

Alinytjara Wilurara Landscape Board

Meeting Minutes

Meeting 4

Date(s)	17-18 February, 2021		
Day 1	Start time:	9.00am	Finish time: 4.30pm
Day 2	Start time:	9.00am	Finish time: 4.30pm
Location	Adelaide Royal Coach, 24 Dequetteville Terrace, Kent Town		
Attendees	Parry Agius (Chair), Michael (Mick) Haynes (Acting Chair Day 1 and first half of Day 2), Peter Miller, Mima Smart, Debbie Hansen, Sally Scales, Kristy Richards.		
Staff	Damian Miley (General Manager), James Thiessen (Program Manager), Thuy Phan (Business Manager), Ollanta Lipcer (A/Operations Manager), Tatia Currie (Regional Planning Coordinator), Helen Donald (Communications Coordinator), Angela Whiting and Amanda Bowne (Executive Support).		
Apologies	Anton Baker and Julie O'Toole.		

1 Standing Items	
1.1	<p>Welcome, Apologies, Acknowledgement of Country and Approval of Agenda</p> <p>The meeting opened at 9.00am. The A/Chair, Mr Mick Haynes welcomed all present to the meeting and provided the acknowledgement of Country.</p> <p>Apologies – Anton Baker and Julie O'Toole.</p> <p>The Chair asked for additional Agenda Items. The GM requested time early on the Agenda to brief the Board on partnering with other organisations to support Tax Deductible Donations the Sponsorship (incoming) and the Donations Policy and Procedure which the Board will consider for approval in Item 5.1.</p> <p>Agreed, Agenda approved as amended.</p> <p>No further discussion</p>
1.2	<p>Conflict of Interest/Related Party Disclosures</p> <p>Mr Mick Haynes asked the Board to review the Agenda and assess whether they have any potential conflict of interest.</p> <p>None declared.</p>
1.3	<p>Minutes of Meeting No 3 (including reading time)</p>

	<p>Mr Mick Haynes asked the Board to review the Minutes of Meeting No 3 held at the Port Lincoln Hotel, Port Lincoln. The Board Members had some reading time to review the Minutes.</p> <p>Page 7 Item 3.4 Grassroots Grant update, Sally raised the issue of using the word “stories”. There was a discussion around whether this word diminishes the significance of culture and if AW Board staff should not to use this word and instead use the words Tjukurpa or law. Remove the word stories.</p> <p>The Minutes of Meeting No 3 were accepted with one amendment as noted above.</p> <p style="text-align: right;"><i>Moved: Sally Scales</i> <i>Seconded: Peter Miller</i></p> <p>CARRIED</p> <p>No further discussion</p>
1.4	<p>Business Arising</p> <p>The General Manager, Mr Damian Miley updated the Board on the progress of actions from Meeting No 3.</p> <p>No further discussion.</p>
1.5	<p>Correspondence</p> <p>The A/Executive Officer, Ms Angela Whiting, provided an overview of the incoming and outgoing correspondence since Meeting No 3. Items of interest were raised and discussed.</p> <p>Action: EO to confirm with Matt Ward that S Scales, with the GM, will represent the Board at the State Landscape Strategy Workshop and ensure that Ms Scales is formally invited and is fully briefed prior to the workshop.</p> <p>No further discussion.</p>
1.6	<p>General Manager Update (including WHS Update)</p> <p>Mr Damian Miley provided the Alinytjara Wilurara Board (the Board) with an update since the last Board meeting where he first met the Board a few days after commencing in his role. The General Managers update will include a Workplace Health and Safety Update.</p> <p>General Manager’s Update - Key Points</p> <p>COVID-19 restrictions limited the General Manager’s ability to get out on country. Damian provided an overview including:</p> <ul style="list-style-type: none"> • An update on key meetings and visits undertaken. • Highlighted that, in his visits, AW Brand is well known and has a very good reputation. • Spending considerable time listening to staff about their roles, listening to the Chair about roles and expectations and meeting with as many stakeholders as possible within COVID constraints. • Highlighting the AW administration team is the board’s number one asset in successfully delivering the plan and other commitments for our community. • Reviewing the budget, resources and risks. Completed a 100 day observation report which has been provided the Chair and staff and includes over 60 actions. • Highlighting a Board risk in relation to board reputation, board growth, and board operational capability is dependent on capable landholding authorities (in which we

engage and enter into contracts) delivering on agreed contracts to achieve NRM outcomes.

- Negotiating an agreed Performance Agreement with the Chair.

The Chair expressed support of GM and staff during difficult time.

Workplace Health and Safety (WPHS) - Key Points

- The General Manager has hosted four Workplace Health and Safety (WPHS) consultative forums with all staff.
- Staff bring WPHS matters for discussion. No issues have been raised to date.
- There has been no reportable injuries since the last report.

