

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

Held at 455 North Maleny Road, Maleny on
Thursday November 14th 2019

The meeting commenced at 6.20 pm

Peter Stevens, Chair

0121.1 Welcome and Apologies

Attendance:	Peter Stevens	President	Paul Gilmour Walsh	Member
	Heather Spring	Vice President	Mark Amos	Manager
	Bob Philpot	Treasurer	Paul Mackay	Project Manager
	Steven Lang	Secretary	Matt Bateman	Project Manager
	Keith Schelberg	Committee Member	Winston Johnston	Visitor
	Sally Watter	Committee Member		

Apologies: Steve Skull, Marek Malter, Andrew Powell, Jenny Mackay

0121.2 Minutes of the last Management Committee Meeting of LBCCG, held on Thursday September 12th 2019

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

Moved: Bob Philpot
Seconded: Steven Lang

CARRIED

0121.2.1 Business arising from correspondence - nil

0121.3 Correspondence

Correspondence tabled (*see Attachment 1: Correspondence*)

0121.3.1 Business arising from correspondence - nil

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

Moved: Heather Spring
Seconded: Sally Watter

CARRIED

0121.4 Treasurer's Report

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

Moved: Bob Philpot
Seconded: Keith Schelberg

CARRIED

0121.4.1 Payment Schedule

Motion: *That the Treasurer's Payment's Schedule for September-November be endorsed.*

Moved: Bob Philpot
Seconded: Peter Stevens

CARRIED

0121.4.2 Business arising from Treasurer's report

Motion: *That the Maleny Hardware and Rural be added to our internet banking authority for payments and transfers.*

Moved: Bob Philpot
Seconded: Peter Stevens

CARRIED

0121.5 Reports

0121.5.1 Manager - CORE projects and administration

0121.5.2 Project Manager – Dairy

Motion: *That the reports be accepted.*

Moved: Steven Lang
Seconded: Heather Spring

CARRIED

0121.6 Priority Business - nil

0121.7 General Business

0121.7.1 Work Health & Safety Report

No incidents reported.

0121.7.2 Staff Leave

Matt applied for leave commencing 4/11/2019 to 13/11/2019 (actual return to work).

The committee approves the leave application for Matt Bateman

0121.7.3 New Staff Positions

Lake Baroon Catchment Care Group will go ahead with advertising the position for an Office Manager and a Project Manager (Landslides & CORE Agricultural), in accordance with the job descriptions, as attached. Advertisements will direct applicants to the website for full descriptions and how to apply.

Office Manager position to be advertised in Glasshouse Country News, Hinterland Times and Facebook.

Project Manager position to be advertised on NRM Jobs, QWaLC, BMRG and Healthy Land & Water.

0121.7.4 Barung/LBCCG Memorandum of Understanding

LBCCG President Peter Stevens and Barung Landcare Treasurer Alan Harrington have discussed whether the two organisations require an MoU to deliver upcoming work schedules – particularly with the significant volume of works anticipated for Seqwater's Bunya Block.

It was resolved to discuss at a later date.

0121.7.5 Other Business - nil

The meeting closed at 8.35 pm

*The next meeting will be held on Thursday 12th December 2019
at
The Lake Baroon Catchment Care Office, 455 North Maleny Road (5494 3775)*

Confirmed this

day of

2019

Signature of the President:

