

## ATTENDANCE

**Directors:**

Mike Berwick  
Keith Noble  
Ken Atkinson  
Allison Halliday  
Peter Rowles

**Staff:**

Carole Sweatman, CEO  
Penny Scott, Community & NRM Manager (Left 11am )  
Michelle Nusse, Corporate Services Manager  
Colleen McIntosh, Executive Support Officer

**Others:**

**Apologies:** Ryan Donnelly

## Friday 20 November 2015

<b>OPEN SESSION</b>	<b>ACTIONS</b>
Mike opened the meeting at 8.30am	
<b>1 – Traditional Owner Welcome to Country</b> Mike acknowledged Traditional Owner Elders past and present and thanked them for having us on their country	
<b>2 – Declaration of Conflict of Interest - Nil.</b>	
<b>Strategic Items</b>	
<b>3.1 Discussion on Qld Regional arrangements</b>	
<p><b>Background:</b></p> <p>The board discussed the proposed changes to QLD NRM which was a key topic at the Thursday Island RGC meeting where Qld regions agreed to a reform with an alignment process. This process was aimed at increasing efficiency and effectiveness through the formation of clusters. Since that meeting, there has been some hesitation with the NRMs to proceed. It was suggested that one reason for this might be that this change or reform process commenced without first agreeing on the vision.</p> <p>It was acknowledged that the Regional NRM Groups are the only community-based organisations that have the sole purpose of working with all stakeholders to address large and complex natural resource issues at the landscape level - building collaboration, gathering and sharing information and brokering funding for on-ground work.</p> <p><b>Discussion points and possible objectives:</b></p>	

<ul style="list-style-type: none"> <li>• Regions maintain current identities and amalgamations only occur by voluntary agreement</li> <li>• RBs retain control over the things that matter to their communities: community empowerment, planning, prioritisation and delivery</li> <li>• Current NRM effort is mapped across agencies, local government, Traditional Owners, NRM, community and industry</li> <li>• Regions identify and cost, individually and collectively, their priorities (as per the current Futures Document)</li> <li>• Regions cluster to share back room services and administration, the savings applied to on ground or state wide functions</li> <li>• NRM builds a strong state-wide identity and capacity</li> <li>• Role and function articulated by the Qld Government in legislation (as per existing policy)</li> <li>• NRM is promoted and understood by all Queenslanders</li> <li>• An independent, expert based, state NRM Council is established (as per existing policy)</li> </ul> <p><b>Motion</b></p> <p>That the CEO and Chair of Terrain put forward a proposal to the RGC for the development of a vision statement and objectives for a Qld wide organisational model from which a structure can be derived which:</p> <ul style="list-style-type: none"> <li>• identifies actions required to implement the structure</li> <li>• costs the transformation and proposes funding options</li> <li>• provides a timeline</li> <li>• identifies blocks/impediments to Regional Body engagement.</li> </ul> <p>The board approved this motion with Mike to get help from Carole and Keith and Keith to present to RGC meeting on December 1. It was agreed that Mike as independent chair cannot present a proposal.</p>	
<b>3.2. Presentation on Wet Tropics Plan for People and Country</b>	
<p>Carole updated the Board on the Plan Launch advising –</p> <ul style="list-style-type: none"> <li>• The Board is part of the broader community and able to provide feedback</li> <li>• Key message – the future of the Wet Tropics is in our hands</li> <li>• The Plan is everybody’s plan – not just Terrains</li> <li>• The website is responsive so it changes to adapt to phone/tablet or computer</li> <li>• We have received 1300 pieces of advice – input from Community and Agencies</li> <li>• We held 9 Technical Workshops with 100 participants, 10 local landscape meetings, a Logo competition and a Photo competition</li> <li>• We have conducted an on line survey and Staff have been contacting other people who we are not usually involved with.</li> <li>• We have involved Traditional Owner groups to help bring the Bama Plan and NRM Plan together</li> <li>• We have worked with Traditional Owner groups on how the plan looks having Cultural and NRM things all in the one place. A TO workshop came up with the name</li> <li>• It is important to thank the Federal Government</li> </ul>	

