

**AGENDA OF THE MEETING OF  
THE BAROSSA BUSHGARDENS S41 COMMITTEE**  
held in the Council Chambers 43-51 Tanunda Road, Nuriootpa  
on Wednesday 12 December 2018 commencing at 1.00pm

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**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**

Nil.

**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     MINUTES FROM PREVIOUS MEETING**

**6.1. Committee Meeting**

**Pages 3**

Confirmation of the Minutes of the previous Barossa Bushgardens S41 Committee Meeting held on Wednesday, 17 October 2018.

<b>7</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>	
	Actions on Previous Resolutions.	
	<b>7.1 Action List</b>	<b>Pages 11</b>
<b>8</b>	<b><u>CORRESPONDENCE</u></b>	<b>Pages 13</b>
<b>9</b>	<b><u>RISK MANAGEMENT</u></b>	
	<b>9.1. Work Health and Safety</b>	<b>Pages 14</b>
<b>10</b>	<b><u>REPORTS</u></b>	
	<b>10.1. Management Committee</b>	<b>Pages 15</b>
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	<b>10.5. Site Management</b>	<b>Pages 27</b>
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<b>11</b>	<b><u>GENERAL BUSINESS</u></b>	<b>Pages 31</b>
<b>12</b>	<b><u>NEXT MEETING</u></b>	
12.1	Committee	
	Tuesday 13 February 2019 at 1:00pm at the Council Chambers 43-51 Tanunda Road, Nuriootpa	
<b>13</b>	<b><u>CLOSURE</u></b>	

**6.1 Committee Meeting Minutes**

RECOMMENDATION

**That the Committee:**

- 1. Receive and note that the Minutes of the meeting held on Wednesday 17 October 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**

**Held in the Council Committee Room on Wednesday 17 October 2018 commencing  
at 1:07pm**

**1. WELCOME**

The Chair welcomed everyone, and opened the meeting at 1:07pm.

**2. PRESENT**

K Jenkins, D Armstrong, T Waldhuter, R Johnstone, L Mason, T Hurn (arrived 1:21pm).

Staff: G Mavrinac, N Rea, P Payne, K Thompson, C Kruger (Minute Secretary)

**3. APOLOGIES**

Elspeth Morgan, B Lillecrapp

**4. GUESTS**

Nil.

**5. DECLARATION OF INTEREST BY MEMBERS**

Nil.

**6. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Moved: D Armstrong

Seconded: T Waldhuter

That the minutes of the Barossa Bushgardens S41 Committee meeting held on 15 August 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	
	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
	Seed Collection Site - contact owner for further information.	Pending. A follow up to be scheduled with landholder.	R Johnstone and P Payne
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 advised that future budgets will need to be reviewed to take into consideration the increased costs.	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
	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Pending – this is to be actioned as soon as possible.	N Rea

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status – updated 9 August 2018</b>	<b>Actioning Officer</b>
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
	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	Ongoing	P Payne

### **Recommendation**

That the Committee receive and note progress of decisions from previous meetings.

### **Decision**

Moved: T Hurn

Seconded: L Mason

That the recommendation be adopted.

**CARRIED**

## **8. CORRESPONDENCE**

### **Recommendation**

That the Committee receive and note incoming and outgoing correspondence.

### **Decision**

Moved: R Johnstone

Seconded: T Waldhuter

That the recommendation be adopted.

**CARRIED**

## 9. RISK MANAGEMENT/WORK HEALTH AND SAFETY

That the Committee receive and note the Report.

### Decision

Moved: D Armstrong

Seconded: L Mason

That the recommendation be adopted.

**CARRIED**

## 10. REPORTS

### 10.1 Management Committee

#### Recommendation

That the Committee receive and note the Report.

#### Decision

Moved: K Jenkins

Seconded: D Armstrong

That the recommendation be adopted.

**CARRIED**

T Hurn retired from the meeting at 2:23pm.

### 10.2 Finance

#### Recommendation

That the Report be received and noted.

#### Decision

R Johnstone

Seconded: D Armstrong

That the recommendation be adopted.

