

Down-To-Earth (Vic) Cooperative Society Limited

## GOVERNANCE & STATUTORY COMPLIANCE

### Sub-committee Minutes

**Date:** 12 Feb 2020

**Scheduled Start:** 7.30 PM

**Venue:** online only

**Audio:** TBC

**Register online:** <https://dte.coop/live.meeting>

**Zoom Connect:** <https://dte.coop/to/zoom>

**Phone Connect:** (02) 8015 2088 Meeting ID Number 236-280-3611

*# Item Raised by:*

#### **1. Acknowledge, and pay respect, to the traditional owners and ongoing custodians of the land**

We gather on the land of the people of the Kulin nation. We pay our respects to Elders past, present and emerging.

#### **2. Meeting Started**

19:45

#### **3. Meeting coordinators**

**Chairperson:** Troy Reid

**Minute Keeper:** Aaron Shipperlee

**Host:** Troy Reid

#### **4. Attendance**

Brock, Elisa

MacPherson, Robin

Matthews, Malcolm

Rasmussen, Mark

Reid, John

Reid, Troy

Schwartz, Martin

Shipperlee, Aaron

Smith, Trevor

#### **5 Confirmation of previous minutes**

None.

Overview of previous meeting: Dec 2019

Compliance documents for the festival submitted to relevant authorities 31 Dec 2019.

Received by council 10 Jan 2020.  
Section 68 Application payment triggered. Paid by DTE 22 Jan 2020.

**Date Moved:** N/A

**Seconded:** (N/A)

## **6 Matters Arising**

Martin Schwartz talked the group through the new fence proposal.

Responded to questions from the group.

MS was advised to provide for a plan/aerial photo mark-up detailing the location of the proposal.

GSC will make further recommendations after the above info is received and plotted onto the property map for coordination with existing infrastructure and procedures.

This will be reviewed and discussed at the next GSC meeting.

Aaron discussed his preliminary review of the Box Creek Crossing and dual carriageway proposal from Trevor Smith.

Discussion lead into the need to review and integrate Trevors associated car park proposal with the previously developed car park layout (2019).

Grader onsite maybe able to assist in car park lay out (subject to availability).

The group was advised Trevor also has a roundabout in mind.

This will be discussed at the next GSC meeting as there is an previously developed roundabout layout (2019).

## **7. Correspondence**

Maggie McCullum (compliance officer) ERC - notified ERC are receiving apps for Food Safety Supervisor from market stall holders.

Market Committee have been advised to take action.

## **8. Action Tasks**

**HIGH PRIORITY** Completion date

Currently with: Troy & John Reid

### **1. Water NSW licence compliance and metering:**

- Recording quantities of extracting
- Compliance paper work (for sharing licence between Bylands & Woorooma)
- Engage water broker for 3ML of water on the open market

**HIGH PRIORITY** Completion date

### **2. TRAFFIC MANAGEMENT PLAN (external)**

Currently with: Troy

GAME Traffic Management needs to be booked for a refresh of the document and the on-road sign supply and installation.

Question mark over who maintains the signage during the festival given that GAME are based in Albury.

It was suggested that the gathering needs to check on the signage regularly, in order to report any issues.

### 3. TRAFFIC MANAGEMENT PLAN (internal).

Currently with: GSC. Current Traffic/Welcome Facilitators: Charlie Dalton-Twist , Brett Dalton, Kevin Smith.

Needs updating with:

- New roads
- New ESH location
- new emergency gathering/evac location
- New fences

**HIGH PRIORITY** Completion date

### 4. EMERGENCY RESPONSE/MANAGEMENT PLAN (DISPLAN)

Currently with: Elisa & Kate

A review of current documentation on file for redundant info/detail & procedures.

### 5. Other documents in need of updating:

- Communications infrastructure Plan (Elisa/ Site Ops Team)
- Sanitary locations (pit toilets) GPS mapping and data - unallocated to a member.
- Compliance for repeaters. (Elisa/ Site Ops Team)

Refer to PDF of GSC Projects.xlsx (appendix 1) for reviewed status for projects.

### 6. CONFEST ATTENDANCE RESTRICTION POLICY & PROCEDURE

Currently with: in effect as of 8 March 2019

It is understood that a review is currently underway with Grant & Coral Aaron to share permissions of this document with Grant and Coral.

**HIGH PRIORITY** Completion date

### 7. SEXUAL MISCONDUCT POLICY

Currently with: SMPRWG

Elisa gave status update [insert text here]

Kate to brief CONVERGE on potential presence at easter ConFest 2020.

Draft of policy to be delivered to Kate to discuss/review with CONVERGE at future date.

### 8. ABORIGINAL HERITAGE OVERLAY

Currently with Ellen Brogan

Aaron to contact Elle to gain status update to the GSC/ kick start.

### 9. HEAVY MACHINERY STANDARD OPERATING PROCEDURE

Currently with: Elle (previously) Mark R. (to pick-up)  
Aaron to share DTE policy template with Mark.  
Aaron to reach out to Elle to get a status update.

