

# 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.

<b>Meeting Title:</b>	<b>Hills and Fleurieu Landscape Board Meeting #16</b>		
Date:	Wednesday 29 September 2021		
Start Time:	2:00pm	Finish Time:	4:00pm
Location:	Smiling Samoyed Brewery (Hansen St, Myponga SA 5202)	Room:	Outdoor area
Attendees:	<p><i>Board Members:</i> D Greenhough (Chair), A Lowe, C Schofield, C West, A Williams, J Klein, J Harvey</p> <p><i>Staff:</i> Michael Garrod (General Manager), Wendy Telfer (Manager Planning, Engagement &amp; Partnerships), Susan Ivory (A/Manager, Landscape Operations), Cathy Lewis (Manager, Business and Governance), Olivia Prohoroff (Executive Officer), Tom Kloeden (Regional Coordinator, Grazing Pressure Management)</p>		
Apologies:	Nil.		

Item	Meeting Items
<b>1. Preliminary and Procedural Matters Item</b>	
1.1	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting acknowledging it was being held on traditional lands of the Peramangk Nation.</p> <p>Jock Harvey was welcomed to his first board meeting as recently appointed as a member of the Hills and Fleurieu Landscape Board (HFLB) effective 27 September 2021 until 30 January 2023.</p> <p>Susan Ivory was attending the board meeting as Acting Manager, Landscape Operations stepping in for Ben DellaTorre. Tom Kloeden was also welcomed who was recently appointed 30 August 2021 as Regional Coordinator, Grazing Pressure Management.</p> <p>All other attendees were welcomed to the meeting acknowledging the current COVID-19 restrictions reiterating for those present to adhere to social-distancing guidelines.</p>
1.2	<p><b>Conflict of Interest Disclosures</b></p> <p>There were no additional conflict of interest disclosures arising from the agenda declared at the meeting.</p>
1.3	<p><b>Consent Schedule</b></p> <p><i>The board <b>approved</b> and <b>agreed</b> all the 2 remaining items on the Consent Schedule be adopted.</i></p> <p><b>Moved: C West; Seconded: C Schofield</b></p>

**CARRIED**

1.4	<p><b>Any Other Business</b></p> <p>There are no item(s) added for discussion in 4.0 Other Business, the Chair noted that there will be an In Camera discussion with the board members ensuing the meeting.</p>
1.5	<p><b>Minutes from the previous meeting</b></p> <p>The board <b>confirmed</b> the minutes of meeting number 16 held on 25 August 2021 as a true and accurate record.</p> <p><b>Moved: A Lowe; Seconded: J Klein</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1.6	<p><b>Actions arising from previous meetings</b></p> <p>The board <b>noted</b> the current status of the actions arising from the previous meetings.</p> <p><b>Moved: J Klein; Seconded: A Williams</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1.7	<p><b>Resolutions Register</b></p> <p>The board <b>noted</b> the resolutions register.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>2. Items</b>	
2.1	<p><b>Nomination of an informal Deputy Chair for the Hills and Fleurieu Landscape Board</b></p> <p>The Landscape Services Branch of the Department for Environment and Water (DEW) has provided advice to the Landscape Board General Managers (GMs) on the potential to appoint Deputy Chairs. The advice outlines that there are no instruments within the legislation for the Minister to appoint a formal and ongoing Deputy Chair along with no legal mechanism for additional remuneration for an informally appointed Deputy. Regardless, several landscape boards have expressed the desire to nominate a Deputy Chair in order to maintain good governance, efficiency and facilitate succession planning and business continuity.</p> <p>Considering the above, it is proposed that the board consider nominating an informal Deputy Chair, who would be accepted as board member to preside over board meetings where the Presiding Member could not be present, and act as an informal proxy in other situations that do not require the delegated authority held by the formal Chair. If the board does consider and nominate an informal Deputy Chair, it is recommended that a letter be sent to the Minister to communicate the outcome seeking his support.</p> <p>C Schofield questioned whether any existing policies in place would need to be altered. The GM highlighted that nominating an ‘informal’ Deputy Chair would mean that the informal Deputy Chair would not be required to undertake any duty or authority that has been delegated to the Chair by the Minister, Chief Executive or legislation. C Schofield encouraged the General Manager to produce a document outlining the responsibilities of the informal Deputy Chair, and the General Manager agreed that a Local Area Policy should be developed and signed off by the Chair.</p> <p><i>The board:</i></p> <p style="padding-left: 20px;">2.1.1 <b>considered</b> the nomination of an informal Deputy Chair for the Hills and Fleurieu Landscape Board;</p> <p><b>Moved: C Schofield; Seconded: A Lowe</b></p>

