



**Minutes of the Management Committee Meeting
of Lake Baroon Catchment Care Group**

Held at 455 North Maleny Road, Maleny on
Thursday August 13th 2015

The meeting commenced at 6.30 pm. Chaired by Peter Stevens

0081.1 **Welcome and Apologies**

Attendance: Peter Stevens President Sally Watter Committee Member
 Gillian Pechey Secretary Mark Amos Project Manager (LBCCG)
 Keith Schelberg Treasurer Matt Bateman Project Officer (LBCCG)
 Steve Skull Vice President

Apologies: J. McKay, A. Powell, T. Odgers, B. Philpot, S. Lang, K. Enkelmann, M. Malter

0081.2 **Minutes of the last Management Committee Meeting of Lake Baroon Catchment Care Group held on Thursday July 16th 2014**

Motion: **That the Minutes of the previous meeting as circulated be accepted.**

Moved Sally Watter

Seconded Keith Schelberg

CARRIED

0081.3 **Correspondence**

Correspondence tabled (*See Attachment 1: Correspondence*).

Motion: **That the Correspondence be received and endorsed.**

Moved Keith Schelberg

Seconded Peter Stevens

CARRIED

Business Arising – Correspondence of note:

- Sunshine Coast Community Partnerships acquittal due 31 August 2015. Forwarded to Hinterland Bushlinks.

0081.4 **Treasurer's Report**

Financials tabled.

Motion: **That the Treasurer's Report as tabled be endorsed.**

Moved Keith Schelberg

Seconded Steve Skull

CARRIED

0081.5 **Reports**

0081.5.1 **LBCCG Project Manager**

Mark presented a Powerpoint presentation to the meeting. To view please click [81.August-2015.pdf](#)

0081.5.2 **LBCCG Project Officer**

Matt presented a Powerpoint presentation to the meeting. To view please click [2014-15-Landslip-program.pdf](#)

Please note these Reports may be edited to remove sensitive information.

0081.6 General Business

0080.6.1 Workplace Health and Safety Report

No incidents have been reported.

0081.6.2 Additional permanent staff member

Budget cash flows presented based on *Sunshine Coast Council Partnership funding* of \$30 000 permits the employment of a second permanent staff member to assist in the delivery of the increased Seqwater commitment for on ground projects

Motion: ***That subject to final approval of Sunshine Coast Council Partnership funding, Matt Bateman be interviewed for the position of Project Officer and at the discretion of the President and Treasurer offered a 12 month contract with negotiated position description and salary.***

Moved Keith Schelberg
Seconded Steve Skull

CARRIED

0081.6.3 Update of IT equipment

To facilitate the employment of a second full time staff member, LBCCG office equipment needs to be upgraded.

Motion: ***That Mark Amos be authorised to purchase a new computer and any additional IT equipment required to equip the office for an additional permanent employee, up to the value of \$2000 (ex GST).***

Moved Sally Watter
Seconded Steve Skull

CARRIED

0081.6.4 Staff and Committee uniforms

Motion: ***That uniforms be purchased as required by staff and committee members for work or when representing the LBCCG at functions and meetings.***

Moved Keith Schelberg
Seconded Steve Skull

CARRIED

0081.6.5 Replacement of LBCCG Ford Ranger

The current LBCCG vehicle, 2011 Ford Ranger is now four years old and travelled 70,000 km. To maximise its value it is necessary to replace it with a new vehicle.

Motion: ***That Mark sell the Ford Ranger privately for not less than \$20 000 + GST and obtain quotes and purchase a suitable replacement vehicle up to the value of \$32 000 + GST.***

Moved Keith Schelberg
Seconded Steve Skull

CARRIED

The meeting closed at 8:30 pm.

The next meeting will be on Thursday 10th September 2015.
at
the LBCCG Office - 455 North Maleny Road. (5494 3775)

Confirmed this _____ day of _____ 20

Signature of President _____

Attachment 1: Correspondence

All figures where applicable include GST.

