

**Chairperson:** Jac Larsen

**Minute Taker:** Denise Cobourn

**Chairperson signature:**

**Commenced:** 9.05am

**Acknowledgement of Country - Yawayi Barri Dhungatti**

**Housekeeping:**

Reminder regarding meeting etiquette (Rule 50 Standing Orders at General Meetings).

Inactive members are not permitted to vote either in person or by proxy (Rule 42 Voting).

**Attendance:** Marty Cole, Alicia Fox, Mairead Shorten, Mog Leech, Harvey Creswell, Aliya Aamot, Rose Mahar, Belinda Ball, Bron Little, Wayne Ellis, Mark Green, Adam Cvetkovski, Ben Adams, Andrew Barson, Samantha Wong, Erika Schuster, Ralph Van Hulst, Kevin Harper, Natalie Lawler, Stephen Campbell, Nick Reid, Jim Ronchetti, Rob Hewitt, Clint Campisi, Sam Odermat, Russell Childs, Peter O'Hara, Elizabeth Locke, Denise Cobourn

**Directors:** Julica Jungehulsing, Jac Larsen, Wayne Skinner, Marc Rosenstein, Anna Du Chesne, Leah Skinner, Justine Shaw

**Apologies:** Jenny Skinner, James Galletly, Roger Ball, Jelly, Craig Singleman, Gerard Shea, Callum Lawson, Cindee Pascoe, John and Ann Tennock, Steve Hall, Tarrik Morssi, Lee Albert

**Visitors/Guests:** Daniel Arndell

**Proxies:** Petra Kusseler & Callum Lawson (appointed Stephen Campbell), John Tennock (appointed Kevin Harper), Lee Albert (appointed Elizabeth Locke).

**Documents Tabled:** Ordinary Resolutions posted on the website, Infrastructure Fund Budget, Finance Policy, By-laws, Grievance Policy and Procedure, Code of Conduct, Introduced Species Management Plan, General Meeting Procedure and Template

**Confirmation of 21.10.23 General Meeting minutes:**

Proposal: To accept the General Meeting minutes 21.10.23.

**Proposed: Wayne Skinner      Seconded: Nick Reid**

**Unanimous      7 abstained**

**Treasurer's Report:** Refer to report posted on the website.

Proposal: To accept the Treasurer's Report and Work Claims.

**Proposed: Wayne Skinner      Seconded: Jim Ronchetti**

**Unanimous      2 abstained**

Work Claims posted on the website:

- Denise Cobourn
- Lee Albert
- Wayne Ellis and Bronwyn Little

Work Claims for Aliya and Crow Tribe, and Elizabeth Locke to be included on 10 February GM agenda.

**Business arising from previous General Meeting:****1. Director's Meeting Minutes:**

Minutes posted on website for 5 and 30 November 2023.

**2. Infrastructure Shares**

- 68 of the 78 sites opted for subscribing to a \$6000 Infrastructure Share.
- 10 sites, representing 8 members/joint members, will pay the Sinking Fund Levy (NRS2 component), while the remainder will pay the Infrastructure Share Subscription towards the construction of Nevertire Road.
- All members will pay the \$100 pa Sinking Fund Levy towards other infrastructure items.
- Income will not exceed the GST threshold of \$150,000.
- Q3/4 2023 levies (\$52,650) will go towards Nevertire Road construction.
- Please don't speak with contractors during construction. Any questions to be directed to Wayne or Craig.

**3. Nevertire Road Stage One update**

- Stage One 500m - Arnway Tender \$189,809 (plus additional costs of \$26,000 for a culvert and soft edges), plus design, engineering, and council costs results in a cost of approx. \$250,000. i.e., 100m = \$50,000 approx.
- Suggestion to complete road as the funds are raised.

***ACTION: Wayne and Craig to discuss with contractor and designer.***

<b>Stage</b>	<b>Length</b>	<b>Cost approx.</b>	<b>Completion</b>
Stage 1	500m	\$250,000	Dec 2023
Stage 2	500m	\$250,000	
Stage 3	300m	\$150,000	
Stage 4	300m	\$150,000	
<b>Totals</b>	<b>1600m</b>	<b>\$800,000</b>	

**Ordinary Resolutions:**

1. To approve an increase in the Sinking Fund Levy from \$1450 per year (\$362.50 per quarter) to \$1600 per year (\$400 per quarter) and to accept the interim Sinking Fund Budget for 2023/24 commencing on 1 January 2024.

***PROPOSED: John Tennock***

***For: 30***

***Against: 3***

***SECONDED: Wayne Skinner***

***Abstain: 1***

***Carried***

**Rationale:**

To keep contributions equitable for all members an increase of \$150.00pa is required for the Sinking Fund Levy.