To be noted with Chair report in Item 7.1.

No further discussion

2 Strategic and Operational Items

2.1 Landscape Plan

Ms Tatia Currie, Regional Planning Coordinator (*refer presentation*)

Tatia introduced this item then provided the Board with an update on the Regional Planning process and asked for feedback and approval on proposed next steps. Key points -

- On 15 December 2020, the Board met out of session to undertake the second Prioritisation Workshop where they noted and provided feedback on the Alinytjara Wilurara (AW) Regional Target/Threat Ratings, proposed Regional Goals, and noted the next steps in the Board's Landscape Planning process.
- The Board were thanked for their valuable feedback which staff really appreciated.
- The target/threat matrix will now be updated following further feedback from the Audit and Risk Management Committee Meeting No 1.
- The updated draft Regional Landscape Plan was shared with the Board and the key points were highlighted including the Minister's Regional Priorities.
- Recommendation that the timeframe be adjusted in accordance with the Audit and Risk Management Committee recommendations.
- The Minister will launch in July 2021. The Board can launch after then.
- Next steps and timelines were outlined.

Decision

The Alinytjara Wilurara Landscape Board:

1. **Notes** the updated Target/Threat matrix and Regional Goals with Board input from Out-of-session meeting 15 Dec 2020.
2. **Notes** the Ministerial directive at recent General Manager's forum that Regional Plans need to be brief
3. *Provided feedback and approves sample pages which show proposed design and layout of the Alinytjara Wilurara Regional Landscape Plan.*
4. *Provided feedback on and approves the 5 x Regional focus Areas in relation to Regional Landscape Priorities.*
5. **Notes** the Annual Business Plan does not require Ministerial approval, however, requires Board approval before 1 July 2021.
6. **Notes** the proposed timeframe for targeted consultation on the first draft of the Alinytjara Wilurara Regional Landscape Plan is 3-21st May 2021.

CARRIED

No further discussion

2.2 Landscape Priorities Fund

Ms Tatia Currie, Regional Planning Coordinator (*refer presentation*)

Tatia introduced this item and provided update the Board on the status of the Minister's Landscape Priority Fund (LPF) including next steps.

At Board Meeting No 2 in August 2020 the Board received a Briefing on the Landscape Priority Fund process and on 23 December 2020, Minister Speirs launched the Landscape Priority Fund, calling for Stage 1 Expressions of Interest (EOI) from Landscape Boards. As the application deadline was 22 January 2021, AW staff prepared and submitted five Stage 1 Expressions of Interest (EOI) on behalf of the Board. The General Manager and Chair were briefed in advance of the submission, however, no stakeholder consultation occurred.

An overview of all five projects and next steps was delivered. Key points -

- Five EOI's submitted without consultation due to timeframe.
- AW has been invited to progress to Stage 2 on two of the projects submitted –
 - *Restoration of culturally and ecologically significant women's rock holes.*
 - *Camel and Buffel Control to support pastoral industry in APY Lands.*
- Both are 2 year projects and significant funding has been requested.
- The next step is to complete applications as Part of Stage 2 and await further advice re progress of the applications from the Minister.

Decision

The Alinytjara Wilurara Landscape Board:

1. **Notes** the status of the Minister's Landscape Priority Fund (LPF).
2. **Notes** and provide feedback on the five Alinytjara Wilurara Landscape Board Stage 1 Expressions of Interest (EOI) submitted.
3. **Notes** the five Stage 1 Expressions of Interest (EOI) are aligned with the Alinytjara Wilurara Landscape Board's Regional Priorities and Targets.
4. **Notes** the next steps and related Landscape Priority Funding timeframe.

CARRIED

Action: At Meeting 5 provide Board Members with a copy of the Landscape Plan submission.

No further discussion.

2.3 Climate Change Action Plan

Ms Tatia Currie, Regional Planning Coordinator (*refer presentation*)

Tatia provided an update on the launch of the South Australian Climate Change Action Plan 2021-2025 in December 2020, highlighting the opportunities for alignment with the Board's new Regional Landscape Plan. The South Australian Climate Change Action Plan 2021-2025 was tabled and distributed to Board Members.

On 16 December 2020, Minister Speirs launched the [South Australian Climate Change Action Plan 2021-25](#) that describes government-led objectives and actions to:

- help build a strong, climate smart economy
- further reduce greenhouse gas emissions
- support South Australia to adapt to a changing climate

This Plan advocates collective leadership for Climate Action and Minister Speirs has requested Landscape Boards consider opportunities for action that align with priorities outlined in respective Regional Landscape Plans. These opportunities include collaborating with state government agencies and other relevant organisations. The State Climate Change Plan includes 68 actions across 7 Focus Areas. The following focus areas and related actions are most relevant to the Alinytjara Wilurara Landscape Board:

Focus Area 3 – Climate Smart agriculture, landscapes and habitats

Action 3.13 Dynamic biodiversity fire management planning tool

Focus Area 6 – Resilient communities

Action 6.8 Climate Change Science and Knowledge Plan

The Board discussed the importance of Traditional Ecological Knowledge (TEK) and that it needs to be emphasised at all levels. Alinytjara Wilurara is a vastly different region to all of the other Landscape Board. A discussion around leveraging this difference ensued.

