

# Best Bushdance In The Gympie Region

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 [gympielandcare.org.au/best-bushdance-in-the-gympie-region](http://gympielandcare.org.au/best-bushdance-in-the-gympie-region)

September 6, 2018

It's nearly time for our final 30th birthday event ... a traditional bush dance at the Chatsworth Community Hall on 20 October 2018. Ticket price includes food and entertainment and a cash bar is available. So grab your partner, friends, boots and hat and join us for a night of fun and frivolity.



Get your ticket **NOW** to avoid disappointment. Hurry, time is running out, numbers are limited and bookings are essential. [Click here to book](#)

Address: Chatsworth Community Hall, Cnr of Allen and Rammutt Rd, Chatsworth

Date: 20 October 2018 starting at 6.30pm

# Gympie Landcare Sponsor Heart Of Gold International Short Film Festival

 [gympielandcare.org.au/gympie-landcare-sponsor-heart-of-gold-international-short-film-festival](http://gympielandcare.org.au/gympie-landcare-sponsor-heart-of-gold-international-short-film-festival)

October 9, 2018

Gympie Landcare sponsored plants for the filmmakers' corner at the Gympie Heart Of Gold International Short Film Festival. All the film makers were given a tubestock plant on their arrival at the festival.

“Without the filmmakers, a film festival will not happen and there are so many important stories to be told”, said Lyndal Kenman, who took care of all the film

makers. “The film makers were particularly

delighted to receive a plant and many of them commented on what a great idea a plant was as a gift”.



The Film festival is a 4-day event that showcases the best short films from around the world and locally. For Gympie Landcare, it offered an opportunity to create awareness for our nursery and the important work being done by our organisation.

# Happy birthday Gympie Landcare

 [gympielandcare.org.au/happy-birthday-gympie-landcare](http://gympielandcare.org.au/happy-birthday-gympie-landcare)

October 5, 2018

Gympie Landcare members enjoyed the birthday morning with Gympie councillors Dan Stewart and Hilary Smerdon, staff and the management committee. The celebration kicked off with Graeme Elphinstone taking us through a history of important projects that Gympie Landcare has been involved in over the years followed by a quick run through of what was achieved this year and plans for 2019. It was then time to cut the cake and share a cuppa and some memories. Ernie Rider (president) and Gympie mayor, Mick Curran did the honours with the cake.

Gympie Landcare has a rich 30-year history of land care in the region and as the Mayor said he is looking forward to Landcare celebrating its 40th birthday





# Injured native animals – what to do

 [gympielandcare.org.au/injured-native-animals-what-to-do](http://gympielandcare.org.au/injured-native-animals-what-to-do)

October 5, 2018

Did you know that more than 80 per cent of our plants, mammals, reptiles and frogs are unique to Australia and are found nowhere else in the world?

The Gympie region is home to over 3600 species of native plants and animals. The abundance of wildlife is due to our region being in an area where northern tropical and southern temperate native species overlap. Our coastal wetland environment, bush land, rivers, streams and foreshores provide important habitat for migratory birds, koalas, the Mary River Cod, the Mary River Turtle, the Australian Lungfish and Loggerhead Turtle, to name a few.

With so much around, the potential to encounter injured wildlife is high.

## What to do if you find an injured native animal?

1. **STOP** – your personal safety is paramount
2. **DO NOT handle** snakes, bats, adult koalas or adult kangaroos and wallabies as they can cause serious injury.
3. **WATCH** – Some animals may not need rescuing such as animals crossing the road (keep them safe), or fledgling birds (watch for parents return), or others that can only be rescued by experienced carers (keep watching the animal until they arrive).
4. **SECURE ALL PETS & CHILDREN** as they can cause stress or further injury.
5. **CALL** a wildlife carers group for advice. In the Gympie area contact Australian Native Animal Rescue and Rehabilitation Association (ANARRA) ph: 54849111 or contact RSPCA
6. **USE A TOWEL** or blanket, approach the animal from behind, cover and pick up the animal, place in a secure box and transport directly to a vet or wildlife carer, or place a box or a washing basket over the animal, cover with a towel and await a wildlife rescuer.
7. **NO FOOD OR WATER** should be given, it can be fatal.
8. **CHECK THE POUCH** if you find a kangaroo, wallaby, possum, koala or wombat that has been injured – joeys have been known to survive in the mother's pouch following her death for several days. **DO NOT REMOVE** the joey from the mother's teat as



irreparable damage can be done to the joey's mouth if removed from the teat incorrectly. If possible take the mother and joey intact to your nearest vet for attention or alternatively call your local wildlife organisation for their assistance.

## REMEMBER

Slow down and take care

Be extra wary at dusk and dawn as this is the high risk time for animal collisions on our roads.

The breeding season for echidnas is between July and August and for koalas it is between August to February.



It is important to note that the holding/taking of wild animals without approval is illegal.

## Have you ever thought about becoming a wildlife carer?

It can be a very enjoyable and rewarding experience but the welfare of the animal is of the upmost priority. The aim of the wildlife carer should always be to rehabilitate the animal or raise it to a state of maturity such that it can be safely and successfully **released back into its natural environment**.



Our native animals are wild and they must be able to be returned to where they belong. To provide for the animal's physical and psychological needs wildlife carers must have appropriate training and permits, adequate time, suitable facilities and be prepared to meet all the costs incurred, such as for food, housing and some medical expenses.

For more information contact ANARRA on 54849111



# Plant of the month – Podocarpus elatus (plum pine)

 [gympielandcare.org.au/plant-of-the-month-podocarpus-elatus-plum-pine](http://gympielandcare.org.au/plant-of-the-month-podocarpus-elatus-plum-pine)

October 5, 2018

The Plum Pine is a magnificent specimen tree which will grow readily in a range of climatic conditions and soil types but it must have reasonable drainage. The tree can grow upwards of 8 metres and growth rate is slow in the first 1 – 2 years of establishment.

Leaves are dark green, shiny, narrow and very tough with sharp tips. The bark is dark brown, flaky and finely furrowed. This species is *dioecious*, meaning you'll need both male and female trees to produce fruit so it is best to plant several or use as a hedge. It can be kept as a handsome tub plant until it is about 2 metres high before planting out.



The seed sits atop a swollen, fleshy, blue-black stalk to 2.5cm across, which forms the 'fruit' between March to July. The edible 'fruit' has a grape like texture with a sweetish, mild pine flavour and can be eaten raw or made into a jam or jelly, used in sauces and marinades, preserved, or added to muffins, cheesecakes and fruit compotes. Fruits may be picked from the tree, but will also fall to the ground when ripe.

Available now in the nursery. For more on our nursery [click here](#)



# Presentation by Graeme Elphinstone at 30th birthday

 [gympielandcare.org.au/presentation-by-graeme-elphinstone-at-30th-birthday](http://gympielandcare.org.au/presentation-by-graeme-elphinstone-at-30th-birthday)

October 9, 2018

## Founding Landcare Member Graeme Elphinstone spoke about some early Gympie District Landcare projects at the Member's morning tea on 4 October 2018

In the early days of the National Landcare movement (*Gympie Landcare was formed on 4 October 1988 – the first Landcare Group in the Gympie-Wide Bay-Sunshine Coast regional area*), there was a major emphasis on both soil conservation and tree planting issues. Project funding to Landcare Groups was initially made available through the existing NSCP (National Soil Conservation Program) by



the Federal Govt in Canberra, well before there was specific NLP (National Landcare Program) funding for projects. Tree plantings by Landcare Groups were supported by the existing DPI Qld Forestry Service Tree Care Scheme, which was funded by the Qld Government. When the newly formed GDL canvassed its members for suggestions for possible on-ground Landcare projects, there was a strong landholder interest in the many landslip problems caused by the major 1974 Australia Day floods, which had been further compounded by Gympie's twin flood events in April 1989. A funding proposal was submitted to NSCP in 1989 for a "Demonstration of landslip stabilisation using low-cost methods" project on 2 separate properties.

Early GDL members Ivan & Pam Jensen at **Chatsworth** were seeking advice on how to rehabilitate a landslip on their property and their 0.4ha site was duly chosen for the first demonstration, despite the steep site being very difficult to access, except by foot. The first challenge was that GDL needed a work force to implement this project. Inaugural President Peter Voller had previously worked with Gympie/ Widgee Skillshare trainees on tree plantings, so a partnership was formed with Skillshare to plant, maintain and monitor the trees on the proposed landslip demo sites.

On the Chatsworth site, the preparations included constructing a runoff water diversion bank across the top of the landslip, ripping along the tree rows, spraying the groundsel bush and fencing the site. 350 trees were planted in April 1990, followed by a further 400 trees in January 1992 which included replantings. The tree seedlings were initially proposed to be grown by the Skillshare trainees, but it was decided that the superior quality of tube stock available through the QFS Toolara Forestry Nursery should be used instead. Species planted included Hoop pine, Silky oak, Gympie messmate plus some cabinet timbers.

The second project site chosen was on Roy Moulden's dairy farm at **Lagoon Pocket**. The landslip site was adjacent to the Mary River and had initially occurred in the 1974 floods,

but then re-slipped on a much larger scale after the April 1989 twin floods when the receding flood waters undermined the toe, causing it to slip again. On this Lagoon Pocket site, the preparations included constructing a flat drain across the heel of the slip to divert groundwater away from the slip, 3-tyne ripping at 8m vertical intervals to assist tree planting, and the levelling of several hummocks to drain the water ponding swales. The total fenced area of the landslip was 2ha.



Ivan Jensen, Peter Voller, 1988 Foundation Chair, 1989/90 Committee in 1989/90

The stage 1 planting of 1200 trees was done in March 1991 on the main body of the slip by 10 Skillshare trainees. The stage 2 planting of 1000 trees on the upstream side of the landslip and stage 3 of another 500 trees in January & February 1992 along the downstream side, completed an open horseshoe pattern around the landslip. Tree species used were Hoop pine, Silky oak, Gympie Messmate, Tallowwood and Blackbutt across the top and sides of the slip, and River oak, Dunn's white gum and Forest red gum across the lower part of the slip. Cabinet timbers were selectively planted on the patches of undisturbed volcanic topsoil. All the seedlings were supplied under the QFS Tree Care Scheme. Gympie Messmate was the outstanding species on the body of the slip, reaching a height of 6m at 2 years old.

Interestingly, it was at the time of the stage 2 planting in January 1992 that I first met Paul Marshall, who had just been employed by Skillshare to supervise the trainees' tree planting, mulching, watering, fertilising and weed control activities. Paul went on to become the GDL's Operations Manager for many years.

The extension component of the project included a Landcare field day in winter 1991 (GDL's first ever project field day), newspaper articles in both the Gympie Times and Sunshine Coast Daily, and the production of a professional Landslip Stabilisation video which became the definitive education and training text for best practice landslip management in Queensland.

So while this on-ground landslip project work was GDL's first venture into the realm of Landcare delivery to the Gympie district, the direction then significantly changed under the 3 year Presidency of Graham Smith (1991-1993). In one 24-month period of frenetic activity, Graham Smith and I teamed up to conduct 18 field days, workshops, information nights, bus tours etc to address the identified priority interests of our rapidly growing and very enthusiastic body of members. It was during this period that GDL's membership swelled from about 50 to over 200 financial members, and GDL was hailed as the largest and most active Landcare Group in Qld.

From this period onwards, my professional focus evolved from the Landcare movement to the birth of the 'Whole of Catchment Management' movement, and the consequent ICM planning work which led to the formation of the Mary River Catchment Coordinating Committee in November 1993.

Accordingly, I will have to leave it to others to document the evolving story of GDL's ventures into the Tree Nursery and Environmental Tree Planting businesses, the Mary River bank restoration projects, and more recently into the breeding of biocontrol insects for the control of major weed plants eg Cats Claw vine.

Gympie District Landcare's 30 years of outstanding landcare achievements now rolls into its 4<sup>th</sup> decade. Congratulations and happy birthday from a proud Foundation member of Gympie Landcare.

# Save your thirsty garden

 [gympielandcare.org.au/save-your-thirsty-garden](http://gympielandcare.org.au/save-your-thirsty-garden)

October 7, 2018

Australia is currently experiencing one of the worst droughts in history and with a lack of water our plants will become stressed. Some plants will suffer low stress and easily recover while mature plants may survive for a while but a couple of seasons of inadequate water can result in severe drought stress or even death.

If trees are over stressed and hit by huge winds they have a habit of falling on houses or people



**No one wants their garden to die so read on to discover ways we can keep our plants alive and conserve water at the same time.**

**Soil** Drought proofing the garden starts with the soil. Improve the structure by adding compost and aged manures and mulch to minimise water loss and keep soil cool. When establishing a garden, good soil preparation, correct pH and adding organic matter can help plants cope with drought conditions. Some people also like to add water crystals at planting.



