

Meeting 10 Record of Decisions & Actions
Joint Queensland / Australian Government NRM Steering Committee
Held at Esk on 29/30 / October/ 2003

Meeting No.	Agenda Item No.	Issue	Decision	Action	By Whom	By When
M 10	1.1	Agenda for JSC M10	Accepted			
M 10	1.2	Record of Decisions M9	Accepted			
M 10	2.0	Workplan Update / Exception Report	To be circulated out of session by 7 November 2003		N Dears	7 Nov
M 10	3.1	<p>Performance Reporting Regional Bodies <i>Recommendation</i></p> <p>1. Note the status and progress of all JSC approved community based planning and actions projects as per Attachment 1</p> <p>2. Note the performance reports submitted to date by the Regional Bodies in accordance with Attachments 1a to 1v as references in Attachment 1</p>	<p>State Contact Officers in liaison with CEO's of Regions to provide reports identifying key achievements, variances and future risks and how to address significant risks. To be provided to D Guzek by 14 November.</p> <p>This information to be fed into a letter to Regional Bodies by end November. Cwlth Liaison Regional Officers to be consulted re this information.</p>	<p>State Contact Officers to provide reports identifying key achievements and variances and future risks and how to address significant risks.</p> <p>Letters to Regional Bodies to include information from State Contact officer reports.</p>	<p>Ross Krebs Nigel Kelly Scott Smith Peter Gilbey</p> <p>J Keating D Guzek</p>	<p>14 Nov</p> <p>28 Nov</p>
M 10	3.2	<p>Performance Reporting – Statewide Projects <i>Recommendation:</i></p> <p>1. Note the status and progress of all JSC approved Statewide Activities as per</p>	JSC notes that there is no performance report from the S&E SIP Board and also notes that the S&E Board has been formalised out of session and request the Board meet as agreed.			

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		<p>attachment 1</p> <p>2. Note the performance reports submitted to date by the individual Workplan Implementation Boards in accordance with Attachments 1a to 1k as referenced in attachment 1;</p> <p>3. Note and make decisions regarding the recommendations contained in the following papers submitted by the individual Workplan Implementation Boards:</p> <p>Salinity Workplan Implementation Board <i>Recommendations:</i></p> <p>1. approve payment of \$1,845,000 in accordance with Clause 5.6 of the Memorandum of Understanding for delivery of the Salinity Statewide Activity as detailed below</p> <p>2. approve the amended Schedule 2 to the Salinity Activity Memorandum of Understanding as the basis</p>	<p>JSC notes that the Chairs of the SIP's at their recent meeting, requested a communiqué from the JSC setting out their expectations and operational concerns.</p> <p>Salinity Workplan Implementation Board Recommendation 2 JSC approves Schedule 2</p> <p>Recommendation 3 Noted</p> <p>Recommendation 4 Note the current performance reporting and are comfortable with the format and detail, however we recognise the template performance reporting design working group will provide guidance for all SIP's</p>	<p>Communiqué to be formalised and sent to Chairs of SIP Boards. Joint Chairs to sign letters.</p> <p>The JSC chairs to write to the SIP Board noting their current report and expressing concern for the delays and request a succinct brief to JSC that summarises their</p>	<p>D Guzek M Ryan</p>	<p>14 Nov</p>

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		<p>for payments in respect to the work activities of the agreed salinity Workplan</p> <ol style="list-style-type: none"> 3. note the formal of the Schedule 2 distinguishing the activities, the milestones and the quarterly payment totals. 4. note the format of the performance report and consider the merits of using this as the template for 6-month performance reporting by other Statewide Activities. <p>Water Quality Workplan Implementation Board <i>Recommendation</i></p> <ol style="list-style-type: none"> 1. Note that the NAP Water Quality Program Implementation Board met for the second time on 11 September 2003 2. Note the change in Commonwealth representation on the NAP Water Quality Program Implementation Board (Tanya Stacpoole replaces 	<p>on future performance reporting and for the annual report.</p> <p>Advise the Salinity Board that we are pleased with their performance reporting and progress to date.</p> <p>Water Quality Workplan Implementation Board</p> <p>JSC notes the format and is comfortable with the reporting format, however we recognise the Template Performance Reporting Design Working Group will provide guidance for all SIP's on future performance reporting and for the annual report</p> <p>JSC notes the delays in progress as identified in the report and is concerned that these delays will mean there is a</p>	<p>progress since their last report and an indication of the Board's proposed actions to accelerate their progress.</p> <p>The interim report to be delivered to the next JSC meeting M11 3 / 4 December.</p>		

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		<p>Felicity Bunny)</p> <p>3. Note that the memorandum of Understanding for delivery of the NAP Water quality Program was signed by Ministers in July 2003 and the first two installments of funding released to EPA in August 2003</p> <p>4. Note the delays to program implementation caused through difficulty in finalising program documentation and the likelihood that full program teams will not be in place until December 2003.</p> <p>5. Accept the financial and progress reports provided by the Water quality Program team and noted by the Program Implementation Board.</p> <p>6. Accept the recommendation of the Water Quality Program team and Program Implementation Board that presentation of a revision of the Work Plan and Schedule</p>	<p>failure to deliver inputs into the regions as per their SIP objectives.</p> <p>Recommendation 1 Noted</p> <p>Recommendation 2 Noted</p> <p>Recommendation 3 Noted – see action on Agenda Item</p> <p>Recommendation 4 Accepted</p> <p>Recommendation 5 The JSC accepts the recommendation, but note the anticipated template reporting advice will be useful for this SIP and should enhance and clarify the JSC’s understanding to a similar level to the Salinity SIP report</p> <p>JSC particularly notes the Audit Report and mention of the report in the letter and its timely lodgment in the Chairs letter to the SIP Board.</p> <p>Recommendation 6</p>	<p>Single signature letter</p>	<p>D Guzek</p>	

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		<p>of Milestones and payments be deferred until the next quarterly reporting cycle (December 2003) and presented to JSC for out of session approval in that month.</p> <p>7. Accept the recommendation of the Water Quality Program team and Program Implementation board that payment for the next quarter be held over until December 2003 allowing the Program to realign milestones and expenses following the delays noted above. A full progress report will be presented to JSC in the December reporting cycle.</p> <p>8. Note that the Board requests that any outstanding issues in relation to program reporting requirements or the operation of the Boards are clarified as soon as practicable.</p>	<p>Accepted</p> <p>Recommendation 7 Accepted</p> <p>Recommendation 8 Note – JSC Chairs letter above will assist in this regard</p>			

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		<p>Capacity Building Workplan Implementation Board <i>Recommendation</i></p> <ol style="list-style-type: none"> 1. Note that the Capacity Building Program Implementation Board for the National Plan for Salinity and Water Quality (NAPSWQ) held its first two meetings in May and August 2003. 2. Note the current membership of the Capacity Building Program Implementation Board (Attachment 1). 3. Accept the financial and progress reports approved by the Capacity Building Program Implementation Board (attachment 2) 4. Note the matrix illustrating the relationship between capacity building and regional activities (to be submitted to meeting). 5. Confirm that the arrangements for management of the project 	<p>Capacity Building Workplan Implementation Board</p> <p>JSC agrees to write to the SIP Board thanking them for their report particularly highlighting the explanation to the changes to Schedule 2 and to advise them of the performance reporting template to be provided shortly.</p> <p>JSC agrees to their revised schedule 2 for projects IM01 and CB03.</p> <p>Recommendation 1 Noted</p> <p>Recommendation 2 Noted</p> <p>Recommendation 3 Accepted</p> <p>Recommendation 4 Matrix not attached, agree to include a request for this matrix in letter to all SIP Boards– to be submitted to next JSC meeting M 11, 3 / 4 December</p> <p>Recommendation 5</p>	<p>Co-chairs signatures</p> <p>Matrix to be submitted to JSC M11 on 3 / 4 December</p>		

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		<p>formerly titled CB06 (now RA01) are that this project is now considered to be a Community Based Planning and Actions project rather than a State Investment Proposal and thus will no longer report to the Board, but will report to the JSC Contact Officer.</p> <p>6. Note that an MOU for project CB07 has been developed as per the JSC decision of meeting 5 in December 2002 (copy to be submitted to JSC 10 for information).</p> <p>7. Note the recommendation of the Capacity Building Program Implementation Board for next quarter payments as per Attachment 3.</p>	<p>Noted</p> <p>Recommendation 6 No copy attached</p> <p>Recommendation 7 Noted</p> <p>AgSIP</p> <p>The JSC notes that the formation of the AgSIP Board is reliant on clarification of expectations and operational matters, particularly with regard to levels of devolution. This will be indicated to them in the communiqué to the SIP Boards (re 24 September meeting).</p>			
M10	3.3	<p>Performance Monitoring and Reporting <i>Recommendations</i></p> <p>1. Agrees to the common reporting processes for NAP and the extension of the</p>	<p>The JSC agrees that guidelines and protocols are to be prepared for JSC M11 re JSC approving revised Schedule 2's criteria for automatic payment and associated cash flow and financial impacts and exceptions reporting.</p>	<p>Paper to be prepared for M11 meeting in December.</p>	<p>J Keating/ M Ryan / G Kelly</p>	<p>M 11</p>

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		<p>Trust agreed by the Monitoring and Evaluation Working Group (MEWG)</p> <p>2. Agrees to the formation of a working group comprising M&E systems and reporting representatives from the State and Commonwealth to develop a proposal for implementing the proposed approach within the State for consideration by the JSC at its next meeting</p> <p>3. Agrees to the proposed timing of performance reports to ensure better use of performance information in the management of the programs.</p>	<p>We note that this is a response to Red Tape Reduction Taskforce.</p> <p>The JSC agrees to advise the Regional Bodies of the requirement to meet their quarterly reporting obligations per the Activity Agreements. This letter to address the role of State Contact Officers and Regional NRM coordination groups and cc'd to them.</p> <p>Audited financial statement deadlines have not been met by Regional Bodies. If these statements are not received by JSC M11, funds for January March quarter may be withheld.</p> <p>JSC agrees to convey in this letter the pertinent outcomes of JSC M9 in Townsville which are:</p> <ul style="list-style-type: none"> ▪ 6 monthly performance reporting to be delivered as an integral component of quarterly reportings (every 2nd quarterly report) ▪ JSC agrees to requirement of the 	<p>Report to be submitted Red Tape Reduction Taskforce asap.</p> <p>Letter to Regional Bodies advising the requirement to meet their quarterly reporting obligations per the Activity Agreements. This letter to address the role of State Contact Officers and Regional NRM coordination groups and cc'd to State Contact Officers.</p> <p>Co chairs to write to Regional Bodies stating that if their audited financial statements are not received by JSC M11, funds for January March quarter may be withheld.</p> <p>Co chairs to write to Regional Bodies conveying pertinent outcomes of JSC M9 as detailed in Decisions column.</p>	<p>JSC Secretariat</p> <p>J Keating / G Kelly</p> <p>D Guzek</p> <p>D Guzek</p>	<p>ASAP</p>

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			<p>regions to report on outputs at the 6 monthly report and requests they trial the output reporting categories.</p> <p>The MERRWG to finalise templates appropriate for Qld</p> <p>JSC to disseminate to regions after JSC M 11 meeting.</p> <p>JSC notes progress towards the development of information management system for performance reporting through MERRWG.</p>	<p>Templates to be finalised appropriate for Qld by MERRWG.</p>	<p>S Hoverman K Rose</p>	
M10	3.4	<p>State M & E Implementation Plan <i>Recommendation</i> Acknowledge the approach being proposed to expedite completion of the final components of the Queensland MER Implementation Plan for National Programs</p>	Noted			
M 10	4.3	<p>Regional Groups' Collective</p>	<p>1. JSC agreed to respond to the RGC paper and request the co-chairs and the RGC chair to explore options for enhanced partnership within the process and report to the Joint RGC</p>	<p>The JSC Co chairs to write to RGC EO advising them of our deliberations. (2 signatures). Letter to include support for the self funding of the RGC Executive</p>	<p>J Keating / G Kelly</p>	

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			<p>JSC meeting in February.</p> <p>2. (a) noted 2. (b) see agenda item __</p> <p>3. Check on NHT regional competitive support before recommending to Ministers.</p> <p>4. Noted</p>	Officer position as verbally advised.		
M 10	5.1a	<p>Single Holding Account Report – NAP</p> <p><i>Recommendations</i></p> <p>1. Note the attached Single Holding Account reconciliation for the NAP in Queensland for the period 12 July 2003 to 20 October 2003.</p> <p>2. Note the attached Reconciliation of the Commonwealth deposit received by Queensland on 20/06/03</p>	<p>Recommendation 1</p> <p>Noted</p> <p>Recommendation 2</p> <p>Noted</p>			
M10	5.1b	<p>Single Holding Account Report NHT2</p> <p><i>Recommendation</i></p> <p>1. Note the attached Single Holding Account reconciliation for the NHT2 in Queensland for the period 1 July 2003 to 20 October 2003</p>	<p>Recommendation 1</p> <p>Noted</p> <p>Recommendation 2</p> <p>Approved</p>			

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		2. Approve payments of \$4,207,124 Commonwealth into the NHT2 single Holding Account as detailed in Attachment 2 to cover <ul style="list-style-type: none"> ▪ NHT2 Bridging (01/07/03 to 30/09/03) Facilitator and Coordinator approvals paid by Queensland under NHT1 Contract variations; and ▪ Quarter 1 (01/10/03 to 31/12/03) NHT2 Interim Facilitator and Coordinator Payment requirements as detailed in the approved Schedule 2's for the relevant Regional Bodies' NHT2 Facilitator and Coordinator Activity Agreements issued under the NHT2 Interim Financial Agreement (IFA). 				
M 10	5.2	Regional Bodies Financial Reports – NAP Recommendations	Recommendation 1 Noted			

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		<ol style="list-style-type: none"> 1. note the status and progress of all Regional Bodies against approved NAP Foundation Funding and Priority Action proposals as per Attachment 1 – NAP Community Based Planning and Actions Status Report as at 20/10/03; 2. approve payments of \$264,165 State and \$264,166 Commonwealth into the NAP Single Holding Account (which is the \$605,969 required less the Single Holding Account Balance of \$77,638) and 3. endorse the following payments made from the NAP Single Holding Account by the QLD JSC Secretariat (in accordance with JSC Decision at M9 Agenda Item 4.2 Re: Red Tape Reduction) to cover Quarterly payment requirements as detailed in the approved Schedule 2's of the relevant Activity 	<p>Recommendation 2 Approved payments in the Single Holding Account and noted payments from Single Holding Account.</p> <p>Recommendation 3 Note and recognise actions as per agenda item 3.1 relate</p> <p>Recommendation 4 Note and recognise actions as per agenda item 3.1 relate</p> <p>Recommendation 5 Noted – see agenda item 3.3 Decision and Action</p>			

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		<p>Agreements:</p> <ul style="list-style-type: none"> • SEQ Western Catchments – Q4 Foundation Funding \$123,350 • Condamine Alliance – Q4 Foundation Funding \$193,818 • Fitzroy Basin Association – Q2 PAP1 \$288,801 <p>4. note that the majority of Quarter 1 2003-2004 Financial Reports due to be received by mid-September 2003 have not yet been received and/or tabled by the relevant State Contact Officers.</p> <p>5. note that no Audited Financial Statements and Regional Body Certifications have yet been received despite these being due to be received from all Regional Bodies by 31 August 2003.</p>				

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M 10	5.3	<p>Statewide Projects Financial Reports – NAP <i>Recommendations</i></p> <ol style="list-style-type: none"> 1. Note the status and progress of all Statewide Projects against approved NAP Statewide Activity proposals as per Attachment 1 – NAP Statewide Activities Status Report as at 17/10/03; 2. Approve payments of \$60,000 State and \$60,000 Commonwealth into the Single Holding Account (which is the \$1,965,000 Required less the Single Holding Account Balance of \$1,845,000) and approve the following payments be made from the NAP Single Holding Account (subject to JSC M10 decisions at Agenda Item 3.2) to cover quarterly payments as detailed in the approved Schedule 2's of the relevant Memorandum of Understanding (MOU): 	<p>Recommendation 1 Noted</p> <p>Recommendation 2 Approved</p> <p>Recommendation 3 Noted</p> <p>Recommendation 4 Noted</p> <p>Recommendation 5 Noted</p>			

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		<ul style="list-style-type: none"> • Salinity Activity Work Plan – Quarter 4 02/03 - \$ 313,155 • Salinity Activity Work Plan – Quarter 1 03/04 - \$ 797,845 • Salinity Activity Work Plan – Quarter 1 03/04 - <u>\$ 734,000</u> <p style="margin-left: 40px;">\$1,845,000</p> <ul style="list-style-type: none"> • Regional Information Services Framework – Quarter 2 03/04 \$ 120,000 <p>3. Note that the majority of Quarter 1 2003-2004 Financial Reports due to be received by med-September 2003 have been received and tabled by the relevant Workplan Implementation Board;</p> <p>4. Note that the Environmental Protection Agency, as Service Provider for the Water Quality Activity Workplan</p>				

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		<p>suite of projects WQ01 – WQ06 has submitted 2002-2003 Audited Financial Statements and a Project Leader Certification at Agenda Item 3.2 Att.1i;</p> <p>5. Note that the Salinity Workplan Implementation Board has submitted an Audit proposal (which differs from the current Project Specific Audited Financial Statements submitted by the Environmental Protection Agency) for JSC endorsement at Agenda Item 5.4.</p>				
M 10	5.4	<p>Auditing of State Level Activities <i>Recommendations</i></p> <p>1. Endorse the approach used by the Salinity Workplan Implementation Board to satisfy all requirements to provide an audit report for expenditure on the salinity Workplan activities for FY</p>	<p>Recommendation 1</p> <ul style="list-style-type: none"> ▪ The JSC does not endorse this recommendation. The JSC requires project specific audited financial statements for SIP projects as per that submitted by Water Quality Board and Regional Bodies. ▪ The JSC will add this advice to SIP's communiqué. ▪ The Qld JSC Secretariat will seek 	Advice to be sought from QAO for	D Guzek	

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		2002/03 2. Advise on an acceptable date for audited reports to be provided to JSC having consideration of the time required for Auditor-General certification processes to be completed. It is suggested that September 30 would be appropriate.	QAO advice and include in communiqué if advice is given in time. Recommendation 2 Not applicable	inclusion in communiqué.		
M 10	5.5	Projected Cashflow Report <i>Recommendations</i>		Report to be circulated out of session by 7 November 2003.	D Guzek	7 Nov
M 10	6.1	Community Forum and Red Tape Reduction Taskforce Update <i>Recommendations</i> 1. Note that Ministerial Council endorsed the actions and progress against actions for the Community Forum and Red Tape Reduction Taskforce (RTRTF) without exception; agreed to a statement of three way partnership principles between Commonwealth, state/territories and regions being released for	Recommendation 1 Noted Recommendation 2 Report to be written clearly identifying gaps and progress to date. Recommendation 3 Agreed	Check RTRTF recommendations and identify those that could be quickly implemented ASAP and then check through JSC Minutes to date and prepare report. Paper to be circulated as soon as possible.	J Keating D Guzek G Kelly	7 Nov

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		<p>discussion; directed the Community Forum Working Group through standing Committee to finalise a report on the Forum recommendations; and requested an out of session report from the RTRTF actions before December 2003.</p> <p>2. Take immediate steps to implement the relevant actions contained in the RTRTF Action Plan with a view to reporting on progress to the Taskforce by 10 November, 2003 as directed by Ministerial Council.</p> <p>3. Ensure the joint chairs attend a joint meeting with the RTRTF on 17 November 2003 in Brisbane along with the other joint chairs from all jurisdictions to finalise the RTRTF out of session Report back to Ministerial Council.</p>				

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M 10	6.2	<p>Process for confirming designation of Regional Bodies</p> <p><i>Recommendations</i></p> <ol style="list-style-type: none"> 1. Approve the process outlined below to confirm Regional Bodies meet designation criteria 2. Approve the accompanying draft letter to Regional Bodies as the standard response 	<p>Recommendation 1 Noted – see Recommendation 2</p> <p>Recommendation 2 Letter to be revised and a checklist to be prepared for inclusion with letter along with an indemnity clause. Qld Legal Dept to be involved with processes for bodies to be designated.</p>	Letter to be revised. Checklist and indemnity clause to be included in letter.	M Bradby J Keating J Martinez	7 Nov
M 10	7.0		<p>JSC agrees to proceed towards indicative funding allocations to regions for 3 years commencing July 04.</p> <p>The NAP funding be explored in the first instance with processes similar for the NHT</p>	<ul style="list-style-type: none"> ▪ JSC working group to establish for the NAP gives, priorities and process issues to identify indicative allocations and a possible allocation scenario. ▪ JSC will run through indicative allocation priority setting process for discussion with Regional Bodies ▪ For NHT, we note a similar process will be put in place when appropriate. 	H Abrahams / A Dale	21 Nov 5 Dec
M 10	8.1	<p>Geographic extent of Regional NRM Plans and implications for investment under NHT2</p> <p><i>Recommendations</i></p>	JSC notes the paper and recognizes the implications relating to matching in-kind arrangements for the region and will consider those issues in that context.			

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		<ol style="list-style-type: none"> 1. Note the issues raised below; 2. Confirm that the Torres Strait Regional NRM Plan will indeed provide for State and Commonwealth areas of jurisdiction; 3. Confirm that Commonwealth NRM agencies will recognise and seek to implement the Torres Strait Regional NRM Plan for areas under Commonwealth jurisdiction; 4. Provide advice about whether investment under NHT2 for areas under Commonwealth jurisdiction is permissible, and if so, whether this investment is counted as investment in Queensland and whether the State is required to match this investment in-kind. The development of this advice should be considered in the context of the Torres Strait and other areas under Commonwealth jurisdiction 	John Lumb and Shannon Burns to explore the possibility of a special case for re-matching funding arrangements for the Torres Strait. Paper to next JSC M11 in Longreach.	Paper to be written for JSC M11 re exploration of possibility of a special case for re-matching funding arrangements for the Torres Strait.	S Burns / J Lumb	M 11

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		in Queensland.				

Attendees			Presentations by Regional Bodies and RGC:	
			NRM SEQ guests	SEQ WCG guests
Harry Abrahams	Tony Pressland	Donna Robinson	Gordon French	Cr Jim McDonald (Mayor of Gatton)
Mike Lee	Bob Speirs	Scott Smith (Wed pm)	Esme Armstrong	Cr Jean Bray (Mayor of Esk)
Mike Ryan	Tony Roberts	Linda Bradby (Wed pm)	Bill Nicholas	Dr Mark O'Donohue (SEQ Water Corporation)
Gary Kelly	John Keating	Michele Wallace Wed pm)	Rob Ting	Mr Ian Rickuss (QFVG)
Nigel Dears	Debbie Guzek	-	Peter Mackay	Cr Noel Strohfeld (Mayor of Rosalie)
Allan Dale (Wed am)	Maxine Wharton	-	Mavis Rosthadt	Mrs Catherine Murdoch (SEQ WCG Project Officer)

Items for next agenda:

Reef Plan, particularly JSC link to Reef Plan Steering Committee
Torres Strait
Interim Report from Water Quality SIP
Forward Strategy particularly 04/05
In-kind accounting and reporting

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Out of Session Papers

- 30 - Condamine Alliance PAP 6 under NAP
- 35 - Provision of In-Kind for NHT2 Qld Govt Commitment
Paper to be amended to include references to the evolving process with respect to identification of in-kind through regional investment strategies (Action Officer: A Goeths)
Out of Session paper next week for clearance of regions for which matching has been agreed by the Regional Bodies. Copies of letters to be sent to Commonwealth.
- 36 - Approval of QMDC PA4 – Communication, Education & Capacity Building
- 37 - Approval of QMDC NHT2 Interim Facilitator & Coordinator Bid
- 38 - Request for variation of the Facilitator Coordinator Funding Agreement