

FNQ NRM Ltd Directors Meeting
20 December 2003, 7:40 AM – 2:40 PM
Goshen Station, Upper Herbert Catchment
Ratified Minutes

Present

Cr Mike Berwick	Chair
Bill Shannon	Industry
Peter Stanton	Conservation
Caroline Coppo	Community / Catchment
Chris Gloor	Coastal & Marine
Ken Atkinson	Upper Herbert

Guests

(Guests listed attended for the local issues session from 10:45 AM to 11:15 AM only)

Ros Burtenshaw
Garry Burtenshaw
Greg Brown
Ross Blennerhasset
Fiona Atkinson

Staff & Advisors

Brad Dorrington	A/- Executive Officer, FNQ NRM Ltd
Rachel Wicks	Communications & Regional Coord. Officer, FNQ NRM Ltd
Wendy Finlayson	Water Quality Monitoring Coordinator, FNQ NRM Ltd
Bill Kennedy	Department of Natural Resources & Mines

Apologies

Cr Ray Byrnes	Local Government
Troy Wyles-Whelan	Traditional Owners
Dr Colin Hunt	World Heritage
Nigel Weston	Regional NRM Planner, Rainforest CRC

1. Welcome & Apologies

Cr Mike Berwick declared this Director's Meeting open at 7:40 AM.

2. Confirmation of Minutes

2.1 Directors Meeting held 21 November 2003

Resolution 1: The draft Minutes of the Directors Meeting held 21 November 2003 are ratified without amendment.

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2.2 Directors Meeting held by teleconference 4 December 2003

Resolution 2: The draft Minutes of the Directors Meeting held 4 December 2003 by teleconference are ratified with the following amendments to comments on Biodiversity & Revegetation table on page 2;

- a) “Colin stated that several of the biodiversity projects may have been funded from Envirofunds.” Replace Colin with Caroline.
- b) “Ray then read from a list and identified at least three that appear to be approved Envirofund projects.” Replace Ray with Caroline.

3. Business arising from Minutes

3.1 Directors training

Bill Shannon presented a training session he has developed for FNQ NRM Ltd Board Members. The presentation covered three modules, namely;

- a) Features of a Company
- b) Corporate Governance
- c) Directors Duties

Chris Gloor inquired as to how insolvency provisions would impact upon Directors of FNQ NRM Ltd. Bill responded that the Directors personal liability in the case of a Company Limited by guarantee such as FNQ NRM Ltd is a nominal amount of a few dollars.

Cr Mike Berwick asked if further Director’s training will be necessary. Bill responded that the training provided today meets the minimal requirement. Regular training and updates, together with experienced Directors on the Board are important attributes of good corporate governance. Mike thanked Bill for the presentation.

Resolution 3: That a letter is forwarded to the Joint Steering Committee (JSC) informing them of the level of experience on the FNQ NRM Ltd Board and the training undertaken by Directors to date as further evidence of good corporate governance.

Resolution 4: This Director’s training presentation to be delivered to future incoming Directors as a component of the Company induction kit.

Resolution 5: Bill Shannon to brief Directors that are absent from today’s meeting.

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3.2 Insurance

3.2.1 Receipt of Policy

Brad Dorrington informed the meeting that the original of the AON policy is yet to be received; however an excerpt has been received by fax from NR&M in Brisbane. The tabled fax confirmed that the policy has been amended to include among the insured parties;

- “Regional NRM Bodies” such as FNQ NRM Ltd.
- “Regional Strategy Groups” (RSGs) such as the NRM Board (Wet Tropics) Inc.

3.2.2 Confirmation of Runoff Cover for the NRM Board’s former Members & staff.

Brad Dorrington informed the meeting advice from AON regarding this matter, which was sought in writing on 21 November 2003, is yet to be received as they are still awaiting a response from the underwriter, Lloyds of London. The matter is of primary concern as FNQ NRM Ltd has warranted, via the Deed of Transfer, that it will maintain suitable runoff cover on behalf of the NRM Board (Wet Tropics Inc) for a period of seven years.

The tabled fax does however confirm that new policy retains Regional Strategy Groups among the insured parties. Brad stated that this fact confirms that the NRM Board (Wet Tropics) Inc are currently afforded run off cover by the policy which will remain in force until 30 November 2004.

3.2.3 Office contents insurance.

Chris Gloor noted that the quotation from Strickland Insurance Brokers appeared to undervalue computers. Bill Shannon further noted that several of the computers are new, having been purchased this month.

Resolution 6: The quotation from Strickland Insurance Brokers is accepted subject to more comprehensive cover for computers being negotiated.

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3.3 IFA Extension Funding Bid

Brad Dorrington stated that official advice regarding the IFA bid is yet to be received, however he tabled a list of JSC recommendations to Ministers that was received by e-mail late the previous evening.

Table 1 – Unofficial JSC advice re Wet Tropics projects - as tabled.

COMPONENT	REQ	JSC REC	JSC COMMENTS
Human Resource Requirements 7/04 – 9/04	333,000	200,000	Full development of the Project requires: ** far stronger focus required on ensuring the long term human resource base is a balanced investment compared within total indicative funding; ** reductions in the total quarterly facilitator coordinator costs; ** far stronger linkages to resource condition trend outcomes; ** The total HR bid not to exceed \$200,000
Completion of fine scale vegetation and Regional Ecosystem mapping	90,000	90,000	
Traditional Owner Capacity Building in the Wet Tropics	30,000	30,000	
On-Ground Strategic Pest Management in the Wet Tropics (Coastal Hymenachne and Pond Apple Control)	162,000	162,000	
On-Ground Community Biodiversity Initiatives in the Wet Tropics (Community Revegetation Projects)	153,000	153,000	
Regional Biodiversity database and priority Mapping	10,000	0	
Mapping of Vertebrate distributions and Biodiversity	12,000	0	
Weed & Pest Management Planning for the Wet Tropics NRM Region	10,000	0	
<u>Competitive Regional Resubmitted</u> - Addressing the complexities of drainage management - developing appropriate catchment designs & standards - Barron Catchment	0	68,000	
<u>Competitive Regional Resubmitted</u> - Hymenachne Control - Hinchinbrook Shire	0	50,000	
TOTALS	800,000	753,000	

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Caroline Coppo queried that both the Herbert River wetlands & Ingham community nursery projects appeared to not be in the final bid. It was resolved by consensus that both had been included in the Biodiversity / Revegetation component, however have not been included in the final recommended funding for this component.

Brad responded that, as per the minutes of the teleconference, biodiversity projects totalling almost \$750,000 were to be subsequently prioritised against the \$153,000 that was allocated by the Board to the biodiversity component. The process approved for this to occur was for Cr Mike Berwick and Brad to seek advice from relevant staff and produce a prioritised list.

Caroline queried as to why several nurseries had been funded, via projects within their areas, while the proposed Ingham community nursery had not. Brad responded that a key criterion in prioritising biodiversity projects / nursery areas for funding was maintaining community capacity. The Ingham nursery does not currently exist with advice provided based upon this fact. Discussion then resolved by consensus that the Ingham nursery be afforded similar priority to established nurseries.

Mike stated that a further key criterion agreed in regard to WONS funding is the capacity of the host Local Government to match the NHT funds in cash. This was reaffirmed however it was agreed during discussion that the short timelines and looming Local Government elections should be considered.

Brad confirmed that prior to full project submission on 11 February there is opportunity to modify all projects to a greater or lesser degree.

Resolution 7: That a letter is forwarded to governments that, while commending the move to indicative funding allocations, expresses disappointment regarding the process adopted, whereby funds requested for projects that are eventually not recommended are apparently forfeited.