	<p>The board nominated J Klein as the informal Deputy Chair.</p> <p>2.1.2 <b>endorsed</b> a board member to take on the role of informal Deputy Chair (from nominations received).</p> <p>2.1.3 <b>noted</b> that a Local Area Policy will be developed outlining the duties of the informal Deputy Chair.</p> <p><b>Moved: J Klein; Seconded: C West</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.2	<p><b>Urban Water Directions Statement – Draft Response to Department for Environment and Water</b></p> <p>DEW has invited stakeholders to provide feedback on a discussion paper and supporting documentation provided within the Microsoft Teams portal to feed into the development of a future Urban Water Direction for South Australia. The new direction will provide a state level policy framework for the delivery of water management services to meet the complex water security, public health, environmental and urban amenity outcomes that the community seeks for South Australia.</p> <p>A draft response has been prepared for the discussion paper with four primary areas of commentary identified being:</p> <ol style="list-style-type: none"> <li>1) Natural systems management</li> <li>2) Regional towns and cities</li> <li>3) Source of funding</li> <li>4) Links to existing water management</li> </ol> <p>J Klein agreed that the importance of environmental management in urban areas is light and is not presented as an equal component of integrated urban water management.</p> <p>Some board members expressed a degree of disappointment in discussion paper. It was noted that the information was not complete or direct enough, and that they experienced a degree of philosophical dissonance when reading it. Board members would like to see the discussion paper again once the feedback has been incorporated and the document polished. The GM noted that their feedback is worth adding into the response as it is not clear whether we will have another opportunity soon to provide feedback.</p> <p>J Harvey added that there is an assumption within the discussion paper that more groundwater could be used although we are fully allocated and stock and domestic use is not licensed.</p> <p>The Chair suggested that that the board should review the draft response to DEW out-of-session once it has been altered to include the boards’ feedback and comments outlined above.</p> <p><b>Action:</b> Circulate to board members a revised draft response to the Urban Directions Statement discussion papers, once feedback provided at this meeting has been incorporated.</p> <p><i>The board:</i></p> <p>2.2.1 <b>considered</b> the Urban Water Directions Statement discussion paper and support papers;</p> <p>2.2.2 <b>endorsed</b> the draft response to the Department for Environment and Water on the Urban Directions Statement discussion papers, pending inclusion of the feedback provided by the board.</p>

	<p><i>Moved: J Klein; Seconded: J Harvey</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.3	<p><b>Bushfire Recovery Programs Update</b></p> <p>The board is working with Australian and South Australian governments in the delivery of significant funding to support recovery, economic stimulus and build resilience of landscapes affected by bushfires.</p> <p><u>Local Economic Recovery program (LER) Building Back Better Agriculture and Land Management – Cudlee Creek:</u> The board is delivering two sub-projects in partnership with the Department of Industries and Regions focussed on pest plants and animals, and water and soils with a total funding of \$3.129M.</p> <p><u>Catchment Recovery:</u> The board is delivering the Catchment Recovery received from the Department of Premier and Cabinet (DPC) from a grant agreement with the DEW to support landholders in the sub catchments of the Cudlee Creek and the Cherry Gardens bushfires with a total funding of \$2.738M.</p> <p>The timeframe for delivery of the LER and Catchment Recovery projects is for completion in 2021-22 meaning that a total of \$5.869M is to be delivered in the HFLB’s fire-affected areas by the end of this financial year. There are now concerns that the funds cannot be expended responsibly within the one year timeframe, the potential issues with the one-year timeframe are outlined within the paper and given these issues, it is now proposed that the board endorse a request to the Minister to vary the Catchment Recovery funding agreement to allow for a 2-year funded timeline with project delivery from July 2021 to June 2023.</p> <p>The GM spoke to the funding provided for the Catchment Recovery project of \$2.738M, the Minister was instrumental to get the amount through Cabinet and had advocated to Cabinet for the Local Economic money between Kangaroo Island and Cudlee Creek. The Cabinet approved a little over \$5M and the way the funding was split between Kangaroo Island and the HFLB resulted in the amount of \$2.738M. The commitment to execute the project was given for 12 months, the Minister’s intention when sought the funding in mid-2019 was that it would be done by the end of the current financial year, but the money did not come in until the start of this financial year. The grant agreement held is with DEW and the ultimate decision maker will be the Chief Executive but it would be practical to alert the Minister beforehand.</p> <p>C West agreed that this decision was a no brainer and that the delivery of the project should be updated to 2 years.</p> <p><i>The board:</i></p> <p>2.3.1 <b>noted</b> the update on the design and delivery of the <b>Local Economic Building Back Better Agriculture and Land Management</b> and the <b>Catchment Recovery</b> projects;</p> <p><i>Moved: C Schofield; Seconded: J Klein</i></p> <p>2.3.2 <b>endorsed</b> a request to DEW seeking a variation to the <b>Catchment Recovery</b> funding agreement for delivery of the project over 2 years.</p> <p><i>Moved: C West; Seconded: J Klein</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.4	<p><b>Firearm Policy and Procedure</b></p> <p>Firearms are used by the Regional Grazing Pressure Management staff during animal control programs for feral deer, feral goats and western grey kangaroos (and other pests as required). There is also a likelihood</p>