Following discussion, the Threats and Targets Matrix of the Regional Landscape Plan was amended to reflect Climate Change as a very high threat.

Decision

The Alinytjara Wilurara Landscape Board:

1. **Notes** the launch of the South Australian Climate Change Action Plan 2021-25 in December 2020.
2. **Notes** the opportunities for alignment with Alinytjara Wilurara Landscape Board's new Regional Landscape Plan.

CARRIED

No further discussion

2.4 **Communications Update**

Ms Helen Donald, Communications Coordinator (*refer presentation*)

Helen provided an update on communications and engagement. The Board were briefed on the current status, and an evaluation of, all AW Communications including newsletters, social media, the website, and promotional materials. Plans for the development of publications and improvements to social media were discussed and Board feedback provided.

The Board suggested following Aboriginal organisations, both environmental and others (for example, NITV) on social media. Board Members emphasized the need to have two social media posts per week and to highlight important dates on the Aboriginal calendar.

The General Manager reiterated the need for AW Communications to reflect the AW Community, adding community members want to be involved and see their photo's used in AW Communications.

Decision

The Alinytjara Wilurara Landscape Board:

- **Notes** the status of the Board's current communications and future plans.

CARRIED

No further Discussion

2.5 Project Update

Mr James Thiessen, Program Manager, Ms Ollanta Lipcer, A/Operations Manager and Karrena Veltman (via MS Teams) (*refer presentation*)

James and Ollanta informed the Board about on-ground outcomes delivered by the AW staff from current funded projects and explained the alignment to AW's reporting requirements to the funding bodies.

AW is a service provider for the Australian Government's National Landcare Program (NLP) Regional Land Partnership program delivering on national priority projects at regional and local level with a focus on sustainable agriculture and the environment. AW are delivering three projects. The projects began in 2018/19 and finish by 30 June 2023. The three projects are:

- Sustainable pastoral development in the Anangu Pitjantjatjara Yankunytjatjara (APY) pastoral areas. Flora Site surveys were highlighted – APY example of 2018-2019-2020 photos of the same site.
- Translocation and population management of Warru (black-footed rock wallaby) into former habitats within the APY Lands. There is a Warru workshop in third week of March.
- Nganamara (malleefowl) adaptive management in the Great Victorian Desert.

AW also is a partner in the BHP Foundation funded 10 Deserts Project which is an Indigenous led partnership across Australia's desert country delivering on-ground environmental projects which improve social and economic well-being in the AW region. 10 Deserts Project funding runs from 2018/19 to 30 June 2023 (decreasing each year). AW are delivering three projects:

- Buffel free Great Victoria Desert (GVD)
- Supporting Ranger team – Oak Valley
- Supporting Ranger team – AMYAC

AW staff are also delivering a Grassroots Grant project which supports community to help in managing healthy country in the AW region. It is a legislative requirement under the *Landscape South Australia Act 2019*.

- Grassroots Grant funding – Minymaku Project - is derived from AW's state government appropriation funding. The funding amount equates to 2.9% of the state appropriation. Grassroots Grants are annual funding opportunities to be delivered in partnership with communities across the AW region.

The Feral Camel Control Project presentation

The Board was briefed on the project including its most recent cull.

The Feral Camel Control Program, involved Maralinga Tjarutja (MT), Alinytjara Wilurara (AW) Board, Mamungari Co-Management Board and SA National Parks. These relationships have been built over 10 years of working together. Oak Valley Rangers initiated a call for an aerial cull with AW staff in December 2020 due to impacts on native species, especially wayanu (quandong) and water places in MT Lands. 2100 camels were culled in 3 days.

The issue of the communications around the culling of the camels in APY was raised by the Board and the need to respond to those in the wider community who do not understand the significance of the negative impact of camels on Country. The positive feedback from Oak Valley and Animal Welfare/RSPCA was shared.