<ul style="list-style-type: none"> <li>• Lots of lessons on how to do in the future – a big thing to note is that it is slightly experimental to have an on-line plan.</li> <li>• We will be launching a Draft Plan today – important message is that this is the start and not the finish</li> <li>• We have 6 months to work on the draft plan – there is still a lot of work to go into it and we will be working with Community to progress.</li> <li>• We want feedback from the Community</li> <li>• Why on line? We wanted to avoid a printed plan that does not maintain its currency – we want the plan to be interactive and allow people to use for what they need. Parts of the Plan can be printed if needed.</li> <li>• The Plan will be constantly revised and being on line this can be done straight away if anything changes.</li> <li>• The Plan has mapping tools and libraries for resources</li> <li>• The four key components – NRM Knowledge/ a place we can document, maintain and manage NRM priority actions/ Portals – Community can have their own portal which can be shared with everyone/Investment strategy in the plan</li> <li>• We got a lot of feedback originally about the original NRM Plan – there were issues about its usefulness and currency. The new one had to be meaningful.</li> </ul> <p>Carole then gave the Directors a “tour” of the Plan and a run through of the Launch later in the day –</p> <ul style="list-style-type: none"> <li>• Warren Entsch to launch the Plan – we have received good feedback from Warren</li> <li>• We have 3 tablets to give away today as door prizes and a further 7 to give away – one each month for good feedback given online about the plan.</li> <li>• It is important to acknowledge the amount of work done – Penny has written 90% of the plan and a lot of work has been done by Gary and Sharlene as well. Carole has also done several media interviews.</li> <li>• We want people to go away now and try the plan and want feedback on the functionality.</li> <li>• We will have a functional upgrade by 31 March. We will have a major upgrade in July.</li> </ul> <p>Mike noted the need to advise the public when changes are made. The Directors were impressed with the Draft Plan and looking forward to the launch. They congratulated Carole and the Staff on a job well done.</p>	
<p>4. AGM run through</p>	
<p>4.1 – General Items and agenda – likely questions/issues</p> <p>Carole ran through the Agenda with the Directors to gain an opinion on how they think it should be run and to discuss any likely questions or issues.</p>	
<p><b>5. Demonstrates Organisational Excellence</b></p> <p><b><u>Audit/Finance Risk Committee recommendations:</u></b></p> <ul style="list-style-type: none"> <li>• That the Board note the Financial Report Card - <b>noted</b></li> </ul>	

<ul style="list-style-type: none"> <li>That the Board approve the financial statements for the period ending 30 September 2015 - <b>approved</b>.</li> </ul> <p><b><u>Risk Management recommendations:</u></b></p> <ul style="list-style-type: none"> <li>That the Board note the updated Risk Management Report Card - <b>noted</b></li> <li>That the Board note the update on Significant Risks - <b>noted</b></li> </ul> <p><b><u>Contract and Project Management recommendations:</u></b></p> <ul style="list-style-type: none"> <li>That the Board note the Contract and Project Management Report Card and projects in brief - <b>noted</b></li> </ul> <p><b><u>Human Resource recommendations:</u></b></p> <ul style="list-style-type: none"> <li>That the Board note the Workplace Report Card - <b>noted</b></li> <li>That the Board note the HRRC minutes and OHS report - <b>noted</b></li> </ul> <p><b><u>Business Excellence</u></b> Nothing to report. Organisational Health Plan Second Edition which will include OPE results and actions to improve will be presented in February 2016 Meeting.</p> <p><b>The Board resolved to approve the recommendations</b></p>	
<p><b>5.1 Financial Report Card to 30 September 2015 and Detailed Financial Reports</b></p> <p>Ken went through the Finance Report Card and Detailed Financial Reports. The Board were happy with the Report Card and Financial Reports and approved the recommendations.</p>	
<p><b>5.2 Risk Report Card</b></p> <p>The Board noted the Risk Report Card as presented and Queried Item 6.5 in the Update on Significant Risks – Failure of the NRM Plan to influence investment and partner effort. Michelle advised that the Board would continue to receive regular updates following the Plan Launch.</p>	
<p><b>5.3 Contract Report Card</b></p> <p>The Board noted the Contract Report Card as presented.</p>	
<p><b>5.4 Workplace Report Card</b></p> <ul style="list-style-type: none"> <li>Michelle advised the Board that a new Governance Manual was well under way. The new Manual will be more compact than the original and will be brought to the Board for approval.</li> <li>Peter asked about the Directors ability to use Terrainium (SharePoint) in the future. Michelle advised we had tried once and it did not work but will follow up the possibility of providing training for the Directors.</li> <li>Michelle advised that the Terrain Single Enterprise Agreement 2011 has expired but continues to be valid until it is replaced. CCIQ have said it is ok to continue to use this agreement even though it has expired. Michelle is to follow up with Staff to ensure they are happy to continue with current agreement.</li> <li>The Board queried No 26 – Does the Board have a contract and current agreed workplan with the CEO? Carole’s contract expires in late 2016. Carole advised that both parties need to give 6 months’ notice of their intentions so discussion would be held over to the February Board Meeting.</li> </ul>	<p><i>Action Item 190 - Michelle to send link to on-line training to the Board</i></p> <p><i>Action Item 343 - Michelle to follow up with staff regarding continued use of current EBA.</i></p>

