

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.

Meeting Title:	Hills and Fleurieu Landscape Board Meeting #20		
Date:	Wednesday 23 February 2022		
Start Time:	9:30am	Finish Time:	12:00pm
Location:	Microsoft Teams	Room:	-
Attendees:	<p><i>Board Members:</i> David Greenhough (Chair), Chris West, Amy Williams, Carol Schofield, Andy Lowe, Jock Harvey</p> <p><i>Staff:</i> Michael Garrod (General Manager), Wendy Telfer (Manager, Planning, Engagement & Partnerships), Megan Harper (A/Manager, Landscape Operations), Cathy Lewis (Manager, Business and Governance), Olivia Prohoroff (Executive Officer)</p> <p>For item 2.1: Nicole Bennett (Team Leader, Community Engagement), Shane Johansen (Grants and Project Coordinator).</p> <p>For item 2.4: Tom Mowbray (Senior Water Planner)</p>		
Apologies:	Carol Schofield		

Item	Meeting Items
1. Preliminary and Procedural Matters Item	
1.1	<p>Welcome and Apologies</p> <p>The Chair opened the meeting acknowledging it was being held on the traditional lands of the Kurna, Peramangk and Ngarrindjeri Nations.</p> <p>Carol Schofield was noted as an apology.</p>
1.2	<p>Conflict of Interest Disclosures</p> <p>There were no additional conflict of interest disclosures arising from the agenda declared at the meeting.</p>
1.3	<p>Consent Schedule</p> <p>The Chair noted that <i>Agenda Item 3.5 'Correspondence'</i> listed on the Consent Schedule is incorrectly numbered and should be listed as <i>Agenda Item 3.6</i> as shown on the agenda. Additionally the Chair requested that <i>Agenda Item 3.5 'Register of Interests'</i> is added for this meeting.</p> <p><i>The board approved and agreed that the 3 altered remaining items on the Consent Schedule be adopted.</i></p> <p>Moved: C West; Seconded: J Klein</p>

CARRIED

1.4	<p>Any Other Business:</p> <ul style="list-style-type: none"> • C West added that he would like his Register of Interests to be updated, he has sent through an updated listed to the Executive Officer (EO); • A Lowe requested for the Conflict of Interest (COI) statements 'Register of Interests' be recirculate to board members for updating. <p>Action: <i>The EO to recirculate the current Register of Interests paper, ensuring it is up to date.</i></p>
1.5	<p>Minutes from the previous meeting</p> <p><i>The board confirmed the minutes of meeting number 19 held 15 December 2021 as a true and accurate record. The minutes will be electronically signed by the Chair.</i></p> <p>Moved: A Lowe; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
1.6	<p>Actions arising from previous meetings</p> <p>The General Manager (GM) noted that <i>Item No. 3.4 Register of Interests</i> from meeting #19 – 15 December and <i>Item No. 1.1 H&F Board Meetings and Governance Policy and Procedure</i> from meeting #18 – 25 November 2021 will be addressed within this meeting.</p> <p>Within <i>Item No. 2.3 Best Practice Operating Procedures for Water Affecting Activities</i> from meeting #18 – 25 November 2021 has a comment regarding the Planning and Design code (PDI) and for this to be flagged as an agenda item in the next Chair's Forum during March 2022. It is unclear whether this agenda item will be raised in March 2022 – if this item is raised, additional information will need to follow in April 2022. The Chair and GM will discuss this topic and inform the board of updates.</p> <p><i>The board noted the current status of the actions arising from the previous meetings.</i></p> <p>Moved: C West; Seconded: A Lowe</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>
<i>Nicole Bennett and Shane Johansen joined the meeting at 9:45am</i>	
2. Items	
2.1	<p>Grassroots Grants 2022-23 - Budget and Refinements</p> <p>The Proposed Grassroots Grants program structure for 2022-23 was provided to the board. The refinement proposed is to adjust the threshold between Tier 1 and Tier 2, making the Tier 1 grants to the amount of \$3,000 and Tier 2 from \$3,001 to a maximum of \$20,000. The application and reporting process for both Tier 1 and Tier 2 will be simplified after receiving valuable feedback from the previous round of Grassroots Grants in 2021-22.</p> <ul style="list-style-type: none"> • <u>Tier 1:</u> is suitable for the smaller-scale environmental and land management projects which align with the Priorities of the H&FLB Landscape Plan 2021-26. And will specifically support the practical needs of schools and community volunteer groups. • <u>Tier 2:</u> is for the larger projects, aligning with the Priorities and Focus areas of the H&FLB Landscape Plan which require more intricate project planning and resourcing. And will support

various entities such as Natural Resource Centres (NGO's), farming groups and not-for-profit organisations.