Resolution 8: That a letter is forwarded to governments that, while commending the availability of funds, expresses disappointment regarding the reduction in Coordinator & Facilitator funds. The letter needs to stress the priority that the Board, and the Wet Tropics community, places upon Coordinators & Facilitators.

Resolution 9: That a letter is forwarded to both the Barron Catchment Group and Hinchinbrook Shire Council requesting that future bids follow due process or risk not being supported by the Board.

Resolution 10: Overheads are to be deducted from all projects, including Board projects, to fund core office operating and staff costs.

Resolution 11: That the planned appointment of a Bama Capacity Building Officer and Financial Controller proceed prior to official confirmation of funding.

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3.4 Reef Catchments wide Water Quality Coordination Project

Brad Dorrington stated that official advice regarding the fate of this project is yet to be received, however he tabled a JSC recommendation to Ministers that was received by e-mail late the previous evening.

Table 2 – Unofficial JSC advice re relevant cross regional projects - as tabled.

<p>Cross Regional & Statewide - Integrated Great Barrier Reef Catchments Water Quality Monitoring Program</p>	<p style="text-align: center;">390,000</p>	<p>Full development of the Project requires: ** clear development of the concept and discussion with the Reef Taskforce.</p>
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Cr Mike Berwick stated that both Brad and he had put considerable effort into the development of this project which will put both the Wet Tropics and other regions in the Great Barrier Reef catchment in a good position to deal with this major issue.

Resolution 12: That Board leadership and development of this project continues, including submission of a full proposal to the JSC.

3.5 NLP (Landcare) Funding Bid

Resolution 13: That the Board initiates a limited call for regionally focused specific projects, to be considered for prioritisation together with internal projects developed at the Directors Meeting to be held 23 January 2004.

There was general concern that the creation of a Regional Landcare Facilitator position could lead to uncertainty and duplication regarding relative roles with Catchment Coordinator positions. Cr Mike Berwick suggested that as a major focus of the position is to facilitate the adoption of best management practice (BMP), certification systems and international linkages in primary industries the position be created as “Regional BMP Officer”.

Resolution 14: That the Board approves the creation of a “Regional BMP Officer” position with the recruitment process timed for appointment prior to the commencement of the 2004 / 05 financial year. Mike and Brad to liaise with Douglas Shire SRDC, CSIRO and others in developing a draft position description for consideration.

The meeting was adjourned for morning tea at 10:15 AM.

The meeting reconvened at 10:45AM. Guests from the Upper Herbert catchment joined the meeting to discuss current local issues with the Board.

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Greg Brown stated that Agforce believes that Regional NRM Groups are not functioning as well as was anticipated, and are becoming isolated by employing their own staff rather than auspicing and partnering positions with other groups. Industry is very concerned with declining land condition however staff that have supported work in this area such as DPI and CSIRO staff are becoming less common. Industry funds significant R&D staff but this alone is insufficient.

Cr Mike Berwick responded that the lack of on-ground support staff was a common concern across the region and as such a priority for the Board. The Board has already acted by appointing additional staff within budgetary constraints and is continuing to lobby governments on this issue. Mike also noted that industry and other groups had experienced difficulty dealing with the current NHT timelines, however there are opportunities for participation in the forthcoming NLP funding round.

Resolution 15: That the Board ensures that the grazing industry's concerns are considered in the forthcoming NLP funding round.

Ros Burtenshaw thanked the Board for the travelling to the western grazing areas of the region and stated that a major concern was the fact that rather than catchment or even region specific issues the North Queensland grazing industry encompasses a far broader geographic community of interest. The industry is the dominant land manager in the Burdekin Dry Tropics, Southern Gulf, Northern Gulf and Cape York NRM regions, and a major land manager in the Wet Tropics. This fact dictates that cross-regional solutions with a minimum of duplication are far more strategic investment pathways for dealing with this industry.

Resolution 16: That the Board initiates a dialogue with other regions, particularly the Burdekin Dry Tropics Group, seeking better coordinated investment and outcomes with regards to the grazing industry.

