

# Eyre Peninsula Landscape Board

## MINUTES - Meeting No.10



Meeting Title: Eyre Peninsula Landscape Board Meeting No.10			
Date: 24 <sup>th</sup> August 2021			
Start Time:	0851	Finish Time:	1301
Location:	Medley Terrace Wudinna	Room:	Wudinna Community Club
Attendees:	<b><u>Board members</u></b> M Whitfield (Chair) (0830 – 1301), D May (0830 – 1301), S Milner (0830 – 1301), J Major (0830 – 1301), B Foster (0830 – 1301), T Irvine (0830 – 1301) and M Turner (0830 – 1301).		
Staff:	<b><u>Staff</u></b> J Clark (General Manager) (0830 – 1301), S Drewer (Landscape Operations Manager) (0830 – 1301), D Mislov (Manager Business Support) (0830 – 1301), S Stovell (Manager, Planning and Engagement) (0830 – 1301), J White (Governance & Administration Officer) (0830 – 1301) & L McTaggart (Team Leader Landscape Operations, West) (0830 – 1301)		
Visitors / Guests:	<b><u>Guest Speakers</u></b> *Annette Scanlon: Biosecurity Coordinating Officer – Pest Animals, PIRSA (0951 – 1018) *Bradley Page: Principal Biosecurity Officer – Pest Animals, PIRSA (0951 – 1018) *Matthew Ward: Director, Landscape Services (1020 – 1050) *Saravan Peacock: Manager, Landscape SA Strategy and Support (1020 – 1050)  <b><u>Visitors</u></b> Craig Midgley: Economic & Community Development Manager, DC Wudinna (1215 – 1300) Cr. Elizabeth Habermann: DC Wudinna (1215 – 1300) Naomi Scholz: Executive Officer, AIR EP (1215-1300)  *Via MS Teams		
Apologies:	Nil		

Item	Meeting Standing Items
<b>1. Welcome</b>	
1.1	<b>Welcome, apologies, and agenda check</b> The Chair opened the meeting at 0851, delivered an acknowledgement of country and welcomed those in attendance to meeting No.10 of the Eyre Peninsula Landscape Board (the Board). The Chair called for additional agenda items, a discussion in regards to last minute changes to the Draft Eyre Peninsula Landscape Plan was added as item 3.3.
1.2	<b>Declarations of interest</b> B Foster declared a conflict of interest by means of submitting an expression of interest to the Biodiversity and Carbon Pilot. J Major also declared a conflict of interest by means of working for the National Recovery and Resilience Agency. After some discussion the Board agreed neither items were a conflict of interest in the context of the meeting Agenda Items.

### 3. Strategic Items

<b>3.1</b>	<b>Team Building</b> A briefing paper regarding the proposed team building exercise was provided to the Board. J Clark reported to the briefing paper as presented. Following discussion, the Board moved:  <b>Recommendation 10:3.1</b> <b>Motion: That the Eyre Peninsula Landscape Board:</b> <ol style="list-style-type: none"><li>1. Agree on the scope for the proposed 'team building' exercise, and</li><li>2. Approve a budget, to be allocated out of carry over, of up to \$15,000, and</li><li>3. Agree on a selected tender process to local South Australian based businesses with relevant experience, and</li><li>4. Agree to the chair and nominate one other board member to participate on the tender evaluation panel.</li></ol> T Irvine self-nominated to represent as a Board member on the assessment panel for the tender process.  <i>Resolved</i>
<b>3.2</b>	<b>Landscape Priorities Funding</b> A briefing paper regarding the applications to the 2021-22 round of Landscape Priorities Funding was provided to the Board. S Stovell reported to the briefing paper as presented. Following discussion, the Board moved:  <b>Recommendation 10:3.2</b> <b>Motion: That the Eyre Peninsula Landscape Board approve the submission of four separate Expressions of Interest applications to the 2021-22 round of Landscape Priorities Funding.</b>  <i>Resolved</i>  <i>Action 1: Manager, Planning and Engagement to investigate the suitability to apply for the Drought Resilience Fund grant.</i>
<b>3.3</b>	<b>Eyre Peninsula Landscape Board Strategic Plan Update</b>  Manager, Planning and Engagement provided an update to the Board regarding the slight amendments required to the Eyre Peninsula Regional Landscape Plan before approval could be made by the Minister. The Board noted the update.

