

**ATTENDANCE**

**Directors:**

Mike Berwick  
Peter Rowles  
Troy Wyles Whelan  
Russell Watkinson  
Joann Schmider  
Ken Atkinson  
Ryan Donnelly  
Keith Noble  
Dave Hudson

**Apologies:**

Julia Leu

**Staff:**

Carole Sweatman, Chief Executive Officer  
Michelle Nusse – Corporate Services Manager  
Penny Scott – Area Team Manager  
David Hinchley – Land and Water Program Manager  
Colleen McIntosh, Board Support Officer

**Other Attendees –**

**Friday 9 March 2012**

<b>OPEN SESSION</b>	<b>The Chair declared the meeting open at 8.45 am</b>	<b>ACTIONS</b>
<b>1 – Traditional Owner Welcome to Country</b>		
Ken Reys gave a Welcome to Country on behalf of Gimuy Yidinji people.		
<b>2 – Declaration of Conflict of Interest</b>		
Keith advised he is no longer on Board of Growcom although still a member and has just been appointed to TropLinxs Board. He did not think it would be a conflict of interest but would advise if any conflict arose in the Board Meetings.		
<b>3. - Lessons from Yasi Project</b>		
<p>Tania spoke to the Board on her role and the Lessons from Yasi project, funded through DEEDI. This project tops off the considerable effort over the past year on a range of fronts including the direct employment of clean- up crews. The Lessons from Yasi project is assisted by DERM and uses the Most Significant Change technique for capturing data and stories on lessons learned. Tania gave a presentation on Cyclone Yasi and the journey since then. (copy attached) The key achievements have been –</p> <ul style="list-style-type: none"> <li>• Production of a DVD telling stories from Yasi.</li> <li>• Posters/brochures</li> <li>• Technical advice</li> <li>• On-ground works</li> <li>• Stronger partnerships</li> <li>• Significant opportunity to provide input to improved processes and institutional arrangements following disaster</li> </ul> <p>The Directors and Managers each spoke on the process and future actions required –</p> <ul style="list-style-type: none"> <li>• Good that Cultural inductions included in training of on-ground staff (but a bit late)</li> <li>• Frustrating that the Government cannot see need for a follow up on-ground</li> </ul>		Terrain to follow up how to institutionalise the role of NRM bodies in disaster recovery using Lessons from Yasi

<p>program</p> <ul style="list-style-type: none"> <li>• Lessons need to be institutionalised</li> <li>• Would be good to have Terrain included in State Emergency Plan</li> <li>• Cultural Sites need to be included in clean-up.</li> <li>• Need to look at how the work programs can go beyond short term work opportunities, especially for TO Ranger crews etc</li> <li>• Hopefully the region will not see a cyclone in the near future, but if not in the immediate future, the knowledge we have now may be lost without positive follow up action</li> <li>• Monitoring of the impacts of cyclones is very important</li> <li>• There needs to be improvement in policy between agencies</li> <li>• Get more help from the Army post cyclones</li> <li>• Need to harness local knowledge as part of institutional arrangements</li> <li>• We were in a much better position after Yasi than Larry</li> <li>• Need for more funding for monitoring</li> <li>• Possibility of commercial opportunities</li> <li>• Need for community education</li> <li>• Terrain needs to be able to keep its doors open</li> </ul>	
<b>4. Tablelands Team Audit Results and Discussion</b>	
<p>A Board paper was prepared and handed out at the meeting. The lateness of the Paper was due to the timing of the Audit process undertaken for the team.</p> <p>Carole gave the Directors a copy of Draft Audit report and advised the Auditors could not fulfil their brief regarding a statement on the potential of future business due to some of the limits on information on future contract opportunities.</p> <p>The timing of a decision about the future of the team is critical.</p> <p>Joann said we needed to think about this situation and deal with it in a cross cultural way and was disappointed the neither Troy or herself had been approached to help.</p> <p>It was agreed that time would not permit a full discussion to continue and the Directors would agree to the recommendations below and further details would be forwarded in an Out of Session Paper.</p> <p><b>RECOMMENDATIONS:</b></p> <ol style="list-style-type: none"> <li>1. <i>That the Board endorse the staff information session regarding staff entitlement and Terrain Employee Agreement implication of possible changes - which is scheduled for 14 March 2012.</i></li> <li>2. <i>That the Board receives further information through an out of session paper in relation to a rapid risk assessment regarding the future of the team.</i></li> <li>3. <i>That the Board agrees to offer the Tablelands works team free independent advice about future employment/business arrangements in line with a</i></li> </ol>	<p>Carole to send Out of Session with further information for the Director's</p>