**CARRIED**

### 10.3 Nursery

#### Recommendation

That the Committee:

1. Receive and note the Report; and accept the Sub-Committee recommendation 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 fenceline;
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 undertaken, taking in the Reconciliation Circle.

### **Decision**

Moved: R Johnstone

Seconded: D Armstrong

That the Committee:

1. Receive and note the Report
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.

**CARRIED**

**ACTION:** The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and costing for the proposed new demonstration gardens, and bring back to the Committee for consideration.

## **10.4 Natural Resource Centre**

### **Recommendation**

That the Committee receive and note the Report.

### **Decision**

Moved: T Waldhuter

Seconded: L Mason

That the recommendation be adopted.

**CARRIED**

## **10.5 Site Management**

### **Recommendation**

That the Committee receive and note the Report.



**Decision**

Moved: T Waldhuter

Seconded: D Armstrong

That the recommendation be adopted.

**CARRIED**

**10.6 Tours**

**Recommendation**

That the Committee receive and note the Report..

**Decision**

Moved: T Waldhuter

Seconded: D Armstrong

That the recommendation be adopted.

**CARRIED**

**10.7 Partner Projects**

**Recommendation**

That the verbal Report be received.

**Decision**

Moved: T Waldhuter

Seconded: D Armstrong

That the recommendation be adopted.

**CARRIED**

**11. GENERAL BUSINESS**

Nil.

**12. NEXT MEETING**

Wednesday 12 December 2018 commencing at 1.00pm.

**13. CLOSURE OF MEETING**

The Chair declared the meeting closed at 3:33pm.

Confirmed

Date: ..... Chairman: .....

**7.1 Action List**

RECOMMENDATION

**That the Committee:**

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

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status</b>	<b>Actioning Officer</b>
14 June 2017	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	Barossa Reconciliation Committee were in discussions with the former Mayor.	N Rea
18 October 2017	Seed Collection Site - contact owner for further information.	Pending. A follow up to be scheduled with landholder.	R Johnstone P Payne
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	Herbicide Policy 2014 review pending Site Committee Meeting: intent is to cease herbicide use by volunteers and contract out. Committee advised that future budgets will need to be reviewed to take into consideration the increased costs.	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
	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Pending – this is to be actioned as soon as possible.	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.	No action	P Payne

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status</b>	<b>Actioning Officer</b>
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	A work plan taking the recommendations from T Bateman's two audit reports to be prepared as a matter of priority.	P Payne
17 October 2018	The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and costing for the proposed new demonstration gardens, and bring back to the Committee for consideration.	Preparation of the Business Case/ Work Plan is still to be finalised.	P Payne

**8 Correspondence**

RECOMMENDATION

**That the Committee:**

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

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**Copies of correspondence will be distributed at the Meeting.**

**9.1 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 December 2018.

**Discussion**

Strategic Plan

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

<b>Key Result Area:</b> To improve governance		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Maintain effective internal controls to reduce risk		
Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2019	No action during the current reporting period.
Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	Council’s Internal Control Officer continues to work with officers in closing off a number of actions on the Internal Controls Register.

Work Health and Safety

Nil.

**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 meetings held during November and December 2018.

**Discussion**

Strategic Plan

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

<b>Key Result Area:</b> To increase the capacity of our community to be better natural resource managers and champions		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Engage with the local Aboriginal people		
Host an annual Reconciliation Week event	May 2018	Completed. Planning for 2019 to commence in the new year.
Contact the Peramangk and Ngaduri people to help identify future uses within the gardens	June 2018	No action during the quarter.

<b>Key Result Area:</b> To recruit, train and retain productive staff and volunteers		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Increase the skill base of staff		
Provide staff with professional development in accordance with annual performance partnering and training needs analysis	Annually	No action during the quarter.
Staff to undertake annual Performance Partnering	Annually	Performance Partnering nearing completion for all staff.

Review of resources in accordance with external funding agreements and service requirements	Annually	The Director has been working with HR to review the position description for each of the project officers, which takes into account the current funding agreements and service requirements for the operations of the Bushgardens. It is anticipated that revised positions descriptions will be finalised in the new year.
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<b>Key Result Area:</b> To support and promote friends of Barossa Bushgardens		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Clarify the relationship between FOBB and Section 41		
Develop a 'Heads of Agreement' between the FOBB and Section 41 Committee	September 2018	The second planning day with the FOBB had been postponed to the new year, whereby it is hope that the details of an agreement can be developed.

<b>Key Result Area:</b> To improve governance		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> 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	The planning day for the Committee has been postponed to the new year following the appointment of the new Committee.
Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	Annually	As reported land period, the governance structure to be considered as part of the Planning Day.

#### 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.

<b>Key Result Area:</b> To improve governance		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Maintain a strong Financial framework		
Prepare a Sponsorship and Donations statement	June 2018	No action during the current reporting period.
<b>Strategy:</b> Maintain access to external grant funding		
Seek to maintain funding from NR AMLR in support for the Natural Resource Centre	June 2020	The impact of the NRM Reform in the Natural Resources Centre is unknown at this stage. All NRC Coordinators recently participated in a presentation to the NRM Board and its new Presiding Member, which had been well received. Despite the unknown regarding the NRM Reform, it is considered that at this stage a one year funding agreement for 2019-20 will be issued as part of a transition to the new Landscape SA Board system.
Identify new funding opportunities to assist in delivery of projects and programs	Annually	NRM Community Grant Due December

Budget

	2018/19 ACTUALS	2018/19 BUDGET	2018/19 PERCENT SPENT
<b>B145. Nursery Expenditure</b>			
<b>INCOME</b>			
547. Commercial Activities - Seedling Sales	(10,297)	(17,000)	61
<b>EXPENDITURE</b>			
621. Salaries (Increase in Leave Liabilities)	0	986	0
624. Salaries - Environmental Services	21,138	61,704	34
654. Contractors - Other Services	0	500	0
685. External Plant Hire (Other)	0	500	0
722. Direct Purchases - Stationery	521	800	65
724. Direct Purchases - Irrigation supplies	690	1,000	69
725. Direct Purchases - Weed/Pest Chemicals	432	500	86
726. Direct Purchases - Fertiliser	0	200	0
727. Direct Purchases - Mulch/Loam	1,900	3,000	63
728. Direct Purchases- Plants/Shrubs	0	1,000	0
729. Direct Purchases - Protective clothing	0	150	0
732. Direct Purchases - Loose tools	0	100	0
735. Direct Purchases - Other	547	3,000	18
738. Office Equipment consumables - Other	196	500	39
790. Depreciation Expense - Bldgs	6,450	15,480	42
791. Depreciation Expense - Infrastructure	165	396	42
792. Depreciation Expense - Equipment	2,670	6,408	42
810. Insurance - Income Protection Insurance	803	862	93
812. Insurance - Workers Comp Premium	814	1,587	51
824. Staff Training - Seminar/Conference Fees	0	500	0
833. Mobile Phone Expenses	145	300	48
<b>B146. Disability Support Program</b>			
<b>INCOME</b>			
562. Contributions - Other	(4,387)	(7,300)	60
<b>EXPENDITURE</b>			
621. Salaries (Increase in Leave Liabilities)	0	192	0
624. Salaries - Environmental Services	1,799	12,012	15
735. Direct Purchases - Other	0	1,000	0
810. Insurance - Income Protection Insurance	156	168	93
812. Insurance - Workers Comp Premium	161	314	51
<b>B160. NATURAL RESOURCE CENTRE</b>			
<b>INCOME</b>			
454. Other User Charges Income	(51)	0	0
474. Operating Grant - CWM Boards	(27,576)	(46,903)	59
562. Contributions - Other	135	(10,000)	(1)
564. Donations - Other	(10,358)	(1,500)	691