**Lawns:** A compacted lawn will suffer badly during drought so aerating can help, as can the application of a pre summer wetting agent. The best time to fertilise lawn is autumn and early spring. Avoid summer. If your lawn needs mowing do it taller, never take off more than 1/3 of the growth and ensure

mower blades are sharp. Deeper less frequent watering develops deeper and more dense root systems which will help the lawn survive and recover from drought stress better. Other things you can do include using a mulching mower and leaving the lawn clippings on the lawn to help reduce evaporation and minimising traffic on the lawn. These things will give the lawn the best chance of recovery when it rains again although some patching may be required.



**Tip: Look for ways to harvest and save water, for example instead of letting cool water in the shower run down the drain while you wait for it to get hot, catch it in a bucket and use on the garden.**

**Watering:** When you water do so thoroughly letting the water soak into the ground where the roots need it. While you may not be able to water plants as often as you would like when you do water them give them a good drink making sure the water soaks deep down into the soil where it stays moist longer.

Giving your plants less water but more frequently is a waste of time and water as it discourages roots from growing deeply into the soil and more water is lost to evaporation from the surface. Shallow watering encourages roots to grow towards the surface leaving them vulnerable. Do not water on a windy day and consider installing or planting wind breaks. Do not over water as the soil will not be able to store the excess. Try



wetting agents to help break down the water repellent layer that can build up on soil or potting mix. This helps makes use of any rain or irrigation by enabling water to penetrate the soil evenly and effectively. There are also products available that can be applied to plants to reduce damage from hot dry winds. Watering early helps hydrate and prepare plants for the heat of the day. Group thirsty water guzzler plants together so that you only need to frequently water a small area rather than the whole garden. [/one-half]

**STOP fertilising!** Fertilisers encourage plant growth and the more a plant grows the more moisture it needs. Fertiliser salts can also build up in soils because they are not naturally leaching out with rain or irrigation and they can burn plant roots. When reducing the amount of water available then fertiliser should also be reduced.

**Dealing with weeds:** Pull out those pesky weeds from your garden beds because they are stealing valuable moisture from the soil. Weeds are far more efficient at getting the water than most garden plants so you need to remove the competition to make sure your plants are getting the water they require. Don't waste this scarce resource on watering weeds.

**Pruning:** Dead head your flowers before they set seed (which requires water). Avoid pruning – it will only further stress the plant. Pruning may stimulate new growth which increases the requirement for water and during a drought it encourages bugs and bacteria to the pruned area further stressing the plant. Wait until after the drought before getting out the pruning shears.

**Plants:** Choose the right plants and lawn type for your area and climate. Many of our native plants and some lawn grasses will survive on natural rainfall with very little supplemental watering once established. Look for drought tolerant plants. Provide shade if possible. Bring moveable plants under shade to get them out of direct sunlight. Monitor new plants and water deeply until established. There are plenty of beautiful plants to choose to ensure your garden survives when water is scarce including herbs like rosemary, sage, thyme and oregano, flowering plants like lavender and many salvias, grey foliage plants, some succulents and a whole range of Australian native plants like bottlebrush and banksia. Buy only quality plants. That cheap plant in the bargain section at the nursery will not be a bargain in the long run. Look for healthy plants that are able to cope and survive in the garden rather than struggling plants that need nurturing.

**Mulch:** Mulch can help keep the soil cooler and shield the soil from direct sun so moisture stays in the soil longer. Mulch also suppresses weeds which may compete with the plant for water. Avoid heaping mulch against the plant stem. Consider running a soaker hose under the mulch to maximise delivery of water directly to the ground which helps to minimise evaporation and run off. It will also keep plant foliage dry and help prevent fungal diseases. Coarse mulch is better as it will let water flow easily into the garden and limit evaporation of water from the soil. Avoid fine grade mulches as they can easily become hydrophobic and prevent water getting into the soil and they germinate weed seeds really well.



**Come in to Gympie Landcare and chat with our friendly nursery manager and volunteers for advice on drought tolerant native plants for your garden.**



# The tiny world of the Tingid – our bug of the month

 [gympielandcare.org.au/the-tiny-world-of-the-tingid-our-bug-of-the-month](http://gympielandcare.org.au/the-tiny-world-of-the-tingid-our-bug-of-the-month)

October 5, 2018

The tiny Tingid Bug with the big official name of *Carvalhotingis visenda* is a leaf sucker native to Brazil and Argentina. It was first released into the field in Australia in 2007 to control the invasive weed Cats Claw Creeper.

