

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 #18		
Date:	Thursday 25 November 2021		
Start Time:	9:30am	Finish Time:	11:45am
Location:	Mount Barker Office (Cnr Mann & Walker St, Mount Barker SA 5251)	Room:	Conference Room
Attendees:	<p><i>Board Members:</i> David Greenhough (Chair), Janet Klein, 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), Ben DellaTorre (Manager, Landscape Operations), Cathy Lewis (Manager, Business and Governance), Olivia Prohoroff (Executive Officer), Paul Wainwright (Team Leader, Water Resources), Nicole Bennett (Team Leader, Community Engagement), Bill Wilson (Aboriginal Partnerships Officer), Matthew Cottle (A/Team Leader, Pests and Land)</p>		
Apologies:			

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 Peramangk Nation.</p> <p>All attendees were welcomed to the meeting acknowledging the current COVID-19 restrictions reiterating for those present to adhere to social-distancing guidelines.</p> <p><u>Item 2.1: Hills and Fleurieu Landscape Board (H&FLB) Annual Report</u> has not been provided to the board due to the belated financial statements. An update will be provided later in the meeting from C Lewis.</p> <p>The chair spoke of the Landscape Board Governance Handbook and the absence of details around the recording of board meetings. Recording the board meetings will ultimately assist the Executive Officer in taking efficient minutes and therefore a protocol has been drafted and will be included a revised H&F <i>Board Meetings and Governance Policy and Procedure</i>.</p> <p>Action: <i>The H&F Board Meetings and Governance Policy and Procedure will be updated to include provision for the audio recording of meeting and provided at the next board meeting.</i></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 board approved and agreed all the 2 remaining items on the Consent Schedule be adopted.</p> <p>Moved: J Klein; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p>
1.4	<p>Any Other Business</p> <ul style="list-style-type: none"> • Policy/Procedure for COVID-19 (staff and board members) <p>C Schofield questioned whether a policy exists or is being developed around the constantly changes and impacts of COVID-19 for both staff and board members.</p> <p>The General Manager (GM) spoke of the COVID-19 Safety Local Area Procedure (LAP) which is continuously being updated throughout the changes of COVID-19. The recent draft developed by ELT has been significantly updated to reflect the different level restrictions imposed by the SA Government. The GM noted that for the purposes of board meetings, this LAP has not been circulated to board members and provided his apologies. This LAP covers many areas but specifically on the issues of wearing masks, the Commissioner of the Office of Public Sector Employment has recommended (not mandated) the wearing of masks indoors and within public offices (specifically in situations where maintaining the right distance cannot be achieved).</p> <p>The GM will be speaking of the COVID-19 updates later in the meeting under the General Manager’s Report.</p> <p>Action: The GM to circulate the LAP as a matter of urgency to board members.</p>
1.5	<p>Minutes from the previous meeting</p> <p>J Klein noted that within the acknowledgement of the previous minutes of the board meeting held in Parawa on 27 October 2021, the acknowledgement of country only reference that the meeting was being held on the traditional lands of the Peramangk Nation when in fact it should list all three nations, Kurna, Peramangk and Ngarrindjeri.</p> <p>Action: The Executive Officer to alter the acknowledgement of country to reflect all three nations being signing off.</p> <p>The board confirmed the minutes of meeting number 17 held on 27 October 2021 as a true and accurate record.</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>The GM noted that he will update J Harvey of his conversation with Julie Grant, Director Strategy and Engagement around action Item 2.3: McLaren Vale WAP Review Update and WAPAC Minutes. An update was provided to the board that a conversation was had and as a result found that the City of Onkaparinga are keen for the board to continue to play a facilitating role in the development of the MVWSP and it was raised that there may be federal resourcing available to local government in the future.</p> <p>C Lewis spoke to the two actions listed for Item 2.2: Draft Hills and Fleurieu Annual Report and Item 2.3: Retained earnings. An update will be provided to the board during this meeting.</p> <p>The board noted the current status of the actions arising from the previous meetings.</p> <p>Moved: A Lowe; Seconded: J Klein</p>

