

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 Kaurna, Peramangk and Ngarrindjeri Nations. We respect the Kaurna, 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 #1		
Date:	Wednesday 22 July 2020		
Start Time:	9:35am	Finish Time:	12:02pm
Location:	Upper Level, cnr Mann & Walker Street Mount Barker	Room:	Board Room
	Microsoft Teams		Microsoft Teams
Attendees:	<i>Board Members:</i> D Greenhough (Chair), J Klein, C Schofield, 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) <i>Via Microsoft Teams:</i> A Macphee (Executive Officer)		
Guests / Visitors	<i>Guest Speakers:</i> Cate Hart (Executive Director, Environment, Heritage and Sustainability, Department for Environment and Water (DEW)) Saravan Peacock (A/Director Landscape Services DEW) <i>Public Gallery:</i> S Badcock, J Hille		
Apologies:	A Lowe		

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 Peramangk Nation. The Chair welcomed all attendees to the meeting, including guest speakers and public observers. The Chair acknowledged COVID-19 restrictions and asked all present in the room to adhere to social-distancing guidelines.

	Apologies were received from Andy Lowe.
1.2	<p>Conflict of Interest Disclosures</p> <p>The Chair declared Conflict of Interest Disclosures would be discussed in Item 4.1 – Register of Interests.</p>
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 style="text-align: right;">CARRIED</p>
1.4	<p>Any Other Business</p> <p>No further items were raised for discussion.</p>
1.5	<p>Minutes from the previous meeting</p> <p>The Chair acknowledged he was the only board member appointed and present at the previous meeting.</p> <p><i>The Chair confirmed the minutes of meeting number 1 held on 23 April 2020 as a true and accurate record.</i></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>
2	Board matters
2.1	<p>Guest Speaker Presentation: Landscape SA overview and government expectations</p> <p>Cate Hart, Executive Director - Environment, Heritage and Sustainability (DEW) presented to the board. Key messages:</p> <ul style="list-style-type: none"> • As statutory bodies, Landscapes boards are part of SA government and will operate at ‘arm’s length’ from DEW. There is a desire for the boards to maintain strong relationships with DEW Director Landscape Services, Executive Director and Chief Executive. • Uphold strong relationships with communities, landholders, local councils, not-for-profit organisations, other landscape boards, industry, First Nations, DEW and PIRSA. • Board elections will run at the same time as local government elections. • The board employs its own staff through the General Manager. • A catalogue of Corporate Services that can be purchased from DEW by boards will be available by October 2020 for consideration and investment by January 2021. • Landscape boards have a challenging role in facilitating management of overabundant native species, although lead responsibility of native species remains with DEW, National Parks and Wildlife Service. <p>Saravan Peacock, A/Director – Landscapes Services (DEW) presented to the board. Key messages:</p> <ul style="list-style-type: none"> • The Landscape Reform allows for change, but also continuity between the previous natural resources management (NRM) boards and landscape boards. • Green Adelaide and the eight landscape board regions have boundaries that better reflect the communities represented and are more closely aligned with local council boundaries. Each region is funded differently with varying levy bases and other income streams.