Attachment 1: Correspondence

Inwards Correspondence from 10th September 2019			
Date	Notes	Action	Person
12-Sep-19	BMRG - Regional Community Grants	Consider	MA
12-Sep-19	BMRG - bulletin	Circulate	SL
16-Sep-19	QUT (Catherine Leigh) - seeking sites for stream flow monitoring research	Arrange	PM
17-Sep-19	Noosa Landcare - Ticks workshop	Circulate	SL
17-Sep-19	Weed Spotters Network September bulletin 19/9/2019	Circulate	SL
18-Sep-19	Smart Farms Small Grants - progress report 2 accepted	File	MA
19-Sep-19	Caloundra City Autos - MQ Triton contract	Return	MA
19-Sep-19	BMRG - bulletin	Circulate	SL
20-Sep-19	Maleny High School - work experience placement thanks	File	MA
22-Sep-19	Lukas Clay - Obi gorge video footage	Circulate	MA
23-Sep-19	Hinterland Bush Links - Roving Restorers, Wilsons Pocket 4/10/2019	Circulate	SL
23-Sep-19	Sunshine Coast Council - minor community grants open	Consider	MA
24-Sep-19	Barung Landcare - Flying fox workshop, Maleny library, 30/9/2019	Circulate	SL
24-Sep-19	Hinterland Bush Links - AGM, 28/9/2019	Circulate	SL
24-Sep-19	Barung Landcare - Interpreting place workshop, 5/10/2019	Circulate	SL
25-Sep-19	Hinterland Bush Links - Walking Talking Country workshop, Cambroon, 6/10/2019	Circulate	SL
26-Sep-19	SCEC - bulletin	Circulate	SL
26-Sep-19	BMRG - bulletin	Circulate	SL
27-Sep-19	Community Sustainability Action Grants - progress report due 31/10/2019	Return	MA
29-Sep-19	Hinterland Bush Links - Roving Restorers, Curramore 14/10/2019	Circulate	SL
30-Sep-19	Noosa Landcare - Marine turtle workshop, 17/10/2019	Circulate	SL
30-Sep-19	Seqwater (J. O'Mara) - Bunya Block planning workshop outcomes	File	MA/MB
01-Oct-19	BMRG - Mary River Rehabilitation Projects community info day, 29/10/2019	Attend	MA/PS
01-Oct-19	Qld Trust for Nature (I. Wheatlands) - Koala Habitat Restoration (Bunya Block)	Respond	MA
01-Oct-19	Hinterland Bush Links - Little Yabba Bushcare 4/10/2019	Circulate	SL
02-Oct-19	QUT (J. Trofimovs) - access to Newsham landslide	Respond	MA/PM
02-Oct-19	Seqwater (J. O'Mara) - Bunya Block Contribution Agreement Stage 1 for review	Respond	MA/MB
03-Oct-19	Protest Engineering (S. Kelly) - Hopper effluent designs & project mgt	Respond	MA
03-Oct-19	BMRG - bulletin	Circulate	SL
03-Oct-19	R. Philpot - BOQ debit cards	Action	MA/MB/PM
04-Oct-19	Seqwater (J. O'Mara) - Bunya Block botanical survey (SCC LfW officers)	Action	MA
04-Oct-19	Brush Turkey Enterprises - Wild About Life newsletter	Circulate	SL
08-Oct-19	Noosa Landcare - AGM 1/11/19	Attend	PS/MA
09-Oct-19	Hinterland Bush Links - Maleny Showgrounds Bushcare, 13/10/2019	Circulate	SL
09-Oct-19	Weed Spotters Network October bulletin	Circulate	SL
10-Sep-19	Mooloolah River Landcare - Nursery Open Day, 19/10/2019	Circulate	SL
10-Oct-19	DNRME (Tom Espinoza) - Lukas Clay video & access to Kings Lane Weir	Respond	MA
10-Oct-19	BMRG - bulletin	Circulate	SL
11-Oct-19	Seqwater (J. O'Mara) - Bunya Block Contribution Agreement Stage 1 for signing	Respond	MA/PS/SL
11-Oct-19	Healthy Land & Water - Nurture newsletter	Circulate	SL
14-Oct-19	Hinterland Bush Links - Roving Restorers, Moy Pocket 28/10/2019	Circulate	SL
17-Oct-19	BMRG - AGM 29/11/2019	Attend	PS/MA
17-Oct-19	ABR - application for AUSkey administrator	File	MA/DL
17-Oct-19	Barung Landcare - AGM 9/11/2019	Attend	PS
17-Oct-19	BMRG - bulletin	Circulate	SL
18-Oct-19	SCEC - bulletin	Circulate	SL