The many years of developing this strong relationship and the trust built between Oak Valley and AW underpins the success of this project. The Oak Valley Ranger Team thanked all of the people involved in the work and for the rapid, professional and inclusive response, saying the

	<p>work had been totally tjungu (together). The work of Karenna Veltman, James Thiessen and business support staff was acknowledged.</p> <p>Decision</p> <p>The Alinytjara Wilurara Landscape Board:</p> <ol style="list-style-type: none"> 1. Notes the status of the Board's projects. 2. Notes this briefing doesn't discuss projects with red flags as they are noted elsewhere. <p>CARRIED</p> <p>No further Discussion</p>
2.6	<p>CSIRO Biosecurity</p> <p>Ms Tatia Currie, Regional Planning Coordinator (<i>refer presentation</i>)</p> <p>Tatia informed the Board about CSIRO recently releasing an update to the 2014 publication <i>Australia's Biosecurity Future: Preparing for future biological challenges</i>. CSIRO have consulted widely to develop an action-oriented paper as an update to its 2014 report. Key recommendations in the paper include improved indigenous engagement :</p> <ul style="list-style-type: none"> • Make biosecurity engagement with Indigenous communities a more systemic process of the system. • Empower Indigenous involvement in biosecurity through co-development of fit-for-purpose technology solutions and creation of economic opportunities. • Increase Indigenous representation at senior decision-making levels. <p>The Board discussed how it could better support Australia's biosecurity measures and opportunities for ranger support locally.</p> <p>Decision</p> <p>The Alinytjara Wilurara Landscape Board:</p> <ol style="list-style-type: none"> 1. Notes CSIRO have developed an update to the 2014 report 'Australia's Biosecurity Future: Preparing for future biological challenges' which includes recommendations to better engage Aboriginal Australians in biosecurity. 2. Notes the Australian Government have not yet responded. 3. Notes the ranger program is a good way to support sharing of information about biosecurity incursions. 4. Agreed to invite CSIRO to meet with the AW Board and rangers to further discuss how they can increase their role in this and opportunities to respond directly to CSIRO. <p>CARRIED</p> <p>Action: Invite CSIRO to meet with AW Board and Rangers as representatives of Indigenous Communities.</p> <p>No further Discussion</p>
2.7	<p>International Convention on Biological Diversity (<i>Parry entered the room at 2.30pm</i>)</p> <p>Ms Tatia Currie, Regional Planning Coordinator (<i>refer presentation</i>)</p> <p>Tatia informed the Board about the Australian Government's role in the United Nations Convention on Biological Diversity and the proposed consultation to get Indigenous Australian views on what should be reflected in the Global Diversity Framework. The consultation aims to:</p>

- Give Australian negotiators a stronger understanding of Indigenous Australian views so they are able to advocate for positive outcomes for both Indigenous Peoples and biodiversity in the documents that will be negotiated over the next year
- Inform the development of the new work program under Article 8(j) of the Convention on Biological Diversity.

The Board raised concerns about the depth of the consultation process. The GM assured the Board that the Australian Government representative seeking this advice is genuine. The Board discussed relaying some key messages -

- Success is driven through Community
- Success is driven through Rangers
- Success is driven through listening to us

The Board parked this matter and revisited the discussion at the conclusion of the Day 2. The following decision and actions were noted and agreed.

Decision

The Alinytjara Wilurara Landscape Board:

1. **Notes** that the Australian Government is currently negotiating the Global Diversity Framework (GDF) under the United Nations Convention on Biological Diversity (CBD) and is seeking advice as to how it can best engage with Aboriginal communities.
2. **Invite** an Australian Government representative to the next Board meeting so they can directly the Board's feedback Global Diversity Framework.

CARRIED

Actions: GM to invite the representative from the Australian Government (Department of Agriculture, Water and Environment) and communicate key messages discussed by the Board.

No further discussion

2.8 Board Membership Planning – confidential item

[REDACTED]

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3 Operational and Procedural Matters

3.1 Landscape Board Supporting Fire

Mr Damian Miley, General Manager, (*refer presentation*)

Damian introduced a proposed DEW/Landscape Boards Operational Protocol which, once approved, would formalise AW Board staff involvement with the DEW Fire Management Program. Damian explained the key elements of the Protocol emphasising the important Work Health and Safety (WHS) aspects.

The board discussed the importance of all Ceduna/remote staff wishing to volunteer for the fire management program, having access to appropriate training and the right equipment.

The Board was advised that the Audit and Risk Management Committee have discussed the Protocol, focused on the risks associated with participating in the DEW Fire Management Program, and supports the Operational Protocol.

Decision

The Alinytjara Wilurara Landscape Board

1. **Notes** the Audit and Risk Management Committee supported and recommended the proposed Operational Protocol that outlines arrangements for the continuing involvement of landscape board staff in the DEW fire management program.

2. **Notes** the significant and long standing contribution from landscape board staff in the DEW fire management program and the Minister's expectations that this arrangement continue and be supported through a formal protocol.
3. **Approves** the Operational Protocol.
4. **Notes** that the Chair's signature be applied to the final version of the protocol on behalf of the board, once endorsed by all parties.