	<p>of other staff members requiring the use of firearms on occasion, and in some situations volunteers and/or contractors. With this in mind, it is important for a clear policy and procedure to be in place.</p> <p>The DEW policies and procedures have been utilised by the HFLB which was presented at a prior board meeting in 23 September 2021. It was agreed that the policies and procedures should be adopted by the board as an interim measure until our own policy and procedure was developed specifically for our board. Along with this decision, it was agreed that the firearms purchased by the Regional Grazing Pressure Management Project would be transferred from DEW to the board, upon adoption of the HFLB Firearms policy and procedure.</p> <p>A draft firearms policy and procedure has been provided as attachments for the board, they have been tailored from the DEW firearms policies and procedures and are based on the format of the draft Kangaroo Island Landscape Board policy/procedure. The General Manager will be responsible for approving the draft procedure after the board have endorsed the policy.</p> <p><i>The board:</i></p> <p>2.4.1 <b>Approved</b> the draft Hills and Fleurieu Policy as shown in attachment 1;</p> <p><b>Moved: C Schofield; Seconded: J Klein</b></p> <p>The GM noted that if the procedure was to change significantly, the board would get visibility in the GM's update</p> <p>2.4.2 <b>noted</b> that the draft Hills and Fleurieu Firearms Procedure in attachment 2 will subsequently be approved by the General Manager.</p> <p><b>Moved: C West; Seconded: J Klein</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.5	<p><b>October Board Meeting and Site Visits</b></p> <p>The board has formerly expressed an interest in alternating the locations of the monthly board meetings to explore the region and engage with local communities with the opportunity to visit project sites. Considering the feedback, the next board meeting will take place at the Parawa Community Hall followed by two project site visits within the Southern Fleurieu after the board meeting. A draft itinerary was presented to the board outlining the schedule.</p> <p>The Chair reiterated that he will be an apology for this meeting and site visits and is disappointed to miss out on the opportunity.</p> <p>S Ivory acknowledged the work that Megan Harper (Team Leader, Nature) and Jodie Pain (Team Leader, Sustainable Agriculture) has done in organising these site visits. The General Manager and Executive Officer will finalise the logistics offline.</p> <p><i>The board:</i></p> <p>2.5.1 <b>considered</b> the draft itinerary for the October Board Meeting and site visits on the Southern Fleurieu.</p> <p><b>Moved: C Schofield; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.6	<p><b>Requested Carryover of Funds and Expenditure Authority from the 2020-21 Financial Year</b></p>

It is outlined in pursuant to section 68 within the *Landscape SA Act 2019* that funds received in any given years may be expended in subsequent years. C Lewis reiterated that the operations of the board are funded by levy funds and external funding agreements. The board is not funded by State appropriation but it is included within the South Australian budget process and needs to comply with the DTF processes.

Treasury services are focused on ensuring the board’s budget is current and reflective of the boards approved business plans including revisions. When the board is seeking to adjust its total revenue or expenditure budget in any given year, the DEW will produce a budget submission to the DTF on behalf of the board.

