

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

Thursday September 12<sup>th</sup> 2024  
455 North Maleny Rd, Maleny

The meeting commenced at 3.00 pm  
Peter Stevens - Chair

**0165.1 Welcome and Apologies**

**Attendance:** Peter Stevens                      President                                      Mark Amos                                      Manager  
Bob Philpot                                      Vice-President                                      Claire Wynn                                      Office Manager  
Peter Pamment                                      Treasurer                                      Luke Ferguson                                      Project Planner  
Heather Spring                                      Committee Member                                      Paul Mackay                                      Project Officer  
Julian O'Mara                                      Seqwater                                      Ivan Cafarella  
Tim Ogden                                      Seqwater  
Steven Lang                                      Secretary

**Apologies:** Andrew Powell

**0165.2 Declaration of Conflict of Interest**

*It is now a requirement to declare any conflicts of interest before commencing the meeting.  
Perceived conflicts of interest must be recorded in the Minutes of the meeting and those affected must abstain from the relevant discussions.*

**0165.3 Minutes of the last Management Committee Meeting of LBCCG, held on Thursday 8<sup>th</sup> August 2024**

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

**Moved:** Steven Lang

**Seconded:** Heather Spring

**CARRIED**

**0164.3.1 Business arising from minutes -**  
Nil

**0165.4 Correspondence**

Correspondence tabled (see Attachment1: Correspondence)

**Motion:** *That the Correspondence inwards and Correspondence outwards for August 2024*

**Moved:** Bob Philpot

**Seconded:** Heather Spring

**CARRIED**

**0165.4.1 Business arising from Correspondence -**

**0165.5 Treasurer's Report**

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

**Moved:** Peter Pamment

**Seconded:** Heather Spring

**CARRIED**

**Motion:** *That the Treasurer's Payment Schedules for June 2024 be endorsed*

**Moved:** Peter Pamment  
**Seconded:** Peter Stevens

**CARRIED**

**0163.5.2 Business Arising from Treasurer's Report**

Budget Policy  
Suncorp update

**Motion:** *That the Committee accept the changes to the Budget Policy*

**Moved:** Peter Pamment  
**Seconded:** Heather Spring

**CARRIED**

**Motion:** **That Lake Baroon Catchment Group open three accounts with Suncorp Banking:**

- 1. Business Premium Account, two to sign, Signing Officers: Peter Pamment, Peter Stevens and Claire Wynn**
- 2. Business Saver Account, two to sign: Signing Officers: Peter Pamment, Peter Stevens and Claire Wynn**
- 3. Business Premium Account, one to sign: Signing Officer: Peter Pamment, Peter Stevens and Claire Wynn, and signatory, Paul Mackay, Luke Ferguson, Ivan Cafaralla**

**Moved:** Peter Pamment  
**Seconded:** Peter Stevens

**CARRIED**

**0163.5.3 Project Progress Report (Mark Amos)**

N/a

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**0165.6 Reports**

**0165.6.1 nil**

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**0165.7 General Business**

**0165.7.1 Work Health and Safety Report – N/A**

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**0165.7.2 Seqwater Board Chairman visit**

**Planned for 23.9.24**

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**0165.7.3 Ute sale**

The ute (Mitsubishi 2015) will go on sale, expected value between \$9500 - \$11500

**0165.7.4 AGM – Time and Date**

**December 5<sup>th</sup> 3pm**

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**0165.7.5 Staff Leave**

Paul Mackay – 16<sup>th</sup> to 19<sup>th</sup> September  
Claire Wynn – 16<sup>th</sup> to 23<sup>rd</sup> September 2024  
Claire Wynn – Personal leave, 1<sup>st</sup> October 2024

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**0165.7.6 Committee absences for upcoming meetings  
Nil**

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**0165.7.7 Other Business**

There being unfinished business the meeting adjourned at 4pm  
The meeting resumed on Friday 20 September 2024 at 1.45

<b>Attendance:</b>	Peter Stevens	President
	Bob Philpot	Vice-President
	Peter Pamment	Treasurer
	Heather Spring	Committee Member
	Steven Lang	Secretary
	Mark Amos	Manager
<b>Apology</b>	Marek Malter	

**0165.8 Restructure of Staff Arrangements for Lake Baroon Catchment Care Group**

**0165.8.1**

**Motion:** *That Lake Baroon Catchment Care Group create a new, temporary, position entitled Senior Projects Officer*

**Moved:** Steven Lang

**Seconded:** Heather Spring

**CARRIED**

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**0165.8.2**

**Motion:** *To facilitate the restructure Mark Amos will relinquish his position as Manager and move into the new role as Senior Projects Officer for 12 weeks, retaining his full remuneration as manager*

**Moved:** Peter Pamment

**Seconded:** Bob Philpot

**CARRIED**

**0165.8.3**

**Motion:** *That Mark Amos be granted up to twelve weeks leave on full pay, starting from 27<sup>th</sup> September*

**Moved:** Heather Spring

**Seconded:** Peter Stevens

**CARRIED**

**0165.8.4**

**Motion:** *That, in line with the restructure, the Committee proceed with advertising for the position of manager*

**Moved:** Peter Pamment

**Seconded:** Heather Spring

**CARRIED**

The meeting closed at 2.10 pm

***The next meeting will be held on the 10th October 2024***

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 2024  
Signature of the Chair: