

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 #17		
Date:	Wednesday 27 October 2021		
Start Time:	10:45am	Finish Time:	12:45pm
Location:	Parawa Hall (Range Rd, Parawa SA 5203)	Room:	Hall
Attendees:	<p><i>Board Members:</i> Janet Klein (A/Chair), Chris West, Amy Williams, Jock Harvey</p> <p><i>Staff:</i> Michael Garrod (General Manager), Wendy Telfer (Manager, Planning, Engagement & Partnerships), Ben DellaTorre (Manager, Landscape Operations), Cathy Lewis (Manager, Business and Governance), Olivia Prohoroff (Executive Officer), Paul Wainwright (Team Leader, Water Resources), Che Biggs (Team Leader, Planning and Communications), Megan Harper (Team Leader, Nature), Susan Ivory (Team Leader, Land and Pests)</p> <p><i>Public:</i> Shane Mills (Agribusiness Development Officer for the District Council of Yankalilla)</p>		
Apologies:	David Greenhough, Andy Lowe, Carol Schofield		

Item	Meeting Items
1. Preliminary and Procedural Matters Item	
1.1	<p>Welcome and Apologies</p> <p>The A/Chair opened the meeting acknowledging it was being held on the traditional lands of the Kurna, Peramangk and Ngarrindjeri Nations.</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>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><i>The board approved and agreed all the 2 remaining items on the Consent Schedule be adopted.</i></p> <p>A Williams added that she has provided the Executive Officer (EO) with an updated list of her Register of Interests. The EO will ensure that the Register of Interest paper will reflect this going forward.</p> <p>J Harvey will work with the EO to include his Register of Interests and commence induction paperwork.</p>

	<p>Moved: A Williams; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
1.4	<p>Any Other Business</p> <p>There are no item(s) added for discussion in 4.0 Other Business</p> <p>J Harvey raised that Jeff Edwards has recently been appointed to the McLaren Vale working group, both J Edwards and J Harvey are now both members.</p>
1.5	<p>Minutes from the previous meeting</p> <p>The General Manager (GM) noted that the board meeting minutes were not circulated to the board members, the first time the board members will have seen the minutes is while the finalised board papers were distributed. This will be the first opportunity for the board members to provide feedback, if any is needed.</p> <p><i>The board confirmed the minutes of meeting number 16 held on 29 September 2021 as a true and accurate record.</i></p> <p>Moved: A Williams; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
1.6	<p>Actions arising from previous meetings</p> <p><i>Item 2.2 Urban Water Directions Statement</i> is yet to be actioned; W Telfer will endeavour to have this Statement circulated to the board within the next week.</p> <p><i>Item 2.3 Retained Earnings</i> is still listed as an outstanding action, the advice provided from the Department for Treasury and Finance (DTF) and the Department for Environment and Water (DEW) was challenging to reconcile. The GM and C Lewis will work through the details with both Departments to ensure the information provided is accurate before presenting it to the board.</p> <p>The status of the accommodation for the location within Mount Barker was questioned. The market requirements have been revised including reducing the footprint requirements down to between 200-300 square metres. Four properties are in prospect, yet none were particularly attractive. As a result, this is still in process, it is likely that the offer presented from the current landlord (lease extension of 12 months) will be accepted while searching for other options.</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 Williams</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>

2. Items

Headline Indicators for the MERI Plan

At an out-of-session board workshop held on 22 September 2021, the board members and leadership team considered 'Project Logics' developed by staff members against the Landscape Plan's priorities, and they requested headline indicators be developed as long-term goals that will form part of the board's MERI plan.

The paper presented a potential set of headline indicators. A Williams sent through feedback on the morning of this meeting. Reiterating as stated, the indicators were not what she had in mind and present more of an output view. The indicators could be simpler and easier to discuss with the public with not having assumed background knowledge. Specifically, A Williams was looking for hectares of vegetation cover in parks and heritage agreement areas, hectares of seagrass, population numbers for threatened species, kangaroos and deer, the percentages of catchments over-allocated, and percentages of the Hills and Fleurieu region with soils <pH 5. C West and J Klein also had concerns and would prefer to have a deeper dive into the program logics and headline indicators required.

It was agreed that a working group with interested board members will meet out-of-session within the next fortnight with the intention of possibly presenting the outcomes to the board at the November board meeting. It was agreed that the A/Chair will notify all board members of this working group asking for nominations.

