

Kangaroo Island Landscape Board Draft Minutes

Meeting Title:	Kangaroo Island Landscape Board Meeting #5		
Date:	Wednesday 26 August 2020		
Start Time:	9:00	Finish Time:	1:00 pm
Location:	35 Dauncey St Kingscote	Room:	Boardroom Microsoft Teams
Attendees:	<i>Board Members:</i> A Heinrich (Chair), G Crowley (via Microsoft Teams), P Davis, M Pengilly, P Rismiller, J Stanton, R Willson <i>Staff:</i> D Miley (A/General Manager), S Gullickson (Administration and Board Support Officer)		
Apologies:			

Item										
1.	Preliminary matters									
1.1	<p>Welcome, Apologies, Acceptance of Agenda</p> <p>The Chair welcomed everyone to Meeting 5 of the Landscape Board, noting G Crowley is joining the meeting via Microsoft Teams.</p> <p>The board agreed that the following items remain on the consent schedule:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">5.1</td> <td style="width: 60%;">Correspondence for information</td> <td style="width: 35%;">That the decision be accepted</td> </tr> <tr> <td>5.2</td> <td>Ministerial correspondence</td> <td>That the decision be accepted</td> </tr> <tr> <td>5.3</td> <td>DEW CFS Brigade and Landscape Board staff</td> <td>That the decision be accepted</td> </tr> </table> <p>Decision 05/1.1</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. Approves the agenda with the above items remaining on the consent schedule. <p>CARRIED</p>	5.1	Correspondence for information	That the decision be accepted	5.2	Ministerial correspondence	That the decision be accepted	5.3	DEW CFS Brigade and Landscape Board staff	That the decision be accepted
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1.2	<p>Conflict of Interest Disclosures</p> <p>The Kangaroo Island Landscape Board noted no conflicts of interest were declared.</p>									
1.3	<p>Minutes from previous meeting</p> <p>Decision 05/1.3</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. Accepts the minutes of the Kangaroo Island Landscape Board meeting held on 22 July 2020 as read. <p>CARRIED</p>									
1.4	<p>Presentation: WHS and Board member roles and responsibilities</p> <p>Luke Holland, Sparks Helmore Lawyers, gave a presentation the Board on general workplace health and safety and due diligence as part of board governance training. Handouts were provided to the</p>									

	Board. This was a follow up request after Sonya Furey, <i>Governance Training</i> undertook Governance training on the 4 August.
1.4	<p>Action list and Decision Register</p> <p>Decision 05/1.4</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. Notes the status of actions relating to matters arising from previous meetings of the Board and the register of decisions made by the board. <p>CARRIED</p>
2	In camera
	<p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> I. <i>approves under the provisions of Landscape South Australia Act (General) Regulations 2020, an order be made that the public be excluded from attendance at the meeting with the exception of P Holden, M Agnew, S Gullickson and D Miley, in order to consider, in confidence, a matter on the grounds of Section 7(3) (g) matters that must be considered in confidence in order to ensure that the regional landscape board does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence or other legal obligation or duty.</i> <p>CARRIED</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> II. <i>approves all documentation relating to the matter under discussion be kept confidential, until a review of in-camera matters is conducted by the Chair at the end of the financial year and approval by the Board releases the documentation.</i> <p>CARRIED</p>
	<p><i>Meeting adjourned at 10:15</i></p> <p><i>Meeting resumed at 10:27 am</i></p>
	Strategic matters
3.1	<p>Developing the Kangaroo Island Landscape Plan</p> <p>The Board noted the requirements for developing the five year Kangaroo Island Landscape Plan. The Board supported:</p> <ul style="list-style-type: none"> • The landscape plan describing board activities that it is directly responsible for delivering on. • Community engagement to be targeted (Option C) with Administration drafting a plan based on previous consultation; providing to the board for review and approval for public consultation on the draft plan. <ul style="list-style-type: none"> ○ The Board felt the community has been extensively consulted over the last few years and what the community wants is already captured in other plans and strategies, particularly through the most recent consultation regarding bushfire recovery needs. The board noted that the Minister wants a new plan, not a continuation of existing plans. However, the Board considered that this could be

