

ATTENDANCE

Directors:

Mike Berwick
Peter Rowles
Keith Noble
Peter Valentine
Dave Hudson
Paul Gregory for Friday Morning (arrived 2.00pm)
Ryan Donnelly for Friday morning (arrived 2.00pm)
Joann Schmider for Friday morning (arrived 1.30pm)

Apologies:

Ken Atkinson
Troy Wyles Whelan

Staff:

Allan Dale, Chief Executive Officer
Carole Sweatman, Business Manager
Colleen McIntosh, Board Support Officer
Steve McDermott – Manager Programs
John Reghenzani – Manager Sustainable Industries
Bart Dryden – Team Leader Cassowary Coast
Peter Uechtritz – Catchment Coordinator
Tony O'Malley – Biodiversity Planning – M/Beach
Bob Stewart – Upper Johnstone River Catchment Coordinator

Friday 28th May 2010	
OPEN SESSION The Chair declared the meeting open at 9.30am and a quorum was declared	ACTIONS
1 Traditional Owner Welcome to Country	Dean Purcell
Dean Purcell and his son Ben gave the Traditional Owner Welcome to Country. They outlined the issues Mamu have in the region. They wished us well with our meeting and asked if Terrain could help with any of their issues.	Allan to meet with Dean and Bart to discuss sustainability of Dugulburra further.
BUSINESS ITEMS	
2 Declaration of Conflict of Interest	
Nil	
3 Confirmation of Directors' Meeting Minutes, 26th & 27th February 2010	
Motion: That the minutes of the Directors' meeting held 26 th & 27 th February 2010 be confirmed as a true and correct record subject to any changes as recommended by the Directors. Moved: Keith Noble Seconded: Peter Rowles Carried Unanimously	Colleen to send electronic version of Karen Vella's presentation to Peter Valentine
4 Business Arising from Item 5	

Nil	
5 Board Meeting Actions List	
Motion: That the Board meeting actions list be received as presented	Take off Item 1 - Mike's PD – has been done
6 Correspondence	
Motion: That the Board note incoming and outgoing correspondence as presented	Review the Terrain website to check that the position regarding reef regulations (as per letter to Johnstone Landcare) is articulated.
7 Out of Session papers	
NIL	
8 IAG Report to the Board	Keith Noble
<ul style="list-style-type: none"> • IAG working well and agreed to maintain flexibility of Terms of Reference (currently being revised by Fiona George) • Consensus arrangement works well and arrangement allows broad ranging discussion of issues affecting all. • Currently seeking summary from Catchment Coordinators as well as existing summary from John Reghenzani • IAG appreciates formal linkage with the Board and would like this formalised • Meets every 3 months • Next meeting 6 August 2010 	<ul style="list-style-type: none"> • Letter from Terrain to IAG acknowledging/confirming two way dissemination of information and representation by the Chair of IAG to the Board • Board to get copy of updated TOR • Keith to ask if IAG Minutes can go to the Board
9 Chairs Report	
Mike gave an update to the Board	<ul style="list-style-type: none"> • Send Chair's report to Board • Send out Roundtable outcomes to Board
10 Chief Executive Officer's Report	
<p>Allan gave an update including -</p> <p>Policy and Funding Futures:</p> <ul style="list-style-type: none"> • Business Case for Degree Celsius on track. • CFOC Strategic proposals completed. • RIS and RR Proposal development all in order. • Secured more additional Reef Rescue Investment. • Towards a National NRM Policy Framework. • Update on RRRRC Board and Rebid Process. • WTMA and RDA integration discussions. 	