Inwards Correspondence from 10th September 2019			
Date	Notes	Action	Person
21-Oct-19	QUT (Catherine Leigh) - thanks, project info sheet & update	Arrange	PM
23-Oct-19	Concept IT (Nick O'Donnell) - new LBCCG website 'live'	Review	MA
23-Oct-19	Hinterland Bush Links - Roving Restorers, Wootha 4/11/2019	Circulate	SL
24-Oct-19	QWaLC - AGM 8/11/2019	Attend	PS
25-Oct-19	BMRG - bulletin	Circulate	SL
28-Oct-19	Noosa Landcare - Soil Health Card workshop, 16/11/2019	Circulate	SL
28-Oct-19	Hinterland Bush Links - Little Yabba Bushcare 1/11/2019	Circulate	SL
30-Oct-19	Community Sustainability Grants - Heritage Conservation grants open	Consider	MA
31-Oct-19	Noosa Landcare - Noosa Council Environment Team update workshop 21/11/2019	Circulate	SL
31-Oct-19	Hinterland Bush Links - Roving Restorers, Dagon 15/11/2019	Circulate	SL
01-Nov-19	BMRG - bulletin	Circulate	SL
01-Nov-19	Hinterland Bush Links - Maleny Showgrounds Bushcare, 10/11/2019	Circulate	SL
01-Nov-19	Smart Farms Small Grants - Round 3 open	Consider	MA
05-Nov-19	Seqwater (T. Packer) - requested amendments to 2019 Annual Work Plan	Comply	MA
07-Nov-19	Seqwater (J. O'Mara) - Bunya Block Contribution Agreement amendments	Respond	PS or SL
07-Nov-19	David Hall - Catchment Soil Survey Report	File	MA
07-Nov-19	BMRG - bulletin	Circulate	SL
11-Nov-19	Seqwater (A. Smolders) - CSIRO sourcing cattle faeces for Cryptosporidium study	Arrange	PM
12-Nov-19	Seqwater (J. O'Mara) - Bunya Block Contribution Agreement final amendments	Respond	PS or SL
12-Nov-19	Barung Landcare - Barung & LBCCG MOU	Agenda	PS
13-Nov-19	Protest Engineering (R. Hofman) - Hopper effluent designs & project mgt	Respond	MA

Outwards Correspondence from 10th September 2019			
Date	Notes	Action	Person
13-Sep-19	Seqwater (T. Odgers) - LBCCG local expenditure graph 2019	Sent	MA
13-Sep-19	Seqwater (J. O'Mara) - September Staff Reports	Sent	MA
18-Sep-19	LBCCG Committee - new vehicle options	Sent	MA
20-Sep-19	Caloundra City Autos - signed Contract for MQ Triton	Sent	MA
23-Sep-19	Seqwater (J. O'Mara) - Bunya Block planning workshop agenda with comments	Sent	MA/MB
27-Sep-19	Seqwater (J. O'Mara) - weed management report on Bunya Block	Sent	MB
30-Sep-19	LBCCG Members - AGM notice 10/10/2019	Sent	MA
02-Oct-19	Qld Trust for Nature (I. Wheatlands) - forward Julian O'Mara's contact details	Sent	MA
02-Oct-19	Sam Price - fencing prices and LBCCG in-kind contribution to install	Sent	MA
09-Oct-19	Curlew Court landholders - O'Brien landslip works overview	Sent	PS
14-Oct-19	LBCCG Committee - Annual Report 2018/19	Sent	MA
14-Oct-19	LBCCG Committee - Bunya Block Contribution Agreement for comment/approval	Sent	MA
16-Oct-19	Sunshine Coast Council - LBCCG audit for Environment Levy partnership funding	Sent	MA
31-Oct-19	Seqwater (T. Packer) - 2019/20 Annual Work Plan	Sent	MA
31-Oct-19	LBCCG Committee - 2019/20 Annual Work Plan	Sent	MA
04-Nov-19	LBCCG Members - Management Committee meeting 14/11/2019	Sent	MA
06-Nov-19	Seqwater (T. Packer) - 2019/20 Annual Work Plan (amended)	Sent	MA
11-Nov-19	Maroochy Landcare (G. Honour) - Smart Farms Small Grants application notes	Sent	MA
11-Nov-19	LBCCG Committee - Project Manager & Office Manager job descriptions	Sent	MA
12-Nov-19	Seqwater (J. O'Mara) - Bunya Block Contribution Agreement approved amendments	Sent	MA
13-Nov-19	Seqwater (T. Odgers & J. O'Mara) - Hopper effluent designs & project mgt for comment	Sent	MA

