

**AGENDA OF THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE
held in the Council Committee Room 43-51 Tanunda Road, Nuriootpa
on Wednesday 17 October 2018 commencing at 1.00pm**

1 WELCOME

To Members and Staff present.

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

Elspeth Morgan

4 GUESTS

Nil.

5 DECLARATION OF INTEREST BY MEMBERS

If a Member considers that they have, or might reasonably be perceived to have an interest in the matter before the Committee, they must clearly state the nature of that interest in writing to the Chairperson before the matter is considered.

If a Member considers that they have a personal interest which may be in conflict with their duty to act impartially, they must declare a conflict of interest as above.

If a Member has an interest in a matter, they must not partake in any of the discussions involving the matter. They must leave the room at any time in which the matter is discussed by the Committee or during any vote on the matter. They must not vote on the matter and they must not move or second any motion or participate in any discussion through the consensus process.

Any member that considers that they have an interest must notify the Chairperson and have it recorded in the minutes as to the nature and extent of the interest.

6	<u>MINUTES FROM PREVIOUS MEETING</u>	
	6.1. Committee Meeting	Pages 3-10
	Confirmation of the Minutes of the previous Barossa Bushgardens S41 Committee Meeting held on Wednesday 15 August 2018.	
7	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	Actions on Previous Resolutions.	
	7.1 Action List	Pages 11 -12
8	<u>CORRESPONDENCE</u>	Pages 13 -14
9	<u>RISK MANAGEMENT/WORK HEALTH AND SAFETY</u>	Pages 15-16
10	<u>REPORTS</u>	
	10.1. Management Committee	Pages 17-19
	10.2. Finance	Pages 20-23
	10.3. Nursery	Pages 24-27
	10.4. Natural Resource Centre	Pages 28-29
	10.5. Site Management	Pages 30-31
	10.6. Tours	Page 32
	10.7. Partner Projects	Pages 33-34
11	<u>GENERAL BUSINESS</u>	Page 34
12	<u>NEXT MEETING</u>	
12.1	Committee	
	Wednesday 12 December 2018 at 1:00pm at the Council Chambers 43-51 Tanunda Road, Nuriootpa	
13	<u>CLOSURE</u>	

6.1 Committee Meeting Minutes

RECOMMENDATION

That the Committee:

- 1. Receive and note that the Minutes of the meeting held on Wednesday 15 August 2018 be confirmed as a true and correct record of the proceedings of that meeting.**

**MINUTES OF THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE**

**To be held in the Council Chambers on Wednesday 15 August 2018 commencing at
1:03pm**

1. WELCOME

The Chair welcomed everyone, and opened the meeting at 1.03pm and welcomed guest speaker Kate Graham from NRM Gawler to the meeting.

Kate Jenkins welcomed guest speaker Kate Graham from NRM Gawler to speak about supporting the bushgardens from a NRM perspective, developing the bushgardens and using local plants, informing the staff from an outside perspective in supporting the bushgardens.

2. PRESENT

K Jenkins, T Waldhuter, D Armstrong, E Morgan, T Hurn (arrived 1.11pm)

Staff: G Mavrinac, N Rea, P Payne, M Thom (Minute Secretary)

3. APOLOGIES

B Lillecrapp, L Mason and R Duance

4. GUESTS

Kate Graham – Regional Ecologist from NRM Gawler.

Kate Graham spoke to the committee to help the Bushgardens in sustaining plants and to create a new habitat to be functional, self-sustaining and resilient for the future.

5. DECLARATION OF INTEREST BY MEMBERS

Nil.

6. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Moved T Waldhuter

Seconded D Armstrong

That the minutes of the Barossa Bushgardens S41 Committee meeting held on 13 June 2018 be received and confirmed.

CARRIED

7. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)

Nil.

