

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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| Meeting Title: | | Hills and Fleurieu Landscape Board Meeting #19 | |
| Date: | | Wednesday 15 December 2021 | |
| Start Time: | | 10:00am | Finish Time: 12:00pm |
| Location: | | Microsoft Teams | Room: - |
| Attendees: | | <i>Board Members:</i> David Greenhough (Chair), Chris West, Amy Williams, Carol Schofield, Andy Lowe, Jock Harvey <i>Staff:</i> Michael Garrod (General Manager), Wendy Telfer (Manager, Planning, Engagement & Partnerships), Cathy Lewis (Manager, Business and Governance), Olivia Prohoroff (Executive Officer) <i>Guests:</i> Martin Stokes (Team Leader Water Allocation Planning, Green Adelaide, Department for Environment and Water) for item 2.1 | |
| Apologies: | | Janet Klein | |
| Item | Meeting Items | | |
| 1. Preliminary and Procedural Matters Item | | | |
| 1.1 | Welcome and Apologies The Chair opened the meeting acknowledging it was being held on the traditional lands of the Kurna, Peramangk and Ngarrindjeri Nations. Janet Klein was noted as an apology. | | |
| 1.2 | Conflict of Interest Disclosures There were no additional conflict of interest disclosures arising from the agenda declared at the meeting. | | |
| 1.3 | Consent Schedule The Chair requested to remove 3.4 ‘Register of Interests’ from the Consent Schedule. <i>The board approved and agreed that the 2 remaining items on the Consent Schedule be adopted.</i> <i>Moved: A Lowe; Seconded: A Williams</i> CARRIED | | |
| 1.4 | Any Other Business: Nil. | | |

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| 1.5 | <p>Minutes from the previous meeting</p> <p><i>The board confirmed the minutes of meeting number 18 held on 25 November 2021 as a true and accurate record.</i></p> <p>Moved: C Schofield; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p> |
| 1.6 | <p>Actions arising from previous meetings</p> <p><i>Action Item 1.1 Hills and Fleurieu Landscape Board (H&FLB), Board Meetings and Governance Policy and Procedure: All regional Board Meetings and Governance Policies and Procedures are built from the “Landscape Board Governance Handbook” developed by Landscape Services within the Department for Environment and Water (DEW). This Governance Handbook is in the process of being reviewed and was presented to the General Manager’s (GM’s) on 14 December 2021 for endorsement. The endorsement was declined and was requested that the GM’s revise the presented Governance Handbook comprehensively with the intention of finalising it in January 2022. Once finalised, a review of the H&FLB Board Meetings and Governance Policy and Procedure will be undertaken.</i></p> <p><i>Action Item 2.3 Best Practice Operating Procedures for Water Affecting Activities: The topic has been flagged as an agenda item for the next Chair’s Forum in March 2022.</i></p> <p><i>Action Item 1.4 ‘Other Business’ Policy and Procedure for COVID-19 (staff and board members): The Commissioner for Public Sector Employment reissued new COVID-19 Workforce Considerations: Determination 3.1 Employment Conditions – Hours of Work, Overtime and Leave: Supplementary Provisions for COVID-19 support efforts to minimise the impacts of COVID-19 on its workforce on 14 December 2021. The updated COVID-19 was circulated to staff and board members on 15 December 2021. Further information will be provided verbally during item 3.2 ‘Work, Health and Safety Report’.</i></p> <p><i>Action Item 2.4 Firearm Policy: An application has been made for the firearm license and is currently sitting with the South Australian Police (SAPOL), allowing for the transfer of ownership of the 5 firearms from DEW to the board.</i></p> <p><i>Action Item 2.8 Updating of Pest Plant and Animal Policies and Procedures: A paper will be provided to the board at the next meeting in February 2022 outlining the community engagement process around the Pest Plant and Animal policies.</i></p> <p><i>The board noted the current status of the actions arising from the previous meetings.</i></p> <p>Moved: A Williams; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p> |
| 1.7 | <p>Resolutions Register</p> <p><i>The board noted the resolutions register.</i></p> <p style="text-align: right;">CARRIED</p> |
| Martin Stokes joined the meeting at 10:18am | |
| 2. Items | |
| 2.1 | <p>Adelaide Plains Water Allocation Plan Consultation Update</p> <p>Martin Stokes provided an update on the Adelaide Plains Water Allocation Plan (WAP) consultation.</p> |

