

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 #12 | | |
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| Date: | Wednesday 26 May 2021 | | |
| Start Time: | 9:30am | Finish Time: | 11:00am |
| Location: | Mount Barker Officer – Cnr Mann & Walker St, Mount Barker SA 5251 | Room: | Conference room |
| Attendees: | <i>Board Members:</i> D Greenhough (Chair), A Lowe, C Schofield, D Smith, C West, A Williams <i>Staff:</i> M Garrod (General Manager), W Telfer (Manager Planning, Engagement & Partnerships), B Della Torre (Manager, Landscape Operations), C Lewis (Manager, Business and Governance), O Prohoroff (Executive Officer) | | |
| Apologies: | J Klein | | |

| Item | Meeting Items |
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| 1. Preliminary and Procedural Matters Item | |
| 1.1 | Welcome and Apologies The Chair opened the meeting acknowledging it was being held on traditional lands of the Peramangk Nation. All attendees were welcomed to the meeting acknowledging the current COVID-19 restrictions reiterating for those present to adhere to social-distancing guidelines. |
| 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 <i>The board approved and agreed all items remaining on the Consent Schedule be adopted.</i> Moved: C Schofield; Seconded: C West <div>CARRIED</div> |
| 1.4 | Any Other Business Item(s) added for discussion in 4.0 Other Business: <ul style="list-style-type: none"> The use of scientific evidence/background in Projects |

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| 1.5 | <p>Minutes from the previous meeting</p> <p>The board confirmed the minutes of meeting number 11 held on 28 April 2021 as a true and accurate record.</p> <p>Moved: A Lowe; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p> |
| 1.6 | <p>Actions arising from previous meetings</p> <p>The General Manager noted that the actions arising from previous meetings have been considerably tidied up since the last board meeting with many of the outstanding actions finalised and moved to the completed table. The new Manager, Business and Governance - Cathryn Lewis was welcomed to her first board meeting who commenced on 3 May 2021.</p> <p>A Lowe questioned whether we would be utilising a Risk Register in the future, in particular for the Low Flows project and other extensive projects. The General Manager stated that the Risk Register is within the work plan for the Risk and Performance Committee noting that the Committee has only met twice this year and therefore is behind in this area. The aim is to present the Risk Register to the next Committee Meeting on 24 June 2021, which will then be presented to the board. The General Manager stated that the Risk Register wouldn't necessarily need to be a standing item presented at each board meeting but rather, could be revisited at a quarterly basis.</p> <p>The board noted the current status of the actions arising from the previous meetings.</p> <p>Moved: C West; Seconded: C Schofield</p> <p style="text-align: right;">CARRIED</p> |
| 1.7 | <p>Resolutions Register</p> <p>The board noted the resolutions register.</p> <p style="text-align: right;">CARRIED</p> |
| | <p><i>C Biggs (Team Leader, Planning and MERI) joined the meeting at 9:45am</i></p> |
| 2. Items | |
| 2.1 | <p>Landscape Plan for endorsement</p> <p>The Hills and Fleurieu Landscape Plan 2021-26 was presented to the board for their endorsement for progression to the Minister for approval. The Manager, Planning, Engagement and Partnerships stated that several changes have been made and now a final version which has incorporated amendments discussed at the board meeting in April. An additional strategy has been included within the plan which is the nature priority 'advocate and develop collaborative strategies for the protection and restoration of native habitats'.</p> <p>A consultation report has been drafted that summarises the feedback provided by the community and the changes made to the plan in response to the feedback. The board was very happy with the plan and provided positive feedback around the information provided and the design. The Chair provided feedback on behalf of J Klein (apology) who also praised the landscape plan and was happy to endorse it.</p> <p><i>A Williams joined the meeting at 10:10am</i></p> <p>The board:</p> <p>2.1.1 endorsed the Hills and Fleurieu Landscape Plan 2021-26 for approval by the Minister;</p> <p>2.1.2 noted the Consultation Report on the planning process that will be provided to the Minister and shared with the community on the board's website.</p> |