Here at Gympie Landcare we have been mass rearing and releasing Tingids around the local region for the last ten years.

Host specific to the cat's claw creeper, Tingids suck the sap and chlorophyll from the lower leaves which turns the leaves white and this can cause defoliation and reduce the vigour of the vine.

Eggs are laid on the stem on the underside of leaves and hatch after 15 days.

The Nymphs develop over 25 days before becoming adults which live for approximately 2 months. Although Tingids have wings they prefer to walk and only fly when provoked.

If your cat's claw infestation is too large to manually control or you prefer not to use chemicals on your property, then the Tingid bug may be for you.

**Please contact our Biocontrol facility for more information [click here](#)**



# Welcome our newest committee member

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 [gympielandcare.org.au/welcome-our-newest-committee-member](http://gympielandcare.org.au/welcome-our-newest-committee-member)

October 5, 2018

A long overdue welcome is extended to our newest committee member Barry Lambooy who was appointed by the Committee a couple of months ago.

Barry headed off on a round the world sailing trip from South Africa and was stopped by the beauty of Australia in 1991 and has been here ever since.

When it comes to trees Barry has seen more than most working for many years in the agricultural industry in the Kalahari desert and as a timber cutter in north Queensland.

As a former auditor/chartered accountant, Landcare minute Secretary and nursery volunteer, Barry brings a range of skills and expertise to guide our financial future and capitalise on the potential for growth and expansion.



# Vacancy – Administration Manager

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 [gympielandcare.org.au/vacancy-administration-manager](http://gympielandcare.org.au/vacancy-administration-manager)

October 9, 2018

The purposes of this position is two-fold. First, to manage all aspects of the office including members, human resource matters, marketing, data and data storage, staff and management committee support (particularly the secretary with all legal aspects of the organisation) and grants (search, application writing and coordination). The second aspect is that of organising and implementing our education program.

We look forward to welcoming you to the team. Please send your CV to the [secretary@gympielandcare.org.au](mailto:secretary@gympielandcare.org.au). Applications close on Monday, 22 October 2018 @ 1 pm. Interviews will take place in the week of 29 October 2018. If you do not hear from us then you can presume that unfortunately you did not make the shortlist.

For further information on the position [click here](#) to see the role description



Gympie & District  
**Landcare**  
Group

## **POSITION NAME**

### **POSITION DESCRIPTION**

<b>Position:</b>	<b>Administration Manager</b>
<b>Award:</b>	Clerks – Private Sector
<b>Hours:</b>	24 hours per week (hours might be increased in future)
<b>Pay rate:</b>	\$25.43/hr, and entitlements as defined in award
<b>Contract Type:</b>	Permanent Part-time, award level 5
<b>Responsible to:</b>	Management Committee

### **Our Organisation**

Gympie and District Landcare Group (GDLG) is a community-based organisation that has been active for 30 years serving the local landowners. The Group is an incorporated association and a registered charity. Each year members elect an Executive (Management Committee) that sets strategic direction, manages organisation risks, fine tunes policies and ensures that the organisation is operating effectively whilst staying true to its vision and purpose.

Members and volunteers are integrally involved in the group's activities: operating a local native plant nursery; raising bio-control insects for invasive plant species control and other purposes; providing land care services, fostering local land caring activities; and community education.

### **Purpose of Position**

The purposes of this position is two-fold to manage all aspects of the office including members, human resource matters, marketing, data and data storage, staff and management committee support (particularly the secretary with all legal aspects of the organisation) and grants (search, application writing and coordination). The second aspect is that of organising and implementing our education program.

### **Person**

The Office Manager should have a proven background in office management; grant applications writing and administration with a practical working knowledge of human resources, marketing, data management, storage & reporting and the organisation of workshops and courses. They should have a

passion for serving members, staff and volunteers. This role will be responsible for supervising and developing volunteers to assist in the administration and support of the organisation. The successful candidate will ideally be reliable, passionate about service and administration processes and procedures, an enthusiastic self-starter who is willing to work with our community to meet the financial, social and environmental objectives of the organisation. This person will have initiative and be open to sharing their practical skills and experiences with a broad range of people.

