

# Hills and Fleurieu Landscape Board

## Minutes

### Acknowledgement of Country

We acknowledge the lands of the Hills and Fleurieu region are the traditional lands for the Kurna, Peramangk and Ngarrindjeri Nations. We respect the Kurna, Peramangk and Ngarrindjeri people as the custodians of these lands, and that their cultural and heritage beliefs, and spiritual relationships with Country, are still important to their people today.

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| <b>Meeting Title:</b> | <b>Hills and Fleurieu Landscape Board Meeting #22</b>   |              |                        |
| Date:                 | <b>Wednesday 27 April 2022</b>  |              |                        |
| Start Time:           | <b>9:30am</b>   | Finish Time: | <b>12:30pm</b>         |
| Location:             | <b>Mount Barker Office</b>  | Room:        | <b>Conference Room</b> |
| Attendees:            | <p><i>Board Members:</i><br/>David Greenhough (Chair), Janet Klein; Chris West, Andy Lowe;</p> <p><i>Staff:</i><br/>Michael Garrod (General Manager), Che Biggs (A/Manager, Planning, Engagement and Partnerships), Ben DellaTorre (Manager, Landscape Operations), Cathy Lewis (Manager, Business and Governance).</p> <p><i>For item 2.1:</i><br/>Jerry Smith (Threatened Species Ecologist)</p> <p><i>For item 2.6:</i><br/>Paul Wainwright (Team Leader, Water Resources)</p> |              |                        |
| Apologies:            | Carol Schofield, Jock Harvey.   |              |                        |

| Item  | Meeting Items   |
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| <b>1. Preliminary and Procedural Matters Item</b> |   |
|   | <b>Welcome and Apologies</b>  |
| 1.1   | The Chair opened the meeting acknowledging it was being held on the traditional lands of the Peramangk Nation.  |
|   | <b>Conflict of Interest Disclosures</b>   |
| 1.2   | There were no additional conflict of interest disclosures arising from the agenda declared at the meeting.  |
|   | <b>Consent Schedule</b>   |
| 1.3   | <p><i>The board <b>approved</b> and <b>agreed</b> that the 3 items on the Consent Schedule be adopted.</i></p> <p><i><b>Moved: J Klein; Seconded: A Lowe</b></i></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 1.4   | <b>Any Other Business: Nil.</b>   |

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| 1.5             | <p><b>Minutes from the previous meeting</b></p> <p>The Chair requested that the minutes from the previous meeting #21 held 30 March 2022 be recirculated to the board with the inclusion of the 'In Camera' discussions prior to endorsement.</p> <p><b>Action:</b> <i>The Executive Officer (EO) to recirculate the board meeting minutes from #21 30 March 2022 with the inclusion of the 'In Camera' discussions. Endorsement of these minutes will be sought out-of-session.</i></p> <p>Additionally, an amendment to the minutes will be made to reflect that the meeting was held on the traditional lands of the Peramangk and Kurna Nations, the inclusion of the Ngarrindjeri Country is incorrect and will be removed.</p> <p><i>The board <b>noted</b> the minutes of meeting number #21 held on 30 March 2022 as a true and accurate record with endorsement provided out-of-session after reviewing the alternative version with the inclusion of the 'In Camera' items.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 1.6             | <p><b>Actions arising from previous meetings</b></p> <p><i>The board <b>noted</b> the current status of the actions arising from the previous meetings highlighting that the actions captured within the meeting minutes #21 will be updated after circulation and endorsement.</i></p>  |
| 1.7             | <p><b>Resolutions Register</b></p> <p><i>The board <b>noted</b> the resolutions register.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <b>2. Items</b> |  |
| 2.1             | <p><b>Presentation: Overview of the Threatened Flora Recovery Program</b></p> <p>A presentation on the Threatened Flora Recovery program was provided by Jerry Smith (Threatened Species Ecologist) for the Hills and Fleurieu Landscape Board (H&amp;FLB).</p> <p>The Threatened Flora Recovery Program is centred on threatened flora species, including but not limited to orchids. This program runs two Australian Government-funded Regional Landcare Partnership (RLP) projects being:</p> <ul style="list-style-type: none"> <li>• Back from the Brink: This is a five year project scheduled for completion in June 2023. Over the five years, Back from the Brink aims to reduce the risk of extinction for 39 Matters of National Environmental Significance. This is a complex project, delivered under six distinct sub-projects, one being threatened flora. The project has included working on 20 species of national significance, 17 of which are orchids.</li> <li>• Threatened Orchids Recovery: Undertakes intensive management for the Fleurieu Leek Orchid (<i>prasophyllum murfetii</i>) and Blue Top Sun Orchid (<i>Thelymitra cyanipicata</i>) and is achieved through controlling access, managing ongoing weed threats and augmentation of existing habitat. Both of which have been included within the Threatened Species Strategy 2015-2020: 30 Plants by 2020 for Australia. The list can be viewed <a href="#">here</a>.</li> </ul> <p>There are five actions for this program to deliver, they are:</p> <ol style="list-style-type: none"> <li>1. <u>Annual Surveys, monitoring number of surveys and 1 monitoring program per year</u><br/>There is a requirement for the outcome reporting included within the MERI plan to include trends, comparing them to existing baselines. These baselines are not applicable and are hard to extract consistent information from. This is because of the old technology used and poor data storage. Therefore it would be suitable to improve the technology for capturing and managing data,</li> </ol> |

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|     | <p>specifically having a polygon mapping system with spatial reference. It was noted that a spatial mapping system (hand held app) has been developed to simplify processes and has been adopted by other landscape boards. This app allows data to be extracted into reporting formats directly.</p> <ol style="list-style-type: none"> <li>2. <u>Habitat Augmentation</u><br/>There is a disturbance regime requirement for plants. This is to create the best opportunity for flowering, pollination and seed collection. The ideal form and cycle of this process is yet to be determined for optimal results, brush-cutting is commonly used within this program. The most efficient outcome is to have success with the species propagating in their natural environment rather than ex situ and transplanting.</li> <li>3. <u>Controlling Access</u><br/>Limits and controls access to grazing pressure from animals (kangaroo, deer, goat, sheep, etc.). The Region Grazing Pressure Program provides protection but is limited. Exclusion fencing is the best method and is required for success.</li> <li>4. <u>Removing Weeds</u><br/>This is a crucial component of the program and is known to be the least attractive with progress and success is often not visible. The removal of weeds is costly and difficult with many existing and reinvasion weeds. Resourcing is also an issue, it can be a challenge to find quality contractors due to the nature of the work. Staff have been assessing the most resource effective means of achieving this component.</li> <li>5. <u>Breeding Programs</u><br/>Notably the most rewarding component of the program with the results being visible. This includes seed banking, ex situ propagation and planting the healthy plants into their natural environment.</li> </ol> <p>Next steps for the project include finalising both of the projects, achieving and reporting outcomes. An application will be developed for future funding, additional species to be sought, undertaking breeding programs, and the study of ex situ populations, ongoing weed control, further surveys, monitoring and increasing partnerships.</p> <p>The board found the presentation very informative, commended Jerry on a project that was setting a gold standard in threatened flora recovery and saw opportunities to further attract philanthropic funding by partnering with organisations like Botanic Gardens and Conservation International.</p> |
| 2.2 | <p><b>Pre-draft MERI update</b></p> <p>An update was provided to the board on the monitoring, evaluation, reporting and improvement (MERI) plan. The MERI plan is an instrument used to help the organisation learn from its activities and improve the way it seeks to achieve a desired outcome.</p> <p>Information has been gathered from numerous workshops and events over the last 12 months to work through issues underpinning the MERI plan including:</p> <ul style="list-style-type: none"> <li>• ‘Program Logic’ workshops with each operational team;</li> <li>• Presentation of early MERI thinking to the board;</li> <li>• Presentation of a ‘Headline Indicators’ paper to the board;</li> <li>• Follow-up workshop as part of the MERI working group addressing concerns of aspects of the ‘headline Indicators’ paper.</li> </ul>  |

Staff have also continued to refine and test the framework and indicators of assessment that will form a key part of the MERI plan.