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| | <p><i>Moved: D Smith; Seconded: C Schofield</i></p> <p style="text-align: right;">CARRIED</p> |
| 2.2 | <p>Draft Business Plan 2021-22</p> <p>The Business Plan has been building on the previous discussions with the board, including the proposed program structure, budget, organisational team functions and resourcing at the Workshop in April 2021. An additional page for the Business Plan was presented to the board showcasing the key partnerships for 2021-22. The board was in favour of including the additional page within the Business Plan, noting that one of its priorities is to form partnerships. The board provided feedback that the business plan presents a good synthesis of the work for 2021-22 and there is good balance between the funding for the 5 priorities.</p> <p>The Manager, Planning, Engagement and Partnerships mentioned that the timing for the funding from the Landscape Priorities Fund is still being determined and this may affect how this revenue is represented in the Business Plan funding table.</p> <p><i>The board:</i></p> <p>1.2.1 endorsed the draft Business Plan 2021-22 for Ministerial endorsement, noting that a designed version of the plan will be circulated to the board prior to that.</p> <p><i>Moved: C West; Seconded: A Lowe</i></p> <p style="text-align: right;">CARRIED</p> |
| 2.3 | <p>Strengthening board engagement with the community</p> <p>This conversation builds on the board's discussions that meeting in various locations around the region to connect with stakeholders and become familiar with the region may not be the most effective engagement technique. As a result, the board has agreed to hold its monthly board meetings at the Mount Barker Office as a default unless there is a particular driver for meeting elsewhere.</p> <p>The board discussed finding other opportunities to engage with stakeholders, projects and landscape issues as a board. Feedback was provided from the recent board-led community forum (captured in attachment 1) and it was evident that the community would welcome the board visiting their projects and creating opportunities to explore partnership opportunities. Once the landscape plan has been approved, a Communications and Engagement Strategy will be developed with the board, which will include stakeholder analysis and strategies to strengthen engagement with the community to achieve the strategies of the landscape plan.</p> <p>A forward planner was presented to the board with the intention of becoming a standing item in the board papers. C West provided some comments around previously having board members as a 'sponsor' for particular key projects which gave a sense of ownership and connection. The board was supportive of using the forward planner 2021-22. It was also recommended that Board members respond to all board members when RSVP'ing to invitations from the Executive Officer so that board members are aware of who is attending events.</p> <p>The board was supportive of incorporating the forward planner into the existing board member activity register displaying both events previously attended and future events. The Chair noted that in the past, activities to be placed on the activity register have been circulated to himself and then provided to the Executive Officer. The Chair would like the board members to provide their updates to the activity register directly to the Executive Officer.</p> |

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| | <p><i>The board:</i></p> <p>2.3.1 approved the inclusion of a forward planner of engagement opportunities as a standing item on the board meeting agenda noting that it will be incorporated into the existing board member activity register;</p> <p>2.3.2 discussed the proposed forward planner (Attachment 2) and the board's appetite to attend proposed activities;</p> <p>2.3.3 noted that after the Hills and Fleurieu landscape plan is finalised, a Communications and Engagement Strategy will be progressed with the board to articulate the tactics to be used to engage with the community to achieve the strategies of the landscape plan, and to strengthen board connections with the community.</p> <p>Moved: A Lowe; Seconded: D Smith</p> <p style="text-align: right;">CARRIED</p> |
| | <p><i>C Biggs (Team Leader, Planning and MERI) left the meeting at 10:30am</i></p> |
| 2.4 | <p>Quarterly Board Report (Q3)</p> <p>The General Manager noted that there is no cover briefing provided for this report as it is a self-explanatory report. The report presented gives the board a clear picture of how each project under the priorities are progressing under the business plan.</p> <p>There are a couple of items flagged which could use improvement, the two projects being:</p> <ul style="list-style-type: none"> • First Nations Partnerships: presented as a red traffic light under budget, this is due to a budget underspend because of a 5 month vacancy in the Aboriginal Partnerships Officer role. • MERI Support: presented as a red traffic light under budget due to a salary cash flow issue. <p><i>The board:</i></p> <p>2.4.1 noted the quarterly report for Q3 January – March 2021/</p> <p>Moved: C Schofield; Seconded: C West</p> <p style="text-align: right;">CARRIED</p> |
| 3. Standing Items | |
| 3.1 | <p>Finance Overview</p> <p>The board was presented with the March financial overview, including four attachments being: <i>Attachment 1 – Board Statement of Comprehensive Income for period ending 30 April 2021;</i> <i>Attachment 2 – Board Expenditure by Project for period ending 30 April 2021;</i> <i>Attachment 3 – Board Statement of Financial Position for period ending 30 April 2021;</i></p> <p>The reports provided display the financial performance and an overview of project expenditure against the five landscape board priorities, including the current financial position of the board. The board noted this is the first time it has seen a full balance sheet of the board's statement of financial position.</p> <p>A Lowe questioned whether there are any risks in obtaining the carry-over funds. The Manager, Business and Governance provided advice that there are no risks unless there is an adjustment required that relates to a previous financial year. The General Manager noted the concerns from the Natural Resource Centres about cash flow. Correspondence has now been received about the Landscape Priorities Fund funding and, if this funding is not received by 1 July 2021, the board has sufficient cash-flow to manage the NRC contract payments.</p> |

