

# Gympie District Land Care Group

## MEETING IDENTIFICATION

| Meeting Name                 | Date        |
|------------------------------|-------------|
| Management Committee Meeting | 14 May 2020 |

## ATTENDEES

| Attended  | Apologies  |
|---|--|
| <b>MC Members</b><br>Mel Marx<br>Maree Gillott<br>Barry Lambooy<br>Louise Watson<br><b>Staff</b><br>Lavina Shaw<br>Yvonne Hennell<br>Tom Brookes (attended managers' reporting section & performance management)<br>Lucas Reid<br>Susie Parsons | <b>MC Members</b><br>Ernie Rider<br>Antoinette Augustinus<br>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 previous MC meeting</li><li>4. Business Arising from previous minutes</li><li>5. Organisation Planning Cycle</li><li>6. Tracking of 2020 strategy plan - MC</li><li>7. Correspondence</li></ol> |                            |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

| <p>8. Treasurer's report<br/>           9. New member applications<br/>           10. Section Reports<br/>           11. Sub-committee reports<br/>           12. General Business<br/>           13. Any Other Matters<br/>           14. Upcoming Activities<br/>           15. Next Meeting</p> |   |
|--|---|
| <b>Agenda Topic or Action Item</b>   | <b>Decision/Note</b>  |
| Endorsement of minutes   | <p>Teleconference meeting opens: 9:00 am<br/> <b>Previous meeting minutes</b><br/>           Minutes carried<br/>           Moved: Lou Secoded: Maree</p>   |
| Business Arising from previous minutes   | Refer to previous action items below for an update  |
| Organisation Planning Cycle  | <p>The AGM will be rescheduled in August in the hope that we are allowed to have more than 10 people at an event.<br/>           The performance management process has been approved (see HR sub-committee section below). Performance plans will now be put in place for all staff for the next 6 months</p>  |
| Tracking of the 2020 strategy plan - MC  | The organization culture work scheduled will be on hold until further notice.   |
| Inward & Outward correspondence  | <p><b>Inward Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ Tony Perrett – small business support</li> <li>▪ HQP invitation to comment on assessment of high value conservation areas identified – <u>Tom will take up the invitation to comment</u></li> <li>▪ Response to submission of proposed changes to planning scheme – <u>Council have decided to defer a decision on this, as there was a lot of opposition to the proposal. This is a good outcome for now</u></li> <li>▪ Response to Letter - Requirements for Certificate of Classification – <u>A request was made to council for an exemption in this matter as the proposal was unsafe and Gympie Landcare does not have the finances to make changes to the building. We believe that this is an owner issue and therefore council needs to decide on a way forward. This will be discussed at the next planning department meeting of the council. Maree would be kept abreast of the outcome and be part of further discussions on this matter.</u></li> </ul> <p><b>Outward Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ Council Letter - Requirements for Certificate of Classification</li> </ul> <p>Acceptance of correspondence<br/>           Move: Mel Secoded: Barry - carried</p> |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

|   |                                       |                                   |   |
|---|---------------------------------------|-----------------------------------|---|
| Treasurer's report  | <b>Comments on April 2020 results</b> |                                   |   |
|   | <b>Operations for the month</b>       |                                   |   |
|   | <b>Biocontrol</b>                     | Excess \$3,045 Budget \$2,300     | Over budget \$745                               |
|   | Plentiful supply of insects           |                                   |   |
|   | <b>CLS</b>                            | Excess \$15,502 Budget \$22,343   | Under budget -\$6,841                           |
|   | Good result and poor budgeting        |                                   |   |
|   | <b>Nursery</b>                        | Excess \$5,591 Budget \$13,505    | Under budget \$7,941                            |
|   | Sales are struggling                  |                                   |   |
|   | <b>Group</b>                          | Shortfall -\$16826 Budget \$1,106 | Under budget -\$15,720                          |
|   | Poor budgeting `                      |                                   |   |
|   | <b>Total Excess</b>                   | <b>\$7,312</b>                    | <b>Budget (\$39,255) Under budget -\$31,541</b> |
|   | <b>Operations for the quarter</b>     |                                   |   |
|   | <b>Trading Results</b>                |                                   |   |
| <b>Bio-Control</b>  | \$11,317                              | Excess                            |   |
| <b>CLS</b>  | \$27,374                              | Excess                            |   |
| <b>Nursery</b>  | \$18,577                              | Excess                            |   |
| <b>Group Admin</b>  | -\$35,165                             | Shortfall                         |   |
| <b>Net Excess</b>   | \$22,103                              |                                   |   |
| <b>Cashflow</b>   |                                       |                                   |   |
| Cashflow for the quarter excluding Grants and Prepayment movements. |                                       |                                   |   |
| Positive  | \$12,128                              |                                   |   |
| Cashflow  | -\$10,447                             |                                   |   |