OHS Report – <b>noted.</b>	
<b>7.1 Report Card – Communications Report Card</b> Due to an unexpected and serious staff illness this report card could not be completed in time for inclusion in the board papers	
<b>7.2 Communications and Influence Strategy</b> Due to staff illness, this has not been completed	
<b>7.3 RGC Report</b>	
Provided by Keith Noble on 16 October – noted by Directors	
<b>7.4 IAG Report</b> Ken Atkinson acted as Chair for the meeting and gave his report on the meeting then handed over to Carole who updated the Board on the Workshop conducted by Allan Dale on Governance of Great Barrier Reef. Carole advised Allan is to come back to the next IAG meeting with an update. Carole also advised that Geoff Garrett was hoping to attend the next IAG Meeting as well for further discussions. Copy of Minutes were provided for Directors.	
<b>7.5 Director Reports</b> Julia advised the Board that Mike had given a presentation at the recent FNQ ROC meeting.	
<b>8. Champions Strategic Investment – in CEO update</b>	
<b>Board Business</b>	
<b>9.1 Meeting of Directors Minutes – approved</b>	
<b>9.2 Board Meeting Action List –</b> <b>Recommendation:</b> That the Board Action list be noted subject to any changes recommended by the Directors. <b>The Directors noted the Board Action list as presented</b>	
<b>9.3 Correspondence/Matters of interest or concern - Nil</b>	
<b>9.4 Out Session Papers -Nil</b>	
<b>9.5 Chair’s Report</b> The Chair’s Report was provided in the papers and was taken as read. Mike spoke on National Matters including – <ul style="list-style-type: none"> <li>• Letter from NRMRA to Prime Minister Turnbull asking the NLP budget be restored to \$2b from \$1b co-signed by NFF, ACF and NLN and request for hearing with the Prime Minister. Mike advised there was no progress on the meeting at this stage</li> <li>• Mike is involved with producing an NRM blueprint to take to the Prime Minister but advised it is still in the early stages and Mike is to work on the next edit</li> <li>• Approaching the Clean Energy Regulator to clarify/strengthen the role of NRM plans in ensuring ERF funded terrestrial carbon investment deliver landscape co-benefits, not perverse outcomes.</li> </ul>	

<ul style="list-style-type: none"> <li>Proposed combination of National Landcare Conference with NRM Knowledge Conference</li> <li>Advised great national partnership with the National Landcare Network.</li> </ul> <p>Chairs report noted as presented.</p>	
<p><b>9.6 CEO's Report –</b></p> <p>Carole advised that she and Mike are still to catch up on her workplan for next year. She said the core of the Workplan still looks the same – key for this year</p> <ul style="list-style-type: none"> <li>Carole's role in NRM reform process</li> <li>Completion of NRM Plan</li> <li>Investment generally/future funding. Having 3 months in reserves for the Reef Team gives us a bit of breathing space to chase more funding</li> <li>Big area around reef – Carole has been working on behalf of Reef regions on seeking funding on behalf of all reef regions. It is important we have one crack at securing funding on behalf of all the reef regions.</li> <li>The Leadership team has helped out with Carole's workload for 3 days a week but seems like she is putting in more like 7 days a week</li> <li>Carole sought the Board's feedback to see if they were comfortable with her continuing this role. Mike said he thought the other regions should chip in to help with Carole's costs. Extra money could be put to pay Penny and Michelle who are now working full time to cover.</li> <li>Carole to put to other regions at the next meeting and in the meantime to revisit extra work with the Leadership team at the next meeting next week.</li> <li>Carole said she has spoken to QFF about the reef proposal and said it would be good for QFF to take a bit more of a leadership role.</li> </ul> <p>The Board approved for Carole to continue in this role but asked for feedback regarding funding from other regions for Carole's time and feedback after the Leadership Team meeting.</p>	<p><i>Action Item 360 - Carole to update the Board on funding for her extra time after the next Reef meeting and the Leadership Meeting</i></p>
<p><b>9.7. Board only – reflection time (in camera Session)</b></p>	
<p><b>9.8. Confirmation of next meeting date –</b> The Board was provided with proposed meeting dates for 2016 and next meeting date of Friday 26 February was confirmed. The Board are to advise Colleen if they have any problems with the proposed meetings for next year.</p>	
<p>The meeting was declared closed at 2.30pm.</p>	

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

Signed.....

Mike Berwick, Chair Terrain NRM