



## Eyre Peninsula Landscape Board

### Confirmed Minutes

Meeting Title: EP Landscape Board Meeting #2			
Date: 23.6.2020			
Start Time:	1230	Finish Time:	1630
Location:	Natural Resources Centre, 86 Tasman Tc, PORT LINCOLN	Room:	Board room
Attendees:	M. Whitfield (Chair), (1230 – 1315) – (1317 - 1525) T. Irvine, B Foster, D. May, J Major, S. Milner, and M. Turner.		
Staff:	J. Clark (Regional Manager), S. Drewer (Operations Manager, 14:40 – 15:25), J. Green (Executive Assistant), David Wearing, DEW Manager, Workplace Safety and Wellbeing via MS Teams (12:45 – 13:30)		
Visitors / Guests:	Nil		
Apologies:	Nil		

Item	Meeting Standing Items
<b>1. Welcome</b>	
<b>1.1</b>	<b>Welcome, apologies, and agenda check</b> M Whitfield opened the meeting at 1230 and welcomed those in attendance to meeting #2 of the Eyre Peninsula Landscape Board (the Board). <ul style="list-style-type: none"> <li>The meeting noted an erratum for agenda item 3.2.</li> </ul>
<b>1.2</b>	<b>Declarations of interest</b> Justine Major declared that she had recently commenced employment with the Federal Government.
<b>2. Deputations and Presentations</b>	
<b>2.1</b>	<b>Work Health and Safety</b> David Wearing (DW) provided the meeting with a verbal report via MS Teams. The Board noted the report and requested the following: <ul style="list-style-type: none"> <li>Action Item 1. Advice regarding WHS duties and liabilities of Landscape Boards and General Managers from 1.7.20 onwards. Action DW.</li> <li>Action Item 2. Advice regarding general indemnity and insurance arrangements of the Landscape Board as a Body Corporate. Action DW.</li> </ul>

<b>3. Strategic Items</b>	
<b>3.1</b>	<p><b>Governance Handbook</b></p> <p>The Landscape Board Governance Handbook was tabled. The General Manager invited Board members to provide comment on the content of the Governance Handbook.</p> <p>Action Item 3. Board to provide comment on the handbook. Action: Board Members</p> <p>Action Item 4. The Board requested an update on the status of the Governance Charter. Action: General Manager.</p>
<b>3.2</b>	<p><b>Grass Roots Grants program</b></p> <p>A briefing paper on the new Grassroots Grants program with applicant guidelines and application form was provided to the Board. Following discussion, the Board moved that:</p> <p><b>Motion 2:3.2 That the Eyre Peninsula Landscape Board approve the Grassroots Grants Application Guidelines and Application Form with the following changes: include a standard approach to in-kind contributions and remove 'commercial' purposes from part 8 of the application form.</b></p> <p>Moved: T Irvine                      Seconded: S Milner                      Outcome: Carried</p>
<b>3.3</b>	<p><b>Risk and Audit Committee</b></p> <p>The briefing paper regarding the establishment of a Risk and Audit Committee by the Board was discussed. It was agreed that this matter would be deferred to meeting No3 in July 2020.</p> <p>Action Item 5. Board to provide advice on the structure and function of a Risk and Audit Committee. Action: Board members.</p> <p>Action Item 6. Additional information on terms of reference, cost, and the requirement for an independent chair to be provided to the Board by meeting No.3. Action: General Manager.</p>
<b>4. Procedural Matters</b>	
<b>4.1</b>	<p><b>Adoption of Minutes</b></p> <p>The draft minutes of Eyre Peninsula Landscape Board Meeting No 1, held on 15 May 2020 were provided for approval.</p> <p><b>Motion 2:4.1: The Eyre Peninsula Landscape Board accepts the minutes of meeting No.1 held on 15 May 2020 as a true and accurate record of the business conducted at that meeting.</b></p> <p>Moved: J Major                      Seconded: S Milner                      Outcome: Carried</p>
<b>4.2</b>	<p><b>Action List</b></p> <p>The list of action items arising from the previous Board Meeting was provided for information.</p> <p><b>The Board requested that the following be added to the action list:</b></p> <p>Action Item 7. Add the respective strategic reference to board briefings. Action: General Manager</p> <p>Action Item 8. Seek clarification regarding the storage of the recordings of meetings. Action: General Manager</p>



<b>4.3</b>	<b>Transfer of assets, liabilities, contracts &amp; agreements</b> A briefing paper to inform the Eyre Peninsula Landscape Board of the process that will be implemented to transfer the assets, liabilities, contracts and agreements of the Eyre Peninsula Natural Resource Management Board (EP NRM Board) to the Eyre Peninsula Landscape Board (EPLB) on 1.7.2020 was tabled.  <b>The Board noted the briefing paper and sought the following additional information:</b> Action Item 9. Clarification on the process to transfer of assets by 1.7.20. Action: General Manager Action Item 10. A list of assets to be transferred. Action: General Manager
<b>5. Standing Items</b>	
<b>5.1</b>	<b>The Board noted the following correspondence</b> 5.1.1 PIRSA revised list of declared animals and plants 5.1.2 SA wild dog policy review
<b>6. In Camera Meeting (held 1455 – 1525)</b>	
<b>6.1</b>	<b>Land Management and Compliance</b>
<b>6.2</b>	<b>Alternative Delivery Arrangement for the Sustainable Agriculture Program</b>
<b>7. Meeting Closure</b>	
<b>7.1</b>	<b>Invitations for next meeting</b> The Board discussed possible items for incorporation at meeting No3 including: <ul style="list-style-type: none"> <li>• SA Wild dog policy</li> <li>• Governance training</li> <li>• Finance training</li> </ul> Action Item 11. Timing and logistics to be discussed and finalised. Action: General Manager and Presiding Member.
<b>7.2</b>	<b>Next meeting details including Draft Governance Schedule</b> The draft EP Landscape Board Governance schedule was tabled. The meeting discussed the potential to host future meetings via MS Teams on an 'as needs' basis.  Action Item 12. Update meeting schedule and set up meetings for 4th Tuesday of the month. Action: General Manager Action Item 13. Contact finance and governance training facilitators and Heather Miller re presentations at July meeting. Action: General Manager Action Item 14. Send Board members meeting invites for upcoming Board meetings. Action: General Manager
<b>7.3</b>	<b>Review of action list</b> The Board noted the actions.
<b>7.4</b>	<b>Board Claims and Administration Items</b> The Board noted the administrative items.

7.5	<b>Meeting Review</b> The Board provided informal feedback on the meeting.
7.6	<b>Meeting Close</b> The meeting closed at 15:25.

**CERTIFIED CORRECT:**

PRESIDING MEMBER:



DATE: 3.9.2020