7.1 ACTION LIST

Meeting Date	Resolution/Action	Status – updated 9 August 2018	Actioning Officer
14 June 2017	Council to formulate Procedures, and Terms and Conditions of Use for key activities held at the Barossa Bushgardens, and circulate to the Committee for feedback.	Key Register reviewed; key holders using new security system and code; individual pin no's in progress.	N Rea G Mavrinc
	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	Barossa Reconciliation Committee are currently in discussions with Mayor Sloane	
9 August 2017	Budget Adjustment Request to be submitted to reflect reduction in service requirements (revenue and expenditure) for the Carers and Disability Link Dementia Program.	Completed	G Mavrinc
	Committee notes advice of the opportunity for involvement in the 20 Million Trees Project, and request investigation in relation to potentially submitting an Expression of Interest.	Project scoped as too large for BBG at this time. Status completed	N Rea
	That Council's Depot be approached for assistance with the provision of loan equipment for use by BBG volunteers, until replacement tools and equipment sourced.	Completed	N Rea
18 October 2017	Council's Risk team has suggested the construction of a fence around the Bio-Cycle system.	Completed: water tank around Bio-Cycle + orange cones. Risk Officer advised bollards needed. Fold-down bollards being priced	N Rea
	Seed Collection Site - contact owner for further information.	Pending	R Johnstone
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	Herbicide Policy 2014 review pending Site Committee Meeting: cease herbicide use by volunteers & contract	P Payne

8. CORRESPONDENCE

Recommendation

That the Committee receive and note incoming and outgoing correspondence.

Decision

Moved R Johnson
That the recommendation be adopted.

Seconded E Morgan

CARRIED

9. RISK MANAGEMENT

9.1 Work Health and Safety

That the Committee receive and note the report.

Decision

Moved T Hurn
That the recommendation be adopted.

Seconded D Armstrong

CARRIED

10. REPORTS

10.1 Management Committee

Recommendation

That the Committee:

(1) Receive and note the report.

(2) Note that the Caretaker Policy is to commence from the close of nominations for the General Election on 18 September 2018 and cease at the conclusion of the General Election, and that the Committee cannot make any "significant decisions" during the caretaker period

Decision

Moved T Waldhuter
That the recommendation be adopted.

Seconded E Morgan

CARRIED

10.2 Finance

Recommendation

That the report be received and noted

Decision

Moved R Johnson
That the recommendation be adopted.

Seconded D Armstrong

CARRIED

10.3 Nursery

Recommendation

That the report be received and noted

Decision

Moved T Waldhuter
That the recommendation be adopted.

Seconded D Armstrong

CARRIED

10.4 Natural Resource Centre

T Hurn retired from the meeting at 2.34 pm.

Recommendation

That the report be received and noted

Decision

Moved R Johnson
That the recommendation be adopted.

Seconded E Morgan

CARRIED

10.5 Site Management

Recommendation

That the report be received and noted.

Decision

Moved T Waldhuter
That the recommendation be adopted.

Seconded R Johnson

CARRIED

Moved D Armstrong
That the Site Committee and the Barossa Bushgardens Committee formally thank Trevor Waldhuter in his role as ambassador to the Barossa Bushgardens and also thank the volunteers of the Bushgardens.

Seconded K Jenkins

CARRIED

10.8 Open Space Grant

Recommendation

That the Committee:

- (1) Receive and note the report.
- (2) Recommend to Council that:
 - (a) A directional sign (on a poll to direct people to the labyrinth, community centre and other points of interest) be installed near the old gum tree.
 - (b) A 'upcoming' events board (approximately 3600mm in width and 2600mm in height which fits multiple banners (3000mm x 1200mm) be installed on the corner of Penrice and Research road.
 - (c) A sign be installed at Tolley Reserve on Tanunda Rd as a means of promoting 'things to do' at Barossa Bushgardens for families that visit the reserve.
 - (d) A finger board sign located on the corner of Railway Tce.

subject to final costings and any approvals required from relevant authorities.

Decision

Moved D Armstrong
That the recommendation be adopted.

Seconded T Waldhuter

CARRIED

D Armstrong retired from the meeting at 2.47 pm.

The meeting was adjourned at 2.48pm.

The meeting resumed at 2.57 pm.

10.6 Tours

Due to there being a loss of quorum for the Committee, all remaining agenda items are to be as noted.

10.7 Partner Projects

E Morgan advised the Committee regarding progress of the Dementia Friendly Community Group in association with Carers Disability and Link in the area.

11. GENERAL BUSINESS

Garden Bed Signs

P Payne presented signs for the garden beds to the committee which shall be put onto each garden bed. These signs would have a catch phrase included on them and to be open for further interpretation and comments from the Committee and especially E Morgan from her Community groups point of view.

Pam left the meeting at 3.20 pm

Natural Resource Reforms

R Johnson spoke to the Committee regarding the Natural Resource Management Reforms have your say.

