchase. This might mean that stock like grevilleas will be bought in. An invitation to members and others should be made to provide the nursery with crafted pots, sculptures etc. that people would like for their garden. These items can be sold through the nursery on consignment. It was agreed that the nursery should have available different items than that of other nurseries.</p>
Sub-committee – Human Resources	<p>Mel presented the workplace health and safety representative role description. Carl was asked to get Lucas (WHS representative) to look at it and give comment</p>
Messmate Park – insurance cover & first aid	<p>To ensure that the Messmate park group is covered by Landcare's insurance they are required to keep sign-on sheets. Levi to talk to Sandra about this. To ensure safety compliance the Group need to have a first aid kit on hand. Levi to purchase and give them a first aid kit for their use.</p>
General Business	<p>What types of plants do we stock in the nursery? Agreement &amp; clarity. Some discussion ensued around this topic. It was agreed that a decision in this regard should be made using the criteria of 'getting a good land care outcome'. Given time constraints it was agreed to setup some time to have this discussion.</p>
Upcoming Activities	<ul style="list-style-type: none"> <li>▪ 7 September – Regenerative Pasture Management Workshop</li> <li>▪ 14 September – Nutrition Farming Workshop</li> <li>▪ 18 September – Gympie East State School VIP Day</li> <li>▪ 21 September – Landcare Festival</li> </ul>
Meeting close	The meeting closed at 11:55 am
Next Meeting	27 September 2019

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

<b>PREVIOUS ACTION ITEMS</b>					
<b>Item</b>	<b>Date Raised</b>	<b>Responsibility</b>	<b>Date Due</b>	<b>Comment</b>	<b>Status (Open, In Progress, Closed)</b>
CLS Scheduling Program review	17/5/19	Carl, Barry, Mel	October	Will only be looked at in October when Barry is back	Open
Review of Nursery and Bio-Control phone service	17/5/19	Levi/Shane	27/9/19	Levi to look into the nursery phone going into message bank if not answered. Shane to develop a procedure to be developed to ensure message bank is checked and the customer responded to.	In Progress
Retail area preparation for Festival	17/5/19	Carl	29/7/19	Carl to move his equipment. Follow-up on electrical work or get another contractor (Next Gen electrical – Mark)	Closed
Retail area preparation for Festival	17/5/19	Shane	20/9/19	Shane to develop a retail space design. Some detail still required completing.	In Progress
OH&S Compliance contract to be expanded	17/5/19	Carl/Lucas	16/8/19	Carl to ensure that this work is progressing appropriately	Closed
Bio-Control	21/6/19	Yvonne	27/9/19	Get more clarity regarding data privacy with regard the request for data on insect release sites <b>Yvonne on leave will hold over until next meeting</b>	In Progress
Bio-Control	21/6/19	Levi	16/8/19	Levi to allocate a resource to assist Yvonne to clean up the data. Currently no Admin resources available.	Closed
CLS	21/6/19	Carl	16/8/19	Send the OH&S audit report & plan to the MC once it is available	Closed
OH&S	21/6/19	Shane	20/9/19	Get a rail installed for the steps behind the nursery	In Progress
OH&S	21/6/19	Levi/Lucas	27/9/19	Update the induction pack with additional OH&S information	In Progress
OH&S	21/6/19	Mel	16/8/19	Develop a OH&S role description	Closed
Grievance procedure	21/6/19	Antoinette	16/8/19	Start putting together a conflict resolution group	Closed
Nursery retail space	19/7/19	Levi	16/8/19	Get quotes from cabinet makers	Closed