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| | <p>Consultation on the draft Adelaide Plains Water Allocation Plan commenced in late September and concluded on 28 November 2021. The majority of the area covered by the plan falls within the Green Adelaide region, however small portions sit within the Northern and Yorke Landscape Board (N&YLB) and the H&FLB.</p> <p>New legislation gave the capacity for the Minister for Environment and Water to make the Chief Executive (CE) of DEW the 'designated entity' responsible for the finalisation of the draft plan. Both the DEW and Green Adelaide water planning staff have been working in collaboration in undertaking the consultation. The consultation was tailored to reach specific communities, build a common understanding of the science and policies, raise awareness of the proposed water allocation plan and present opportunities for interested stakeholders to provide feedback.</p> <p>7 key stakeholder group meetings were held, 30 direct phone calls received, and 18 written submissions received. The topic with the most feedback (both verbally and written) was regarding the Managed Aquifer Recharge policies. The feedback was supportive of the approach proposed but there were a number of suggestions provided that could lead to minor policy adjustments.</p> <p>DEW and GA will continue working together over the next couple of months to finalise the WAP and develop an Implementation Plan in collaboration with H&F staff. The intention for the plan is to be approved by 1 July 2022 in order to be function for the 2022-23 water use year.</p> <p>A Williams raised that growers in the past, specifically from the Norther Adelaide Region had issues with their surface water levels. It was questioned whether surface water levels (associated with flooding) have been discussed and/or should be included within this plan. M Stokes agreed that there are several issues associated with the surface water levels but primarily are not managed by this plan.</p> <p>It was noted that many of the GDEs are in the H&F portion of the Adelaide Plains PWA, and the board is interested in understanding how these will be monitored. M Stokes also provided an update on the two Bolivar piped water schemes.</p> <p><i>The board:</i></p> <p>2.1.1 noted the status of and outcomes from public consultation on the draft Adelaide Plains Water Allocation Plan.</p> <p>Moved: A Williams; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p> |
| 2.2 | <p>McLaren Vale Water Allocation Plan Review Update and Water Allocation Plan Advisory Committee Minutes</p> <p>The McLaren Vale (MV) Water Allocation Plan Advisory Committee (WAPAC) held its fourth meeting on 18 November 2021 and its fifth meeting on 5 December 2021. The draft minutes from the fourth meeting have been provided to the board, while the minutes from the fifth meeting will be presented to the board at the next meeting in February 2022.</p> <p>The fourth meeting was briefly discussed at the previous board meeting in November 2021, where the MV WAPAC continued the risk assessment process. It was noted that the WAPAC members expressed discomfort scoring risk statements with limited technical background information and with data deficiency.</p> |