The key elements in the drafting of the MERI plan are:

- Building a structure and rationale for the MERI plan, keeping it simple and ensuring it can be consistently applied across the organisation;
- Building a MERI plan focusing on measuring impact over activity;
- Steadiness in how staff are required to demonstrate contribution to the Landscape Plan;
- Ensuring operations staff are involved in the development of assessment indicators.

The pre-draft MERI plan has been provided to the board as attachment 1. This offers the board an early look at the components of the MERI Plan and describes the main elements of the MERI framework along with outcome indicators.

Gaps have also been highlighted within the pre-draft MERI plan. Elements of the document are missing and have not been developed to a sufficient standard. The importance areas communicated to the board are:

- Lack of detail around the Baseline Assessment. This requires further work to complete the main assessment tools;
- The area of data management is blank;
- Process and Indicators for evaluating board performance and program-level activities require more details;
- More work is needed to refine all proposed assessment indicators.

All proposed indicators across the whole MERI framework are saved within the MS Teams environment.

The board was provided with key points for consideration while reviewing the pre-draft MERI plan:

- Does the approach and reasoning behind the document make sense?
- What would you like to see but don't see (whether due to missing content or gaps in the document structure)?

Due to capacity limitations resulting in a lack of work undertaken around the MERI plan, the draft Business Plan 2022-23 have also proposed a substantial increase in resourcing for the MERI, approximately \$44,000 to \$183,000. This increase will include recruitment a dedicated MERI officer with an operational budget of \$15,000.

The board provided positive feedback on the pre-draft MERI plan and the framework noting that this has been a difficult journey, they expressed their appreciation for the hard work undertaken. It was noted that the document itself was lengthy and did not necessarily need to be. The MERI plan needs to be synthesised into a shorter document that the staff and board can engage with.

The MERI priorities going forward, over the next few months are:

- 1 Recruitment of a new MERI Officer (May – June 2022)
- 2 The delivery of the MERI plan (June 2022)
- 3 Conducting Baseline Regional Surveys (June – July 2022)
- 4 Testing partnership evaluation surveys (August – November 2022)
- 5 Refinement and testing of internal monitoring tools with program staff (May – November 2022)
- 6 Testing evaluation rubrics as part of the annual reporting process (December 2022)
- 7 Building data management capacity (Beyond June 2022)

*The board:*

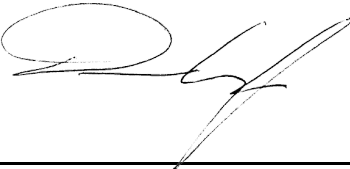
**2.2.1 reviewed and provided feedback on the draft MERI Plan 2021-26.**

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|     | <p><b>Moved: A Lowe; Seconded: J Klein</b></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 2.3 | <p><b>Business Plan 2022-23 Update</b></p> <p>The draft Business Plan for 2022-23 has been provided to the board as attachment 1 seeking review and endorsement. The transitional arrangements of the Act require the business plan to be approved by the Minister and the final version will be provided to the board prior to sending on to the Minister.</p> <p>A large amount of planning has been undertaken by the board and staff to develop the business plan with the progress outlined within the briefing paper. The key considerations in drafting the business plan have included ensuring there is a clear line of sight of expenditure to the Landscape Plan priorities and focus areas, providing a clear narrative around the board’s role, ensuring transparency of revenue and expenditure levy and external funding, having better integration of expenditure tables per priorities, and providing an overview of how the plan and impact of the board will be measured (with inclusion of a new MERI page).</p> <p>J Klein provided a comment around our important long-term goals which have not been represented enough. There is an opening to include more detail specifically around current and potential partnerships. This could look like a call to action – highlighting that we are interested and open to developing partnerships with the community. The GM agreed with the feedback and suggested ‘Page 3 of the plan, Page 67 of the papers’ could be edited to reflect this. A Lowe added that the inclusion of the new MERI reporting page is valuable and is a good location for the introduction.</p> <p><b>Action:</b> <i>The team to include the feedback provided by the board and recirculate.</i></p> <p><i>The board:</i></p> <p>2.3.1 <b>endorsed</b> the draft Business Plan 2022-23 for Ministerial endorsement subject to changes provided by the board, noting that the final version of the plan will be circulated to the board prior.</p> <p><b>Moved: J Klein; Seconded: C West</b></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 2.4 | <p><b>Compliance Enforcement Activity Report</b></p> <p>An update was provided on two compliance cases that had Section 107 Notices being appealed in the Environment, Resources and Development (ERD) Court. Both cases were successful with the landholders withdrawing the appeals and now having to complete the conditions stated in the original Notices. The cases have provided learnings for staff on compliance cases and has set a strong precedent for any possible future compliance cases.</p> <p>It was noted that the Compliance Officer will be returning in May 2022 after a 6 month contract with the DEW Investigations and Compliance Unit as a Senior Investigator.</p> <p><i>The board:</i></p> <p>2.4.1 <b>noted</b> the H&amp;F Compliance and Enforcement Activity report.</p> <p><b>Moved: A Lowe; Seconded: C West</b></p> <p style="text-align: right;"><b>CARRIED</b></p>   |

