

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 #3		
Date:	Wednesday 26 August 2020		
Start Time:	9:35am	Finish Time:	12:42pm
Location:	RSL – Stirling (Apex Park, off Merrion Tce)	Room:	Main entrance room
Attendees:	<i>Board Members:</i> D Greenhough (Chair), J Klein, A Lowe, D Smith, C West, A Williams <i>Staff Present:</i> K Krebs (General Manager), W Telfer (Manager Planning, Engagement & Partnerships), B Della Torre (Manager Landscape Operations), R McAlary (Manager Business & Governance), A Macphee (Executive Officer)		
Guests / Visitors	<i>Public Gallery:</i> D Atkinson, Adelaide Hills Council (9:35am-11:49am) P Wainwright, Team Leader Water Services – Hills and Fleurieu (9:35am-11:00am)		
Apologies:	C Schofield		

Item	Meeting Standing Items
1.1	Welcome and Apologies The Chair opened the meeting acknowledging it was being held on the traditional lands of the Kurna Nation. The Chair welcomed all attendees to the meeting, including staff member P Wainwright (H&F Team Leader – Water Resources) and a public observer. The Chair acknowledged COVID-19 restrictions and asked all present in the room to adhere to social-distancing guidelines. Apologies were received from C Schofield.
1.2	Conflict of Interest Disclosures The Chair declared his submission of a Development Application on a floodplain as a potential conflict of interest with Item 2.5 (Hills and Fleurieu Water-Affecting Activities Control Policy) and would abstain from discussions under that item.

1.3	<p>Consent Schedule</p> <p><i>The board approved and agreed all items remaining on the Consent Schedule be adopted.</i></p> <p>Moved: A Lowe; Seconded: A Williams</p> <p style="text-align: right;">CARRIED</p>
1.4	<p>Any Other Business</p> <p>The General Manager added item for discussion "Induction Checklist and Training".</p> <p>The Chair brought forward agenda Item 2.9 (Regional Engagement Statement) and Item 2.10 (Landscape Planning Project Plan) to be discussed after Item 2.6.</p>
1.5	<p>Minutes from the previous meeting</p> <p><i>The board confirmed the minutes of meeting number 2 held on 22 July 2020 as a true and accurate record.</i></p> <p>Moved: J Klein; Seconded: C West</p> <p style="text-align: right;">CARRIED</p>
1.6	<p>Actions arising from previous meetings</p> <p><i>The board noted the actions arising and current status.</i></p> <p style="text-align: right;">CARRIED</p>
1.7	<p>Resolutions Register</p> <p><i>The board noted the resolutions register.</i></p> <p style="text-align: right;">CARRIED</p>
1.8	<p>Work Health & Safety</p> <p>The General Manager informed the board that Work Health and Safety will be a standing agenda item and that from 1 September 2020 the Hazard Incident Reporting System (HIRM) would be replaced by MySAFETY, the new SA Government Work Health and Safety Reporting system for staff. A proposed Audit and Risk Committee would be the avenue to bring work health and safety matters to the board. Only one incident had been reported by staff since 1 July 2020 being a mandatory reporting of a COVID-19 test (with a negative result) through HIRM. A question was posed by a member of the board about whether board members need to register incidents through MySAFETY which the General Manager will confirm.</p>
2	Items
2.1	<p>Landscape Staff Involved in DEW Fire Brigade (Preliminary Proposal)</p> <p>The General Manager discussed the significant and long-standing involvement of staff funded by former Natural Resource Management (NRM) Boards and the need for board approval to continue the agreement for landscape board staff involvement in the Department for Environment and Water's (DEW) fire management program. A Ministerial approved protocol will be presented to the Board prior to the 2020/21 fire danger season. There are three Hills and Fleurieu Landscape Board staff that need to do pre-season training now in preparation for the upcoming season.</p> <p>The board acknowledged their community responsibility due to recent fire incidents and heightened awareness; supported encouraging further Hills and Fleurieu staff involvement; and acknowledged the General Manager's comment regarding resourcing logistics and implications such as staff work/life considerations.</p> <p><i>The board:</i></p> <p>2.1.1 noted the significant and long-standing contribution from board-funded staff to the DEW fire management program, and the Minister's expectations that this arrangement continue;</p>

	<p>2.1.2 noted the Minister's request that a formal protocol be developed, and the aim for this document to be approved by all parties in October (prior to the fire danger season), and that until then the current arrangements will remain in place; and</p> <p>2.1.3 noted that any operational and administrative issues that arise during pre-season training and the spring prescribed burning program will be addressed between the DEW fire management program, General Managers and board Chairs as required, ahead of the protocol being endorsed.</p> <p>Moved: A Williams; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.2	<p>Hills & Fleurieu and Murraylands & Riverland Landscape Boards' Service Level Agreement (SLA)</p> <p>The General Manager explained the SLA relates mainly to ensuring business continuity during the 2020/21 transitional year within the former South Australia Murray-Darling Basin portion of the Hills and Fleurieu region. The main financial implications are rental costs for the Mount Barker office shared between Hills and Fleurieu and Murraylands and Riverland landscape boards and the Goolwa to Wellington Local Action Planning (GWLAP) Natural Resource Centre. The SLA is also to ensure effective transfer of information, knowledge and skills for water science and wetlands and collaboration with First Nations.</p> <p><i>The board:</i></p> <p>2.2.1 noted the Service Level Agreement for 2020-21 between Hills and Fleurieu Landscape Board and Murraylands and Riverland Landscape Board.</p> <p>Moved: D Smith; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p>
2.3	<p>Board Committees</p> <p>The General Manager explained that the probable committees of the board have already been supplied to the Minister for approval.</p> <p>The board agreed to form an Audit and Risk Committee (to include WHS and finance) with representation of one to two board members and one to two independent members (sourced from board member networks, ex Adelaide and Mount Lofty Ranges NRM Board committee members, interested graduates from the Australian Institute of Company Directors etc.). Each board will have a separate committee using the Business and Governance Managers across regional landscape boards as the conduit for sharing information. It was discussed that it is good practice to have a similar committee structure and to share Terms of Reference.</p> <p>The board agreed the Water Planning Steering Committee should be a formal board committee, and for a McLaren Vale Water Allocation Planning Advisory Committee to be considered when the board considers the formation of these advisory committees in future. The board acknowledged that it needs to have further discussions regarding setting up water advisory committees at a future meeting. It discussed the merit of having representation by the community on the steering committee, but understood that the steering committee will deal with internal issues between the board and DEW, and that the advisory committees will establish the linkage to the community for each prescribed water resource.</p> <p>The board expressed the potential need for a further committee focussing on sourcing additional funding and revenue.</p> <p>The board requested a legislation register and acknowledged the requirement for committees to cover off on legislative responsibility through the <i>Landscape South Australia Act 2019</i>, especially best practice, high priority and risk areas. To assist the board to understand its operating context, it asked for a schematic to be developed based on the diagram provided by A Lowe that shows the linkages between legislative requirements, landscape planning, partners, programs and outcomes.</p> <p>It was agreed that committees be created as needed, with a clear articulation of the skill sets required and a formal nomination process for committee representation (ideally out-of-session). This would take into</p>