The board:

2.1.1 **provided** feedback on the suggested indicators and whether it would like 'Headline Indicators' to be part of the H&FLB MERI framework;

2.1.2 **noted** that the A/Chair will email all board members, inviting them to participate in a small working group which will convene within the next fortnight.

Moved: A Williams; Seconded: C West

CARRIED

Draft Hills and Fleurieu Annual Report

The first Draft Hills and Fleurieu Annual Report for 2020-21 was provided to the board's review (without the financial statements). This report is based on a prescriptive template provided by The Department of Premier and Cabinet (DPC) via circular PC013 – Annual Reporting Requirements. The DEW Landscape Services Branch has provided advice to ensure that there is commonality between all of the region's Annual Reports.

It is crucial that each regional landscape Annual Report is submitted to the Minister on, or before 30 November 2021 (each year). The financial statements are yet to be finalised, and they will be embedded into the last section of the report when complete.

C Lewis noted that the Workforce Planning information used to be embedded within these Annual Reports but is now available on the Office of the Commissioner for Public Sector Employment's website and provide further information on the breakdown of executive gender, salary and tenure by agency. It was

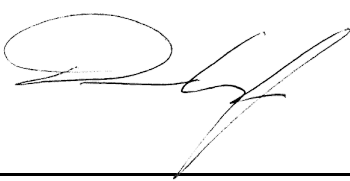
	<p>noted that the link provided to the workforce information within the draft Annual Report was broken and the correct link will be circulated to the board members.</p> <p>Action: C Lewis to circulate the updated link of The Office of the Commissioner for Public Sector Employment's workforce information page.</p> <p>If any additional feedback is to be provided, C Lewis requested that the board members inform the EO.</p> <p><i>The board:</i></p> <p>2.2.1 noted and provided feedback on the draft H&FLB 2020-21 Annual Report (excluding accounts and financial statements).</p> <p>Moved: J Harvey; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.3	<p>McLaren Vale WAP Review Update and WAPAC Minutes</p> <p>The minutes of the second McLaren Vale Water Allocation Plan Advisory Committee (WAPAC) meeting were provided. The process thus far has been informative and is providing a large amount of engagement during discussions.</p> <p>W Telfer reiterated some of the discussions and presentations during the second meeting around groundwater resources in the prescribed wells area, information on groundwater use and dependent ecosystems in the area, draft community survey of the WAP, incorporating the McLaren Vale WAP into the Western Mount Lofty Ranges (WMLR) WAP or separating the surface water from the WMLR WAP along with the risk assessment process.</p> <p>A Williams noted that the first McLaren Vale WAPAC Meeting occurred on 1 October 2021 followed by the McLaren Vale Water Security Planning Working Group Meeting on 12 October 2021. She questioned how both meetings were travelling running in parallel. The response was that both meetings have been effective and informative, and each planning process is informing the other.</p> <p>A Williams flagged the appreciation of having both Steve Barnett and Martin Stokes involved the WAPAC processes, as they both have extensive knowledge, history and expertise in water within the region. She reiterated the importance of having continuity of staff and building and maintaining knowledge in the WAP policies and processes.</p> <p>J Harvey raised that there may be an opportunity for council to drive the Water Security Plan or seek funding that is available through local government.</p> <p>Action: The GM to speak with Julia Grant, Director Strategy and Engagement about the role City of Onkaparinga may be able to play in the Water Security Planning process.</p> <p><i>The board:</i></p> <p>2.3.1 noted this update and the minutes of the McLaren Vale Water Allocation Plan Advisory Committee.</p> <p>Moved: C West; Seconded: A Williams</p> <p style="text-align: right;">CARRIED</p>

