

Eyre Peninsula Landscape Board

ENDORSED MINUTES - Meeting No.21

Eyre Peninsula Landscape Board Meeting No.21

Date: 13 December 2023

Start Time:	1.10pm	Finish Time:	3.48pm
Location:	Wudinna & Districts Telecentre 44 Eyre Hwy WUDINNA SA 5670	Room:	Board Room
Attendees:	<u>Board members</u> P Treloar (Chair) (1.10pm – 3.48pm) M Dennis (1.10pm – 3.48pm) H Lamont (1.10pm – 3.48pm) S Milner (1.10pm – 3.48pm)		
Staff:	<u>Staff</u> J Clark (General Manager) (1.10pm – 3.48pm) J Boyce (Governance & Administration Officer) (1.10pm – 3.48pm) S Drewer (Manager Landscape Operations) (1.10pm – 3.48pm)		
Visitors / Guests: *via MS Teams	<u>Guests</u> *Tom Golland - Stakeholder Engagement Co-ordinator, Bureau of Meteorology (BOM) (2.30pm – 3.12pm)		
Apologies:	K McShane, A Tingay, C Cox, N Becker & S Stovell (Manager, Planning and Business Support)		

Item Meeting Standing Items

1. Welcome

1.1	Welcome, apologies, and agenda check The Chair opened the meeting at 1.10pm, delivered an acknowledgement of country and welcomed those in attendance to meeting No.21 of the Eyre Peninsula Landscape Board (the Board). The Chair called for additional agenda items, nil new items were received. Item 6.8 'Returning First Nations Ancestors to Country' was requested to be extracted for discussion by S Milner.
1.2	Declarations register A briefing paper with the declarations register was provided to the Board. P Treloar reported to the paper as presented. S Milner, H Lamont & P Treloar updated their interests and will be included in the register. Recommendation: 21:1.2 Motion: That the Eyre Peninsula Landscape Board (the Board) note the updated declarations register and include new declarations disclosed by members. Resolved Action 1: Include declared interests onto the register of interests.

3. Strategic Items

3.1	<p>Landscape Priority Fund</p> <p>A briefing paper providing an update on the projects submitted to the 2023/24 Landscape Priorities Fund Program was provided to the Board. S Drewer reported to the paper as presented. The Board discussed specific projects and prioritisation.</p> <p>Recommendation 21:3.1</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) note the projects submitted to the 2023/24 Landscape Priorities Fund Program.</p> <p>Resolved</p>
3.2	<p>El Nino declaration / Seasonal Conditions</p> <p>A briefing paper providing an update on the announcement of El Nino and works in place regarding land management was provided to the Board. S Drewer reported to the paper as presented.</p> <p>Recommendation 21:3.2</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) note the implications for land management following announcement of El Nino and the dry finish to the 2023 growing season and the work that Board staff have commenced in response.</p> <p>Resolved</p>

4. Procedural Matters

4.1	<p>Adoption of Minutes EPLB Meeting No.20</p> <p>The draft minutes of Eyre Peninsula Landscape Board Meeting No.20 held on 5 September 2023 were provided for formal endorsement.</p> <p>Recommendation 21:4.1</p> <p>Motion: That the Eyre Peninsula Landscape Board accepts the minutes of meeting No.20 held on 5 September 2023 as a true and accurate record of the business conducted at that meeting.</p> <p>Resolved</p>
4.2	<p>Action List</p> <p>The list of action items arising from the previous Board meeting was provided for information.</p> <p>Recommendation 21:4.2</p> <p>That the Eyre Peninsula Landscape Board note the status of Board action items.</p> <p>Resolved</p>

4. Procedural Matters

4.3

Risk Audit & Finance Committee Recommendations

A briefing paper summarising the Risk Audit & Finance Committee recommendations from meeting no.10, held on 29 November 2023 was provided to the Board. S Drewer reported to the paper as presented.

Recommendations 21:4.3

Motion: That 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):

1. That the Committee recommend that the Board:

- Increase the general manager authorisation for contract execution and contract pre- approval to \$1.5million (GST inclusive), and
- Authorise the presiding member to sign the amended *Instrument of Authorisations (Contract Execution and Procurement – Contract Pre-Approval – Payment & Disbursement)* and affix the common seal to the instruments to be witnessed by the manager, planning and business support.

2. That the Committee recommend that the Eyre Peninsula Landscape Board:

- Endorse the *FIN 15 Debt Recovery and Write Off Policy*.
- Authorise the presiding member to sign the *Instrument of Authorisation Debt Write Off Eyre Peninsula Landscape Board* and affix the common seal to the instrument to be witnessed by the manager, planning and business support subject to an amendment to remove the presiding member from the instrument to align with the policy.

3. That Committee recommend that the Board note the Critical WHS Risk Register, Strategic Risk Management & the Legislative Compliance Register for November 2023, noting the identified risks, controls and status of progress, with changes as tabled.

4. That the Committee recommend the Board approve the following budget (revenue and expenditure) adjustments for 2023-24:

- \$373,100 following signing of the Deed of Standing Offer for the Regional Delivery Partnership Program;
- \$30,000 for the DIT Roadside Weed and Pest Animal Control Works and;
- \$7,579 for the Alinytjara Wilurara Landscape Board (AWLB) Service Level Agreement (SLA) for reimbursement of position P25727, Landscape Officer wages.

5. That the Committee recommend the Board:

- Endorse the following policies that have been reviewed and will now move to a three year operational review cycle, for General Manager approval in future:
 - GOV10 - Electronic Signature Policy
 - GOV11 - Complaints Handling Policy
- Endorse the following Board policies and procedures that have been reviewed and will move to a three year review cycle:
 - WHS02 - Board and Committee Members Policy
 - WHS02 - Board and Committee Members Procedure
- Provide Directors WHS training to new board and committee members in the new year.

