

**AGENDA FOR THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE**
held in the Council Committee Room on Wednesday 12 July 2017 commencing at
1:00pm

1. **WELCOME** The Chairperson K Jenkins welcomed all to the meeting. The Committee acknowledges the traditional owners of the land on which we meet, the Peramangk and Ngadjuri People, and respect their cultural heritage, beliefs and relationship with the land, and acknowledge that they are of continuing importance to the Peramangk and Ngadjuri People living today.
2. **PRESENT**
3. **APOLOGIES** –
4. **GUESTS** –
5. **CONFLICT OF INTEREST**
Forms to be presented to the Chair before the commencement of the meeting.
6. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

MOVED that the Minutes of the meeting held on 14 June 2017 as circulated be confirmed as a true and correct record of the proceedings of that meeting.

Seconded

CARRIED

7. **MATTERS ARISING FROM PREVIOUS MINUTES**

7.1 Duress alarm response process.

Council's Risk Services are currently coordinating testing

7.2 Procedures, Terms and Conditions of Use for activities held at the Barossa Bushgardens – pending

7.3 Grant funding opportunities for Reconciliation Day and related activities - pending

MOVED That the matters arising from the previous minutes and any recommendations contained within it be adopted.

Seconded

CARRIED

8. **WORK HEALTH AND SAFETY REPORTING**

9. **CORRESPONDENCE**

(To be provided under separate cover).

9.1 Correspondence In:

9.2 Correspondence Out:

MOVED that Correspondence In and Out be received.

Seconded

CARRIED

10. REPORTS

10.1 Management Committee Report:

10.1.1 Meeting frequency

Further to the outcomes of recent Management Committee Meetings, it is recommended that Section 41 Committee Meetings be held on a bi-monthly basis and that a Report be submitted to Council for endorsement, including amendments to the Terms of Reference to reflect the change in meeting frequency.

MOVED that a Report be submitted to Council for endorsement, amending the frequency of meetings to bi-monthly and that the Terms of Reference be amended to reflect the change accordingly

Seconded

CARRIED

10.1.2 Bushgardens approved Budget

10.1.3 Review of Community Plan Link Summary Document

As attached

MOVED that the information items contained in the Management Committee Report be received and that any recommendations contained within it be adopted.

Seconded

CARRIED

10.2 Financial Sub Committee Report:

Refer to attached Reports

MOVEDThat the Financial Report be received and any recommendations therein be noted

Seconded

CARRIED

10.3 NRC Coordinator's Report including NRC report

Please refer to attached Report.

MOVED that the information items contained in the Coordinator's Report including NRC Report be received and that any recommendations contained within it be adopted.

Seconded

CARRIED

10.4 Nursery Manager Report:

No Report available.

10.5 Site Manager Report :

MOVED that the information items contained in the Site Management Sub Committee Report be received and that any recommendations contained within it be adopted.

Seconded

CARRIED

10.5 Tours Report

MOVED that the information items contained in the Tours Report be received and that any recommendations contained within it be adopted.

Seconded **CARRIED**

10.6 Update of Key Projects

10.6.1 Labyrinth

10.6.2 Nature Play

10.6.3 Community Nursery

10.6.4 Village Landcare/Carers and Disability Link

MOVED that the information items contained in the Update of Key Projects Report be received and that any recommendations contained within it be adopted.

Seconded **CARRIED**

11. GENERAL BUSINESS

11.1

MOVEDthat the items in General Business be noted.

Seconded **CARRIED**

12. NEXT MEETING and Dates to note

Meeting: Wednesday 9 August 2017 commencing 1:00pm at The Barossa Council Chambers.

13. CLOSURE

There being no further business, the meeting closed at pm.

