

Document Type:	Minutes: 05/20	Meeting Date 30 September 2020	Time: 10:00am
Meeting Venue:	BMRG Bargara – Ag Tech Board Room		
Document Title:	BMRG Board Meeting No 05		

Attendees

Directors:	Tony Ricciardi (Chair), Vanessa Elwell-Gavins, Michael Moller, Beth Shanks, Phil Brown
Staff:	Sheila Charlesworth (Chief Executive Officer/Company Secretary) Jason Ogden (Executive Manager)

1.1 Welcome
1.2 Confirmation of Agenda

The Agenda was accepted.

1.3 Disclosure of Conflict of Interest

No conflict of interest recorded.

1.4 BMRG Board Meeting Minutes 29 July 2020

BMRG Board Meeting Minutes 29 July 2020

Motion: 01.01

That the draft minutes from Board Meeting 04/20 held 29 July 2020 be accepted as a true and correct record of proceedings with corrections as noted.

1.5 Action List

Chief Executive Officer, Sheila Charlesworth reported on items contained in the Action List.

Items per board action list:

Date	No	Action	Responsibility	Progress/Comments	Completed
29/07/2020					
	1	Book Project Tour for Directors to tour Burnett Heads boardwalk.	CEO	Waiting on confirmation of Minister Sussan Ley visit to Bundaberg	In Progress
	2	BMRG Secondment Program.	CEO	Update to the Board from the CEO regarding BMRG Secondment Program.	Completed
	3	Goondicum Station Visit	CEO / BSM	Board to travel to Goondicum on 8th September returning 9th September 2020. Rescheduled to 18th /19th September 2020.	Completed
	4	BMRG Board Election	Directors / CEO	To discuss required skills and criteria for Directors to possess at the upcoming election.	Completed
	5	BMRG Board Review Policies	CEO / BSM	Arrange required suggested edits to be completed by Sally McCutcheon from WRG Lawyers.	Completed

1.6 Chair's Verbal Report

- I attended the NRM Regions Queensland teleconference with all NRM Chairs in August. NRMQR represents a member base of 12 Regional Natural Resource Management bodies in Queensland. The Local Government Association of Queensland (LGAQ) is the peak body for local government in Queensland. It advises, supports, and represents 77 Councils and their individual needs in order to improve their operations and strengthen their relationships with their communities.

NRMQR and LGAQ is formalising an MOU for the purpose of co-operation, principles of sharing information and collaboration between the two organisations in dealing with NRM issues of mutual interest.

- NRMQR is seeking to increase the visibility and importance of regional NRM and is currently focussing on potential policy issues that could become the focus on Statewide outcomes. Issues include:
 1. Climate change (managing the risks to NRM assets)
 2. Landscape resilience (land health condition)
 3. Water security (Quality and Quantity)
 4. Rangelands management and advocacy
- NRMQR also discussed Board capability gaps and have implemented a skills audit for current board members to identify priorities for future Board capacity building.
- Bundaberg Canegrowers Limited, Bundaberg Fruit & Vegetable Growers Co-operative Ltd and Canegrowers Isis are finalising a new industry-based company Ag-Food and Fibre. BMRG will become an affiliate member with no voting rights or representation on the Board. The parties and new members will work together to provide a united voice to:
 - (i) advocate for the regions agricultural industry
 - (ii) provide high level networking opportunities
 - (iii) collaborate on joint policy positions
- Emeritus Professor Darryl Low Choy presented on his research that is focussed on growth management for developing regions. He was very well received, and he will continue to be part of the future presentations.

The Board noted the Chairs Report.

1.7 Chief Executive Officer's Report

BMRG Board Paper, Chief Executive Officer's Report prepared by Sheila Charlesworth, Chief Executive Officer.

General Update:

- A very successful stakeholder prioritisation workshop was held on Thursday 30th July 2020 for our regional partners and facilitated by Fiona Chandler from Alluvium Consulting. Fiona had conducted the previous workshops, and this meant a consistent approach was maintained. The prioritised actions to come out of the workshop were:
 - 1. Work smarter together
 2. Tell the NRM story
 3. Recognise the support diverse leadership
 4. Focus on resource conditions and securityAll attendees have received the draft report and final report has been finalised and distributed.
- BMRG is working with Green Collar to pilot the reef credit scheme which is an innovative market-based solution offering a new way to improve the quality of water entering the Great Barrier Reef. Landholders can undertake Reef Credit projects to enhance productive enterprise while caring for the environment. A reef credit represents a quantifiable volume of nutrient, pesticide or sediment prevention from entering the Great Barrier Reef Catchment. The relative value of pollutant reduction from our nutrient, sediment or pesticide is set using the reef wide pollution reduction targets in the Reef 2050 Water Quality Improvement Plan. These values will be periodically amended by the Reef Credit Secretariat to reflect changes to the pollution redirection targets. A Reef Credit can be sold to those seeking to invest in water quality improvements e.g. Government, Private Industry, and philanthropists.
- A meeting was held with Cathy Irwin, officer with the National Indigenous Australians Agency, Paul Dawson BPAC, Sheila Charlesworth and Nick Maclean to discuss the agency requirements for the transition completion on July 1st, 2021. Due diligence of the Ranger program requirements needs to be finalised including the transition plan. Paul Dawson and Nick Maclean will present this to both BMRG and BPAC Boards after September Board meeting.
- NRM Regions Queensland held a State NRM CEO's and Chairs video conference in August. One of the major issues that was discussed was the impacts on project delivery because of COVID-19. BMRG has been fortunate in delivering projects early with negotiated variations granted for later workshops. Some NRM groups have not been able to deliver projects and therefore have had to refund project funds due to the incompleteness and no plan to deliver later. All NRM groups are working together to finalise the Statewide Indicators Framework. The purpose of this project is to tell a collective story about the impact of Natural Resource Investment. This includes the tracking of success with a consistent methodology and approach.
- BMRG was invited to attend a "Jigsaw strategy meeting" with Gidarjil Development Corporation, Queensland Parks, and other stakeholders at Mon Repos at the end of August. Kerry Blackman presented the vision for the future of Mon Repos and Ben Klassen, Director-General QPWS gave an update on the purchase of adjoining land from Bundaberg Sugar.
- I received a response letter from Minister Leanne Enoch's Senior Policy Advisor, Megan Surawski re: the Goondicum Crater Mine assuring BMRG that the department will continue working with all stakeholders involved in the current liquidation to ensure that the appropriate environmental management regime is applied in order to ensure that the receiving environment is appropriately protected. DNRME have also been very supportive with the process of closing down the mine and working with Goondicum to rehabilitate the site.

- BMRG is currently working with Gidarjil Development Corporation, CMERC and Butchulla to prepare a joint \$2 million dollar funding application for Pest Animal and Weed Control Solutions competitive grant. The consortium is working will together and a regional approach is very beneficial to all stakeholders as they will play a part in the delivery of the project if we are successful.
- We are currently discussing a traineeship/apprenticeship program with Shelley Jackson, Principal Stakeholder Officer with Rural Queensland for the Premier and Cabinet division. The Regional Community Forums for Wide Bay and Fraser Coast assist with developing the framework to undertake regional priorities, drive cultural change and promote coordinated engagement across the region. Minister Leanne Enoch and Minister Grace Grace are very supportive of the development of a traineeship/apprenticeship program.
- Reef Catchments NRM group have requested to visit and to attend our January Board Meeting, COVID permitting. They are still very keen to understand how we engage so well with Traditional Owners in our Region and discuss collaborative ideas for the future.
- The Bundaberg City Council has engaged consultants the SPARROWLY GROUP to conduct a "Situation Analysis" on the Ag Tech Hub. This involves a report that includes information on the current Agtech hub landscape, the global context, innovation opportunities and Regional Agricultural footprint. The purpose of the report is to provide an overview of the current state of the environment that the Agtech Hub will operate in. Its purpose is to inform the development of the Hub's business model and business plan by serving as a foundation of common facts and understanding for all relevant stakeholders. The report will be divided into 3 layers. The topmost layer is the "Hub", which sits upon the "Regions Agtech Ecosystem" which finally rests on the Agtech Landscape.
- CQU office area in the Hub is currently being painted and carpeted and hopefully CQU will be shifting in by October 1st. We are looking forward to having them involved with ourselves and Greensills as true Hub collaborators.
- The BMRG Secondment placement program is now in its final planning phase and to be implemented January 2021. The main outline for the program identifies
 1. Outline the program which is to develop leadership and career development opportunities for staff members by assisting them financially by giving them learning experiences involving them in a suitable temporary placement host organisation.
 - a. This will increase the capacity, capability, and performance of employees, through the acquisition of new skills, experience, knowledge, and networks.
 - b. Engaging employees in a rewarding learning program that acknowledges their contributions and achievements.
 - c. Building partnerships with host organisations that allow BMRG to contribute to another workplace and bring new ideas to the group.

The program will support a 3 week learning/working placement in an approved host organisation. Applicants will be evaluated on a set of pre-determined criteria that provides the framework and guidance for the application including the evaluation and responsibilities of the successful applicant. Plus, the requirements for reporting back to BMRG.

There will be one annual National placement and one bi-annual international placement.

The Board noted the Chief Executive Officer's Report.

2.1 Finance Report

Finance Report prepared by Chris Shay (CFO Viden Group) has included the following attachments:

- Finance Report
- Attachment A: Project Expenditure
- Profit & Loss
- Balance Sheet

Solvency

BMRG had \$1,504,550 cash on hand as at 31 August 2020. This included \$331,355 unexpended Grant Funds. These funds are considered adequate to meet all commitments as they fall due in the foreseeable future.

Financial Performance

Included in this report are financial statements for the 2 months ended 31 August 2020.

The Profit & Loss for the YTD shows a profit of \$31,738 which is broadly in line with expectations.

2020 – 2021 Year Funding Contracts

		2020-2021 (\$)	Status	Funds Received	% Received
FA109	Better Beef for the Reef	25,500	Continuing		0%
FA115	Reg Ext Coordination GBR	10,000	Continuing		0%
FA118	Bunya Mountain Murri Rangers	618,997	Continuing		0%
FA119	NRIP – 2018-22	943,096	Continuing		0%
FA121	QLT02_RLP_(NLP02)	2,081,141	Continuing		0%
FA130	Isis 20-20 Nutrient MPP	8,364	Continuing		0%
FA131	Grazing Support Program	353,618	Continuing		0%
FA132	QDRF	154,000	Continuing		0%
FA135	Reef Trust (Discovery Coast)	1,545,652	New		0%
FA136	Mary River Recovery Project	1,353,625	New		0%
FA137	GBRF - Community Action Plan	55,000	New	46,750	85%
FA138	Nest to Ocean	100,000	New		0%
TOTAL		7,248,993		46,750	0.64%

This table highlights the current year funding contracts and % of funds received per contract as at 31 August 2020.

Accounts Receivable

Total accounts receivable as at 31 August 2020 was \$1,037,807. Some of these outstanding amounts have been received since 31 August 2020. One large amount remains outstanding having been invoiced in August 2020 relates to the 1st payment of the new GBRF Mary River Project. All amounts outstanding are being actively followed up.

Accounts Payable

Total accounts payable as at 31 August 2020 was \$196,694. The majority of these are current and not more than 30 days and will be paid through September 2020.

Suppliers and Contractors – Delayed Delivery Milestones

Contracted amounts to suppliers and contractors that have passed the expected delivery date of service \$278,287 as at 31 August 2020. Included in this amount is \$221,925 in purchase orders with an Earthworks contractor on a project. These majority of these amounts have only recently come due and the completion of work and invoicing is being actively followed up.

Project Expenditure

A summary of project by project funding and expenditure, current as at 31 August 2020 is included in Attachment A.

Of the \$7,577,548 available project funds, \$1,141,316 has been spent, a further \$2,957,681 has been committed leaving \$3,478,553 as uncommitted.

2019 – 2020 FINANCIAL STATEMENT FINALISATION AND AUDIT

The financial statements for the year ended 30 June 2020 have been completed and presented to the Auditors and the Audit is now underway. To date no issues have been raised through the audit.

2020 – 2021 BUDGET

The proposed budget for the year ended 30 June 2021 has been completed and has been provided to the Board for consideration and approval.

Risks

No Risks to note.

Motion: 02.01 Finance Report

The Board noted the Finance Report.

Carried

2.2 Draft Budget 2020 -2021

The CFO presented the Draft Budget 2020 – 2021 for consideration and approval by the Board.

Motion: 02.02 Draft Budget 2020 - 2021

That the Draft Budget be approved by the board.

Carried

2.3 BMRG Board Policies Endorsement

- Alcohol and Drugs in the Workplace Policy
- Code of Conduct Policy
- Performance Management Policy
- Prevention of Workplace Bullying Policy
- Sexual Harassment and Discrimination Policy
- Social Media Policy
- Use of Internet and Email Policy

Motion: 02.03 BMRG Policies

That the related BMRG Policies be approved by the board.

Carried

2.4 Approval of Memberships

A detailed list of new and renewed applications received for 2020/2021 BMRG Membership was included in meeting papers. BMRG's current membership is 164 (this figure does not include the following new memberships).

Motion: 02.04 New Memberships

That the Board approve new BMRG 2020 memberships as follows:

- Corey Currie – Until 2021
- Matilda Davis – Until 2021
- Gayle Minniecon – Until 2021
- Christine Royan – Until 2021
- Chantal Van Wamelen – Until 2021
- Nicole Bonnie – Until 2024
- Trevor Hall – Until 2024
- Craig Hodges – Until 2024
- Angela Huston – Until 2024
- Brent McLellan – Until 2024
- Misty Neilson-Green – Until 2024
- Queensland Water and Land Carers – Until 2024
- Elke Watson – Until 2024

Motion: 2.04 BMRG New Memberships

Memberships approved by the Board

Carried

2.5 Board Election 2020 – Skills and Criteria of Directors

Motion: 2.05 Board Election 2020

The Board noted the Skills and Criteria to be included in Nomination papers.

Carried

2.6 CEO Key Performance Indicators (KPI)

Motion: 2.06 CEO KPI

The Board approved and finalised the CEO KPIs set in 20/21.

Carried

2.7 BMRG Board Meetings and AGM Dates for 2021

Motion: 2.07 Board Meetings and AGM Dates

The Board noted and approved the Board Meeting and AGM Meeting dates for 2021.

Carried

2.8 BMRG Christmas Closure – Bonus Days

Motion: 2.08 Decision to award BMRG Staff Bonus Days

The Board approved the Staff Bonus Days to BMRG Staff. Two Days for full time staff, One Day for part time staff.

Carried

2.9 BMRG Christmas Party 2020

Motion: 2.09 BMRG Christmas Party 2020

The Board approved the Christmas Party Event

Carried

3.1 AGM Meeting in Bargara

The Board noted AGM 2020 to be held in Bargara

3.2 Correspondence

The Board noted Correspondence

3.3 Business Risk Report

The Board noted the Business Risk Report.

3.4 Program Managers Reports

The Board noted the Program Manager's Reports.

Meeting concluded at 12:10pm.

Next Meeting: Wednesday, 27 January 2021.

Tony Ricciardi (Chair)



Date:

20 - 10 - 19,