

**ATTENDANCE**

**Directors:**

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

**Apologies:**

Mike Berwick - Chair  
Carole Sweatman - CEO

**Staff:**

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

**Other Attendees –**

Karen Vohland, GBRMPA  
Jamen Wilcox – Australian Business Training Solutions  
Janet Greenwood, Business Manager Cape York NRM  
John Giese, Deputy Chair, Cape York NRM

**Friday 8 June 2012**

<b>OPEN SESSION</b> The Chair declared the meeting open at 8.45 am	<b>ACTIONS</b>
<b>1 – Traditional Owner Welcome to Country</b>	
<p>In Mike's absence the Board voted Keith to Chair the meeting. Keith accepted and recommended the Board appoint a Deputy Chair to cover such instances in the future. The Board agreed.</p> <p>Joann gave a Traditional Owner Welcome to Country on behalf of the two Traditional Owner groups in the Cairns region. She spoke of Terrain's footprint and the 20 Traditional Owner groups in our Region. Joann said it was fitting we were meeting in the Palmerston Room which ties to the explorer Christie Palmerston who had history with Aboriginal people in the area.</p> <p>As there are two Traditional owner Groups in the Cairns area Joann thought it was correct protocol that we alternate inviting the two traditional owner groups to give the welcome to country at our Cairns meetings.</p>	Colleen to include in next meeting agenda
<b>2 – Declaration of Conflict of Interest</b>	
Nil	
<b>3. – Corporate Services Report</b>	
<p>Michelle gave an update to the Board -</p> <p><b>Summary -</b></p> <ul style="list-style-type: none"> <li>• The Financial Manual is now ready for approval in preparation for the upcoming audit.</li> <li>• The Corporate Services team are preparing for audit.</li> <li>• Working on drafting a Volunteer Manual</li> <li>• The move of the Innisfail office will not have any major impact on the</li> </ul>	Michelle to send Draft copy of Volunteer Manual she is establishing and check on Volunteer Status. Manual will go to Board for final approval.