Confirmed

Date:

Chairperson:

Community
Plan Link



	Action	Responsibility	By	Performance Measure
	Strategy Develop and Maintain Strategic Partnerships			
	NE1 Seek to maintain funding from NRM AMLR for the Natural Resource Centre	Coordinator	2020	Ongoing funding
	NE2 Define relationship with Friends of the Barossa Bushgardens	S41 Committee	March 2016	
	Strategy Regional Seed Bank			
	NE3 Maintain and promote the Bushgardens as a regionally significant seed bank	S41 Committee	Ongoing	
	Strategy Increase visitor numbers			
	CC1 Continue to build the brand with a visual identity to engage customers			Improve branding and recognition of BBG
	CC2 Participation in events including SALA, Reconciliation Week with a focus on the Bushgardens outcomes		Ongoing	Draws in public into BBG and some who have never visited before
	CC3 Develop a 'Venue Package'	Coordinator		Package developed
	Strategy Increase the skill base and engagement of volunteers in the developmental work of the garden			
	CC4 MERI for volunteer programs	Coordinator S41 Committee	Annually	Survey results for presentation to Section 41 Committee
	CC5 Develop questionnaire for skills audit of newly-recruited volunteers	Nursery Manager Coordinator		Skills audit manual and templates
	CC6 Maintain stable and sustainable pool of volunteers			

Community
Plan Link



	Action	Responsibility	By	Performance Measure
	Strategy Aboriginal engagement			
	CC7 Meeting			
	CC8 Fireplace			
	CC9 Aboriginal Learning on Country			
	CC10 Enter into a Memorandum of Understanding with Peramangk and Ngadjuri			
	Strategy Increase involvement of education sector both in the gardens and the nursery			
	CC11 xxx			
	Strategy Further improve the Volunteer Centre and Nursery facilities			
	I1 Improve the road and car parking infrastructure in accordance with the site masterplan/design framework	S41 Committee	2016	Adequate and appropriate car parking, roadway and landscaping
	I2 Develop and improve the sales and interpretive area	Nursery Manager Volunteers	2016	Community (retail) nursery
	Strategy Improve the functionality of the gardens			
	I3 Develop a plan for the gardens post exit of the Grassy Groundcover Restoration Project	Coordinator Site Committee	June 2017	Plan developed
	I4 Extend plant and general interpretation signage	Coordinator	June 2016	Appropriate signage installed
	I5 Increase shade and shelter	Coordinator Site Committee	Ongoing	Appropriate shading of sitting areas and car parking

Community
Plan Link



	Action	Responsibility	By	Performance Measure
	Strategy Promote health and wellbeing			
	WB1 Promote/Host health and wellbeing activities	S41 Committee		
	WB2 Completion of the Labyrinth			
	WB3 Facilitate Nature Play opportunities			
	Strategy Create and deliver community oriented training opportunities			
	BE1 Develop a program of seasonal workshops	Coordinator	Annually	Workshops for seed collection, propagation, planting, pruning and maintenance
	Strategy Maintain effective governance structure to continue to meet the changing needs of Barossa Bushgardens			
	GG1 Develop work plan for the Section 41 Committee	Chair and Deputy Chair	Annually	Plan developed
	GG2 Review charters for each of the sub-committees	Chair and Section 41 Committee	December 2016 and after review annually	Maintain effective governance structure
	GG3 Develop a Guideline for Volunteer Management			
	CC4 Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	S41 Committee Council		
	Strategy Develop KPIs for better understanding of Bushgardens outputs and ultimately outcomes			
	GG5 Compile a 'book' of all procedures, action and management plans. Processes are transparent and accessible		April 2016	Handbook completed

**Community
Plan Link**



	Action	Responsibility	By	Performance Measure
	GG6 Prepare a Wholesale and Retail Sales Policy	Nursery Manager S41 Committee		
	GG7 Prepare a Nursery Business governance produces			
	GG8 Articulate a structured series of sponsorship and donation packages	Coordinator FoBB		Sponsorship and donations packages
	GG9 Develop marketing plan	Coordinator S41 Committee		Marketing plan

General Ledger Balances (Enquire)

Account Number	Description	Debit	Credit	Commitments	Total Balance	Units1	Long Description
B140-820	Advertising	3,119.22	0.00	0.00	3,119.22	1.000000	Coordinator Advertising
B145-654	Contractors - O	87.06	0.00	0.00	87.06	0.000000	Nursery Exp Contractors - O
B140-718	Direct Purchase	904.01	0.00	0.00	904.01	1.000000	Coordinator Direct Purchase
B160-715	Direct Purchase	30.06	0.00	0.00	30.06	0.000000	Miscellaneous eDirect Purchase
B145-750	Energy Costs -	602.46	0.00	0.00	602.46	2,824.000000	Nursery Exp Energy Costs -
B140-821	Printing	1,261.14	0.00	0.00	1,261.14	1.000000	Coordinator Printing
		6,003.95	0.00	0.00	6,003.95	2,827.000000	

**BUSHGARDENS
FINANCIAL STATEMENT AS AT 30 JUNE 2017
FOR THE YEAR ENDING 30 JUNE 2017**

	Actual	Budget		Actual	Budget		Actual	Budget		Actual	Budget	
PROJECTS	<u>B146 Village Landcare</u>			<u>B140 Natural Resource Centre</u>			<u>B145 Nursery</u>			<u>B160 General Bushgardens</u>		
Balance b/fwd from previous year..										\$0	\$0	
Revenue:												
Sponsorship & Donations							\$6,500	\$6,500		\$21,876	\$16,000	137%
Interest rec'd on Cash Reserve fund										\$0	\$88	0%
Sales				\$1,198	\$973		\$36,531	\$17,000		\$2,969	\$1,000	297%
Grants	\$20,420	\$13,128		\$45,691	\$42,682		\$0	\$0				
TOTAL REVENUE	\$20,420	\$13,128	156%	\$46,889	\$43,655	107%	\$43,031	\$23,500	183%	\$24,845	\$17,088	145%
Expenditure:												
Salaries	(\$13,669)	(\$11,402)	120%	(\$52,575)	(\$63,374)	83%	(\$93,728)	(\$78,021)		(\$60)	\$0	
Contractors								(\$1,450)		(\$3,842)	(\$1,250)	307%
Direct Purchases	\$0	\$0		(\$4,249)	(\$6,100)	70%	(\$10,203)	(\$9,750)		(\$5,405)	(\$4,670)	116%
Advertising & Printing	\$0	\$0		(\$5,970)	(\$4,660)		\$0	\$0		(\$369)	(\$400)	92%
Energy costs										(\$3,984)	(\$15,532)	26%
Sundry expenses	(\$1,178)	(\$1,726)		(\$4,003)	(\$5,309)		(\$26,913)	(\$32,839)		(\$4,631)	(\$4,979)	93%
TOTAL EXPENDITURE	(\$14,847)	(\$13,128)	113%	(\$66,798)	(\$79,443)	84%	(\$130,844)	(\$122,060)	107%	(\$18,290)	(\$26,831)	68%

VILLAGE LANDCARE
Transactions for June 2017
Revenue / Expense Code

Contributions - Other

Document Type **Supplier**

SUPJNL LDR

Description

Contribution towards partnership ;

\$

(\$7,302.00)

TOTAL

(\$7,302.00)

NATURAL RESOURCE CENTRE

Transactions for June 2017

Revenue / Expense Code

	Document Type	Supplier	Description	\$
Direct Purchases - Canteen Purchases	APINVOICE	PETTY CASH - Bu	Canteen	\$15.23
Direct Purchases - Canteen Purchases	APINVOICE	FOODWORKS Nuri	Canteen Purchases	\$58.90
Direct Purchases - Canteen Purchases	APINVOICE	FOODWORKS Nuri	Canteen Purchases	\$56.63
Direct Purchases - Assets < \$5,000	GENJNL		Loop handle brushcutter	\$510.00
Office Equipment consumables - Other	APINVOICE	OFFICE NATIONAL	BrotherMFC -L8600CDW	\$590.00
Mobile Phone Expenses	APINVOICE	TELSTRA CORPORA	Monthly mobile telephone account	\$31.81
			TOTAL	\$1,262.57