### 2. Deputations and Presentations

<b>2.1</b>	<b>Mid-Term STAR Project Review</b> L McTaggart, Team Leader Landscape Operations –West, provided a mid-term update and presentation in relation to the Saltmarsh Threat Abatement and Recovery (STAR) project. A copy of the presentation was provided.
<b>2.2</b>	<b>SA Wild Dog Trapper Program</b> Annette Scanlon & Bradley Page from PIRSA provided a presentation via MS Teams in relation to the SA Wild Dog Trapper program. A copy of the presentation was provided.  Noting the contribution to the SA Wild Dog Trapper program from Eyre Peninsula Landscape Board.  <i>Resolved</i>

2.3	<p><b>State Landscape Strategy</b></p> <p>Matthew Ward, Director Landscape Services and Saravan Peacock, Manager Landscape SA Strategy and Support provided a presentation in relation to the State Landscape Strategy. A copy of the presentation was provided.</p> <p><i>Action 2: Manager, Planning and Engagement to provide completed State Landscape Strategy feedback template to S Peacock, Manager Landscape SA Strategy and Support.</i></p>
<p><i>Presiding Member called for a break, commencing at 1050. Meeting resumed at 1101.</i></p>	
<p><b>4. Procedural Matters</b></p>	
4.1	<p><b>Risk, Audit &amp; Finance Committee (RAFC) Recommendations</b></p> <p>A briefing paper regarding the recommendations from RAFC Meeting No.04, held on 4<sup>th</sup> August 2021 was provided to the Board. D Mislov reported to the briefing paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendations 10:4.1</b></p> <p><b>Motion: The following recommendations are supported by the Eyre Peninsula Landscape Board Risk, Audit and Finance Committee (RAFC) for consideration by the Eyre Peninsula Landscape Board (EPLB):</b></p> <ol style="list-style-type: none"> <li>1. Note the progress of the Interim Draft Financial Statements for the year ended 30th June, 2021;</li> <li>2. Approve the Financial Management Compliance Program (FMCP) with minor amendments including: <ul style="list-style-type: none"> <li>○ FMCP Checklists 2020-21;</li> <li>○ FMCP Senior Management Questionnaire 2020-21;</li> <li>○ Financial Management Compliance Program (FMCP) for 2021-22</li> </ul> </li> <li>3. Note the information provided on Workers Compensation and Self Insurance.</li> <li>4. Note the suggested ratios for inclusion in Board Financial Performance reporting.</li> <li>5. Note the Minutes of Meeting No 03 held on 13 April, 2021;</li> <li>6. That, pursuant to Section 37 of the Landscape South Australia Act: <ul style="list-style-type: none"> <li>○ Authorise the functions and powers listed in the Schedule, to the attached Instruments of Authorisation and Delegation, to the positions or staff detailed in the Schedule of the same Instruments;</li> <li>○ Authorise the Presiding Member, to sign the Instruments of Delegation and the Instruments of Authorisation, appropriately witnessed, effective from 23rd March, 2021;</li> <li>○ Authorise the affixing of the common seal to the Instruments of Delegation and the Instruments of Authorisation.</li> </ul> </li> <li>7. Note the progress, of the updated DEW Adopted Policies and Procedure Register as at 3rd August 2021;</li> <li>8. Note the executed Service Level Agreement for the year ended 30th June 2022;</li> <li>9. Note the Interim Audit findings for the year ended 30th June, 2021.</li> </ol> <p><i>Resolved</i></p>