<p>Regional Delivery:</p> <ul style="list-style-type: none"> • RIS/other delivery contracts generally on track. • Employment market success and opportunities. • River Trust reform proposal continuing. • Emerging James Cook University partnership <p>Organisation Governance</p> <ul style="list-style-type: none"> • Organisation Review completed. • Succession strategies for discussion emerging James Cook <p>General Budget Decisions:</p> <ul style="list-style-type: none"> • University partnership • Overall budget on track and still likely to be able to return to reserves by end of the year. • Need to continue to strive to secure investment at the Area Team level, River Improvement, Indigenous and Saving Our Species proposals. 	
<p>11 Applications for Terrain Membership</p>	<p>Carole Sweatman</p>
<p>Applications for Terrain Membership were presented for consideration by the Board.</p> <p>Motion: That the Board approve the applications from</p> <ul style="list-style-type: none"> • Djunbunji Land & Sea; • Mamu Aboriginal Corporation; and • Bana Yarralinji Bubu Inc <p>Moved: Peter Valentine Seconded: Keith Noble Carried Unanimously</p>	
<p>12 Discuss Members Conference and Venue for AGM</p>	
<p>Carole put forward a proposal to hold the AGM in Innisfail this year and that it be part of a one day Member Conference/forum activity which provides a opportunity for members to provide real input and feedback to Terrain.</p> <p>Board feedback on the proposal included:</p> <ul style="list-style-type: none"> • Positive feedback for the event – agreement to hold the event. • Include a celebration of success/regional outcomes by Terrain, partners and members (and possible wider community audience?) • Provide sufficient notice for members and advisory groups to undertake preliminary work to bring to the forum. • Possibly run the TOAC and IAG on the same day? • Make sure there is sufficient flexibility for all people to have input (especially those who cannot attend) 	<p>Commence organising the event</p>

<ul style="list-style-type: none"> • If held on a Friday, first half for paid staff etc and afternoon for all other • Use the area team member BBQs as a primer for the event • Hold the event in Innisfail (central to the region) 	
<p>13 TOAC Report to the Board</p>	<p>Joann Schmider</p>
<p>Joann provided an overview of the current traditional owner arrangements across the wet tropics and provided a hand out summarising work to date and business plan actions.</p> <p>The Board agreed in principal to support the RAPA (Rainforest Aboriginal Peoples Alliance) concept as discussed by Joann at the meeting as a replacement for TOAC and RAAC.</p>	
<p>CLOSED SESSION</p>	
<p>14 Adopt Financial Reports – Closed Session</p>	
<p>Motion: That the Board adopt the financial Reports as presented. Moved: Peter Rowles Seconded: Ryan Donnelly Carried Unanimously</p> <p>Motion: That the Board note the report on Degrees Celsius and endorse the continuation of the project with the current level of risk review and reporting mechanisms. Moved: Peter Rowles Seconded: Ryan Donnelly Carried Unanimously</p>	<p>Paul Gregory requested a risk profile accompany the financial report</p> <p>Email business case for Degrees Celsius with minutes.</p>
<p>15 Performance Dialogue – CEO Closed Session – Board Members only</p>	
<p>The Directors held a closed session meeting.</p>	
<p>BUSINESS ITEMS</p>	
<p>16 INNISFAIL AREA PRESENTATION</p>	<p>Bart Dryden and Peter Uechtriz</p>
<p>Tony O'Malley gave a presentation on Terrain's work at Mission Beach particularly the Mission Beach Habitat Network Action Plan.</p> <p>Bob Stewart gave a presentation on the Johnstone River reach by reach action plan.</p>	
<p>The meeting was declared closed at 5.00pm A General meeting was held from 5.00pm to 6.00pm A Community Meet & Greet was held from 6.00pm to 7.00pm</p>	