NURSERY**Transactions for June 2017****Revenue / Expense Code****Document Type Supplier****Description****\$**

Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bush Gardens ; Card amount inc	\$248.64
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bushgardens ; Bushgardens Plants	(\$288.42)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$872.73)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bushgardens ; Bushgardens Plants	(\$187.72)
Commercial Activities - Seedling Sales	GENJNL		Purchase 50 plants - gifts for students	(\$87.50)
Commercial Activities - Seedling Sales	SUPJNL	LDR	Purchase Order No. N21350 ; Misc	(\$309.09)
Commercial Activities - Seedling Sales	SUPJNL	LDR	600 native seedlings for Cleland -	(\$709.09)
Commercial Activities - Seedling Sales	SUPJNL	LDR	As per discussion with Anthony Fox	(\$943.18)
Commercial Activities - Seedling Sales	SUPJNL	LDR	20 Eucalyptus odorata - Barossa Bu	(\$23.64)
Commercial Activities - Seedling Sales	SUPJNL	LDR	Plants from Barossa Bushgardens fo	(\$668.18)
Commercial Activities - Seedling Sales	SUPJNL	LDR	Native Plants - Barossa Bushgarden	(\$477.27)
Commercial Activities - Seedling Sales	SUPJNL	LDR	1120 Atriplex vesicaria (14 trays	(\$814.55)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bushgardens ; ; Bushgardens Plan	(\$35.45)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bushgardens ; ; Bushgardens Plan	(\$23.64)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Bushgardens ; ; Bushgardens Plan	(\$25.00)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$47.27)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$29.55)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$31.82)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$450.00)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$100.00)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$63.64)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$47.73)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$24.59)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$45.45)
Commercial Activities - Seedling Sales	SUPJNL	CRCR	Barossa Bushgardens ; Bushgardens	(\$41.82)
Donations - Other	GENJNL		Donations - Friends of The Bushgardens	(\$6,500.00)
Contractors - Other Services	APINVOICE	COATES HIRE OPE	Hire of Knuckle Boom Lift	\$383.00
Direct Purchases - Stationery	APINVOICE	OFFICE NATIONAL	Goods - per invoice	\$200.19
Direct Purchases - Stationery	APINVOICE	OFFICE NATIONAL	Nursery Purchases	\$274.71
Direct Purchases - Irrigation supplies	APINVOICE	GRAETZ IRRIGATI	Senniger Pressure Reducer 25PSI	\$24.84
Direct Purchases - Protective clothing	APINVOICE	PETTY CASH - Bu	Gloves	\$38.18
Direct Purchases - Loose tools	APINVOICE	PETTY CASH - Bu	Loose tools	\$66.82
Energy Costs - Electricity	APINVOICE	ORIGIN ENERGY E	3195059 Lot 100 Penrice Road	\$0.00
Mobile Phone Expenses	APINVOICE	TELSTRA CORPORA	Monthly mobile telephone account	\$31.81