The next round of Grassroots Grants will open at 10am on Tuesday 22 March 2022 and close at midday on Tuesday 3 May 2022, giving a 6 week duration. The Draft Guidelines for applicants and Frequent Asked Questions (FAQ), and Assessment Criteria have been provided to the board as attachments.

Discussion had commenced around special considerations provided to First Nations by the panel during early engagement as part of the project application process, this is not featured within the Assessment Criteria. Further conversations will be had with B Wilson (Aboriginal Partnerships Officer) before potential implementation.

It was questioned whether a list of successful grant applications were visible to the public. The successful applications are available on the H&FLB website along with details of their project name, project focus and location. A Lowe highlighted that it could be useful to include a link to this page within the application and supporting documentation.

J Klein questioned if there was a specific area within our region showing any gaps. A map has been developed at a district level and achieved a reasonable distribution of projects within the H&FLB region. N Bennett added that there has been some responses within the Coastal areas, work is undertaken with Green Adelaide (GA) during the assessment process and partnerships have been formed to promote through their network.

C West added that it would be interesting to know the proportion of applicants who discussed their projects and received advice prior to applying for the Grassroots Grant. It would be a good tracking mechanism to view those who have a disadvantage in being successful, and then explore ways to resolve it. It is strongly recommended within the Guidelines to seek advice and contact the H&FLB before submitting an application. N Bennett contemplated making it compulsory to discuss prior to an applicant submitting the application, there are numerous issues around implementing this with the main issue being around the high level of demand for staff.

The GM reiterated that discussions had commenced around improving the First Nations engagement despite resourcing issues. Information Webinars are also considered and will give an opportunity to assist those submitting their applications reiterating for them to engage with the H&FLB prior to submitting with a strong preference to engage with First Nations in the development of their project when required.

M Harper spoke of her team's experience with vetting applications and the vast amount of time needed to provide informative advice. The results of this were not ideal and it was found that landholders did not follow the advice received regardless as it did not align with their requests. Additionally, the resources are not available for staff to provide advice and discussions for each application.

The GM commented that a middle ground needs to be sought, for example where projects that are continuations of pre-existing and well-constructed programs may not benefit from additional advice. Established projects such as these continuing a plan program of works do not need to be mandated but other projects which are new to the process, submitting their first application and require extra attention could be mandated to therefore reduce possible workload.

	<p>It was suggested that within the application, a push question could be included to decide whether technical input has been provided. And where the applicant has selected 'No', be outlined as mandatory.</p> <p>The Chair agrees with the inclusion of the push question. In terms of the applications with the involvement of First Nations, A Lowe suggested that listing the First Nations partner would be beneficial. N Bennett noted that Letters of Support was once a requirement for applicants to demonstrate that the technical advice was received. This was considered a barrier, especially if someone from a First Nation was expected to write numerous Letters of Support, the conversations and verbal endorsement are desirable and will be a prerequisite.</p> <p>It was confirmed that the panel will have the inclusion of Jenny Woodley who will be participating as a community member for the third year.</p> <p><i>The board:</i></p> <p>2.1.1 endorsed the program structure for the Hills and Fleurieu 2022-23 Grassroots Grants program as two tiers: up to \$3,000 and \$3,001 to \$20,000.</p> <p>Moved: Janet; Seconded: C West</p> <p>2.1.2 approved the requested 2022-23 budget allocation for the Grassroots Grants of \$220,000.</p> <p>Moved: J Klein; Seconded: A Lowe</p> <p>2.1.3 nominated the two board members, J Klein and J Harvey to participate in the assessment panel.</p> <p>Moved: A Lowe; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
<p><i>Nicole Bennett and Shane Johansen left the meeting at 10:15am</i></p>	
<p>2.2</p>	<p>Engagement process for the Regional Pest Plant and Animal Management Strategy</p> <p>As set out in the H&FLB Landscape Plan 2021-26, the H&FLB is committed to developing a Regional Pest Plant and Animal Management Strategy for its region with the aim for the Strategy to launch by June 2023. The H&FLB region does not have a formal Regional Pest Plant and Animal Management Strategy in place but is rather managed internally. The board has the desire to engage with stakeholders during the development of this strategy.</p> <p>The engagement process will include:</p> <ul style="list-style-type: none"> • Meeting with key stakeholders from the agricultural and environmental sectors, specifically to discuss the purpose of a regional management strategy, principles and objectives, and prioritisation methodologies. • A discussion paper will be developed after the engagement which will go live for feedback on the YourSAy website. The discussion paper will forecast the formation of a Community Reference Group. • There will be a recruitment process for a Community Reference Group which will include broad advertisement for nominations with a formal selection process involving part or all of the board members.