<p>operations or the audit for Terrain.</p> <ul style="list-style-type: none"> <li>• The O H &amp; S Manual is currently in the staff consultation phase and it is expected that the final Manual will be ready for board approval in the August/September board meeting.</li> <li>• O H &amp; S reporting have been amended in line with new laws.</li> <li>• Directors to complete the skills and training assessment form.</li> <li>• Directors to note the potential impact of the not for profit regulation on Terrain and partners.</li> <li>• HRRC to add O H &amp; S to the terms of reference.</li> <li>• Board remuneration to be reviewed and policy updated.</li> <li>• Some of the surplus funds expected from 11/12 will need to be used to fund the new Innisfail office.</li> </ul> <p>Joann gave an update from the HRRC meeting to the Board –</p> <p><b>Summary –</b></p> <ul style="list-style-type: none"> <li>• Joann thanked Dave Hudson for joining the committee in place of Peter Rowles on the committee.</li> <li>• Spoke about the importance of the Review Panel. Joann and Michelle advised that the role of the panel was to review all Staff PD's, any new position or role and re-classifying. The HRRC recommended the Board approve the establishment of the review panel</li> <li>• Spoke about Terrain's Community meetings</li> <li>• Spoke of the importance of the Board to keep in touch with the Staff about the proposed restructure. The committee recommended the Chair and CEO send a Communique to the Staff.</li> <li>• Discussed the CEO Workplan and the need to be aligned with financial year</li> <li>• Discussed Director/Staff attendance at Better Boards Conference in Melbourne in July.</li> <li>• Discussed proposal for update of Director's Remuneration. Michelle to send paper to the Board for discussion. Matter will come back to the Board for approval.</li> </ul> <p><b>RECOMMENDATIONS</b></p> <ol style="list-style-type: none"> <li>1. That the Board approve the financial statements for the quarter ending 31 March 2012.</li> <li>2. That the Board approve the Finance Manual</li> <li>3. That the Board approve the O H &amp; S report for the quarter ending 31 March 2012.</li> <li>4. That the Board approve the O H &amp; S budget for the 2012/13 financial year.</li> <li>5. That the Board nominate at least one Director to attend the upcoming Better Boards Conference in Melbourne on 28 and 29 July 2012. HRRC recommend at least 3 Staff/Board attend the conference.</li> <li>6. That the board approve the updated Terms of Reference for the HRRC to include OH &amp; S as recommended by HRRC</li> <li>7. CEO Work Plan to be aligned to financial year/ corporate plan and drafted in May/June as recommended by HRRC</li> <li>8. Approve the establishment of a Review Panel as recommended by HRRC</li> </ol> <p><b>Moved:</b> Russell Watkinson    <b>Seconded:</b> Ryan Donnelly</p> <p><b>Carried Unanimously</b></p> <p>Troy arrived at 9.25am</p>	<p>Michelle to change Total Income figure in financial statements</p> <p>Carole and Mike to send joint Communique to staff regarding restructure.</p> <p>Penny to keep an eye on Community meetings and provide any feedback to Directors</p> <p>Michelle to send date of Better Boards Conference to Directors</p> <p>Directors to finalise their own Position Descriptions</p> <p>Michelle to send paper on Board Remuneration to the Board for discussion.</p>
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<b>4. Presentation on Reef Guardian</b>	
<p>Karen Vohland from GBRMPA gave a presentation on the Australian Government's Reef Guardian program. The Reef Guardian stewardship program is based on the GBRMPA building relationships and working closely with those who use and rely on the reef for recreation and business. In 2003 the GBRMPA launched the Reef Guardian program with Reef Guardian Schools with the aim of guiding everyday actions and decisions in a way that will help to ensure long-term environmental benefits for the Reef. Almost a decade on, the Reef Guardian program continues to go from strength to strength with the program now expanding to also include councils, farmers, graziers and fishers. Ryan asked how Terrain can become involved?</p> <p>The Board committed to follow up and pursue a relationship with the Reef Guardian program for stewardship recognition. David Hinchley is to follow up how Terrain can do this.</p>	<p>David Hinchley to follow up how terrain can pursue a relationship with the Reef Guardian</p> <p>David Hinchley to follow up how Terrain can pursue a relationship with reef Guardian program.</p>
<b>5. WHS Harmonisation Presentation</b>	
<p>Jamen Wilcox from Australian Business Training Solutions gave a presentation to the Board.</p> <p>Ken left the meeting at 12.05pm.</p>	<p>Michelle to send OH &amp; S plan for coming year to the Board</p>
<p>Discussions from Agenda Item 3 continued after lunch break.</p> <p>Dave queried the Tableland Team equipment sale. Michelle gave an update on the process. Joann and Dave advised they were not comfortable with the process. Michelle advised that the Out of Session paper had been processed in terms of the Board Policy Manual.</p> <p>Joann tabled a paper on "On Ground Teams" The Board recommended Joann's paper be used as background information for the Strategic Planning day.</p> <p>Michelle also gave the Board an update on the new legislation for Not for Profit Organisations which may affect Terrain. A presentation was given at the last RGC Meeting and the RGC will be fighting on our behalf.</p> <p><b>The Board resolved to keep approval of recommendations as tabled in Agenda Item 3.</b></p> <p>Julia arrived at 2.15pm</p>	<p>Paper to be used in Strategic Planning Day</p> <p>Michelle to send any information to hand to Directors and will report at next Board meeting.</p>
<b>6– Meeting of Directors Minutes 9 March 2012 confirmed</b>	
<p><b>Motion:</b> That the minutes of the Directors' meeting 9 March 2012 be confirmed as a true and correct record subject to any changes as recommended by the Directors.</p> <p><b>The Board resolved to accept minutes</b></p>	
<b>7. Business Arising from Item 6.</b>	
<p>Joann would like to see follow up from meeting of Northern NRM CEO's.</p>	<p>Carole to send update on NRM "pointy end" meetings to date</p>

<b>8. Board Meeting Actions List</b>	
<p><b>Motion:</b> That the Board meeting actions list be received as presented.</p> <p>Russell suggested to add two extra columns – target date and comments columns</p> <p><b>Noted.</b></p>	<p>Colleen to adjust Action List template to include extra columns</p>
<b>9. Correspondence</b>	
<p><b>Motion:</b> That the Board note incoming and outgoing correspondence as presented</p> <p><b>Noted.</b></p>	
<b>10. Out of Session Papers</b>	
<p><b>Motion:</b> That the Board meeting actions list be received as presented.</p> <p><b>Noted.</b></p>	
<b>Open Session – Information Items</b>	
<b>11. Chairs Report</b>	
<p>A written Chairs Report from Mike was given to the Board and included –</p> <ul style="list-style-type: none"> <li>• Update on new Queensland Government</li> </ul> <p>Joann suggested we analyse the Charters of the 9 Ministers who cover Terrain’s work and area and asked if Staff could do an analysis and bring to the Board.</p> <ul style="list-style-type: none"> <li>• Update on meeting between Mike, Andrew Drysdale and Minister McVeigh (Agric, Forestry and Fisheries)</li> <li>• Terrain’s community meetings</li> <li>• The National Commercial Carbon Entity</li> <li>• Open meetings and reviews</li> </ul> <p>The Board agreed that our meetings were able to be attended by anyone with the exception of any Closed Sessions. It was agreed to put the date of the Board Meetings in the e-newsletters and on our Web page.</p> <ul style="list-style-type: none"> <li>• AG grant transparency</li> <li>• TLJV workshop</li> <li>• UNESCO</li> <li>• RGC’s chairs report</li> </ul> <p>The Board requested an update on Carbon Farming Initiative at the next meeting</p> <p>The Board also want a presentation on Carbon in the Wet Tropics</p> <p>The Board also queried if it would be good practice to publish the names of the Reef Rescue recipients. Michelle said we would have to change the contract to get the recipients approval.</p> <p>Dave also noted we should include money in the budget each year to send a Community Representative to the Landcare Conference.</p>	<p>Penny and Carole to analyse Charters of Ministers to show link to Terrain</p> <p>Colleen to ensure Board meeting date goes in newsletter and is put on Web Page.</p> <p>Report on Carbon Farming Initiative at next Board meeting</p>