	<ul style="list-style-type: none"> Recruitment for the General Manager is underway. The General Manager is appointed by the Chief Executive (CE) of DEW on the board's recommendation. The General Manager is overseen by the board and responsible for managing business and employing staff to support board activities. Assets, Australian Government funds, and authorised officers have been transferred state-wide from NRM to landscape boards. Legislation provides the framework. It is through the board's leadership, culture and community relationships it will achieve outcomes. The continuation of support to volunteer groups is paramount. In response to a question about the Environment Protection and Biodiversity Conservation (EPBC) Act review and creation of 'standards' for states to adhere to, it was reiterated the intent of the Landscape SA Act (the Act) is for reductions in green tape and simple planning and processes. The Act provides a mechanism for councils to be reimbursed for unpaid levy debts (after 3 years) and standard debt recovery processes.
	<p><i>The meeting adjourned for morning tea at 10:18am</i> <i>Cate Hart and Saravan Peacock left the meeting during the break.</i> <i>The meeting resumed at 10:37am.</i></p>
3	Other Business
3.1	<p>Finance report</p> <p>The General Manager explained that due to there being minimal transactions to date for this financial year, there is no finance report to bring to the board at this meeting. The Manager Business and Governance added that it is expected the finance report for July would show minimal expense transactions with the exception of salaries and wages. Options for finance reporting templates will be presented for the board's consideration in August.</p>
3.2	<p>Adoption of DEW common policies</p> <p>The Manager Business and Governance advised the board that the list of common DEW policies can be viewed in the Hills and Fleurieu Landscape Board's Microsoft Teams site.</p> <p><i>The board:</i></p> <p>3.2.1 noted the review approach for common landscape board policies to be completed by June 2021; 3.2.2 endorsed the list of common DEW policies as they apply to the Hills and Fleurieu Landscape Board; 3.2.3 endorsed a covering policy for the adoption of common DEW policies until all policies are in place for landscape boards; and 3.2.4 endorsed the General Manager to progress the review and revision of common DEW policies and provides an updated register to the board in February 2021.</p> <p style="text-align: right;">CARRIED</p>
3.3	<p>Work Health and Safety</p> <p><i>The board:</i></p> <p>3.3.1 noted their duties and liabilities under the Work Health and Safety Act (SA) 2012; 3.3.2 noted the steps in place to provide for injury management services to injured board employees; 3.3.3 noted the steps in place to establish Employee Assistance Program (EAP) services for board employees; and 3.3.4 noted the need for the board to establish Health and Safety Committees to meet duties under the Work Health and Safety Act (SA) 2012.</p> <p style="text-align: right;">CARRIED</p>
3.4	Grassroots Grants Program

	<p>The Manager Planning, Engagement and Partnerships presented an overview of the Grassroots Grants Program launched 15 July 2020. The budget is \$220,000 and grants have been capped at \$50,000 to meet demands of larger community groups (i.e. not-for-profit organisations). Individual landholders as well as community and volunteer groups are able to apply. It is anticipated that there will be oversubscription to the program. Applicants are encouraged to contact staff to discuss the assessment process and their projects will deliver outcomes aligned to the priorities in the Hills and Fleurieu Landscape Board Business Plan 2020-21. A staff member will chair the grant assessment panel and it was requested that 1 – 2 board members and/or a community member (to compliment the board members selected) also sit on the assessment panel.</p> <p>There was discussion around providing the board with a list of all applications and the nature of their project proposals so that it can understand the community’s interests to help shape the board’s landscape plan priorities. The assessment panel is to consider geographic spread of applications in its assessment.</p> <p><i>The board:</i></p> <p>3.4.1 noted the details of the Hills and Fleurieu Grassroots Grants program and the proposed assessment process; and</p> <p>3.4.2 nominated board members Janet Klein and Chris West to participate in the assessment panel for the program, and requested a community member also be included in the panel.</p> <p style="text-align: right;">CARRIED</p>
3.5	<p>Service Level Agreement</p> <p><i>The board:</i></p> <p>3.5.1 noted the Service Level Agreement for 2020-21 between Green Adelaide, Hills and Fleurieu Landscape Board and Northern and Yorke Landscape Board.</p> <p style="text-align: right;">CARRIED</p>
3.6	<p>5 year Landscape Plan</p> <p>The Manager Planning, Engagement and Partnerships initiated discussion with the board to provide a background and seek advice on the principles, process and engagement for the development of the regional landscape plan. Drafted planning guidelines provide a framework focussing on simplicity in plans and planning; community at the centre; and measuring and evaluating success.</p> <p>A variety of contemporary plans exist that reflect the region’s natural assets and the community’s priorities for action. This can be sourced from the six local government strategic plans, various other regional and local plans and the Adelaide and Mt Lofty Ranges and SA Murray-Darling Basin NRM Board regional NRM plans. These are mostly based on similar planning approaches and provide a foundation for the development of the Hills and Fleurieu plan including:</p> <ul style="list-style-type: none"> • understanding how landscapes work (values, drivers and threats), and influencing management; and • a focus on building landscapes’ resilience. <p>The landscape plan will have the community at the centre and have clear priorities and focus areas for action, delivering on the three main pillars (water resource management, sustainable agriculture; and control of pest plants and animals).</p> <p>The board discussed the options presented on how the plan can be developed and suggested it is important that the Hills and Fleurieu landscape plan is a new plan, and needs to build on existing planning that has been done in the region. The message to the community should be “this is what we have heard from you, this is what the data is saying, and these are the priorities we are proposing”.</p> <p>The board discussed that:</p>

