



Working with our community...for our waterways

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

Held at 455 North Maleny Road, Maleny on
Thursday February 9 2017

The meeting commenced at 6.30 pm. Chaired by Peter Stevens.

0095.1 Welcome and Apologies

Attendance: Peter Stevens President Keith Schelberg Treasurer
 Mark Amos Manager Marek Malter Committee Member
 Sally Watter Committee Member Heather Spring Committee Member
 Dave Clark Project Manager Matt Bateman Project Manager
 B Philpot Member P. Gilmour-Walsh Member

Apologies: A. Powell, J. McKay, N. McCarthy, S. Skull, T. Odgers.

0095.2 Minutes of the last Management Committee Meeting of LBCCG, held on Thursday December 8th 2016

Motion: *That the Minutes of the Management Committee meeting on 8th December, 2016 are a true and accurate record.*

Moved: Marek Malter
Seconded: Peter Stevens

0095.2.1 Business arising from previous minutes – nil **CARRIED**

0095.3 Correspondence

Correspondence tabled (*see Attachment 1: Correspondence*)

0095.3.1 Business arising from correspondence

Website is current down – being looked at

Motion: *That the correspondence inwards and outwards be received and endorsed.*

Moved: Heather Spring
Seconded: Keith Schelberg

CARRIED

0095.4 Treasurer's Report

Treasurer's report tabled

Motion: *That the Treasurer's Report as tabled be accepted and accounts for payment endorsed.*

Moved: Keith Schelberg
Seconded: Sally Watter

CARRIED

95.4.1 New Auditor – Current Auditor Mike Harper has retired and has recommended *Levert Audit Service*.

Motion: *That LBCCG appoint Levert Audit Services to conduct 2016/17 audit.*

Moved: Keith Schelberg
Seconded: Peter Stevens

CARRIED

0095.5 Priority Business

nil

0095.6 Reports

- 0095.6.1 **Manager** – Mark presented a Powerpoint to the meeting on CORE & Administration
0095.6.2 **Project Officer (Dairy)** - Dave presented a summary of activities in the Dairy Program
0095.6.3 **Project Officer (Landslide & Weeds)** – Matt updated the meeting on Landslide & Weed progress
0095.6.4 **Business arising** – nil

Motion: *That the reports be accepted*

Moved: Marek Malter

Seconded: Sally Watter

CARRIED

0095.7 **General Business**

0095.7.1 **Workplace Health and Safety Report**

No incidents have been reported

0095.7.2 **LBCCG Safety Management System Review (SMSR)**

Safety Management System Review document table, thanks to Keith, Dave and staff for this. Committee and staff worked through document ensure all aware of contents and application of such. It is noted contains 36 Safe Work Method Statements.

Motion: *That Committee reviewed and accepts the SMSR 2017 and Keith is to update Safety Work Method Statements (signed) and carry out audit to AS/NZS 4801:2001 standards.*

Moved: Peter Stevens

Seconded: Sally Watter

CARRIED

0095.7.3 **LBCCG Membership**

Several Memberships have not been renewed. Discussion regarding being able to pay membership via direct deposit. All Management Committee memberships now paid up.

0095.7.4 **Sunshine Coast Rivers Initiative prize money distribution proposal**

Options paper discussed, Peter to attend meeting on 15th February, our preferred option is option 2.

0095.7.5 **David Clark Employment Contract**

David's Employment Contract needs review – with additional funding for Dairy project looking likely. Peter and Heather to meet with David for review /feedback, and to complete new contract.

0095.7.6 **Annual Lunch**

Committee resolved that the LBCCG annual lunch to be held in late July /early August in future.

0095.7.7 **Other Business**

nil

The meeting closed at 9.30 pm

*The next meeting will be held on Thursday 9th March 2017
at
The Lake Baroon Catchment Care Office, 455 North Maleny Road (5494 3775)*

Confirmed this _____ day of _____ 2017

Signature of the President: