

**Limestone Coast (LC) Landscape Board  
Meeting no 14**

*We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal peoples to Country. We also pay respects to the cultural authority of Aboriginal peoples visiting/ attending from other areas of Australia*

**Confirmed Minutes of Meeting 14**

<b>Date:</b>	Thursday 16 December 2021				
<b>Start Time:</b>	11:26	<b>Finish Time:</b>	17:23		
<b>Location:</b>	Mount Gambier	<b>Room:</b>	5290 by Sorrentos		
<b>Chair</b>	Penny Schulz				
<b>Attendees:</b>	<p><b>Board Members:</b> Ben Hood, Fiona Rasheed, Robbie Davis, Pete Bissell. Bruce Wood on MS Teams from 13:50.</p> <p><b>Staff:</b> Steve Bourne (General Manager), Liz Perkins, Le-Anne Thomson, Mike Stevens, Nat Mistic, Alison Boomsma, Sue Botting, Matt Sinkunas, Aidan Laslett.</p> <p><b>Executive Officer:</b> Anya Karsten.</p>				
<b>Apologies:</b>	Board members Mark Bachmann, and Bruce Wood till 13:50.				
<b>Item</b>	<b>1 Welcome &amp; Apologies</b>				
1.1	<p><b>Opening/ welcome &amp; apologies</b> Apology from Mark Bachmann and Bruce Wood till 13:50.</p>				
1.2	<p><b>Acknowledgment of Country</b> Read and noted.</p>				
1.3	<p><b>Declarations of interest</b></p> <p>P Bissell declared a potential conflict of interest re Item 3.1 "Grassroots Grants 2022/23 process" as a member of the Limestone Coast Grape and Wine Council and a member of the committee of management. It was determined that there was no conflict in relation to the meeting agenda, and P Bissell remained in the meeting and took part in discussion/voting.</p>				
1.4	<p><b>Agenda check</b></p> <p>Pursuant to section 23(5) of the <i>Landscape South Australia Act 2019</i>, it was resolved that the following items be determined by the LC Landscape Board in confidence, for the reasons prescribed as per section 7(3) of the <i>Landscape South Australia (General) Regulations 2020</i>:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Item</td> <td style="width: 30%;">Prescribed reason</td> </tr> </table>			Item	Prescribed reason
Item	Prescribed reason				

	<p>6.1 LC Landscape Board – closed session draft minutes for endorsement (#13, 21 October 2021) and out of session (#13A, 22 November 2021) (g)</p> <p>6.3 GFAC-closed session meeting (#9, 29 November 2021), out of session (#9A, 8 December 2021) and risk register (g)</p> <p>6.4 Deer Action Plan progress update with focus on compliance matters (a)(e)(f)(g)</p> <p>6.5 Tatiara Water Allocation Plan update (g)</p> <p>6.6 Board Performance report (g)</p> <p>6.7 Other business (g)</p> <p>6.8 Closed session Action List (g)</p> <p>6.9 Enforcement and Compliance Register (e)(f)(g)</p>
<b>Item</b>	<b>2 Public gallery</b>
2.1	<b>Public gallery</b> Nil
<b>Item</b>	<b>3 Meeting Items</b>
3.1	<p><b>Grassroots Grants 2022/23 process</b></p> <p><b>Presenter: Alison Boomsma</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The LC Landscape Board received an update on the 2022/23 Grassroots Grants process. It was clarified that the application and assessment process is the same irrespective of the application amount.</li> <li>• The LC Landscape Board noted the multi-year projects introduced last year.</li> <li>• The LC Landscape Board noted a positive change of terminology regarding cultural heritage from “assessment” to “conversation”.</li> <li>• Grassroots Grants will be launched at the South East Field Days on the 18 and 19 March.</li> </ul> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the finance, timeline and governance arrangements for 2022/23 Limestone Coast Grassroots Grants.</li> </ol> <p><b>Carried.</b></p>
3.2	<b>Padthaway Water Allocation Plan update</b>