	<p>achieved while meeting the community’s desire that we build on issues they have previously prioritised.</p> <ul style="list-style-type: none"> ○ • Supported the inclusion of the NRM plan as an appendix to the landscape plan to provide background information on climate change and the state of the Kangaroo Island environment. • Engagement of Aboriginal peoples to be respectful, considerate of cultural protocols and utilise existing commentary regarding Aboriginal people and opportunities for involvement. <p>Decision 05/3.1</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. SUPPORTS restricting the measurable objectives of the landscape plan to Board activities. 2. AGREES to proceed with option C including a consolidated document being considered by the board prior to commencing community engagement in the development of the landscape plan. 3. SUPPORTS the inclusion of the KI NRM Plan 2017-2027 as an appendix to the landscape plan. 4. AGREES to adoption of existing of NRM Plan commentary regarding Aboriginal peoples to new landscape plan. <p>CARRIED</p>
3.2	<p>Future Drought Fund</p> <p>The board noted the Australian Government funding opportunity to support landholders with drought funding.</p> <p>The board supported the submission of two project proposals A) Biochar and D) Windbreaks which was also recommended Agriculture KI (AgKI).</p> <p>Decision 05/3.2</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. APPROVES the submission of a funding proposal regarding A) biochar and D) wind beaks to the Australian Government’s Future Drought Fund: Natural Resources Management Resilience Program. <p>CARRIED</p>
3.3	<p>Kangaroo Island Bushfire Landscape and Biodiversity Response Action Framework 2020</p> <p>The Board asked that items 3.3, 4.6 and 4.8 be discussed in sequence as all related to bushfire matters.</p> <p>The Board noted that current fire management plans are complex and resource hungry which can restrict on-ground action. Active management of vegetation, reflective of Aboriginal use of fire as a management tool, was generally supported by members.</p> <p>Until the findings of the Royal Commission into the 2019/2020 summer fires are released, there is limited capacity to change how fire management is applied in the landscape.</p> <p>The board supported the proposal to amend wording of the <i>Kangaroo Island Bushfire Landscape and Biodiversity Response Action Framework 2020</i>:</p>

	<p><i>Suggestion that Divide large areas of intact vegetation into strips/blocks to prevent loss in one event, e.g. Cape Gantheaume (3 blocks at 20 square km each)</i></p> <p>Be changed to read:</p> <p><i>Prevent the loss of large areas of intact vegetation (e.g. Cape Gantheaume) in one event by reducing fire hazard using fire management to develop a mosaic of fuel ages and mechanical breaks as appropriate.</i></p> <p>Decision 05/3.3</p> <p><i>That the Kangaroo Island Landscape Board</i></p> <ol style="list-style-type: none"> ENDORSES the Kangaroo Island bushfire landscape and biodiversity response action framework 2020 with amendments as provided by G Crowley. <p>CARRIED</p>
4.6	<p>Wildlife and Habitat Recovery Workshop 18 August 2020</p> <p>Australian government facilitated a workshop on wildlife and habitat recovery to confirm priorities for funding. The Board noted the three key issues of use of fire as a land management tool, threats to species (feral cats, weeds), and species protection. The Board noted that we currently have limited knowledge about many threatened species, their distribution, response to fire and recovery needs and future research is needed in this area if we are to recommend fire as a sustainable land management tool.</p> <p>Decision 05/4.6</p> <p><i>That the Kangaroo Island Landscape Board</i></p> <ol style="list-style-type: none"> NOTES the verbal report on the outcomes of a workshop held on 18 August 2020. <p>CARRIED</p>
4.8	<p>Bushfire Management Committee</p> <p>The board agreed:</p> <ul style="list-style-type: none"> Dudley Plan should be simplified so it can be implemented within current resourcing as current complexity of the plan will inhibit implementation; actions need to be immediately implemented on roadsides and parks to reduce fuel loads to protect the 40% of the island that did not burnt in 2019/2020. Last resort refuge: The Board expressed concern that a beach or open ground was being recommended as a last resort refuge. Rather they were of the opinion that the plan should include a range of evidence-based safer options from timely evacuation to remaining to defend one’s property – noting that in many cases a fire can pass in 4-5 minutes and a building can be defended following the fire passing. Brief report to be prepared for the Committee meeting on Friday 28 August. <p>Decision 05/4.8</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ul style="list-style-type: none"> APPROVES the directions provided to the board’s representative on the Kangaroo Island Bushfire Management Committee for discussion at the committee’s next meeting on Friday 28 August. <p>CARRIED</p>
3.4	<p>Communications and Media Approval Process</p>

