

Eyre Peninsula Landscape Board

MINUTES - Meeting No.14



Meeting Title: Eyre Peninsula Landscape Board Meeting No.14			
Date: 16 August 2022			
Start Time:	0906	Finish Time:	1410
Location:	Quest Whyalla 4 Moran Street Whyalla Norrie SA 5636	Room:	Conference Room
Attendees:	<u>Board members</u> M Whitfield (Chair) (0906 – 1021) (1041 – 1410), S Milner (0906 – 1021) (1041 – 1410), J Major (0906 – 1021) (1041 – 1410), T Irvine (0906 – 1021) (1041 – 1410) and M Turner (0906 – 1021) (1041 – 1410).		
Staff:	<u>Staff</u> J Clark (General Manager) (0906 – 1021) (1041 – 1410), S Drewer (Manager Landscape Operations) (0906 – 1021) (1041 – 1352), B Murphy (Landscape Officer) (0906 – 1021) (1041 – 1352), S Stovell (Manager, Planning and Engagement) (0906 – 1021) (1041 – 1352) and J White (Governance & Administration Officer) (0906 – 1021) (1041 – 1352)		
Visitors / Guests:	<u>Guest Speakers</u> Myall Tarran: SA Feral Deer Eradication Program – PIRSA (1222 – 1256) Joe Ranford: Operations Director – Andromeda Metals Limited (1232 – 1220) <u>Visitors</u> Justin Commons, CEO (1245 – 1337) Jade Ballantine, Director City Growth (1245 – 1337) Samuel Bourne, Project Manager Landscape (1245 – 1337) Cr Phil Stone, Deputy Mayor (1245 – 1337)		
Apologies:	D May		

Item	Meeting Standing Items
1. Welcome	
1.1	Welcome, apologies, and agenda check The Chair opened the meeting at 0906, delivered an acknowledgement of country and welcomed those in attendance to meeting No.14 of the Eyre Peninsula Landscape Board (the Board). The Chair called for additional agenda items nil were received.
1.2	Declarations of interest J Major declared a conflict of interest due to working for the National Recovery and Resilience Agency and noted she sits on the Kimba Flood Recovery Committee.

2. Strategic Items

2.1	Team Building Workshop Review A review of the team development workshop presentation prepared by Karen Slape from Alto People, was presented to the Board. The presentation reviewed the workshop held on 31 March 2022 in Port Lincoln, which included members from the Senior Management Team and Board members. J Clark prompted for the Board to discuss and review the outcomes of the Team Building Workshop, with a 'round table' style discussion from members. Following discussion, the Board agreed that a workplace specific profiling would be beneficial to a new Board.
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3. Procedural Matters

3.1	Adoption of Minutes EPLB Meeting No.13 The draft minutes of Eyre Peninsula Landscape Board Meeting No.13 held on 3 May 2022 were provided for formal endorsement. Recommendation 14:3.1 Motion: That the Eyre Peninsula Landscape Board accepts the minutes of meeting No.13 held on 3 May 2022 as a true and accurate record of the business conducted at that meeting. Resolved
3.2	Action List The list of action items arising from the previous Board meeting was provided for information. Following discussion, the Board moved: Recommendation 14:3.2 That the Eyre Peninsula Landscape Board note the status of Board action items. Resolved
3.3	Financial Report A briefing paper with the financial report for July 2022 was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved: Recommendations 14:3.3 That the Eyre Peninsula Landscape Board: 1. Note the Draft Financial Statements for the year ended 30th June 2022 tabled to the Auditor-General; 2. Approve submission of a carry-over request to Treasury for all eligible surplus carry-over of \$857,744 3. Subject to Treasury approval, approve the use of funding carry-overs for Levy \$253,645 and Externally funded projects \$202,409; 4. Subject to Treasury approval, unallocated carry-over to 2023-24 of \$401,690 5. Note that further Board approval will be requested, for expenditure of the unallocated carry-over/s (if required). Resolved