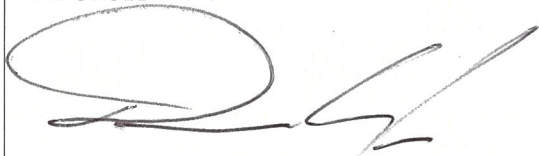
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| | <p>The board recognised the time and efforts the former Manager, Business and Governance (Roisin McAlary) put in to assisting the Hills and Fleurieu Landscape Board over the last 5 months. It was suggested that flowers and a card are sent to Roisin from the board.</p> <p>A Lowe noted that the First Nations Partnerships and MERI Support projects have been flagged with risks relating to the budget, it was asked whether a plan was in place to speed up the expenditure or recalibrate them. The General Manager acknowledged that the main reason for the MERI Support lacking in the budget was due to difficulty in recruitment for the Aboriginal Partnerships Officer role, a contract has been established for that role to be filled.</p> <p><i>The board:</i></p> <p>3.1.1 accepted the financial reports and statistics for the period ending 30 April 2021.</p> <p>Moved: A Lowe; Seconded: D Smith</p> <p style="text-align: right;">CARRIED</p> |
| 3.2 | <p>Work Health And Safety Report</p> <p>One hazard has been reported which was a situation at the Willunga Office where some decking has rotten and broken becoming a tripping hazard. The Work Health and Safety system 'My Safety' has not been user friendly and prevented the hazard from being reported, investigated and resolved. This hazard was raised to all parties involved and was later resolved without the system by communicating to all staff and management notifying them of the problems experienced with My Safety.</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> |
| 3.3 | <p>General Manager's Report</p> <p><u>Landscape Priorities Fund</u></p> <p>The General Manager spoke to the Landscape Priorities Fund, notifying the board that 3 projects have been successful in receiving funding in the 2021-21 funding round:</p> <ul style="list-style-type: none"> • Towards eradication – 20 weeds by 2023 (awarded \$600,000 over 2 years); • Natural resource centres – building community capacity and action on landscape priorities (awarded \$318,964 over 1 year); • Restoring Fleurieu coastal habitats and offshore islands for wildlife conservation (awarded \$250,000 over 2 year) <p>The projects 'Towards eradication' and 'natural resource centres' received the funding for the amount sought while the 'restoring Fleurieu coastal habitats' project has been rescaled to \$250,000 over 2 years, rather than the \$450,000 over 2 years.</p> <p><u>Service Level Agreement with DEW</u></p> <p>The Risk and Performance Committee met on 20 May 2021 and spent a significant time reviewing the draft version of the SLA. The Committee provided lots of valuable feedback on numerous areas needing improvement and detail. It has been a lengthy journey to develop this SLA, it still needs substantial work but is now in a better place as a result of meeting with the Committee. We are confident with the changes provided to relay the feedback back to DEW and optimistically see a final SLA issued with the aim of presenting it to the board at the next board meeting in June 2021.</p> <p>A Lowe questioned how much money was sought initially for the Landscape Priorities Fund. The General Manager noted that it was split into two phases with the first phase being an expression of interest with a total of 8 projects for approximately \$4M. It was also questioned whether these funds will be provided on an annual basis. The General Managed stated that the Fund is in the Landscape SA Act, and the Minister</p> |

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| | <p>sets the amount to be provided by Green Adelaide towards the Fund (15% in 2020-21).</p> <p><i>The board noted the General Manager's report.</i></p> <p>Moved: A Lowe; Seconded: D Smith</p> <p style="text-align: right;">CARRIED</p> |
| 3.4 | <p>Board Member Activity Register</p> <p><i>The board 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.</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>Use of the Common Seal</p> <p><i>The board noted that there are no updates for the Use of the Common Seal.</i></p> <p style="text-align: right;">CARRIED</p> |
| 3.7 | <p><u>Correspondence</u></p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>3.7.1 30 April 2021 – Inquiry into the Stormwater Management Authority;</p> <p>3.7.2 3 May 2021 – Invitation to the Chair – A Climate of Opportunity in Ag;</p> <p>3.7.3 7 May 2021 – Invitation to Encounter Lutheran College Block 69 Re-vegetation;</p> <p>3.7.4 12 May 2021 – Application for funding for the Landscape Priorities Fund;</p> <p>3.7.5 12 May 2021 – Update on process for application for funding to Landscape Priority Fund;</p> <p>3.7.6 12 May 2021 – Landscape Priorities Funding Bid;</p> <p>3.7.7 12 May 2021 – Decisions relating to NRC application to the Landscape Priority Fund;</p> <p>3.7.8 14 May 2021 – Landscape Priority Fund;</p> <p>3.7.9 14 May 2021 – Draft Water Security Statement 2021;</p> <p>3.7.10 18 May 2021 – Outgoing – Landscape Priority Fund;</p> <p>3.7.11 20 May 2021 – Outgoing – Regional Landscape Levy.</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 | <p>Other Business</p> <p><u>Information disseminated to project planners</u></p> <p>D Smith enquired about how information is disseminated to project planners, in particular private/owner projects and whether we could or should provide more information. Two examples were given of projects where pertinent information appeared to be absent, the examples being 'The Osprey nest platforms' and 'The Woodland bird project'.</p> <p>The General Manager mentioned that the knowledge base which has been built up over many years is usually built collaboratively from many teams of scientists/ecologists with the scientific evidence and background is very strong. The Manager, Planning, Engagement and Partnerships would like to direct D Smith to the correct area within the Department noting that there is an Osprey action plan being developed and it would be valuable to provide any feedback to that area.</p> <p style="text-align: right;">CARRIED</p> |

5. Meeting Closure

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| 6.1 | Next meeting details: Wednesday 23 June 2021 Mount Barker Office (Cnr Mann & Walker St, Mount Barker SA 5251) |
| 6.2 | Meeting close: 10:50am |

ENDORSED



DAVID GREENHOUGH

PRESIDING MEMBER
HILLS AND FLEURIEU LANDSCAPE BOARD

Date: 23 June 2021

ACRONYM INDEX

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