

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.

Hills and Fleurieu Landscape Board Meeting #37

Date: 30/10/2024
Start Time: 9:38 am **Scheduled Finish Time:** 1:00 pm (including lunch)
Location: Mt Barker Community Centre – Training Room – 3 Dumas Street – Mt Barker
Attendees: Board Members
David Greenhough (Chair), Andy Lowe, Chris West, Janet Klein, Keith Parks, and Leanne Muffet.

Staff

Michael Garrod (General Manager), Ben Della Torre (Manager – Landscape Operations), Wendy Telfer (Manager – Planning, Engagement and Partnerships), Cathy Lewis (Manager – Business and Governance), Paul Wainwright (Team Leader Water Resources), Robyn Grey-Gardner (Senior Water Planner), Lauren Nicholson (Senior Water Planner), John Butler (Climate-ready Agriculture Coordinator), Nicole Bennett (Stewardship Team Leader) and Emilee Vidau (Executive Officer).

Apologies: Jock Harvey

Meeting Items

Preliminary and Procedural Matters

1.1 Welcome and apologies

The Chair acknowledged Country and welcomed members and guests to the meeting.

1.2 Conflict of Interest Disclosure (arising from agenda items)

Nil conflicts of Interest disclosures arising from the agenda declared.

1.3 Consent Schedule

The board **approved** and **agreed** the items on the Consent Schedule be adopted.

Moved: A Lowe

Seconded: C West

Carried

1.4 Any Other Business (to be covered in item 4)

- Prospectus received from Foundation earlier this week.
- M Garrod's upcoming annual leave.

1.5 Minutes from the previous meeting

The board **confirmed** the minutes of meeting number 36, held on 28 August 2024 as a true and accurate record noting the following amendments:

- Under item 2.6 in relation to the report structure:

Dot point read:

It was noted that the changes have improved the clarity of the report, however, it was requested a column be incorporated into the Comprehensive Income Statement.

Amended to:

It was noted that the changes have improved the clarity of the report, however, an explanation was requested for the end of year forecast deficit results in the net cost of service within the Comprehensive Income Statement. Expected variance for salaries and operating will also be provided as requested.

Moved: A Lowe

Seconded: K Parkes

Carried

1.6 Actions arising from previous meetings

The board **noted** the status of actions arising from the previous minutes.

- A Lowe queried the reminders he is receiving from Smarty Grants about Grassroots Grants and whether he still has access.

Action

- 1) Follow up required in relation to A Lowe's Smarty Grants access and clarification around the emails received.

Responsible Officer: W Telfer

Moved: L Muffet

Seconded: K Parker

Carried

1.7 Resolution Register

The board **noted** the Resolution Register.

Carried

Items (for noting or decision)

2.1 General Manager's Report

- M Garrod provided a summary of the General Manager's Report, highlighting:
 - a) The process for appointing new board members is still underway, noting that the appointment process is seeking a balance in both skill sets and gender diversity requirements.
 - b) The General Manager recently participated in a tour with the Australian Government's Chief Biosecurity Officer organised by the Limestone Coast Landscape Board and PIRSA to the Limestone Coast, where they met with landholders to discuss the statewide deer eradication project.
 - c) LHF recently hosted the Deputy Premier, the Chief Executive of DEW, and the Director of DEW National Parks and Wildlife Service at Deep Creek to showcase the Heathland Bird Revegetation Project. The attendees were impressed with the work being undertaken and progress being made.

The board:

2.1.1 noted the General Manager's report.

Moved: L Muffet

Seconded: C West

Carried

2.2 Water Resources Steering Committee Update and Membership

- W Telfer noted the following:
 - Following the recent resignation of A Williams as both a member of the HFLB board and Chair of the Water Resources Steering Committee (WRSC), new appointments to this committee is required. A Lowe is currently the other board member serving on the WRSC.

- **Discussion followed:**

- The Board agreed to appoint A Lowe as the interim Chair of the WRSC.
- D Greenough noted that the process for selecting new board members is currently underway, with appointments expected early in the new year. Once the board appointments are completed the selection of two new WRSC members will be considered.

The board:

2.2.1 approved the draft minutes from the WRSC held on 4 October 2024.

Moved: A Lowe **Seconded:** J Klein **Carried**

2.2.2 appointed A Lowe as interim Chair of the Hills and Fleurieu Water Resources Steering Committee.

Moved: L Muffet **Seconded:** K Parkes **Carried**

2.2.3 will **revisit** the appointment of two WRSC members including the Chair of the committee on completion of the new board member appointments in the new year.

Moved: J Klein **Seconded:** L Muffet **Carried**

2.3 Eastern and Western MLR Water Allocation Plan Amendments

- P Wainwright summarised that planning work is underway to amend the Eastern and Western MLR Water Allocation Plans. The HFLB Working Group and DEW are working closely together.
- The working group requested feedback from the Board on the principles for the WAP amendment phase. For example, understanding the board's ambition for tackling some of the complex challenges of balancing economic, social, cultural and environmental water needs.

Discussion followed:

- The board suggested that the guiding principles be bolder about the amendment process being community led.
- Other principles could also be added to acknowledge that in the face of climate change, water management will become increasingly difficult. The Minister, board and community may need to make hard decisions to balance competing water needs.

Action

- 2) The WAP amendment principles to be revised incorporating the board's feedback. The redrafted principles will be circulated to the board for endorsement out-of-session.

Responsible Officer: W Telfer

The board:

2.3.1 noted the briefing.

Moved: K Parkes **Seconded:** A Lowe **Carried**

2.4 Compliance Update

- B Della Torre presented an update to the Board noting the following key items:
 - Senior Compliance Officer, R MacDonald has been appointed and is currently addressing the issues related to non-compliant dams.
 - The Hay Flat court matter has been deferred to 19 November 2024. The matter was deferred because the landholder is now collaborating with HFLB to resolve the compliance issue. An action plan is currently being developed to address the situation.
 - B Della Torre and M Garrod noted the substantial legal costs and staff resources required for the ongoing work related to feral deer management and dam compliance. This includes the significant efforts needed to ensure regulatory compliance in both areas.

The board:

2.4.1 noted the progress of escalated Hills and Fleurieu compliance cases.

Moved: C West

Seconded: J Klein

Carried

2.5 Quarterly Report

- The Quarterly Report for the period July to September 2024 was presented for noting. W Telfer reiterated that the information captured in this report is important data for communicating the work of the organisation, noting that the process of data collection for the report is improving.
- The duplication between the highlights in the Quarterly Report and the General Managers Report was noted, and the MERI team will be reviewing the format of the Quarterly Report. The board agreed to maintain the Quarterly Report as a brief snapshot, with detailed storytelling conveyed through the General Managers update.

Action

- 3) The MERI Team will review the format of the Quarterly Report to ensure it is efficient to prepare and not duplicate the content from the General Managers Report.

Responsible Officer: W Telfer

The board:

2.5.1 noted the Quarterly Progress Report (July - September 2024).

Moved: L Muffet

Seconded: A Lowe

Carried

2.6 Net Zero Emissions Action Plan

- C Lewis presented the key points of the Action Plan:
 - There was an 11 percent reduction in the organisation's carbon emission from 2020/21 to 2023/24 from deliberate reduction strategies, including procurement of green energy and amalgamation of our two regional offices into a single office. This overall reduction was partially offset by increases in some areas due improved accuracy in record-keeping and the office fit-out, including the purchase of new IT equipment. Efforts are underway to continue the reduction in emissions, including the addition of another EV ordered for the fleet to replace a Toyota Hilux.
 - It was confirmed that HFLB will not reach net zero by 2026 unless the remaining unavoidable emissions are offset.
 - D Bartsch discussed three options for carbon offsets, as outlined in the paper. It was noted that information on Australian Carbon Credit Units (ACCUs) available from regional and SA carbon and biodiversity plantings will be provided by Canopy.