12. NEXT MEETING

Wednesday 10 October 2018 commencing at 12.30pm.

13. CLOSURE OF MEETING

The Chair declared the meeting closed at 3.26pm.

Confirmed

Date:

Chairman:

7.1 Action List

RECOMMENDATION

That the Committee:

- 1. Receive and note progress of decisions from previous meetings.**

Meeting Date	Resolution/Action	Status	Actioning Officer
14 June 2017	Council to formulate Procedures, and Terms and Conditions of Use for key activities held at the Barossa Bushgardens, and circulate to the Committee for feedback.	Key Register reviewed; key holders using new security system and code; individual pin no's in progress.	N Rea G Mavrinac
	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	Barossa Reconciliation Committee are currently in discussions with Mayor Sloane	
9 August 2017	Committee notes advice of the opportunity for involvement in the 20 Million Trees Project, and request investigation in relation to potentially submitting an Expression of Interest.	Project scoped as too large for BBG at this time. Status completed	N Rea
18 October 2017	Seed Collection Site - contact owner for further information.	Pending	R Johnstone
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	Herbicide Policy 2014 review pending Site Committee Meeting; cease herbicide use by volunteers & contract out. Weed Mgt Group meeting 14 August 2018.	P Payne
	Audit to be undertaken to determine the requirements for disability access to the Bushgardens and Natural Resource Centre.	Draft audit complete; need 2-3 car parks adjacent gardens and resolve path surfaces for wheel-chair access around central area.	N Rea

Meeting Date	Resolution/Action	Status	Actioning Officer
	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Pending	N Rea
14 Feb 2018	Examine budget to ascertain if any Co-Op money remains unspent.	Funds spent.	N Rea
11 April 2018	Staff to investigate opportunity to expand seed collection from many isolated reserves in the region, instead of having reliance on the same Bushgardens for stock each year.		P Payne
13 June 2018	Check Tax Deductibility of donations to Council or Incorporated Body.	TBA	N Rea
	The Committee note the need for operations of the Wholesale Nursery to be reviewed, and recommendations re irrigation in report by T Bateman be considered for implementation		P Payne

REPORT

8 Correspondence

RECOMMENDATION

That the Committee:

- 1. Receive and note the incoming and outgoing correspondence.**

Index

In

Date	From	Topic
17 August 2018	NFHLCG	Northern Foothill's "Environment and Land Care Expo" October 2018
16 September 2018	Nature Play SA	Spring News – Annual Festival update
17 September 2018	Sandra Hage	Barossa Village Well Being expo – Thank you for attending
20 September 2018	Daniel Hausler	Class excursion – Good Shepherd Lutheran School Angaston – Indigenous culture and traditional uses trail
24 September 2018	David & Cindy Jones	Grasses – Volunteer at Kapunda Golf Club – landscape advice
28 September 2018	Dirtwork Landscapes Pty Ltd	Plant listing Two Wells Primary School – Nature Play
1 October 2018	Sue McKenzie-Mohr	Request – Adelaide Community Based Social Marketing Workshops
8 October 2018	Janet Flanigan	Group visit – Coucals Garden

9 October 2018	GEC Coordinator	Building Better Regional Fund – Round 3
9 October 2018	Stephen Rogers	Friends of Cobbler Creek visit and Tour – 19 November 2018

Hard copy of correspondence to be available at the meeting

9 Risk Management/Work Health and Safety

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To inform the Committee of risk management and any work health and safety matters up to October 2018.

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain effective internal controls to reduce risk		
Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2019	<p>Scheduled session 23/10/2018 for Bushgardens volunteers re Position Description, Safe Operating Processes, Safe Work Instructions, Specific Task Risk Assessments.</p> <p>Warden training scheduled November 2018- Nursery Manager is Fire Warden and will be on leave.</p> <p>Bushgarden Review of Task Risk Assessment: Bushgardens – Gardening / Propagation / General Maintenance underway.</p> <p>Safe Operating Procedures updated.</p> <p>Both staff completed Chem-alert training</p>

		Both Staff working though CAPA register - 23 actions; some complete.
Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	Audio testing booked for staff/volunteers using machinery. Zip tank quote received to replace damaged urn.

Work Health and Safety

Incident	Date	Status/Progress
Volunteer fell over	6/9/2018	Complete
Nuisance person: member of public	11 & 21/9/2018	In progress.

10.1 Management Committee

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To provide the Committee on key outcomes of the Management Committee meeting held on 17 October 2018.