<b>12 – Chief Executive Officer’s Report</b>	
<p>Due to Carole’s absence there was no CEO Report.</p> <p>David Hinchley gave a presentation to the Board on how the new NRM plan might look like.</p>	
<b>13 – IAG Report to the Board</b>	
<p>Keith gave an update on the IAG meeting held on 1 June.</p> <ul style="list-style-type: none"> <li>• Sarah Standen representing Canegrowers Cairns attended the meeting</li> <li>• Presentation on Queensland Vegetation regrowth code by QFF</li> <li>• IAG thought would be good idea to invite Andrew Cripps to future meetings and asked Board to endorse. Board endorsed noting is a good idea.</li> </ul>	
<p><b>14 – People &amp; Country Report to the Board</b></p> <p>Joann gave an update on the Indigenous Team meeting on 17 May. Matters to raise were –</p> <ul style="list-style-type: none"> <li>• TOR to go to the Board in Out of Session Paper for approval</li> <li>• Relationship between Terrain and RAPA</li> <li>• Can we get double funding for new Plans – NRM Plan and Indigenous Plan?</li> <li>• Looking at Indigenous Directors – Directors/ Staff/ Work plans</li> <li>• Structure review – Indigenous mail out. Only 2 responses to date. Joann thinks we may need more than a letter and suggested she and Troy become more involved</li> <li>• Need to finalise RAPA funding. \$20,000 available ex TOAC.</li> <li>• Reporting – previous reporting was through TOAC meetings now through Indigenous Team Meetings and David Hinchley’s report to the Board.</li> </ul>	<p>Colleen to send OOS paper for approval of TOR</p> <p>David and Carole to follow up on funding and give update at next Board Meeting.</p>
<b>15. Local Government Report to Board</b>	
<p>Julia gave an update to the Board –</p> <ul style="list-style-type: none"> <li>• New Council elected – only 3 Councillors from last Council</li> <li>• First meeting 30/5</li> <li>• Special meeting on budgets held this morning – reason Julia not being able to attend this morning’s part of our Board meeting.</li> <li>• Attending lot of briefings and workshops</li> <li>• Committee structure decided at today’s budget meeting – Julia has been given 2 committees – Economic Development and Governance</li> <li>• The new Councillors have done two bus trips – north and south and Julia heard the comment – “what does Terrain do” We need to let CRC know who we are, what we do and what we have done. David Hinchley said that at last</li> </ul>	

<p>NAMAC meeting the suggestion was made it would be good to do another "Flight of the Tropics" and also noted Terrain now holds regular meetings with FNQ ROC.</p>	
<p><b>16. 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> <p>Russell handed out a report and gave update to the Directors.(copy attached)</p> <ul style="list-style-type: none"> <li>• Advised WTMA Board were keen to meet with Terrain Board</li> <li>• One of the main issues at the moment is Myrtle Rust</li> <li>• GBRMPA impressed with Water Quality work done by Terrain</li> </ul> <p>Peter gave a report from the RGC meeting – Mike has covered in his Chair's report as well.</p> <ul style="list-style-type: none"> <li>• Presentation on Ports Facilities</li> <li>• Discussion on new NFP/Charity commission</li> <li>• Discussion on RGC levy – decision for each group to put in same amount</li> <li>• Condamine Alliance has just celebrated their 10<sup>th</sup> Anniversary – our Anniversary is next September so we need to think what we can do to celebrate.</li> </ul>	
<p><b>17 – Other Business/ Confirm Next Meeting Date – Friday 31 August 2012 in Ingham. Andrew Drysdale from RGC will be attending.</b></p>	
<p>The meeting was declared closed at 4.45pm</p>	
<p><b>Written Update by Penny Scott – Area Teams Manager</b> <b>Written Update by David Hinchley – Land and Water Program Manager.</b></p>	

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



**Minutes**  
**Meeting of Directors**  
**Friday 8 June 2012**  
**Palmerston Room, Cairns Colonial Club Resort,**  
**18-26 Cannon St, Cairns**

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