**Discussion**

- This resolution should have been included in the Oct GM.
- Misunderstanding post Oct GM – some members thought Q3/4 2023 levies contributed to the \$6000 Infrastructure Share (IS). Crediting the levies already paid towards the IS would mean insufficient funds resulting in the need to raise the NRS2 Levy in 2026.
- Members may pay for the \$6000 IS as a lump sum. This would mean funds would accumulate sooner allowing construction to keep rolling. Income from interest would increase.

***ACTION: Contact John to let him know you'd like to pay as a lump sum.***

- The Terms of Issue for subscribing to an Infrastructure Share can be accepted up to 18.12.23.

***ACTION: Submit Terms of Issue to the Secretary by COB 18.12.23.***

- Funds raised through the IS subscription can be released once the 10% deposit has been paid i.e. \$600

Amount payable per quarter from the 1 January 2024 to 1 October 2027 with 30-day payment terms:

Levies / Share Subscription	Per Quarter from Q3 2024
Sinking Fund Levy (NRS2) or Infrastructure Share Subscription	\$375
Sinking Fund Levy (other sinking fund budget items)	\$25
Membership Levy	\$200
<b>TOTAL</b>	<b>\$600</b>

2. For members who subscribe to the Infrastructure Share, to approve that a credit of \$675.00 be generated from the Infrastructure Levy payment paid in Q1 and Q2 of this financial year, be applied to the Infrastructure Share invoices from 1 January 2024. This will leave a balance of \$5325 for the Infrastructure Share payable by 31 December 2027 and this will be invoiced in quarterly instalments with the final instalment invoiced on 1 October 2027 and payable before 31 December 2027.

**PROPOSED:** Leah Skinner

**Leah proposed to withdraw the resolution.**

*Unanimous*

**SECONDED:** Craig Singleman

**Seconded: Justine Shaw**

**Rationale:** Members prefer to pay an additional \$37.50 per quarter over four years, rather than paying an additional levy from 2026.

**NOTES:**

- Before the final levy invoices on 1 October 2027 a reconciliation will occur, and final invoice adjusted to ensure that all members contribute equally to both the NRS2 Budget and the Sinking Fund budget.*
- To ensure transparency, the GM Treasurer's Reports will include progress reports for the NRS2 Budget and the Sinking Fund budget.*
- It is not possible to accurately predict the final cost of the NRS2 project and further resolutions may be required to address variations.*

3. To approve the updates to the Finance Policy, Section 7. Share Capital Contribution and Refunds, and Section 10. Levies and Subscriptions. Added 7b "The Co-operative's Infrastructure Share contribution is \$6000 per site share." Section 10 Specific Levy Payments were removed allowing General Meeting resolutions to determine the amount payable.

**PROPOSED:** John Tennock

*Unanimous*

**SECONDED:** Wayne Skinner

**1 abstained**

**Rationale:**

With the resolutions approved for an Infrastructure Share at the October GM, the Finance Policy needs to be updated.

4. To adopt the revision of the Goolawah Co-operative By-laws December 2023.

**PROPOSED:** Denise Cobourn

**For: 19**

**Against: 10**

**SECONDED:** Wayne Skinner

**Abstain: 5**

**Not carried**

**Rationale:**

A full revision of the By-laws has not occurred since 2016. The revision will bring the By-laws up to date with current expectations and practice relating to the conduct of members, and the operations and governance

of the co-operative. The revision of the By-laws was raised at the April GM 2023. Some directors and members interested in policy met on 18 May to work on the revision and develop a draft for members to consider. A draft was posted on the website for comment in July. An update was posted following the 21 October GM, inviting members to a Community Meeting on the 11 November 2023 to discuss the revision.

**Discussion:**

Some members at the meeting voted against the resolution and commented they were not supportive of a few of the by-laws, particularly 3 (dangerous driving), 4 (noise), 6 and 7 (introduced species). It was pointed out the revision was reflective of members' input and comments since the consultation commenced in April. Other changes were the result of new legislation e.g., 8. (Biodiversity Conservation Act), 13 and 14 (development consent conditions and applications), and to changes in Co-operative Rules e.g., the requirement for an Ordinary Resolution to have 21 days' notice. The proposer made the decision to vote on the resolution without amendments. A SGM was suggested by the Policy Portfolio director.

The outcome of the vote was a 65% majority, one vote short of a 2/3 majority.