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To increase the capacity of our community to be better natural resource managers and champions		
Action	By when	Status/Progress
Strategy: Engage with the local Aboriginal people		
Host an annual Reconciliation Week event	May 2018	Completed
Contact the Peramangk and Ngadjuri people to help identify future uses within the gardens	June 2018	Ngadjuri Elder contacted regarding opening of Labyrinth and Dementia Friendly Garden – awaiting confirmation. Bushgardens hosting a Reconciliation Barossa Strategic Planning Meeting 17 October 2018.

Key Result Area: To recruit, train and retain productive staff and volunteers		
Action	By when	Status/Progress
Strategy: Increase the skill base of staff		
Provide staff with professional development in accordance with annual performance partnering and training needs analysis	Annually	No action.
Staff to undertake annual Performance Partnering	Annually	The majority of performance partnering discussion completed. The Team Leader Environmental Services has met with each of the officers and will seek to progress discussions in line with council's Policy and Procedures.
Review of resources in accordance with external funding agreements and service requirements	Annually	No action.

Key Result Area: To support and promote friends of Barossa Bushgardens		
Action	By when	Status/Progress
Strategy: Clarify the relationship between FOBB and Section 41		
Develop a 'Heads of Agreement' between the FOBB and Section 41 Committee	September 2018	Pending outcome of joint workshop.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong governance framework		
Undertake annual review of the Barossa Bushgardens Strategic Plan to ensure relevance of the Vision and Mission, and consistency with Council's Community Plan	November 2018	Preliminary discussion held by the Management Committee for the Planning Day.
Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	Annually	The governance structure to be considered as part of the Planning Day. In addition, the role of the S41 Committee will be subject to the direction of the new Council following the local government elections in

		November. The Management Committee discussed the need to prepare a discussion paper on the value and success of the S41 Committee in managing the Bushgardens.
Strategy: Maintain effective internal controls to reduce risk		
Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2019	No action.
Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	Council's Internal Control Officer has been working with offices in closing off a number of actions on the IC Register.

Other Matters

Nil

10.2 Finance

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To provide progress on budget income and expenditure.

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong Financial framework		
Prepare a Sponsorship and Donations statement	June 2018	Independently facilitated discussion held between FOBBG and S41 Committee around governance and funding outcomes to be followed up in Strategic Planning Meeting late November 2018.
Strategy: Maintain access to external grant funding		
Seek to maintain funding from NR AMLR in support for the Natural Resource Centre	June 2020	Ongoing, with need for NRC Alliance to work together with the impending new Landscapes SA Act, host agencies (i.e. The Barossa Council), Management Committee and DEW regarding funding arrangements for 2019/20 and beyond.

Identify new funding opportunities to assist in delivery of projects and programs	Annually	Options viewed although no current applications in place.
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Budget

	2018/19 Actuals	2018/19 Budget
B145 NURSERY MANAGEMENT		
INCOME		
547. Commercial Activities - Seedling Sales	(8,540)	(17,000)
EXPENDITURE		
621. Salaries (Increase in Leave Liabilities)	0	986
624. Salaries - Environmental Services	14,771	61,704
654. Contractors - Other Services	0	500
685. External Plant Hire (Other)	0	500
722. Direct Purchases - Stationery	170	800
724. Direct Purchases - Irrigation supplies	333	1,000
725. Direct Purchases - Weed/Pest Chemicals	0	500
726. Direct Purchases - Fertiliser	0	200
727. Direct Purchases - Mulch/Loam	1,900	3,000
728. Direct Purchases- Plants/Shrubs	0	1,000
729. Direct Purchases - Protective clothing	0	150
732. Direct Purchases - Loose tools	0	100
735. Direct Purchases - Other	52	3,000
738. Office Equipment consumables - Other	196	500
790. Depreciation Expense - Bldgs	3,870	15,480
791. Depreciation Expense - Infrastructure	99	396
792. Depreciation Expense - Equipment	1,602	6,408
810. Insurance - Income Protection Insurance	803	862
812. Insurance - Workers Comp Premium	407	1,587
824. Staff Training - Seminar/Conference Fees	0	500
833. Mobile Phone Expenses	73	300
B146 DISABILITY SUPPORT PROGRAM		
INCOME		
562. Contributions - Other	(4,387)	(7,300)
EXPENDITURE		
621. Salaries (Increase in Leave Liabilities)	0	192
624. Salaries - Environmental Services	1,080	12,012
735. Direct Purchases - Other	0	1,000
810. Insurance - Income Protection Insurance	156	168
812. Insurance - Workers Comp Premium	81	314

