

## 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.

<b>Meeting Title:</b>	<b>Hills and Fleurieu Landscape Board Meeting #8</b>		
Date:	Thursday 28 January 2021		
Start Time:	9:38am	Finish Time:	11:37am
Location:	Mount Barker Hills and Fleurieu Landscape Board office – Upper Level, cnr Walker & Mann St	Room:	Conference Room & Microsoft Teams
Attendees:	<p><b>Board Members:</b> D Greenhough (Chair), J Klein, A Lowe, D Smith, A Williams, C Schofield (via MS Teams)</p> <p><b>Staff Members:</b> M Garrod (General Manager), W Telfer (Manager Planning, Engagement &amp; Partnerships), B Della Torre (Manager Landscape Operations), R McAlary (Manager Business &amp; Governance), A Macphee (Executive Officer)</p> <p><b>Apologies:</b> C West</p> <p><b>Guest Speaker:</b> R de Groot (Parks and Wildlife Manager – Department for Environment and Water(DEW))</p>		

Item	Meeting Items
1.1	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting acknowledging it was being held on traditional lands of the Peramangk Nation. The Chair welcomed all attendees to the meeting, including guest speaker Richard de Groot (Parks and Wildlife Manager – DEW). The Chair acknowledged COVID-19 restrictions and asked all present in the room to adhere to social-distancing guidelines.</p> <p>Apologies were received from C West.</p>
1.2	<p><b>Conflict of Interest Disclosures</b></p> <p>There were no additional conflict of interest disclosures arising from the agenda declared at the meeting.</p>
1.3	<p><b>Consent Schedule</b></p> <p><i>The board <b>approved</b> and <b>agreed</b> all items remaining on the Consent Schedule be adopted.</i></p> <p><b>Moved: J Klein; Seconded: C Schofield</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1.4	<p><b>Any Other Business</b></p> <p>Item added for discussion in 4.0 Other Business:</p> <ul style="list-style-type: none"> <li>• Cherry Gardens Bushfire Update</li> </ul>

1.5	<p><b>Minutes from the previous meeting</b></p> <p><i>The board <b>confirmed</b> the minutes of meeting number 7 held on 16 December 2020 as a true and accurate record.</i></p> <p><b>Moved: A Lowe; Seconded: A Williams</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1.6	<p><b>Actions arising from previous meetings</b></p> <p><i>The board <b>noted</b> the actions arising and current status.</i></p> <p><b>Moved: J Klein; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
1.7	<p><b>Resolutions Register</b></p> <p><i>The board <b>noted</b> the resolutions register.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>2</b>	<b>Items</b>
2.1	<p><b>Protocol for Landscape Board staff in DEW Fire Management Brigade</b></p> <p>The General Manager introduced this paper drafted by Fiona Gill (Director, Fire Management, DEW) and explained it had come to landscape boards for endorsement in October 2020. It was revised due to concerns regarding minimum annual requirements for landscape board staff to remain in the brigade.</p> <p>Richard de Groot (Parks and Wildlife Manager – DEW) acknowledged DEW’s important continuing relationship with landscape boards in fire management. The DEW Fire Management Program has expanded and now includes 65 Seasonal Fire Crew, as well as landscape board staff previously employed by DEW as part of the fire team. DEW are keen to continue to increase participation in the DEW fire brigade to ensure safe operations and to achieve the required controlled burns that reduce hazards in natural areas, facilitate minimum impact if a bushfire does occur, and build healthy habitats for biodiversity.</p> <p>Under the proposed protocol the minimal annual commitment for staff on the DEW fire crew is 6 days, including compulsory 2 days pre-season fire training (building practical skills in operations), a fitness test and medical. Participation in at least 2 prescribed burns per year is also required to maintain competency, confidence and understanding of fire behaviour and command structures.</p> <p>Wages for participating Hills and Fleurieu staff will be covered by the board for the standard 7.5 hour work day, with the Fire Management program covering all other expenses and overtime. The General Manager explained that there are currently three Hills and Fleurieu staff in the DEW fire brigade, with a minimum total annual cost of \$8k. Active emergency response would be an additional commitment and cost to the board and could be up to 5 days per shift for a campaign fire and 7 days for interstate deployment. The board discussed the importance of first aid training for staff in the fire brigade which is not mandated, but desirable.</p> <p>The board supported encouraging more Hills and Fleurieu staff to join the DEW fire brigade, noting that involvement is voluntary. It was also noted that staff participating in the brigade do not necessarily need to be part of a front-line operational crew, as there are also important support roles to be played; e.g. in logistics and the Incident Management Team.</p> <p>The board discussed that the information contained in the DEW Operational Protocol would need to be supplemented with information specifically for Hills &amp; Fleurieu Landscape Board staff, explaining how the DEW Operational Protocol would take effect in this region. Richard de Groot offered the assistance of DEW staff in providing information sessions to Hills and Fleurieu staff on the operation of the DEW fire brigade. The board welcomed this offer and noted that it would help staff understand the commitment, and help encourage participation. It was also noted that some staff may already be volunteers with their local CFS brigade and that if there is joint membership the priority is to respond with DEW.</p>

