

ATTENDANCE

Directors:

Mike Berwick
Peter Rowles
Troy Wyles Whelan
Peter Valentine
Joann Schmider
Julia Leu (arrived 8.55am)
Ken Atkinson
Ryan Donnelly

Apologies:

Keith Noble
Dave Hudson

Staff:

Carole Sweatman, Chief Executive Officer (arrived 9.40am)
Michelle Nusse – Corporate Services Manager
Colleen McIntosh, Board Support Officer
John Reghenzani – Manager Sustainable Industries
Penny Scott – Manager Operations

Other Attendees – Geoff Onus

Friday 25 November 2011

OPEN SESSION	The Chair declared the meeting open at 8.45am	ACTIONS
1 – Traditional Owner Welcome to Country		
Joann Schmider gave the Traditional Owner Welcome to Country on behalf of Ken Reys who is sick. Joann acknowledged the neighbouring Traditional Owners to the north and west. Joann advised that RAPA was progressing well and would welcome support from Terrain.		
2 – Declaration of Conflict of Interest		
Nil		
Closed Session – Decision Item		
3. - Corporate Services Report – Closed Session		
Michelle gave an update to the Board – <ul style="list-style-type: none"> • The Corporate Services team finalised team plans and individual work plans and commenced visits to outer offices to increase exposure and improve communication. • The Audit Committee endorsed the amended financial delegation table, the move of the Innisfail office to the White Horse Inn in August 2012 and the financial statements for the quarter. • Reef Rescue funds were received this quarter and were utilised to maximise interest income through term deposits. • Term deposits have been established to set aside the funds for the Business Continuity and General Reserves. • Finances remain healthy. • Projects in deficit at end of September are expected to be in surplus by the end of December 2011. • Risk mitigation strategies have been put in place to address WHS incidents. 		

<ul style="list-style-type: none"> • The operation clean up participants completed their employment with Terrain in early November. • The new enterprise agreement was approved by Fair Work Australia and came into effect on 21 October 2011. • Updates of the figures for the salary gap for the 2011/2012 year continue to show that Terrain expects to be able to cover all salary costs for this financial year. <p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> 1. That the Board approve the financial statements for the quarter ending 30 September 2011. 2. That the Board approve the updated financial delegation table showing changes for taxation payments. 3. That the Board approve the signing of the lease document declaring Terrain's intention to move to the White Horse Inn in August 2012 subject to: Waiting until after Innisfail State School auction on 16th December to see if there is a possibility of acquiring/leasing a building for our office. Michelle to research and put forward a model for Terrain purchasing a building. Peter Rowles and Michelle Nusse to attend the auction. 4. That the board endorses the new membership application from Tolga Bat Rescue and Research <p>Moved: Troy Wyles Whelan Seconded: Julia Leu Carried Unanimously</p> <p>Joann Schmider gave an update on HR & Remuneration committee meeting on Friday 11 November 2011. Minutes are attached</p>	<p>Michelle to send Out of Session Paper to Directors with model for possible purchase.</p>
<p>Open Session – Decision Items</p>	
<p>4 – Meeting of Directors Minutes 26 August confirmed</p>	
<p>Motion: That the minutes of the Directors' meeting 26 August 2011 be confirmed as a true and correct record subject to any changes as recommended by the Directors.</p> <p>Moved: Ken Atkinson Seconded: Peter Rowles Carried Unanimously</p>	
<p>5. Business Arising from Item 3.</p>	
<p>Joann asked if Action list could be sent out prior to meeting to remind Directors of any actions they are required to complete</p>	<p>Colleen to ensure Action List is sent to Directors prior to Board Meetings</p>
<p>6. Board Meeting Actions List</p>	
<p>Motion: That the Board meeting actions list be received as presented.</p> <p>Noted.</p>	