567. Other Income - Misc.	(23)	0	0
<b>EXPENDITURE</b>			
600. Wages (Normal Rate - Depot Staff)	344	0	0
620. Salaries (Travel allowance)	0	100	0
621. Salaries (Increase in Leave Liabilities)	0	518	0
624. Salaries - Environmental Services	20,942	32,827	64
636. Contractors - Waste Disposal Services	0	380	0
649. Contractors - Plant/Machinery Servicing	0	200	0
654. Contractors - Other Services	516	5,000	10
715. Direct Purchases - Canteen Purchases	406	1,000	41
718. Direct Purchases - Assets < \$5,000	1,463	4,500	33
720. Direct Purchases - Signs	0	2,200	0
721. Direct Purchases - Vehicle/Machine Parts	193	500	39
722. Direct Purchases - Stationery	0	300	0
725. Direct Purchases - Weed/Pest Chemicals	0	200	0
732. Direct Purchases - Loose tools	0	300	0
735. Direct Purchases - Other	603	5,400	11
738. Office Equipment consumables - Other	580	970	60
750. Energy Costs - Electricity	1,454	2,640	55
751. Energy Costs - Gas	0	300	0
752. Energy Costs - Fuel & Lubricants	383	500	77
757. Water Rates	149	290	51
758. Excess Water Rates	943	6,700	14
770. Bank Charges	63	300	21
810. Insurance - Income Protection Insurance	426	458	93
811. Insurance - Bldg & Contents	381	660	58
812. Insurance - Workers Comp Premium	433	843	51
813. Insurance - Public Liability Insurance	1,287	2,700	48
816. Insurance - Vehicles	343	488	70
820. Advertising	728	3,660	20
821. Printing	197	1,000	20
824. Staff Training - Seminar/Conference Fees	24	500	5
830. Telephone	136	1,515	9
833. Mobile Phone Expenses	145	360	40
836. Wireless Broadband	0	600	0
840. Vehicle Registration	0	90	0
847. Fringe Benefits Tax Expenses	45	0	0
882. Subscriptions/Memberships	45	150	30
884. Other Misc. Expenses - Sundry	0	100	0
900. Internal Plant Hire Allocations	379	274	138
920. Internal Allocation - Wages Overhead	448	0	0
<b>B166. WORK FOR THE DOLE</b>			
<b>INCOME</b>			
475. Operating Grant - Other	0	(3,500)	0

<b>EXPENDITURE</b>			
621. Salaries (Increase in Leave Liabilities)	0	52	0
624. Salaries - Environmental Services	1,112	3,250	34
810. Insurance - Income Protection Insurance	42	45	93
812. Insurance - Workers Comp Premium	43	84	51
<b>B168. OPEN SPACE PROJECT</b>			
<b>INCOME</b>			
475. Operating Grant - Other	(31,443)	(58,943)	53
562. Contributions - Other	0	(34,500)	0
<b>EXPENDITURE</b>			
654. Contractors - Other Services	20,841	106,943	19

**10.3 Nursery**

RECOMMENDATION

**That the Committee:**

- 1. Receive and note the report.**

**Purpose**

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

**Discussion**

Strategic Plan

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

<b>Key Result Area:</b> To develop and maintain a sustainable resource that meets the growing needs of the region		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Create a regional Seed Bank		
Undertake Seed collection and storage	Ongoing	The seed bank is updated. Summer seed collection is underway.  Have sought advice from City of Playford Council about microscope, discussions are ongoing.
Undertake Seed Production and Propagation	Ongoing	Have undertaken seed propagation over the last two months with some species having poor germination due to being old seed, therefore the species have been re-sown. Tubing up is underway.  Cutting production has finished for the season due to the hot weather.
Investigate market opportunity for sales of seeds	Ongoing	An invitation to speak/workshop on the topic of native plants with an angle of IPM has been received from the Regional Development Australia – Barossa. This is an opportunity to

		<p>talk to farmers about the benefits of native plants. The workshop is titled “Sustainable Value –Add Farming “Agi- Preneurs”. This program runs from January to May 2019 with 3 field trips which I have opportunity to have some input in this.</p> <p>The following opportunities have been identified to increase sales, being;</p> <ul style="list-style-type: none"> <li>• Develop a working relationship with the NRM Education officer working on the Barossa Urban Forest Project.</li> <li>• Develop a project/program (IPM) with the Grape and Wine association and the Regional Development Board.</li> <li>• Increase seed sales in particular native seeds.</li> <li>• The development of branding for the community nursery.</li> </ul> <p>The Nursery Sub-Committee will be investigating opportunities and timelines in the new year.</p> <p>General plant sales in the nursery have been steady.</p> <p>Over 7000 plants under orders for 2019 planting season.</p>
<b>Strategy:</b> Improve functionality of the Gardens, Community Centre and Nursery		
Ensure the effective management of nursery assets and plant production	Ongoing	<p>The methodology for cleaning tubes/pots within the nursery has been changed - no longer use bleach, washing with water and then solar sterilize them. This is the same method that the City of Playford has implemented for several years without any problems. This also have OHW outcomes.</p> <p>Changes have been made to the watering times within all the nursery areas to reflect the changes in the season. However with the weather pattern often changing on a regular basis, the watering changes weekly even daily.</p> <p>Regular weeding has been occurring within the Nursery, as well as the area of the</p>