		CARRIED
1.7	<p>Resolutions Register</p> <p><i>The board noted the resolutions register.</i></p>	CARRIED
2. Items		
2.1	<p>Hills and Fleurieu Landscape Board 2020-21 Annual Report</p> <p>A briefing was developed to be presented to the board but unfortunately the details within in, specifically the financial statements were not provided in time for distribution. Once the financial statements have been finalised and returned to the H&FLB, they will be embedded within the 2020-21 Annual Report. Both the Annual Report with the inclusion of the financial statements will be circulated to the board for endorsement out of session. The recommendation will be altered to reflect this.</p> <p>The Annual Report has had no changes other than minor formatting updates. Then intention is to have the financial statements back from the Auditor General’s Department (AGD) by Friday 26 November 2021 allowing time to finalise the pack, distribute to the board for endorsement and be able to submit to the Minister’s Office on or before COB Tuesday 30 November 2021.</p> <p>The Chair noted that it is important for feedback to be provided by the board and to have this sent to the Minister’s office on 30 November 2021 as we have a statutory obligation to deliver it by then. It was highlighted that there is a \$25,000 variation of income to reclassify items on retained earnings.</p> <p><i>The board:</i></p> <p style="padding-left: 20px;">2.1.1 noted that the Hills and Fleurieu Landscape Board 2020-21 Annual Report (including the audited financial statements) will be circulated as an out of session requesting the board for endorsement.</p>	CARRIED
2.2	<p>Quarterly Board Progress Report (Q1 2021-22)</p> <p>The first quarterly board report of 2021 was provided to the board. There is a high number of green traffic lights; a couple of budget underspends have been flagged as red along with small schedule deviations.</p> <p>The board were impressed with the work being undertaken and satisfaction with the proportion of green traffic lights, it was requested that this information be passed on to the Landscape Leadership Team (LLT) and staff.</p> <p>A Lowe agreed with this current report is well executed but questioned the timeline for transitioning to the new framework. The GM responded that given the MERI planning is still underway, the Quarter 2 report is likely to mirror the Q1 content. W Telfer added that the MERI framework will be presented to the January or February board meeting, and it is possible that output reporting could be incorporated within the next quarter. A Lowe agreed that it is imperative for the MERI framework to be finalised before the reporting comes into effect and there is no pressure to incorporate the output reporting as an interim measure.</p>	

	<p><i>The board:</i> 2.2.1 noted the Quarterly Board Progress Report for Q1 2021-22</p> <p>Moved: C Schofield; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
2.3	<p>Best Practice Operating Procedures for Water Affecting Activities</p> <p>P Wainwright spoke to the Best Practice Operating Procedures (BPOP) for Water Affecting Activities (WAA) which is seeking endorsement for the District Council of Mount Barker (DCMB) and two Department for Environment and Water (DEW) programs.</p> <p>The DCMB and DEW have both previously had approved BPOPs with the board. Revised BPOPs, which reflect the changes under the Landscape SA Act 2019, have been prepared in collaboration with the H&F Water Team. They are presented for the consideration of the board. DEW decided to prepare separate BPOPs for each program, rather than a single agency BPOP. Contents of the BPOPs have been refined with the DCMB and DEW with iterations of the procedures reviewed, and the Water Team is confident that they are robust procedures. There will be occasions where high risk WAA's are required to be presented to the board for their assessment and endorsement.</p> <p>P Wainwright added that the Water Resources team will monitor whether BPOPs are being followed rigorously by agencies. It was noted that there are several other BPOPs in preparation with agencies, and they will be presented to the board in stages.</p> <p>J Harvey admitted to having had limited knowledge around BPOPs when undertaking the Biochar project and highlighted that a lot of landholders are not aware of how works undertaken on their properties are a WAA and require a WAA permit. The policies are vital and education needs to be provided to increase awareness of requirements in relation to WAAs.</p> <p>A Williams questioned the impact of new developments and whether these are captured by the WAA permitting process. The GM responded noted that the WAA process unfortunately deals with single cases and do not tackle cumulative impacts of development. C Schofield added that the board has a role to play in those developing land, specifically in council areas that are encroaching on rural land and water ways, have a full understanding of planning requirements before they are permitted to proceed.</p> <p>The Chair spoke of previous AMLR NRM Board discussions about the board's role in stormwater being relatively limited. W Telfer agreed and added that the board does have a role within the Landscape SA Act 2019 to review Stormwater Management Plans and ensure they comply with relevant landscape plans and policies.</p> <p>W Telfer spoke about that as a result of the Planning and Design Code being implemented (under the Planning, Development and Infrastructure Act), landscape boards now receive fewer referrals. A Williams raised that there are measures within the code for review of policies, and it would be interesting to see whether landscape boards are included in the opportunity to provide input for revisions of the code. The Chair and GM agreed that this topic is one to raise at the Chair's Forum.</p> <p>Action: The Chair and GM to raise the Planning and Design code implications for landscape boards as a topic for the Chair's Forum.</p>

	<p>Action: A future board briefing and discussion on how the board can influence planning and development, and the reviews of stormwater management plan and work of constituent councils.</p> <p><i>The board:</i></p> <p>2.3.1 endorsed the DEW Best Practice Operating Procedures for Water Affecting Activities in the Flows for the Future Program;</p> <p>Moved: A Lowe; Seconded: C West</p> <p>2.3.2 endorsed the DEW Best Practice Operating Procedures for Water Affecting Activities in the National Parks and Wildlife Services;</p> <p>Moved: J Klein; Seconded: C Schofield</p> <p>2.3.3 endorsed the District Council of Mount Barker Best Practice Operating Procedure for Water Affecting Activities;</p> <p>Moved: J Klein; Seconded: C Schofield</p> <p>2.3.4 requested that the outcome of the BPOP reporting be provided to the board.</p> <p style="text-align: right;">CARRIED</p>
2.4	<p>Hills and Fleurieu Landscape Board Deer Compliance Plan</p> <p>Matthew Cottle was introduced to the board who is currently A/Team Leader Pests and Land.</p> <p>The HFLB Deer Farm Compliance Plan for 2021-22 was presented to the board. This plan has been developed with internal consultation with staff, specifically those involved in the deer farm inspections. It has also been informed by the Limestone Coast Compliance Plan and consultation with the Northern and Yorke Landscape Board’s deer program.</p> <p>Authorised Officers are required to inspect deer farms at least every two years as outlined within the Landscape SA Act 2019 (the Act) with confirm that fencing to confine deer are meeting the standards established by regulation under the Act. B Della Torre spoke of the 32 registered deer farms within our region, four of which are not known to hold deer. And across the remaining 28 farms there are approximately 1,200 deer. The deer farm inspections have been scheduled for February 2022.</p> <p>It is anticipated that some farms will be non-compliant with the ear tagging requirements due to a lack of handling and corralling facilities, it is likely that that these farms will publicly express discontent with the compliance process. Any concerns and issues will be handling by the communications team.</p> <p>It was highlighted that an application for the ‘Farmed Deer Amnesty’ project was submitted as an “Expression of Interest” application to the 2021-22 Landscape Priority Fund (LPF) and the GM announced that it has progressed to stage 2. This project will ultimately support the smaller hobby farmers who cannot get their deer’s ear tagged or give the option of removal at no cost to them. The outcome of this application will be announced early 2022.</p> <p><i>The board:</i></p> <p>2.4.1 noted the Hills and Fleurieu Landscape Board Farmed Deer Compliance Plan</p> <p>Moved: C West; Seconded: A Lowe</p>