	<ul style="list-style-type: none"> • A stakeholder sub-group will be created to focus specifically on roadside pest plant and animal management with a selection of Councils, DIT, SA Power Networks and the Northern and Yorke Landscape Board. <p>Alongside of the engagement process, the draft strategy will be available to the public this financial year.</p> <p>The board members provided positive feedback on the level of community engagement and support this approach.</p> <p><i>The board:</i></p> <p>2.2.1 noted the proposed engagement process for the development of the Regional Pest Plant and Animal Management Strategy.</p> <p>Moved: A Lowe; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.3	<p>Best Practice Operating Procedure – Department of Infrastructure and Transport</p> <p>The Department for Infrastructure and Transport (DIT) have worked through a Statewide Working group and are proposing this Best Practice Operating Procedure (BPOP) to all regions, this working group has been operating for 10 months and have developed the draft revised DIT BPOP as presented in attachment 3 reflecting changes made under <i>the Landscape SA Act 2019</i> for the consideration of the H&FLB. W Telfer added that the BPOP is used by internally by DIT guiding their operations. If anything appears as a high risk, the board will be notified.</p> <p><i>The board:</i></p> <p>2.3.1 endorsed the DIT Best Practice Operating Procedure for Water Affecting Activities.</p> <p>Moved: J Harvey; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p>
2.4	<p>McLaren Vale Water Allocation Plan Review Update</p> <p>The McLaren Vale Water Allocation Plan Advisory Committee (WAPAC) met on 2 February 2022. The minutes have been provided to the board, along with the meetings from the meeting prior on 2 December 2021.</p> <p>During the sixth meeting, the WAPAC received a paper setting out the results of the risk analysis, results of an online community survey, document from DEW with a detailed assessment of the McLaren Vale groundwater along with a presentation from DEW’s Principal Hydrogeologist around details of aquifer function. J Klein highlighted that the community involvement is fantastic and has a high level of engagement. The committee has already learned a lot during this process and have picked up on issues which could lead to interesting outcomes, particularly how the science will be received from DEW.</p> <p>Input has been received from First Nations, Kurna. A paper was received from Warpulai Kumangka setting out Kurna’s views on the McLaren Vale WAP Review. And a second paper was received by Karl Telfer (First Nations with strong cultural connections to the McLaren Vale region), Gavin Malone (Cultural geographer from the McLaren Vale Region and member of the WAPAC). This advice resulted in the First Nations input being deferred to the next WAPAC meeting, to clarify the understanding of appropriate protocols around ownership and sharing of cultural information. A Lowe spoke of creating a paper directed to Kurna with B Wilson’s input to ensure we are working in collaboration with Kurna and act on their best interests.</p>