	Risk and Performance Committee Minutes
--	---

2.4	<p>The board was provided with an update of the latest Risk and Performance Committee (R&PC) meeting held on 26 August 2021. The cover page addresses all items discussed with the first two items '2020-21 Financial Management Compliance Program' and 'Instruments of Authorisation and Delegation' already presented and covered by the board and therefore was only provided for information to the committee. The continuation was other items discussed with the feedback and resolutions outlined within the minutes as presented for attachment 1.</p> <p>The GM noted that both D Greenhough and C Schofield are board members part of this committee. The scheduling of these committee meetings has been difficult to convene. The next R&PC meeting will be held mid-November 2021 with a focus on the risk register, financial statements and finalising the draft Annual Report.</p> <p><i>The board:</i></p> <p>2.4.1 noted the update from the Risk and Performance Committee and the draft minutes of the most recent meeting held on 26 August 2021.</p> <p>Moved: C West; Seconded: J Harvey</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 four 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>Budgets for externally funded projects, carry overs and 'unearned revenue' from 2020-21 have not been loaded in line with the DTF timelines. Therefore, budgets for the year have been manually entered into the tabled reports income cash-flowed while expenditure was not cash-flowed. It was noted that the outstanding DRF processes are due to be finalised by October-November each year.</p> <p><i>The board:</i></p> <p>3.1.1 accepted the financial reports and statistics for the period ending 30 September 2021.</p> <p>Moved: A Williams; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
3.2	<p>General Manager's Report</p> <p><u>Local Economic Recovery (Bushfire Recovery Project)</u></p> <p>The GM recalled that an overview was provided to the board at the previous September board meeting around the bushfire recovery efforts. During the September board meeting, the board endorsed a request to the DEW to seek a variation to the Catchment Recovery funding agreement for delivery of the project over two years.</p> <p>The H&FLB is yet to reach out to DEW for the extension but in the meantime and after this paper was presented, staff received welcome news that the Local Economic Recovery (LER) fund of \$3.129M was formally endorsed to extend over two years, this is a great outcome and gives us more time to deliver great outcomes for the community.</p> <p><u>Landscape Priority Fund</u></p>

	<p>The Landscape Priority Fund is an annual opportunity for landscape boards to access funds, ultimately coming from Green Adelaide (GA). Round 1 was very successful with round 2 being currently live. Strong indications came from the Minister that the landscape boards who performed well during the first round may need to tone it down during the second round to ensure all regions are given equal opportunities and attention.</p> <p>Regardless, three projects have been submitted with a total of \$1.4M over three years, they are:</p> <ul style="list-style-type: none"> • Water Smart Farms – funding sought is \$430 over 3 years; • Farmed Deer Amnesty – funding sought is \$203K over 3 years; • African Lovegrass – funding sought is \$770 over 3 years. <p><u>Compliance ERD court</u></p> <p>An updated was provided to the board around the unapproved dam construction in Cudlee Creek (Gunia). The proponent met with staff and the Crown Solicitor on Thursday 14 October 2021 advising that he would like to avoid a court hearing and is willing to cooperate with the instructions in the section 107 notice. This means that he will remove the dam and rehabilitate the area disturbed. Timeframe for the rectification works will be amended in his notice but it is expected that the dam will be removed and finalised in early 2022.</p> <p><i>The board noted the General Manager's 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>A Williams took the opportunity to thank Shane Mills, newly appointed Agribusiness Development Officer for the District Council of Yankalilla for attending this board meeting.</i></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 style="text-align: right;">CARRIED</p>
3.4	<p>Work Health And Safety Report</p> <p>The GM provided a verbal update around a recent incident with a staff member operating a four-wheel drive who forgot to disengage the four-wheel drive function and as a result, snapped the drive shaft. This has been reflected with the MySafety system.</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>
3.5	<p>Register of Interests</p> <p>A Williams reiterated that she has provided some updates to the Executive Officer which will be reflected in future papers.</p> <p><i>The board noted the current Register of Interests.</i></p> <p style="text-align: right;">CARRIED</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 18 October 2021: Incoming – Letter to the Chair from Landcare Association of SA – State Landcare Awards;</p> <p>3.6.2 8 October 2021: Outgoing – Application for SA Fly Fishers Incorporated to release trout fry;</p>

	<p>3.6.3 15 October 2021: Invitation – Auditor General’s Performance and Risk Committee Chair Briefing on 26 November 2021.</p> <p>The board noted the correspondence provided via Microsoft Teams.</p> <p style="text-align: right;">CARRIED</p>
4. Other Business	
4.0	Other Business: Nil
5. Meeting Closure	
6.1	Next meeting details: Placeholder for the 24 November 2021 at the Mount Barker Office
6.2	Meeting close: 12:11pm

<p>ENDORSED</p> 	<p>DAVID GREENHOUGH</p> <p>PRESIDING MEMBER HILLS AND FLEURIEU LANDSCAPE BOARD</p> <p>Date: 25 November 2021</p>
--	--