	<ul style="list-style-type: none"> - consultation in February is preferable to January; - it would like to understand the condition of landscapes, and there needs to be a strong framework in the plan and clear baselines for measuring and monitoring success; - deeper engagement with First Nations and youth/student engagement should be considered; - it would like to have a combined meeting with neighbouring boards to share and discuss its draft landscape plan; - it is comfortable with the landscape resilience based approach; and - the proposed engagement methods look sound. <p><i>The board:</i></p> <p>3.6.1 considered and provided advice on its preferred approach to developing a Landscape Plan and engaging the community in the planning process;</p> <p>3.6.2 recommended that the development of the five year landscape plan be based on priorities and focus areas that are already captured in the community values and priorities of existing plans, including the Council Strategic Plans, the Resilient Hills and Coast Adaptation Plan, the Regional Development Australia, Adelaide Hills, Fleurieu and Kangaroo Islands Regional Roadmap, and the AMLR and SAMDB Regional NRM Plans; and</p> <p>3.6.3 requested a concept plan for the recommended methodology be developed and brought back to the board in August for endorsing.</p> <p style="text-align: right;">CARRIED</p>
3.7	<p>Schedule of board meetings</p> <p>The General Manager discussed the proposed board meeting schedule up to 30 June 2021 including frequency, time, duration, location and themes. It is a requirement under the <i>Landscape South Australia Act 2019 s 23(2)</i> for meetings to be advertised and be open to the public. Pre-set meeting dates will assist with ensuring accurate publicity of meeting dates and times, as well as allowing forward planning for venue bookings, safety plans (particularly COVID-19 safety), workshops, field trips and presentations. The General Manager also mentioned that many third-parties had already requested to connect with the board and present at future board meetings.</p> <p>The board was supportive of moving meetings around the region and learning about local issues through presentations and field trips. It discussed the importance of being prepared for community discussions and issues of concern in different areas as the meetings move around the region.</p> <p><i>The board:</i></p> <p>3.7.1 endorsed the general meetings of the board being held on the fourth Wednesday of each month commencing at 9:30am; and</p> <p>3.7.2 endorsed the intent of varying the location of each meeting.</p> <p style="text-align: right;">CARRIED</p>
3.8	<p>General Manager's Report</p> <p><i>The board:</i></p> <p>3.8.1 noted the General Manager's report.</p> <p style="text-align: right;">CARRIED</p>
4	Papers to Note
4.1	<p>Register of Interests</p> <p>It was noted that David Greenhough is Chair of the Friends of the Lower Field River.</p>

