

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

Thursday September 12th 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 8th 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

0165.6 Reports

0165.6.1 nil

0165.7 General Business

0165.7.1 Work Health and Safety Report – N/A

0165.7.2 Seqwater Board Chairman visit

Planned for 23.9.24

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 5th 3pm

0165.7.5 Staff Leave

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

0165.7.6 **Committee absences for upcoming meetings**
Nil

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

Attendance:	Peter Stevens	President
	Bob Philpot	Vice-President
	Peter Pamment	Treasurer
	Heather Spring	Committee Member
	Steven Lang	Secretary
	Mark Amos	Manager
Apology	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

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 27th 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

<p><i>The next meeting will be held on the 10th October 2024</i></p>
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Confirmed this _____ day of _____ 2024
Signature of the Chair: