

General Meeting Minutes

8 June 2024

Commenced: 9am

Chairperson: Craig Singleman

Minute Taker: Anna Du Chesne

Chairperson signature:



Acknowledgement of Country - Yawayi Barri Dhungatti

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

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

Attendance: Kevin Harper, Craig Singleman, Peter O'Hara, Elizabeth Locke, Denise Cobourn, John and Ann Tennock, Rob Hewitt, Dave Launt, Ralph Van Hulst, Lee Albert, Tarrik Morssi, Greg Ryan, Stephen Campbell, Callum Lawson, Sam Odermat, Alexandra Gonzalez, Mark Doonan, Jenny Skinner, Belinda Ball, James Galletly, Marty Cole, Daniel Rose, Crow Tribe.

Directors: Julica Jungehulsing, Wayne Skinner, Anna Du Chesne, Leah Skinner, Justine Shaw

Apologies: Nick Reid, Gerard Shea, Steve Hall, Jac Larsen, Pete Wells, Bronwyn Little, Wayne Ellis, Rose Mahar, Marc Rosenstein

Visitors/Guests: Shelby Jennifer Andrews, Mim Fluhrer, Zsafia Szarca, Beryin Borsos, Samos Borsos, June Jhin

Eligible Member: Tania Magennis

Proxies: Mark Green, Larry Knight, Bronwyn Little, Rose Mahar, Gerard Shea, Petra Kusseler, Justin Fitzpatrick, Keef Leech.

Documents tabled:

By-laws (proposed revision), Administration and Infrastructure Budgets 2024-2025 proposal and reports, Treasurer's report, Draft "Working towards a Goolawah Budgeting Policy" doc.

Confirmation of 11th May 2024 Special General Meeting minutes

PROPOSAL: To accept the Special General Meeting minutes from 11th May 2024 (signed by Chairperson)

PROPOSED: *Chair*

SECONDED: *Anna Du Chesne*

Unanimous

Abstain: *6*

Director s Meeting 8th May 24

Minutes posted on the website 13th May.

Business arising from the previous General Meeting:

- PROPOSAL:** To increase the work levy rate from \$10 to \$15 per hour, and annual work hours from 18 to 20, thereby increasing the Annual Work Levy from \$180 to \$300. Limit claims to the maximum of 20 hours per member, except for the Treasurer and Secretary or as approved by a GM.

PROPOSAL: *Peter O'Hara*

SECONDED: *Denise Cobourn*

For: *25*

Against: *7*

Abstain: *1*

Approved

Rationale The cooperative manages 1500 acres of community land with members contributing labour. Previously, work claims had different rates, making accounting difficult. In July 2015, a unified rate of \$10 per hour was adopted. The proposed change aims to motivate members and ensure fair compensation. Some members work without claiming, and this will continue. Work claims need GM approval and rounding up to 20 hours allows more work within the levy. Last year, 10 members made claims, with only two exceeding 18 hours, and the excess was deducted from their annual membership levies.

Members expressing support for the proposal emphasised the need to encourage more members to participate in community work and to reduce reliance on outside contractors. Some concerns were raised about the potential for a surplus if work is not taken up, as well as the possibility of increasing the rate further to match outside work rates.

Suggestions were made to keep increased pay for specific jobs, allow members to transfer their work hours to others, and link work claims to the approved budget. The idea of a LETs (Local Exchange Trading System) and the potential for older members to volunteer more was also mentioned.

There was discussion whether raising of the work levy should result in a reduction of the membership levy. The proposer dismissed this suggestion. The meeting aimed to clarify this proposal without conflating it with the budget proposal.

2. PROPOSAL: To accept the Goolawah Co-operative Ltd Annual 2024-25 Administration and Infrastructure Budgets as posted on the Co-operative website.

The proposed levies for the 2024-25 Budget are:

- **Membership Levy:** \$800 per year
- **Work Levy:** \$180 per year
- **Sinking Fund Levy:** \$1664.00

Note: The sinking fund levy is reduced by \$1500 for members who subscribed to the Infrastructure share subscription.

