

## Confirmed Minutes

Meeting Title: EP Landscape Board Meeting #3			
Date: 28.7.2020			
Start Time:	1230	Finish Time:	1630
Location:	Quest Whyalla, 4 Moran St, Whyalla	Room:	Conference Room
Attendees:	M. Whitfield (Chair), T. Irvine, B. Foster (via MS TEAMS), D. May, J. Major, S. Milner and M. Turner.		
Staff:	J. Clark (General Manager), S. Drewer (Operations Manager), D. Mislov (Manager Business Support), S. Stovell (Manager Planning and Engagement), and J. Green (Executive Assistant)		
Visitors / Guests: 1234 - 1339	Heather Miller, (Wild Dog Coordinator, Biosecurity SA), John Virtue* (General Manager Strategy, Policy & Invasive Species, Biosecurity SA) and Brad Page* (Principal Biosecurity Officer, Biosecurity SA) * Via MS TEAMS		
Apologies:	Nil		

Item	Meeting Standing Items
<b>1. Welcome</b>	
1.1	<p><b>Welcome, apologies, and agenda check</b></p> <p>The Chair opened the meeting at 1234, provided an acknowledgement of country and welcomed those in attendance to meeting #3 of the Eyre Peninsula Landscape Board (the Board). The Board noted that there were no apologies.</p>
1.2	The Board noted that no conflicts of interest were declared.
<b>2. Deputations and Presentations</b>	
2.1	<p><b>SA Wild Dog Policy</b></p> <p>A briefing paper regarding a draft Declared Animal Policy for wild dogs and dingos was provided to the Board. John Virtue and Heather Miller provided the meeting with a presentation.</p> <p><b>Recommendation 3:2.1</b></p> <p>The Eyre Peninsula Landscape Board to endorse the draft Declared Animal Policy – wild dogs and dingoes. <i>Resolved</i></p> <p>Action Item 1. That a copy of the presentation be provided to Board members. Action: Executive Assistant.</p>
<b>3. Strategic Items</b>	

<p><b>3.1</b></p>	<p><b>DCLEP Coffin Bay Storm water Management Plan</b></p> <p>A briefing paper regarding a request from the District Council of Lower Eyre Peninsula (DCLEP) for funding for the development of a Storm water Management Plan for Coffin Bay was provided. Following discussion, the Board moved that:</p> <p><b>Motion 3:3.1:</b>  <b>That the Eyre Peninsula Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Approve the allocation of \$7,500 from carry over funds, subject to Treasury approval, to support the District Council of Lower Eyre Peninsula develop a storm water management plan for Coffin Bay; and</li> <li>2. Note the Eyre Peninsula Natural Resources Management (EPNRM) Board, subject to the District Council of Lower Eyre Peninsula (DCLEP) meeting the conditions required, have already committed to funding \$7,500 in 2019-20, from surplus funds identified in the mid-year review.</li> </ol> <p><b>Moved: S Milner    Seconded: T Irvine    Outcome: Carried</b></p> <p>Action Item 2. Source and update the register of council stormwater management plans.  Action: Manager Planning and Engagement.</p>
<p><b>3.2</b></p>	<p><b>Ratify out of session decision - Instruments of Delegation for functions under the Landscape SA, Act 2019</b></p> <p>A briefing paper requesting that the Eyre Peninsula Landscape Board ratify the out-of-session approval of the Instruments of Delegation for functions under the Landscape SA, Act 2019 was provided. The Board moved that:</p> <p><b>Motion 3:3.2: That the Eyre Peninsula Landscape Board;</b></p> <ol style="list-style-type: none"> <li>1. Acknowledge the urgency of the matters for decision as disclosed in the attached briefing, as they relate to the commencement of the Eyre Peninsula Landscape Board operations on the 1st of July, 2020;</li> <li>2. Determine under S22(5)(a) of the Landscape South Australia Act to endorse and adopt the procedure applied in this case, for giving notice to board members of the delegation for functions under the Landscape Act 2019 required to operate from the 1st July, 2020;</li> <li>3. Determine under S22 (5) (b) of the Landscape South Australia Act that the majority of members of the board express their concurrence by return email to Jackie Green between 12.01am Wednesday 1st July and 12.00 noon Wednesday 1st July, 2020, by indicating approved or not approved to draft resolutions below, and that a majority decision will be taken to be made at a meeting of the Board;</li> <li>4. Delegates its powers and functions in the Landscape South Australia Act contained in Column Two (2) of the Schedule to this Instrument, to the person holding or acting in the position set out in Column Three (3) of the Schedule, for and on behalf of The Board;</li> <li>5. Authorises the Presiding Member, to sign the Instrument of Delegation, appropriately witnessed, effective from 1st July 2020;</li> <li>6. Authorise the affixing of the common seal to the Instrument of Delegation; and</li> <li>7. Dispense with the requirement to provide any other form of notice, notice of a meeting to the public under S24(2) of the Act.</li> </ol> <p><b>Moved: M Whitfield    Seconded: J Major    Outcome: Carried</b></p> <p><i>Resolved</i></p> <p>Action Item 3. Put measures in place to manage version control for out of session decisions.  Action: Executive Assistant.</p>