	<p>consideration a person's preference, ability and skill set and ensure responsibility is shared between board members.</p> <p><i>The board:</i></p> <p>2.3.1 endorsed the establishment of a Hills and Fleurieu Landscape Board Audit and Risk Committee; Moved: J Klein; Seconded: A Williams</p> <p>2.3.2 requested a skill set matrix of the skills and knowledge required for the Audit and Risk Committee be provided, and out-of-session nomination for the committee by board members;</p> <p>2.3.3 requested the General Manager seeks nominations of potential independent member/s for the Audit and Risk Committee, including through considering recent graduates of the Australian Institute of Company Director's course;</p> <p>2.3.4 endorsed the draft Terms of Reference for the Audit and Risk Committee, including an amendment to include the independent member and that the chair is to be nominated by the board. Moved: C West; Seconded: D Smith</p> <p style="text-align: right;">CARRIED</p>
2.4	<p>Establishment of a Water Planning Steering Committee</p> <p>The Manager Planning Engagement and Partnerships introduced to the board P Wainwright, Team Leader Water Resources, who discussed the board and department responsibilities relating primarily to the implementation of the Eastern and Western Mount Lofty Ranges (MLR) and McLaren Vale Water Allocation Plans (WAPs). There are also some shared arrangements with Green Adelaide and Murraylands and Riverland for implementation of WAPs.</p> <p>Past committees have been DEW driven and the board expressed the need to have its own committee to manage the risks associated with water allocation planning and management. The board agreed having board representation is preferred to provide a direct line of communication to the board and bring decisions back for ratification. The board agreed that two board members being on the steering committee would be more supportive, strengthen the board's role in the committee and enable it to be the conduit into policy discussions with stakeholders and the community.</p> <p><i>The board:</i></p> <p>2.4.1 supported the continuation of a staff MLR Coordinating Team to progress day-to-day implementation issues relating to the Eastern MLR, Western MLR, McLaren Vale and Angas Bremer water resources; Moved: J Klein; Seconded: C West</p> <p>2.4.2 approved the establishment of a steering committee as a committee of the board with two board members to advise the board and DEW branches on water planning and water policy implementation for the prescribed water resources within the Hills and Fleurieu region; Moved: A West; Seconded: A Lowe</p> <p>2.4.3 noted the draft Terms of Reference for the steering committee that will be proposed to the committee for consideration and endorsement; and Moved: A West; Seconded: J Klein</p> <p>2.4.3 requested a formal nomination process be undertaken for two landscape board members to chair/represent the board on this committee.</p> <p style="text-align: right;">CARRIED</p>
2.5	<p>Hills and Fleurieu Water-Affecting Activities Control Policy</p> <p><i>D Greenhough removed himself from the conversation as per Item 1.2.</i></p> <p>The General Manager and Team Leader Water Resources discussed the board's statutory responsibility under the <i>Landscape South Australia Act 2019</i> (the Act) to issue Water-Affecting Activity (WAA) permits, and that the Act enables the board to develop a single specific control policy to guide management of</p>

