

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 #6		
Date:	Wednesday 25 November 2020		
Start Time:	9:30am	Finish Time:	12:17pm
Location:	Microsoft Teams	Room:	Microsoft Teams
Attendees:	Board Members: D Greenhough (Chair), J Klein, A Lowe, C Schofield, D Smith, C West, A Williams Staff Members: M Garrod (General Manager), W Telfer (Manager Planning, Engagement & Partnerships), B Della Torre (Manager Landscape Operations), R McAlary (Manager Business & Governance), A Macphee (Executive Officer)		
Guest / Visitors:	Matt Ward, Director Landscape Services – Department for Environment and Water (DEW) (9:40am-10:15am)		

Item	Meeting Items
1.1	Welcome and Apologies The Chair opened the meeting acknowledging it was being held on shared traditional lands of the Kurna, Peramangk and Ngarrindjeri Nations. The Chair welcomed all attendees to the meeting and outlined Microsoft Teams meeting protocols. There were no apologies.
1.2	Conflict of Interest Disclosures There were no additional conflict of interest disclosures arising from the agenda declared at the meeting.
1.3	Consent Schedule The Chair removed the Resolution Register from the Consent Schedule for discussion at agenda Item 1.7. <i>The board approved and agreed all items remaining on the Consent Schedule be adopted.</i> <p style="text-align: right;">CARRIED</p>
1.4	Any Other Business No other items were raised for discussion.

1.5	<p>Minutes from the previous meeting</p> <p><i>The board confirmed the minutes of meeting number 5 held on 28 October 2020 as a true and accurate record.</i></p> <p>Moved: C West; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
1.6	<p>Actions arising from previous meetings</p> <p>The General Manager advised a revision of the Actions Arising table to include 'Progress' and 'Revised Due Date' columns.</p> <p><i>The board noted the actions arising and current status.</i></p> <p>Moved: A Williams; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p>
1.7	<p>Resolutions Register</p> <p>The board discussed and agreed the Resolutions Register for the previous three meetings be included in board papers and a complete Resolution Register from board inception be maintained on the Hills and Fleurieu Landscape Board Microsoft Teams site.</p> <p><i>The board noted the resolutions register.</i></p> <p>Moved: J Klein; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p>
1.8	<p>Work Health & Safety</p> <p>The General Manager informed the board to report any incidents direct to the General Manager who will arrange reporting through MySAFETY.</p>
2	Items
	<i>Matt Ward was called into the meeting at 9:40am</i>
2.1	<p>Presentation: DEW Landscape Services update and discussion.</p> <p>The General Manager welcomed Matt Ward – Director Landscape Services (DEW) and introduced all the board members. On behalf of DEW, the Director Landscape Services thanked the board for their commitment to landscape boards.</p> <p>A draft Landscape SA Charter was presented to the board with an overview of the future of landscape services and how it will potentially work with boards. Further information regarding the Landscape Priorities Fund was provided, including eligibility and assessment criteria and its support for single and multiple year projects, with a pitch towards COVID-19 and bushfire recovery over the next 12 – 24 months. It will be administered by DEW Landscape Services and landscape boards are eligible to apply. The presentation included an overview of the State Landscape Strategy being developed to provide vision and outline where attention is needed in the management of landscapes at a state scale.</p> <p>Questions from the board followed, with discussions around the percentage, timing and flexibility of funding short and long term projects for the Landscape Priority Fund. Funding is likely to be focussed towards short term projects during 2020-21, with an increase in the percentage of funding of multi-year projects 2021-23. The Landscape Priorities Fund amount will be 15% of Green Adelaide's levy funding this year, and determined for future years at the Minister's discretion.</p> <p>The cost of Landscape Services (DEW) services to the board was discussed with reference to the board's decreasing budget due to levy equalisation. The Landscape Services (DEW) services cost is likely to remain about the same (currently \$35,000 per year, per board).</p>
	<i>Matt Ward left the meeting at 10:15am</i>

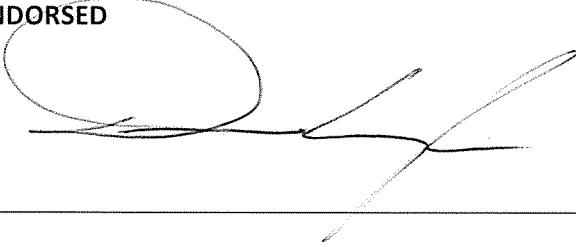
<p>2.2</p>	<p>Business Plan - process and principles</p> <p>The Manager Planning, Engagement & Partnerships discussed the short time frame to develop their Landscape Plan ready for consultation in February 2021 and that the Business Plan 2021-22 is required to go to the Minister for approval in May. The board were asked to consider two options for process and timing:</p> <ol style="list-style-type: none"> 1. Develop both plans together for consultation in February 2021; or 2. Develop the draft Business Plan after the Landscape Plan (preferred). <p>Option 2 was suggested because the short time frame in Option 1 would limit the board’s ability to develop good partnerships with the community. Option 2 would give the board time to get involved and enable greater partnership development for projects and ensure the Business Plan is developed on the foundation of the Landscape Plan.</p> <p style="text-align: center;"><i>A Lowe was absent from the meeting missing part of the board discussions between 10:18am and 10:22am due to technical difficulties.</i></p> <p>The board discussed and agreed it is better to get strategic input before undertaking business planning, and that feedback from stakeholder forums and community engagement being undertaken in November and December 2020 can also be used for development of the Business Plan.</p> <p>The board discussed the Business Plan principles for levy investment. The board was supportive of the draft criteria, noting that they will need to discuss in future, how the criteria will be used for rating projects or as a framework for decision-making. The board suggested an additional criteria that considers the proportion of levy funding raised from different landholder types (e.g. urban and primary producers) and the priorities for funding of these different segments of the community.</p> <p>The board requested that an overview of the potential budget for 2021-22 (e.g. non-discretionary and discretionary budget available for allocation) be included in the workshop at the December board meeting that considers the process for allocating levy funding for the Business Plan 2021-22.</p> <p><i>The board:</i></p> <p>2.2.1 <i>endorsed</i> that the Business Plan 2021-22 is developed subsequent to the preparation of the draft Landscape Plan to enable maximum time for co-design of projects with partners (option 2); and Moved: A Williams; Seconded: D Smith</p> <p>2.2.2 <i>agreed</i> to a workshop at the December board meeting to determine the process for allocating the levy budget for the Business Plan, including finalising the draft principles that will be used to guide investment. Moved: J Klein; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p>
<p>2.3</p>	<p>Landscape Plan – stakeholder analysis and engagement</p> <p>The Manager Planning, Engagement & Partnerships spoke about the stakeholder analysis that was provided to give more depth to the earlier engagement plan. The paper is to assist in determining which stakeholder groups may need to be met with in addition to the stakeholder forums in November and early December 2020.</p> <p>The board agreed that some of the groups and peak bodies listed in Attachment 1 Stakeholder Analysis and Engagement Planning were too broad (especially agriculture) and could be split, and A Williams and J Klein offered to provide names. The board discussed options around focussing engagement on peak representing bodies of producer groups or individual primary producers or a combination for a fair representation of 3 main sectors: livestock, wine and grapes, horticulture (or could split apples and pears to a separate sector). The grains industry sector is probably more the focus of neighbouring boards. There was a general agreement to focus on groups, including First Nations, and the need to identify and invest the right amount of staff and board time to understand individual interests and issues.</p>

