



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

Held at 455 North Maleny Road, Maleny on  
Thursday September 10<sup>th</sup> 2015

The meeting commenced at 6.30 pm. Chaired by Peter Stevens

**0082.1            Welcome and Apologies**

<b>Attendance:</b>	Peter Stevens	President	Paul Gilmour-Walsh	Member
	Gillian Pechey	Secretary	Bob Philpot	Member
	Keith Schelberg	Treasurer	Mark Amos	Project Manager (LBCCG)
	Steven Lang	Committee Member	Matt Bateman	Project Officer (LBCCG)
	Sally Watter	Committee Member		

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

**0082.2            Minutes of the last Management Committee Meeting of Lake Baroon Catchment Care Group held on Thursday August 13th 2014**

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

**Moved**            Sally Watter

**Seconded**        Keith Schelberg

**CARRIED**

**Business arising:** nil

**0082.3            Correspondence**

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

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

**Moved**            Gillian Pechey

**Seconded**        Steven Lang5

**CARRIED**

**0082.4            Treasurer's Report**

Financials tabled.

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

**Moved**            Keith Schelberg

**Seconded**        Steven Lang

**CARRIED**

**Business arising:**

- New Agreement with Seqwater has been approved in principal with a Draft for comment expected in near future.
- Due to the impracticality of Staff Credit/Debit Cards, it was proposed that Petty Cash be increased from \$200 to \$500.
- New Triton utility and new computer systems purchased.

**Motion:**            **That Petty Cash be increased from \$200 to \$500.**

**Moved**            Keith Schelberg

**Seconded**        Peter Stevens

**CARRIED**

**0082.5**            **Reports**

**0082.5.1**           **LBCCG Project Manager**

Mark presented a Powerpoint presentation to the meeting. To view please click [82.September-2015.pdf](#)  
*(Please note this Report has been edited to remove sensitive information)*

**0082.5.2**           **LBCCG Project Officer**

Matt presented a Powerpoint presentation to the meeting.

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**0082.6**            **General Business**

**0082.6.1**           **Workplace Health and Safety Report**

No incidents have been reported.

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**0082.6.2**           **Sunshine Coast Council Environment Levy Partnership funding**

LBCCG has been granted \$50,000 (plus GST) from the Sunshine Coast Council Environment Levy Partnership funding. These funds will contribute to the employment of a Project Officer. Matt Bateman has been filling this role part time for almost 12 months. With a sufficient budget now in place Matt will be employed full time. Matt was inducted by Peter and Mark.

**Motion:**            ***Matt Bateman to be offered an initial 12 month Employment Contract on a base salary of \$57,750.***

**Moved**             Steven Lang

**Seconded**        Keith Schelberg

**CARRIED**

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**0082.6.3**           **Sunshine Coast Council Environment Levy Partnership**

As the LBCCG Management Committee is ultimately liable for the delivery of the Grant, Mark presented a brief presentation on the Partnership to ensure that all Committee members were comfortable with the Conditions of the Agreement.

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**0082.6.4**           **2015-16 Annual Investment Strategy**

The Investment Strategy is essentially a blueprint for the next 12 months for LBCCG. It is on the basis of this document that LBCCG receives our annual funding. As per the Council Partnership, Management Committee members must be aware of what it contains and our objectives for the year. Mark presented a brief presentation of the 2015-16 Annual Investment Strategy.

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**0082.6.5**           **Spiny Crayfish Presentation**

Charlotte Hurry who is nearing the completion of theses on the local spiny and hairy crayfish will be in Maleny on the 30<sup>th</sup> of October, 2015 to present her findings. A Date Claimer will be sent out to LBCCG Members and guests in the near future to gauge interest which will inform the whereabouts of the presentation.

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**0082.6.6**           **Annual General Meeting**

The LBCCG Annual General Meeting will be held on Thursday the 12<sup>th</sup> of November, 2015 commencing at 6.00 pm. All members will be notified a minimum of two weeks before the meeting.

The meeting closed at 8:30 pm.