Attachment 2A: Office Manager Job Description



OFFICE MANAGER

ABOUT US

The Lake Baroon Catchment Care Group is a small dynamic not for profit community group based in Maleny in the Sunshine Coast hinterland. We work with the local community to reduce risk to catchment water quality particularly primary producers and other large landholders. We pride ourselves on collaborative working relationships with our clients delivering conservation and land management outcomes.

In 2018 Lake Baroon Catchment Care Group won the *Australian Government Excellence in Sustainable Farm Practices* at the National Landcare Awards and has an annual budget of \$1.5 M.

ROLE OUTLINE

Our organisation is seeking a responsible and experienced administrative assistant to take care of an array of clerical and administrative duties. Responsibilities of the administrative assistant include, but are not limited to, providing support to the manager and employees in the office, performing daily workplace tasks such as handling the mail, as well as handling the company's general organisational matters. You will be required to manage meeting details for several staff, connect phone calls, prepare reports, organise files, maintain MYOB and website. The chosen candidate will have excellent communication and organisational skills. Working knowledge of tools such as Microsoft Office and other office programs required. The chosen employee will help to ensure the smooth running of the office.

The position is available on a two-year part-time basis (extension subject to funding) – three days per week with flexible working hours available. Salary range is \$45,000 - \$55,000 p.a. pro-rata plus superannuation dependent upon skills and experience.

DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Answer the company phone in a polite and welcoming manner, and direct calls to the relevant employee
- Schedule appointments and meetings for various employees
- Take minutes of select meetings for future reference and assist with meeting preparation
- Compile and send emails, memos and letters
- Manage payroll using MYOB including ATO requirements, superannuation etc
- Issue invoices, maintain MYOB files and produce reports as required
- Help to prepare company reports on a monthly or as required basis
- Scanning paper documents such as contracts into a company database
- Maintain organisation's databases – including backup of all files
- Craft an effective filing system for maintaining easy access to files
- Maintain company policy and procedure compliance (annual review & updates)
- Maintain office supplies
- Provide assistance and support to visiting personnel
- Act as the contact for external clients

REQUIREMENTS

The successful applicant will have the following experience and skills:

- A preferred 5 years' experience as an administrative assistant or office admin assistant
- Working knowledge of general office equipment such as printer, scanner, and PC
- High proficiency in all aspects of MYOB
- High proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint
- Excellent time management skills
- Understanding and ability to maintain our website
- Ability to prioritise tasks
- Strong communicative skills
- High level problem solving skills
- Ability to effectively multi-task

HOW TO APPLY

1. Provide a cover letter outlining your suitability for the position, with specific examples addressing the bullet points listed under Requirements. Please keep responses concise – 2 pages maximum; *and*
2. Attach your current resume with at least two referees who have knowledge of your work (referees will be contacted post interview with your permission) to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

Send application to info@lbccg.org.au by 5.00 pm 14th December 2019

Further information

Mark Amos
Manager
Lake Baroon Catchment Care Group
info@lbccg.org.au

Attachment 2B: Project Manager Job Description



Landslide & Agriculture Project Manager

About Us:

The Lake Baroon Catchment Care Group is a small dynamic not for profit community group based in Maleny in the Sunshine Coast hinterland. We work with the local community to reduce risk to catchment water quality particularly primary producers and other large landholders. We pride ourselves on collaborative working relationships with our clients delivering conservation and land management outcomes.