	<p><i>The board:</i></p> <p>2.3.1 noted and provided feedback on the stakeholder analysis, recognising that is a work in progress that will continue to be refined.</p> <p>Moved: C Schofield; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
	<p><i>The meeting adjourned for a break at 11:04am</i></p> <p><i>The meeting resumed at 11:16am.</i></p>
2.4	<p>Audit and Risk Committee membership and Terms of Reference</p> <p>In previous meetings the board agreed to form an Audit and Risk Committee, approved a draft Terms of Reference and nominated board members to the committee. The board requested CVs from recommended interested independent external parties and these were provided via its Microsoft Teams portal for consideration by the board.</p> <p>The board discussed the different names adopted for this committee across other landscape boards and other agencies, and the possibility of, and process for, changing the name to be consistent with other boards and agencies.</p> <p>The board also requested police checks be undertaken by the two independent external members nominated for the committee.</p> <p><i>The board:</i></p> <p>2.4.1 approved the renaming of the Audit and Risk Committee to Risk and Performance Committee pending outcome of the Risk and Performance Committee Chairs briefing the Chair is attending 27 November 2020; and</p> <p>Moved: A Lowe; Seconded: D Smith</p> <p>2.4.2 approved the revised Audit and Risk Committee Terms of Reference, noting that they will be aligned to the new committee name and brought back to the board for final approval; and</p> <p>Moved: C West; Seconded: C Schofield</p> <p>2.4.3 approved the appointment of two independent external committee members to the Audit and Risk Committee – Tanya Johnston and Judy Goode; and</p> <p>Moved: A Lowe; Seconded: C Schofield</p> <p>2.4.4 noted the prior appointment of two board members to the Audit and Risk Committee – Carol Schofield and David Greenhough; and</p> <p>Moved: J Klein; Seconded: A Lowe</p> <p>2.4.4 approved the appointment of David Greenhough as the chair of the Audit and Risk Committee.</p> <p>Moved: D Smith; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
2.5	<p>Corporate Services and business administration transition update</p> <p>The Chair noted an amendment to Section 2, 3rd dot point to read “Chief Executive (CE) is briefed on the roles and employees identified to transfer and approves the final list of roles and employees to transfer;”</p> <p>The Manager Business and Governance explained this is the first time the finalised DEW Corporate Services and ICT Catalogues of Service have been provided. It is hopeful a final transition plan and timeline will be received by December 2020.</p> <p>It was explained that the Corporate Service fee (budgeted for approximately \$900K) paid to DEW is likely to reduce by approximately 50% after the Machinery of Government transition of staff and responsibilities on 12 April 2021, however these savings are likely to be offset by the cost of undertaking these functions internally or sourcing from external providers.</p> <p>Discussion ensued around challenges fulfilling commitments with a decreased levy, opportunities for the board to purchase services from, or provide services to, other landscape boards as well as sourcing services from external providers. The board discussed the annual \$11K per FTE cost of ICT support and the</p>

	<p>General Manager explained that benchmark reviews have found this amount to be within the range paid by other agencies.</p> <p><i>The board:</i></p> <p>2.5.1 noted the current state of corporate services and business administration transition to landscape boards.</p> <p>Moved: A Lowe; Seconded: D Smith</p> <p style="text-align: right;">CARRIED</p>
3.1	<p>Finance Report</p> <p>The Manager Business and Governance introduced the report and noted that this was the first such report with a full picture of how projects are performing against the cash flowed budget. The report for October shows an overall positive financial position.</p> <p>It was noted by the Manager Business and Governance that there are some formatting issues that need to be corrected on the reports. The board suggested an enhancement to the display of budget variance notes, whereby a live link is added to the variance amount to navigate directly to the commentary in the notes. This will be investigated for future reports. Staff also committed to reviewing how the finance reports are formatted in the PDF document to ensure readability.</p> <p><i>The board:</i></p> <p>3.1.1 accepted the financial reports and statistics for the period ending 31 October 2020 noting amendments:</p> <ul style="list-style-type: none"> • Finance Overview incorrectly stating in 3.1 the Net cost of service surplus amount – should read ‘The Net Cost of Service (less carryover expenditure) is a surplus of \$1.71M’. The carryover amount had been added to the total in error. • Attachment 1 incorrectly labelled as Attachment 2 in the header. • Attachment 1 incorrectly stating the Net cost of service totals in the NET COST OF SERVICE less BUDGET CARRYOVER EXPENSE row – should read YTD Actual \$(1,711,366), YTD Budget \$(1,467,516), YTD Variance \$243,853 and have no values in the Revised FY Forecast \$ and Revised FY Budget \$ columns. • Attachment 3 incorrectly reflecting payables with balances – this has been grouped under the heading ‘Other Current Liabilities’. • Attachment 3 incorrectly reflecting Other Current Liabilities balances due to the grouping of payables (above note) – should read CM Actual \$8,333, YTD Actual \$25,728, Closing Balance \$25,728. <p>Moved: C Schofield; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
3.2	<p>General Manager’s report</p> <p>The General Manager advised his summary regarding COVID related restrictions for Hills and Fleurieu staff was written prior to the latest SA Health advice received on 18 November 2020, and that offices were closed 19 November 2020. Offices were reopened 25 November 2020 with maximum capacity restrictions enforced and staff advised to work from home where possible.</p> <p>The General Manager also discussed the attendance of Hills and Fleurieu staff at Willunga Environment Centre community forum on 28 October 2020 and recent conversations in parliament regarding landscape board funding of Natural Resource Centres and the Minister’s request to speak with chairs regarding this.</p> <p><i>The board:</i></p> <p>3.2.1 noted the General Manager’s report.</p> <p>Moved: J Klein; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>