	<p>The board noted the process for approval of communications and media, clarifying that if a board member is approached by the media, members must seek approval from the Chair. If a member is interviewed by the media, they must clearly state if they are responding as a board member, expressing a personal view or representing an organisation.</p> <p>Decision 05/3.4</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. APPROVES the proposed approval processes for media and communications items relating to KI Landscape Board activities, as outlined in Attachment A with inclusion of board member. 2. DELEGATES to the KI Landscape Board Chair: <ul style="list-style-type: none"> • approval of media releases drafted by KI Landscape Board staff and supported by the General Manager. • responsibility of continuing role as KI Landscape Board spokesperson for media interviews and enquiries. <p>CARRIED</p>
3.5	<p>Resilient Hills and Coasts Partnership - Regional Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region</p> <p>The board noted that while the agreement has no direct costs, in-kind costs of attendance by P Holden to meetings are absorbed by projects. The board supported committing to the Resilient Hills & Coasts Partnership subject to a report being provided to the next board meeting following attendance at a Resilient Hills and Coasts Partnership meeting.</p> <p>Decision 05/3.5</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. FORMALLY COMMITS to the Resilient Hills & Coasts partnership and SUPPORTS the Chair of the Board signing the new Regional Sector Agreement 2020-2025 and 2. REQUESTS board reports are provided following meetings. <p>CARRIED</p>
4.	Items for Decision
4.1	<p>Landscape Board 2020-21 Budget</p> <p>The Board noted that some projects have unallocated funds to support outgoing years</p> <p>Decision 05/4.1</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. ENDORSES the Landscape Board budget for 2020/21. <p>CARRIED</p>
4.2	<p>Finance Report</p> <p>The Board noted the end of financial year financial reports. A new financial management system is being implemented by DEW and this will affect the ability to load new budgets and produce meaningful reports in the short term.</p> <p>The Board noted that revenue and expenditure reports and requests have been submitted to carryover any unspent funds.</p> <p>Decision 05/4.2</p>

	<p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> ENDORSES the June 2020 revenue and expenditure finance reports and balance sheet. <p>CARRIED</p>
4.3	<p>Delegations and Authorisations</p> <p>The board sought clarification of the approvals processes for financial delegations. The General Manager approves project budgets through the project planning process and this provided approve to procure goods and services on behalf of the board.</p> <p>Decision 05/4.3</p> <p><i>That the Kangaroo Island Landscape Board ENDORSES:</i></p> <ol style="list-style-type: none"> <i>Instrument of Authorisation: Corporate Authorisation (Procurement – Contract Pre-Approval – Procurement – Payment and Disbursement).</i> <i>Signing and sealing of the Instrument by the Chair of the Board.</i> <p>CARRIED</p>
4.4	<p>Chair’s Report</p> <p>The Board noted the activities of the Chair since the last board meeting including attendance at the Biosecurity Act Forum on 30 July.</p> <p>The Chair reminded members that the Board needs to be connected to the island and that we need to work harder to engage farmers and the primary production sector to deliver outcomes in this area.</p> <p>Decision 05/4.4</p> <p><i>That the Kangaroo Island Landscape Board</i></p> <ol style="list-style-type: none"> NOTES the activities of the Chair of the Board since the last meeting <p>CARRIED</p>
4.5	<p>A/General Manager’s Report</p> <p>The board noted the A/General Manager’s report including the Work Health and Safety report. The WHS and Injury Management policy to be updated and presented to the next Board meeting.</p> <p>The board noted community issues and sensitivities following the fires and need for clear direction. A one page flyer is being developed by Rob Manton.</p> <p>Decision 05/4.5</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> NOTES the activities of the A/General Manager since the last Board meeting NOTES the Work Health and Safety activity report for July 2020 REQUESTS the General Manager work with CFS on pathway where the board can facilitate property fire management planning directly with landholders. <p>CARRIED</p>
4.7	<p>Board agenda review</p>