**ACTION:**

***Current By-laws dated 19 January 2019 persist. Wayne Skinner to send a Phone Tree message inviting members to a meeting to continue the review.***

5. To adopt the Grievance Policy and Procedure December 2023.

**PROPOSED:** Leah Skinner

**SECONDED:** Denise Cobourn

**Rationale:**

A draft was posted on the website 16 October 2023. Members provided positive feedback at the General Meeting 21 October 2023, and agreed to propose for adoption at the General Meeting 9 December. There have been a few more tweaks to include further member feedback. This document replaces the Complaints Management Policy and Procedure.

***Amendment to resolution.***

***To adopt the Grievance Policy and Procedure with the following amendment:***

***"3. Member Responsibility***

*c. Options for dealing with a grievance:*

*i. The member may choose to discuss directly with the member within fourteen days of the grievance occurring.*

*OR*

*ii. The member may choose to inform any director or the secretary within fourteen days of the grievance occurring.*

*Helpful resources: Fellow members / friends, the "Better Ways to Handle a Grievance" fact sheet, the Co-operative's Mediation Team, and the Community Justice Centres website."*

**For: 29**

**Against: 3**

**Abstain: 2**

**Carried**

6. To adopt the revised Code of Conduct December 2023.

**PROPOSED:** Denise Cobourn

**SECONDED:** Wayne Skinner

**For: 31**

**Against: 2**

**Abstain: 0**

**Carried**

**Rationale:**

Rights and Responsibilities are unchanged. Purpose revised and supporting document Grievance Policy and

Procedure added.

7. To adopt the revised Introduced Species Management Plan.

**PROPOSED:** Denise Cobourn

**SECONDED:** Wayne Skinner

**Denise withdrew the resolution as the ISMP contains reference to the By-laws which were not carried.**

**Rationale:**

The introduced Species Management Plan supports By-law 7: Other introduced species to by-law 7 are not allowed on community land. Members wishing to keep introduced species on their site must consult with their neighbours, complete all sections of the Introduced Species Management Plan (ISMP) (insert link), and submit to the Board for approval and uploading to the website. Controversial plans will be proposed by the board as an Ordinary Resolution with 21 days' notice for voting on at the next General Meeting.

8. To approve the transfer of Sites 31 and 32 from Tarrik Morssi and Mohini Browngedge to Tarrik Morssi.

**PROPOSED:** Anna Du Chesne

**SECONDED:** Wayne Skinner

**For:** 31

**Against:** 0

**Abstain:** 2

**Carried**

**Rationale:**

The Share Transfer Form has been signed by Tarrik and Mohini and witnessed by a director.

9. To waive By-Law 7 "Cats, dogs or firearms are not allowed on the co-operative" for Tarrik site 31 and 32, to permit an assistant dog onsite during late December for two days.

**PROPOSED:** Tarrik Morssi

**SECONDED:** Wayne Skinner

**For:** 18

**Against:** 5

**Abstain:** 12

**Carried on the condition that the assistant dog is added to the ISMP (all sections to be completed).**

**ACTION:** Tarrik to submit asap.

**Rationale:**

The assistant dog is necessary for the health and wellbeing of a child. The care and wellbeing of the dog is also important to the family. The dog will be inside the house and on a short leash and will not interfere with the community or environment. If a member of the community raises concerns, we will deal with this immediately.

**Note:** Since posting the resolution on the website, registration details have been provided to the board confirming that the dog is registered per the requirements of the Local Government Act.

**Secretary's Report (Anna):**

- C12 Annual Return – Small Co-operative (financial year ended 30/6/23), approved 7/11/23.
- Co-operative Federation Ltd membership invoice 23231 \$275 received 2/11/23 - paid
- C10 Form for Special resolutions – submitted 24/10/23, approved 3/11/23.
- Partial Occupation Certificate (T6-19-83 Rev.1, CB20253 and OC2300204) for Camp Kitchen accessible toilet received 13/10/23.
- Some Share Certificates still to be collected.

**Membership Report (Justine):**

- Tanja has completed the application process, including a review meeting held 7/11/23. The single membership eligibility vote will take place at the 10 February GM. Acknowledgement of the volunteer work Tanja does for the Co-op.

- Membership Applications progressing:
  - Maurice - currently in the US.
  - Tim - attended recent Working Bee.
  - Laura
  - Mim
- Shelby - Guest Application.
- Eligible for Membership – some continue to wait for a suitable site.