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| 2.5 | <p><b>Quarter 3 Progress Report - January to March 2022</b></p> <p>The Quarter 3 Progress Report for January to March 2022 was presented to the board. The Landscape Priority Fund (LPF): Towards Eradication 20 weeds by 2023 was highlighted by the GM. This project has shown traction and has delivered great outcomes noticed by all. The Regional Grazing Pressure Program was also noted for its great outcomes with the recent aerial operations.</p> <p><i>The board:</i></p> <p>2.5.1 <b>noted</b> the Hills and Fleurieu Quarter 3 Project Progress Report for January to March 2022.</p> <p><b>Moved: J Klein; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 2.6 | <p><b>Best Practice Operating Procedures for Water Affecting Activities for Adelaide Hills Council</b></p> <p>The Adelaide Hills Council (AHC) have submitted a revised BPOP reflecting changes under the <i>Landscape South Australia Act 2019</i> for consideration of the board. The letter received has been provided as attachment 1 along with the AHC BPOP for WAA as attachment 2.</p> <p>P Wainwright restated the purpose of the BPOP. Part of the regulatory framework in managing water affecting activities (WAAs) gives the ability to set-up work-plans with local and state government. Work plans reduce administrative burden, helps deliver efficiencies for the board and other agencies and assists with administering WAAs in a proficient way. The Water Resources Team have been working closely with AHC refining the content of the BPOP with multiple iterations reviewed to ensure that WAAs likely to be undertaken are cautiously planned and evaluated.</p> <p><i>The board:</i></p> <p>2.6.1 <b>endorsed</b> the AHC Best Practice Operating Procedure for Water Affecting Activities.</p> <p><b>Moved: C West; Seconded: J Klein</b></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 2.7 | <p><b>Update on Treasurer’s Instruction 2 – Financial and Risk Management</b></p> <p>An update was provided on the Treasurer’s Instruction 2 – Financial and Risk Management exposure draft.</p> <p>In 2007, the Department for Treasury and Finance (DTF) undertook a comprehensive review of the two TIs and as a result identified shortfalls in the existing TIs and prompted a proposal to replace TI 2 and TI 28 with a single new Treasurer’s Instruction 2 – Financial and Risk Management – this is currently in exposure draft form.</p> <p>The Risk and Performance Committee (R&amp;PC) met on 2 February 2022 and feedback was provided back from the committee around the exposure draft of the revised TI2. Feedback was also sought from across the Public Sector with a deadline of 15 April 2022. The proposed changes in the exposure draft are outlined within the briefing paper.</p> <p><i>The board:</i></p> <p>2.7.1 <b>noted</b> the updated information in relation to the anticipated changes in the Treasurer’s Instruction 2 – Financial and Risk Management.</p> <p><b>Moved: C Schofield; Seconded: C West</b></p> <p style="text-align: right;"><b>CARRIED</b></p>                         |