Inwards Correspondence from 14th July 2015			
Date	Notes	Action	Person
14-Jul-15	Maleny Town & Country - materials 1314-011 (\$276.30)	Pay	MA/DL
14-Jul-15	Maleny Town & Country - materials 1415-005 (\$687.00)	Pay	MA/DL
14-Jul-15	Maleny Town & Country - equipment 1415-017 (\$596.80)	Pay	MA/DL
15-Jul-15	J. Bateman - weed mgt, maint, replanting 1415-005 (\$4,480.00)	Pay	MA/DL
16-Jul-15	Denis Lalor - bookkeeping (\$210.00)	Pay	MA/DL
16-Jul-15	Everyones Environment Grants - Bulletin 6	File	MA/DL
16-Jul-15	Daawat Indian Restaurant - meeting catering (\$81.65)	Pay	MA/DL
16-Jul-15	Weed Spotters Network - July bulletin	Circulate	GP
17-Jul-15	Healthy Waterways - news	Circulate	GP
20-Jul-15	Watsons Garage - diesel (\$82.00)	Pay	MA/DL
20-Jul-15	Isaac Sheppard - weed management 1415-017 (\$1,200.00)	Pay	MA/DL
21-Jul-15	MRCCC - general meeting notice (28/7/15)	Attend	MA
22-Jul-15	BMRG - bulletin	Circulate	GP
23-Jul-15	MCU - Term Deposit certificate	Reconcile	DL
23-Jul-15	Air & Lift Gear - materials 1415-006 (\$150.00)	Pay	MA/DL
23-Jul-15	Barung - Roving Restorers @ Imbil (31/7/15)	Circulate	GP
24-Jul-15	Barung - HBL sub-tropical Forests Ecology Course	Circulate	GP
26-Jul-15	QWALC - newsletter	Circulate	GP
27-Jul-15	Isaac Sheppard - weed management 1415-017 (\$480.00)	Pay	MA/DL
28-Jul-15	CSIRO - Ecos newsletter	Circulate	GP
29-Jul-15	Workcover - wages declaration	Complete	MA
29-Jul-15	AAMI - Comprehensive Insurance 026 RUQ (\$538.06)	Pay	MA/DL
30-Jul-15	Watsons Garage - diesel (\$81.50)	Pay	MA/DL
30-Jul-15	Workcover - premium notice (\$782.30)	Pay	MA/DL
30-Jul-15	Beerwah Small Engines - Stihl blower [for building maintenance] (\$275.00)	Pay	MA/DL
30-Jul-15	Concept IT - PC dock, accessories & monitor (\$380.00)	Pay	MA/DL
03-Aug-15	Assist Ecological - weed management 1415-004 (\$1,800.00)	Pay	MA/DL
03-Aug-15	Healthy Waterways - Awards prize (\$750.00)	Reconcile	DL
03-Aug-15	Conservation Volunteers - donation (\$600.00)	Reconcile	DL
03-Aug-15	Barung - Roving Restorers @ Widgee (10/8/15)	Circulate	GP
03-Aug-15	Isaac Sheppard - weed management 1415-017 (\$1,080.00)	Pay	MA/DL
03-Aug-15	Matt Bateman - project management (1415-018)	Pay	MA/DL
05-Aug-15	BBC Digital - printer hire (\$140.80)	Pay	MA/DL
06-Aug-15	Office of Fair Trading - Annual Return of Association	Complete	GP/MA
06-Aug-15	NSW DPI - NRM on Farms newsletter	Circulate	GP
06-Aug-15	Maleny Town & Country - materials 1415-008 (\$482.00)	Pay	MA/DL
06-Aug-15	Maleny Town & Country - materials 1415-006 (\$71.80)	Pay	MA/DL
06-Aug-15	Maleny Town & Country - equipment 1415-017 (\$76.78)	Pay	MA/DL
06-Aug-15	Andrew Powell - August newsletter	Circulate	GP
06-Aug-15	Sunshine Coast Council - Community Partnership acquittal (31/8/15)	Forward	MA/DL
06-Aug-15	Isaac Sheppard - weed management 1415-017 (\$1,020.00)	Pay	MA/DL
07-Aug-15	J. Bateman - maintenance 1314-011 (\$437.50)	Pay	MA/DL
07-Aug-15	Hinterland Tyres & Auto - 026 RUQ service & roadworthy (\$677.15)	Pay	MA/DL
08-Aug-15	BMRG - bulletin	Circ	GP