PROPOSED: Wayne Skinner

SECONDED: Jac Larsen

Approved with amendment

Discussion

The discussion revolved around the impact of the new work levy (Ordinary Resolution 1) on the budget. It was suggested that extra income could be allocated to Infrastructure and named as new Capital Works. Concerns were raised about the impact on the membership levy.

A recent Board meeting had discussed concerns about the admin budget going over the normal amount, with a Director suggesting that membership levies could be raised to cope with increased costs.

Concern was raised that a vote to decrease the membership levy was incorrect as the agenda did not include a proposal to change the membership levy.

It was emphasised that the work levy is a forecast, not a direct budget and membership levies should be kept the same, with a review in 12 months.

Two amendments were thus proposed and voted on:

Amendment 1: To change the membership levy from \$800 to \$680 to accommodate the change in work levy. This amendment did not pass, with 12 votes in favour, 7 against, and 6 abstentions.

Amendment 2: To increase the overall levies to include the \$120.00 work levy increase, keeping the membership levy at \$800 and increasing the work levy from \$180 to \$300. This amendment was approved with 20 votes in favour, 0 against, and 5 abstentions.

3. PROPOSAL: To adopt the revision of the Goolawah Co-operative By-laws (June 2024).

PROPOSED: Julica Jungehulsing

SECONDED: Denise Cobourn

Approved

Each By-law was voted on individually. The notes below reflect the outcome and include the final amendments as approved by the community members at the meeting.

Overall, the revised by-laws were adopted with some amendments. An overarching provision was added, to allow exceptions to By-laws to be considered for GM approval and require 21 days notice prior to a GM.

Table of approved updates to existing Goolawah By-laws. Where there is no discussion noted, there was no discussion.

<u>Proposed BY-LAWS</u>	<u>Discussion in the meeting</u>	<u>Approved BY-LAWS</u>	<u>Vote</u>
1. Members, their families, and guests shall abide by the Co-operative's Code of Conduct.		1. Members, their families, and guests shall abide by the Co-operative's Code of Conduct.	APPROVED Yes – 29 No – 2 Abstain – 2
(original by-law 2) Delete <i>New numbering from here</i>		(original by-law 2) Delete <i>New numbering from here</i>	APPROVED Y – 33 N A
2. Members, their families, and guests are not to drive faster than 20km in residential areas and 40km in non-residential areas on the Cooperative	<i>Discussed amending drive to travel and it was decided that drive was sufficient</i>	2. Members, their families, and guests are not to drive faster than 20km in residential areas and 40km in non-residential areas on the Cooperative	APPROVED Y – 32 N – 1 A
3. Members, their families and guests are not to engage in 'off-roading,' 'bush bashing' or dangerous driving on the Co-operative.		3. Members, their families and guests are not to engage in 'off-roading,' 'bush bashing' or dangerous driving on the Co-operative.	APPROVED Y – 19 N – 4 A
4. Noise emitting machinery and equipment, including generators and pumps can only be used on the Co-operative between 7.30am & 6.30pm during daylight saving and between 8.30am & 5.00pm at other times. All motors must be adequately muffled.	<i>Discussed adjusting operating hours, balancing the needs of residents and visiting tradespeople.</i>	4. Noise emitting machinery and equipment, including generators and pumps can only be used on the Co-operative between 7.30am & 6.30pm during daylight saving and between 8.30am & 5.00pm at other times. All motors must be adequately muffled.	APPROVED Y – 27 N – 5 A
5. Members, their families, and guests are not allowed to go onto another member's site without that member's permission except for official or emergency purposes.		5. Members, their families, and guests are not allowed to go onto another member's site without that member's permission except for official or emergency purposes.	APPROVED Y – 25 N – 7 A
6. Cats, dogs and firearms are not permitted on the Co-operative.		6. Cats, dogs and firearms are not permitted on the Co-operative.	APPROVED Y – 25 N – 2 A