<p>4.2</p>	<p><b>Adoption of Minutes EPLB Meeting No.09</b>  The draft minutes of Eyre Peninsula Landscape Board Meeting No.09 held on 22<sup>nd</sup> June 2021 were provided for formal endorsement.</p> <p><b>Recommendation 10:4.2</b>  <b>Motion: That the Eyre Peninsula Landscape Board accepts the minutes of meeting No.09 held on 22<sup>nd</sup> June 2021 as a true and accurate record of the business conducted at that meeting.</b></p> <p><i>Action 3: Governance and Administration Officer to correct AIR EP meeting day at agenda item 8.1 – Invitations for next meeting.</i></p> <p><b>Resolved</b></p>
<p>4.3</p>	<p><b>Action List</b>  The list of action items arising from the previous Board meeting was provided for information. Following discussion, the Board moved:</p> <p><b>Recommendation 10:4.3</b>  <b>That the Eyre Peninsula Landscape Board note the status of Board action items.</b></p> <p><b>Resolved</b></p>
<p>4.4</p>	<p><b>Governance Framework Update</b>  A briefing paper with an update of the Eyre Peninsula Landscape Board Governance Framework was provided to the Board. D Mislov reported to the paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendation 10:4.4</b>  <b>Motion: That the Eyre Peninsula Landscape Board (EPLB) note the progress of the establishment of the Governance Framework.</b></p> <p>Noting the follow up of the Landscape SA Charter by General Manager.</p> <p><i>Action 4: General Manager to follow up on the update of the Landscape SA Governance Charter with Saravan Peacock</i></p> <p><b>Resolved</b></p>

<p>4.5</p>	<p><b>Water Affecting Activities / Flooding issues Richardson Road, Port Lincoln</b>  A briefing paper regarding water affecting activities, in particular the reoccurring flooding issues in the Richardson Road catchment area was provided to the Board. S Drewer reported to the briefing paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendation 10:4.5</b>  <b>Motion: That the Eyre Peninsula Landscape Board note:</b></p> <ul style="list-style-type: none"> <li>- Reoccurring flooding issues in the Richardson road catchment area;</li> <li>- Board Staff involvement in related water affecting activities and compliance matters and;</li> <li>- The District Council of Lower Eyre Peninsula’s (DCLEP) intention to request Board funding towards a hydrological survey and report of the area.</li> </ul> <p>Noting that the Eyre Peninsula Landscape Board will not support funding for a hydrological survey in relation to Richardson Road.</p> <p><i>Resolved</i></p>
<p>4.6</p>	<p><b>Risk Management Register</b>  A briefing paper updating the Board on the Risk Management Register for August was provided to the Board. D Mislov reported to the paper as presented. Following discussion, the Board moved:</p> <p><b>Motion: That the Eyre Peninsula Landscape Board endorse the Risk Management Register for August 2021, noting the amendments made at the Risk, Audit &amp; Finance Committee Meeting No.04 on 4th August 2021.</b></p> <p><i>Resolved</i></p>
<p>4.7</p>	<p><b>Draft Financial Statements &amp; Carry-Over</b>  A briefing paper regarding the draft financial statements for year ended 30<sup>th</sup> June 2021 was provided to the Board. D Mislov reported to the paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendation 9.4.7</b>  <b>Motion: That the Eyre Peninsula Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Note the Draft Financial Statements for the year ended 30th June 2021 tabled to the Auditor- General;</li> <li>2. Approve submission of a carry-over request to Treasury for all eligible surplus carry-over of \$751,797</li> <li>3. Subject to Treasury approval, approves the use of funding carry-overs for RLP \$111,660; Levy \$65,000 and Externally funded projects \$5,000;</li> <li>4. Subject to Treasury approval, approves unallocated carry-over to 2021-22 of \$150,000; 2022-23 of \$150,000 and 2023-24 of \$270,137;</li> <li>5. Notes that further Board approval will be requested, for expenditure of the unallocated carry-over/s (if required).</li> </ol> <p><i>Resolved</i></p>