Moved: Mick Haynes
Seconded: Mima Smart

CARRIED

Action: Thank you letters to staff participating in the Fire Program to be sent from the Chair.

No further discussion

3.2 **Decisions of Day One**

The decisions of Day One were noted.

4 **Day One Meeting No 4 Close**

4.1 **Day one close.**

The Chair closed Day One of Meeting No 4 at 4:30pm and invited Board Members to attend the Board Dinner at the Rydges Hotel.

No further discussion.

5 **Standing Items Day two commenced at 9:00 am**

5.1 **Audit and Risk Management Committee Summary and Recommendations** (*refer presentation*)

Thuy Phan presented a summary of the Audit and Risk Management Committee's (*the Committee's*) decisions and recommendations on a range of financial and other matters pertaining to risk.

Terms of Reference

- The Audit and Risk Management Committee (*the Committee*) was formed by the AW Landscape Board at the Board meeting #1 on 16 June 2020, under Part 2, subdivision 10.3 of the Landscape SA Act 2019:
 - The Committee is to assist the Board in exercising effective control over the management and operation of the Board's governance and business.
 - The Committee is authorised by the Board to be responsible for financial matters only, with all other matters to be considered and recommendations provided to the full Board for decision.

What are the changes:

- The Chair of the Board is also the Chair of the Committee (*the previous Chair of the Committee became a Committee Member*).
- Frequency of meetings: minimum of 3 meetings per calendar year (*with additional meetings when required*).

What are the additions:

- Members are appointed for term not exceeding three years.
- Members may be re-appointed at the end of their term.
- A quorum shall equal half the Committee members plus one, ignoring any fraction.
- Review and recommend to the Board regarding staff contractual arrangements.

- Review, address risks, and approve matters related to Board budgets.
- Assess a proactive approach to and make recommendations to the Board on matters related to Work Health and Safety (WHS).

Decision:

The Audit and Risk Management Committee of the Alinytjara Wilurara Landscape Board recommends the Alinytjara Wilurara Landscape Board -

- **Approve** the updated Alinytjara Wilurara Landscape Board's Audit and Risk Management Committee Terms of Reference **as amended**.

Moved: Peter Miller
Seconded: Kristy Richards

CARRIED

No further discussion

Auditors Reports and Financial Statements – NRM Board 19/20

Thuy advised that the Committee noted the previous Alinytjara Wilurara NRM board didn't expend approximately \$458,000 in 2020/21 which carried over into the new financial year due to COVID impacts on NLP2 projects and must be spent as committed. The financial statements went to the Minister on 27 November 2020.

Decision:

The Audit and Risk Management Committee of the Alinytjara Wilurara Landscape Board recommends the Alinytjara Wilurara Landscape Board -

- **Note** the audited financial statements 2019-20 of AW the NRM Board.

ACCEPTED AND CARRIED

No further discussion

Financial Report

- Thuy introduced the new Dashboard report to the Committee which included a traffic light arrangement to explain visually, through the colours, performance reporting for:
 - Expenditure
 - Revenue
 - project performance against milestones
- The Committee made a number of suggested changes which were adopted. In relation to the Board report and the use of colour traffic lights to highlight used, Thuy will include a small section that explains the light colours for revenue and expenditure.
 - Amber becomes the colour for those in the 10% variance range (where spending is either above or below 10%) or revenue received is above or below where we need to be (items that need to be attended to).
 - Red becomes the very urgent items that need to be attended to urgently.
 - Green is tracking on target.
- An explanation of the colours of the traffic light system will be provided by the Business Services Team.

In relation to the performance generally, project delivery has been impacted by COVID and this impacts on financial report.

The Board raised concerns for the need to get the balance right in regards to being safe but also delivering on projects with our communities.

Decision:

The Audit and Risk Management Committee of the Alinytjara Wilurara Landscape Board recommend the Alinytjara Wilurara Landscape Board:

- **Notes** the progress against the December 2020 revenue and expenditure dashboard reports and overall balance sheet.
- **Notes** the Committee has approved the Revised Alinytjara Wilurara Landscape Board Budget 2020-21.

CARRIED

No further discussion

Partnering with other organisations to support Tax Deductible Donations

The General Manager, Damian Miley, provided the Board with a summary of the Committee's feedback in regard to partnering with *Nature Foundation SA* to support Tax Deductible Donations as they already have a good reputation with Landscape Boards in South Australia.

- The Committee noted that the Board have previously discussed the need to look at other funding sources including donations and sponsorship at Board Meeting Number 3 in Port Lincoln.
- The General Manager has now prepared a draft Sponsorship (incoming) and Donation Policy including providing background information on Partnering with other Organisations to Support Tax Deductible Donations.
- The A/Chair of the Committee advised the Board that Audit and Risk Management Committee had discussed the draft Policy and Procedure (including partnering with other organisations to support tax deductible donations) in depth and recommend Board approval.