<p>3.4</p>	<p>Strategic Risk Register A briefing paper with an update of the Eyre Peninsula Landscape Board Strategic Risk Register was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14.3.4 Motion: That the Eyre Peninsula Landscape Board endorse the Strategic Risk Register for July 2022.</p> <p>Resolved</p> <p><i>Action 1: Include commentary around the impact of the EP Desalination Plant on risk No.06.</i></p>
<p>3.5</p>	<p>Critical WHS Risk Register A briefing paper with an update of the Eyre Peninsula Landscape Board Critical WHS Risk Register was provided to the Board. S Drewer reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14.3.5 Motion: That the Eyre Peninsula Landscape Board note the updated Critical WHS Risk Register.</p> <p>Resolved</p> <p><i>Action 2: Change names to position titles in the 'responsibility' column and assign one specific role.</i></p>
<p>3.6</p>	<p>Work Health & Safety Performance Report A briefing paper with an update on the current Work Health & Safety performance of the Board was provided to the Board. S Stovell reported to the briefing paper as presented. Following discussion, the Board moved:</p> <p>Recommendations 14:3.6 Motion: That the Eyre Peninsula Landscape Board note the Work Health and Safety Report dated 20 July 2022.</p> <p>Resolved</p> <p><i>Action 3: Merge KPI's 5 & 6 and move agenda item 'Work Health & Safety Performance Report' from 'Procedural Matters' to 'Items for Noting'.</i></p>
<p>3.7</p>	<p>Risk, Audit & Finance Committee Recommendations A briefing paper providing the Board with an update and recommendations of motions at the previous Risk, Audit & Finance Committee meeting, held on 18 May 2022 was provided to the Board. S Stovell reported to the briefing paper as presented. Following discussion, the Board moved:</p> <p>Recommendation: 14:3.7 Motion: The following recommendations are supported by the Eyre Peninsula Landscape Board Risk, Audit and Finance Committee (the Committee) for consideration by the Eyre Peninsula Landscape Board (the Board):</p> <p>1. Endorse the Financial Performance Report for April 2022.</p>

2. Endorse the revised risk management framework, including the revised documents;
 - [Risk Management Framework V2](#)
 - [Risk Management Policy V2](#)
 - Risk Appetite Statement V2
 - [Risk Management Plan V2](#)
3. Endorse the Strategic and Critical Risk Management Registers for May 2022, noting the identified risks, controls and status of progress, including recommended actions for the Board's consideration.
4. Note the Internal Audit Control Plan Update.
5. Note that the Committee raised no concerns on, the Financial Management Compliance Program Update for April 2022.
6. A) Adopt the Policies that are due for review;
 - [FIN01 – Members ICT Allowances and Expense Reimbursements](#)
 - [GOV01 – Communications and Media](#)
 - [GOV02 – Board Meetings](#)
 - [GOV05 – Compliance](#)

B) Recommend the Policies below, are internal and will be reviewed by the General Manager and Senior Management Team;

 - WHS02 – Emergency Management
 - WHS05 – Smoke-Free Workplaces
 - HRM02 – Employment Screening

C) Recommend that the following Work, Health & Safety policies are to be replaced by a single Board WHS Policy to be developed by Nathan Winter and Associates, noting that RAFC recommend to Nathan Winter and Associates keep WHS Policy No.07 – Injury Management, as a standalone policy and that the policy schedule be updated to reflect this;

 - WHS01 – Work, Health & Safety
 - WHS03 – Hazard Management
 - WHS06 – WHS System Development and Improvement

D) Adopt the Policies and Procedures below;

 - [Governance Policy – Electronic Signature](#)
 - [Governance Policy – Complaints Handling](#)
 - [Human Resources Policy – Child Safe Environment](#)
7. Endorse the [Business Continuity Management Policy](#), noting that the General Manager will prepare a Business Continuity Plan.

Resolved

Action 4: Correct ISO reference number in the Risk Management Policy, referenced under 'Policy Principles'.

Action 5: Include a statement around compliance with Dept. Human Services in the Child Safety Policy.

3.8	<p>Draft Service Level Agreement</p> <p>A briefing paper regarding the revised draft Service Level Agreement was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14.3.8</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) approve the Draft Service Level Agreement for 1 July 2022 – 30 June 2023 and authorise the Presiding Member to execute the agreement, subject to no significant or material changes being made to the final version.</p> <p>Resolved</p>
3.9	<p>Asset Disposal Delegation</p> <p>A briefing paper to formalise delegated authority for the General Manager to dispose of assets, was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14:3.9</p> <p>Motion: That the Eyre Peninsula Landscape Board endorse:</p> <ul style="list-style-type: none"> • The Delegation of Authority – Disposal, for the signature of the Presiding Member • The affixing of the Common Seal to the instrument of Delegation <p>Resolved</p> <p><i>Action 6: Edit the Instrument of Authorisation – Disposal delegation with suggested grammatical changes by M Whitfield.</i></p>
3.10	<p>Business Continuity Plan</p> <p>A briefing paper regarding the draft Eyre Peninsula Landscape Board Business Continuity Plan, was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14:3.10</p> <p>Motion: That the Eyre Peninsula Landscape Board note the Business Continuity Plan, including any changes suggested at the meeting.</p> <p>Resolved</p> <p><i>Action 7: Senior Management Team to facilitate an exercise trialing a ‘desk top scenario’ in the event communications become unavailable.</i></p> <p><i>Action 8: Edit numbering of main steps in the Business Continuity Plan</i></p> <p><i>Action 9: Senior Management Team to discuss alternative arrangements around ‘where to meet’ in the event of no communications, and update the BCP.</i></p>