	<p>The General Manager requested all board members to review the current register of interests and provide any apparent, perceived or potential conflicts of interest further to what has already been listed via email to herself and the Executive Officer.</p> <p><i>The board:</i></p> <p>4.1.1 noted the register of interests; and</p> <p>4.1.2 agreed to email the General Manager and Executive Officer with any further conflicts of interest.</p> <p style="text-align: right;">CARRIED</p>
4.2	<p>Use of the Common Seal</p> <p><i>The board:</i></p> <p>4.2.1 noted the use of the common seal.</p> <p style="text-align: right;">CARRIED</p>
4.3	<p>Out-of-Session Papers and Decisions</p> <p><u>Hills and Fleurieu Landscape Board Business Plan 2020-21</u> On 14 May 2020 out-of-session the board (with two suggested changes to the dot point styles on the draft Business Plan):</p> <p>4.3.1 noted the levy arrangements for 2020-21 outlined in the Business Plan, including that the regional landscape levy scheme and the water levy scheme for distribution of water levies have been approved by the Minister;</p> <p>4.3.2 noted the funding to be provided by Green Adelaide as part of a Service Level Agreement (SLA) between Hills and Fleurieu and Green Adelaide landscape boards;</p> <p>4.3.3 noted that the board will be the Service Provider for the Australian Government’s National Landcare Program Regional Land Partnerships contract for delivery of biodiversity and sustainable agriculture services across the AMLR NRM region footprint;</p> <p>4.3.4 noted this text-only version of the Business Plan will be designed to make it a more engaging document, and the final version will be provided to the Presiding Member prior to forwarding to the Minister; and</p> <p>4.3.5 endorsed the Hills and Fleurieu Landscape Board Business Plan 2020-21 for the Minister’s approval.</p> <p><u>Hills and Fleurieu Staff Transfer</u> On 20 May 2020 out-of-session the board:</p> <p>4.3.6 noted the approach taken in identifying in-scope staff for transition and that the draft workforce structure for Hills and Fleurieu considered:</p> <ul style="list-style-type: none"> • the anticipated priorities, programs and operational requirements of the board; and • risk mitigation measures to meet the interests of the board; <p>4.3.7 noted the in-scope staff workforce that will transfer to the General Manager for the Hills and Fleurieu Landscape Board through the machinery of government change;</p> <p>4.3.8 approved the four identified vacant roles for inclusion in the Hills & Fleurieu workforce structure that are required for delivery of the Business Plan and operations of the board;</p> <p>4.3.9 endorsed the draft letter to the DEW Chief Executive supporting the inclusion of the four new roles in the Hills and Fleurieu workforce structure; and</p> <p>4.3.10 noted that the General Manager will work with the board during 2020-21 on further workforce planning to align with future priorities of the new five-year Landscape Plan and Business Plan 2021-22.</p> <p><u>Board Business Plan Budget 2020-21</u> On 30 June 2020 out-of-session the board:</p> <p>4.3.11 approved the Business Plan Budget 2020-21 – total income of \$10.058M;</p>

- 4.3.12 **approved** the Business Plan Budget 2020-21 – total expenditure of \$10.058M;
- 4.3.13 **approved** the Business Plan Budget 2020-21 – total expenditure by priority and focus area / project of \$10.058M;
- 4.3.14 **delegated** the responsibility for approving variations to project budgets within the same project to the Management Team consistent with existing expenditure authorisations; and
- 4.3.15 **delegated** to the General Manager, the authority to approve variations to budget of up to \$100K (GST exclusive), noting that these adjustments will be reported back to the Board.

Board Authorisations and Delegations

On 30 June 2020 out-of-session the board:

- 4.3.16 **endorsed** the use of the Common Seal by the Presiding Member of the Board and **nominated** the General Manager, Hills and Fleurieu to be witness to the signing of the Instruments of Authorisation under Common Seal;
- 4.3.17 **authorised** the Presiding Member to approve the Instruments of Authorisation described, following the Chief Executive DEW granting the Board the power to sub-delegate their power; and
- 4.3.18 **approved** the General Manager, Hills and Fleurieu to have the authority to provide future Contract Execution – Purchase Card authorisation to officers that are assigned to undertake the work of the Board during the 2020-21 financial year.