#### 10. CONFEST PHOTOGRAPHY POLICY

Currently with: Needs to be assigned to a member.  
Objectives need to be established.  
Ops report getting many reports about photography and that is becoming an issue. Policy & procedure required some Ops can advise attendees from an endorsed document.  
Some new persons/interest in writing a draft required. Suggested Cassy Webb & Alison Mayer.  
Troy to reach out to Cassy & Alison to gauge interest in working on this item.

#### 11. TRAFFIC POLICY REVIEW

Currently with: Members of GSC, Traffic Facilitators ( Charlie Dalton-Twist , Brett Dalton, Kevin Taylor)  
Review required before 2020 ConFest.  
Share with relevant facilitators.  
Aaron to invite relevant facilitators to the next GSC meeting to discuss updated, changes, improvements.

#### 12. PRIVACY POLICY

Currently with: ?  
Review by Members of GSC.

#### 13. CLIMATE POLICY

Currently with: Aaron.  
Aaron to reach out to Adrian Whitehead and James Hamillton for support.  
To be discussed at the Climate Action Village

#### 14. VEHICLE & TRAILER USE POLICY

Currently with: Coral, Mark R.  
Draft out for review.  
Comments and updates underway.  
Aaron has previously asked Coral to share the document with the GSC for review and formatting.  
Close to submission to OC for endorsement.

#### 15. VOLUNTEER ENGAGEMENT POLICY

Currently with: Vince, Kali, Ashleigh  
Status unknown. Status update required.

#### 16. FINANCE POLICY/IES

Raised by Robin.

Can GS&C help with review of finance policy? Does the co-op need to seek legal advice?

From John R. - ex-gratia payments. Suggested to remain ad-hoc.

Community Grants highlighted for review.

Funding policy review:

- updating for email addresses.
- updating for current receipt handling practices.
- insertion of clause for exceptions to be handled by the board.
- Kristen may have additional updates.

Disbursements Policy & Procedure - BoD (disbursements instructions, urgent disbursements , missing documentation, disputed figures)

## 17. ASSISTANT ANIMAL ACCESS POLICY

Currently with: Kate, Aaron

Current document based on NGA animal policy.

DTE have dozens of additional clauses to add.

Some discussion between K & A in previous weeks.

If It does not get completed before Easter, then immediately after event would be a good time while details are fresh in people's minds.

## 21 Carried Resolutions

N/A

## 22 Next Meeting Date & Time Confirmation

26 Feb 2020 @ 19:30

## 23 Meeting Ended

21:50

## APPENDIX 1

Task	Project Facilitators	Due Date	Priority	Status	Last Update
DTE Storage Facility Policy	AShipperlee	21/02/2019		Completed	12/02/2020
Site Access Policy	Board			Completed	12/02/2020
2020 Autumn ConFest Statutory Documentation		15/03/2020	High	Updates Pending	12/02/2020
GSC Committee Terms of Reference	TPitt			In Progress	12/02/2020
Video Surveillance Policy	EBrogan			Unknown	12/02/2020
ConFest Attendance Restriction Policy and Procedures	CLarke; GWaldram			Reviewing	12/02/2020
Sexual Misconduct Policy	SMPRWG	ASAP	High	Drafting	12/02/2020
Wellness Sexual Misconduct Procedures	SMPRWG			Reviewing	12/02/2020
Woorooma Flora and Fauna Policy	MRasmussen			In Progress	12/02/2020
Woorooma Spring ConFest				Researching	12/02/2020
Woorooma Summer ConFest				On Hold	12/02/2020
Bylands Compliance Documentation				On Hold	12/02/2020
Code of Conduct Policy and Procedures	Board			In Progress	12/02/2020
Assistance Animals Policy and Procedures	AShipperlee;KShapiro			In Progress	12/02/2020
Private Water Supply QAP	JReid;TReid	15/03/2020		Ongoing	12/02/2020
Aboriginal Heritage Overlay	EBrogan			Unknown	12/02/2020
Tractor SOP	EBrogan;MRasmussen			Unknown	12/02/2020
ICT Acceptable Use Policy	EBrogan;RMacpherson			Unknown	12/02/2020
ConFest Photography Policy				Unknown	12/02/2020
ConFest Traffic Policy		15/03/2020		Reviewing	12/02/2020
Privacy Policy	TReid			Researching	12/02/2020
Climate Change Policy	AShipperlee			Recruiting	12/02/2020
Carbon Emissions Reduction & Offset Policy	AShipperlee			Recruiting	12/02/2020
Vehicle & Trailer Use Policy	MMatthews;CLarke			Reviewing	12/02/2020
Volunteer Engagement Policy				Unknown	12/02/2020
WaterNSW License Compliance and Metering	AssetMgmt Water Team		High	In Progress	12/02/2020
Finance Policy				Researching	12/02/2020
Community Grants Program Policy				Researching	12/02/2020
ArtSake Arts Program Policy				Researching	12/02/2020