

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

Held at 455 North Maleny Road, Maleny on
Thursday December 13th 2018

The meeting commenced at 6.10 pm

0113.1 Welcome and Apologies

Attendance: Peter Stevens President Mark Amos Manager
Steven Lang Secretary Matt Bateman Project Manager
Keith Schelberg Committee member Paul Mackay Project Manager
Paul Gilmour-Walsh Member Dominique Glasgow Guest (BMRG RALF)
Heather Spring Vice President Bob Philpot Treasurer

Apologies: S. Watter, A. Powell, M. Malter, S. Skull, D. Clark

0113.2 Minutes of the last Management Committee Meeting of LBCCG, held on Thursday October 25th 2018

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

Moved: Keith Schelberg

Seconded: Heather Spring

CARRIED

0113.2.1 Business arising from previous Minutes - nil

0113.3 Correspondence

Correspondence tabled (*see Attachment 1: Correspondence*)

0113.3.1 Business arising from correspondence – nil

Motion: *That Correspondence inwards be accepted and Correspondence outwards be endorsed.*

Moved: Steven Lang

Seconded: Peter Stevens

CARRIED

0113.4 Treasurer's Report

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

Moved: Bob Philpot

Seconded: Heather Spring

CARRIED

Motion: *That the Treasurer's Payment's Schedule for October-December be endorsed.*

Moved: Bob Philpot

Seconded: Keith Schelberg

CARRIED

113.4.1 Business arising - nil

113.4.2 Following Annual General Meeting changes to Bank Signatories are required.

Motion: *Bob Philpot to be added to the list of LBCCG Signatories at Maleny Credit Union.*

Moved: Steven Lang

Seconded: Heather Spring

CARRIED

Motion: Gillian Pechey to be removed from the list of LBCCG Signatories at Maleny Credit Union.

Moved: Bob Philpot
Seconded: Heather Spring

CARRIED

LBCCG signatories at Maleny Credit Union with any two to sign are now:

Peter Stevens	President
Steven Lang	Secretary
Robert Philpot	Treasurer
Keith Schelberg	Committee Member

113.4.3 Internet Banking Authority for Payment and Transfers

Motion: The following businesses to be added to the approved external transfer list at Maleny Credit Union:

Toowoomba Tanks (change of banking details only)
Earthmoving with Rodcat
David Lowden Tree Services

Moved: Bob Philpot
Seconded: Keith Schelberg

CARRIED

0113.5 Priority Business - nil

0113.6 Reports

- 0113.6.1 Manager** - CORE projects and administration
- 0113.6.2 Project Manager** - Dairy
- 0113.6.3 Project Manager** - Landslides and Weeds

Motion: That the reports be accepted.

Moved: Heather Spring
Seconded: Keith Schelberg

CARRIED

0113.7 General Business

0113.7.1 Workplace Health and Safety Report

An incident was reported on 26/10/2018. LBCCG Manager Mark Amos had an allergic reaction to a tick bite sustained during the LBCCG Eden Road field walk on 26/10/2018 (swelling, joint pain, feeling unwell). An incident form was completed, Register of Injuries completed and the Safe Work Method Statement *Working in Tick Habitat* (SWMS No. 36) was reviewed and updated. As a consequence all LBCCG First Aid kits are now stocked with Medi-Freeze Tick Off ether spray and both vehicles carry Nulon Aerostart ether spray (Tick Off is the preferred method of tick removal with the Aerostart backup treatment). Forceps tweezers have been ordered to be included in all First Aid Kits.

0113.7.2 LBCCG Procurement Policy

With the increasing value of Contracts awarded to Contractors the need for an LBCCG Procurement Policy was raised at the October Management Committee meeting. A Draft Policy was tabled for the Committee to review and provide guidance on Engagement Thresholds.

Motion: That the Committee approves the tabled Procurement Policy with the amended Engagement Thresholds table.