	<p><b>Presenter: Sue Botting</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The LC Landscape Board noted that Padthaway licencees have an advanced understanding of the Water Allocation Planning process.</li> <li>• The LC Landscape Board clarified the scope of Water Allocation Plan changes. It was noted that the legislation allows such changes as required, however there is an obvious resource cost.. There must be a formal two months' consultation process followed by the Minister's approval.</li> </ul> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Noted the information regarding the informal community consultation on the key concepts for the draft Padthaway Water Allocation Plan and next steps in the drafting process.</li> </ol> <p><b>Carried.</b></p>
3.3	<p><b>Bushfire preparedness and recovery</b></p> <p><b>Presenter: Nat Mistic</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The LC Landscape Board suggested information contained in the Table 1 (Attachment 2 of the agenda paper) be included in the "Positioning Statement", noting the intent of the "positioning statement" is to produce a similarly 'pitched' document to the LC Landscape Board's Water Resource Management.</li> <li>• The LC Landscape Board sought clarification regarding the role of the Board in bushfire preparedness and prevention, and in the event of a bushfire, the support mechanisms and the lead in the bushfire response eg. community, community groups, councils, PIRSA, noting potentially different approaches. The responsibilities concerning land degradation post bushfire events are prescribed by legislation with PIRSA as the response leader.</li> <li>• The LC Landscape Board suggested a chart demonstrating who does what ie roles (PIRSA, LCLB etc) would be helpful for councils directing communities. The LC Limestone Coast Board's role should be to influence, but not to lead .</li> <li>• The Board would determine how allocated funds would be used for recovery based on the requirements of the community.</li> </ul> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> up to 50K of the current financial year's underspend be allocated to targeted recovery activities in the event of a fire event in the 21/22 bushfire season.</li> </ol>

	<p><b>Action:</b> The Bushfire Preparedness and Recovery positioning statement and joint agency process to be resubmitted out of session.</p> <p><b>Carried.</b></p>
	<p><b>Lunch break 12:45 – 13:15</b></p>
<b>Item</b>	<b>4 Consent Schedule</b>
4.1	<p><b>Consent schedule</b></p> <p><b>Current items:</b></p> <ul style="list-style-type: none"> <li>• 4.2, 4.3 &amp; 4.4.</li> </ul>
4.2	<p><b>Media and Communication Statistics</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Noted the Communications and Engagement statistics for September, October and November 2021.</li> </ol> <p><b>Noted via consent schedule.</b></p>
4.3	<p><b>National Landcare Program (Phase 2) – regional land partnerships unit</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Noted the findings and recommendations of the Auditor-General’s report no. 9 of 2021-22 – Regional Land Partnerships.</li> </ol> <p><b>Noted via consent schedule.</b></p>
4.4	<p><b>Correspondence Register</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>Accepted</b> the correspondence for November - December 2021.</li> </ol> <p><b>Noted via consent schedule.</b></p>
<b>Item</b>	<b>5 Standing Items</b>
5.1	<p><b>LC Landscape Board – draft minutes (#13, 21 October 2021) and out of session (#13B, 25 November 2021)</b></p> <p><b>Presenter: Penny Schulz</b></p>