TOTAL**(\$11,579.14)**

BUSHGARDENS**Transactions for June 2017****Revenue / Expense Code**

	Document Type	Supplier	Description	\$
Other User Charges Income	SUPJNL	CRCR	Bushgardens ; Bushgardens Tour	(\$27.27)
Donations - Other	SUPJNL	CRCR	Bushgardens - Donation Box ; ; B	(\$18.30)
Donations - Other	GENJNL		Donations - Friends of The Bushgardens	\$6,500.00
Other Income - Misc.	SUPJNL	CRCR	Bushgardens ; Bushgardens Other	(\$9.09)
Contractors - Fire Equipment Servicing	APINVOICE	Engie Fire Serv	Servicing of Fire Extinguishers	\$28.17
Contractors - Bldg Maintenance Services	APINVOICE	Butterfields Se	preventative maintenance	\$59.38
Contractors - Bldg Maintenance Services	APINVOICE	Academy Service	General Cleaning Services	\$80.92
Contractors - Other Services	APINVOICE	SPARKY'S A CLAS	Quotation SAE628 Wiring of Shed	\$1,689.09
Contractors - Tagging & Testing	APINVOICE	SPARKY'S A CLAS	Bush Gardens	\$294.00
Direct Purchases - Loose tools	APINVOICE	VALLEY POWER EQ	UMK425 Loop Handle Brushcutter	\$510.00
Direct Purchases - Loose tools	APINVOICE	The COMMUNITY C	Replacement Tools	\$2,246.06
Direct Purchases - Loose tools	GENJNL		Loop handle brushcutter	(\$510.00)
Energy Costs - Fuel & Lubricants	APINVOICE	BP Australia Pt	BP Fuel Card - April 2017	\$67.86
Bank Charges	EFTPOSFEE		MERCHANT FEE004842843	\$43.78
Telephone	APINVOICE	TELSTRA CORPORA	Barossa Bush Gardens	\$90.82

TOTAL **\$11,045.42**

**WORK FOR THE DOLE
Transactions for June 2017**

Revenue / Expense Code

Operating Grant - Other
Operating Grant - Other
Operating Grant - Other
Operating Grant - Other

Document Type	Supplier
SUPJNL	LDR
SUPJNL	LDR
GENJNL	
GENJNL	

Description

Host Agreement - The Barossa XCoun
Attn: Kristin Kiegerl ; Miscellane
Reallocate Work for the dole funding
Reallocate Work for the dole funding

\$
(\$464.55)
(\$464.55)
\$5,929.10
(\$929.10)

TOTAL

\$4,070.90



Barossa Bushgardens

Natural Resource Centre

NATURAL RESOURCE CENTRE REPORT **s41 Meeting 12 July 2017**

MEDIA:

- Bi-monthly Leader article – Focus on Playgroup and Education

KEY RESPONSIBILITIES:

Natural Resource Centre Management

- NRC Report to NRC Alliance; alliance new brochure
- NRC budget planning 17/18
- NRC Sub-Committee and Site Sub-Committee Minutes
- Invitation to attend White Dog Focus Group Meeting (Wellness Day 9Oct17)
- Recycling system in place at Bushgardens: wider discussion underway in region
- Compositing system in progress: demonstration model for wider community
- Signage and Seating finalized and ordered
- Reconciliation Day de-brief and planning
- Business cards to include generic email
- Brochure update and Newsletter in progress
- Landscaping advice to local enquiries

Bushgardens

- Rocks - Fire Pit area; Footings - Entrance Wall
- 2 days planting (wetland, sanctuary and blue gum area)
- Plant sales/visitor enquiries
- A Frame signs from Barossa Digital completed
- Parkrun (www.parkrun.com.au) KMealey contact; Saturdays 8am, starting Sep.
- WHS updates for Bushgardens (JGlover)

Volunteers

- Ongoing Bushgardens volunteer coordination: 2(3) new volunteers started Tues 11Jul17
- WFTD liaison with providers and induction and supervision of attendees
- Liaison and supervision 2 work experience students
- Faith College, Tanunda Tuesdays; Nuri High Special Ed Thursdays; (TW coordinates)

COUNCIL ADMINISTRATION

- Bushgarden budgets and cash EOFY reconciliations
- Staff Meeting (1) and Management Committee Meeting (1)
- DES NRM quarterly reporting

DISABILITY SUPPORT PROGRAM

- Meetings and planning for new 17/18 CADL Program

IMPORTANT DATES

- SALA Opening 6th August (media attend 27Jul)
- Council Snake Awareness Training 14Sep17
- Parkrun launch date 16Sep17