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| | <p>During the fifth meeting, the WAPAC completed the assessment of risk statements using a modified method, which was more fit-for-purpose for identifying areas of the WAP to be examined during the WAP amendment process. This method was found to be more appropriate.</p> <p>Work will continue with the WAPAC on 2 February 2022, where it will consider the community survey results, First Nations input, a technical review of the WAP objectives and make recommendations for the review report. The draft of the review report will commence early 2022.</p> <p>C West added that the progress in the fifth meeting was significant, and the atmosphere very collegiate with plenty of diversity and strong contribution and passion from the committee members.</p> <p>One of the biggest challenges of the WAP review will be agreeing on the goal of the WAP and whether groundwater levels are able to be maintained in the face of climate change.</p> <p>J Harvey thanked the H&FLB staff for their hard work within this space and their fast pace, specifically with the Water Security Plan squeezing in numerous meetings prior to Christmas, and making substantial progress.</p> <p><i>The board:</i> 2.2.1 noted the update and minutes of the McLaren Vale Water Allocation Plan Advisory Committee.</p> <p>Moved: J Harvey; Seconded: C West</p> <p style="text-align: right;">CARRIED</p> |
| 2.3 | <p>Water Resources Steering Committee Update</p> <p>The H&FLB Water Resources Steering Committee held its fourth meeting on 24 November 2021. The draft meeting minutes have been provided to the board.</p> <p>The last committee meeting was on 6 August 2021, so it was essential for updates to be provided to the committee around the MV Water Security Planning, MV WAP review and water planning and management, along with addressing the science/data required to support the WAP process.</p> <p>The next Water Resources Steering Committee is scheduled for 3 March 2021</p> <p>The board members expressed the potential to obtain outside investment, possibly through the Australia Government and partnering with different universities or the Australian Research Council (ARC). The GM spoke of the Science protocol with DEW focusing on how science will be delivered and does not cover the need for proactive work searching for external funding opportunities and future resourcing.</p> <p><i>The board:</i> 2.3.1 noted the update and minutes of the Water Resources Steering Committee held 24 November 2021.</p> <p>Moved: C Schofield; Seconded: J Harvey</p> <p style="text-align: right;">CARRIED</p> |
| 2.4 | <p>Levy Equalisation and Levy Income for 2022-23</p> <p>The board had previously endorsed the equalisation of the regional landscape levy to occur in one step in the 2022-23 financial year at its September 2020 board meeting. Policy advice from DEW suggests that 2022-23 is the last year of the Levy Transition Scheme in which differing levy rates based on NRM</p> |

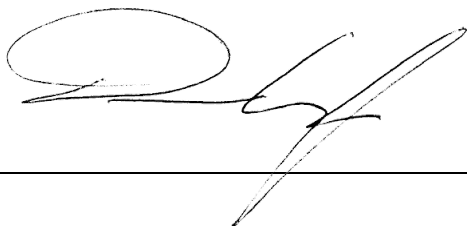
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| | <p>boundaries can continue to be applied. Therefore 2023-24 is the final year in which levies can be equalised.</p> <p>The H&FLB staff have been working with the N&YLB to discuss possible levy equalisation scenarios which could reduce impacts on the board's budget and program delivery. The boards contracted BDO Econsearch to model two options for equalisation being:</p> <ul style="list-style-type: none"> A. Equalise regional landscape levy to the lowest rate charged by councils, reducing the levy income by approximately 30%; B. Equalise regional landscape levy income to result in a 15% reduction overall. <p>The above options were modelled over three timeframes of:</p> <ul style="list-style-type: none"> 1. Full equalisation in 2023-24; 2. Stepped equalisation over 2022-23 and 2023-24; 3. Stepped equalisation over 2022-23, 2023-24 and 2024-25. <p>A draft of the work undertaken is being reviewed, and will be provided to the board at a future meeting to inform its considerations and discussions with the Minister about the options for levy equalisation. Details of the options for timing of equalisation were outlined in the paper presented to the board.</p> <p>The board considered the risks associated with the timing for equalisation. It was noted that recommendation 9.2 <i>'requests the Department for Treasury and Finance to push forward to 2023-24 the \$750,000 that was carried to 2022-24 to mitigate equalisation risks and impacts'</i> is incorrect and needs to be updated to reflect "to push forward to 2024-25".</p> <p><i>The board:</i></p> <p>2.4.1 approved equalisation of the regional landscape levy occurring in 2023-24;</p> <p>Moved: J Harvey; Seconded: A Lowe</p> <p>2.4.2 requested that the Department for Treasury and Finance push forward to 2024-25 the \$750,000 that was carried to 2022-23 to mitigate equalisation risks and impacts;</p> <p>Moved: J Harvey; Seconded: A Lowe</p> <p>2.4.3 approved the total regional landscape levy income raised in 2022-23 be based on a CPI increase of 2.5% on that raised in 2021-22;</p> <p>Moved: C West; Seconded: J Harvey</p> <p>2.4.4 approved the water levy rates raised in 2022-23 based on a CPI increase of 2.5% on the approved levy rates for 2021-22.</p> <p>Moved: C Schofield; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p> |
| 2.5 | <p>Landscape Board Performance Report – December 2021</p> <p>The board's mid-year performance report is to be provided to the Minister by 30 December 2021. The GM reiterated that the report template provided could be improved to enhance capture of learnings by the board and stakeholders. Due to the timeframes, the draft interim performance report for July-December 2021 provided to the board has continued to report achievements against the template. To</p> |