	<p><i>The board:</i> 2.4.1 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>
2.5	<p>Risk and Performance Committee Update</p> <p>The Risk and Performance Committee (R&PC) met on the 2nd of February for its fifth meeting. The agenda items included the review of the Policy and Procedure for Board Meetings and Governance, the Landscape Board (LB) Performance and Evaluation Reporting, review of the Customer Complaints Management Processes, review of the Service Level Agreement (SLA) between the H&FLB and DEW, and the Treasurer’s Instructions 2. Minutes have been provided to the board.</p> <p>C Lewis provided an update on the Treasurer’s Instructions 2 exposure draft, the H&FLB is continuing to consult with finance from DEW, auditor’s and other LB’s. There is a concern around needing an approach for managing the internal audit, being more prescriptive than the new instruction. The GM added that there was detailed discussions around the LB Performance and Evaluation Reporting, along with suggestions from committee members around capturing this reporting with possible challenges measuring board performance as opposed to the organisation itself.</p> <p><i>The board:</i> 2.5.1 noted the update from the Risk and Performance Committee, including the draft minutes of the most recent meeting held 2 February 2022.</p> <p>Moved: J Klein; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p>
2.6	<p>Revision of the H&FLB Policy and Procedure for board meetings and governance</p> <p>The original H&FLB Policy and Procedure was approved in September 2020, due for review in 12 months’ time. The revision has been delayed due to the pending review of the LB Governance Handbook which is the foundation of this policy and procedure, the handbook is being reviewed by the Landscape Services Branch within DEW. The draft governance handbook was presented to GM’s towards the end of the last calendar year with feedback expected by mid-February 2022, this version has been included as an attachment.</p> <p>The GM noted that this draft governance handbook is likely to be adopted without further material changes. Proposed changes made to the H&F procedure include: the inclusion of recording board meetings to facilitate the accurate capture of minutes, the nomination of an informal Deputy Chair presiding at board meetings when the Chair is absent and the deletion of an assertion stating that it is lawful for an employee of the board to use reasonable force to remove someone from a board meeting.</p> <p>Track changes which came out of the discussion from the R&PC was not captured within the attachments. They should reflect the following: Page 139, within the fourth paragraph states “A copy of the endorsed minutes, along with a cover letter, is sent to the Minister for Environment and Water for noting each month”. The Chair expressed his understanding that the Minister has a preference to see the agenda prior to each meeting and asked if this is the current practice.</p> <p>Page 142, under 2.12 ‘Additional Board Meeting Procedures’, “The Presiding Member (Chair) chairs meeting of the board. If the Chair is absent from a meeting, a board member chosen by the members present at the meeting will preside for the meeting (s.22(2))”. The Chair suggested adding a note that the</p>

	<p>H&FLB have nominated an informal Deputy Chair who will take on the role, to ensure this decision is communicated appropriately.</p> <p>A typo was spotted on Page 138 within the track changes provided, the spelling of ‘<i>Eexecutive Officer</i>’ is incorrect and will be updated to <i>Executive Officer</i>.</p> <p><i>The board:</i></p> <p>2.6.1 noted the revision of the Landscape SA Governance Handbook.</p> <p>Moved: C West; Seconded: A Lowe</p> <p>2.6.2 approved the revised H&F Policy and Procedure for Board Meetings and Governance (and will be circulated to board members when finalised).</p> <p>Moved: J Harvey; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.7	<p>Quarter 2 Progress Report – October to December 2021</p> <p>The Quarter 2 Progress Report for October to December 2021 was presented to the board. The summaries for projects against Land, Water, Nature, Community and Climate (with Program Support) show 18 out of 31 are listed as amber or red traffic lights against the budget. There is a higher amount of risks displayed for these traffic lights but is the result of a deliberate savings measure. The risks shown are all positive budget variances due to preparation for the upcoming impact of the levy equalisation.</p> <p><i>The board:</i></p> <p>2.6.1 noted the Quarter 2 Progress Report for October to December 2021.</p> <p style="text-align: right;">CARRIED</p>
3. Standing Items	
3.1	<p>Finance Overview</p> <p>The board was presented with the August financial overview, including three attachments being: <i>Attachment 1 – Board Statement of Comprehensive Income;</i> <i>Attachment 2 – Board Expenditure by Project;</i> <i>Attachment 3 – Board Statement of Financial Position.</i></p> <p><i>The board:</i></p> <p>2.6.1 accepted the financial reports and statistics for the period ending 31 January 2022.</p> <p>Moved: J Klein; Seconded: C West</p> <p>2.6.2 approved net budget adjustment of \$2.040m from the 2021-22 financial year to the 2022-23 financial year.</p> <p>Moved: A Lowe; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
3.2	<p>General Manager’s Report</p> <p>The GM spoke to information not included within the GM’s report. Notification has come through from the Minister’s Office, the Pathways to Compliance – Farmed Deer project under the Landscape Priorities Fund (LPF) is successful with a funding amount of \$216,079. The team responsible for this work, specifically S Ivory was acknowledged.</p>