Ross Blennerhasset believes that State Government Agencies operating in the area are not well coordinated and setting a poor example for industry by failing to adhere to guidelines and standards that industry is expected to comply with.

Resolution 17: That Peter Stanton is to liaise with Ross and other concerned landholders in documenting these concerns and practices, so that the Board may bring the issues to the attention of the relevant Ministers.

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3.6 Further Business Arising

3.6.1 Deductible Gift Recipient (DGR) and Income Tax Exempt (ITE) status of the Company.

Chris Gloor inquired as to the Company's DGR and ITE status, particularly the consideration that the granting of such status is conditional upon gaining listing on Environment Australia's (EA) Register of Environmental Organisations, requires a minimum of 50 financial members.

Bill Shannon stated that these will likely have to wait until the draft Constitution is adopted and the proposed Membership Body established, as until that time the Company Directors are the only Members.

4. Correspondence Report

4.1 Inwards & Outwards Correspondence Summary to 16 Dec 2003

Resolution 18: That the draft Correspondence Report is accepted by the Board as presented.

4.2 Copies of Significant Correspondence

Resolution 19: That the Chair of the Local Authority Waste Management Advisory Committee (LAWNMAC) is invited to address a Board Meeting as soon as practicable in response to correspondence.

4.3 Media Report

Brad Dorrington noted that the Media Report included a highly complimentary article by the Cairns and Far North Environment Centre (CAFNEC), albeit in that organisation's own newsletter, "Ecotone." This is significant as the NRM Board, the Joint Working Group, and the facilitators of the establishment of both Board's, have not enjoyed a harmonious relationship with CAFNEC.

Resolution 20: That the draft Media Report is accepted by the Board as presented.

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5 Finance Committee Report

Bill Shannon delivered the Finance Committee Report.

5.1 Company Start Up

Bill informed the meeting that all statutory requirements have been completed. FNQ NRM Ltd commenced trading on 1 December 2003, following the execution of a Deed of Transfer with the NRM Board (Wet Tropics) Inc on 28 November 2003.

5.2 Financial System

Bill informed the meeting that the new MYOB system has been installed and configured to suit the Company's financial requirements. The recruitment of a part-time Financial Controller is also well underway, with an appointment imminent.

5.3 Banking Arrangements & Procedures

Bill then detailed Finance Committee recommendations regarding amendments to the interim banking arrangements.

Resolution 21: That the Company establishes a term deposit account prior to receipt of the next funding instalment.

Resolution 22: That the Executive Officer is delegated authorisation to sign Company cheques provided that the cheque is countersigned by a Director.

Resolution 23: That the electronic approval and payment of accounts is not considered by the Company at this time with the exception of payroll.

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5.4 Financial Reports

5.4.1 Reporting Format

Resolution 24: That the following reports are provided for Directors at Board Meetings as the standard financial report:

- Consolidated Balance Sheet
- Consolidated Profit & Loss
- Profit & Loss for each job in the chart of accounts
- Budget versus actual expenditure for each job in the chart of accounts
- Cash flow projection – 12months

5.4.2 Financial Activity to Date

Resolution 25: That the interim financial activity report is accepted as presented.

5.5 Current Financial Situation

Resolution 26: That the summary of the Company's current financial situation and operating environment is accepted as presented.

Resolution 27: That uncommitted funds transferred from the NRM Board (Wet Tropics) Inc are maintained at a level approximately equivalent to two to three months operating, as a cash flow buffer against delayed debtor remittance, and to afford the Board a degree of confidence in proceeding with approved projects while awaiting contractual formalities.

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6 Plan Committee Report

6.1 Progress report – prepared by Nigel Weston

Nigel Weston from Rainforest CRC is unfortunately a late apology however a progress report has been prepared and is included in the Agenda Papers.