	<p>The board also discussed that it could play a facilitating role in encouraging community volunteering with CFS through its connections with landholders.</p> <p><i>The board:</i></p> <p>2.1.1 <b>noted</b> the significant and long-standing contribution from landscape board staff to the DEW fire management program, and the Minister’s expectations that this arrangement continue and be supported through a formal protocol; and</p> <p>2.1.2 <b>noted</b> that any operational and administrative issues that arise before endorsement of the protocol by all parties, will be addressed between the DEW fire management program, General Managers and board Chairs as required; and</p> <p>2.1.3 <b>endorsed</b> the Operational Protocol that outlines arrangements for the continuing involvement of landscape board staff in the DEW fire management program; and</p> <p>2.1.4 <b>endorsed</b> that the Chair’s signature be applied to the final version of the protocol on behalf of the board, once endorsed by all parties.</p> <p>2.1.5 <b>endorsed</b> the General Manager to encourage staff to consider joining the DEW Fire Brigade, and provide information specifically about how the DEW Operational Protocol will operate in the Hills and Fleurieu region.</p> <p><b>Moved: A Williams; Seconded: D Smith</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.2	<p><b>Business Plan 2021-22 Levy Proposal</b></p> <p>The Manager Business and Governance explained that the board’s approval is sought for a CPI increase in levies for next financial year so it can be built into the Business Plan. This would mean an approximate increase of \$50k in landscape levy income and \$20k in water levy income. Reimbursement of council costs associated with collecting the landscape levy also need to be included in the business plan budget. Transitional costs can also be claimed by councils.</p> <p><i>The board:</i></p> <p>2.2.1 <b>approved</b> the total landscape levy income raised in 2021-22 be based on a CPI increase of 1% on that raised in 2020-21; and</p> <p>2.2.2 <b>approved</b> the water levy rates raised in 2021-22 be a CPI increase of 1% on those raised in 2020-21.</p> <p><b>Moved: J Klein ; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.3	<p><b>Establishment of Water Allocation Planning Advisory Committees (WAPACs)</b></p> <p>The Manager Planning, Engagement and Partnerships explained the committees are fundamental to working with community regarding water allocation planning. Experience has shown it is most effective when a board is involved especially with a board member chairing the committee.</p> <p>The board was asked to approve the establishment of Eastern Mount Lofty Ranges (MLR), Western MLR and McLaren vale WAPACs to support the reviews of these plans in the coming year. The timing of the McLaren Vale Water Allocation Plan (WAP) is the highest priority, as it is due by 2022. The Western MLR has different issues across its large geographic area. It was proposed that Hills and Fleurieu have a single Western MLR WAPAC and use focus groups in different areas to explore specific local issues.</p> <p>The board agreed and discussed the importance of good communication and linkages between the WAPACs. The board also discussed the importance of transparency, and WAPAC members communicating policy discussions to their communities, and suggested amending the draft clause around confidentiality in the Terms of Reference (ToR) so that people are able to liaise with their networks.</p> <p>The board also requested changes to the ToR including:</p> <ul style="list-style-type: none"> <li>• Section 3 – separate dryland farming from stock and domestic</li> <li>• Section 3 – reword representation to emphasise board members are there as conduit between the board and the WAPAC.</li> </ul>

	<ul style="list-style-type: none"> <li>Section 4 - reword member term end date for the requirement for the WAPAC to be reviewed not later than 3 months after the date of Ministerial approval of the WAP review/amendment.</li> </ul> <p>The board agreed that ideally 2 board members would be on each WAPAC. The board agreed sharing the opportunity to represent on WAPACS would reduce pressure by spreading the workload and broaden knowledge.</p> <p><b>The board:</b></p> <p>2.3.1 <b>approved</b> the establishment of Water Allocation Plan Advisory Committees to support the reviews of the Eastern and Western Mt Lofty Ranges and the McLaren Vale WAPs;  <b>Moved: A Williams; Seconded: D Smith</b></p> <p>2.3.2 <b>endorsed</b> the draft Terms of Reference for the Water Allocation Plan Advisory Committees with recommended changes as described above.  <b>Moved: A Lowe; Seconded: C Schofield</b></p> <p>2.3.3 <b>nominated</b> J Klein and D Smith with a view that at least one attends each meeting of the McLaren Vale WAPAC.  <b>Moved: A Williams; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>R de Groot left the room at 11:06am</p>
2.4	<p><b>Fox Cage Trapping Policy</b></p> <p>The Manager Landscape Operations discussed the policy and guideline, stating the preference to encourage loaning of cage traps with a range of requirements for landholder to abide by, ensuring the responsibility lies with the landholder, i.e. they must nominate the method of humane euthanasia. Cage trapping can be the only control option available for fox management in urban areas.</p> <p>The board discussed some possible additions and edits to the form, to make it clearer and enable wildlife data to be collected.</p> <p><b>The board:</b></p> <p>2.4.1 <b>approved</b> the Fox Cage Trapping Policy noting changes to the language around loaning and borrowing in the briefing paper, and the additions to the form:</p> <ul style="list-style-type: none"> <li>provide a section to confirm method of destruction used; and</li> <li>provide a place to record other wildlife species and amounts caught.</li> </ul> <p><b>Moved: D Smith; Seconded: A Lowe</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2.5	<p><b>Risk and Performance Committee Overview</b></p> <p>The inaugural meeting of the Risk and Performance Committee was held on 7 January, providing an opportunity for the committee members to meet for the first time. The committee approved the 2020-21 Work Plan, provided feedback on the draft interim Service Level Agreement (SLA) with Department for Environment and Water, provided feedback on the Legislative Compliance Register and noted the Terms of Reference.</p> <p>It was noted that the term end date for the board chair appointment is under review by the Minister.</p> <p><b>The board:</b></p> <p>2.5.1 <b>noted</b> the minutes of the Risk and Performance Committee's first meeting held 7 January 2021; and</p> <p>2.5.2 <b>endorsed</b> the terms of appointment for the committee members:  David Greenhough (committee chair) 23/9/2020 – 30/01/2023;  Carol Schofield 23/9/2020 – 30/06/2021;  Tanya Johnston 25/11/2020 – 24/11/2022; and  Judy Goode 25/11/2020 – 24/11/2023.</p> <p><b>Moved: A Williams; Seconded: J Klein</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

2.6	<p><b>Legislative Compliance Register</b></p> <p>The Manager Business and Governance explained that the Legislative Compliance Register was presented to the Risk and Performance Committee at its first meeting on 7 January, with positive feedback received. It was highlighted that it will be continually developed over time, and that there are still requirements, such as in the <i>Aboriginal Heritage Act 1988</i>, the <i>Native Title Amendment Act 1998</i> and the <i>Planning, Development and Infrastructure Act 2016</i> to be incorporated into the register. The board also suggested the inclusion of the <i>Dangerous Substances Act 1979</i>. The General Manager added that these elements will be applicable for all landscape boards.</p> <p><i>The board:</i></p> <p>2.6.1 <b>noted</b> the progress of the establishment of a Legislative Compliance Register for the Hills and Fleurieu Landscape Board.</p> <p><b>Moved: A Lowe; Seconded: D Smith</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.1	<p><b>Finance Report</b></p> <p>The Manager Business and Governance described the factors influencing the December report as being:</p> <ul style="list-style-type: none"> <li>• Cash flows and SLA payments that have been held pending the signing of the SLA with DEW contributed to Business and Governance underspend.</li> <li>• Salaries and wages underspend across some projects requires a reallocation of costs of some FTE's as well as a minor adjustment to some cash flows.</li> <li>• Eastern MLR Water Allocation Planning shows significant underspend due to delays with payments as well as the budget adjustment of \$26k in the last budget revision that requires a revised cash flow.</li> <li>• A portion of the Back from the Brink project expenditure is still waiting to be reallocated from the former Natural Resources Management (NRM) board. Further, a budget push forward of \$176k is awaiting loading to the board budget as well as a \$568k budget carryover from last year. A full budget cash flow revision is required in February.</li> <li>• First Nation partnerships is overspent by \$30k due to delay in recruitment of a new Aboriginal Partnerships Liaison Officer.</li> <li>• The Statement of Financial Position (Balance Sheet) does not include transferred assets and liabilities from the former NRM boards. DEW expects to have this finalised in February.</li> <li>• There is a new treatment for leases under Accounting Standard (AASB 16), which results in a liability of \$42k for leased motor vehicles in the Balance Sheet.</li> </ul> <p><i>The board:</i></p> <p>3.1.1 <b>accepted</b> the financial reports and statistics for the period ending 31 December 2020.</p> <p><b>Moved: J Klein; Seconded: D Smith</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.2	<p><b>Work Health &amp; Safety</b></p> <p>The General Manager updated the board on the two incidents reported to date. In response to an incident of a verbally inappropriate client, one of the office front counters has been redesigned to create a safer space for staff (temporary chain barrier installed followed by a swing door in future). The second incident reported involved a dog bite to a contractor.</p> <p><i>The board:</i></p> <p>3.2.1 <b>noted</b> the Work, Health and Safety Report for December 2020.</p> <p><b>Moved: A Lowe; Seconded: A Williams</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