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| | <p>develop the full year performance report for 2021-22, the Risk and Performance Committee will consider the best ways to improve this reporting to maximise its effectiveness.</p> <p>The board was encouraged to provide additional feedback to this interim report. It was noted that the outputs data against the priorities outlined in Question 1 are still to be completed based on the data provided by staff against their Quarter 2 project progress reporting. The updated report will be provided to the board.</p> <p>The Chair noted some minor errors and adjustments:</p> <ul style="list-style-type: none"> • <i>Page 1: Board Priorities</i>, second dot point mentions 'Green Adelaide'. This was part of the generic template and will be removed to avoid confusion; • <i>Page 2: Climate</i>, last dot point has an excessive use of the word 'building' followed by 'build'; • <i>Page 2: Partnerships</i>, this area could be more informative to include specific examples and demonstrate how partnerships are being developed and strengthened. • <i>Page 3: Community</i>, second dot point has a typo of 'to address to address'. <p>Action: <i>The interim performance report will be circulated to board members simultaneously as it is submitted to the Minister.</i></p> <p><i>The board:</i></p> <p>2.8.2 reviewed the draft mid-year performance report and provided input and feedback and;</p> <p>2.8.2 delegated to the Chair, the final approval of the version of the report to be provided to the Minister by 31 December 2021.</p> <p>Moved: A Lowe; Seconded: A Williams</p> <p style="text-align: right;">CARRIED</p> |
| 2.6 | <p>Risk and Performance Committee – Update, Minutes and Terms of Reference</p> <p>The H&FLB Risk and Performance Committee had its fourth meeting on 17 November 2021. The draft meeting minutes have been provided to the board as attachment 1. The agenda items were the Risk Management Risk Register, the 2020-21 Annual Report and Financial Statements, the internal audit 'Control Track, and a discussion around the work plan.</p> <p>The R&PC TOR was previously adopted by the board at a previous board meeting in December 2020 with the review date of 16 December 2021. Attachment 2 includes the revised draft TOR which has been circulated out-of-session to the R&PC members for their input, there were no recommendations for change. This revised draft version now has a revised date for February 2022.</p> <p><i>The board:</i></p> <p>2.6.1 noted the update and minutes from the Risk and Performance Committee held 17 November 2021;</p> <p>Moved: C Schofield; Seconded: C West</p> <p>2.6.2 approved the draft Risk and Performance Committee Terms of Reference.</p> <p>Moved: A Lowe; Seconded C West</p> <p style="text-align: right;">CARRIED</p> |
| 3. Standing Items | |
| 3.1 | General Manager's Report |