**Introduced Species Management Plans** (posted on the website):

Proposals to approve the following plans:

- Plan #14 – Sites 22/23 Justin and Leah (hens, rooster, ducks)

**PROPOSED:** Jim Ronchetti                    **SECONDED:** Marty Cole

**For: 23            Against: 1                    Abstain: 3**

**Carried**

Wayne asked for a condition to be added to ISMP - to remove / silence rooster if neighbours complain (not supported)

- Plan #15 - Site 14 Marc and Christina (hens, pet rabbit)

**PROPOSED:** Jac Larsen                    **SECONDED:** Justine Shaw

**For: 16            Against: 6                    Abstain: 4**

**Carried**

Comment: Rabbit plans approved in the past.

- Plan #16 - Site 15 Frank (turkeys, hens)

**PROPOSED:** Justine Shaw                    **SECONDED:** Anna Du Chesne

**For: 25            Against: 0                    Abstain: 1**

**Carried**

Comment: Great communication with neighbours. Ate male turkey as it was disturbing neighbours.

**ACTION:**

**Plan for Site 13 Shantelle and Adam needs to be submitted asap for a ferret and an assistant dog (all sections to be completed, include proof of assistant dog).**

Suggestion to add a Board Checklist to ISMP.

**Machinery Report:**

- All working, apart from auger.
- Suggestion to buy PTO mulcher and stick rake.

**ACTION: Kevin to get quotes – complete Project Application. Wayne to develop an application.**

- Kempsey Timber yard – mountain of untreated hardware sawdust available. Good for pathways.
- Russell offered to give a demonstration in making organic mulch.

**Fire and Flood Report:**

Julica read out Craig's report: "After a very dry spell, leading into Spring, we survived many close calls. The Wilawaring and Hat Head fires had the wind direction in our favour. November brought a much needed 250mm which topped up dams and soaked the ground. Turning everything green again.

We are now facing another dry period with possible thunderstorms which may bring rain but also the possibility of

lightning strikes starting bushfires. Advice is the usual - keep maintaining your site for fire prevention and be prepared with a BF Management Plan. Stay up to date with RFS information on apps etc and the Summer Bushfire Outlook can be read/downloaded on the AFAC website (just Google it or link on Weatherzone)

Finally a big thanks to the crew that helped Dave Launt clear/slash the top part of his site and remove fencing (I think it was Rob, Alby and Clint?). Great work and I think there is a bit more to do now the rain we had has increased growth again.

Please report any areas of fire concern and if you need help or advice, there are several members who you can talk to for support."

- RFS Community Engagement Team have made around 8 site visits to complete Property Assessments and make recommendations.

**ACTION:**

*Contact Cheryl Harris if you'd like to organize a Property Assessment. Mobile: 0438 115 650*

*'Get Ready For a Bush Fire' packs are available at the Camp Kitchen or visit*

*<https://www.rfs.nsw.gov.au/resources/bush-fire-survival-plan> for guidance in developing your Bush Fire Survival Plan.*

**Land Care Report (Jac):**

- Weeding Program Grant has been used – now 98% weed free. Targeted camphor laurel and lantana. Trialing an organic chemical.
- Koala Program – monitoring will start in 2024 weather permitting.
- Triangle work continues – volunteers welcome and needed. Thank you to the team.
- Climate change discussion to be initiated.
- Thank you to Jason for providing free mulch.
- Thank you to Julica for organizing the recent Working Bee to mulch the trees on Red Hill.

**Social Committee Report:**

New Year's Eve – thinking about band playing early, followed by DJ style music (stay tuned for more info). Bar Humbug at Larry's on Christmas day.

**Project Reports:**

- Red Hill Last Resort
  - repair of walls is being organised by parents. Parents have discussed with their children.
  - Planning a get together to discuss next steps – beautification, screens....date TBA.
  - Harvey has offered photographs to hang on walls.
- Pizza oven roof (Wayne) – materials have been organized. Using a metal beam, not timber. The span was too great to use timber.

**General Business:**

- Red Hill rabbit infestation / eradication – seeing increasing numbers.  
Possible solutions:
  - Council / LLA may be able to assist.
  - Can Bernard Whitehead from Salt Air assist?
  - Start trapping with member's traps. Adam offered to coordinate.  
Drowning is cruel – more humane to put in an airtight container.
- The General Meeting Procedure document and template has been updated to reflect current practice.  
Please consider offering to chair a meeting or take minutes if you have these skills.  
Natalie offered to take February GM minutes. Thank you.

- Wayne would like to start the finance budgeting process in February. Please complete the Project Application Form (available from Wayne).
- Community dams – idea is to have a community dam in the east and in the west, plus another privatized dam in the east. Possible locations to be advised. Complete Project Application Form.

***NOTE: Any projects will mean an increase in levies.***

**Next General Meeting:**

10 February 2024 9am Camp Kitchen

**Meeting Closed: 12:15pm**