		CARRIED
2.5	<p>McLaren Vale WAP Review Update and WAPAC Minutes</p> <p>The McLaren Vale (MV) Water Allocation Plan Advisory Committee (WAPAC) held its third meeting on 26 October 2021 in Willunga, the minutes have been presented as attachment 1. Since then and after the papers were distributed – the fourth meeting also occurred on 14 November 2021 at the McLaren Vale Visitor Centre. The risk assessment process has commenced including identification of risk statements.</p> <p>The committee members have been very involved and engaged. The last meeting was an information gathering stage which presented various issues. J Klein added that the need for more science has arisen as an issue.</p> <p>J Klein was invited to attend the Water Resources Steering Committee and it was good that DEW were supportive of further investigations being undertaken. The fifth MV WAPAC meeting is scheduled for 5 December 2021 with the intention of finishing the risk assessment process, although it was noted that many questions cannot be answered without additional scientific data. One of the main issues presented is the lack of a groundwater model, while most other regions already have such models. This is something to be addressed.</p> <p><i>The board:</i> 2.8.2 noted the update and minutes of the McLaren Vale Water Allocation Plan Advisory Committee.</p> <p>Moved: A Williams; Seconded: C Schofield</p>	CARRIED
2.6	<p>Instruments of Authorisation – Asset Disposal</p> <p>As outlined within the briefing provided, the board previously approved the Instruments of Authorisation and Delegation for: Control Execution, Contract Execution (Purchase Cards), Procurement (Contract pre-approval, Procurement, Payment and Disbursement), and Debt Write-off at the board meeting held 28 July 2021.</p> <p>Prior to July 2021 the authority to dispose assets was embedded into the Procurement delegation but with the State Procurement Act 2004 ceasing on 30 June 2021, the board elected to use the DEW procurement framework. A delegation for asset disposal is now required by the board from 1 July 2021. It was noted that no assets have been disposed of in the current financial year to date.</p> <p>Asset disposal is defined as the disposal of obsolete equipment as part of an asset replacement program or surplus to requirement and includes assets transferred to another entity e.g. the transfer of Securing Low Flow devices to landholders.</p> <p><i>The board:</i> 2.6.1 approved the delegation of powers as set out in the attached Instruments of Authorisation for Asset Disposal.</p> <p>Moved: C Schofield; Seconded: A Williams</p>	CARRIED
2.7	<p>Retained Earnings</p> <p>Additional information on retained earnings was sought from the board, specifically how retained earnings operate within the public sector, and how they can be accessed. The paper outlines the definition on retained earnings, the comparison to carryovers, accessibility, balance, risks and strategic alignment (with</p>	

	<p>legislation, landscape plan and business plan). C Lewis highlighted recapped that the board commenced operations with a balance of zero retained earnings and after assets were transferred to the board from the Adelaide and Mount Lofty Resources (AMLR) Board, as a result of the Machinery of Government (MOG), resulted in the board’s retained earnings as at 30 June 2021 presented in the balance sheet within the financial statements.</p> <p><i>The board:</i> 2.7.1 noted the paper presented on retained earnings.</p> <p>Moved: J Klein; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
2.8	<p>First Nations Reconciliation Implementation Plan & Statement of Commitment</p> <p>Agenda Item 2.5 for the First Nations Reconciliation Implementation Plan & Statement of Commitment has been moved to item 2.8 to facilitate attendances.</p> <p>Bill Wilson (Aboriginal Partnerships Officer) and Nicole Bennett (Team leader, Community Engagement) were welcomed to the board meeting.</p> <p>A collective Statement of Commitment (SoC) is developed by the landscape boards which includes key principles to guide the First Nations partnerships across the regions as presented in attachment 1. The content was approved by all of the landscape board Chairs in September of 2021. This version will be signed off by the Chairs during the Chair’s Forum in December. It was noted that this is a generic statement to be applied at a regional level by individual boards.</p> <p>It is a requirement to for landscape boards to align to an agency Reconciliation Action Plan (RAP) outlined within State Government protocols and State and National benchmarks. The RAP identifies the context, goals and actions for an organisation to commit to a formal and measurable set of deliverables demonstrating reconciliation outcomes. A decision was made by Chair’s and GM’s that landscape boards are to align with the DEW’s Stretch Reconciliation Action Plan, March 2021-2024. The formulation of the DEW RAP was developed prior to the Landscape Reform and as a result does not outline the desires and objectives of landscape boards and their associates.</p> <p>The Chair spoke of the journey of the SoC as being developed as a baseline for all landscape boards to ensure a uniform approach. The DEW presented their RAP to the landscape boards which were incorrectly addressed within the RAP and as a result meant that further work was needed to correct the referencing of landscape boards. A working group was formed including Landscape Services and Chair’s, the RAP was updated and presented back to DEW. The Minister has requested that landscape boards should be aligning with the DEW’s RAP rather than creating their own due to numerous reasons.</p> <p>The Chair noted there is little obligation follow everything outlined within the DEW’s RAP as the majority won’t apply to landscape boards, the content within the RAP is adaptable and landscape boards can adopt relevant parts relating specifically to them. He included that landscape board’s can now provide their reporting back directly and collectively with other boards to the Department for Premier and Cabinet (DPC) without going through DEW.</p> <p>B Wilson commented that the development of the RAP with the First Nations have had varying degrees of success over the last 15 years. He spoke of an event in train which would include the First Nations Liaison Officer’s within Peramangk, Kurna and Ngarrindjeri, along with operational staff and he expressed the desire for board members to participate. This event could facilitate the vital areas of the RAP and the collaboration as a whole would be rewarding for all attending.</p>