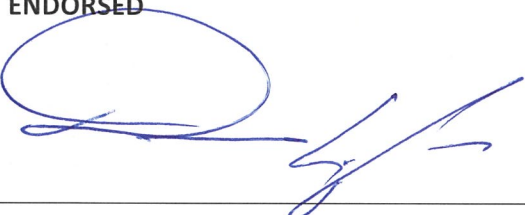
	<p>these activities in five zones within the Hills and Fleurieu region. This policy is a continuation from previous NRM board policies and, if there are no significant changes to the policies, there is an opportunity to obtain Minister approval by publication in the Government Gazette without formal consultation on the policy.</p> <p>The board asked about the effectiveness of the policy in controlling activities and contributing to their long-term vision/plan. It was discussed that the policies are generally working effectively, but that a review would be needed in future to iron out some inconsistencies inherited by combining the policies from two regions. Some of the challenges for management of WAAs were discussed including that Development processes can override requirements, so there is a need for a proactive and influential approach.</p> <p>Potential edits to wording in the WAA Control Policy were discussed, and included:</p> <p><i>Page 7: replace 'Development Regulations' with 'Design Code';</i> <i>Page 13: reword 2 a) and 2 e);</i> <i>Page 17: remove 'natural' under "Note: Catching and holding dams";</i> <i>Page 18: reword Principle 28 a);</i> <i>Pages 19-20: revise rules i.e. assumes 10% run (this is for the longer-term review to align policies between zones).</i></p> <p><i>The board:</i></p> <p>2.5.1 endorsed the submission of the Hills and Fleurieu Landscape Water-Affecting Activities Control Policy to the Minister for approval by publication in the Government Gazette with consideration of the following amendments:</p> <p><i>2.5.1.1 Page 7: replace 'Development Regulations' with 'Design Code';</i> <i>2.5.1.2 Page 13: reword 2 a) and 2 e);</i> <i>2.5.1.3 Page 17: remove 'natural' under "Note: Catching and holding dams";</i> <i>2.5.1.4 Page 18: reword Principle 28 a);</i> <i>2.5.1.5 Pages 19-20: revise rules i.e. assumes 10% run (this is for the longer-term review to align policies between zones).</i></p> <p>Moved: D Smith; Seconded: A Williams</p> <p>2.5.2 noted the General Manager will endorse existing Best Practice Operating Procedures and Current Recommended Practices once the Water-Affecting Activities Control Policy is approved.</p> <p style="text-align: right;">CARRIED</p> <p><i>Note: Subsequent to the meeting, the General Manager received advice that it is preferable not to make the amendments at 2.5.1.2 and 2.5.1.4 due to the text having been checked by the Crown Solicitor and has been accredited for Water Resource Plans under the Basin Plan. Via email on 27 August 2020, D Smith and A Williams have agreed to this approach.</i></p>
	<p><i>The meeting adjourned for morning tea at 10:55am</i> <i>P Wainwright left the meeting during the break.</i> <i>The meeting resumed at 11:10am.</i></p>
2.6	<p>Compliance Policy and Procedure</p> <p>The compliance framework has been developed based on the learnings from previous NRM boards and experience of staff involved in compliance matters. Staff support landholders to encourage voluntary compliance, and the Minister and Government's expectation is for non-compliance to be escalated to enforce the law under the <i>Landscape South Australia Act 2019</i>. This requires due diligence with getting the evidence right and having good governance. The Crown Solicitors Office is fundamental to pursuing escalated compliance matters.</p>

	<p>The board acknowledged compliance as a resource hungry area and a pressure point. A prioritisation process is underway to propose an updated list of declared pest animal and plant species that will be the focus for advice and compliance. This list will be presented to the board in coming months. Investigations are also occurring to determine how to pool resources state-wide to increase intelligence and affordability. Landscape board staff are keen to understand from DEW, whether use of Case Management Intelligence System (CMIS) will continue, to provide a history and records trail, and assist with investigations and compliance.</p> <p><i>The board:</i></p> <p>2.6.1 approved the Hills and Fleurieu Landscape Board Compliance Policy and Compliance Procedure; Moved: J Klein; Seconded: C West</p> <p>2.6.2 noted the summary of active compliance orders and notices;</p> <p>2.6.3 requested the General Manager explore alternative options for the provision of support services for escalated compliance matters under the Landscape South Australia Act 2019; and</p> <p>2.6.4 requested the General Manager negotiate with DEW about its plans for the delivery of phase 2 of the CMIS database to support record keeping and management of compliance cases by landscape board staff.</p> <p style="text-align: right;">CARRIED</p>
2.9	<p>Regional Engagement Statement</p> <p>The Manager Planning Engagement and Partnerships described the Regional Engagement Statement as a high level statement to the community. The board agreed it was a good reflection of their workshop discussions and provided edits to enable the statement to focus more towards natural and managed landscapes and speak more to farmers and agriculture.</p> <p><i>The board:</i></p> <p>2.9.1 provided suggested changes to the draft Regional Engagement Statement as follows:</p> <p>2.9.1.1 Edit the 'OUR VISION' statement to read "Together, we will care for all the landscapes of the Adelaide Hills and Fleurieu Peninsula"</p> <p>2.9.1.2 Edit the 3rd sentence under 'OUR COMMITMENT TO YOU' to read "We will partner with you in action collaborate to protect and restore care for and build resilience in all landscapes"; and</p> <p>2.9.2 approved the draft Regional Engagement Statement with the inclusion of the suggested changes. Moved: C West; Seconded: A Lowe</p> <p style="text-align: right;">CARRIED</p>
	<p>D Atkinson left the Public Gallery at 9:49am</p>
2.10	<p>Landscape Planning Project Plan</p> <p>The General Manager explained that, although existing plans can be used, the landscape planning project, complimented by the Engagement Plan, represents a significant workload over coming months. Board and staff will need to work together through regular correspondence and further workshops. The board agreed that stakeholder conversations are critical to involve, enthuse and engage the community, to get buy-in and explore partnering opportunities. Cross-sector discussions should be encouraged through open community conversations, structured forums, targeted face to face meetings and various online platforms.</p> <p>The importance of the early engagement with stakeholders and community in late October – November 2020 was discussed, noting that it will be difficult to modify the Landscape Plan after formal consultation in February 2021.</p>

	<p>The board were requested to identify any further groups and stakeholders to add to the Engagement Plan at the September meeting. It was acknowledged that the Project Plan will be adapted as the board makes decisions about the planning process. This paper is seeking in-principle support for the first iteration of the plan.</p> <p><i>The board:</i></p> <p>2.10.1 provided feedback on the proposed planning process, including engagement with the community; and</p> <p>2.10.2 endorsed the intent of the Landscape Planning project plan subject to the suggested changes.</p> <p>Moved: A Williams; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.7	<p>Media and Communications Protocol</p> <p>The General Manager acknowledged the policy was developed as a shared effort with regions around state, and takes into account guidance from the Minister's office. The board discussed the need for media requests to be responded to quickly. Board members must seek prior approval for speaking to the media through the chair (cc the General Manager) and all media requests are to be forwarded to the Communications Coordinator.</p> <p><i>The board:</i></p> <p>2.7.1 approved the Hills and Fleurieu Communication and Media Policy with the addition of a sentence "every effort is to be made to make a prompt response to media requests"; and</p> <p>Moved: A Lowe; Seconded: D Smith</p> <p>2.7.2 approved the Hills and Fleurieu Landscape Board Media Contact Procedure.</p> <p>Moved: C West; Seconded: J Klein</p> <p style="text-align: right;">CARRIED</p>
2.8	<p>Updating of Pest Plant and Animal Policies and Procedures</p> <p>The current pest plant and animal policies and procedures (inherited from the former Adelaide and Mount Lofty Ranges and South Australian Murray-Darling Basin NRM Boards) require updating and standardising. These new Hills and Fleurieu policies and procedures will be presented to the board for endorsement in coming months.</p> <p><i>The board:</i></p> <p>2.8.1 noted that that current Adelaide and Mount Lofty Ranges and South Australian Murray-Darling Basin NRM Board's pest plant and animal policies and procedures are to be updated and then brought to the board for its endorsement.</p> <p style="text-align: right;">CARRIED</p>
2.11	<p>Finance overview</p> <p>The Manager Business and Governance explained that a full set of financial reports have not been provided due to project planning still being underway; delays with budget loads; delays with payroll data being provided; and because cash balances and other assets and liabilities are yet to be transferred to the board. It is anticipated the budget will be loaded by the end of August 2020, however budget cash flows will not occur until project plans are approved, which is expected in September 2020. Example finance reports will be provided at the September board meeting for consideration and feedback. The board noted that it preferred the financial data to be presented against the priorities of the Business Plan.</p> <p><i>The board:</i></p> <p>2.11.1 noted the interim financial reports and statistics for the period ending 31 August 2020.</p> <p style="text-align: right;">CARRIED</p>