***The next meeting will be on Thursday 8<sup>th</sup> October 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.

<b>Inwards Correspondence from 12th August 2015</b>			
<b>Date</b>	<b>Notes</b>	<b>Action</b>	<b>Person</b>
12-Aug-15	Regional Landcare Facilitator - Training grants available (10/9/15)	Circulate	GP
13-Aug-15	Brush Turkey Enterprises - newsletter	Circulate	GP
13-Aug-15	Daawat Indian - meeting expenses	Pay	MA/DL
14-Aug-15	Weed Spotters Network - newsletter	Circulate	GP
14-Aug-15	Concept IT - equipment 1415-003 (\$2,389.00)	Pay	MA/DL
14-Aug-15	Barung - Roving restorers Kidaman Ck (21-8-15)	Circulate	GP
17-Aug-15	MYOB - Annual subscription (\$554.40)	Pay	MA/DL
18-Aug-15	Sunshine Coast Council - major grants close 24/8/15	Circulate	GP
19-Aug-15	Barung Landcare - Invoice for Ford Ranger (\$22,000.00)	Reconcile	MA
19-Aug-15	Bio-degradable Products - Tree guards & stakes 1415-010 (\$925.65)	Pay	MA/DL
19-Aug-15	Bio-degradable Products - Tree guards & stakes 1415-016 (\$925.65)	Pay	MA/DL
19-Aug-15	Barung Landcare - tubestock 1415-017 (\$250.00)	Pay	MA/DL
19-Aug-15	DJI - Equipment 1415-005 (\$1,914.00)	Pay	MA/DL
19-Aug-15	Barung Landcare - tubestock 1415-005 (\$49.50)	Pay	MA/DL
20-Aug-15	All Slopes Remote Control Mowing - information brochure	Circulate	GP
20-Aug-15	BMRG - bulletin	Circulate	GP
20-Aug-15	QWALC - Landcare Conference registration (\$450.00)	Pay	MA/DL
20-Aug-15	Watsons Garage - 58.69 litres diesel (\$78.00)	Pay	MA/DL
20-Aug-15	Air & Lift Gear - materials 1415-006 (\$250.00)	Pay	MA/DL
21-Aug-15	Noosa Landcare - Threatened Species workshop (17/9/15)	Circulate	GP
22-Aug-15	Telstra - landline account (\$129.05)	Pay	MA/DL
24-Aug-15	Fernland - revegetation materials 1415-017 (\$316.25)	Pay	MA/DL
25-Aug-15	SCEC - Climate Change Relay (26/9/15)	Circulate	GP
25-Aug-15	Sunshine Coast Council - Environment Levy Partnership 2015-16	Complete	MA/PS
25-Aug-15	Queensland Transport - registration certificate DB1099	File	MA/PS
25-Aug-15	ABR/ATO - Change of registration details form	Complete	KS
27-Aug-15	CSIRO - Ecos magazine	Circulate	GP
27-Aug-15	Healthy Waterways - newsletter	Circulate	GP
28-Aug-15	Zupps Mitsubishi - deposit 425 VWC (\$500.00)	Pay	MA/DL
28-Aug-15	BMRG - Carbon Farming newsletter	Circulate	GP
28-Aug-15	Assist Ecological - weed management 1415-004 (\$2,520.00)	Pay	MA/DL
28-Aug-15	BP Northbound Forest Glen - 65.91 litres diesel (\$81.00)	Pay	MA/DL
28-Aug-15	AAMI Insurance - comprehensive insurance 425 VWC (\$561.32)	Pay	MA/DL
28-Aug-15	Michael T. Harper - audit (\$550.00)	Pay	MA/DL
28-Aug-15	Geofabrics Australia - weed mats 1415-010 (\$230.40)	Pay	MA/DL
28-Aug-15	Geofabrics Australia - weed mats 1415-016 (\$230.40)	Pay	MA/DL
28-Aug-15	Geofabrics Australia - weed mats 1516-018 (\$1,266.20)	Pay	MA/DL
28-Aug-15	Matt Bateman - Project Management 1415-018 (\$2,720.00)	Pay	MA/DL
31-Aug-15	J. Bateman - maintenance 1314-011 (\$140.00)	Pay	MA/DL
31-Aug-15	J. Bateman - maintenance 1415-010 (\$175.00)	Pay	MA/DL
31-Aug-15	BMRG - bulletin	Circulate	GP
31-Aug-15	J. Bateman - project coordination 1415-017 (\$1,326.00)	Pay	MA/DL
01-Sep-15	BBC Digital - printer rental (\$140.80)	Pay	MA/DL
01-Sep-15	Towbars Australia - towbar 425 VWC (\$548.38)	Pay	MA/DL