The board supported the Committee's recommendation and discussed continuing a relationship with the Aboriginal organisation, Aboriginal Biodiversity Conservation Foundation (ABC Foundation) based in Western Australia.

Decision:

The Audit and Risk Management Committee of the Alinytjara Wilurara Landscape recommend the Alinytjara Wilurara Landscape Board:

- **Approves** partnering with *Nature Foundation SA* to administer tax deductible donations on behalf of the Board.
- **Approves** supporting this partnership.
- The Board **agrees** to continue a working relationship with the ABC Foundation.

Moved: Peter Miller
Seconded: Mima Smart

CARRIED

No further discussion

Sponsorship (incoming) and Donation Policy and Procedure

Damian and the Audit and Risk Management Committee Chair provided the Board with a summary of the discussion that the Committee had in regard to the draft Sponsorship (incoming) and Donation Policy and Procedure. They emphasised the importance of ensuring the Board has clear policies and guidelines in regard to these matters.

Decision:

The Audit and Risk Management Committee of the Alinytjara Wilurara Landscape recommends the Alinytjara Wilurara Landscape Board:

- **Approves** the draft Sponsorship (incoming) and Donation Policy and Procedure

Moved: Mick Haynes

Seconded: Kristy Richards

CARRIED

No further discussion

Conflict of Interest/Related Party Disclosure policy

Thuy Phan presented the Conflict of Interest/Related Party Disclosure Policy which was **recommended** to the Board on behalf Audit and Risk Management Committee.

This Policy was adopted by the Board at Meeting No1 in June 2020. In November 2020, a generic Landscape SA Boards Conflict of Interest and Lobbyist Policy was developed for all the Landscape Boards to consider. Advice from the Attorney-General's Department is being sought in regard to finalising an appropriate Policy for the AW Board to consider for approval.

Decision

The Alinytjara Wilurara Landscape Board:

- **Approves** retaining the current Conflict of Interest/Related Party Disclosure policy until the end of the financial year.

(The Board will await further advice from the Attorney-General at the end of June 2021)

Moved: Debbie Hansen

Seconded: Mick Haynes

CARRIED

No further discussion

In Camera Sessions Policy

Thuy Phan presented the In Camera Sessions Policy which was **recommended** on behalf Audit and Risk Management Committee to the Board.

The Board discussed and agreed that Cultural Sensitivities should be added to the In Camera Matters (refer Draft In Camera Policy Clause 5 Definitions)

Decision:

The Alinytjara Wilurara Landscape Board

- **Approves** the Board's In Camera Sessions Policy and Procedure including the recommended addition.

Moved: Debbie Hansen

Seconded: Kristy Richards

CARRIED

Action: Add Cultural Sensitivities to the *In Camera Matters* Clause 5 Definitions, Draft In Camera Sessions Policy.

Workplace Health and Safety statement and Work Health and Safety Policy

Thuy Phan presented the In Camera Sessions Policy which was **recommended**, on behalf of the Audit and Risk Management Committee, to the Board.

In other matters, the board raised Cultural Safety and Cultural Competency. A discussion ensued on the importance of cultural safety of staff, board members and those travelling through the region. The GM will develop a paper for the Board on this matter.

Decision:

The Alinytjara Wilurara Landscape Board:

- **Approves** the updated Alinytjara Wilurara Landscape Board Workplace Health and Safety Statement and Work Health and Safety Policy (AWPOL00008).

*Moved: Peter Miller
Seconded: Mick Haynes*

CARRIED

Actions:

- GM to draft a discussion paper addressing how the Board can address cultural safety and competency (including researching what other agencies are doing) for Board consideration.
- Cultural Safety and Competency noted as a Policy item for future Board meeting Agenda.
- GM to consider and scope out a Cultural Protocols Workshop for Meeting No 5 or a future board meeting.

No further discussion

Risk Management Matrix

Thuy Phan presented the Risk Management Matrix spreadsheet which was **recommended**, on behalf Audit and Risk Management Committee, to the Board.

Additional risks identified and actions proposed to mitigate risks:

- Additional risk Items 10 relating to Work, Health Safety (WHS) and driving long distance, poor vehicle set up, vehicle malfunction/road conditions and terrain/fatigue/heat smoke/poor handling of plant, equipment and hazardous substances.
- Items 11, removed COVID-19 under Human Resources and made it a stand-alone for item 11 under WHS.
- Updated item 7 under Finance & Governance, Minister for Environment and Water not approve in time to replace the expired term members.
- Added Item 12 All staff unaware of cultural protocols – consequences/implications are cultural payback to the Board/staff and breakdown of community relationships. The recommended action is to plan cultural awareness protocol discussion into next Board Meeting.