<p><b>3.3</b></p>	<p><b>Ratify out of session decision – Financial Delegations</b>  A briefing paper requesting that the Eyre Peninsula Landscape Board ratify the out-of-session approval of the Financial Delegations was provided. The Board moved that:</p> <p><b>Motion 3:3.3: The Eyre Peninsula Landscape Board;</b></p> <ol style="list-style-type: none"> <li>1. Acknowledge the urgency of the matters for decision as disclosed in the attached briefing, as they relate to the commencement of the Eyre Peninsula Landscape Board operations on the 1st of July, 2020;</li> <li>2. Determine under S22(5)(a) of the Landscape South Australia Act to endorse and adopt the procedure applied in this case, for giving notice to board members of the Financial Delegations required to operate from the 1st July, 2020;</li> <li>3. Determine under S22(5)(b) of the Landscape South Australia Act that the majority of members of the board express their concurrence by return email to Jackie Green between 12.01am Wednesday 1st July and 12.00 noon Wednesday 1st July, 2020, by indicating approved or not approved to draft resolutions below, and that a majority decision will be taken to be made at a meeting of the Board;</li> <li>4. Pursuant to S37 of the Landscape South Australia Act authorise the functions and powers listed in the Schedule to the attached Instruments of Authorisation and Delegation, to the positions or staff detailed in the Schedule of the same Instruments;</li> <li>5. Authorises the Presiding Member to sign the Instruments of Delegation and the Instruments of Authorisation, appropriately witnessed, effective from 1st July, 2020;</li> <li>6. Authorise the affixing of the common seal to the Instruments of Delegation and the Instruments of Authorisation; and</li> <li>7. Dispense with the requirement to provide any other form of notice, notice of a meeting to the public under S24(2) of the Act.</li> </ol> <p>Moved: M Whitfield      Seconded: J Major      Outcome: Carried</p> <p><i>Resolved</i></p>
<p><b>3.4</b></p>	<p><b>Ratify out of session decision – Adoption of DEW policies</b>  A briefing paper requesting that the Eyre Peninsula Landscape Board ratify the out-of-session approval of the adoption of DEW policies was provided. The Board moved that:</p> <p><b>Motion 3:3.4: That the Eyre Peninsula Landscape Board;</b></p> <ol style="list-style-type: none"> <li>1. Acknowledge the urgency of the matters for decision as disclosed in the attached briefing, as they relate to the commencement of the Eyre Peninsula Landscape Board operations on the 1st of July, 2020;</li> <li>2. Determine under S22(5)(a) of the Landscape South Australia Act to endorse and adopt the procedure applied in this case, for giving notice to board members of the adoption of DEW policies required to operate from the 1st July, 2020;</li> <li>3. Determine under S22(5)(b) of the Landscape South Australia Act that the majority of members of the board express their concurrence by return email to Jackie Green between 12.01am Wednesday 1st July and 12.00 noon Wednesday 1st July, 2020, by indicating approved or not approved to draft resolutions below, and that a majority decision will be taken to be made at a meeting of the Board;</li> <li>4. Approves adoption of DEW policies as listed in Attachment 1 as an interim measure;</li> <li>5. Note that these policies will be reviewed and updated, where required to meet the needs of the board;</li> <li>6. Dispense with the requirement to provide any other form of notice, notice of a meeting to the public under S24(2) of the Act; and</li> </ol>