B160 NATURAL RESOURCE CENTRE		
INCOME		
454. Other User Charges Income	(51)	0
474. Operating Grant - CWM Boards	(18,384)	(46,903)
562. Contributions - Other	135	(10,000)
564. Donations - Other	(167)	(1,500)
EXPENDITURE		
600. Wages (Normal Rate - Depot Staff)	344	0
620. Salaries (Travel allowance)	0	100
621. Salaries (Increase in Leave Liabilities)	0	518
624. Salaries - Environmental Services	12,375	32,827
636. Contractors - Waste Disposal Services	0	380
649. Contractors - Plant/Machinery Servicing	0	200
654. Contractors - Other Services	0	5,000
715. Direct Purchases - Canteen Purchases	297	1,000
718. Direct Purchases - Assets < \$5,000	1,463	4,500
720. Direct Purchases - Signs	0	2,200
721. Direct Purchases - Vehicle/Machine Parts	139	500
722. Direct Purchases - Stationery	0	300
725. Direct Purchases - Weed/Pest Chemicals	0	200
732. Direct Purchases - Loose tools	0	300
735. Direct Purchases - Other	55	5,400
738. Office Equipment consumables - Other	572	970
750. Energy Costs - Electricity	0	2,640
751. Energy Costs - Gas	0	300
752. Energy Costs - Fuel & Lubricants	169	500
757. Water Rates	74	290
758. Excess Water Rates	361	6,700
770. Bank Charges	45	300
810. Insurance - Income Protection Insurance	426	458
811. Insurance - Bldg & Contents	190	660
812. Insurance - Workers Comp Premium	216	843
813. Insurance - Public Liability Insurance	644	2,700
816. Insurance - Vehicles	172	488
820. Advertising	218	3,660
821. Printing	0	1,000
824. Staff Training - Seminar/Conference Fees	0	500
830. Telephone	82	1,515
833. Mobile Phone Expenses	73	360
836. Wireless Broadband	0	600
840. Vehicle Registration	0	90
847. Fringe Benefits Tax Expenses	45	0
882. Subscriptions/Memberships	0	150
884. Other Misc. Expenses - Sundry	0	100

900. Internal Plant Hire Allocations	379	274
920. Internal Allocation - Wages Overhead	448	0
B166 WORK FOR THE DOLE		
INCOME		
475. Operating Grant - Other	0	(3,500)
EXPENDITURE		
621. Salaries (Increase in Leave Liabilities)	0	52
624. Salaries - Environmental Services	777	3,250
810. Insurance - Income Protection Insurance	42	45
812. Insurance - Workers Comp Premium	22	84
B168 OPEN SPACE PROJECT		
INCOME		
475. Operating Grant - Other	(31,443)	(58,943)
562. Contributions - Other	0	(34,500)
EXPENDITURE		
654. Contractors - Other Services	20,841	106,943

10.3 Nursery

RECOMMENDATION

That the Committee:

1. Receive and note the report.

accept the Sub-Committee recommendations that:

2. the Nursery closing time on Wednesday's be changed to 12:30pm from 4:30pm as the Nursery Manager has most meetings after this time and therefore may not be at the Bushgardens;
3. new gardens be planted around nursery fence line;
4. a demonstration Garden showcasing native plants as companion planting integrated with herbs and vegetables be established;
5. a Native Bee Hotel be integrated with the demonstration garden; and
6. construction of a Native Plant Food Garden be undertaking, taking in the Reconciliation Circle.

Purpose

To inform the Committee on progress of actions associated with the Barossa Bushgardens Nursery up to October 2018.

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region		
Action	By when	Status/Progress
Strategy: Create a regional Seed Bank		
Undertake Seed collection and storage	Ongoing	Updating the data base for the seed bank in line with industry standards has commenced.