Cr Mike Berwick referred to the “Interim Targets for Discussion” document that the Plan Team presented to Directors yesterday morning as the bus departed from Cairns for this Directors Meeting. Mike stated that a revised version of this document is intended as a focus for discussion by industry, community and agency people commencing in January. It is intentionally a draft document that presents principles and options in greater depth than will be presented in the final plan.

Mike further stressed the importance of the Board interacting with then Plan Team to further revise the draft targets. The Plan Team is seeking agreement that once the Board’s comments have been incorporated, together with input from the Science Panel, that the document may be widely distributed.

6.2 Review timelines

Cr Mike Berwick noted that the Plan team are adhering to the challenging timelines adopted at the Directors Meeting on 21 November and the Board’s challenge is to continue reviewing documents and providing input in a timely manner.

Bill Kennedy reinforced the need to fully consider this initial step in the target setting process. Targets are at the core of the NRM Plan and are of extremely high interest to both State and Australian Governments. Together with the Investment Strategy they present the most significant risk of delays to accreditation. This risk is magnified by the fact that next year is an election year for both governments.

Bill recommended that an initial analysis of any targets include a table estimating the cost of delivery and identifying potentially contentious or controversial targets.

Discussion ensued with Cr Mike Berwick recommending that the Board convene a further meeting as soon as practicable to fully consider draft targets and other Plan matters.

Resolution 28: That the Directors convene a Board Meeting, including key Plan Team members and government officers, on Monday 12 January 2004 to;

- a) Review and refine the proposed draft targets; and
- b) Endorse the Condition Reports for public release.

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6.3 Greenhouse Policy –Colin Hunt

Brad Dorrington stated that although Dr Colin Hunt is unfortunately a late apology the paper he has prepared is included in the Agenda Papers. Cr Mike Berwick noted that this issue is also included in the “Interim Targets for Discussion” document.

Resolution 29: That discussion regarding Greenhouse Policy is held over until the Board Meeting scheduled for Monday 12 January 2004 to discuss Plan matters.

6.4 Investment Strategies – Bill Kennedy

Bill Kennedy presented a session regarding the purpose, attributes and some suggestions regarding a Regional Investment Strategy (RIS). Cr Mike Berwick thanked Bill for his presentation which has facilitated the Board’s initial consideration of this issue.

6.5 Capacity Building Working Group – Colin Hunt

Rachel Wicks, as the responsible Company officer, briefed the Board on the Capacity Building Working Group (CBWG) meeting held 16 December.

Resolution 30: That stage 1 of the Capacity Building Study Proposal be awarded to Dr Mark Fenton as per the Capacity Building Working Group’s recommendation.

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7 General Business

7.1 Draft Policies

Brad Dorrington briefed Directors regarding the drivers and processes underpinning policy development.

7.1.1 Directors Remuneration

Resolution 31: That the draft “Director’s Remuneration Policy” is approved for use.

7.1.2 Reimbursement of Travel Costs

Resolution 32: That the draft “Reimbursement of Travel Costs Policy” is approved for use.

7.1.3 Workplace Health & Safety

7.1.4 Media Policy

The meeting was adjourned at 12:30 PM for lunch to be taken on board the bus for the journey back to Cairns. Ken Atkinson left the meeting and remained at Gosham Station with the remaining Directors reconvening the meeting on board the bus en route to Cairns at 1:15 PM.

7.2 Staffing Arrangements & Operational Planning

Brad Dorrington reported that operational matters are well in hand with all staff, except those embedded with Rainforest CRC, now contracted directly to the Company. Brad informed the meeting that the operational change process has progressed to near completion relatively smoothly, and particularly so considering sensitivities brought about by other regional changes and the history of some of the arrangements being changed. This outcome has been achieved by appropriate communication unearthing the real issue, which is not a matter of who signs off on the coordinator salary payments, but the operational funds that come with a coordinator. The Board has addressed this issue to a large degree by its in principal endorsement of operating grants for Catchment and Landcare groups.