Considering this, when underspends on approved budget lines occur in any given financial year, carryovers must be sought to shift the expenditure authority to a future financial year(s). The carryover process occurs after year end in August/September each year. And not carrying over underspend in any given year creates a build-up of retained earnings and loss of expenditure authority. These funds can be shifted to future financial years during the annual budget process scheduled for February/March each year.

The proposed carryover request of 2020-21 funding submitted to Treasury is for a total of \$3,009,258 which is broken into the Commonwealth, State and external funds at \$470,882 and the Levy Funds (including MOG transfer) of \$2,538,376. The potentials for carryover are a result of the following:

- Prudent financial management in light of anticipated levy equalisation
- 2020-21 transitional year
- Machinery of Government (MOG) restructure
- Project timing variances

The board members spoke of the risks, without this carryover of expenditure, the board will be unable to deliver the approved business plan and will face other significant risks. The General Manager added that Treasury has never declined a carryover request if that request is set within existing guidelines, fortunately the HFLB have adhered to these guidelines.

*The board:*

2.7.1 **endorsed** the request to the Department for Treasury and Finance to carryover funds, and associated expenditure authority, from the 2020-21 financial year amounting to \$3,009,028.

**Moved: A Lowe; Seconded: C Schofield**

**CARRIED**

### 3. Standing Items

#### Finance Overview

The board was presented with the August financial overview, including four attachments being:  
*Attachment 1 – Board Statement of Comprehensive Income*  
*Attachment 2 – Board Operating Expenditure by Project*  
*Attachment 3 – Board Statement of Financial Position*

3.1

These reports outline the financial performance of the board, give an overview of project operational expenses against the boards’ five priorities, and the financial position of the board.

*The board:*


3.1.1 **accepted** the financial reports and statistics for the period ending 31 August 2021

**Moved: A Lowe; Seconded: C Schofield**

**CARRIED**

3.2	<p><b>General Manager's Report</b></p> <p><u>Accommodation Review</u> The Mount Barker and Willunga Office leases are concluding (Mount Barker ends on 28 February 2022 and Willunga on 22 August 2022). The GM recapped that both offices are not ideal, nor represent good value, therefore we have gone to the market to search for alternatives. An extension of 6 months was requested from the Mount Barker landlord but this was declined and the landlord presented a counter offer of 12 months minimum. There is a desire to pursue the option of the Mount Barker relocation by February 2022 but in the event that an alternative is not found, we may have to reconsider the offer of 12 months. Updates on this will be provided to the board during the November meeting.</p> <p><u>First Nations Partnerships</u> The HFLB Aboriginal Partnerships Officer coordinated with the Ngarrindjeri Aboriginal Corporation for a Yarlularu Ruwe Assessment to take place on Yundi Nature Conservancy as a follow up to the Grassroots Grant awarded for Aboriginal Values and Knowledge in Fleurieu Swamps. The GM recommended that the board view this informative video which outlines the accomplishments of the project and what it meant to Ngarrindjeri to have received the Grassroots Grant.</p> <p>The Chair acknowledgement that M Garrod has been in the role of GM for 12 months and congratulated him for his efforts.</p> <p><i>The board <b>noted</b> the General Manager's report</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.3	<p><b>Board Member Activity Register and Engagement Forward Planner 2021-22</b></p> <p><i>The board <b>noted</b> 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 style="text-align: right;"><b>CARRIED</b></p>
3.4	<p><b>Work Health And Safety Report</b></p> <p>The General Manager informed the board that two staff members recently witnessed a car accident. The person(s) involved will make a full recovery but it was noted that support will be provided for the staff members. This incident has gone into the MySafety register as a potential risk.</p> <p><i>The board <b>noted</b> the General Manager's verbal Work Health and Safety Report.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.5	<p><b>Register of Interests</b></p> <p>The General Manager will work with the Executive Officer to complete the induction process for the newly appointed board member, J Harvey along with updating relevant board papers to include his information such as the Register of Interests.</p> <p><i>The board <b>noted</b> the current Register of Interests.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.6	<p><u>Correspondence</u></p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>3.6.1 August 2021: <b>Incoming</b> – Invitation for feedback, Report on the review of the Climate Change and Greenhouse Emissions Reduction Act;</p> <p>3.6.2 16 August 2021: <b>Incoming</b> – Email to chair from Director Landscape Services, Draft State Landscape Strategy and template;</p>