7. Correspondence	
Motion: That the Board note incoming and outgoing correspondence as presented Noted.	
8. Out of Session Papers	
Nil	
Closed Session Decision Item	
9. Presentation on Atherton Team – Closed Session	
<p>Geoff Onus gave a presentation to the Directors on his plan for the Tablelands Land Management Team to leave Terrain and operate independently as a private concern.</p> <p>Geoff gave the Directors an overview of the history of the Tablelands Team and how they grew to be a successful profitable unit</p> <p>Geoff acknowledged Terrain’s input into the team but advised that he did not think that the team fitted into the Terrain structure.</p> <p>His proposal was –</p> <p>The team leaves the confines of Terrain and becomes a fully independent commercial operation, with a focus on creating sustainable local jobs, building capacity and independence for indigenous groups, and assisting them to reach their goals. Geoff acknowledged that Terrain has played a critical incubation role during the first stage of this model and will no doubt be an ongoing key partner, He feels it is time for the team to stand on its own two feet and gain the first step of independence.</p> <p>The process that Geoff proposed is –</p> <p>The Transition Period (December 1st 2011 to 31st March 2012)</p> <ul style="list-style-type: none"> • Establish a separate bank account • Undertake a financial audit • Cease teams operation under Terrain • Negotiate suitable arrangements for delivery of existing contracts <p>(April 9th 2012 to June 30th 2013)</p> <ul style="list-style-type: none"> • The current team operates under separate ABN • The team continues to operate of CSIRO until June 30th 2012 • The Audited profit generated from the team as from 31 March 2012 be invested in building the indigenous on ground team business • The remaining surplus be maintained in a fund to provide support to other indigenous groups to engage a similar process <p>The Board noted Geoff’s enthusiasm and hard work contributing to the success of the team. They questioned Geoff on the process and decided they needed a better analysis of the proposal.</p>	<p>Penny, Carole and Michelle to work through the proposal and the process and come back to the Board with:</p> <p>An independent audit of the Team’s operations</p> <p>a clear direction on Terrain’s preferred model for delivery and the future of such a team</p>
Open Session – Information Items	

<p>10. Chairs Report</p> <p>Mike gave an update to the Board.</p>	<p>Mike to develop a list of "10 top ideas" from his NRM visits</p> <p>Mike to send brief to Directors re response to Minister Burke's concerns re branding.</p>
<p>11 – Chief Executive Officer's Report</p>	
<p>Carole gave an update to the Board –</p> <p>Yasi</p> <ul style="list-style-type: none"> • Operation Clean Up/Green Armies finished • Exceeded commonwealth targets for weeds managed, corridors improved, nature refuges etc. • Fantastic leadership by the team • Significant increase in Terrain's credibility around recovery process although some relationships eg. R.I.T's – big challenge • Would we do it again? <p>\$2m – Environmental line of recovery announced – October</p> <ul style="list-style-type: none"> • Terrain lead in developing independent process for assessing potential projects • Very positive message – Terrain as broker/technical advisor (not just about getting money) • Terrain will be Contract Manager <p>Lessons from Yasi</p> <ul style="list-style-type: none"> • \$100k Industry Grant • Extensive series of workshops • DVD to be produced • Propose agenda items for February Board Meeting • Incorporating DERM social/economic planner Chantel Roder one day per week • This project recognised as "process leader" <p>Carbon</p> <ul style="list-style-type: none"> • Degree Celsius amicable winding up of joint venture without any issues regarding I.P. or Dollars. Good outcome. <p>Commercial Entity</p> <ul style="list-style-type: none"> • National working group of which Carole is a member • More than 20 regions signed • Meeting in Canberra last week, agreeing in principles of the "non negotiable" • Need firm principles for discussion with possible private sector partners • National working group now disbanded in favour of wider group of "foundation 	<p>Colleen to send email to Directors seeking nominations for one of our Directors to sit on RGC Board.</p>