SATURDAY 29th May 2010	
17 Organisational Review Results – Closed Session	
<p>Carole provided a summary overview of the Organisational Review completed earlier this year.</p> <p>Discussions were held on the following topics:</p> <ol style="list-style-type: none"> 1. Recognised the need to improve/allow for Director Portfolio reports based on exceptions, opportunities and risk issues. This will be achieved by notifying Board members 4 weeks prior to the meeting, that portfolio reports are due and to also ask if a significant portfolio issue requires an agenda item. 2. Agreed to change the timetable of Board meetings as follows: <ul style="list-style-type: none"> • Four Board meetings per year for 1.5 days – but this may reduce to 1 day (at least two meetings will be in Innisfail to reduce staff work load and costs). • Board meeting remain on Friday and Saturday. • “Meet and greet” only at locations outside Innisfail. • Two full day field trips (separate to Board meeting) – which will provide a much greater opportunity for members, partners etc to be involved – the field trips will include meet and greet component. • Annual Members forum/conference (incorporating AGM), a full day opportunity in Innisfail for members and Terrain to showcase achievements and to provide input to Terrain’s Corporate and Business Plan 3. Manager reports should be written using the Corporate and Business Plan as the template 4. Require regular report to Board on the progress of the Corporate and Business Plans and Improvement Strategies. <p>Motion</p> <ol style="list-style-type: none"> 1. That the organisation review be accepted by the Board and identified improvement strategies form the basis for updating goals in the Corporate Plan 2. That the improvement strategies requiring Board action be incorporated into an updated statement of roles and responsibilities for the Board. <p>Moved: Peter Valentine Seconded: Paul Gregory Carried Unanimously</p>	<ul style="list-style-type: none"> • Carole to review Board budget in line with proposed changes to Board meeting and field trips. • Board members to be advised four before meeting to lodge portfolio reports against a template to be developed. • Board members to advise if a portfolio agenda item is required. • Community Portfolio requires some scoping/better defining. Allan and David to catch up on this (with Penny Scott??)
18 Regional Strategic Plan and Business Plan	
<p>Allan commenced this discussed with an overview of the Regional NRM Plan and the process to revise the plan by formulating individual asset plan. The Board was asked to make comment on</p>	<p>Carole to email updated Corporate Plan for final</p>

<p>the current Corporate Plan, which will be revised and email back to Board members for final comment. Comments at the meeting were (bold and underline are new words_:</p> <ul style="list-style-type: none"> • State <u>and national</u> recognition of regional arrangements and NRM and Aboriginal Plan and integration of NRM Plan into <u>planning</u> codes for Mt Peter Master Plan. • <u>Inclusion of State and National recognition of National NRM Governance and establishment of national environmental accounts.</u> • A <u>continuing</u>, sustainable and diverse funding base. • Inclusion of the web site and contact details on the page. 	<p>comment and approval.</p>
<p>19 360 Degree Review, Board Portfolio Management Structure, roles and reporting – Closed Session</p>	
<p>Following the presentation by Allan and discussion of the NRM Plan history and proposed new format the following actions were added to the outcomes from the Board 360 degree review:</p> <ul style="list-style-type: none"> • Board Portfolio responsibilities align with input to each Asset plan • Whole of Board responsibility for the review of the new NRM Plan • Whole of Board responsibility for engagement on new NRM plan 	<p>Carole to incorporate in 360 Degree Action plan.</p>
<p>20 Workplace Health & Safety</p>	
<p>Carole advised that a program of staff consultations was currently being organised in order to finalise the WHS Plan.</p>	
<p>21 Other business/ Confirm Next Meeting Date</p>	
<p>Allan, Mike, John Reghenzani and Peter Valentine are not available for 20 August meeting. The proposed new dates are 3 & 4 September or 10 & 11 September. The meeting will be held in Innisfail and there would be no Meet & Greet or Field Trip (as per agreement on the new Board meeting arrangements).</p>	<p>Colleen to send out proposed dates to Directors for confirmation.</p>
<p>The meeting was declared closed at 12.15pm A field trip was held from 12.30 pm to 3.30pm</p>	
<p>Written Update by John Reghenzani – Sustainable Industries Unit Written Update by Steve Mc Dermott – Manager Programs</p>	

These Minutes confirmed as a true and correct record at the Directors' Meeting held

Signed _____
Mr Mike Berwick, Chair Terrain NRM