Decision:

The Alinytjara Wilurara Landscape Board:

1. **Approves** changes to the Risk Management Matrix
2. **Approves** a workshop on Board Cultural Protocols at Meeting No 5

*Moved: Kristy Richards
Seconded: Mima Smart*

CARRIED

No further discussion

Draft Service Level Agreement (SLA) 2020-21 between the Board and the Department for Environment and Water (DEW)

Thuy Phan presented the Draft Service Level Agreement (SLA) which was **recommended**, on behalf Audit and Risk Management Committee, to the Board.

The draft 2020-21 SLA still needs to be further updated by DEW as some clauses are incorrect and some costs require further clarification. The final draft of SLA is expected to be received and signed in April 2021.

Decision:

The Alinytjara Wilurara Landscape Board -

1. **Notes** the draft 2020-21 SLA between AWLB and DEW
2. **Approves** delegating the signing of the SLA once it is finalized to the Presiding Member.

Moved: Mick Haynes

Seconded: Debbie Hansen

CARRIED

No further discussion

Accommodation

Thuy Phan presented an update on accommodation arrangements which includes a **recommendation**, on behalf Audit and Risk Management Committee, to the Board.

Accommodation arrangements are agreed through the SLA between DEW and the Board. The Audit and Risk Management Committee have deliberated and concluded the best option is to stay in the current accommodation and review the need to move later.

The Chair of the Audit and Risk Management Committee confirmed that the Committee have gone through the detail of all of the papers and have made well informed recommendations to the Board.

Decision:

The Alinytjara Wilurara Landscape Board:

1. **Notes** the current accommodation arrangements for AW staff
2. **Notes** the A&R Committee's suggestion staying in the current accommodation is the best option for AW staff for the time being.

Moved: Peter Miller

Seconded: Kristy Richards

CARRIED

No further discussion.

6 Strategic Items

6.1 Board Charter

Ms Thuy Phan, Business Manager, Alinytjara Wilurara Landscape Board (*refer presentation*)

Thuy Phan presented the Draft Board Charter which was recommended, on behalf Audit and Risk Management Committee, to the Board.

Damian provided an overview of the Charter and explained the process which started with the Chair asking the GM to prepare a draft Charter for the Board to consider. A discussion ensued around what is a charter, what does it mean and is there a better word rather than "charter".

The importance of relationships and connections was discussed, including the Audit and Risk Management Committee's recommendation to add additional arrows to reflect connections – two way relationship up and down.

The Committee recommended and the Board supported finding another word rather than "Charter". The Board asked one of the diagrams/maps to be removed as it was confusing.

Decision

That the Alinyjtara Wilurara Landscape Board:

- **Reviewed** the draft of AW Landscape Board Charter
- **Approves** the draft Alinyjtara Wilurara Landscape Board Charter subject to minor amendments and an annual review.

Moved: Mima Smart
Seconded: Peter Miller

CARRIED

Action: GM to consider cultural landscape for the Charter given the Board's focus on Cultural Safety.

No further discussion

6.2 **Board Prospectus**

Mr Damian Miley, General Manager, Alinyjtara Wilurara Landscape Board

Damian provided an overview of a proposed Board Prospectus **recommending**, on behalf Audit and Risk Management Committee the development of a Prospectus. The Committee discussed examples of successful and unsuccessful use of a Prospectus and were advised of approximate costs.

The Chair used the example of Palya as an example of what the Board currently uses to tell the AW story and how a Prospectus can be an additional resource.

Decision

That the Alinyjtara Wilurara Landscape Board:

1. **Notes** that the Board Chair has asked the General Manager to investigate the development of a Board Prospectus which would aim to create a higher awareness of the AW Landscape Board and its staff and create opportunity to increase the board's revenue stream.
2. **Notes** a Prospectus may help the AW Board be more targeted when considering its donations and sponsorship opportunities
3. **Notes** the Audit and Risk Management Committee has provided feedback and supports the Board developing a Prospectus.
4. **Approves** the proposal to develop a Prospectus and prepare a draft Prospectus to bring to the Board.

Moved: Peter Miller
Seconded: Kristy Richards

CARRIED

No further discussion

6.3 **Memorandum of Understandings (MOU's) and other Agreements**

Damian Miley presented on behalf of Helen Donald who was an apology for the day (*refer presentation*).

Damian provided a background to this item by explaining that the Board were previously updated at Meeting No 2. He then provided an overview of current AW relationships and the

status of relevant MOUs. The commitment from the GM is that they will all be progressed over next 12 months and that resources will be provided to ensure this happens.

Damian emphasised that the key point is that all of the relationships are still good and that the absence of a piece of paper does not impact on relationship.

