

SPECIAL COMMITTEE MEETING MINUTES

Tuesday, 26th September 2023

held at The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. Attendance:

- 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Jim Clement (Secretary), Dee Overliese (Treasurer), Barbara Saunders (Bairnsdale Studio Rep), Pamela Mahlstedt (Lakes Studio Rep), Wayne Stagg and Keith Rogers.
- 1.2. **Apologies:** Tim Jones.

2. **Opening:** The President opened the meeting at 17:09 AEST, noting that as this is a Special Committee Meeting, the adoption of the minutes of the previous committee will be deferred until the 10th October meeting, nor will a Financial Report or Correspondence be presented.

3. Staff Re-organisation:

The President stated that, as has been agreed in previous committee meetings, REG is in an unsound financial position, with 82% of its expenditure being on staff wages etc. for its three employees. There is little chance of rectifying this:

- by increased sponsorship, as we are limited to five (5) minutes of sponsorship announcement per hour,
- nor by increasing membership subscriptions, as each \$10 increase in fees increases income by approximately \$1,000, based on a membership of 100, which REG has reached in the past two years.

It is generally agreed that the Breakfast Announcer position, 5:15 to 9:15 am Monday to Friday, cannot easily be replaced by volunteer announcers.

Discussions have been held with Employsure regarding consolidating the two (2) staff positions at the Bairnsdale Studio. A Position Description has been produced for the Position of Station Coordinator, combining those duties of the two former positions which are deemed essential and not capable of being performed by volunteers. A separate PD has been developed for those tasks not included in the Station Coordinator PD and which are deemed suitable for being performed by volunteers.

The process has been overseen and managed by Employsure with the Studio Coordinator and Sponsorship Sales Positions being declared redundant, the affected employees being advised of this and invited to apply for the Station Coordinator position by submitting their resumes.

Both have applied for the position and final decision is to be made by the Board at this meeting utilising the processes as advised by Employsure with the decision communicated to the employees by the Employsure representative on Thursday 28th September 2023.

As REG is an employer with less than 15 employees, it is exempt from paying redundancy. The Committee resolved to pay notice and leave entitlements, and offer a redundancy package to the unsuccessful applicant.

Secretarial Note: Keith Rogers left the meeting at 17:47, re-joined at 18:05 and left at 18:17 AEST.

After reviewing the recommendations of the external consultants (Employsure & the CBAA), and the completing the recommended processes, the Committee resolved to offer the Station Coordinator position to Damian Pratt, under Modern Award MA000002 Clerks, Private Sector, Level 5, plus commissions. As a consequence it was resolved that Deniese Morrison be offered redundancy.

4. **Close:** The meeting closed at 19:10 AEST

Accepted as a true and accurate record, 10 Oct 2023

Peter Jones

Radio East Gippsland acknowledges the Gunai Kurnai nation as the First People and Traditional Owners of the land over which we broadcast and pays its respects to elders past, present and emerging.