Discussion followed:

- It was noted that it is more efficient for HFLB to purchase available ACCUs rather than develop our own, as creating a recognised ACCU can take upwards of five years.
- A discussion followed regarding the cost involved in offsetting the remaining emissions, including the additional expenses with certification. Staff noted that as the organisations emissions profile reduces, the cost to offset the remaining emissions will also decrease over time.
- The board expressed a strong preference to support carbon offset planting projects that also offer biodiversity co-benefits within the region, with projects in South Australia being considered if suitable options are not available locally.
- The board also emphasised the importance of being certified as net zero, as this would demonstrate the organisation commitment to good environmental practices and set a positive example to the sector.

The board:

2.6.1 noted the carbon emission profile and reduction activities for the organisation.

Moved: J Klein

Seconded: L Muffet

Carried

2.6.2 endorsed the approach that ACCU be purchased to offset the organisations emissions for the last four years, with preference for a) biodiverse carbon plantings less than 250 tree/ha in the Western Mount Lofty Ranges; and in the event these are not available, b) biodiverse carbon plantings in another SA region.

Moved: J Klein

Seconded: K Parkes

Carried

2.6.3 endorsed seeking carbon neutral certification.

Moved: L Muffet

Seconded: J Klein

Carried

2.7 Annual Report

- C Lewis provided an overview of the Annual Report, highlighting the following key points:
 - Recognition of the efforts and contributions made by the Communications and MERI teams.
 - The 2023-24 financial statement audit is currently in progress and is expected to be completed by mid-November. The complete Annual Report (including audited financial statements) will be provided to the board out of session for endorsement prior to being submitted to the Minister by 30 November 2024.

The board:

2.7.1 noted and provided feedback on the draft HFLB 2023-24 Annual Report (excluding accounts and financial statements).

Moved: J Klein

Seconded: C West

Carried

2.8 Risk and Performance Committee Membership

- C Lewis provided an overview of the Risk and Performance Committee Update, noting the following key points:
 - C Lewis and M Garrod had the opportunity to speak with both independent nominated candidates, and both were strong applicants.
 - A verbal recommendation was made to the board to appoint C Young as an external member of the Risk and Performance Committee.

Discussion followed:

- L Muffet highlighted the value in the board maintaining engagement with the unsuccessful candidates for board and committees, and potentially positioning them for future roles as vacancies emerge. It was agreed that implementing a succession plan framework would be an effective way to retain strong candidates for future positions or working groups.
- Further discussion followed regarding the open invitation for committee members of the Risk and Performance Committee to attend board workshops and participate in key items of board meetings.

Action

- 4) Explore opportunities for unsuccessful board candidates to remain engaged, including through potential involvement in board committees or working groups.

Responsible Officer: Michael Garrod

The board:

2.8.1 noted the status update of the Risk and Performance Committee.

Moved: C West

Seconded: A Parkes

Carried

2.8.2 endorsed the appointment of C Young to the Risk and Performance Committee.

Moved: C West

Seconded: A Lowe

Carried

2.9 Review of Policy and Procedure for Board meeting and Governance

- C Lewis provided an overview of the Review of Policy and Procedure for Board meeting and Governance. The primary change is the consolidation of the Governance Handbook into the Procedure document.

The board:

2.9.1 reviewed and approved the revised Policy and Procedure for Board Meetings and Governance.

Moved: K Parkes

Seconded: C West

Carried

2.10 Complaints Management Framework

- C Lewis provided an overview of the Complaints Management Framework, highlighting the changes made to the language throughout, based on feedback received.
 - A Lowe noted that the framework currently allows for a 30-day resolution period. The board discussed that not all complaints can be fully resolved within that time frame. It was agreed that the wording should be adjusted to reflect that the complaints are being addressed rather than resolved.

Action

- 5) Amend the language to clarify the boards stance that a complaint will be addressed, but not always resolved.

Responsible Officer: C Lewis

The board:

2.10.1 reviewed and provided feedback on Hills and Fleurieu Landscape Board complaints handling policy.