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| | <p><u>Accommodation at Mount Barker</u></p> <p>An extension for 12 months for the Mount Barker lease has been signed. The GM reiterated the difficulties faced with finding alternative accommodation. This is not the best outcomes but gives the opportunity to remodel the accommodation strategy for both offices.</p> <p><u>Federal Smart Farm, Small Grants Program</u></p> <p>The small grants program under the smart farms program is available for 2 years, this program is about taking action to improve soil health, and interventions helping farmers and land managers to improve their understanding and management of their soil, it also provides access to a national incentive scheme to undertake the ameliorations. The GM's collectively decided to submit a coordinated project proposal application, unfortunately both the Eyre Peninsula Landscape Board and Green Adelaide declined, leaving a total of 7 landscape boards remaining. The Sustainable Agriculture team within H&FLB was thanked for their contribution to the application.</p> <p>The outcome was recently announced by the Hon David Littleproud, Minister for Agriculture, Drought and Emergency Management Australia. That the \$2M has been awarded and will be coming into the state over a two year period, to be shared across the 7 participating landscape boards.</p> <p><u>Wildlife for Wine – Presentation for NRM Regions Australia</u></p> <p>The Sustainable Agriculture team was asked to present on Wildlife for Wine to date as part of a webinar series for NRM staff to network and share information across the country. This resulted in a number of enquiries and a large interest to hear more about Wildlife for Wine project.</p> <p>The GM encouraged the board to view the recent release of the Landscape Plan.</p> <p><i>The board noted the General Manager's report</i></p> <p>Moved: A Williams; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p> |
| 3.2 | <p>Work Health and Safety Report</p> <p>There was a recent COVID-19 outbreak within the Willunga Primary School. LLT discussed the outbreak and implications and it was decided to close the Willunga Office for 48 hours. 3 staff members have been required to test and isolate, 2 results have come back as negative. The other staff member was not involved in the Willunga cluster but was requested by SA Health to isolate.</p> <p>As a result, this board meeting was taken online and conducted through Microsoft Teams, followed by the Christmas all-staff event rescheduled to February 2022.</p> <p><i>The board noted the General Manager's verbal Work Health and Safety Report.</i></p> <p style="text-align: right;">CARRIED</p> |
| 3.3 | <p>Board Member Activity Register and Engagement Forward Planner 2021-22</p> <p><i>The board noted 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>Moved: A Lowe; Seconded: C West</p> <p style="text-align: right;">CARRIED</p> |
| 3.4 | <p>Register of Interests</p> |

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| | <p>The Chair requested to remove the 'Register of Interests' from the Consent Schedule, as mentioned above.</p> <p>This is to ensure all board members are actively updating and reporting their interests to the Executive Officer (EO). Board members were encouraged to discuss potential future register of interests, to ensure they do not go unnoticed. The Chair raised that upon looking at another board members Register of Interests, listed as a Trees for Life member – he is also a member of Trees for Life. This will be added to the Register of Interests, along with being the State Director of NRMRA, and adding the Chair of the Chair's Forum. The EO will ensure the paper reflects these updates.</p> <p>A Williams acknowledged that she has joined a couple of local groups and associations, these will be updated via the EO. Newly appointed board member, J Harvey will work with the EO to add his Register of Interests as a priority.</p> <p>The GM noted that the revised Landscape Board Governance Handbook spoken of earlier does have a section outlining the Conflict of Interests, he will circulate this to board members as a prompt to reconsider other possible conflicts of interest.</p> <p>Action: The GM to circulate the draft revised Landscape Board Governance Handbook, outlining the areas on Conflicts of Interest.</p> <p><u>Frontier Data Breach</u></p> <p>The Government of SA has been informed by payroll software provider, Frontier Software, that it was the victim of a cyber incident. It was confirmed that significant personal information of the Government of SA employees have been accessed from the Frontier Software's systems. The board members were alerted to this after staff. Updates will be provided as they become available.</p> <p>The board noted the current Register of Interests.</p> | CARRIED |
| 3.5 | <p><u>Correspondence</u></p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>3.5.1 1 December 2021: Incoming – Letter from the Chief Executive DEW – Approval of the Water Science Protocol;</p> <p>3.5.2 6 December 2021: Incoming – Letter from the Chief Executive DEW – Approval of the extension timeframes for the Bushfire Recovery funding;</p> <p>3.5.3 13 December 2021: Outgoing – Letter of Support to Aquasave – Nature Glenelg Trust – Environment Restoration Fund;</p> <p>3.5.4 13 December 2021: Outgoing – Letter of Support to the KI Landscape Board – Environment Restoration Fund;</p> <p>The board noted the correspondence provided via Microsoft Teams.</p> | CARRIED |
| 4. Other Business | | |
| 4.0 | Other Business: Nil. | |
| 5. Meeting Closure | | |
| 6.1 | Next meeting details: 23 February 2021 – A Communication Plan workshop will be held prior to the board meeting, followed by the rescheduled all-staff 'Christmas' event. | |
| 6.2 | Meeting close: 12:17PM | |

ENDORSED



DAVID GREENHOUGH

**PRESIDING MEMBER
HILLS AND FLEURIEU LANDSCAPE BOARD**

Date: 23 February 2022