<b>Inwards Correspondence from 12th August 2015</b>			
<b>Date</b>	<b>Notes</b>	<b>Action</b>	<b>Person</b>
01-Sep-15	Conservation Volunteers - Project Team 1415-017 (\$5,500.00)	Pay	MA/DL
01-Sep-15	MRCCC - General Meeting (8/9/15)	Attend	MA
01-Sep-15	Maleny Newsagency - August account (\$64.95)	Pay	MA/DL
02-Sep-15	Rebecca Lines-Kelly (DPI NSW) - NRM on Farms newsletter	Circulate	GP
02-Sep-15	Apple Store - iPad (\$589.00)	Pay	MA/DL
02-Sep-15	Seqwater - Get involved in water for Life	Circulate	GP
02-Sep-15	Lantana Pros - weed management 1415-004 (\$600.00)	Pay	MA/DL
02-Sep-15	Healthy Waterways - 2015 Report Card invitation	Circulate	GP
03-Sep-15	BMRG - Special Edition bulletin	Circulate	GP
04-Sep-15	Camille Oliver (DEHR) - Groundwater information request	Respond	MA
04-Sep-15	BMRG - Landcare workshops	Circulate	GP
07-Sep-15	J. Bateman - maintenance 1415-010 (\$297.50)	Pay	MA/DL
07-Sep-15	J. Bateman - maintenance 1415-002 (\$157.50)	Pay	MA/DL
07-Sep-15	Whitbread Insurance Brokers - Insurance & Risk Management review	Follow up	MA
08-Sep-15	Sunshine Coast Council - Australia Day Awards 2016	Circulate	GP
08-Sep-15	Telstra - landline account (\$129.05)	Pay	MA/DL
08-Sep-15	Telstra - PM mobile account (\$63.00)	Pay	MA/DL
08-Sep-15	QWALC - Board elections	Circulate	GP
09-Sep-15	Charlotte Hurry - crayfish thesis presentation	Circulate	MA
09-Sep-15	Noosa Landcare - Annual General Meeting (16/10/15)	Attend	MA/MB/PS
09-Sep-15	MRCCC - Notes from General Meeting (8/9/15)	Circulate	GP
<b>Outwards Correspondence from 12th August 2015</b>			
<b>Date</b>	<b>Notes</b>	<b>Action</b>	<b>Person</b>
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
14-Aug-15	Daawat Indina - meeting expenses	Paid	MA/DL
14-Aug-15	Concept IT - equipment 1415-003 (\$2,389.00)	Paid	MA/DL
17-Aug-15	MYOB - Annual subscription (\$554.40)	Paid	MA/DL
18-Aug-15	Barung Landcare - Invoice for Ford Ranger (\$22,000.00)	Sent	MA
19-Aug-15	Queensland Government - Registration 026 RUQ (\$765.90)	Paid	MA/DL
19-Aug-15	Bio-degradable Products - Tree guards & stakes 1415-010 (\$925.65)	Paid	MA/DL
19-Aug-15	Bio-degradable Products - Tree guards & stakes 1415-016 (\$925.65)	Paid	MA/DL
20-Aug-15	Seqwater - Project Manager Reports for August	Sent	MA
20-Aug-15	Seqwater - Project Officer Reports for August	Sent	MA
20-Aug-15	Barung Landcare - tubestock 1415-017 (\$250.00)	Paid	MA/DL
20-Aug-15	QWALC - Landcare Conference registration (\$450.00)	Paid	MA/DL
20-Aug-15	Hinterland Bush Links - Letter of support (SCC Environment Levy grant)	Sent	PS/MA
20-Aug-15	Watsons Garage - 58.69 litres diesel (\$78.00)	Paid	MA/DL
20-Aug-15	DJI - Equipment 1415-005 (\$1,914.00)	Paid	MA/DL
20-Aug-15	Klara Jones (Seqwater) - 2015-16 funding figures & supporting documentation	Sent	MA
20-Aug-15	Barung Landcare - tubestock 1415-005 (\$49.50)	Paid	MA/DL
21-Aug-15	Air & Lift Gear - materials 1415-006 (\$250.00)	Paid	MA/DL
21-Aug-15	Barung - Letter of support (Stronger Communities Program)	Sent	PS/MA
24-Aug-15	Zupps Mitsubishi - Triton Contract	Sent	MA