Undertake Seed Production and Propagation	Ongoing	Late winter and early spring sowing has started. Cuttings has ceased as the weather has started to warm up.
Investigate market opportunity for sales of seeds	December 2018	Meeting held with NRM Education Officer at Council. The meeting was very productive. Discussion included how the nursery can work with the Tanunda Greenspace Project either supplying seeds for schools or plants. The Sub-Committee felt further investigation is needed as this is a priority.
Strategy: Improve functionality of the Gardens, Community Centre and Nursery		
Ensure the effective management of nursery assets and plant production	Ongoing	A spray contractor has been engaged to spray the two nurseries. This will become an 'as needed' activity and therefore a contract will need to be put in place. Annual budget allocation to engage a spray contractor is estimated to be \$2500 per annum for the 2018/19 financial year.
Develop sales, reception/cashier area	December 2018	As part of setting up the retail nursery there has been a provision to construct a small sales area within the retail space and this is a budget item from the Tyne Reid Grant. The Sub-Committee has recommended updating a revised quote for the sale hut. The remaining parts of the irrigation have purchased and installed for the Retail Nursery. Once completed the Retail Nursery will be ready for a 'soft opening'.
Improve plant signage/information within the Nursery, and investigate option for QR Codes	Ongoing	Most of the signs for the <i>Eucalyptus leucoxylon</i> in the blue gum area have been placed on the trees. The remaining signs to be completed by the end of October/November. Once the Blue gum trees are completed, the priority will be to start

		<p>labelling all the trees within the Bushgardens. All tree will be named and have an identity number allocated to them and GPS.</p> <p>Investigations have been undertaken on a new labelling software and printer (ink jet) for the Nursery, Tytags (search youtube tytags) this is the same system used at the Arid Land Botanic Gardens Nursery. It is proposed that the funding for this will come from the Thyne Reid Grant</p> <p>The pricing of the software program is estimated around \$375. The Sub-Committee recommended in principle for the software; however further investigation is needed for the special paper that is required to see if it work with the current printer.</p>
Provide general interpretation/direction signage	December 2018	A quote for the signage is being pursued as part of the Open Spaces Grant.
Increase shade and shelter across the gardens and nursery	June 2019	As this is part of the "Risk Assessment": Adverse weather for volunteers, need to look into portable shade shelters for the nursery subject to risk requirements.

Key Result Area: To increase the capacity of our community to be better natural resource managers and champions		
Action	By when	Status/Progress
Strategy: Create and deliver community oriented training opportunities		
Develop a program of seasonal workshops	Ongoing	<p>Additional on the job and ongoing training for the volunteers including cuttings to seed propagation and potting up has been undertaken.</p> <p>A small group of volunteers were taken to Playford Council to learn about their Seed Bank system which was very helpful and informative. Following this visit, it is considered that a purchase of a digital microscope would be</p>

		beneficial in assisting with ascertaining the viability of seed stock. At present a microscope is not budgeted. If there is support for the purchase, a budget adjustment could be made. If so, it is recommended that the funds be allocated from the Thyne Reid Grant as part of the Seed Bank component.
Facilitate a workforce program with state and local service providers	Ongoing	Rotary will recommence their annual Nursery night on 26 November 2018.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong financial framework		
Prepare a Wholesale and Retail Sales Policy and Process	June 2018	Started to collect prices of materials. Will update the current policy. No progress has been made on this.
Strategy: Maintain effective internal controls to reduce risk		
Identify and document processes to reduce threat of disease, animals and pests to plantings and gardens	June 2018	No action.

Other Matters

The Nursery Management Sub-Committee held its latest meeting on 2 October 2018. A number of items were discussed and the following recommendations are made to the Committee:

That:

1. the nursery closing time on Wednesday's be changed to 12:30pm from 4:30pm as the Nursery Manager has most meetings after this time and therefore may not be at the Bushgardens.
2. new gardens be planted around nursery fence line,
3. a demonstration Garden showcasing native plants as companion planting integrated with herbs and vegetables be established
4. a Native Bee Hotel be integrated with the demonstration garden.
5. construction of a Native Plant Food Garden be undertaken, taking in the Reconciliation Circle.

10.4 Natural Resource Centre

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To inform the Committee on progress of actions associated with the Barossa Bushgardens Natural Resource Centre up to the month of October 2018..