<p><i>plan.</i></p> <p>4. That the Board endorse a new process to develop a clear strategy for its role in building or supporting the establishment of on ground work teams.</p> <p>5. That Terrain maintains the assets and leases these assets to the new entity in an equitable manner.</p> <p><b>Moved: Keith Noble    Seconded: Ryan Donnelly</b></p> <p><b>Carried Unanimously</b></p>	
<p><b>5. Terrain Future – discussions to date</b></p>	
<p>Carole gave Power point presentation to the Board on the current structure of Terrain and aspirations and estimates of likely future budget impacts on Terrain.</p> <p>Mike gave a brief overview of the discussions to date with community NRM groups.</p> <p>The Board has also been provided with all background information gathered from groups and staff.</p> <p>Mike and Joann both noted it was a valuable exercise attending the Community Meetings.</p>	<p>Copy of Carole's Power point presentation to be sent to Directors.</p> <p>Colleen to follow up Community Meetings, and send out letters to TO groups and Industry groups</p>
<p><b>6. Corporate Services Report</b></p>	
<p>Michelle gave an update to the Board.</p> <p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>• The Corporate Services Manager is currently preparing the budget for the 2012/2013 and 2012/2014 years.</li> <li>• The half yearly review of the projects and finances show that Terrain's finances remain healthy and there are no major issues to address prior to the end of financial year.</li> <li>• The Audit Committee endorsed the development of the finance manual, the move of the Innisfail office to the old Innisfail high school library site and the financial statements for the December quarter.</li> <li>• Projects in deficit at end of December are expected to be in surplus by the end of March 2012.</li> <li>• Risk mitigation strategies have been put in place to address WHS incidents which have occurred in the last quarter and the annual WHS audits are currently underway. WHS harmonisation rules are now in place. A full briefing and package of Terrain responses to new Director Accountabilities will be developed for the next Board meeting. The Directors are aware of the new act and there are implications of them.</li> <li>• The HRRC endorsed the updated and amended HR policies for Board approval through an out of session paper which was issued to directors on 7 February 2012 and approved.</li> <li>• Updates of the figures for the salary gap for the 2011/2012 year continue to</li> </ul>	

<p>show that Terrain expects to be able to cover all salary costs for this financial year.</p> <p><b>RECOMMENDATIONS</b></p> <ol style="list-style-type: none"> <li>1. That the Board approves the financial statements for the quarter ending 31 December 2011.</li> <li>2. That the Board approves the CEO signing a lease document for the new Innisfail office at the Innisfail High School site once it is available.</li> </ol> <p><b>Moved : Keith Noble    Seconded: Ken Atkinson</b> <b>Carried Unanimously</b></p> <ol style="list-style-type: none"> <li>3. That the Board appoint a new member to the Human Resource and Remuneration Committee – Dave Hudson volunteered</li> </ol> <p><b>Moved: Peter Rowles    Seconded: Ryan Donnelly</b> <b>Carried Unanimously</b></p> <p>Michelle also gave a short presentation on WHS Harmonisation. A 2 hour session was held at the RGC meeting earlier which was attended by Mike and Peter Rowles. Due to time constraints and the importance of this topic, it was decided to send Michelle's presentation to the Directors and include an Agenda Item at the next Board meeting with a full briefing (possible using the same company who presented at the RGC).</p> <p>Michelle will also prepare and present a new template for WHS reporting to Board which addresses the new requirements.</p>	<p>Colleen to follow up details of RGC presentation and try to organise same presentation for our June Board Meeting allowing time in the Agenda.</p>
<p><b>7– Meeting of Directors Minutes 25 November 2011 confirmed</b></p>	
<p><b>Motion:</b> That the minutes of the Directors' meeting 25 November 2011 be confirmed as a true and correct record subject to any changes as recommended by the Directors.</p> <p><b>Moved: Ryan Donnelly    Seconded: Mike Berwick</b> <b>Carried Unanimously</b></p>	
<p><b>8. Business Arising from Item 7.</b></p>	
<p>Nil</p>	
<p><b>9. Board Meeting Actions List</b></p>	
<p><b>Motion:</b> That the Board meeting actions list be received as presented.</p> <p><b>Noted.</b></p>	
<p><b>10. Correspondence</b></p>	