## GDLG MANAGEMENT COMMITTEE MEETING MINUTES

|   |   |
|---|---|
|   | <p>In this month we absorbed cash due to it being a 3 payroll month.</p> <p><b>Cash Balance</b><br/>Cash balance on the 12<sup>th</sup> of May 2020 was \$152,000<br/>There are no concerns regarding the cashflow</p> <p><b>Accounting summary</b><br/>The administration is continuing to work towards the introduction of better stock and production control with the re-organisation of the nursery and ultimately the introduction of bar coding.</p> <p><b>Aspects for consideration with regard to the COVID 19 virus</b><br/>GDLG continues to not be eligible for the Jobkeeper subsidy.<br/>As part of the Federal Government support during the pandemic we should effectively receive a refund of six months of payroll tax deductions This should total about \$40,000.<br/>I propose that we utilise this refund to fund the capital expenditure needed for the nursery improvements.<br/>Move: Barry Secoded: Lou - carried</p> <p><b>Summary</b><br/>With the gradual release of Covid 19 controls the organisation is well positioned to keep on with its various activities.<br/>I undertake to alert the committee as soon as I am aware of a changing situation that needs attending to.</p> <p>Barry Lambooy - Treasurer</p> <p>Acceptance of treasurer's report<br/>Move: Barry Secoded: Mel – carried</p> |
| Treasurer's Report – Capital expenditure plan | The nursery team will develop a capital expenditure plan which will be reflected in the revised budget for the next quarter   |
| Treasurer's Report – Overtime                 | Staff were requested to keep overtime down to a minimum and to ensure that overtime is approved by the relevant manager before it is embarked upon  |
| WH&S report                                   | WH&S activities plan is on track. There appears to be a leak from the biolytic system. Soil and dam water tests to be done and problem to be rectified  |
| New member application                        | <ul style="list-style-type: none"> <li>▪ Robin &amp; Allan Phillips</li> <li>▪ Daniel Horne</li> <li>▪ Tirane Bath</li> <li>▪ Kaye Hay</li> </ul>   |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>▪ Renee Kelso</li> </ul> <p>New members accepted<br/>         Moved: Mel Seconded: Lou - carried</p>   |
| Section Reports: Admin                              | Admin plan on track.  |
| Section Reports: Bio-control                        | Bio-control plan on track   |
| Section Report: Nursery                             | Comments have been received from customers that the nursery looks run down and neglected. Suzy and Lucas are working full out to rectify this.  |
| Section Reports: CLS                                | All projects are on track.  |
| Sub-Committee Report: HR                            | <p>The Committee presented the performance management system to the staff &amp; MC.</p> <p>Why performance management?</p> <ul style="list-style-type: none"> <li>• Creating clear guidelines &amp; expectations of the priorities and focus areas for the year as determined by the organisation strategy.</li> <li>• Setting the right expectations for managers and employees.</li> <li>• Enables effective and regular communication between individuals and teams.</li> <li>• Sets clear performance standards.</li> <li>• Determining individual training and development requirements</li> </ul> <p>Features of a good performance management system</p> <ul style="list-style-type: none"> <li>• Performance goals and expectations visibly link to organisation strategy.</li> <li>• It answers 3 important questions: What is expected of me? How am I doing? How can I learn and grow?</li> <li>• Communication around performance happens often formally &amp; informally</li> <li>• Include goal setting, ongoing tracking, check-ins and feedback and continuous improvement.</li> <li>• Focus areas include operational delivery and behavioral aspects</li> <li>• It is a living agreement that changes if things in the organisation changes</li> </ul> <p>Emphasis was placed on the individual performance plan delivery being linked to the organization strategy. That the plan will include operational delivery and behavioral aspects. Feedback on progress and communication will be regular and ongoing and most of all that this plan against which people will be evaluated is a living document that can be changed if circumstances change and all the parties agree.</p> |
| General business: Landcare festival                 | The MC and staff have agreed to not host the Landcare festival in 2020 due to the COVID 19 situation. The festival will commence in 2021.   |
| General business: Decision making & MC agenda items | There still seems to be some confusion with the staff with regard to what decisions they can make, which decisions are made by the general manager and which decisions require MC approval. A matrix has been developed to clarify this. Levi will take the staff through this matrix to ensure more clarity.   |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

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|  | All agenda item for the MC meeting should go to the Secretary and not the President. Any agenda items coming from staff relating to decisions should be discussed with the GM first to check if they are MC decisions or can be made at other levels in the organization. |
| General business: Approval of HR performance management & annual review system, policy and procedure | A performance management policy and procedure has been developed on the back of the new performance management system. Approval of the system, policy & procedure was sort from the MC<br><br>Move: Mel Secoded: Barry - carried  |
| Upcoming Activities  | The Blockies course has been rescheduled for July – September. Dates will be published closer to the time   |
| Meeting Closed   | The teleconference meeting closed at 11:20 am   |
| Next MC Meeting  | 19 June 2020  |