<p>members</p> <ul style="list-style-type: none"> • Next meeting 14 December to finalise key principles. <p>Carbon Planning</p> <ul style="list-style-type: none"> • National chair & CEO working group proving important liaison role between regions and AG. • also concerned with how to access \$ assistance for ongoing policy support/advice <p>Carbon/NRM Planning \$44m</p> <ul style="list-style-type: none"> • some details sketchy but with Mark Flannigan and Peter Cotsell as project leads will be good for us • possible “even” split across all regions of some base line funding, then top up for pilot projects/special needs • Terrain – proposal to Peter with Nth Gulf & Cape about FNQ joint approach • Scenario planning of climate impact • Mapping for corridors & locations for primary investment from Biodiversity package CFI <p>Biodiversity Fund (year one \$30m)</p> <ul style="list-style-type: none"> • Roll out commencing ASA to get contracts in place for 1 July 2012 project start • Likely to be “open call” – but very good opportunity for Terrain to broker project clusters to ensure better corridor4 outcomes and projects of scale that make sense. <p>Biodiversity – all the hard work paying off</p> <ul style="list-style-type: none"> • Could be the turn for biodiversity • CFoC grant – Mahogany Glider & Cassowary \$800k • State Biodiversity Strategy – list of projects initiatives includes Cassowaries • Carbon Biodiversity money <p>Nationwide Business Excellence</p> <ul style="list-style-type: none"> • Commonwealth Government now agree to model that regions will “self monitor” governance and performance using B&F for NRM framework • Big win – instead of “imposed” process • Terrain already completed • Carole has also been joint lead on review of CMA in Victoria, Goulburn Broken. • Model is to ensure that peer review is incorporated • AG funded \$190,000 to subsidise cost of reviews. Majority of NRM's now signed up to complete review process – significant for building national benchmarking, knowledge exchange, process improvement <p>Employee Collective Agreement</p> <ul style="list-style-type: none"> • Need to mention this has been a significant process – complex and challenging and a good outcome • Major shift in way Terrain describes and assesses job and value (remuneration) • Processes now transparent, consistent, equitable • Teams need recognition – Admin often overlooked 	
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<p>Regional Environmental Accounts</p> <ul style="list-style-type: none"> • Peter Cosier/ Wentworth group • Currently 10 pilots – proof of concept • Looking for 10 new pilots next year • Worth trying to get Peter up here to provide overview to Board and for Terrain to build its knowledge management with this in mind <p>Minor items</p> <p>National NRM Conference 16-18 April 2012 Adelaide -AG sponsored \$150k</p> <ul style="list-style-type: none"> • Need to get maximum attendance also good opportunity to build relationship and understanding between bodies and government <p>National CEO Meeting</p> <ul style="list-style-type: none"> • Going from strength to strength – critical for building some national strengths • Positive message about working together and not competitive • Good peer opportunity for CEO • Discussion around possible National Executive Support- deal with matters in coordinated manner <p>Statewide</p> <ul style="list-style-type: none"> • Building an “election” document to provide common framework for discussions with politicians/parties • Statewide CEO meeting – major item was agreement on protocols around regions working outside their own regions, name changes etc. <p>Follow ups</p> <p>Board Meetings</p> <ul style="list-style-type: none"> • alignment with FNQ ROC Namac & meeting with ROC • alignment with a staff meeting – provide direct linkage to staff <p>Meeting times include</p> <ul style="list-style-type: none"> • Corporate Plan Day • Planning Day for NRM Plan • Joint Boards meeting late January • Field Day <p>RGC</p> <ul style="list-style-type: none"> • Additional Director – Mike now independent Chair (non voting) • Terrain can send a Director as part of RGC • Process to nominate a Terrain director to attend <p>Community Groups Engagement – commencing Feb 2012</p> <p>CEO Work Plan – being negotiated</p> <p>Corporate Plan for discussion in June</p>	
<p>12. Strategic Planning – Closed Session</p>	
<p>Carole gave an update on Strategic planning –</p> <ul style="list-style-type: none"> • New Sub Committee (Peter Rowles, Dave Hudson, Ryan Donnelly and Carole Sweatman) have met twice to discuss Terrain restructure. Carole said the committee was working really well. 	

<ul style="list-style-type: none"> • Community engagement letters have been sent to a selection of members and other groups in our region. The letters are designed to engage the community on how we move forward through a thorough review of how we work with community groups. Letters to Indigenous groups are still to go out. • Penny Scott has been looking into other NRM Regions – their size, how they got to that size and how they operate. Penny provided the Board with a report on the 8 regional bodies she has spoken to so far. Copy attached. • Carole gave a presentation to the Board on the Terrain Structure including – <ul style="list-style-type: none"> • Current structure • Principles/Challenges • Current Situation/Issues • Overview of staff in regions • Reminder of synthesis of Terrain delivery model • Asked for some ideas on how we resolve these issues and align with the delivery model • Spoke about clarifying functions, roles and accountabilities • Went through the different models for delivering – small organisation (<20) Medium (20-35) and Large (35+) <p>The Board had a general discussion on the future Terrain Structure and will wait for further updates from the sub- committee and Penny Scott's reviews of other NRM bodies.</p>	
<p>13 – IAG Report to the Board</p>	
<p>Keith was not present at the meeting and the Minutes from the last IAG meeting were included with Board Papers and are attached.</p>	
<p>14 – People & Country Report to the Board</p>	
<p>Due to time constraints Joann gave a written report to the Board including –</p> <ul style="list-style-type: none"> • Land Management including Protected Area Management • Waters • NRM in education • Women • Culture and Heritage • National Heritage re-listing of WTWHA for cultural values • Government response wanted by RAP • The announcement celebration • QTON/ RAPA • Other matters 	
<p>15. Other Director Portfolio Reports</p>	
<p>Due to time constraints the Directors will give any updates at the next Board meeting.</p>	

<p>16 – Other Business/ Confirm Next Meeting Date – Friday 24 February 2012 and meeting schedule for 2012 meetings</p> <p>It was noted that our proposed meeting dates for 2012 were the same as DERM so new dates to be set.</p>	<p>Colleen to send out updated meeting dates for 2012 to the Directors</p>
<p>The meeting was declared closed at 3.30pm</p>	
<p>Written Update by Penny Scott – Area Teams Manager Written Update by John Reghenzani – Sustainable Industries Unit Written Update by Steve McDermott – Manager Programs and Knowledge</p>	

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

Signed _____
Mr Mike Berwick, Chair Terrain NRM