### **Responsibilities**

- Manage the support area budget ensuring the financial goals remain on track
- Ensure relevant data is captured and managed and adheres to all data privacy and security standards
- Ensure all relevant policies and procedures are in place for the organisation
- Provide the Management Committee with reports, management information and advice.
- Manage the day-to-day activities with regard to office management, administration and support
- Implement and contribute to the development of the organisation strategy
- Build a loyal membership base, providing outstanding customer service & support
- Supervise and develop volunteers to meet the operational needs of the support area.
- Ensure the office looks professional and resources are maintained in good working order
- Manage the employee life cycle, this includes job descriptions, recruitment, appointment, performance and termination
- Pro-actively source, develop, submit, coordinate, monitor and report on grants
- Actively participate in relevant meetings.
- Work co-operatively with other teams to support the vision and purpose of Gympie Landcare.
- Develop, implement and maintain a knowledge base of processes and procedures for the support area
- Stay abreast of all new and best practice in the fields of human resources, office management, education and knowledge management
- Implement and maintain organisation health and safety practices
- Develop an annual workshop program in conjunction with the management committee, staff and member requirements
- Organise the workshops and courses
- Prepare and distribute a monthly newsletter, keeping the website and social media messages aligned
- Build and maintain relations with other organisation particularly those we auspice.
- Manage and integrate the organisation's technology (hardware, software, wifi etc.)

### **Required Knowledge, Skills and Abilities**

#### **Essential**

- A minimum of 5 years experience or more in an administration, office management or equivalent role
- A working knowledge of human resources, marketing and data management & reporting
- Demonstrated experience in sourcing and writing grant proposals
- Experience in membership service and relationship building
- Experience in the use of technology systems
- Excellent communication and writing skills
- Experience in policy, process and procedure development and co-ordination
- Problem solving skills as it pertains to support management
- Supervisory and leadership skills
- A working knowledge of MsOffice and other technology systems
- Driver's Licence

#### **Desirable**

- Experience in working in community based organisations.
- Interest or experience in sustainable land management
- Tertiary qualification in office management or administration

**Physical Demands**

This is mostly an office-based position that requires an average level of fitness.

**GDLG PURPOSE**

We support and inspire landowners to practice sustainable land stewardship

**GDLG VISION**

To leave a legacy of sustainable land care management in the Gympie region

# Vacancy – Finance Officer

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 [gympielandcare.org.au/vacancy-finance-officer](https://gympielandcare.org.au/vacancy-finance-officer)

October 9, 2018

The purpose of this position is to manage all the financial aspects of the organisation.

We look forward to welcoming you to the team. Please send your CV to the [secretary@gympielandcare.org.au](mailto:secretary@gympielandcare.org.au). Applications close on Monday, 22 October 2018 @ 1 pm. Interviews will take place in the week of 29 October 2018. If you do not hear from us then you can presume that unfortunately you did not make the shortlist.

For further information on the position [click here](#) to see the role description



Gympie & District  
**Landcare**  
Group

## **POSITION NAME**

### **POSITION DESCRIPTION**

<b>Position:</b>	<b>Finance Officer</b>
<b>Award:</b>	Banking, Finance and Insurance Award
<b>Hours:</b>	21 hours per week
<b>Pay rate:</b>	\$24.44/hr, and entitlements as defined in award
<b>Contract Type:</b>	Permanent Part-time, award level 4
<b>Responsible to:</b>	Administration Manager

### **Our Organisation**

Gympie and District Landcare Group (GDLG) is a community-based organisation that has been active for 30 years serving the local landowners. The Group is an incorporated association and a registered charity. Each year members elect an Executive (Management Committee) that sets strategic direction, manages organisation risks, fine tunes policies and ensures that the organisation is operating effectively whilst staying true to its vision and purpose.

Members and volunteers are integrally involved in the group's activities: operating a local native plant nursery; raising bio-control insects for invasive plant species control and other purposes; providing land care services, fostering local land caring activities; and community education.

### **Purpose of Position**

The purpose of this position is to manage all the financial aspects of the organisation.

### **Person**

The Finance Officer should be an efficient, highly motivated and organised individual who communicates well and enjoys working with a diverse range of people. The person will need the ability to manage multiple tasks in a busy office environment and have high-level skills in finances and systems.

The successful candidate will ideally be reliable, passionate about financial processes and procedures, an enthusiastic self-starter who is willing to work with our community to meet the financial, social and

environmental objectives of the organisation. This person will have initiative and be open to sharing their practical skills and experiences with a broad range of people.