<p><b>Motion:</b> That the Board note incoming and outgoing correspondence as presented <b>Noted</b></p>	
<p><b>11. Out of Session Papers</b></p>	
<p><b>Motion:</b> That the Board meeting actions list be received as presented. <b>Noted</b></p>	
<p><b>Open Session – Information Items</b></p>	
<p><b>12. Chairs Report</b></p>	
<p>Mike gave an update to the Board as follows –</p> <ul style="list-style-type: none"> <li>• Mike attended a meeting the previous day with Federal Government on Green Corridors policy. A Draft copy of the policy called ‘National Wildlife Corridors Plan’ will be put on the Web. The Government is looking to make it an Act of Parliament but it would not be regulatory. The policy is interesting from our point of view in respect of our NRM Plans. The value to us that it recognises what we already do and would give further credibility to Regional Plans.</li> <li>• Mike had contact with Qld Shadow Minister for Environment – Andrew Powell. Mike’s assessment of Andrew was he was genuine and well informed and cares about the environment. Mike was encouraged by his approach and he seemed happy to engage with us. Mike was not sure what the LNP will do if they get in with regards to funding. They have assured extra money for Regional Bodies but we may have to do things in place of Government Bodies.</li> <li>• Mike and Andrew Drysdale from RGC have a meeting next week in Canberra with Greg Hunt, Shadow Minister for Climate Action, Environment and Heritage and Andrew Robb, Shadow Minister for Finance. The good part is – they like what we do and the bad part – how much they will prune the budget if they are elected.</li> <li>• The NRM Conference will be held in Adelaide in April. Terrain is sending 11 Staff Members to the conference this year as well as Carole and Mike. Dave asked if we were sponsoring community members to go. Carole advised that at this stage we are not, but will look into the possibility and report back early next week.</li> <li>• Mike said he believed that we have fair impact at National level. The National collective has kept community based NRM alive. The national group is being called on to be more involved and are looking to increase days of Secretariat from 1 ½ days per week to 3 or 4 days per week. Mike thinks this is necessary.</li> <li>• Mike spoke about the ongoing issue between Landcare and Regional Bodies. He said it was worth reading the Landcare CFOC submissions because we all want the same things. He has spoken to the National Landcare co-ordinator and agreed all are trying to work together.</li> </ul>	<p>Carole to follow up regarding possible community attendance at the National NRM conference.</p>
<p><b>13 – Chief Executive Officer’s Report</b></p>	
<p>Carole said it had been a very hectic first couple of months and gave an update to the</p>	<p>.Colleen to send copy</p>

<p>Board as follows –</p> <ul style="list-style-type: none"> <li>• Reporting – Hard copies of the narrative reporting were provided to the Board. JSIP reported Terrain is setting standard for performance reporting. Carole thinks our ability to deliver helped to get funding for the recovery program after Cyclone Yasi. Exception to delivery for the first six months were: – <ul style="list-style-type: none"> <li>1<sup>st</sup> – Paddock to Reef funding – there were big weather issues in the first few years of the contract and also delays in data agreements with DERM</li> <li>2<sup>nd</sup> –DERM Biosequestration project – Manual was due for completion by Dec 2011 , but due to changes in carbon policy and legislative arrangements there is agreement to new timeline of end of June 2012.</li> </ul> </li> <li>• Biodiversity funding was announced in December with deadline end of January. We have submitted a Partners application across the region with partners WTMA, Terrain, CVA, QPWS, FNQROC and Office of Climate Change) It is a \$10million bid and WTMA has been named as agent on the application – the rest would be equal partners. Carole believes this has improved our relationship with WTMA.</li> <li>• Terrain major driver for joint NRM Board Meeting for FNQ at the end of January. Carole was pleased with the meeting and the first meeting of the CEO's (Carole Sweatman, Bob Frazer, Noeline Ikin and Damian Miley) has been arranged for Tuesday 27 March.</li> <li>• Regular meetings have been put on Terrain's meeting calendar for 2012 for FNQ ROC meeting, HR &amp; Remuneration Committee Meetings, Indigenous Team Meetings and IAG Meetings. This formalises the process and forms linkages for the Directors.</li> </ul>	<p>of meeting calendar to Russell.</p>
<b>14 – IAG Report to the Board</b>	
<p>Keith left the meeting at 4pm. Ken gave update on behalf of Keith on last IAG meeting held 2 March 2012. Ken said it was a good meeting and well attended. He noted the following –</p> <ul style="list-style-type: none"> <li>• There was a fair discussion about collapse of water resource plan.</li> <li>• Allan gave update on RDA.</li> <li>• Carole gave presentation on Terrain structure.</li> <li>• The group had a discussion on what Reef Rescue 2 might look like.</li> </ul> <p>Minutes from IAG meeting distributed to Directors and are attached.</p>	
<b>15 – People &amp; Country Report to the Board</b>	
<p>Troy reported on Indigenous Team Meeting held on 1 February. He went through discussions held at the previous meeting and then spoke about the Indigenous Team's Terms of Reference – the Team wants the Board to sign off on Terms of Reference. Troy also discussed Indigenous Directors PD – Troy and Joann discussed roles for each Director with the team and has asked staff to give feedback to David before the PD's are submitted to the Board. The Team has developed a work plan for the year – Troy and Joann met David at team meeting for the first time and will update board after next meeting.</p> <p>Joann handed out a copy of the Traditional Owner Support Document July 2011 to end</p>	<p>Colleen to send TOR of Indigenous Team to Board for approval</p>