Decision

That the Alinytjara Wilurara Landscape Board:

1. **Notes** the administration has not progressed updating the Board's MOUs and Agreements due to COVID-19 and that this action will be rolled out in 2021.

CARRIED

No further discussion

7 Standing Items

7.1 Chair Report (refer presentation)

Mr Parry Agius, Chair, Alinytjara Wilurara Landscape Board (*refer presentation*).

Parry spoke about his role and activities since Meeting No 3 including an Indigenous Fire Management Webinar and tabled a related publication that is available for Board Members who are interested. Other key points included -

- Aboriginal Affairs Executive Committee Forum – a high level strategic forum.
- Far North Carbon Farming Forum.
- Regular meetings with GM in Nairne and the successful use of technology (MS teams) to run an out of session meeting in December to progress the Landscape Plan.
- Meeting with the Landcare Association of SA – met with Chair and Executive Officer and starting to look at how AW can partner with them.
- Minister's confirmation of appointment as Chair - provides stability for the Board.
- GM Performance Agreement – key targets to be met. GM meeting with peers and network to progress the board.

Decision

The Alinytjara Wilurara Landscape Board:

- **Notes** the activities of the Chair and General Manager of the Board.
- **Discusses** with the Chair any matters of interest.

Both the Chair Report and General Manager's reports were noted.

*Moved: Mick Haynes
Seconded: Kristy Richards*

CARRIED

No further discussion.

7.2 Key Messages for the Minister

The highlights from Day 1 and Day 2 of Meeting No 4 were discussed and agreed-

1. Audit and Risk Management Committee worked hard to go through financial and policy matters saved the time of the Board using tools to ensure good governance
2. AW staff have been helpful to GM to produce papers and presentations for his first Landscape Board Meeting which focussed on starting to look at the Board's Future.

3. The Board adopted a charter and approved the development of a draft Prospectus and a roadmap to the future.
4. Nature Foundation SA – commencement of the development of this relationship.
5. Board Dinner with Chair of the Coast Protection Board, Mr Jeff Tate and the Executive Director, Aboriginal Affairs and Reconciliation, Department of Premier and Cabinet, Ms Nerida Saunders.
6. Noted and discussed CSIRO's update to *Australia's Biosecurity Future: Preparing for Future Biological Challenges*, which includes recommendations to better engage with Aboriginal Australians in biosecurity.
7. Noted and discussed the Australian Government's role in the United Nations Convention on Biological Diversity.
8. Advancement of the Regional Landscape Plan.
9. Landscape Priorities fund – acknowledge Ministers decision to elevate 2 of our projects to Stage 2.
10. Have secured Commonwealth funds despite not meeting milestones to progress projects in a post COVID era.
11. Briefing to the Minister regarding forward planning for Board Members and retaining current members.
12. Cultural Safety/Cultural Competency and how this relates to WHS.
13. List all the new policies the Board has adopted.

No further discussion.

7.3 **Proposed Meeting Dates, locations and Agenda Items**

The GM led a discussion on proposed dates and locations for future Board Meetings.

Suggested dates and locations were discussed, key points -

- Sally is not available at the end of May – but is in early June.
- October is flagged as a loose arrangement for another field trip and is to be confirmed.

Decision

The Alinytjara Wilurara Landscape Board:

Agreed to the following suggested dates and locations for future meetings -

- Early June - Audit and Risk Management Committee Meeting **No 2** AND AW Landscape Board Meeting **No 5 in CEDUNA.**
- Mid-August - AW Landscape Board Meeting **No 6** (APY, Coober Pedy or OV, visiting Country & make appointments to meet with key people,).
- Mid October - AW Landscape Board Meeting **No 7** – location to be determined.
- Mid December – Audit and Risk Management Committee Meeting **No 3** and AW Landscape Board Meeting **No 8 – ADELAIDE.**
- **Subject to availability** and confirmation of actual dates with Board members.

Subject to availability and confirmation of actual dates with Board members.

Moved: Kristy Richards

Seconded: Mima Smart

AGREED and CARRIED

No further discussion.	
7.4	<p>Decisions of Meeting Number 4</p> <p>The A/Executive Officer went through the Decisions List for Meeting Number 4 with the Board. The Board Members agreed the list was a true reflection of the decisions of the meeting. The Decision List was printed and distributed to Board Members for sharing with their communities.</p> <p>No further discussion.</p>
6. Meeting closure	
6.1	<p>Meeting closed</p> <p>The Chair, Mr Parry Agius closed Board Meeting Number 4 at 2:30pm. The ladies moved straight into a meeting to discuss a women's project and the men met to discuss other follow up actions from the meeting at 4:30pm.</p> <p>No further discussion.</p>

Endorsed by:



Parry Agius

Chair/Presiding Member

ALINYTJARA WILURARA LANDSCAPE BOARD

Date: 7 April, 2021