Moved: C West

Seconded: A Lowe

Carried

2.10.2 noted the Hills and Fleurieu Landscape Board Complaints Handling procedure and register.

Moved: K Parkes

Seconded: A Lowe

Carried

2.11 Remotely Piloted Aircraft Policy

- B Della Torre provided an overview of the Remotely Piloted Aircraft Policy, noting:
 - The policy was reviewed by all state landscape operations managers.

The board:

2.11.1 approved the Remotely Piloted Aircraft Policy.

Moved: L Muffet

Seconded: J Klein

Carried

Standing Items

3.1 Finance Overview

- C Lewis provided the Financial Overview for the year to date as of 30 September 2024 for noting:
 - The reports provided are in the revised format as presented to the August board meeting. The inclusion of attachment two, illustrates the variances in salary and operating costs as requested.

The board:

3.1.1 accepted the financial reports and statistics for the period ending 30 September 2024.

Moved: Andy Lowe

Seconded: Janet Klein

Carried

3.2 Work Health and Safety Update

- C Lewis provided the Work Health and Safety Update noting:
 - No injuries or incidents have been reported year to date as of 30 October 2024.
 - Policies and Procedures continue to be reviewed as per schedule.

- Audit software will be trialed in the new year through the Office of the Public Sector Employee.

The board:

3.3.2 noted the Work Health and Safety update as at 30 October 2024.

Moved: J Klein

Seconded: C West

Carried

3.3 Board Member Activity Register

The board:

3.3.1 noted the current register of meetings and events attended by the Chair and board members in their capacity as representatives.

Moved: K Parkes

Seconded: J Klein

Carried

3.4 Board Forward Agenda

- D Greenhough reminded the board of the upcoming joint workshop with Green Adelaide, scheduled for Monday 25 November 2024, and encouraged all board members to attend.

Conversation followed:

- M Garrod and B Grear are currently preparing the agenda and running sheet for the workshop.
- The board discussed key outcomes they hope to achieve from the meeting, emphasising the goal of making a greater collective impact through collaboration.

Action

- 6) Agenda and running sheet to be provided to D Greenhough for forwarding to the board and Executive Leadership Team (ELT) out of session for their input.

Responsible Officer: Michael Garrod

The board:

3.4.1 Noted the Forward Agenda.

Carried

3.5 Register of Interests

The board **noted** the Register of Interests.

Carried

3.6 Correspondence

The board **noted** the correspondence record provided.

Carried

Other Business

4.1 • 4.1.1 Nature financing

- The board discussed the potential for a partnership prospectus and potential funding for nature restoration in the region.
- The Board is open to the opportunities of partnerships to significantly scale up nature restoration in the Mount Lofty Ranges, including the heathland restoration work for threatened birds. The prospectus primarily describes existing projects and could describe more the tangible, achievable outcomes that can be delivered for biodiversity.

Action

- 7) Feedback to be provided on the prospectus based on the board discussions.

Responsible Officer: M Garrod

4.1.2 M Garrod - Annual leave

D Greenhough raised M Garrod’s upcoming annual leave of 11/11/2024 to 22/11/2024 inclusive, noting the recommendation for B Della Torre to be appointed Acting General Manager during this period. The board supported this recommendation.

Action

- 8) Executive Officer to prepare a briefing to DEW Chief Executive recommending B Della Torre be appointed Acting General Manager for the duration of M Garrod’s annual leave.


Responsible Officer: Executive officer and D Greenhough

In Camera / Confidential Papers
In accordance with the Landscape SA Act 2019, section 23 (5) the Hills and Fleurieu Landscape Board orders the public be excluded to receive, discuss or consider any prescribed information or matter in confidence

5.1 Unauthorised Dams Update

Meeting Closure

- 6.1 **Next meeting:** Wednesday – 11 December 2024
Venue: The Mt Barker Football Club - 2 Howard Lane
- 6.2 **Meeting close** – 12:41pm

Endorsed 	Janet Klein Acting Chair Hills Fleurieu Landscape Board 11 December 2024
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