### **Responsibilities**

- Manage the financial accounting, filing and reporting systems of the organisation (including e-commerce system)
- Organise cash handling processes
- Manage the staff payroll
- Provide information to Managers to assist with preparation and monitoring of annual and program budgets, as required.
- Prepare required financial reports in an accurate and timely fashion.
- Ensure that all internal and external financial accountability requirements are met (those of constitution, legislation, funding bodies).
- Assist Management Committee Treasurer as required in managing the organisation finances
- Provide general training for budget management, and prepare for and coordinate the organisation's annual budget and planning processes.
- Administer finances for Gympie Landcare, including receipting and banking all received monies, payment of wages and associated costs, payment of all accounts by agreed process and reimbursement for agreed allowable costs.
- Assist the Administration manager where required
- Comply with all OH&S as is required for their role

### **Duties**

#### **Manage the financial accounting and reporting systems for the Organisation**

- Ensure that there are suitable financial systems (structures and processes) in place. This includes ensuring that all financial transactions are recorded accurately and documentation is filed in a manner that makes for easy retrieval and auditing.
- Ensure financial systems are accessible to those responsible for finances, programs and budgets.
- Ensure the financial system is secure and backed up regularly
- Keep all records of organisational financial transactions and ensure accurate bookkeeping
- Ensure all monies received are receipted and banked promptly.
- Ensure payment of accounts, wages and agreed allowable costs

#### **In consultation with the Treasurer**

- Initiate strategies for managing any surplus funds to maximise return to the organisation
- Address banking issues, including ensuring currency of signatories to bank accounts
- Report and communicate with funding bodies and government departments as required by agreements and legislation
- Action finance related correspondence
- Prepare financials for submission to auditor

### **Required Knowledge, Skills and Abilities**

#### **Essential**

- Experience in managing financial accounting and reporting systems, including payroll.
- Experience in developing budgets and managing financial systems for small business or community organisations.
- Intermediate to advanced skills in using MYOB, Word, Excel, Woocommerce, Stripe and PayPal.
- Ability to efficiently co-ordinate a range of tasks in a well organised manner.
- Excellent communication and writing skills
- Experience in policy, process and procedure development

- Problem solving skills as it pertains to financial accounting
- Driver's Licence

**Desirable**

- Experience in working in community based organisations.

**Physical Demands**

This is mostly an office-based position that requires an average level of fitness.

**GDLG PURPOSE**

We support and inspire landowners to practice sustainable land stewardship

**GDLG VISION**

To leave a legacy of sustainable land care management in the Gympie region



**Hinterland Bush Links**

connecting restoring protecting the Sunshine Coast Hinterland

presents an evening with trailblazing conservationist

# KEITH BRADBY



7pm  
Fri 12 Oct  
all welcome  
**\$15/\$12**  
includes supper

doors open  
6.30pm

Maleny Community  
Centre,  
23 Maple St, Maleny

## HEAR HIS MESSAGE FOR CONSERVATION IN OUR REGION

Join one of Australia's great conservation leaders as he presents positive stories of Gondwana Link – a 1000km wildlife corridor from Western Australia's SW corner to the edge of the Nullarbor Plain.

Keith pioneered this visionary project and also supports the work of Hinterland Bush Links within the Great Eastern Ranges corridor.

Register with Hinterland Bush Links - 0448 447322  
or [online here](#)

[www.hinterlandbushlinks.org](http://www.hinterlandbushlinks.org)

# GLENWOOD COMMUNITY MEETING

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## CARING FOR GLENWOOD'S NATURAL ENVIRONMENT & WILDLIFE

**Come along & learn about...**

- Council programs supporting landholders to rehabilitate and conserve habitat for wildlife
- Local biodiversity and fauna
- How to help injured wildlife



ENJOY  
**AFTERNOON  
TEA**  
HOSTED BY  
**GLENWOOD GARDEN  
GATHERERS**



**1-4PM  
SATURDAY  
20TH  
OCTOBER  
GLENWOOD  
COMMUNITY  
HALL**

- **Displays** and **information**
- **Meet** other members of your community
- PLUS hear from **speakers** from Fraser Coast Regional Council Environmental Team, Wildlife Rescue Fraser Coast and Koala Action Gympie Region

More info / enquiries

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Phone: 0437 549 252

 Koala Action Gympie Region



HOSTED BY:

Koala Action Gympie Region in partnership with Fraser Coast Regional Council, Wildlife Rescue Fraser Coast, Glenwood Garden Gatherers, Glenwood Wildlife Haven and the Mary River Catchment Coordinating Committee.