	<p>The Board supported the amended changes to the agenda format, requesting that a section for Board member reports and activities and other business. The Board requested that a light lunch be provided after meetings of three or more hours.</p> <p>Decision 05/4.7</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> NOTES the review of the board agenda structure and comments received by Board members and supported the amended agenda, requesting a section for Board Member Reports and Other Business be included. <p>CARRIED</p>
5	Items for Noting (carried by Consent Schedule)
5.1	<p>Correspondence for noting</p> <p>Decision 05/5.1</p> <p><i>That the Kangaroo Island Landscape Board receives the following correspondence for information:</i></p> <ol style="list-style-type: none"> <i>Department of Environment and Water: Annual Internal Controls Letter for Preparation of NRM Board 2019-20 Financial Statements</i> <i>R Sharkie, Member for Mayo: Kangaroo Island Oyster Reef</i> <i>D Speirs, Minister for Environment and Water: Expectations of operational issues impacting the regional landscape boards.</i> <i>D Speirs, Minister for Environment and Water: Volunteers</i> <i>Bushfire Management Committee: Last Resort Refuges</i> <p>CARRIED VIA THE CONSENT SCHEDULE</p>
5.2	<p>Ministerial correspondence</p> <p>Decision 05/5.2</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> NOTES the correspondence received from Minister Speirs regarding engagement with environmental volunteer groups and the draft response. <p>CARRIED VIA THE CONSENT SCHEDULE</p>
5.3	<p>DEW Fire Brigade and Landscape Board Staff</p> <p>The Board noted that currently salaries of Landscape Board staff participating in a fire program during a wildfire are covered by CFS, and in a prescribed burn program by the Board.</p> <p>Decision 05/5.3</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> NOTES 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. NOTES 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. NOTES 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.

	CARRIED VIA THE CONSENT SCHEDULE
6	Meeting Closure
6.1	Invitations for next meeting Nil
6.2	Next meeting As per the approved meeting schedule, the board confirmed that meeting 6 of the Board will be held on Wednesday 23 September 2020 at 9:00 am in the Boardroom, 35 Dauncey St, Kingscote and a workshop on WAA Policy will be held on 16 September.
6.3	Board Member Feedback The following feedback was provided by members: <ul style="list-style-type: none"> • A light lunch to be provided to foster relationships and opportunity to debrief following a meeting. • Where ever possible, presentations to be held towards the end of meeting.
6.4	Board Claims and Administration Items Members were asked to complete the claim form enclosed in the agenda pack.
6.5	Meeting closed at 12:40 pm

Signed:

Date:

Andrew Heinrich
Presiding Member, Kangaroo Island Landscape Board

Meeting #	05 – 26 August 2020
Agenda Item	1 Preliminary matters
Agenda #	1.4
Subject	MINUTES OF SPECIAL MEETING
Author/Sponsor	A Heinrich, Chair
Priority:	For decision

1. Decision

That the Kangaroo Island Landscape Board:

- 1. Accepts the minutes of the special meeting of the Kangaroo Island Landscape Board held on 16 September 2020 as read.***

2. Purpose

That the Board considers and accepts the minutes of the special meeting of the Kangaroo Island Landscape Board held on 16 September 2020 as an accurate record of the meeting.

3. Attachments

- a.** Draft minutes of the special meeting of the KI Landscape Board held on 16 September 2020.