	<p><b>7. The Eyre Peninsula Landscape Board will review DEW policies in 12 month period</b></p> <p>Moved: M Whitfield      Seconded: J Major      Outcome: Carried</p> <p><i>Resolved</i></p>
<p><b>3.5</b></p>	<p><b>Ratify out of session decision – Novation of RLP agreement.</b>  A briefing paper requesting that the Eyre Peninsula Landscape Board ratify the out-of-session approval of the Novation of RLP agreement is provided. The Board moved that:</p> <p><b>Motion 3:3.5: That the Eyre Peninsula Landscape Board;</b></p> <ol style="list-style-type: none"> <li>1. Acknowledge the urgency of the matters for decision as disclosed in the attached briefing, as they relate to the commencement of the Eyre Peninsula Landscape Board operations on the 1st of July, 2020;</li> <li>2. Determine under S22(5)(a) of the Landscape South Australia Act to endorse and adopt the procedure applied in this case, for giving notice to board members of the Deed of Novation for the Regional Land Partnership service agreement required to operate from the 1st July, 2020;</li> <li>3. Determine under S22(5)(b) of the Landscape South Australia Act that the majority of members of the board express their concurrence by return email to Jackie Green between 12.01am Wednesday 1st July and 12.00 noon Wednesday 1st July, 2020, by indicating approved or not approved to draft resolutions below, and that a majority decision will be taken to be made at a meeting of the Board;</li> <li>4. Approve the Presiding Member to sign the Deed of Novation for the Regional Land Partnership service agreement;</li> <li>5. Approve the affixing of the Common Seal to the Deed of Novation, by the Regional NRM Manager for the Regional Land Partnership service agreement; and</li> <li>6. Dispense with the requirement to provide any other form of notice, notice of a meeting to the public under S24(2) of the Act.</li> </ol> <p>Moved: M Whitfield      Seconded: J Major      Outcome: Carried</p> <p><i>Resolved</i></p>
<p><b>4. Procedural Matters</b></p>	
<p><b>4.1</b></p>	<p><b>Adoption of Minutes of Meeting No.2</b>  The draft minutes of Eyre Peninsula Landscape Board Meeting No 2 held on 23 June 2020 were provided for formal endorsement. The Board moved that:</p> <p><b>Motion 3:4.1 That the Eyre Peninsula Landscape Board defer the acceptance of the minutes of meeting No 2 held on 23.6.20 until a review has been conducted by T Irvine and S Milner.</b></p> <p>Moved: T Irvine      Seconded: S Milner      Outcome: Carried</p> <p>Action Item 4. Conduct a review of the format for minutes for out of session endorsement by 11.8.20.  Action: T Irvine and S Milner</p> <p>Action Item 5. Prepare a meeting policy to be presented at Eyre Peninsula Landscape Board meeting No4 in August 2020. Action: General Manager.</p>

4.2	<p><b>Action List</b> The list of action items arising from the previous Board meeting was provided for information.</p> <p><b>Recommendation 3:4.2</b> That the Eyre Peninsula Landscape Board notes the status of Board action items.</p> <p><i>Resolved</i></p> <p>Action Item 6. Add a due date column to action list. Action: Executive Assistant.</p>
<i>The meeting broke for afternoon tea at 1429 and reconvened at 1439</i>	
4.3	<p><b>Simulated Financial Performance Report</b> A briefing paper outlining a simulated financial report to reflect the information that members might receive in future meetings was provided to the Board. Following discussion, the Board moved that:</p> <p><b>The Eyre Peninsula Landscape Board noted the simulated presentation of the Financial Performance Report and key items of significance.</b></p>
4.4	<p><b>Fill Rate Analysis</b> A briefing paper inviting the Eyre Peninsula Landscape Board to consider the use of a Fill Rate for budgeting purposes. Following discussion, the Board suggested that the General Manager manage the budget, and the Board will monitor the budget and any variances at their meetings.</p>
4.5	<p><b>Policies and Procedures for the Eyre Peninsula Landscape Board</b> A briefing paper requesting that adoption of DEW policies and procedures, and new policies for Out Of Session decisions and ICT Allowances and Expense Reimbursements, was provided to the Board. Following discussion, it was agreed that the Out Of Session decisions policy required further amendment. The Board moved that:</p> <p><b>Motion 3:4.5: That the Eyre Peninsula Landscape Board endorses the following policies;</b></p> <ol style="list-style-type: none"> <li>1. Eyre Peninsula Landscape Board Adoption of Department for Environment and Water Policies; and</li> <li>2. ICT Allowances and Expense Reimbursements</li> </ol> <p><b>Moved: T Irvine      Seconded: S Milner      Outcome: carried</b></p> <p>Action Item 7. Review and resubmit the Out Of Session decisions policy at meeting No 4. Action: General Manager</p> <p>Action Item 8. Add policy numbers to endorsed policies. Action: Executive Assistant</p>
4.6	<p><b>Communications and media policy</b> A briefing paper regarding a Communication and Media Approval Policy was provided to the Board. Following discussion, the Board moved that:</p> <p><b>Motion 3:4.6: That the Eyre Peninsula Landscape Board approve the Communication and Media Approval Policy.</b></p> <p><b>Moved: S Milner      Seconded: M Turner      Outcome: Carried</b></p>