Hills and Fleurieu Water Affecting Activity Permits

On 30 June 2020 out-of-session the board:

- 4.3.19 **endorsed** that the water-affecting activity principles in the AMLR and SAMDB Regional NRM Plans will continue to apply in relevant parts of the Hills and Fleurieu region from 1 July 2020 until a Hills and Fleurieu water-affecting activity control policy is operational.

The board **noted** and **ratified** the decisions of the out-of-session papers.

CARRIED

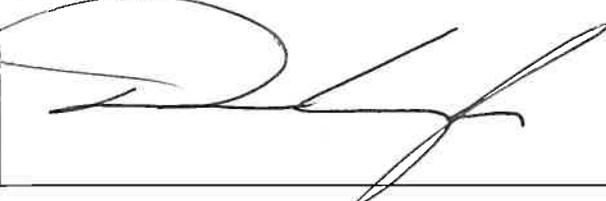
4.4

Correspondence

The board was provided with the following correspondence via its Microsoft Teams portal:

- 4.4.1 12 July 2020: Letter from Minister Speirs MP - volunteer group engagement;
- 4.4.2 10 July 2020: Letter of response to the South Australian Nature Alliance - landscape priorities and collaboration;
- 4.4.3 10 July 2020: Letter of response to Resilient Hills & Coasts – partnership;
- 4.4.4 10 July 2020: Letter of response to Conservation Council SA – landscape priorities and collaboration;
- 4.4.5 10 July 2020: Letter from Angas Bremer Water Management Committee – invitation to present;
- 4.4.6 9 July 2020: Email of response to Normanville Natural Resource Centre - partnership and invitation;
- 4.4.7 7 July 2020: Email from Normanville Natural Resource Centre – partnership and invitation;
- 4.4.8 3 July 2020: Letter from Resilient Hills & Coasts – partnership;
- 4.4.9 25 June 2020: Letter from Chief Executive (DEW) - procurement authority arrangements;
- 4.4.10 23 June 2020: Letter from Conservation Council SA - landscape priorities and collaboration;
- 4.4.11 22 June 2020: Letter of response from Minister Speirs MP – Business Plan 2020-21 for approval;
- 4.4.12 22 June 2020: Letter from Landcare Association of SA – invitation to meet;
- 4.4.13 18 June 2020: Letter from the South Australian Nature Alliance – landscape priorities and collaboration;
- 4.4.14 16 June 2020: Letter to Department of Agriculture, Water and the Environment – novation of Regional Land Partnership (RLP) “Services Agreement”;
- 4.4.15 16 June 2020: Letter from Horticulture Coalition of SA – strategic directions 2020 to 2025;
- 4.4.16 18 May 2020: Letter to Minister Speirs MP - Business Plan 2020-21 for approval;

	<p>4.4.17 18 May 2020: Letter of response to Chief Executive (DEW) – new staffing positions for Hills and Fleurieu Landscape Board;</p> <p>4.4.18 22 April 2020 Letter of response to Angas Bremer Water Management Committee – funding;</p> <p>4.4.19 21 April 2020 Letters to Councils - landscape levy arrangements;</p> <p>4.4.20 20 April 2020 Letter from Angas Bremer Water Management Committee – funding; and</p> <p>4.4.21 12 March 2020 Email from SAMDB NRM – meeting invitation with Ranges to River Natural Resource Management.</p> <p><i>The board noted the correspondence 4.4.1 through to 4.4.21 provided via its Microsoft Teams portal.</i></p>
	CARRIED
5	Meeting Closure
5.1	Next meeting details: Wednesday 26 August (venue TBC)
5.2	Meeting closed 12:02pm
6	Workshop - Strategic Thinking time
	<i>Senior staff facilitated a workshop with the board to elicit input into the region's Regional Engagement Statement</i>

<p>ENDORSED</p> 	<p>DAVID GREENHOUGH</p> <p>PRESIDING MEMBER HILLS AND FLEURIEU LANDSCAPE BOARD</p> <p>Date: 26 August 2020</p>
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