Attachment A

Kangaroo Island Landscape Board Draft Minutes

Meeting Title:	Kangaroo Island Landscape Board Special Meeting		
Date:	Wednesday 19 September 2020		
Start Time:	12:00 noon	Finish Time:	12:30 pm
Location:	35 Dauncey St Kingscote	Room:	Boardroom Microsoft Teams
Attendees:	<p><i>Board Members:</i> A Heinrich (Chair), G Crowley (via Microsoft Teams), P Davis, M Pengilly, P Rismiller, J Stanton, R Willson</p> <p><i>Staff:</i> D Miley (A/General Manager), P Holden (Team Leader, Landscapes), S Gullickson (Administration and Board Support Officer)</p>		
Apologies:			

Item	
1.	Preliminary matters
1.1	<p>Welcome, Apologies, Acceptance of Agenda</p> <p>The Chair welcomed everyone to the first special meeting of the Landscape Board, noting G Crowley is joining the meeting via Microsoft Teams.</p> <p>The board agreed to the special meeting to consider the recommendations from the Grassroots Grants Panel.</p> <p>Decision SP/1.1</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> <i>Notes the need for a special meeting to approve the assessment of the Grassroot Grants Program or any other matters raised by members.</i> <p>CARRIED</p>
1.2	<p>Conflict of interest disclosures</p> <p>Decision SP/1.2</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> <i>Notes that there were no declaration of interest. .</i>
2	Items for Decision
2.1	<p>Grassroots Grants Program</p> <p>The Board thanked the panel for their evaluation of the 13 Grassroots Grant applications received, noting nine were recommended for funding at the amount requested in the application, two were recommended for funding but at a reduced amount to that requested and two applications were not recommended.</p> <p>The Board discussed each project, seeking clarification from the panel members present.</p>

	<p>The Board did not recommend for funding an application from Carl Charter as this was deemed to be commercial in nature, the applicant had not supplied letters of support (substantiated their application) and preference of the Board, was for funding to be provided to residents and island based community groups. The Board requested that the funding allocated to Application 9 be reallocated to the 2021/2022 Grassroots Grants round.</p> <p>The Board also noted a number of projects involved weed control, acknowledged that weed control is a landholder responsibility, and accepted that some community groups and landholders needed support to ‘get started’.</p> <p>The Board noted the Animal and Plant Control Team will provide advice to the successful applicants on the most appropriate weed control method, and requested that a condition of accepting the funds be a commitment to five years of ongoing monitoring and control.</p> <p>The Board requested that the Guidelines be amended to introduce a new step, whereby proponents are offered feedback on their draft application with the aim to strengthen their application prior to formal submission. This was agreed by the A/General Manager.</p> <p>The Board also asked that where groups were planning to erect educational signage, they be reminded in writing, as part of their letter of offer, that this requires approval from the Kangaroo Island Council.</p> <p>Decision SP/2.1</p> <p><i>That the Kangaroo Island Landscape Board:</i></p> <ol style="list-style-type: none"> 1. Approves the recommendations of the assessment panel with regards to the allocation of the 2020 Grassroots Grants Program funds, with the exception of Application 9 which the Board refused. 2. Approves the distribution of letters to all applicants informing them of the outcomes and the distribution of grant management agreements to successful applicants once the letters have been approved by the Office of the Minister for Environment and Water. 3. Notes that the formal letter of acknowledgement letter will be co-signed by Minister David Speirs and the Board’s Chairman and the Communications and Media Manager will liaise with the Office of the Minister for Environment and Water regarding media releases.
2.2	<p>Other Matters</p> <p>Lyn Dohle, Senior Soil Consultant presented the Board with the latest <i>Kangaroo Island Agriculture Trials: 2019 Results</i> booklet. This booklet is an invaluable summary of the trials, demonstrations, and adaptive management applied by Kangaroo Island farmers over the last twelve months – what happened, what worked, what did we learn. The booklet is available to all Kangaroo Island farmers at no cost and is sponsored by PRISA, AgKI and the Board.</p>
3	<p>Meeting closed at 12:30 pm</p>

Signed: 

Date: 23/9/2020

Andrew Heinrich
 Presiding Member, Kangaroo Island Landscape Board