| 3. Standing Items |  |
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| 3.1               | <p><b>Finance Overview (including proposed budget push forward)</b></p> <p>The financial reports for the period ending 31 March 2022 have been presented to the board. The reports include a summary of the financial performance and provide an overview of project expenditure against the five landscape board priorities and the current financial position of the board. The attachments provided are:</p> <p><i>Attachment 1 – Board Statement of Comprehensive Income;</i><br/> <i>Attachment 2 – Board Expenditure by Project;</i><br/> <i>Attachment 3 – Board Statement of Financial Position.</i></p> <p><i>The board:</i><br/>           2.6.1 <b>accepted</b> the financial reports and statistics for the period ending 31 March 2022.</p> <p><b>Moved: J Klein; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 3.2               | <p><b>General Manager’s Report</b></p> <p><u>COVID-19 Impacts</u><br/>           There have been a total of 11 staff members testing positive for COVID-19, this is a quarter of the workforce and has had significant impacts. The COVID-19 LAP will be circulated reflecting the changing requirements around masks.</p> <p><u>Deer Farm inspections</u><br/>           Deer farms have been inspected and reports on the minor fence repairs required are being sent to farmers. The Landscape Officers have been pleased to find more farms than expected with tagged deer. Action Orders for non-complying farms have started to get distributed giving farmers until 31 August 2022 to comply with ear tagging requirements.</p> <p><u>WOMADelaide Planet Talk</u><br/>           Luke Price, Regional Ecologist recently participated in a Planet Talk at the WOMADelaide festival. Great feedback was provided, and the board was encouraged to have a listen. Information on how to listen are outlined within the briefing paper.</p> <p><i>The board <b>noted</b> the General Manager’s report</i></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 3.3               | <p><b>Work Health and Safety Report</b></p> <p>Positive COVID-19 cases are currently being recorded manually and not in the MySAfety WHS system as is about to be decommissioned. There are no other WH&amp;S incidents to report.</p> <p><i>The board <b>noted</b> the General Manager’s verbal Work Health and Safety Report.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 3.4               | <p><b>Board Member Activity Register and Engagement Forward Planner 2021-22</b></p> <p>The GM proposed attending the Woodland Birds field trip around Harrogate during the allocated time for the next board meeting on 25 May 2022. The Chair also suggested that the board meeting frequency changes to bi-monthly, allowing time for other activities in alternate months. Urgent matters will still be discussed and the bi-monthly meetings can be extended to allow additional time for agenda items. Board members supported this change in frequency, noting that they would like calendar holds to be placed in for dates as soon as possible.</p>  |

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|                           | <p>In summary, the field trip will be organised for 25 May 2022, with the next board meeting now falling on 29 June 2022.</p> <p><i>The board <b>noted</b> the engagement forward planner 2021-22 and register of meetings and events attended by the Chair and board members in their capacity as representatives of the Hills and Fleurieu Landscape Board.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 3.5                       | <p><b>Register of Interests</b></p> <p><i>The board <b>noted</b> the current Register of Interests.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 3.6                       | <p><b>Correspondence</b></p> <p><i>The board was provided with the following correspondence via its Microsoft Teams portal:</i></p> <p><i><u>Incoming – 20220412 HFLB-D000191 Response Letter to the Chair – Conflict of Interest on the MV WAPAC;</u></i><br/> <i><u>Incoming – 20220422 DEW-D0016849 – Response Letter to the Chair from DEW CE re State Landscape Strategy;</u></i><br/> <i><u>Outgoing – 20220408 HFLB-D000191 – Letter from the Chair – Conflict of Interest on the MV WAPAC;</u></i></p> <p><i>The board <b>noted</b> the correspondence provided via Microsoft Teams.</i></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| <b>4. Other Business</b>  |   |
| 4.0                       | <p><b>Nil.</b></p> <p><i>The board <b>noted</b> that they will now be going into confidence to commence the In Camera discussion.</i></p> <p><b>Moved: J Klein; Seconded: A Lowe</b></p>  |
| <b>5. Meeting Closure</b> |   |
| 6.1                       | <b>Next meeting details:</b> 29 June 2022, field trip will be organised for 25 May 2022   |
| 6.2                       | <b>Meeting close:</b> 1:45PM  |

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| <p><b>ENDORSED</b></p>  | <p><b>DAVID GREENHOUGH</b></p> <p><b>PRESIDING MEMBER</b><br/> <b>HILLS AND FLEURIEU LANDSCAPE BOARD</b></p> <p><b>Date: 29 June 2022</b></p> |
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