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National Red Imported Fire Ant Eradication Program (SEQ) Steering Committee
Thursday 20 February 2020
41 George Street, Brisbane Queensland
8.30am – 2.00pm

MINUTES – MEETING 11

ATTENDANCE

Attendees	Wendy Craik, Chair (by phone) John Robertson, Department of Agriculture and Fisheries (DAF) (QLD) Anne Walters, Department of Primary Industry and Resources (NT) Bruce Christie, Department of Primary Industries (NSW) Scott Charlton, Department of Primary Industries (NSW) Karina Keast, Department of Agriculture, Water and the Environment (C'wealth) John van Schagen, Department of Primary Industries and Regional Development (WA) Nigel Ainsworth, Department of Jobs, Precincts and Regions (VIC)
Program Presenters	Graeme Dudgeon, A/General Manager Andrew Turley, Strategy Director Brett Turville, Operations Director Sarah Mitchell, Finance Officer Ross Wylie on behalf of Chair, Scientific Advisory Group (SAG) Julie Fullerton, Manager, Community and Stakeholder Engagement
Observers	Malcolm Letts, Deputy Director-General/Chief Biosecurity Officer, Biosecurity Queensland, (DAF)
Secretariat	Kerrian Nobbs, Senior Policy Officer, (NRIFAEP)
Apologies	Jo Laduzko, Department of Agriculture, Water and the Environment, (C'wealth) Sarah Corcoran, Department of Primary Industry and Resources, (NT)



	Michael Rosier, Department of Jobs, Precincts and Regions (Vic)
	Lloyd Klumpp, Department of Primary Industries, Parks, Water and Environment (TAS)

MAIN DISCUSSION, AGREED OUTCOMES AND FOLLOW UP ACTIONS

The Steering Committee "Closed Session" commenced at 8.30am.

The meeting opened at 9.15am.



Agenda Item 1 - Introduction

The Chair opened the meeting and welcomed Karina Keast, Anne Walters and Nigel Ainsworth and acknowledged Jo Laduzko, Michael Rosier, Sarah Corcoran and Lloyd Klumpp were apologies.

Bruce Christie advised that he will retire in June 2020 and nominated Scott Charlton as the member for NSW going forward and Michael Rosier advised the Chair prior to the meeting that Nigel Ainsworth will be the member for VIC going forward.

The Chair provided an overview of the day's agenda and objectives.

John van Schagen requested an item be added to Other Business in relation to correspondence received by the WA Minister with regard to movement of hay and a number of RIFA related issues. The item was raised, briefly discussed and dealt with.

Minutes for Meeting 10 were taken as a correct record and approved, with all actions having been completed, ongoing or on the agenda.

The Steering Committee:

- **APPROVED** the minutes of Meeting 10.
- **AGREED** the Steering Committee minutes will be published.
- **AGREED** for video conferencing to be available for attendees unable to attend meetings in person.

Agenda item 1 - Action items		Responsibility	Target	Status
1.	Publish approved minutes for Meeting 10 following the Efficiency and Effectiveness Report being published.	Secretariat	March 2020	In Progress – provided to Comms Team 30/4
2.	Investigate the option of video-conferencing for meetings.	Secretariat	April 2020	Completed – using 'Teams'.

Agenda Item 2 – Terms of Reference

Terms of Reference

The Steering Committee members performed the annual review of the Terms of Reference and agreed on the following amendments to be made:

- **RESPONSIBILITIES**
 - Add to last paragraph "working groups may be established on an as needs basis" and attach a governance chart.
- **REPORTING**
 - Change to "receive **monthly and quarterly** reports provided by the Program".
- **MEMBERS**
 - Change to "the Steering Committee **may** have expertise in the following subject areas".



- OTHER ATTENDEES
 - Add “officers and external subject matter experts may be invited from time to time for advice (for 12 months or other period as agreed) as a critical friend of the Steering Committee for advice”.
- PROXIES
 - Change to “Members may appoint a person as the member’s proxy to attend and vote for the member at meetings. For longer term absence, the member should advise the Steering Committee of the temporary replacement”.
- CHANGE TO STEERING COMMITTEE MEMBERSHIP
 - Change to “An existing Steering Committee member must advise the Chair of their intention to withdraw from the Committee’s membership. The jurisdiction of the departing Steering Committee member may nominate a replacement and advise of skillset of nominated member.”
- ADMINISTRATION
 - Secretariat to ensure teleconference or video-conferencing facilities are available for members unable to attend in person and for adhoc meetings.
 - Change from “A communique” to “the minutes of the quarterly meetings will be published to the Program website”.
 - Add “a project officer may be appointed to support the Chair and the functioning of the Steering Committee”.
- ADD COMMUNICATION HEADING
 - “The Chair will be the spokesperson for Communications. The Chair can delegate to another member of the Steering Committee as appropriate.”

Skills Matrix

The Steering Committee completed the Skills Matrix template and discussed the skills composition of the members.

It was suggested that external expertise could be valuable to the Steering Committee as a “critical friend”. The Qld Government has sponsored the Small Business Entrepreneur Grants Program that provides professional advice and support in critical early stages of establishing businesses. It is also where “start-ups” gather to bounce ideas on what the Government might do better. They offer business and strategic planning; professional business advice i.e. information technology, legal or financial; and marketing strategy development i.e branding strategies, social media/digital strategies and market research. They could be a critical friend to the Steering Committee as required.

It was also suggested that the DAF Chief Finance Officer, Mike Richards who has dealt with multiple deed cost share responses and has a good understanding of schedules for payments etc, could be beneficial to have as a member of the Steering Committee.

The Steering Committee:

- **AGREED** for the amendments to be made to the Terms of Reference as requested by the Steering Committee, with a final copy to be available for the May 2020 meeting for approval.
- **DISCUSSED** and **AGREED** to revisit the Skills Matrix in the May 2020 meeting.



- **AGREED** that the skills from the Qld Government's Entrepreneur Program could benefit the Steering Committee and that the Program would explore the opportunity.
- **AGREED** that having the DAF Chief Finance Officer's expertise on the committee could be beneficial.

Agenda item 2 - Action items		Responsibility	Target	Status
3.	Amendments be made to the Steering Committee Terms of Reference as requested.	Secretariat	March 2020	Completed
4.	SC Terms of Reference to be added to the Agenda of the May 2020 meeting for approval.	Secretariat	May 2020	On Agenda
5.	Develop a governance chart and attach to the Terms of Reference.	Secretariat	May 2020	Completed
6.	Program contact the Qld Government's Entrepreneur Program to explore if assistance could be provided to the Steering Committee. Contact to be made with Ms Lea Diffey and the Principal of Kantar.	General Manager / Deputy Director-General	May 2020	On hold.
7.	Skills matrix to be added to Agenda of May 2020 meeting for further consideration.	Secretariat	March 2020	On Agenda
8.	DAF Chief Finance Officer to be added to Skills Matrix with a view to sitting on the Steering Committee.	Deputy Director-General / Secretariat	March 2020	DDG to provide update.

Agenda Item 3 - General Manager's Update and Omnibus

The General Manager provided an update on the Program, including:

- Performance Exceptions
 - Treatment is currently behind schedule due to weather conditions, including fires and the wet weather event. Other constraints to the treatment schedule were the aircraft being diverted to assist with fires, aircraft maintenance, landing sites for the aircraft due to dust and kangaroos, and the Queensland Government's restriction on the pilots flying the aircraft. Working some weekends will assist to meet the schedule.
 - New "Detections of Importance" have been reported on or outside the operational boundary following wet weather.
 - Self-Management community pilots delayed to allow for more community engagement before commencement.
 - Digital field tools project commenced but behind schedule.



- The above have resulted in an under-expenditure of \$10M. The \$12.6M forward funding is still required. It is difficult to quantify savings in the out years. The Program is still trying to implement efficiencies to avoid using all of the \$12.6M. We need to push ahead with eradication and make decisions following remodelling and reassessment and then go back to AGMIN with an amended response plan if required.
- Public campaigns to achieve more community involvement.
- Workforce
 - A number of formal investigations re workplace behaviour – change management programs are now in place for field teams. Induction talks include the code of conduct in relation to behaviours and team leaders are being trained to deal with these behavioural issues and provide weekly updates to the leadership team. The Program is also working closely with the labour hire agencies.
 - The leadership team will be paying more attention to internal communications with staff and getting the messaging right, including code of conduct and behaviour of field teams as the face of the Program with the public. Time has been spent going to the depots to communicate face to face with the field staff and to keep them informed and make them feel valued.
 - Continued focus on health, safety and wellbeing which has resulted in fewer incidents.
 - Negotiating to have more local human resource support for the Program.
- Stakeholders
 - Good progress is being made with local government, with good acceptance of the self-management GBO. Elections for the local councils will occur in March 2020.
 - Ongoing challenges with high risk carrier industries due to the added costs imposed on them.
 - Proactive, positive media campaigns are currently occurring.
- Strategic risks
 - Sufficiency of Program funding – the modellers currently engaged will assist to re-evaluate the activity required providing a basis for determining the funding required for the 10 Year Program.
 - Surveillance capability/capacity – remote sensing will assist with this.
 - Climate / weather disruption – drought, fires and wet weather have caused significant delays in treatment.
 - Self-management – self-management is essential to assist in achieving eradication.
 - Containment strategy – need to constantly review and adapt containment strategy.

The General Manager also provided an overview of the Program, including:

- Treatment season progress
 - Treatment targets should be reached if there are no further extra-ordinary interruptions, such as unsuitable weather or lack of aerial availability.
- Biosecurity zone changes/regulatory amendments
 - The amendment bill has passed parliament, giving the Chief Executive the capacity to amend the fire ant biosecurity zones. This should be completed by May 2020. A large communication campaign will take place to advise the community of the change of zones.
- Nursery industry progress



- Following consultation with the Scientific Advisory Group (SAG), a nursery self-assessment guideline was developed to ensure appropriate measures were in place to mitigate the risk of fire ant spread by human assisted movement through nursery stock. A nursery industry representative has reviewed the self-assessment guidelines and provided some feedback to the General Manager. Negotiations are continuing and once all feedback is received the guideline will be amended and provided to the Steering Committee for review and approval.
- RIFA movement controls risk assessment
 - SAG agreed that a formal risk assessment of the existing movement controls and scientific principles established by the Program was required. Terms of reference were developed and circulated to the Steering Committee. The procurement process is underway inviting submissions from external parties to undertake the review.
- First Quarter Report 2019-2020
 - The first quarter report was presented to the Steering Committee.
 - It was suggested that future reports should include KPIs and be more outcome focussed.

The Steering Committee members discussed community engagement and significant detections in their closed session and raised concerns, including:

- the draft Communication and Stakeholder Engagement Plan needs to follow the Three Year Strategy. The use of external assistance is important and critical and suggested using the expertise within the National Biosecurity Community and Engagement Network (NBCEN), such as Sacha Kitson, Manager Stakeholder Engagement Capability (DAF) and Kirsten Phillips, Manager of Engagement (DAF). The Communication Strategy should relate to and be part of the Three Year Strategy once amended
- significant detections – there are concerns that there are more this year - is it that fire ants are moving out of the operational area or have they been there but are changing their behaviour? There could be a need for more analysis by the science team of spread by natural flight of fire ants. There is a need to raise greater awareness in the local area on significant detections and create a behavioural shift in reporting. It would also be beneficial to get reports of no fire ants. The Steering Committee needs more awareness of detections that are important - some detections don't meet the definition of "significant" but are important.
 - As soon as there is a significant detection, the Program is now using genetic analysis in real time which gives an indication of genetic relatedness in the nests.

The Steering Committee:

- **NOTED** the General Manager's update on the Program.
- **DISCUSSED and AGREED** the Steering Committee will provide comments on the Quarter 1 report.
- **RECOMMENDED** the Program seek external expertise from the NBCEN to improve the Communication and Stakeholder Engagement Plan and combine the plan into the Three Year Strategy.
- **AGREED** the Program will also report "important" detections, as well as "significant" detections to the Steering Committee.



Agenda Item 3 - Action items		Responsibility	Target	Status
9.	Send Quarter1 Report to Steering Committee for comment and approval.	Secretariat	20 February 2020	Completed
10.	Steering Committee to provide comments/approval for the Quarter 1 Report.	SC Members	26 February 2020	Approved by all members.
11.	Seek external expertise from the NBCEN to assist with improving the Communication and Stakeholder Engagement Plan.	Program - C&SE	March 2020	On hold due to COVID
12.	Combine the Communication and Stakeholder Engagement Plan into the Three Year Strategy	Program - Strategy	March 2020	In Progress
13.	Review the process on reporting to the Steering Committee of "Significant" detections to also include "important" detections.	Program - Planning/ Policy	Ongoing	Ongoing

Agenda Item 4 – Financial Update

The Steering Committee received a financial update from the Program General Manager and the Finance Officer, Sarah Mitchell. Discussion related to:

- expenditure variations related to treatment costs
- 2019-20 budget being approved by the Steering Committee
- the need for accuracy and confidence in relation to the bring forward of funds
- an update on the collaborative funding agreement – jurisdictions to respond
- capital requirements – an out-of-session paper will be distributed to Steering Committee members.

The Steering Committee:

- **NOTED** the General Manager's update on the status of the Program's funding.
- **NOTED** the Program's Financial Performance Report as at 31 December 2019.
- **NOTED** the Capital Program update.
- **NOTED** the collaborative funding agreement.
- **NOTED** the 2020-21 capital requirements identified to date.



- **AGREED** the Finance Officer will provide a full list of “funding movements” to the Steering Committee.

Agenda item 4 - Action items		Responsibility	Target	Status
14.	Out-of-Session paper to Steering Committee on Capital Requirements	Program - Finance	June 2020	In Progress.

Agenda Item 5 – Western Australia RIFA Incursion Update

John Van Schagen (WA member) provided an update on the RIFA incursion in Freemantle, WA.

Fire ants were detected in WA on 20 November 2019 at the Freemantle port between a container staging yard and silos. The ants were genetically analysed by the NRIFAEP as monogyne fire ants. There is every indication that the nest was likely to be less than 12 months old and had not had a nuptial flight. They have been treated and an extensive media campaign has occurred with neighbouring properties agreeable to having premises treated. Currently working with local retailers to cooperate to have premises sprayed and being regularly inspected for fire ants. Councils, rangers and parks and gardens have also been cooperative.

The Freemantle Port Authority has good control of the area and has been very cooperative. The volume of movement of containers is high and they have provided an inventory list of containers over the last 12 months which will be targeted for inspection. There is every indication that it is the only infestation.

Thirty per cent of the containers leave by train to a handling facility 20 km inland which was surveyed for fire ants but none found. However during surveillance, browsing ants were found.

WA is very grateful for the assistance provided by the NRIFAEP.

The Steering Committee:

- **NOTED** the update from the WA member on the RIFA incursion.

Agenda Item 5 – Action Items		Responsibility	Target	Status
	Nil			



Agenda Item 6 – 2020/21 Program Strategy

Andrew Turley provided an overview of the proposed treatment strategy for the 2020-21 and 2021-22 Program years and a presentation of the Three Year Strategy being developed for the Program, including five new goals:

- Mobilisation
 - To generate and maintain community and stakeholder awareness, support and participation that enables fire ant eradication in SEQ.
- Containment
 - To prevent the spread and establishment of fire ants outside of the current SEQ infestation.
- Abatement
 - To minimise fire ant infestation intensity and vigour until eradication in SEQ.
- Eradication
 - To reduce to zero the number of fire ants within specific infested areas of SEQ.
- Clearance
 - To protect eradication areas from reinfestation and prove areas are free from fire ants.

Key Strategies outlined were:

- Investment in development of Eradication Treatment innovations – the Program needs to increase the capacity and capability of the Program, looking at how the Program changes what it is doing for eradication treatment.
- Implementing Surveillance innovation - remote sensing being an operational tool, to drive costs down, increase capacity to do surveillance and better quantify what the surveillance techniques are doing.
- Increased focus on Containment including mobilising communities – better mobilising the community in the immediate vicinity outside the boundary to be vigilant in surveillance in those areas.
- Increased focus on self-management for Abatement - to assist in reducing the amount of time spent in areas that the Program isn't eradicating.
- Continual improvement of clearance – what the Program is doing to show proof-of-freedom, regularly assessing the risks based on the treatments, surveillance and reports.

The Steering Committee:

- **NOTED** the proposed treatment strategy for the 20-2021 and 2021-22 Program years.



- **NOTED** that the Program is developing a Three Year Strategy and **AGREED** it will be provided as an out-of-session paper to the Steering Committee for comment in April 2020.

Agenda item 6 - Action items		Responsibility	Target	Status
15.	Program to provide a draft of the Three Year Strategy as an out-of-session paper to the Steering Committee in April 2020 for feedback for intent of final approval in May meeting.	Program - Strategy	April 2020	In Progress – on Agenda.

Agenda Item 7 – Business Improvement Progress

The General Manager and Andrew Turley provided an update on the Business Improvement Progress.

Business Improvement Register which sits in the Business Improvement Plan (BIP) has been consolidated and given some structure. Procurement, governance and performance indicators have improved.

The Steering Committee sought clarification on the significant focus and suggested there be better connections back to the themes. Also requested that there be a greater level of detail provided in the next progress report.

The Steering Committee:

- **NOTED** and **DISCUSSED** the Business Improvement and Risk update.
- **SUGGESTED** there be amendments made and **AGREED** there be a greater level of detail provided in the next progress report.

Agenda item 7 - Action items		Responsibility	Target	Status
16.	Update the BIP and Register to include a greater level of detail, including more detail on the matrix.	Program – Business Support Manager	May 2020	In Progress

Agenda Item 8 – Self-Management Progress

The Steering Committee was provided with an update on the Self-Management progress.

The highlight has been on industry engagement and rural self-management. DAF Legal have identified risks including many industries not being covered by Queensland Health regulation to perform treatment. Pest management technicians can do treatment but not businesses. Discussions have been held with Queensland Health and it is hoped that the regulation will be amended in September 2020.

The initial community self-management trial planned for Yarrabilba in late March 2020 has also been delayed. The Program is currently working on mitigation measures.



There have been concerns about the cost of fire ant treatments opposed to cheaper ant pesticides off the shelf. Discussions will be held with bait manufacturers to have more product on the retail shelves that are cost effective. The Program also plans to engage with the retailers in a survey to ascertain the postcode of sales of fire ant products.

The project is delayed but is still a high priority.

The Steering Committee:

- **NOTED** the self-management progress report and the snapshot of businesses and organisations undertaking self-management.
- **NOTED** the first activity for the pilots will start in September 2020.

Agenda item 8 - Action items		Responsibility	Target	Status
	Nil			

Agenda Item 9 – Remote Sensing Project Outcome

The Steering Committee was provided with an update on the progress of the Remote Sensing Project, including:

- the appointment of a Principal Project Coordinator for three years. The successful applicant was Rebecca Trevithick who has close to 20 years' experience in remote sensing and spatial science applications
- a workshop was held with the vendor, Outline Global and the subcontractor, IBM in December 2019 to ensure Program requirements were understood
- Outline Global found training data issues and requested further quality assurance checks from IBM in January 2020, particularly around algorithm performance efficiencies
- developing a strategy to validate the product
- project extension from research and development to operation ready, including scaling up, data storage and transfer options; and field and data collection equipment testing
- the report was due on 21 February 2020 but has been delayed to 6 March 2020 to facilitate the request for further checks by IBM.

The Steering Committee:

- **NOTED** the progress of the Remote Sensing Project.
- **AGREED** the report is to be provided to the Steering Committee out-of-session for endorsement.

Agenda item 9 - Action items		Responsibility	Target	Status
17.	Provide the final Outline Global Report to the Steering Committee out-of-session.	Program – Science	March 2020	On M12 Agenda



Agenda Item 10 – National Exotic Invasive Ant Scientific Advisory Group

The Steering Committee was provided with an update on the progress made by the National Exotic Invasive Ant Scientific Advisory Group, including:

- the commencement of a consultancy with Monash University and the University of Melbourne to model the impact of Program activities since 2017 on RIFA infestation and to guide future treatment and surveillance activities. The last use of the model was in 2015 to demonstrate delimitation of the extent of the southeast Queensland infestation. Milestone reports due by the end of March 2020 will advise how well the Program is doing in treatment Area 1 and the Western Boundary and where to look in those areas to validate treatment efficacy. The consultancy is to be completed by 30 June 2020 and the final report will include recommendations on where to target future eradication treatments based on optimisation analysis
- a critical concern was that the initial funding model did not include proof of freedom. The proof of freedom model requires the Program to have good surveillance capabilities to find the ants during the whole 10 years. The first tool to assist with this is the Risk Heat Map, which will show where residual ants are most likely
- the University of Queensland Bioclay Project is looking promising and some of the anticipated early technical difficulties have been surmounted. In addition to the use of double-strand RNA for gene silencing, the project is also examining the use of bioclay itself to make the bait more water resistant
- the Program is also collaborating with the bait manufacturer, Sumitomo in experiments at the Berrinba labs to produce a bait that can be used in moist weather
- the next SAG meeting is being held at Berrinba in April 2020. The meeting is being restructured to have a more research and development focus and will look at developing a work plan as recommended in the Efficiency and Effectiveness Review.

The Steering Committee:

- NOTED** the update on the progress made by the SAG and the upcoming meeting being held in April 2020.
- NOTED** the commencement of a consultancy with Monash University and University of Melbourne to model the impact of Program activities since 2017 and to guide future treatment and surveillance activities.
- NOTED** the response to Recommendation 36 of the Efficiency and Effectiveness Review Report in regard to the development of a SAG Work Plan.
- AGREED** that heat maps would be provided to the Steering Committee at its May 2020 meeting.

Agenda item 10 – Action Items		Responsibility	Target	Status
18.	Provide heat maps to the Steering Committee at the next meeting.	Program	May 2020	Will be provided in June following treatment.

Agenda Item 11 – Risk Management Sub-Committee Update



John Robertson provided the Steering Committee an update from the Risk Management Sub-Committee meeting held on 18 February 2020. The updated included:

- the General Manager outlined five of the most strategic risks for the Program:
 - program funding issues
 - surveillance capability/capacity
 - climate and weather disruptions
 - self-management
 - containment strategy
- the RMSC considered the Efficiency and Effectiveness Review and worked through the recommendations
- the status of the risk management processes. The sub-committee looked at other risk reporting processes and queried the review of operations
- the communication plan around the amendment to the biosecurity zone and how people will be informed
- self-management and the issues around communication
- Proof of freedom / Area Clearance.

The Steering Committee:

- **NOTED** the updated Risk Management Plan.
- **DISCUSSED** and **NOTED** the current issues listed in the Registers and **ACCEPTED** the progress.

Agenda item 11- Action items		Responsibility	Target	Status
	Nil			

Agenda item 12 – Communication and Engagement Update

The Steering Committee received a communication and engagement update and presentation including:

- Communication and Stakeholder Engagement Plan – 2019-2021 – the Steering Committee recommended the Program make contact with the National Biosecurity Communication and Engagement Network to capitalise on their expertise on improving the Plan, as per Action Item 11.
- Biosecurity Zones - engagement and campaign – zones and other changes take effect in early May 2020. Engagement will take place with earthmoving and haulage companies and other high risk industries in February/March 2020 to understand how they currently think about and deal with soil and inviting them to comment on the impact of the changes to the zones.
- Research – understanding community attitudes and perceptions and how they shift and raising awareness of the risk fire ants present to lifestyle and health



- Lifestyle awareness campaign is being developed to increase public awareness and participation in self-management of fire ants for people living and working with fire ants. An application for a major campaign is currently being prepared for the Government Advertising and Communication Committee (GACC)
- Industry Collaboration Forum – it was agreed the next forum would be with the hay industry
- Community Collaboration Forum – it was agreed that the focus would be on Area 2 to talk to communities that will be receiving treatment. The Yarrabilba Community Pilot will be deferred
- Annual Report 2019 has been approved and will be published to the website
- Yarrabilba Community Self-Management communications and engagement – deferred to Sept 2020
- Discussion paper: defining the relationship between the Steering Committee and Queensland Government on communications and engagement matters has been developed in regard to branding, websites and how media is handled. The Steering Committee members to provide comments on the paper and the Chair will meet with the Minister to discuss
- Efficiency and effectiveness review – there is a media release on standby for when the report goes public
- The Queensland Government will go into “caretaker mode” on 3 October 2020.

The Steering Committee:

- **NOTED** the update and the presentation and **AGREED** to presentation will be forward to Steering Committee members.
- **AGREED** the next Industry Collaboration Forum would be with the hay industry.
- **AGREED** the next Community Collaboration Forum will focus on Area 2.
- **AGREED** the Annual Report will be published to the website.
- **AGREED** the Steering Committee members will provide comments on the Discussion Paper - defining the relationship between the Steering Committee and Queensland Government on communications and engagement matters and the Chair will meet with the Minister to discuss.
- **AGREED** the Communication and Stakeholder Engagement Plan will be reworked with assistance from NBCEN and aligned to the Three Year Strategy.
- **AGREED** the major campaign application being presented to GACC be circulated to the Steering Committee members.

Agenda item 12 – Action items		Responsibility	Target	Status
19.	Circulate the C&E presentation provided at the meeting.	Secretariat	February 2020	Completed 20/2
20.	Annual Report 2019-2020 to be published to the website.	Program – C&SE	March 2020	Completed
21.	Provide comments on the Discussion Paper to the Chair for discussion with the Minister.	Steering Committee Members	March 2020	Completed



22.	The Chair to meet with Graeme Dudgeon, Andrew Turley and Julie Fullerton regarding the relationship between the Steering Committee and the Queensland Government.	Program	April 2020	Completed
23.	Meeting to be arranged for the Chair to meet with the Minister to provide an update on the Program and the Efficiency and Effectiveness Review.	Secretariat	April 2020	Completed – met with Minister 26/3
24.	Program to rework the Communication and Engagement Plan in line with the Three Year Strategy.	Program - Strategy	May 2020	In Progress
25.	Program to circulate the application for the major campaign going to GACC to the Steering Committee	Program – C&SE / Secretariat	March 2020	Completed 7/4

Agenda item 13 – Steering Committee Website

The Communique will not be required as the Minutes of each meeting will now be published on the web.

The Commonwealth provided a business case to host the Steering Committee website. It would take approximately six weeks to build and 12 months of hosting at a cost of \$26,000 to be paid by the Program. It would include branding for all jurisdictions and would be reviewed at the end of the 12 months.

NOTED the update from the Commonwealth member on hosting the Steering Committee website.

AGREED that the business case will be circulated to members of the Steering Committee for feedback.

Agenda item 13 – Action items		Responsibility	Target	Status
26.	Circulate the Commonwealth's business case to host the website to the steering committee	Secretariat	March 2020	Completed 9/3/2020
27.	Steering Committee members to respond to the Chair with comments on the business case.	Steering Committee Members	May 2020	Completed

Agenda item 14 – Other Business

The Steering Committee requested that agenda papers requiring decisions, provide more content to assist in decision making or submit a more detailed paper out-of-session.



The next Steering Committee meeting is to be held at Berrinba on 21 May 2020 and to include morning tea with Program staff. The annual Stakeholder Forum to be held on 20 May.

The Chair thanked Malcolm Letts for co-chairing the meeting and thanked the members for their input in what was a very productive meeting. The Program is at an interesting point and should benefit from the implementation of the recommendations from the Efficiency and Effectiveness Review.

The Chair thanked the departing member, Bruce Christie for being a very supportive member and wished him well.

Agenda item 14 – Action items		Responsibility	Target	Status
28.	Program to provide more detail in meeting briefs requiring decision, or provide an out-of-session paper.	Program Managers	Ongoing	Ongoing
29.	Arrange next Steering Committee meeting to be held at Berrinba on 21 May 2020 and invite Program staff to morning tea for a meet and greet.	Secretariat	March 2020	Not possible due to COVID.
30.	Annual Stakeholder Forum to be arranged for 20 May 2020.	Program – C&E	May 2020	Forum cancelled due to COVID

The meeting closed at 2.00pm.