<b>Outwards Correspondence from 12th August 2015</b>			
<b>Date</b>	<b>Notes</b>	<b>Action</b>	<b>Person</b>
26-Aug-15	Fernland - revegetation materials 1415-017 (\$316.25)	Paid	MA/DL
26-Aug-15	Maleny Town & Country - equipment 1415-017 (\$69.80)	Paid	MA/DL
26-Aug-15	Maleny Town & Country - materials 1415-006 (\$65.27)	Paid	MA/DL
26-Aug-15	Maleny Town & Country - materials 1415-008 (\$438.18)	Paid	MA/DL
28-Aug-15	Zupps Mitsubishi - deposit 425 VWC (\$500.00)	Paid	MA/DL
28-Aug-15	BP Northbound Forest Glen - 65.91 litres diesel (\$81.00)	Paid	MA/DL
28-Aug-15	AAMI Insurance - comprehensive insurance 425 VWC (\$561.32)	Paid	MA/DL
28-Aug-15	Michael T. Harper - audit (\$550.00)	Paid	MA/DL
31-Aug-15	Geofabrics Australia - weed mats 1415-010 (\$230.40)	Paid	MA/DL
31-Aug-15	Geofabrics Australia - weed mats 1415-016 (\$230.40)	Paid	MA/DL
31-Aug-15	Geofabrics Australia - weed mats 1516-018 (\$1,266.20)	Paid	MA/DL
31-Aug-15	Matt Bateman - Project Management 1415-018 (\$2,720.00)	Paid	MA/DL
01-Sep-15	J. Bateman - maintenance 1314-011 (\$140.00)	Paid	MA/DL
01-Sep-15	J. Bateman - maintenance 1415-010 (\$175.00)	Paid	MA/DL
01-Sep-15	BBC Digital - printer rental (\$140.80)	Paid	MA/DL
01-Sep-15	Towbars Australia - towbar 425 VWC (\$548.38)	Paid	MA/DL
01-Sep-15	Assist Ecological - weed management 1415-004 (\$2,520.00)	Paid	MA/DL
02-Sep-15	Maleny Newsagency - August account (\$64.95)	Paid	MA/DL
02-Sep-15	J. Bateman - project coordination 1415-017 (\$1,326.00)	Paid	MA/DL
02-Sep-15	Apple Store - iPad (\$589.00)	Paid	MA/DL
07-Sep-15	Conservation Volunteers - Project Team 1415-017 (\$5,500.00)	Paid	MA/DL
07-Sep-15	Lantana Pros - weed management 1415-004 (\$600.00)	Paid	MA/DL
07-Sep-15	Camille Oliver (DEHR) - Groundwater information request	Sent	MA
07-Sep-15	J. Bateman - maintenance 1415-010 (\$297.50)	Paid	MA/DL
07-Sep-15	J. Bateman - maintenance 1415-002 (\$157.50)	Paid	MA/DL
08-Sep-15	Telstra - landline account (\$129.05)	Paid	MA/DL
08-Sep-15	Telstra - PM mobile account (\$63.00)	Paid	MA/DL
08-Sep-15	Craig Ling - Council LEG acquittal (for approval before submitting)	Sent	MA

**Figures include GST where applicable.**