2.12	<p>General Manager's Report</p> <p>This report provides an operational snapshot of activities for the board.</p> <p>The Chair and General Manager discussed their attendance at a PIRSA workshop about the development of a new Biosecurity Act. The Chairs shared their preference for retaining section 9 in the <i>Landscape South Australia Act 2019</i>, rather than it being moved to the Biosecurity Act. Partnership with PIRSA is extremely important, and PIRSA and landscape boards need to work together to achieve the objectives of both Acts.</p> <p>An update of the Grassroots Grants was provided to the board. The grant applications closed 24 August 2020 and a great diversity of applications were received. The applications totalled approx. \$1.1M, which is significant oversubscription to the \$220,000 budget of the grants. The community have asked a question about the de-prioritisation of applications on National Parks, and whether this also applies to other council reserves and public lands. The board suggested the focus be on National Parks as Friends of Parks groups have a potential funding source from DEW. A board member on the grant assessment panel requested messaging be provided for response to the community regarding this. The Minister was provided a summary of the advertising outreach for the Grassroots Grants, such as emails to 258 groups on a register, a Minister media release, Facebook page, staff word-of-mouth, chair media interviews, newsletters and through environment centres. Instructions for applications and contact numbers for assistance were provided on the Hills and Fleurieu Landscape Board website. Queries have been directed to staff, and will be used as learning to improve meeting community expectations for the next round of grants.</p> <p><i>The board:</i> 2.12.1 noted the General Manager's report.</p> <p style="text-align: right;">CARRIED</p>
2.13	<p>Register of Interests</p> <p><i>The board:</i> 2.13.1 noted the information paper.</p> <p style="text-align: right;">CARRIED</p>
2.14	<p>Correspondence</p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>2.14.1 15 July 2020: Letter from Minister Speirs MP - Funding for Fire Recovery Efforts, Cudlee Creek Fire Scar;</p> <p>2.14.2 17 July 2020: Letter from John Virtue (PIRSA) - Information Sessions, Declared Animals and Plant Control Provisions;</p> <p>2.14.3 21 July 2020: Letter from Minister Speirs MP - Support for the Goolwa to Wellington Local Action Planning Association;</p> <p>2.14.4 23 July 2020: Email from Southern and Hills LGA - Meeting Invitations;</p> <p>2.14.5 26 July 2020: Letter from Minister Speirs MP - Importance of Volunteer Programs in South Australia;</p> <p>2.14.6 28 July 2020: Email with response to Sixth Creek Catchment Group - Invitation to the Hills and Fleurieu Landscape Board;</p> <p>2.14.7 2 August 2020: Email from Ross Oke, Goolwa to Wellington Local Action Planning Association - Presentation;</p> <p>2.14.8 4 August 2020: Email with response to Member for Heysen - Meeting with Josh Teague MP;</p> <p>2.14.9 5 August 2020: Letter from Minister Speirs MP - Operational Issues for Management of the State Landscapes;</p> <p>2.14.10 10 August 2020: Letter response to Minister Speirs MP - Hills and Fleurieu Landscape Board's Grassroots Grants Update;</p> <p>2.14.11 20 August 2020: Invite from Minister Speirs to Nature Conservation Action Planning workshop;</p>

	<i>The board noted the correspondence 2.14.1 through to 2.14.11 provided via its Microsoft Teams portal.</i> CARRIED
2.15	Other Business - Induction Checklist and Training The General Manager informed the board that the Induction Checklist provided to each board member at the meeting is to be signed off by 31 August 2020. Board members were requested to complete outstanding mandatory training and return the signed form to the Executive Officer ASAP.
3	Meeting Closure
3.1	Next meeting details: Wednesday 23 September at the Yankalilla Council Chambers.
3.2	Meeting closed 12:42pm

ENDORSED 	DAVID GREENHOUGH PRESIDING MEMBER HILLS AND FLEURIEU LANDSCAPE BOARD Date: 23 September 2020
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