In 2018 Lake Baroon Catchment Care Group won the *Australian Government Excellence in Sustainable Farm Practices* at the National Landcare Awards and has an annual budget of \$1.5 M.

About the role:

We are seeking an outstanding individual with a good understanding of sub-tropical agriculture, soil erosion and water, with excellent project and people management skills to work with landholders, stakeholders and contractors to develop and coordinate the delivery of on ground projects (up to \$400K p.a).

You will be responsible for two programs:

- Landslide remediation (fencing, access tracks, weed management, stream crossings, drainage, earthworks, and revegetation)
- Agriculture Program (riparian fencing, off stream watering, stream crossings, weed management and revegetation)

The successful applicant will join a small professional team, and needs to be able to work with a level of autonomy whilst receiving minimal supervision. You will have strong and demonstrated experience in project management and be able to prioritise and deliver projects on time and within budget.

We are looking for a team player with a positive and engaging personality, and a 'can do' attitude. In return, we offer a flexible work environment with excellent conditions, and an opportunity to enhance and build your skills in multiple areas all in a great location.

Key Criteria:

- An appropriate tertiary qualification in natural resource management (or related field) and at least three years relevant experience OR at least five years relevant experience (experience will be highly regarded).
- Good understanding of agriculture in the sub-tropics and the impact of agricultural land use on water quality, including the management practices required to deliver improved water quality and natural resource outcomes.
- Good understanding of erosion causes, processes, impacts on water quality, prevention and management.
- Demonstrated skills in the development and implementation of NRM projects including planning, budgeting, implementation, contractor management and reporting.
- Excellent written and oral communication skills, including the ability to communicate with and influence a diverse client base including farmers, government, contractors and stakeholders.
- Practical knowledge of work health and safety policies and procedures, risk management practice and principles.
- Strong computer skills (Microsoft Office).

- Current manual driver's licence with 4WD experience.

Desirable Skills/Experience:

- Strong attention to detail.
- Strong work ethic and initiative.
- Adaptable and flexible.
- Ability to successfully work in a team environment.
- GIS mapping.
- Effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Problem solving skills.
- Strong customer service and interpersonal skills.
- Practical understanding of agricultural works (fencing, off stream water, livestock laneways, weed management).
- Practical understanding of NRM works (revegetation, weed management).
- Practical understanding of earthmoving works (stream crossings, drainage, track construction).
- Working knowledge of south east Queensland plant identification including weeds.
- Experience in chemical and non-chemical weed control methods (ACDC desirable).
- White Card.
- Current First Aid training.

The position is available on a two-year full-time basis (extension subject to funding) with flexible working hours available. Salary range is \$60,000 - \$73,000 plus superannuation dependent upon skills and experience.

How to apply:

You will be assessed on how you meet the Key criteria listed. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Provide a cover letter outlining your suitability for the position, with specific examples addressing the eight bullet points listed under Key criteria. Please keep responses concise – 2 pages maximum;
2. Briefly respond to the bullet points listed under Desirable Skills/Experience – 1 page maximum; *and*
3. Attach your current resume with at least two referees who have knowledge of your work (referees will be contacted post interview with your permission) to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

Send application to info@lbccg.org.au by 5.00 pm 7th December 2019

Further information

Mark Amos
Manager
Lake Baroon Catchment Care Group
(07) 5494 3775 (calls between 9.30 am – 2.30 pm only)
info@lbccg.org.au