		Community Nursery in preparation of the opening of it.  Two volunteers days had been lost in November/December due to hot weather.
Develop sales, reception/cashier area	December 2018	The Nursery Sub-Committee will be requesting quotes for the sales area within the Community Nursery.
Improve plant signage/information within the Nursery, and investigate option for QR Codes	Ongoing	Free labels have been sourced Tytags and these have worked in the printer that we have at the Bushgardens.
Provide general interpretation/direction signage	December 2018	A quote has been requested for signage a part of the Open Spaces Grant funding. Refer to Grant update for further information.
Increase shade and shelter across the gardens and nursery	June 2019	Refer to Grant update for further information.

<b>Key Result Area:</b> To increase the capacity of our community to be better natural resource managers and champions		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Create and deliver community oriented training opportunities		
Develop a program of seasonal workshops	Ongoing	It is planned that the Nursey will be running three workshops and one children's workshop.  In January/February the Nursery Manager will be presenting a talk/workshop as part of the Barossa Regional Development "Agri-prenurs" Program.  A children's Native Bees' workshop is proposed to be held in the April school holidays. The library is willing to assist.  Planning other workshop later in 2019 around attracting butterflies to your garden.
Facilitate a workforce program with state and local service providers	Ongoing	Held an evening with the Rotary club in November doing plant propagation. . This will continue next year with some evenings.

<b>Key Result Area:</b> To improve governance		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Maintain a strong financial framework		
Prepare a Wholesale and Retail Sales Policy and Process	June 2018	No action this period.
<b>Strategy:</b> 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 this period.

Other Matters

Nil



**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 December 2018.

**Discussion**

Strategic Plan

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

<b>Key Result Area:</b> To increase the capacity of our community to be better natural resource managers and champions		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Increase involvement of the education sector		
Promote and conduct programs that align with key educational outcomes	Ongoing	Tanunda Primary School Year 4 Class Sessions about what makes a Blue Wren friendly garden; students chose appropriate species from the Nursery, 29 students each planted a plant into this garden on Tuesday 4 December 2018.
Promote opportunity for universities and students to undertake Research and Development programs	Ongoing	No progress to report.
Administer the NRC Program in line with the outcomes within the Service Agreement with NR AMLR	Ongoing	NRC Alliance presentation to the AMLR NRM Board Adelaide.  Engaging with visitors across range of NRM issues; brochures walking out the door; display board updated.
<b>Strategy:</b> Facilitate health and wellbeing programs		

Manage and facilitate the Bushgardens Disability Support program	Ongoing	Monday group progressing well; now referred to as Nature and Natter.  Several discussions held with other disability support providers and TBC staff regarding future programs at the Bushgardens,
Facilitate Nature Play events	Ongoing	BBG Bush Play Group being supported by one volunteer in particular; new sand delivered; playgroup garden developed; some new materials/equipment.
Participate in external events that provide an opportunity to highlight the outcomes of the Barossa Bushgardens	Ongoing	Dementia Friendly Garden opening, helped coordinate, representing BBG.  Labyrinth opening; could not attend, others from BBG attended.  Barossa Reconciliation Group; 2 Strategic meetings, one hosted at BBG.  NRM Alliance presentation to AMLR NRM Board, Adelaide.  Corporate photography for TBC media library completed.  Weed Bee with Friends of Kaiser Stuhl rescheduled.  Attended FOBBG AGM.