Resolved

4. Procedural Matters

4.4	<p>Out of Session Ratification 2022-23 Annual Report & Financial Statements</p> <p>A briefing paper summarising the out of session decision to approve the 2022-23 Annual Report & Financial Statements was provided to the Board. S Drewer reported to the paper as presented.</p> <p>Recommendation: 21:4.4</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) ratify the out of session approval for the recommendation below.</p> <p><i>That the Board endorse the Draft Eyre Peninsula Landscape Board 2022-23 Annual Report and Financial Statements.</i></p> <p>Resolved</p> <p><i>Action 2: Review timing of mover and seconder for motion and correct.</i></p>
4.5	<p>Business Plan CPI rates</p> <p>A briefing paper providing background and calculations on the CPI increase was provided to the Board. S Drewer reported to the paper as presented.</p> <p>Recommendation: 21:4.5</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) approve the Landscape Levy and Water Levy for 2024/25 based on a CPI increase on that raised in the preceding year in accordance with the ABS All Groups Index for Adelaide as at the September quarter 2023.</p> <p><i>Action 3: Chairs to have a conversation and catalogue issues with current service level agreement at the next Chairs Forum regarding expectations.</i></p>
4.6	<p>Alinytjara Wilurara (AW) and Eyre Peninsula (EP) Landscape Board MoU</p> <p>A briefing paper providing a draft partnership agreement for consideration was provided to the Board. S Stovell reported to the paper as presented.</p> <p>Recommendation: 21:4.6</p> <p>Motion: That the Eyre Peninsula Landscape Board (the Board) endorse the draft partnership agreement with the Alinytjara Wilurara Landscape Board.</p> <p>Resolved</p>

5. Standing Items for noting

5.1-11	<p>The Board noted the following reports:</p> <ul style="list-style-type: none">5.1 Presiding member report5.2 Board member reports5.3 General manager report5.4 Communication and Media report5.5 Contract, Grant & Purchase Order Execution Report5.6 Work Health & Safety Performance Report5.7 Common Seal Register5.8 Seasonal Outlook5.9 Bramfield Groundwater Lens & Elliston Water Supply5.10 Kangaroo Partnership Project Final Report5.11 Presiding member joined Sam Telfer MP quarterly meeting with general manager and will also attend the Bramfield Basin & Elliston Water meeting on Monday 18 December <p>Recommendation 21:5.1 - 5.10</p> <p>Motion: That the Eyre Peninsula Landscape Board resolve to receive the standing items for noting, as presented.</p> <p>Resolved</p> <p><i>Action 4: Provide feedback to Communications & Engagement Officer on the reports being presented.</i></p>
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6. Correspondence

	<p>The Board noted the following correspondence:</p> <ul style="list-style-type: none">6.1 Landscape Services Update No.256.2 2023-24 Wild Dog Trapper program funding6.3 Response 2023-24 Wild Dog Trapper program funding6.4 Landscape Priority Funding6.4.1 Funding Guidelines 2023-246.5 Ministerial Brief – Bramfield Elliston Water Security6.6 Auditor-General's retirement6.7 Aquaculture (Zones – Lower EP) Policy 20236.8 Returning First Nations Ancestors to Country6.9 Independent Review of the Act - OUT6.10 Independent Review of the Act – IN <p>Recommendation 201:6.1-10</p> <p>Motion: That the Eyre Peninsula Landscape Board resolve to receive the standing items for noting, as presented.</p> <p>Resolved</p> <p><i>Action 5: Respond to 'Returning First Nations Ancestors to Country' correspondence, highlighting S Milner's comments about disturbance.</i></p>
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2. Deputations and Presentations

2.1	<p>Bureau of Meteorology Climate Services for Agriculture</p> <p>A presentation on the Climate Services for Agriculture facilitated by Stakeholder Engagement Co-ordinator, Tom Golland at Bureau of Meteorology was presented.</p> <p>Action 6: Contact Tom Golland regarding 'map view'</p> <p>Action 7: Email Tom Golland regarding carbon farming.</p> <p>Action 8: Seek approval and content for a social media post.</p>
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7. In Camera Session

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8. Meeting Closure

8.1	<p>Invitations for next meeting</p> <p>Invitations will be extended to Steven Dangerfield regarding the EP Desalination Plant, Emily Gregg, Sevenseas Creative and appropriate staff member to update the Board on winning landscape priority fund project.</p>
8.2	<p>Next meeting details including the Governance Schedule</p> <p>Meeting No.22 has been scheduled for Tuesday 20 February 2023, however a location not yet decided. There is a possibility to coincide the Board meeting with the staff forum in Thuruna to be included in a branded cultural plan session.</p> <p>The Board discussed a review of the 2024 meeting schedule, to be more strategic with dates.</p>
8.3	<p>Communications Out</p> <ul style="list-style-type: none">AIR EP & EP Landscape Board collaboration meeting.After approval from Tom Golland, a post sharing what the Board learnt on software 'My Climate View'.
8.4	<p>Review of action list</p> <p>The Board noted the actions.</p>
8.5	<p>Board Claims and Administration Items</p> <p>Claim forms were distributed and completed on site.</p>
8.6	<p>Meeting Review</p> <p>Positive reviews from the Presiding Member, noting the great feedback from District Council of Wudinna for our collaborative efforts. It is a priority of the Board to keep a strong relationship with local government.</p>
8.7	<p>Meeting closed</p> <p>The meeting closed at 15.48</p>

CERTIFIED CORRECT:


PRESIDING MEMBER
PETER TRELOAR

20/2/24