Moved: Heather Spring
Seconded: Peter Stevens

CARRIED

Attachment 1 – Correspondence

Inwards Correspondence from 23rd October 2018			
Date	Notes	Action	Person
25-Oct-18	BMRG - bulletin	Circulate	SL
26-Oct-18	Hinterland Bush Links - Roving Restorers, North Maleny 8/11/2018	Circulate	SL
29-Oct-18	Maleny Credit Union - Annual General Meeting 29/11/2018	Circulate	SL
30-Oct-18	Community Sustainability Action Grants - Progress Report received	File	MA
30-Oct-18	Hinterland Bush Links - Little Yabba Bushcare 2/11/2018	Circulate	SL
31-Oct-18	Seqwater (J. O'Mara) - Eden Road Contribution Agreement to be signed	Sign	PS, SL
01-Nov-18	USC (B. Jarihani) - collaboration opportunity in a CRC Project	Meeting	MA, MB
01-Nov-18	BMRG - bulletin	Circulate	SL
06-Nov-18	Seqwater - Community Forum, Caloundra 24/11/2018	Circulate	SL
07-Nov-18	Simon Green (LeVert Audit) - 2017/18 Financial Statements	File	MA, KS
08-Nov-18	Smart Farms Small Grants - funding acknowledgement guidelines	File	MA, PM
08-Nov-18	BMRG - bulletin	Circulate	SL
13-Nov-18	Green Hills (P. Gilmour-Walsh) - Annual Report	File	MA
13-Nov-18	Community Sustainability Action Grants - request for high resolution project photos	Respond	MA
14-Nov-18	Brush Turkey Enterprises - Wild About Life newsletter	Circulate	SL
15-Nov-18	Maroochy FARMwell (G. Honor) - GRT Field Day workshop invite	Attend	PM
15-Nov-18	Barung Landcare - Ramble on the Range, Conondale 24/11/2018	Circulate	SL
15-Nov-18	BMRG - bulletin	Circulate	SL
16-Nov-18	Farming Together - newsletter	Circulate	SL
16-Nov-18	Weed Spotters Network - bulletin	Circulate	SL
22-Nov-18	BMRG - bulletin	Circulate	SL
22-Nov-18	Hinterland Bush Links - Roving Restorers, Mooloolah 6/12/2018	Circulate	SL
27-Nov-18	Sunshine Coast Council - Environment Levy Partnership follow up	Respond	MA
29-Nov-18	Barung Landcare (I. McMaster) - joint tree planting event (LBCCG, Barung, HBL)	Respond	MA
29-Nov-18	Sunshine Coast Environment Council - Campaign Updates	Circulate	SL
29-Nov-18	BMRG - bulletin	Circulate	SL
30-Nov-18	Maleny Credit Union - 2018 Postal Ballot	Respond	MA
30-Nov-18	Smart Farms Small Grants - request for photo	Respond	PM, MA
30-Nov-18	Alan Skerman (DAF) - Dairy effluent ponds second opinion	File	MA, PM
03-Dec-18	Seqwater (J. O'Mara) - signed Eden Road Contribution Agreement	File	MA
03-Dec-18	Seqwater (T. Packer) - 2018/19 Annual Investment Strategy approved	File	MA
04-Dec-18	Hinterland Bush Links - Little Yabba Bushcare 7/12/2018	Circulate	SL
06-Dec-18	BMRG - bulletin	Circulate	SL
Outwards Correspondence from 23rd October 2018			
Date	Notes	Action	Person
09-Nov-18	Simon Green (LeVert Audit) - signed 2017/18 Financial Statements	Sent	MA, KS
12-Nov-18	LBCCG Members - 2017/18 Annual Report	Sent	MA
15-Nov-18	USC (B. Jarihani) - Letter of Support - CRC Project application	Sent	MA
19-Nov-18	Seqwater (T. Packer) 0 2018/19 Annual Investment Strategy for approval	Sent	MA
21-Nov-18	Jenny McKay - contact details for LBCCG Management Committee	Sent	MA
21-Nov-18	Community Sustainability Action Grants - high resolution project photos	Sent	MA
22-Nov-18	D. Clark - proposal for Dairy Soil Management Plans	Sent	MA, PM
03-Dec-18	LBCCG Members - next Management Committee meeting 13/12/2018	Sent	SL
03-Dec-18	Sunshine Coast Council - Environment Levy Partnership signed documents	Sent	PS, MA
10-Dec-18	Seqwater (J. O'Mara) - Draft Eden Road Management Plan	Sent	MA