| <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> |
| Investigate the 'Trees for life' propagation model                   | 3/8/19             | Lucas                 | TBA             | Lucas to look into this as a possible strategy for propagation. Mel recommended he talk to Dennis Hayles   | Open                                      |
| Recommendation on water security                                     | 27/9/19            | Levi/Lucas/Susie      | 19/6/20         | A session was held to document the current nursery irrigation layout, identify the challenges & decide on a way forward. Step one would be to develop a nursery irrigation design. 2 additional tanks are available to catch water; one will be installed to catch water off the roof of the office. | In Progress                               |
| Write a letter to Main Roads relating to offset project 6 mile creek | 15/11/19           | Maree                 | 19/6/20         | Maree to write & send the letter to the relevant parties   | In Progress                               |
| Key performance indicators & staff development plans                 | 17/1/20            | Levi/Mel              | 14/5/20         | See HR sub-committee section   | Closed                                    |
| Regenerative agriculture advisory board                              | 17/1/20            | Mel                   | 19/6/20         | Members identified. Mel to contact them followed up by a letter from the president. Plan to have the first meeting in July 2020. Confirmed members are: Jason Virtue, Karen & Warren Jarling. On hold  | In progress                               |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

|  |          |                       |         |  |             |
|--|----------|-----------------------|---------|--|-------------|
| Summary of the IPCC report   | 21/2/20  | Maree                 | 19/6/20 | This item was identified in the 2019 planning session.   | Open        |
| Organisation culture   | 21/2/20  | Mel/Levi              | TBA     | First session will aim to identify the current organization culture. Mel/Levi to facilitate this session – currently on hold   | Open        |
| Honours board  | 21/2/20  | Levi                  | 14/5/20 | Raffle has been launched   | Closed      |
| Fire department to attend and assess the emergency evacuation requirements | 20/3/20  | Levi                  | 19/6/20 | Levi to contact the fire department to do an assessment & give advice using the agreed building category   | In Progress |
| Split the nursery budget   | 20/3/20  | Levi/Regula           | 19/6/20 | Will be split during the revised budgeting process currently underway  | In Progress |
| Honour board – hardwood slab   | 17/4/20  | Levi/Yvonne           | 14/5/20 | Use contacts to try and source a slab of hardwood for the honour boards. This action is not critical so only progress needs to be reported at the next month   | Closed      |
| Staff nurseries and purchase policy  | 17/4/20  | Levi                  | 19/6/20 | Policy complete will be approved at the next meeting   | In Progress |
| AGM audit report   | 17/4/20  | Levi                  | 19/6/20 | It was agreed to remain with the current auditing firm but to highlight to the members the disappointing service. Barry, Levi & Maree to meet with the auditor to discuss the unsatisfactory service | Closed      |
| Nursery plant focus amendment  | 17/4/20  | Levi/Lucas/Susie      | 14/5/20 | Mel to rewrite the nursery plant focus statement   | Closed      |
| <b>Actions from March special meeting – COVID-19</b>                       |          |                       |         |  |             |
| Risk Matrix Action Items   | 16/03/20 | Lavina                | 14/5/20 | Lavina to contact Council regarding possible grant extensions and any deliverable issues. Email sent awaiting a reply  | Closed      |
| Risk Matrix Action Items   | 16/03/20 | Lavina, Regula, Barry | 14/5/20 | Financials will now be reviewed every 2 weeks as work is continuing. Don't qualify for financial assistance from the government at this time   | Closed      |

**GDLG MANAGEMENT COMMITTEE MEETING MINUTES**

| <b>NEW 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> |
| Auditor service         | 14/5/20            | Barry                          | 8/8/2020        | Barry to share with the members at the AGM the unsatisfactory service of the auditor. If there is no improvement we will be requesting the change of auditors the following year | Open                                      |
| Auditor service meeting | 14/5/20            | Barry, Levi, Maree             | 19/6/20         | Meet with the auditor and discuss the unsatisfactory service   | Open                                      |
| Nursery focus statement | 14/5/20            | Mel                            | 19/6/20         | Mel to rewrite the statement targeting different audiences and plants  | Open                                      |
| Date for AGM            | 14/5/20            | Levi                           | 19/6/20         | Levi to propose a date in August for the AGM. It is hoped that by that time events can be held that allow more than 10 people  | Open                                      |
| Decision making         | 14/5/20            | Levi                           | 19/6/20         | Levi to work with the team through the decision-making matrix. This should clarify who can make what decisions without waiting for the next MC meeting                           | Open                                      |
| Budget Review           | 14/5/20            | Levi, Tom, Yvonne, Lucas, Suzy | 19/6/20         | All budgets to be reviewed for the next quarter  | Open                                      |
| Performance management  | 14/5/20            | Levi, Suzy, Lucas, Yvonne, Tom | 19/6/20         | Put performance plans in place for all staff and bring any feedback on the process back to the MC  | Open                                      |

**These minutes will be considered accurate and complete if feedback is not received within 1 week of them being made available. They will then be ratified at the next MC meeting.**



\_\_\_\_\_  
President: Maree Gillott

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Date: