



## **GREEN ADELAIDE BOARD**

### **MINUTES OF MEETING NO 6**

**held from 11.00 to 1.30 pm  
on Thursday, 10 December 2020  
at City of Marion**

**PRESENT:** Presiding Member: Chris Daniels

Members: Adrian Skull  
Claire Boan  
Kelvin Trimper  
Dena Vassallo (via Teams)  
Louka Parry  
Trixie Smith  
Felicity-ann Lewis

**APOLOGIES:** Jeffrey Newchurch

**IN ATTENDANCE:** Brenton Grear, Director Green Adelaide  
Joyce Osborne, Executive Officer  
Marguerite Swart, Manager Business and Governance  
Stuart Collard, Manager Operations  
Louisa Halliday, Manager Strategy and Performance  
Kim Krebs, Manager Communications and Engagement  
John Schutz, Chief Executive, DEW

**GUESTS:** Tobias Turner, Warpulai Kumangka (Observer)

#### **101220-6-1 MEETING PROCEDURE**

##### **101220-6-1.1 Welcome**

The Presiding Member welcomed Tobias to the meeting to represent Kaurna in Jeffrey Newchurch's absence. John Schutz, the Chief Executive of DEW was also welcomed to the meeting.

**101220-6-1.2 Apologies**  
Jeffrey Newchurch

- 101220-6-1.3      **Declarations of Interest**  
No conflicts of interest were declared.
- 101220-6-1.4      **Consent Schedule**  
*The Board **confirmed** the items within the consent schedule be adopted.*
- 101220-6-1.5      **Minutes of Previous Meeting** **CARRIED**  
*The Board **confirmed** the minutes of meeting number 5 held on 19 November 2020 as a true and accurate record.*
- 101220-6-1.6      **Matters Arising from Previous Meetings** **CARRIED**  
*The Board **noted** the matters arising.*
- 101220-6-1.7      **Resolution Register** **CARRIED**  
*The Board **noted** the resolution register.*
- 101220-6-2      **BOARD MATTERS**
- 101220-6-2.1      **Board and DEW Service Level Agreement**  
The Director Green Adelaide introduced the paper and advised the Board that the Risk and Performance Committee had reviewed the SLA and provided changes as indicated in the marked up attachment.  
The Board discussed the SLA and noted that it was still missing KPIs and that a percentage of time of staff working on Green Adelaide business needs to be added to the schedule.  
The Board agreed with the RPC comments and recommendations and emphasised that RPC should work with DEW to produce a draft SLA for 2021/22 by the end of March 2021 that provides clarity, accountability, financial commitment and regular performance monitoring.  
*The Board:*  
2.1.1 **noted** the comments and marked edits as provided by the Board's Risk and Performance Committee. **CARRIED**  
2.1.2 **agreed** to the content of the draft one year Service Level Agreement including schedules with the Department for Environment and Water. **CARRIED**

2.1.3 **approved** the Chair to sign the 2020-21 Service Level Agreement as recommended by the Committee.

**CARRIED**

2.1.4 **noted** that charges in the Schedules are consistent with the Board's approved budget.

**CARRIED**

2.1.5 **noted** that a letter to the Chief Executive DEW, includes the necessity for the Board and Committee to participate in the development of the new SLA to ensure clarity and accountability for the performance of the future agreement.

**CARRIED**

## 101220-6-2.2

### Board Submission on Planning & Design Code

The Board discussed further input into the Planning and Design Code Phase 3.

The Board supported the draft submission but still feels that it needs to go further and reinforce to the State Planning Commission, Green Adelaide's desire to be actively engaged in the planning reform and innovative approaches that complements the goal of a cooler and greener city.

The Board will be seeking further meetings with the Commission to discuss adequate reform in reducing the percentage of hard surfaces in urban redevelopment, increasing tree canopy cover and encouraging climate-resilient building design.

*The Board:*

2.2.1 **approved** the draft submission with the addition of a paragraph at end with mechanisms of how the Board will foster relationships and have a voice on the Planning and Design Code Phase 3 Revised Draft.

**CARRIED**

2.2.2 **recommended** the Board actively participate in the developing system with an opportunity to bring in the traditional owner voice at an early stage.

**CARRIED**

## 101220-6-3.1

### Director's Report

The Board discussed the Strategic Workforce Planning currently being undertaken in Green Adelaide and have asked for a report to be brought to the Board on workforce planning in general. An interim increase in staffing capacity, to meet Board deliverables, was supported.

*The Board:*

3.1.1 **Noted** the report.

**CARRIED**

## 101220-6-3.2

### WHS Responsibilities

The Board discussed the Crown Solicitors Office advice outlining the Boards responsibilities in relation to WHS as well as the earlier presentation by the DEW WHS Consultant. It was agreed that robust safety systems for contractors, volunteers, staff and Board members was needed and shown to be followed.

*The Board:*

3.2.1 **noted** the Crown Solicitors advice concerning the Work Health Safety obligations of the Board.

**CARRIED**

3.2.2 **noted** that the Board will be provided with a detailed risk mitigation plan demonstrating the Department's systems, policies and procedures in regards to WHS.

**CARRIED**

3.2.3 **referred** the Crown Solicitor advice to the Board's Risk and Performance Committee for review and comment.

**CARRIED**

3.2.4 **requested** that WHS be added to the Board agenda as a standing item with a report on incidents to be included in the monthly Board papers.

**CARRIED**

3.2.5 3.3

**CARRIED**

## 101220-6-3.3

### Grassroots Grants

The Board acknowledged the effort of all the Green Adelaide staff involved in the process.

The Board have recommended the guidelines need to be refreshed, based on learnings. The Board also discussed how it could support and encourage those applicants with good ideas that missed out in this round and asked if it was possible to personalise the letters to the unsuccessful applicants.

*The Board:*

3.3.1 **noted** the 2020-21 Green Adelaide Grassroots Grants program recommended applicants.

**CARRIED**

3.3.2 **requested** an information sheet to use when speaking to members of the public on why some projects succeeded and how unsuccessful applicants might re-apply next time.

**CARRIED**

### FINANCE

101220-6-3.4

### Finance Report

The Manager, Business and Governance introduced the paper and advised the Board that work on the transfer of assets and liabilities from the former AMLR NRM Board is due in January 2021.

*The Board:*

3.4.1 **accepted** the financial reports for the financial period ending 30 November 2020.

**CARRIED**

3.4.2 **approved** the budget revision relating to the increased contribution to the Landscapes Priority Fund from 10% to 15% of \$1.454m.

**CARRIED**

3.4.3 **approved** the drawdown of Section 68 of the *Landscape South Australia Act 2019*, unallocated carryover levy funds of \$718k to fund the increase in the contribution to the Landscapes Priority Fund.

**CARRIED**

101220-6-4

### PAPERS TO NOTE

101220-6-4.1

Healthy Parks Healthy People

101220-6-4.2

Register of Interests

101220-6-4.3.1

Letter to MEW re 19 November meeting

*The Board noted information papers 4.1, 4.2 and 4.3.1*

**CARRIED**

### OTHER BUSINESS

101220-6-5.0

#### New Projects

The Board discussed exploring opportunities to think of new projects, scale activities eg research prospectus.

It was suggested a forum with unis might be constructive and that, as a start, it may also be useful for the Executive Director, to give a presentation on projects that DEW is currently involved in already.

**MEETING CLOSED at 1.30**

Chris Daniels  
Presiding Member



Date: 25 / 12 / 2020