	<p>The intention is for the first draft of the First Nations SoC and the implementation plan to be presented at the board meeting in May 2022. Both are to be adopted at the board meeting in June 2022 ready for the launch in July 2022.</p> <p><i>The board:</i></p> <p>2.8.1 noted the First Nations Statement of Commitment signed by all of the Landscape Board Chairs (will be signed Wednesday next week);</p> <p>Moved: C Schofield; Seconded J Klein</p> <p>2.8.2 noted the proposed approach for development of a Hills and Fleurieu First Nations Statement of Commitment and Reconciliation Implementation Plan.</p> <p>Moved: A Lowe; 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><i>The board:</i></p> <p>3.1.1 accepted the financial reports and statistics for the period ending 31 October 2021.</p> <p>Moved: A Lowe; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
3.2	<p>General Manager’s Report</p> <p><u>COVID-19 Update</u> The GM spoke to C Schofield’s question raised during ‘Any Other Business’ around a COVID-19 policy for staff and board members. Guidance has been received from the Office of Public Sector and Employment over the last couple of weeks. A new determination from the commissioner will be emerging shortly and includes new provisions for all staff across the Public Sector including a mandatory self-reporting requirement. There are no further changes to mandates of vaccination requirements, the commissioner has asked that agencies request voluntary vaccination status disclosures for staff. From this, a process is in place for staff to report on their vaccination status and as a result 75% have responded, 25% are unknown and 1 member has reported to be not vaccinated. Ensuring safety within the workplace can be managed better when statuses are known. The GM reiterated that the LAP will be urgently circulated to the board members.</p> <p><u>Landscape Priority Funds</u> Two of the LPF project EOI’s have been invited to proceed to stage two. Proposals will need to be developed within the next four weeks for the “Farmed Deer Amnesty” and “African Lovegrass – aligning control of a significant weed” projects. It was noted that the “Water Smart Farms” and “Ngarrindjeri Yarluwar-Ruwe Assessments and on-ground works” projects did not proceed to stage two.</p>

	<p>The GM highlighted the Fire Recovery Team’s third issue of BudBurst which went out last week to 545 subscribers. He encouraged the board to view the e-newsletter which included many interesting stories outlined with the GM’s report.</p> <p><i>The board noted the General Manager’s report</i></p> <p>Moved: J Klein; Seconded: J Harvey</p> <p style="text-align: right;">CARRIED</p>
3.3	<p>Board Member Activity Register and Engagement Forward Planner 2021-22</p> <p>The GM spoke to a near opportunity presented in the second table, Regenerative Agriculture – Summer Fodder Crops which is going ahead on both the 6th of 8th of December 2021. This event outlines the work done with the Fleurieu Farming Systems group, growing a 12 species summer fodder crop mix at 5 sites across the Fleurieu as part of the Future Drought Fund Program.</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: C Schofield; Seconded: A Williams</p> <p style="text-align: right;">CARRIED</p>
3.4	<p>Work Health And Safety Report</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><i>The board noted the current Register of Interests.</i></p> <p style="text-align: right;">CARRIED</p>
3.6	<p>Correspondence</p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>3.6.1 29 October 2021: Outgoing – Response to the Urban Water Directions Statement to DEW;</p> <p>3.6.2 1 November 2021: Outgoing – Letter of Support for Partnerships Program 2021-22 Grant;</p> <p>3.6.3 1 November 2021: Outgoing – Letter of Support for Mount Lofty Ranges Muraltia control and threatened species protection project;</p> <p>3.6.4 3 November 2021: Outgoing – Letter to CE of extension for the Catchment Recovery funding received from DPC via agreement with the Minister DEW;</p> <p><i>The board noted the correspondence provided via Microsoft Teams.</i></p> <p style="text-align: right;">CARRIED</p>
4. Other Business	
4.0	Other Business: Nil
5. Meeting Closure	
6.1	Next meeting details: 15 December 2021 at Willunga. There will be a Christmas staff event on 15 December 2021 after the board meeting, board members were encouraged to attend, and this will be at the Willunga Jubilee Rose Garden.
6.2	Meeting close: 12:01PM

ENDORSED



DAVID GREENHOUGH

PRESIDING MEMBER
HILLS AND FLEURIEU LANDSCAPE BOARD

Date: 15 December 2021