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To increase the capacity of our community to be better natural resource managers and champions		
Action	By when	Status/Progress
Strategy: Increase involvement of the education sector		
Promote and conduct programs that align with key educational outcomes	Ongoing	Community Service student from Faith Lutheran School attend weekly during Term and their contribution is valued. Tanunda Primary School Class 4 attending for Term 3 & 4, Blue Wren garden Project. Nature Play Festival 10-11October 2018.
Promote opportunity for universities and students to undertake Research and Development programs	Ongoing	Bushgardens is a destination of the University of Adelaide Children's University – the Nature Play Festival 2017 is a validated activity. After participating in the activity, students take their completed Activity Sheet to a Barossa Bushgardens staff member

		to receive a sticker/stamp in their passport.
Administer the NRC Program in line with the outcomes within the Service Agreement with NR AMLR	Ongoing	Ongoing NRC management to promote the site to the wider community, with the aim to promote sustainability and the display, promotion and supply of local native plants.
Strategy: Facilitate health and wellbeing programs		
Manage and facilitate the Bushgardens Disability Support program	Ongoing	Ongoing. Monday Dementia Friendly Group managed by part time Project Officer going well; valued contribution to growing plants for the new Dementia Friendly Garden.
Facilitate Nature Play events	Ongoing	Fortnightly Bush Play Group going well; Change in Coordinator due to Maternity Leave. Nature Play area has enjoyed further development thanks to a volunteer. Nature Play festival 2018 held with The Barossa Council Library. Approximately 200+ children and 100 adults attended over 2 days.
Participate in external events that provide an opportunity to highlight the outcomes of the Barossa Bushgardens	Ongoing	Held Stall at Barossa Village Health and Wellness day for staff on R U OK? Day.

Key Result Area: To recruit, train and retain productive staff and volunteers		
Action	By when	Status/Progress
Strategy: Achieve stable and sustainable pool of volunteers		
Assist Council's Volunteering Services with development and implementation of an internal volunteer management system including policies and processes	Ongoing	Ongoing. Recent collaboration about the WHS training session, scheduled for 23 October 2018.

Other Matters

Nil

10.5 Site Management

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To inform the Committee on progress of actions associated with site management up to the month of October 2018.

Discussion

Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below.

Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region		
Action	By when	Status/Progress
Strategy: Develop a 'master plan' for the ongoing management of the Bushgardens		
Prepare a master plan taking into consideration requirements for community land under the Local Government Act	December 2018	No action.
Manage and maintain all facilities on the Bushgardens site	Ongoing	Ongoing and daily decisions regarding utilities, building, facilities, equipment (indoor and outdoor, manual/electrical/mechanical) as well as garden and paddock maintenance and development.
Improve accessibility of the site, including requirements under Council's Disability Access and Inclusion Plan	June 2019	Site for disability parking finalized (northern fence of retail nursery). Shared path complete from northern boundary to main building. Path to be

		extended to the Dementia Friendly Garden by 21 October 2018 opening.
Acquittal of the Open Space Grant Project	December 2018	<p>Shared Path and compaction test complete.</p> <p>Quotes for Bollards, solar lighting and shade in progress.</p> <p>\$23,000 of in-kind funding to be confirmed,</p> <p>Developments due by 31 December 2018 may be delayed as staff member on personal leave.</p>

Other Matters

Nil

10.6 ToursRECOMMENDATION**That the Committee:**

- 1. Receive and note the report.**

Purpose

To inform the Committee on progress of actions associated with tours in the Barossa Bushgardens up to the month of October 2018.

Discussion

Date	Group
20 September 2018	Combined Probus Club of the Barossa Valley (40 people in 3 Groups with 3 Bushgardens Guides).
Weekly	Regular impromptu tours for interested visitors in Groups of 2-5.

10.7 Partner Projects

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To inform the Committee on progress of project being undertaken by other community groups up to the month of October 2018.

Discussion

10.7.1 Barossa Community Labyrinth

Strategic Plan

Progress on action within the Barossa Bushgardens Strategic Plan is provided below.

Key Result Area: To increase the capacity of our community to be better natural resource managers and champions		
Action	By when	Status/Progress
Strategy: Facilitate health and wellbeing programs		
Complete and promote the benefits of the Labyrinth	June 2018	Labrynth completed. Landscaping 90% complete. 2 Planting Bees held in last 2 months. Opening Day organised (Friday 2 November 2018 at 5:30pm). Invitations sent out and Flyers circulated.

10.7.2 Dementia Friendly Communities Group

Nil

10.7.3 Seeding Natives

Nil

11 General Business

RECOMMENDATION

That the Committee:

- 1. Receive and note the report.**

Purpose

To raise other urgent business not listed on the agenda.

Discussion