	<p>3.6.3 17 August 2021: <b>Incoming</b> – Letter to GM from PIRSA, Consultation process on a Carbon Farming Roadmap for SA;</p> <p>3.6.4 2 September 2021: <b>Incoming</b> – Letter from the Minister, Landscape Priorities Fund for 2021-22;</p> <p>3.6.5 3 September 2021: <b>Incoming</b> – Landscape Priorities Fund Stage One Expression of Interest Application Form;</p> <p>3.6.6 8 September 2021: <b>Incoming</b> – Letter from the Minister, Friends of Parks Partnership Grants Program;</p> <p>3.6.7 20 September 2021: <b>Incoming</b> – Letter to the Chair, South Australian draft Walking Strategy – YourSAy;</p> <p>3.6.8 24 September 2021: <b>Incoming</b> – Letter from the Minister, Preparation of Water Allocation Plans within GA;</p> <p>3.6.9 1 September 2021: <b>Outgoing</b> – Report on the review of the Climate Change and Greenhouse Emissions Reduction Act;</p> <p>3.6.10 3 September 2021: <b>Outgoing</b> – Response on the State Landscape Strategy to stakeholder consultation draft;</p> <p>3.6.11 15 September 2021: <b>Outgoing</b> – Response to PIRSA on Draft Carbon Farming Roadmap for SA</p> <p>3.6.12 6 September 2021: <b>Invitation</b> – Eastern Fleurieu Community Environmental Alliance, Tour of Project Sites on 1 October 2021</p> <p>The board <b>noted</b> the correspondence provided via Microsoft Teams.</p>	<b>CARRIED</b>
<b>4. Other Business</b>		
4.0	<b>Other Business: Nil</b>	
<b>5. Meeting Closure</b>		
6.1	<b>Next meeting details: 27 October 2021 at the Parawa Community Hall</b>	
6.2	<b>Meeting close: 3:45PM</b>	

<p><b>ENDORSED</b></p> 	<p><b>DAVID GREENHOUGH</b></p> <p><b>PRESIDING MEMBER</b>  <b>HILLS AND FLEURIEU LANDSCAPE BOARD</b></p> <p><b>Date: 27 October 2021</b></p>
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## ACRONYM INDEX

Acronym	Meaning
AEP	Annual Exceedance Probability
AMLR	Adelaide and Mount Lofty Ranges
BAP	Biodiversity Action Plan
CCSA	Conservation Council of South Australia
CE	Chief Executive
CEO	Chief Executive Officer
CHRIS	Complete Human Resource Information System
CP	Conservation Park
CRC	Cooperative Research Centres
DA	Development Application
DEW	Department for Environment and Water
DPA	Development Plan Amendment
DTF	Department of Treasury and Finance
e-NGO	Environmental Non-Government Organisations
EAP	Employee Assistance Program
EMLR	Eastern Mount Lofty Ranges
EPA	Environmental Protection Authority
EPBC	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
FY	Financial Year
ED	Executive Director
GPT	Gross Pollutant Trap
Ha	Hectare
HFLB	Hills and Fleurieu Landscape Board
HR	Human Resources
IM	Injury Management
LGA	Local Government Association
LMT	Landscape Management Team
LO	Landscapes Officer
MERIT	Monitoring Evaluation Reporting & Improvement Tool
MOAA	Memorandum of Administrative Agreement
MoU	Memorandum of Understanding
NGO	Non-Government Organisation
NLP2	National Landcare Program Two
NP	National Park
NPWS	National Parks & Wildlife Service
NR	Natural Resources
NRC	Natural Resource Centre
NRM	Natural Resources Management
NVC	Native Vegetation Council
RALF	Regional Agriculture Landcare Facilitator
RDA	Regional Development Australia
RLP	Regional Land Partnerships
RP	Recreation Park
RTW	Return to Work
SAMDB	South Australian Murray Darling Basin
SAPOL	South Australian Police
SARDI	South Australian Research and Development Institute
SCAP	State Commission Assessment Panel
SLA	Service-Level Agreement
SOI	Statement of Intent
WAA	Water Affecting Activity
WAP	Water Allocation Plan
WAPAC	Water Allocation Plan Advisory Committee
WHS	Work Health & Safety
WMLR	Western Mount Lofty Ranges
WSUD	Water Sensitive Urban Design
WSWU	Workplace Safety and Wellbeing Unit