Proposed BY-LAWS	Discussion in the meeting	Approved BY-LAWS	Vote
7. Cloven-hoofed animals are not permitted on the Co-operative. Other introduced species are not permitted on community land. Members wishing to keep introduced species on their site must follow the procedure for approval outlined in the <u>Introduced Species Management Plan (ISMP)</u> .	**Amendment/ inclusion – must be approved by the board or at a general meeting	7. Cloven-hoofed animals are not permitted on the Co-operative. Other introduced species are not permitted on community land. Members wishing to keep introduced species on their site must follow the procedure for approval outlined in the <u>Introduced Species Management Plan (ISMP)</u> . The ISMP must be approved by the board or at a general meeting.	APPROVED Y – 18 N – 3 A *proxy not apply due to amendment
8. Removal of native trees on community land or individual sites must comply with current land management legislation (Local Land Services Act 2013 and the Biodiversity Conservation Act 2016). Removal of native trees with a diameter greater than 100mm on community land must be approved by an Ordinary Resolution requiring 21 days' notice.		8. Removal of native trees on community land or individual sites must comply with current land management legislation (Local Land Services Act 2013 and the Biodiversity Conservation Act 2016). Removal of native trees with a diameter greater than 100mm on community land must be approved by an Ordinary Resolution requiring 21 days' notice.	APPROVED Y – 24 N – 6 A – 1
9. Only environmentally friendly herbicides and pesticides are to be used on the Co-operative. For guidance, all members should refer to the WiseGardening website/Goolawah factsheet https://wisegardening.sgaonline.org.au/	<p>*Amendment to replace the proposal with the following: <i>Herbicides and pesticides are not to be used on the community without consultation</i></p> <p>By-law simplified and amended to require consultation before use of herbicides.</p> <p><i>Discussion on</i> <i>-use of chemicals where necessary; termites etc.</i> <i>-whether by-laws are agreements, guidelines to live on Gwah together</i> <i>-proposal to create a fact sheet on environmentally friendly herbicide use and remove the WiseGardening link</i></p>	9. Herbicides and pesticides are not to be used on the community without consultation.	APPROVED Y – 19 N – A – 2 *proxy not apply due to amendment

Proposed BY-LAWS	Discussion in the meeting	Approved BY-LAWS	Vote
10. Members intending to use any of the Co-operative's natural resources must present a written management plan by Ordinary Resolution with 21 days notice to a General Meeting for approval, to ensure that all resources are managed in a sustainable and equitable manner.		10. Members intending to use any of the Co-operative's natural resources must present a written management plan by Ordinary Resolution with 21 days notice to a General Meeting for approval, to ensure that all resources are managed in a sustainable and equitable manner.	APPROVED Y – 23 N – 3 A – 4
11. Members may take up to 3 cubic meters of sand per year (approx. 5-6 car trailers) from the designated sand mining area without the need for approval. Larger amounts are subject to approval by Ordinary Resolution at a General Meeting. Sand is not to be removed from the co-operative.		11. Members may take up to 3 cubic meters of sand per year (approx. 5-6 car trailers) from the designated sand mining area without the need for approval. Larger amounts are subject to approval by Ordinary Resolution at a General Meeting. Sand is not to be removed from the co-operative.	APPROVED Y – 25 N – 1 A –
12. Members shall comply with the Co-operative's Bushfire and Land Management Plans. Fire permits require Board consent.	<i>Wording updated, fire permits require board approval per RFS.</i>	12. Members shall comply with the Co-operative's Bushfire and Land Management Plans. Fire permits require Board consent.	APPROVED Y – 23 N – 2 A – 2
13. Members shall comply with Kempsey Shire Council's Goolawah Co-operative Development Consent Conditions. Signed consent by the board is required for all new Development Applications before submitting the application. https://goolawahmembers.com/development-applications/	<i>Must comply with council conditions.</i>	13. Members shall comply with Kempsey Shire Council's Goolawah Co-operative Development Consent Conditions. Signed consent by the board is required for all new Development Applications before submitting the application. https://goolawahmembers.com/development-applications/	APPROVED Y – 25 N – 2 A –
14. Before occupation or development on individual sites, a Development Application must be submitted and approved by the Council. This includes an approved greywater system and a dry composting toilet. Home built designs must comply with <u>NSW Health regulations</u> . Pit toilets, aerated water treatment and septic systems are not permitted on the Cooperative.	<i>Amendment (inclusion): If necessary, all other systems (e.g. AWTS) require consultation with neighbours.</i> <i>Amendment (deletion): "aerated water treatment"</i> <i>Discussion on the environmental impacts and costs of AWTS vs composting toilets.</i>	14. Before occupation or development on individual sites, a Development Application must be submitted and approved by the Council. This includes an approved greywater system and a dry composting toilet. Home built designs must comply with <u>NSW Health regulations</u> . Pit toilets and septic systems are not permitted on the Cooperative. <i>If necessary, all other systems (e.g. AWTS) require consultation with neighbours.</i>	APPROVED Y – 25 N – A – *proxy not apply due to amendment

