

FNQ NRM Ltd Directors Meeting
29 October 2003, 7 AM – 8:30 AM
Cairns Colonial Club Resort, Anderson St Cairns
Ratified Minutes

Present

Cr Mike Berwick	Chair
Bill Shannon	Industry
Peter Stanton	Conservation
Cr Ray Byrnes	Local Government
Caroline Coppo	Community / Catchment
Dr Colin Hunt	World Heritage
Chris Gloor	Coastal & Marine

Staff & Advisors

Brad Dorrington	Executive Officer, NRM Board (Wet Tropics) Inc
Rachel Wicks	Communications Officer, NRM Board (Wet Tropics) Inc

Apologies

Troy Wyles-Whelan	Traditional Owners
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1. Welcome & Apologies

Cr Mike Berwick welcomed all present and declared this Meeting of Directors open at 7:05 am.

2. Confirmation of Minutes of the Directors Meeting held 6 October 2003.

It was noted by Ray Byrnes that Resolution 5 on page 3 should read that the outgoing Members are resigning, rather than becoming Members.

Resolution 1: The draft Minutes of the Directors Meeting held 6 October are ratified subject to the above amendment.

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3. Business arising from the Minutes.

3.1 Appointment of additional Directors

Mike Berwick noted that correspondence and lobbying of Directors was continuing regarding further appointments and then asked Brad Dorrington to confirm the requirements for any appointments.

Brad confirmed that the current Directors have the power to recruit up to an additional 3 Directors to ensure that there is at least 1 Director from each sub-region with strong NRM skills. Further there is no requirement to conduct another transparent selection process; however the Board could consider unsuccessful applicants from the initial process. Mike then asked the Board to consider the recommended principles regarding the recruitment of Directors.

Resolution 2: That the following principles are adopted regarding the recruitment of any further Directors:

- A. The Board is skills based with no scope for the representation of interests other than those of the Company.
- B. The Membership Body is the appropriate forum within the Company structure for representational interests.
- C. That any further appointments to the Board will be made so as “to ensure there will be at least one person from each sub region with strong nrm skills”.
- D. That any further selection of Directors will mirror the initial selection process.

Resolution 3: That an additional sub-region to the 3 already identified exists; namely the Upper Herbert catchment or South West sub-region. This sub-region requires a Director with strong nrm skills.

Resolution 4: That Ken Atkinson, as an applicant in the initial selection process, be offered a position on the Board.

3.2 Company Seal

Resolution 5: That FNQ NRM Ltd creates a Company Seal for use on certain documents as required.

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3.3 Directors Training

Caroline Coppo stated that she would prefer a formal training course rather than reading a book. Brad Dorrington replied that there are several such courses available however they are scheduled for early in next year. Mike Berwick indicated that he would prefer the Company Directors Manual.

Resolution 6: Bill Shannon will examine the PriceWaterhouseCoopers manual and report back to the Board.

3.4 Absent Directors Input

Resolution 7: That absent Directors will be encouraged to provide an informal briefing paper regarding any of the matters listed for consideration at Directors Meetings. The paper is to be conveyed to either the Secretary or Executive Officer for distribution to present Directors prior to the meeting.

3.5 Directors Fees & Expenses

Dr Colin Hunt tabled guidelines for remuneration of part-time Chairs and members of government boards, committees and statutory authorities for Members to consider as part of determining Directors' fees and expenses. Decisions regarding Directors fees are held over until the next meeting to allow consideration of this material.

4. Correspondence Report

Cr Ray Byrnes drew the Board's attention to the letter received from North Johnstone and Lake Eacham Landcare Association requesting a review of the decision to withdraw support for a coordinator (Helen Irwin). Helen has been employed 2 days per week to provide support to this group and one other Landcare group. The position will be reviewed during the group profiling project, however it will be 2 to 3 months before data is analysed.

Ray requested that the Board consider re-appointing Helen Irwin and communicate to both Landcare Groups that the decision to withdraw support was not taken by this Board. Bill Shannon asked Brad Dorrington if this action was affordable within the current budget. Brad responded that although the position is not within the current Coordinator & Facilitator budget surplus funds to be transferred from the NRM Board (Wet Tropics) Inc could be used to fund the position.

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Resolution 8: That Helen Irwin be offered employment on a two day per week (0.4 FTE) basis until 30 June 2004, and it be communicated to both Landcare groups and Helen that the initial decision to withdraw support was not taken by this Board.

Resolution 9: That Cr Mike Berwick be appointed as the Board's nominated member of GBRMPA's Reef Water Quality and Coastal Development Advisory Committee and this decision be communicated to GBRMPA.