	<p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the amended minutes of the Limestone Coast Landscape Board meeting No. 13, held on 21 October 2021 and out of session meeting No. 13B on 25 November 2021.</li> </ol> <p><b>Carried.</b></p>
5.2	<p><b>Business Arising</b></p> <p>In relation to Item 5.6 “Board Members’ reports”, the Minutes of meeting No. 13 call for a Board Member attending a committee meeting to provide a “one page summary” report to the Board. It was clarified that the provision of a summary was ‘as/when appropriate’ and the “one page” in length was to be deleted.</p> <p><b>Noted.</b></p>
5.3	<p><b>Governance, Finance and Audit Committee (GFAC) – draft minutes (#9, 29 November 2021) and out of session (#9A, 8 December 2021)</b></p> <p><b>Presenters: Robbie Davis and Penny Schulz (GFAC Members)</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The process for revocation and adoption of Policies and Procedures was determined to be overly onerous for the Board. It should perhaps be in GFAC’s delegation. Separation of strategic and operational matters would assist in the decrease of information presented to Board Members allowing for better quality preparation for the Board Meetings. A paper is to be included in the February agenda pack proposing a revised approach to the handling of Policy and Procedure updates. The Policies and Procedures could be uploaded to a “portal” for the LC Landscape Board only.</li> <li>• It was noted that the financial reports for the period ended 31 October 2021 have been superseded by the 30 November 2021 financial reports. The recommendation was removed from the minutes.</li> </ul> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Noted that the Governance, Finance and Audit Committee met on 29 November 2021.</li> <li>2. <b>Approved</b> the 2021-22 project summaries and Q1 project reports.</li> <li>3. <b>Approved</b> the transition of board-owned to fleet-leased vehicles for the Landscape Operations Team.</li> <li>4. <b>Approved</b> the disposal of assets and retention of funds from the sale to facilitate asset renewal as per attachment 1 to the GFAC paper.</li> <li>5. Revoked previously adopted GOV-08 Related Party Policy 2020.</li> </ol>

6. Revoked previously adopted HRM-04 Employee Screening Policy 2020 (DEWNRD-00001427).
7. Revoked previously adopted HRM-06 Outside Employment and Conflict of Interest Policy 2020 (DEWNR00008767).
8. Revoked previously adopted ADM-02 Freedom of Information Policy 2020.
9. Revoked the previously approved GOV-14 Legal Advice Policy 2020 (DEWNR00017964).
10. Revoked the previously approved GOV-03 Legal Advice Procedure 2020 (DEWF-00017964).
11. Revoked previously adopted FIN-01 Asset Management Policy 2020.
12. Adopted GOV-08 Key Management Personnel - Related Party Policy and Procedure.
13. Adopted the HRM-04 Employment Screening Policy.
14. Adopted the HRM-06 Outside Employment Policy.
15. Adopted the HRM-08 Working From Home Procedure.
16. Adopted the HRM-09 Flexi-time and Approved Days Off Scheme Procedure.
17. Adopted the ADM-02 Freedom of Information Policy.
18. Adopted the GOV-14 Seeking Legal Advice Policy.
19. Adopted the GOV-03 Seeking Legal Advice Procedure.
20. Adopted the GOV-25 Establishment of Landscape Board Committees and other bodies Policy.
21. Adopted the GOV-26 Establishment of Landscape Board Committees and other bodies Procedure.
22. Adopted the FIN-01 Asset Management Policy.
23. Adopted the HRM-10 Flexible Working Arrangements Procedure.
24. Adopted the HRM-11 Overtime and Time Off in Lieu (TOIL) of Overtime Procedure.
25. Adopted WHS-23 Work Health and Safety Policy for Board and Committee Members.
26. Adopted WHS-23 Work Health and Safety Procedure for Board and Committee Members.
27. Noted the Work Health and Safety Report for the first quarter of the financial year 2021/22.
28. Noted the Auditor-General's Performance and Risk Committee Chair Briefing report.
29. Noted that the Committee approved the draft Minutes of Governance, Finance and Audit Committee meeting No. 8, 1 October 2021.
30. Noted the Governance, Finance and Audit Committee met out of session, 8 December 2021.
31. Noted the financial reports for the period ended 30 November 2021 and the key points highlighted in the summary report.
32. Noted the finalised 2020-21 Annual Report and audited financial statements for the Limestone Coast Landscape Board.
33. **Approved** the meeting schedule and due dates for 2022.

