

**BBG SECTION 41 COMMITTEE MEETING MINUTES**  
**Friday 8th November, 1pm**  
**Council Meeting Room**

**1. Welcome:** The Chairperson K Jenkins welcomed members present at 1.08pm.

**2. Present:** K Jenkins, B Simons, T Waldhuter, I Glastonberry, R Duance, R Dawkins, A Randell.

In attendance – P Payne  
S Barrett

**3. Apologies:** R Johnstone, Cr. B Sloane. **Moved** R Duance, **Seconded** T Waldhuter That the apologies be accepted. **Carried.**

**4. Minutes:** Moved B Simons **Seconded** T Waldhuter that the Minutes of the meeting held on the 11<sup>th</sup> October 2013 be accepted as circulated. **Carried.**

**5. Business Arising (See Attached Action Sheet):**

**5.1 Spraying policy** to be raised whilst doing risk assessment.

**5.2 Hall Hire** The hiring of the VC is considered by Council to be 'Hall Hire' and so comes under the general policies. For variations to this a risk assessment needs to be done for a hiring charge of \$200 and \$500 bond to be reviewed. A feasibility study needs the approval of I Baldwin.

Hiring after hours and weekends to be done in consultation with staff. S Barrett to take over the doing the work. To be progressed further.

**Moved** R Duance **Seconded** by B Simons That the committee approve Hall Hire of the Volunteer Centre at \$100 per day and \$50 half day/night plus a service fee of \$35 per hire and a bond of \$200; that staff consultation occur before the premises is hired; this arrangement to be reviewed every 12 months in line with budget review. **Carried.**

**Electronic Calendar** – discussion re an electronic calendar for the Bush Gardens. A Randell indicated a web site that has one. [www.meetomatic.com](http://www.meetomatic.com)

**Moved** R Duance **Seconded** A Randell that the Strategic Plan be accepted as presented. **Carried.**

A Randell enquired whether there should be any association for wild life included in the plan.

See action sheets

**6. Correspondence:**

**In:** Lions Club of the Barossa Valley - thanks for Melbourne cup prize donation.

**Out:**

**7. Financial Sub Committee Report:**

As we are still waiting for a roll-over of last years figures from Council there is some frustration in not being able to accurately report on the current financial situation.

K Jenkins reported that as a result of an error the Nursery Assistant position has been over paid and so the hours will have to be reduced to compensate.

Budgeting problems will change with the role being that of the NRC co-ordinator.  
See Attached

**8. Nursery Manager Report: P Payne**

Signatories of keys council to have copy; committee to approve new keys to be approved with authority from Council. Update Key register P Payne and S Barrett. B Simons to contact CFS to see their requirements

**Moved** T Waldhuter **Seconded** R Duance That the Chairperson Kate Jenkins, Nursery Manager Pam Payne, Co-ordinator Sarah Barrett, Assistant Nursery Manager Khan and Council be issued with a 'Green' key: The Tours co-ordinator Ray Duance, Site Manager Bill Simons, Assistant Site manager Max Krause, A Mousamas, K Wohlers and KJ???? Be issued with a 'Blue' Key: and Council for Hall Hire a 'Red' Key. All keys to have access to the gate and toilets. All spares go to Council. Locksmith to be supplied with copies of names of recipients. **Carried.**

**Moved** R Dawkins **Seconded** B Simons That locks be purchased for nursery gates keyed to the necessary level of access. **Carried.**

**Debrief** - A number of toolbox meetings have been held following the break-in. See report.

**9. OHS: P Payne**

Tafe risk assessment done with P Payne and S Barrett. Long sleeve shirts are now mandatory.

**ACTION.** Need to review in 6 months.

A review of the induction to the Bush Gardens is taking place – all volunteers will need to have a police check. This will be part of Council Policy – they will pay for the cost of doing it.

**Moved** B Simons **Seconded** T Waldhuter That the policy be agreed to. **Carried**

A Randell left the meeting at 2.35pm.

**10. Coordinator's Report: S Barrett**

**See report**

P Payne left 2.45pm

Break for afternoon tea 2.50pm

Meeting resumed at 3.05pm

**11. Site Management SC Report: B Simons/R Dawkins**

New site management committee had a meeting with S Barrett and brought people up to date with report due at the next meeting. Site is looking good at present.

Thanks to B Pinson for the work done with the mower. Return spring installed on the shower to stop vandals turning it on and leaving it run. Need to install a wash basin outside for hand washing.

**ACTION** Weeds Acacia Saligna and Caltrop in Penrice Creek. Council to be informed

**Moved** R Duance **Seconded** T Waldhuter that the reports be received. **CARRIED.**

## **12. Community Nursery & Volunteer Centre:**

Cool room

Security

Reported in Nursery Managers report.

## **13. Tours:** - report R Duance

BGWA Hire agreement forms for use of centre S Barrett to update hire forms with BGWA

Rotary Club of Barossa District will be holding it's annual BBG Working Evening on Nov 11th starting 6.00pm.

Small tour group on Tuesday 12<sup>th</sup> November from Salisbury. A charge of \$3pp for senior citizens.

## **14. Marketing/Fundraising:**

**ACTION** K Jenkins to follow up with I Baldwin about marketing/business plan.

**Willowsporn garden.** Highlighted we need a new banner required. It was an excellent result. This is the last year for a while that they will have an Open Garden. They have been very generous supporters.

Farmers market on November 16<sup>th</sup> and also December is also going well with a number of new memberships being gained each time,

## **15. Strategic Planning:**

Approval of plan (See attached) approved see above.

## **16. Friends report:**

A newsletter prior to 16<sup>th</sup> November will be circulated by S Simons.

## **17. Information Sharing:**

**S41 committee - Council information Orientation needed**

### **Next Meeting and Key Dates**

NRM Volunteer Gathering St Hallett's Winery 4pm – 7.30pm on 8<sup>th</sup> Nov 2013

Next FoBB meeting 13<sup>th</sup> December 2013 12.30pm

Section 41 Committee 13<sup>th</sup> December 2013 at 1pm.

Community nursery short discussion at next meeting

Volunteer management Council 26<sup>th</sup> Nov 1pm.

Xmas at K Jenkins on Friday 13<sup>th</sup> Dec at 6.30pm. Bring something for the BBQ.

Salads; Kate, Pam, Bill, Sarah and Alex and Sweets Trevor, Ingrid, Ray and Ross.

Meeting closed at 4.05pm