Resolution 10: That the Board write a letter of support for the Barron River Integrated Catchment Management Association's (BRICMA) riparian revegetation project as discussed with that group on the road tour.

5.0 Finance Committee Report

5.1 Financial System review

Resolution 11: That the financial system review and recommendations are accepted and endorsed for implementation under the oversight of the Finance Committee.

Resolution 12: That the proposed banking arrangements are adopted for implementation under the oversight of the Finance Committee.

5.2 Revised Foundation Funding Proposal

Cr Mike Berwick requested the rationale for the removal of the "fine scale vegetation mapping project" from the revised bid. Brad Dorrington advised that it could not be included under JSC criteria for rationalisation as it is not "a critical action that will prevent the NRM Plan from being completed this financial year."

Peter Stanton declared an interest, provided a briefing at the invitation of the Chair and left the room.

Mike stated that this project is critical in terms of management and delivery and further recommended that we should link this project to the biodiversity hotspot issue and include it in the Foundation Funding proposal in excess of the \$600 000 ceiling, with an explanatory note.

Resolution 13: That the "fine scale vegetation mapping project" be included in the final Foundation Funding proposal in excess of the \$600, 000 ceiling, with an explanatory note.

Resolution 14: That the revised final Foundation Funding proposal for \$689, 865 is endorsed for submission to the JSC.

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5.3 Rainforest CRC Partnership Budget

Noted that no further progress can be made until Foundation Funding finalised, however projects are operating satisfactorily under interim arrangements.

5.4 Due Diligence

It is noted that the Finance Committee are progressing with the previously endorsed work plan.

6.0 Constitution Committee Report

It is noted that the Constitution Committee are progressing with the previously endorsed work plan.

7.0 NRM Plan Committee Report

It is noted that all Board Members will receive the draft Plan next week and participate in the Plan workshop on 20 / 21 November.

8.0 General Business

8.1 RGC Meeting Report

Further to the report provided in the Agenda Papers Cr Mike Berwick provided a brief verbal report. Mike believes that a part of this group's role is to instigate institutional change that generates an integrated process between the Board and other agencies and boards for the delivery of NRM.

Sharing of information should not be extended to financial/resource information (commercial in confidence) and this is recognised in the MOU.

Resolution 15: That the RGC MOU is endorsed for signing by the Chair.

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8.2 NHT 2 Report

Chris Gloor noted that the proposed membership on the WRAC would be important in light of that groups role in directing GBRMPA's priorities for the reported \$18.5M Reef water Quality Protection Plan funds. Caroline Coppo stated that she understands that GBRMPA also are administering a similar amount of funds for wetland protection.

The NHT 2 report is noted and accepted.

The meeting adjourned at 8:25 am as the bus was ready for departure for the second day of the road tour. The Directors resolved to reconvene the meeting and consider the remaining items on board the bus at a convenient time later in the day.

The Chair reconvened the meeting at 9:30 am while en route from Alooomba to Innisfail.

8.3 Staffing Arrangements

Resolution 16: The current NRM Board (Wet Tropics) Executive Officer is confirmed in the position of acting Executive Officer - FNQ NRM Ltd, with a request communicated to the Chair of the NRM Board (Wet Tropics) Inc for implementation.

Resolution 17: The interim staffing arrangements as detailed in the attached organisational structure are adopted, with a request communicated to the Chair of the NRM Board (Wet Tropics) Inc for implementation.

Resolution 18: That all staff, while already having employment confirmed until 30 June 2004, have official appointments qualified to the extent that specific roles and positions may be varied as the needs of the company evolve over the period of their confirmed employment.

8.4 Insurance

The report as detailed in the Agenda papers is noted and accepted.

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9.0 Future Activities

9.1 November NRM Plan Workshop

The NRM Plan Committee determined to continue liaising by phone and e-mail and defer any formal meeting until after the 20 / 21 November workshop.

9.2 December Board Meeting – Upper Herbert

Resolution 19: That the Board Meeting scheduled for Friday 19 December 2003 will be convened in the Upper Herbert catchment, including an overnight stay and returning on Saturday 20 December.

9.3 January Strategic Planning Workshop

It was noted that the draft TOR for this workshop is not yet available. Brad Dorrington and Bill Kennedy will prepare for the next meeting as resolved at the meeting held 6 October 2003.

9.4 NRM Board (Wet Tropics) Inc AGM & Handover

Resolution 20: That all available Board Members should attend the NRM Board (Wet Tropics) Inc AGM and on Friday 28 November 2003.

The Chair closed the meeting at 9:50 am and thanked all for their attendance.

Minutes ratified at the Directors Meeting held 20 November 2003.

Signed_____

Mike Berwick, Chair FNQ NRM Ltd.