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Nursery retail space	19/7/19	Antoinette	16/8/19	Checkout secondhand stores for a retail reception desk	Closed
Nursery retail space	19/7/19	Shane	20/9/19	Progress the fit out of the retail space	In Progress
Update Constitution	19/7/19	Maree	30/7/19	As advised by the Office of Fair Trading we need to revise our petty cash amount - \$100	Closed
STEAM festival	19/7/19	Ernie	13/8/19	Ernie to organize the Landcare contribution to this festival	Closed
OH&S Audit for entire site	19/7/19	Lucas	27/7/19	Lucas to do an audit of the entire Landcare site as the OH&S representative	Closed
Review the OH&S policy statement	19/7/19	MC	16/8/19	Policy will be made available for review & feedback in SharePoint	Closed
OH&S to be added as a standard agenda item to the MC meeting	19/7/19	Mel	16/8/19	MC agreed to discuss OH&S at every meeting instead of having a separate sub-committee	Closed
Decide on office space for Shane, Yvonne, Carl <b>Outcome:</b> Staff have decided to make space in the original nursery office space in the shed	19/7/19	Managers	16/8/19	The managers will investigate transforming the small boardroom into a shared office for Yvonne, Shane & Carl	Closed
Member meeting agenda update	19/7/19	Mel	30/7/19	Mel to update the member event agenda with the revised constitution and OH&S items	Closed
Seed collection reward system	19/7/19	Karen	27/9/19	Karen suggested we develop a reward system for seed collection; she will come up with some ideas.	Open
Nursery priorities & targets made visible in nursery	19/7/19	Shane	27/9/19	The MC has requested Shane to list the priorities for the nursery and set targets for propagation that must be made visible for all volunteers to see.	In Progress
Working bees setup for nursery clean up	19/7/19	Levi	23/7/19	The nursery requires some additional clean up and it was agreed to setup 2 working bees on 27/7/19 & 3/8/19	Closed
Improve tree planting events (communication, signage, organization, timekeeping)	3/8/19	Levi, Carl, Mel, Maree	27/11/19	Maree & Mel to work with Levi & Carl to improve the community tree planting events	In Progress
Investigate the 'Trees for life' propagation model	3/8/19	Shane	20/3/20	Feedback will be given at the next member meeting	Open
Promote seed collection at the Landcare festival	3/8/19	Shane, Levi	21/9/19	Shane & Levi to work together to set this up	Close
Setup a seed collection workshop	3/8/19	Levi, Shane	27/11/19	Feedback will be given at the next member meeting	In Progress

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Clarify the plant focus in the nursery	3/8/19	Shane, MC	27/11/19	Discussion to be had at the next MC meeting to get agreement on the plant focus in the nursery	In Progress
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NEW ACTION ITEMS					
Item	Date Raised	Responsibility	Date Due	Comment	Status (Open, In Progress, Closed)
Preparation of retail area	16/8/19	Levi	20/9/19	Find a bookcase for the library books	Open
Attendance of the Gympie East School VIP Day	16/8/19	Mel/Louise	18/9/19	Mel Marx & Louise Watson will attend this event and manage the stall & display	Open
Sponsorship of MRCCC Spring festival photographic prize	16/8/19	Levi	27/9/19	Levi to let MRCCC know that the MC have authorised the sponsorship of the top prize	Open
Inward Correspondence: Tin Can Bay Bushcarers Group	16/8/19	Carl	27/9/19	Carl to contact Cooloola Coast Landcare & offer his support	Open
Capital expenditure approval process	16/8/19	Mel	27/9/19	Adapt the approved capital expenditure approval process & send to Levi to include in policies	Open
Bio-control quarantine signage	16/8/19	Levi/Yvonne	27/9/19	Levi will support Yvonne in developing the appropriate signage	Open
Preferred Suppliers List for Council	16/8/19	Carl	21/11/19	CLS will also try and get onto the councils preferred suppliers list	Open
Meeting to improve tree planting/community events	16/8/19	Mel	16/10/19	Mel to setup a meeting with Maree, Levi, Carl	Open
Meeting with nursery volunteers	16/8/19	Levi/Shane	27/9/19	Levi & Shane to meet with the nursery volunteers to talk about teamwork and targets	Open
STEAM Festival	16/8/19	Levi/Ernie	27/9/19	Submit an invoice to the organisers for expenses	Open
Artisan garden accessories	16/8/19	Levi	4/9/19	Put an invitation out on Facebook and the newsletter to artisans inviting them to provide various gardening accessories on consignment to the nursery	Open
Landcare Festival – item & plant stock	16/8/19	Shane	20/9/19	Have available appropriate garden items, amendments, soils and plant stock for the festival day	Open
Safety Statement	16/8/19	Maree	27/9/19	Maree to reword and align the safety statement to Landcare's situation.	Open

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Safety officer role description	16/8/19	Mel	27/9/19	Mel to develop a safety officer role description	Open
Safety committee	16/8/19	Levi, Carl, Shane, Yvonne, Lucas	27/9/19	The first order of business will be to develop a meeting schedule, terms of reference and safety improvement plan.	Open
WHS representative role description	16/8/19	Carl	27/9/19	Carl to give Lucas a copy of the role description for comment. Lucas to email Mel with any proposed changes	Open
Messmate Park Group – sign-on sheets	16/8/19	Levi	27/9/19	Levi to talk to Sandra about having up to date sign-on sheets	Open
Messmate Park Group – first aid kit	16/8/19	Levi	27/9/19	Purchase a first aid kit for use by the Messmate Park Group	Open