**Carried.**

	<p><b>Note:</b></p> <p>B Wood joined the meeting on MS Teams at 13:50.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. L Thomson to follow up on the process required to engage a third party to provide legal advice, and provide clarity on the roles and responsibilities in relation to the adopted GOV-14 "Seeking Legal Advice Policy and Procedure".</li> </ol>
5.4	<p><b>Board contract report</b></p> <p>The LC Landscape Board noted nil contract register entries.</p> <p><b>Noted.</b></p>
5.5	<p><b>Presiding Member's report</b></p> <p>The LC Landscape Board noted the Presiding Member's report.</p> <p><b>Noted.</b></p>
5.6	<p><b>LC Landscape Board members' reports</b></p> <ol style="list-style-type: none"> <li>1. R Davis attended the Tatiara WAP meeting and 2 December 2021 "Trees into Farming" launch.</li> <li>2. F Rasheed attended a feral deer forum, noting it was well received and requested the presentation is made available for all Board Members (item 6.4 of the closed session will include the presentation on feral deer).</li> <li>3. P Bissell attended "Trees into Farming" launch on the 2 December 2021.</li> </ol> <p><b>Noted.</b></p>
5.7	<p><b>General Manager's report</b></p> <p>The LC Landscape Board noted the General Manager's report.</p> <ul style="list-style-type: none"> <li>• An update on land acquisition was provided. The discussion was moved to the closed session of the meeting as item 6.7 "Any other business".</li> </ul> <p><b>Noted.</b></p>
5.8	<p><b>Actions List and Forward Plan</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Priorities for Sustainable Ag team – workshop to be included in the February 2022 LC Landscape Board agenda.</li> <li>• Pip Rasenberg and John Mullins are SEWCDB members appointed to the the joint SEWCDB and LCLB Committee.</li> </ul>

	<b>Noted.</b>
5.9	<b>Other business</b> Nil.
<b>Item</b>	<b>6 Closed Session</b>
	<p><b>Closed session – Commencement</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>Moved into the closed session of the meeting with staff members Liz Perkins, Le-Anne Thomson, Steve Bourne, Nat Mistic, Sue Botting, Mike Stevens, Matt Sinkunas and Aidan Laslette and Anya Karsten present in the meeting at 14:22pm.</li> </ol> <p><b>Carried.</b></p>
#6.1	<b>LC Landscape Board – Closed session draft minutes (#13, 21 October 2021) and out of session (#13A, 22 November 2021)</b>
#6.2	<b>Business Arising</b>
#6.3	<b>GFAC – Draft closed session minutes (#9, 29 November 2021) and risk register and out of session 8 December 2021</b>
#6.4	<b>Deer Action Plan progress update with focus on compliance matters</b>
#6.5	<b>Tatiara Water Allocation Plan update</b>
#6.6	<b>Board Performance Report</b>
#6.7	<b>Other Business</b>
#6.8	<b>Closed Session Action Plan</b>
#6.9	<b>Enforcement and Compliance Register</b>
	<p><b>Closed session – cessation</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <ol style="list-style-type: none"> <li>Moved out of the closed session of the meeting at 17:19.</li> </ol> <p><b>Carried.</b></p>
<b>Item</b>	<b>7 Meeting Closing</b>



7.1	<p><b>Approval for the General Manager to action the decisions from the closed session of the meeting 14</b></p> <p><b>Resolution – LC Landscape Board:</b></p> <p>1. Delegated authority to the General Manager to communicate closed session items from meeting No. 14 and resolutions to the relevant staff as necessary and appropriate.</p> <p><b>Carried.</b></p>
7.2	<p><b>Meeting review and communication:</b></p> <ul style="list-style-type: none"> <li>• Bushfire response.</li> <li>• Consultation with councils on roadside vegetation management.</li> <li>• Water saving urban devices (WSUD) – storm water basin management.</li> <li>• Grassroots Grants launch at the South East Field Days on the 18 and 19 March.</li> <li>• Feral deer and five year action plan.</li> </ul>
7.3	Meeting Closed at 17:23.
<b>Item</b>	<b>8 In-Camera Session</b>

Minutes of the Limestone Coast Landscape Board, meeting No. 14, 16 December 2021 – confirmed as a true and correct record:

**Confirmed:** 

Penny Schulz, Presiding Member

**Date:** 17 February 2022