**Key Result Area:** To recruit, train and retain productive staff and volunteers

Action	By when	Status/Progress
<b>Strategy:</b> 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	October Volunteer Risk training day successful, covered variety of SWI, Task Risk Assessments etc.  Bushgardens Risk Management structure in place following completion of necessary training.  Audio Tests for volunteers using machinery completed.

**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 December 2018.

**Discussion**

Strategic Plan

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

<b>Key Result Area:</b> To develop and maintain a sustainable resource that meets the growing needs of the region		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> 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 progress to report during current reporting period.
Manage and maintain all facilities on the Bushgardens site	Ongoing	<ul style="list-style-type: none"> <li>• Garden watering system expanded; Trencher hired; new pipes laid; 12 new taps installed.</li> <li>• Dripper system in progress for entrance avenue of trees</li> <li>• Autumn/winter plantings nurtured through dry spring and weeded.</li> <li>• Paddocks mowed repeatedly in attempt to suppress Cape Weed especially.</li> <li>• Winter/Spring effort to replace senescing plants and upgrade gardens.</li> <li>• Dementia Friendly Garden and Labyrinth Garden - huge effort by volunteers in preparation for the 21Oct/2Nov Openings.</li> <li>• Research Road Entrance upgraded with fencing and new garden in progress</li> </ul>

		<ul style="list-style-type: none"> <li>• Weed Contractor engaged to treat couch grass.</li> <li>• Seed Collection underway due to dry spring.</li> <li>• Ongoing chipping of weeds and subsequent mulching.</li> </ul>
Improve accessibility of the site, including requirements under Council's Disability Access and Inclusion Plan	June 2019	No progress to report during the current reporting period.
Acquittal of the Open Space Grant project	December 2018	<p>Near Completion, with the preparation of the final acquittal report due at the end of the year.</p> <p>Completed components:</p> <ul style="list-style-type: none"> <li>• Bike Path (DPTI/TBC)</li> <li>• Bollards installed (TBC)</li> <li>• Two tables and bench seats installed (Coop)</li> <li>• Signage installed (entrances, main building, nursery, donation boxes) (DPTI/Coop)</li> </ul> <p>Quotes received and Purchase Orders being raised for:</p> <ul style="list-style-type: none"> <li>• Shade shelters x2</li> <li>• Final signage (garden beds, directional pole, shared path)</li> <li>• Solar bollards x2</li> <li>• Bench seating x3</li> <li>• Outdoor table x1</li> <li>• Bike Rack x1</li> </ul> <p>The Tolley Reserve Sign not included in the grant funding.</p> <p>It is anticipated that funds will be fully acquitted by 31 December 2018.</p>

**10.6 Tours**

RECOMMENDATION

**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 December 2018.

**Discussion**

Nil or

<b>Date</b>	<b>Group</b>
18 October 2018	Garden Club form QLD (T Waldhuter/ N Rea guides)
10 November 2018	Mediterranean Garden Club (T Waldhuter/ R Duance guides)
19 November 2018	Group including representative from SA Health and Mr Li Renpeng from the Shandong Centre for Disease Prevention and Control, Health and Family Planning Commission - Shandon Province, China; and members of the Regional Public Health Working Group.  (T Waldhuter guide)
19 November 2018	Friends of Cobbler Creek (T Waldhuter guide)
	Ongoing informal tours for visitors 2-3 per week.

**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 December 2018.

**Discussion**

**10.7.1 Barossa Community Labyrinth**

Strategic Plan

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

<b>Key Result Area:</b> To increase the capacity of our community to be better natural resource managers and champions		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Facilitate health and wellbeing programs		
Complete and promote the benefits of the Labyrinth	June 2018	Opening Day successfully completed.

**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 items raised under general business, and;**
- 2. Accept the proposed Schedule of Meetings for 2019.**

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**Purpose**

To raise other urgent business not listed on the Agenda, and the proposed schedule of meeting in 2019.

**Discussion**2019 Meeting Schedule

The following Schedule of Meetings is proposed for 2019, and presented for consideration by the Committee:

Wednesday 13 February 2019

Wednesday 10 April 2019

Wednesday 12 June 2019

Wednesday 14 August 2019

Wednesday 9 October 2019

Wednesday 11 December 2019