<p>4.8</p>	<p><b>SA Water Best Practice Operation Procedure (BPOP) – Mains pipeline discharges of water</b>  A briefing paper regarding the SA Water Best Practice Operation Procedure was provided to the Board. S Drewer reported to the paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendation 10:4.8</b>  <b>Motion: That the Eyre Peninsula Landscape Board endorse the SA Water BPOP for Part A and Part C only for a period of 3 years.</b></p> <p>The Board does not endorse Part B of the BPOP, with the understanding that monitoring activities relevant to Part B through the regular WAA assessment process will aid in understanding the works and risks involved and inform any assessment for future BPOP applications.</p> <p><i>Resolved</i></p>
<p>4.9</p>	<p><b>Risk, Audit &amp; Finance Committee Member Appointment</b>  A briefing paper regarding the appointment of Risk, Audit &amp; Finance Committee members was provided to the Board. D Mislov reported to the paper as presented. Following discussion, the Board moved:</p> <p><b>Recommendation 10:4.9</b>  <b>Motion: That the Eyre Peninsula Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Approve the extension of the appointment of independent Risk, Audit &amp; Finance Committee Member, Mr Rob Donaldson for a further year, expiring on 20th November, 2022 to align with the Terms of Reference appointment of members for two years.</li> <li>2. Approve the term for the Chair of the Risk, Audit &amp; Finance Committee of independent member, Mrs Diana Laube to expire on 20th November, 2022.</li> </ol> <p><i>Resolved</i></p>

## 5. Standing Items for noting

<b>5.1</b>	<p><b>The Board noted the following reports:</b></p> <ul style="list-style-type: none"><li>5.1 Chair's report</li><li>5.2 Board member reports</li><li>5.3 General Manager report</li><li>5.4 Communication and Media report</li><li>5.5 Business Plan Achievement Report 4<sup>th</sup> ¼</li><li>5.6 Executed Contracts</li><li>5.7 Common Seal</li><li>5.8 Seasonal Outlook</li><li>5.9 Sus Ag Program Delivery Update</li><li>5.10 WHS Performance Report</li><li>5.11 PIRSA Report</li><li>5.12 I Work for SA – Your Voice Survey</li><li>5.13 Draft Minutes RAFC Meeting No.04</li></ul> <p><b>Recommendation 9.5.1</b> <b>That the Eyre Peninsula Landscape Board resolve to receive the standing items 5.1 to 5.9 and 5.11 to 5.13 for noting, as presented.</b></p> <p>Item 5.10 was discussed and the Board noted the progress and advice of the General Manager regarding the WHS External Independent Review.</p> <p><i>Resolved</i></p>
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## 6. Correspondence

<b>6.1</b>	<p><b>The Board noted the following correspondence:</b></p> <ul style="list-style-type: none"><li>6.1 General Managers Update No.11</li><li>6.2 Response submission to the Native Vegetation Act 1991</li><li>6.3 Response to PIRSA – Feral Goat Policy Review</li><li>6.4 Response letter from Mr Hyde</li><li>6.5 Endorsed EPLB Performance Report</li></ul> <p><b>Recommendation 9.6</b> <b>That the Eyre Peninsula Landscape Board resolve to receive the correspondence, as presented.</b></p> <p><i>Resolved</i></p>
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## 8. Meeting Closure

<b>8.1</b>	<p><b>Invitations for next meeting</b> Following some discussion the Board agreed that the next Eyre Peninsula Landscape Board meeting, No.11 will be scheduled to be held on Tuesday 7<sup>th</sup> December in Cowell.</p>
<b>8.2</b>	<p><b>Next meeting details including the Governance Schedule</b> The Eyre Peninsula Landscape Board Governance Schedule for future meetings was provided to the Board.</p>
<b>8.3</b>	<p><b>Review of action list</b> The Board noted the Actions.</p>

8.4	<p><b>Board Claims and Administration Items</b>  The Board noted the administrative items</p> <p><i>Action 5: Governance and Administration Officer to update HR03 claim form to reflect Eyre Peninsula Landscape Board branding.</i></p>
8.5	<p><b>Meeting Review</b></p>
8.6	<p><b>Meeting closed</b>  The meeting closed at 1301.</p>

CERTIFIED CORRECT:



**PRESIDING MEMBER**  
MARK WHITFIELD

7/12/21