Proposed BY-LAWS	Discussion in the meeting	Approved BY-LAWS	Vote
15. Members wishing to build a dam on community land, or their site must obtain agreement from neighbours, and submit a detailed plan (including size, location, and vegetation removal) by Ordinary Resolution, with 21 days' notice to a General Meeting for approval. The plan must be resubmitted if not built within 12 months.	<i>Amendment (inclusion):</i> (Ordinary Resolution with 21 days notice to a general meeting for approval) <i>is required if all or some of the proposed dam is on community land.</i> <i>Discussion about amount of notice required to give if dam is completely on own site.</i>	15. Members wishing to build a dam on community land, or their site must obtain agreement from neighbours, and submit a detailed plan (including size, location, and vegetation removal) by Ordinary Resolution, with 21 days' notice to a General Meeting for approval <i>is required if all or some of the proposed dam is on community land.</i> The plan must be resubmitted if not built within 12 months.	APPROVED Y – 25 N – A *proxy not apply due to amendment
16. Members who wish to build a structure or plant vegetation creating shade on their neighbour's site must consult with and obtain agreement from their neighbour prior to building or planting.		16. Members who wish to build a structure or plant vegetation creating shade on their neighbour's site must consult with and obtain agreement from their neighbour prior to building or planting.	APPROVED Y – 32 N – 1 A
17. Members wishing to use community land or individual sites for private enterprise must obtain agreement from neighbours and submit a detailed proposal by Ordinary Resolution with 21 days notice to a General Meeting for approval.	<i>Amendment (inclusion):</i> <i>that has the potential to affect others and the environment</i> <i>Discussion about nature of enterprise and its effect or impact on neighbours. Clarified impact applies to impacts on others, not benign activities.</i>	17. Members wishing to use community land or individual sites for private enterprise <i>that has the potential to affect others and the environment</i> must obtain agreement from neighbours and submit a detailed proposal by Ordinary Resolution with 21 days notice to a General Meeting for approval.	APPROVED Y – 22 N – 1 A – 1 *proxy not apply due to amendment
18. Directors and Office Holders are legally obligated to abide by Co-operative National Law and the Co-operative's Rules. Directors and Office Holders must abide by the Delegation Manual for Directors and Office Holders.		18. Directors and Office Holders are legally obligated to abide by Co-operative National Law and the Co-operative's Rules. Directors and Office Holders must abide by the Delegation Manual for Directors and Office Holders.	APPROVED Y – 25 N – 1 A – 1
19. Members must abide by Goolawah Co-operative policies, shown on the Co-operative website at https://goolawahmembers.com/policies/		19. Members must abide by Goolawah Co-operative policies, shown on the Co-operative website at https://goolawahmembers.com/policies/	APPROVED Y – 26 N – 2 A – 1

4. **PROPOSAL:** To adopt the revised Introduced Species Management Plan (ISMP)
PROPOSED: Denise Coburn **SECONDED:** Anna Du Chesne
For: 23 **Against:** 6
Approved
No discussion
5. **PROPOSAL:** To approve the CK Works Project with funding of \$1500 which includes replacing the gas top and oven and purchasing other items noted in the plan to complete the maintenance. Scoped tasks include freshening up, performing maintenance, and repairing the CK building including surrounding gardens and grounds. Additional tasks include the preparation of the fire hazard reduction works as per CK Works Project.
PROPOSER: Elizabeth Locke **SECONDER:** Lee Albert

Following a discussion which clarified that the Camp Kitchen oven does work (it needs to be lit by a “live flame”), the initial budget proposal was changed from \$1500 to \$500. The proposal passed unanimously.