Brad then detailed an unforeseen issue that has however arisen in the case of the Barron Catchment Coordinator. Mareeba Shire Council provides complete financial management services to BRICMA, including the employment of staff. Mareeba Shire is unable to continue provision of these services unless the coordinator is a shire employee as only an employee can approve payment of other accounts managed on behalf of BRICMA.

The rapid withdrawal of financial management services will likely have a disruptive effect upon BRICMA and threaten existing partnerships with three Local Governments. Given the

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short timelines and the potential to do damage, and despite the risk of creating a problematic precedent the recommendation contained in the Agenda Papers is presented as negotiated at a teleconference attended by all parties including Mareeba Shire Council, the BRICMA Executive Committee, Helen Adams, and Cr Ray Byrnes and Brad Dorrington on behalf of the Company.

Resolution 33: That a service agreement be developed with Mareeba Shire Council to auspice the Barron Catchment coordinator position on behalf of BRICMA.

7.3 Business Directions – Bill Kennedy

Cr Mike Berwick invited Bill Kennedy to speak to the proposed strategic directions consultancy that was proposed at the initial Directors Meeting held 6 October 2003.

Bill commenced by reinforcing the point that FNQ NRM Ltd will be required to deliver substantially different outcomes after mid 2004 when it moves on from the current role of being a community consultative NRM planning business with some ancillary service delivery functions, to NRM Plan implementation.

Bill further posed some of the essential questions that the process should answer, or at least be the catalyst for ongoing development of answers are:

- What strategies will it use to acquire, and fully develop, its resource base beyond government means?
- What key products and services will it provide in implementing the NRM Plan?
- In addition to NRM Plan implementation will it have ancillary or complementary purposes?
- What are the core capabilities needed to best deliver on its business?
- How should it be structured and staffed to build on existing strengths and bridge any gaps?

Discussion regarding the workshop's value and process ensued with consensus that the scope of the workshop requires some modification and that the Company possesses the requisite skills and knowledge to manage the process in-house with no need for an external facilitator or consultant.

Resolution 34: That the 23 January 2004 strategic planning session is confirmed ,with a proposed program and process to be developed for consideration at the Board Meeting to be held 12 January 2004.

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7.4 Branding & Corporate Image – Chris Gloor

Chris Gloor described for the meeting the relative risks and potential benefits of either quickly developing this material to meet other deadlines, such as the impending public release of NRM Plan supporting documents, or proceeding with greater diligence to increase the likelihood that the Company's branding will accurately reflect the business, and more importantly resonate with clients and potential investors alike.

Chris also spoke of a staged process where some of this material, for example that which is applicable only to a certain market segment, is developed as the business evolves.

Resolution 35: That Chris Gloor and Rachel Wicks commence the development of preliminary concepts for the Board's consideration at the earliest opportunity.

7.5 Mapping & GIS

Cr Mike Berwick set the scene for discussion by described to the meeting some of the products and services currently offered by commercial data services consultancies including highly integrated, image based, web enabled spatial and temporal biophysical information systems. These services are now commonly used for a wide range of business applications including potential activities of FNQ NRM Ltd.

Caroline Coppo briefly outlined the less commercial and more partnership based approach employed for several years by the acclaimed Herbert River Information Centre (HRIC).

Brad Dorrington described the Company's current data usage arrangements. These include full acquisition, management and delivery of NRM project data via the Regional Directory (RD), through to totally outsourced spatial data and services sourced via NR&M. Datasets are generally provided at no cash cost as a State in-kind contribution, with data services charged at very reasonable rates.

Resolution 36: That the Board receives presentations covering likely future data needs and the range of data management products, services and other options as an Agenda item at the next Board Meeting practicable.

7.6 Other Business

7.6.1 Upper Herbert Grazing Land Management Project

Brad Dorrington informed the meeting that this project, which is included in the Foundation Funding proposal, will set Management Action Targets (MATs) for the Upper Herbert catchment within the Wet Tropics NRM Plan. Brad further described the circumstances leading up to the budget for this component being inadvertently over allocated, due less than ideal communications between the project team, steering committee, management and others. While accepting ultimate responsibility, and detailing the modified control points

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adopted to prevent a recurrence, Brad stated that current funding arrangements and project planning timeframes increased the risk that errors may occur. This risk is exacerbated by the complexity and dynamic nature of project budgets, and the brief windows of opportunity to communicate these accurately to the increasing number of stakeholders involved.

Brad then detailed an arrangement to balance the project budget utilising an over allocation within the IFA WONS component and justified cost centre reallocation across 4 separate but related projects.

Resolution 37: That the Upper Herbert GLM project budget be balanced via the indirect application of Herbert catchment IFA WONS funds.

Resolution 38: That Resolution 16 (cross regional coordination with the Burdekin Dry Tropics Group regards grazing land issues) be initially focused upon engaging that group in the GLM project as a cross regional initiative.

Brad stated that use of the GLM methodology is still being negotiated with Meat & Livestock Australia (MLA) who are the owners of the intellectual property. The potential issues lie within the implications of FNQ NRM Ltd's intellectual property obligations to government as detailed in the draft Foundation Funding activity agreement.

7.6.2 Funding Ecosystem Services

Cr Mike Berwick informed the meeting that he is a member of an informal but influential group exploring options to pay for the public benefits that accrue from the provision of ecosystem services. Mike undertook to provide updates to the Board as needed as the group are making progress and working with some innovative proposals.

7.6.3 Membership of GBRMPA WRAC

Chris Gloor informed the meeting that as the Director responsible for Coastal and Marine issues he believes it appropriate that he attend meetings of GBRMPA's Water Quality and Coastal Development Reef Advisory Committee (WRAC).

Brad Dorrington advised that protocol, and the strategic nature of this standing committee dictate that Chairs of Regional Bodies attend as delegates.

Chris stated that FNQ NRM Ltd's Board structure and his specific portfolio presents a strong justification for a second delegate, if only as an observer.

Resolution 39: That a letter is forwarded to GBRMPA detailing the circumstances that warrant Chris attending WRAC meetings in addition to Cr Mike Berwick.

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8 Future Activities

8.1 Board Meeting & Strategic Planning Workshop – Friday 23 January 2004

Confirmed for Friday 23 January 2004, with the venue to be advised.

Please note that this date has previously been incorrectly advised as Monday 19 January 2004.

8.2 Regional Groups Collective Meeting – 18 to 20 February 2004 in Brisbane

The next Regional Groups Collective (RGC) meeting has been confirmed for Thursday 19 & Friday 20 February 2004. The normal delegates are the Chair and Executive Officer; however this does not preclude other Directors or staff from attending within budgetary constraints. Features of the draft agenda include a joint meeting between the JSC and regional body Chairs, and a high profile dinner presentation targeting several Ministers and senior public servants.

An additional half day has been scheduled for Wednesday 18 February to address issues common to regions within the GBR catchment, which is becoming an increasingly active subset of the RGC.

8.3 Regional Coordination Group Meeting -10, 11 or 13 February in Cairns

The next meeting of the Regional Coordination Group (RCG) is confirmed for Friday 13 February 2004 in Cairns with the venue and agenda to be advised in late January.

8.4 Special Board Meeting – Monday 12 January 2004 in Cairns

As prescribed by Resolution 28 a Directors Meeting is to be convened on Monday 12 January 2004 in Cairns to sign off on public release of the Condition Report documents that support the NRM Plan and workshop the “Interim Targets for Discussion” document that was provided to Directors on 19 December 2003.

9 Close

The meeting was declared closed at 2:40 PM.

Minutes ratified at the Directors Meeting held 12 January 2004.

Signed _____

Mike Berwick, Chair FNQ NRM Ltd.