	Action Item 9. Add a purpose / policy statement to the Communications and media policy as presented and endorsed. Action: Manager Planning and Engagement
<b>4.7</b>	<p><b>Water Allocation Plan Groundwater Dependent Ecosystem Monitoring</b> A briefing paper regarding an independent assessment Groundwater Dependent Ecosystem (GDE) monitoring for the Prescribed Wells Areas was provided to the Board. Following discussion, the Board moved that:</p> <p><b>Motion 3:4.7: That the Eyre Peninsula Landscape Board:</b></p> <ol style="list-style-type: none"> <li>1. Note the Kerri Muller NRM report titled “<i>Eyre Peninsula Groundwater Dependent Ecosystem Data Analysis: Wetland condition data for Lake Pillie and Sleaford Mere</i>” and approve it to be publicly available on the Eyre Peninsula Landscape Board website; and</li> <li>2. Approve the monitoring of wetlands by local Landscape staff.</li> </ol> <p><i>Resolved</i></p>
<b>5. Standing Items for noting</b>	
<b>5.1 – 5.5, 5.7 &amp; 5.8.</b>	<p><b>The Board noted the following reports:</b></p> <ol style="list-style-type: none"> <li>5.1. Presiding Member report</li> <li>5.2. Board member reports</li> <li>5.3. General Manager Report</li> <li>5.4. Communication and Media Report – Nil report</li> <li>5.5. Executed Contracts – Nil report</li> <li>5.7. Common Seal register</li> <li>5.8. Seasonal Outlook</li> </ol>
<b>5.6</b>	<p><b>The Board noted the following correspondence:</b></p> <ol style="list-style-type: none"> <li>5.6.1 Landscape Board Appointment</li> <li>5.6.2 Procurement Authority Arrangements for EP Landscape Board</li> <li>5.6.3 Landscape Board Appointment</li> <li>5.6.4 Landscape Board Appointment</li> <li>5.6.5 EP Landscape Board Business Plan</li> <li>5.6.6 Volunteer Engagement</li> </ol>
<b>7. In Camera Session – 6.2 (1304 - 1339) and 6.1, 6.3, 6.4 (1555 to 1613)</b>	
<b>6.1</b>	<b>Adoption of Minutes of Meeting No.2</b>
<b>6.2</b>	<b>Ratify Out Of Session decision Wandering Stock</b>
<b>6.3</b>	<b>Land management compliance update</b>
<b>6.4</b>	<b>Meeting recordings</b>
<b>7. Meeting Closure</b>	
<b>7.1</b>	<p><b>Invitations for next meeting</b> The Chair and the General Manager will discuss agenda for Eyre Peninsula Landscape Board meeting No4 in August 2020.</p>
<b>7.2</b>	<p><b>Next meeting details including Draft Governance Schedule</b> The EP Landscape Board Governance Schedule for future meetings was provided. The meeting discussed Board sub committees and future engagement with local councils.</p>

7.3	<b>Review of action list</b> The Board noted the Actions.
7.4	<b>Board Claims and Administration Items</b> The Board noted the administrative items.
7.5	<b>Meeting Review</b> The Board provided feedback on the meeting
7.6	<b>Meeting closed</b> The meeting closed at 1628.

**CERTIFIED CORRECT:**

*PRESIDING MEMBER:*



DATE: 3.9.2020