10-Aug-15	Telstra - landline account (\$128.35)	Pay	MA/DL
10-Aug-15	Telstra - mobile account - PM (\$62.99)	Pay	MA/DL
10-Aug-15	DTMR - trailer rego (\$113.45)	Pay	MA/DL
10-Aug-15	Assist Ecological - weed management 1415-004 (\$1,440.00)	Pay	MA/DL
11-Aug-15	Watsons Garage - diesel (\$77.00)	Pay	MA/DL
11-Aug-15	Denis Lalor - bookkeeping (\$84.00)	Pay	MA/DL
Outwards Correspondence from 14th July 2015			
Date	Notes	Action	Person
16-Jul-15	Maleny Town & Country - materials 1314-011 (\$276.30)	Paid	MA/DL
16-Jul-15	Maleny Town & Country - materials 1415-005 (\$687.00)	Paid	MA/DL
16-Jul-15	Maleny Town & Country - equipment 1415-017 (\$596.80)	Paid	MA/DL
16-Jul-15	D. Mackenzie (CVA) - CVA team for August	Sent	MA/DL
16-Jul-15	Denis Lalor - bookkeeping (\$210.00)	Paid	MA/DL
16-Jul-15	Daawat Indian Restaurant - meeting catering (\$81.65)	Paid	MA/DL
20-Jul-15	Watsons Garage - diesel (\$82.00)	Paid	MA/DL
21-Jul-15	Isaac Sheppard - weed management 1415-017 (\$1,200.00)	Paid	MA/DL
23-Jul-15	Air & Lift Gear - materials 1415-006 (\$150.00)	Paid	MA/DL
23-Jul-15	J. Bateman - weed mgt, maint, replanting 1415-005 (\$4,480.00)	Paid	MA/DL
24-Jul-15	A. Watkinson (seqwater) - LBCCG 2015 Annual Investment Strategy	Sent	MA/DL
28-Jul-15	Isaac Sheppard - weed management 1415-017 (\$480.00)	Paid	MA/DL
30-Jul-15	Beerwah Small Engines - Stihl blower [for building maintenance] (\$275.00)	Paid	MA/DL
30-Jul-15	Watsons Garage - diesel (\$81.50)	Paid	MA/DL
30-Jul-15	Concept IT - PC dock, accessories & monitor (\$380.00)	Paid	MA/DL
03-Aug-15	Assist Ecological - weed management 1415-004 (\$1,800.00)	Paid	MA/DL
03-Aug-15	T. Odgers (seqwater) - request for CO number required for LBCCG invoices	Sent	MA/DL
04-Aug-15	Isaac Sheppard - weed management 1415-017 (\$1,080.00)	Paid	MA/DL
04-Aug-15	Matt Bateman - project management (1415-018)	Paid	MA/DL
05-Aug-15	BBC Digital - printer hire (\$140.80)	Paid	MA/DL
07-Aug-15	J. Bateman - maintenance 1314-011 (\$437.50)	Paid	MA/DL
07-Aug-15	Isaac Sheppard - weed management 1415-017 (\$1,020.00)	Paid	MA/DL
07-Aug-15	Hinterland Tyres & Auto - 026 RUQ service & roadworthy (\$677.15)	Paid	MA/DL
10-Aug-15	Telstra - landline account (\$128.35)	Paid	MA/DL
10-Aug-15	S. Duncan (HBL) - Community Partnership acquittal (31/8/15)	Sent	MA/DL
10-Aug-15	Telstra - mobile account - PO (\$62.99)	Paid	MA/DL
10-Aug-15	DTMR - trailer rego (\$113.45)	Paid	MA/DL
10-Aug-15	Assist Ecological - weed management 1415-004 (\$1,440.00)	Paid	MA/DL
11-Aug-15	Watsons Garage - diesel (\$77.00)	Paid	MA/DL
11-Aug-15	R. Alexander (QWALC) - Landcare Conference field trip map	Sent	MA/DL
11-Aug-15	Denis Lalor - bookkeeping (\$84.00)	Paid	MA/DL

Figures include GST where applicable.