3.3	<p><b>General Manager’s Report</b></p> <p>The General Manager highlighted and thanked the Manager Planning, Engagement and Partnerships for developing a concept bid with partners to the Australia Government for an Economic Stimulus project and submitting Landscape Priority Fund bids. Updates on these submissions will be provided to the board at future meetings.</p> <p><i>The board:</i>  3.3.1 <b>noted</b> the General Manager’s report.  <b>Moved: J Klein; Seconded: C Schofield</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.4	<p><b>Board’s Member Activity Register</b></p> <p>Amy Williams added she attended a Coorong Lower Lakes and Murray Mouth Community Advisory Panel meeting 17 December 2020, and noted that on-ground works may fall in the Hills and Fleurieu region.</p> <p><i>The board:</i>  3.4.1 <b>noted</b> the register of meetings and events attended by the Chair and board members in their capacity as representatives of the Hills and Fleurieu Landscape Board.  <b>Moved: A Lowe; Seconded: A Williams</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3.5	<p><b>Register of Interests</b></p> <p><i>The board:</i>  3.5.1 <b>noted</b> the Register of Interests.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.6	<p><b>Use of the Common Seal</b></p> <p><i>The board:</i>  3.6.1 <b>noted</b> the use of the common seal.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.7	<p><b>Correspondence</b></p> <p>The board was provided with the following correspondence via its Microsoft Teams portal:</p> <p>3.7.1 14 December 2020: Welcome and introduction from the Murray Darling Association Region 6;  3.7.2 16 December 2020: Feedback from Onkaparinga Mayor Thompson on H&amp;F Landscape Plan discussion paper;  3.7.3 14 January 2021: Email invite for D Greenhough to Horticultural Society meeting and lunch;  3.7.4 18 January 2021: Submission letter from SA Tourism Commission for Landscape Plan; and  3.7.5 22 January 2021: Invite to provide submission regarding Coast Protection Board.</p> <p><i>The board <b>noted</b> the correspondence provided via its Microsoft Teams portal.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
4.0	<p><b>Other business - Cherry Gardens Bushfire Update</b></p> <p>The General Manager discussed the Cherry Gardens bushfire that started 24 January and its impact to 29 parcels of land (approx. 307ha) within the Hills and Fleurieu region and 8 within the Green Adelaide region. The Manager Landscape Operations will provide an update at the February board meeting of staff connections with landholders, including those not already engaged with. Our support will be focussed on follow-up weed control, biodiversity management (including burnt trees) and water management.</p>

<b>6 Meeting Closure</b>	
6.1	Next meeting details: Thursday 25 February 2021 at the Murray Bridge Council Chamber. It was noted that this day will include presentations from Project Coorong & DEW Flows For The Future project (together with Murraylands and Riverland Landscape Board) and the Murray Darling Basin Authority.
6.2	Meeting closed 11:37am

<b>ENDORSED</b> 	<b>DAVID GREENHOUGH</b>  <b>PRESIDING MEMBER</b> <b>HILLS AND FLEURIEU LANDSCAPE BOARD</b>  <b>Date: 25 February 2021</b>
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