3.11	<p>Landscape Priority Funding – Round 3 Applications</p> <p>A briefing paper was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14:3.11 That the Eyre Peninsula Landscape Board endorse the submission of two separate Expressions of Interest applications to the 2022-23 round of Landscape Priorities Funding.</p> <p>Resolved</p> <p><i>Action 10: Invite National Parks & Wildlife, General Manager to attend Eyre Peninsula Landscape Board Meeting No.14 to present on the Buffel Grass Program.</i></p>
3.12	<p>Out of Session Ratification – Business Plan & Correspondence</p> <p>A briefing paper regarding the out of session endorsement of the proposed draft changes to the 2022-23 Business Plan and to receive and note correspondence provided at Eyre Peninsula Landscape Board meeting No.13 was provided to the Board. S Stovell reported to the paper as presented. Following discussion, the Board moved:</p> <p>Recommendation 14:3.12 Motion: That the Eyre Peninsula Landscape Board (EPLB) ratify the out of session approval of the recommendation below:</p> <p>RECOMMENDATION That the Eyre Peninsula Landscape Board;</p> <ol style="list-style-type: none"> 1. Approve the Eyre Peninsula Landscape Board Business Plan for the 2022-23 financial period. 2. Resolve to receive and note the correspondence, attached and provided on MS Teams. <p>Resolved</p>
4. Deputations and Presentations	
4.1	<p>Great White Kaolin Project</p> <p>J Ranford, Operations Director at Andromeda Metals Limited provided a presentation in relation to the Great White Kaolin project. A copy of the presentation was provided.</p>
4.2	<p>SA Feral Deer Eradication Program</p> <p>M Tarran from PIRSA provided a presentation on the SA Feral Deer Eradication program. A copy of the presentation was provided.</p>

5. Standing Items for noting

5.1-12	The Board noted the following reports: 5.1 Chair's report 5.2 Board member reports 5.3 General Manager report 5.4 Communication and Media report 5.5 Communication Plan Update 5.6 Business Plan Achievement Report 4 th ¼ Recommendation 13:5.1 Motion: That the Eyre Peninsula Landscape Board resolve to receive the standing items for noting, as presented. Noting that items 5.2, 5.4, 5.5 & 5.12 were extracted to discuss. Resolved	5.7 Contract, Grant & Purchase Order Execution Report 5.8 Common Seal Register 5.9 Seasonal Outlook 5.10 Treasury & Finance Budget Cycle Processes 5.11 SA Wild Dog Trapper Program 5.12 LPF Updates – Eyes on Eyre Project
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6. Correspondence

6.1	The Board noted the following correspondence: General Managers Update No.18
6.2	SA Wild Dog Trapper Program 2022-23 Funding
6.3	Response_SA Wild Dog Trapper Program Funding Request
6.4	CE Correspondence – EPLB 2022-23 Business Plan Received
6.5	Coffin Bay Oyster Walk Weed Management
6.6	Response_Coffin Bay Oyster Walk Weed Management
6.7	Interim Audit of the EPLB for 2021-22
6.8	Landscape Priorities Fund 2022-23
6.9.1	SA Wild Dog Trapper Program Report 2018-22_4 Year Report
6.9.2	SA Wild Dog Trapper Program Annual Report 2021-22
	Resolved

7. Meeting Closure

7.1	Invitations for next meeting General Manager, National Parks & Wildlife to present on Buffel Grass Program Monitoring & Evaluation Officer, Eyre Peninsula Landscape Board to present on GDE Monitoring
7.2	Next meeting details including the Governance Schedule The Eyre Peninsula Landscape Board Governance Schedule for 2023 meetings was provided to the Board, it was agreed to send out a tentative meeting request for the suggested dates. Meeting No.15 is to be held on 18 October 2022 in Coffin Bay.
7.3	Review of action list The Board noted the Actions.

7.4	<p>Board Claims and Administration Items The Board received and completed the administrative items.</p> <ul style="list-style-type: none"> • The Board discussed the correspondence from the Minister in regards to Board member nominations and appointments. • J Clark advised that the Eyre Peninsula Landscape Board are collaborating with National Parks & Wildlife to hold the annual staff forum on 12 & 13 September 2022.
7.5	<p>Meeting Review No notable feedback.</p>
7.6	<p>Meeting closed The meeting closed at 1410.</p>

CERTIFIED CORRECT:



PRESIDING MEMBER
MARK WHITFIELD

25/10/22