<p>of December 2011. The document is now a regular six month reporting activity for all Area Teams, Asset Leaders and Managers and will be included as an attachment to the Traditional Owner RIS reporting. Joann said the report describes the “lay of the land” and summarises the Traditional Owner issues across the region.</p> <p>Joann then handed out the 2012 RAPA (Rainforest Aboriginal Peoples’ Alliance) report. This report included –</p> <ol style="list-style-type: none"> <li>1. TOR of RAPA</li> <li>2. Business plan</li> <li>3. Recommendations for proposed review of aboriginal plan</li> </ol> <p>Section 7 – immediate relevance to Terrain</p> <p>Joann advised that RAPA appreciated that Terrain contributed financially to the development of the RAPA document and wants to discuss ongoing support options..</p> <p>Carole advised that the next step was to establish any on-going support by Terrain to RAPA.</p> <p>Joann advised that QTON (Queensland Traditional Owner Network) is the State Body and Mike advised that QTON has the support of the RGC</p>	
<p><b>16. Local Government Report to Board</b></p>	
<p>David gave an update on the FNQ ROC meeting held on 9 February –</p> <p>Issues discussed were as follows:</p> <ul style="list-style-type: none"> <li>• Terrain has been invited to send a representative to the ROC’s Sustainability Group meetings. The first meeting is to be held on 23<sup>rd</sup> February 2012.</li> <li>• Travis Sydes provided an update on the information management and GIS-based prioritisation systems he has been working on. This is being further developed with the aim of identifying a regional connectivity blueprint based on the mapping and prioritisation work. This will be an important tool to assist with development of the NRM plan.</li> <li>• FNQ ROC submitted funding applications to the Biodiversity Fund for support for a weed seed prevention network and pond apple control</li> <li>• FNQ ROC is investigating a process of directing external resourcing into priority asset management issues in the region, rather than spreading funding equally across individual local governments. Terrain is investigating how we may invest in this model in the future.</li> <li>• next meeting 17<sup>th</sup> of May</li> </ul>	
<p><b>17. Other Director Portfolio Reports</b></p>	
<p>Mike and Carole are to attend a meeting of Regional Bodies next week in Sydney – National Commercial Carbon Entity meeting. It is a meeting of regional bodies to discuss the establishment of a Carbon Trading entity. If agreement is reached to set up, then details of how, what, where and why have to be decided.</p>	



<b>18 – Other Business/ Confirm Next Meeting Date –Friday 8 June and Saturday 9 June (extra day – Strategic Planning Day)</b>	
David advised that there is a UNESCO meeting in Cairns next Tuesday – Mike and Russell to attend meeting and report to the next Board meeting.	David to send details of meeting of Mike and Russell.
The meeting was declared closed at 5pm	
<b>Written Update by Penny Scott – Area Teams Manager</b> <b>Written Update by David Hinchley – Land and Water Program Manager.</b>	

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

Signed \_\_\_\_\_  
Mr Mike Berwick, Chair Terrain NRM