3.3	<p>Board's Meeting Register</p> <p>The Chair requested the board members continue to provide information about attendance at meetings or events and items that may be of interest to other board members. It was suggested that this should be considered a "Board member activity register", and that members could provide a quick verbal summary of anything of particular significance at each board meeting.</p> <p>The Chair provided a summary of events attended, including discussions at the Chairs Forum attended 18 November 2020 regarding the Landscape Priority Fund, progression of water planning and management cost transparency, and Corporate Services. The Chair also discussed the Minister's focus on back-to-basics with community at the forefront.</p> <p>The board discussed the Landscape Priority Fund and mechanisms that might be put in place to ensure proposals align with the draft Hills and Fleurieu Landscape Plan and board priorities.</p> <p>The board requested a summary of projects and partners considered for funding be provided at the next board meeting.</p> <p><i>The board:</i></p> <p>3.3.1 noted the register of meetings and events attended by the Chair and board members in their capacity as representatives of the Hills and Fleurieu Landscape Board.</p> <p>Moved: D Smith; Seconded: A Williams</p> <p style="text-align: right;">CARRIED</p>
3.4	<p>Register of Interests</p> <p>The board discussed and agreed the Register of Interests is to be added to the Consent Schedule for future meetings.</p> <p><i>The board:</i></p> <p>3.4.1 noted the existing Register of Interests with no updates to be made.</p> <p>Moved: A Lowe; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
3.5	<p>Use of the Common Seal</p> <p>The Common Seal was used 12 November 2020 on the Land Titles Registration Office SA "Extension of Lease" for the Willunga Office, expiring 31 August 2021.</p> <p><i>The board noted this information paper with amendment of date to 12 November 2020.</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 15 September 2020: Invitation to and response from Minister Speirs re Aldinga Washpool Forum</p> <p>3.6.2 17 September 2020: Invite to David Greenhough open PIRSA Vertebrate Pest Course</p> <p>3.6.3 21 September 2020: Invite to and response from Minister Basham re attending board meeting</p> <p>3.6.4 25 September 2020: Invite to speak at AGM Aldgate Valley Landcare Group</p> <p>3.6.5 27 September 2020: Letter from Minister Speirs re remuneration for board members</p> <p>3.6.6 28 September 2020: Wastewater Strategy Report from Regional Development Australia Adelaide Hills, Fleurieu.</p> <p>3.6.7 30 September 2020: Invite to Macclesfield Bushcare Group Walk</p> <p>3.6.8 8 October 2020: Invite EOI on CLLMM Community Advisory Panel</p> <p>3.6.9 6 November 2020: Invite to Normanville NRC for AGM</p> <p>3.6.10 6 November 2020: Invite to Risk and Performance Committee Chair briefing</p> <p>3.6.11 7 November 2020: Thank you from Willunga Environment Centre</p> <p>3.6.12 10 November 2020: Invite to Quiet Green Achievers Presentation</p> <p>3.6.13 10 November 2020: Letter from Minister Speirs re Landscape Priorities Fund</p>

	3.6.14 18 November 2020: Invite to Meeting with Sir Angus Houston and Phillip Glyde <i>The board noted the correspondence provided via its Microsoft Teams portal.</i>	CARRIED
6	Meeting Closure	
6.1	Next meeting details: Wednesday 16 December 2020 – Langhorne Creek, Oasis Gardens and Function Centre, 726 Langhorne Creek Rd, Belvidere (pending COVID restrictions).	
6.2	Meeting closed 12:17 pm	

<p>ENDORSED</p> 	<p>DAVID GREENHOUGH</p> <p>PRESIDING MEMBER HILLS AND FLEURIEU LANDSCAPE BOARD</p> <p>Date: 16 December 2020</p>
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