	<p>A recent all-staff event with the inclusion of board members took place on 3 February 2022. The event was a positive experience and valuable, optimistic feedback was provided by both staff and board members.</p> <p><u>Regional Grazing Pressure Management</u> Control activities for goats within the Montacute area, originally scheduled for March 2022 was prolonged. The Chief Executive within DEW does not want any shooting operations for goat control, this will create challenges.</p> <p><u>Water Affecting Activities</u> The water team has conducted information sessions with the District Council of Mount Barker and Adelaide Hills Council, to increase the literacy of Water Affecting Activities (WAAs) for stakeholders. This has already provided an advanced understanding and appreciation for attendees. This is the start of an important campaign around WAAs.</p> <p><u>Mount Lofty Ranges Bird Recovery Collaboration</u> A second workshop was recently held with 27 participants representing 14 organisation. Great discussions were had with a focus on learnings from past collaborations, how to continue collaborating and designing the process for the next 6-12 months. An application for the LPF will be co-designed to be submitted in mid-2022.</p> <p><i>The board noted the General Manager’s report</i></p> <p>Moved: J Harvey; Seconded: A Lowe</p>
3.3	<p>Work Health and Safety Report</p> <p><u>COVID-19</u> Skeleton crew in both offices have started to increase. There is a working arrangements roster to keep track of staff’s movement in the Mount Barker Office and Willunga, this remains below the mandated density requirements as the H&FLB is remaining cautious. Eight staff members have been required to self-isolate and one person has tested positive for COVID-19. There has been an operational impact on the Business and Governance (B&G) team with two members requiring to self-isolate and another who is unable to perform their role and has not done so for the past month.</p> <p><u>Safety Reporting Systems</u> The MySafety reporting system known to be faulty has been terminated and will be replaced with a new system named ‘GovSAfety’. This will be implemented within the coming months, more details will be available closer to the arrival including training and guidance materials.</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>
3.4	<p>Board Member Activity Register and Engagement Forward Planner 2021-22</p> <p>The Chair highlighted a recent activity of his, the meeting regarding Smart Catchments at Bridgewater. It was an unexpectedly exciting meeting, there is amazing work undertaken with remote sensing and could provide hope for how water and soil monitoring is completed while remaining cost efficient.</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>

	<i>Moved: J Harvey; Seconded: J Klein</i>	CARRIED
3.5	<p>Register of Interests</p> <p>The Chair required that the EO recirculates the Register of Interests to the board for updating.</p> <p><i>The board noted the current Register of Interests.</i></p>	CARRIED
3.6	<p><u>Correspondence</u></p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p><i>Incoming – 20211221 Letter to the GM from PIRSA – Wildling Tasmanian blue gums on Kangaroo Island;</i> <i>Incoming – 20211223 Letter to the Chair from City of Onkaparinga – Washpool Catchment Planning;</i> <i>Incoming – 20220131 Letter to the Chair from Auditor-General’s Department – Treasurer’s Instruction 2;</i> <i>Incoming – 20220221 21EW0015841 Letter from the Minister to J Harvey – MV Regional Water Security Strategy Working Group;</i> <i>Incoming – 20220221 22EW0016346 Letter from the Minister to Chair – Application for funding LPF 2021-22 (amended)</i> <i>Incoming – 20220104 Letter from PIRSA to J Harvey – Development of the MV Regional Water Security Strategy;</i> <i>Outgoing – 20220107 HFLB-D000182 Letter to PIRSA – Wildling Tasmanian blue gums on Kangaroo Island;</i> <i>Outgoing – 20220121 GA-D00000108 Letter to the City of Onkaparinga – Catchment planning exercise for the Silver Sands Catchment</i> <i>Outgoing – 20220112 Letter of Support – Fleurieu Farming Systems, leasing SA water lands at Myponga.</i></p> <p><i>The board noted the correspondence provided via Microsoft Teams.</i></p>	CARRIED
4. Other Business		
4.0	Nil.	
5. Meeting Closure		
6.1	Next meeting details: 30 March 2022	
6.2	Meeting close: 12:32pm	

<p>ENDORSED</p> 	<p>DAVID GREENHOUGH</p> <p>PRESIDING MEMBER HILLS AND FLEURIEU LANDSCAPE BOARD</p> <p>Date: 30 March 2022</p>
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