The amended proposal (\$500) passed unanimously.

OTHER BUSINESS arising from the previous General Meeting:

1. **Governance Training** (Wayne S)
Governance training and Cooperative connect outcome.
2. **Assistance animal review** – discussion required after Survey results - (Marc Rosenstein)
3. **Progress of review on Phone Tree Guidelines** - (Marc/ Al)

REPORTS

Treasurer's Report & Work Claims: posted on the website.

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

PROPOSED: John Tennock **SECONDED:** Wayne Skinner
Approved

- **The Coop's Bank of Australia account will close, with Dan Rose to sign off.**
The community agrees that the account will be closed and these minutes will act as confirmation of account closure.
- ATO has requested the Coop submit an annual return. John needs to get permission from the person who set up the Coop's ABN, however, the ATO has no record of who this was. John is pursuing this change of the details on our ABN and Wayne will organise the MyGov ID.
- Claim from Sam - mix of work claim and special work claim; John to talk to Sam about formatting

Secretary's Report: (Anna)

- **Nominate for Director** – Jac Larsen has stood down from his role as Director. Nominations were called to fill the position until August AGM. There were no interested members.
- **Letter to absent site holders** – As a measure to continue engagement with the members who are absent from the community 8 letters were sent and the Secretary received 1 response – Grant Woolcock thinking of moving to Goolawah next year.
- **Overdue levies and debt collection** – One member has remained overdue for more than 12 months. The Board has written to the member involved and is waiting for a response before commencing the debt collection process. Discussion about the timing of work levy payments and suggestion for a shift to a quarterly invoice.

Membership Report (Justine)

A membership committee (MC) meeting happened a few days ago, minutes will be posted on web soon.

- **Membership process**
“Who is who”: At the moment a spreadsheet with information about resident members exists and is handed to applicants during their membership process to help them get in touch with members.

Question: is everyone still happy with this still? No opposition. The sheet might need some updating and could be posted on web.

MC discussed what type of financial information should be made available to the prospective members. The **Annual Financial Statement** contains valid information for future members and should it be given to them at a stage guides consider appropriate. The Treasurers Report should not be given due to privacy concerns.

- **Interested applicants**

- Two families are in Goolawah over the June Long Weekend. Zsofia's family had a short taste of the GM. No application forms have been put in by them.

- Amy Riddle who has friends on Goolawah and has visited the Coop has put in an application form which was published online.

- **Comment regarding the treatment of interested applicants:**

- One knowledgeable person attended a social event and was lectured by a member about by-laws in an unpleasant way which scared the person off. It would be appreciated if members in contact with possible applicants make clear what is their personal opinion and what is fact.

Membership proposal

1. To approve Mim Fluhrer as eligible for membership of Goolawah Co-operative

PROPOSER: Justine Shaw

SECONDER: Anna Du Chesne

Unanimous

Rationale: Mim has fulfilled all requirements & successfully went through the membership process.

2. In case Proposal 1 resumes with a vote to approve Mim Fluhrer as eligible for membership: To accept the ratification of the share transfer for Site 26, from Cindee Pascoe and Jim Ronchetti to Mim Fluhrer.

PROPOSER: Justine Shaw

SECONDER: Anna Du Chesne

Unanimous

Rationale: Mim has been voted eligible for membership of Goolawah Co-operative with all requirements & successfully went through the membership process.

G-Eco Report: (Tanya)

Tanja reported on the South Side Track Triangle with the new artwork by Polly on the circle of stumps, with a campfire and is encouraging the community to enjoy the area.

There are two additional projects in development and are following up on the Hot Spots recommendations.

- Craig and Clancy will coordinate cool burns using Goldmine Hill and the Triangle as locations
- Expand Kev's mapping of Goolawah to form a comprehensive map with several overlays, including naming tracks, trails and roads; indicating whether they are accessible by boot, truck or bike; designation of forest habitats; significant trees; and other key pieces of information about our beautiful land.

G-Eco proposals

1. To remove eucalypt saplings near the camp kitchen due to fire hazard and adhere to CMZ protocols (Jac)

For: 9

Against: 2

Abstain: 1

2. To remove jacarandas on community land to prevent legacy weed issues and maintain Indigenous planting integrity (Jac).

- The jacarandas on Cookie Close have been removed.

Agreed without voting

Goolawah maintenance (Craig)

Proposal: To use preferred contractor services around Goolawah, to fund these through the annual Admin Budget items allocated to APZ and G-Eco. Approval via the Director who has the portfolio (Jac).

PROPOSER: Craig Singleman

SECONDER: Jac Larsen

Approved

For:15

Against: 0

Abstaining: 1

Discussion: Craig proposed using preferred internal contractors for Goolawah, funded through the APZ and G-Eco budget. The \$30,000 road budget was spent efficiently, resulting in better roads without increasing rates. It was suggested that fixing machinery and allocating jobs to outside contractors (APZ) at \$80-\$100/hour, while internal work can be done at \$30/hour for Goolawah-owned equipment and \$40/hour for private tools. Craig will manage projects, working closely with the APZ Budget Director. People can register for work, with the number needed to be determined daily based on the task. Due to a potential growth of interest, an approval process involving the APZ Budget Director and Treasurer will be necessary.

Action: A list of preferred internal contractors could be created, including Craig, Sam, Clint and others. Depending on equipment and type of work the rate would be \$30 to \$40. (Clint's rate for road work remains \$65)

Finance (Wayne)

- Referring to the tabled Treasurer's Budget report and Annual Financial report.
- Discussion on quarterly invoicing of work levies.

Proposal: To table and approve the Draft "Working towards a Goolawah Budgeting Policy" doc. (Wayne)

PROPOSER: Wayne

A document called the Draft "Working towards a Goolawah Budgeting Policy" doc. has been produced by Wayne Skinner to help understand the budgeting process and the requirements for creating and gaining approval of the Goolawah budget.

No discussion due to lack of time, document tabled.

Machinery Report: (Ralph)

- Update on new slasher: A new slasher has been purchased and is in service.

Fire and Flood Report: (Craig) – no report

Social Committee Report: (Craig)

- Art Show: The earlier planned Art Show might be combined with a music event in October.

Project Reports:

- Red Hill Last Resort (Alicia) – no report
- Playground project (Marty) – no report
- Pizza oven roof (Wayne): Pizza oven roof has been finalised, thank you to the team.
- Nevertire Road Stage 2 (Wayne): The project team have been waiting on contractor's response, as well as the design engineering bill of quantities for sections of the road that we can construct in budget. Following this, the project team will submit S138 to the Council.

A quote by our contractor Wayne Arndell came on the morning of the GM, and due to higher-than-expected costs because of draining issues, the community will probably only be able to do 400m of road (100m shorter than planned). The issue will be discussed with the engineers for further consideration.

If about seven more members could pay up the complete sum of the Infrastructure Share that would help with this stage of road building going ahead as planned.

General Business:

- **Maria River Road Action Group Community meeting (Craig)**

Craig was approached by neighbours to have a MRR action group meeting in Camp Kitchen regarding the paving of the road. Not much extra information is given at the moment by Alex Gray of KSCouncil.

Apparently, some environmental issues have to be solved before work can begin.

- **Path between Camp Kitchen and Paradise Lane**

On the trail south of Camp Kitchen bamboo has been spread out and is blocking part of the trail.

Action: Directors were asked to ask community members who placed bamboo there to please remove it.

- **Tree plantings on community land:** Should members be allowed to plant trees on community land? (e.g.: below the community dam on Red Hill, banana plants, eucalypts)

Action: Deferred to next meeting due to complexity and time.

Next Annual General Meeting: 10 August 2024 9am Camp Kitchen

Meeting Closed: 1.40pm