

**MINUTES FOR THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE
held in the Council Chambers on Wednesday 8 February 2017 commencing at
1.00pm**

1. **WELCOME** The Chairperson K Jenkins welcomed all to the meeting.
2. **PRESENT**
Committee - K Jenkins, B Lillecrapp, T Waldhuter, D Armstrong, R Johnstone, L Mason,
Staff - G Mavrillac, C Kruger, T Jones and Y Riley
3. **APOLOGIES**
Nil.
4. **GUESTS**
Nil.
5. **CONFLICT OF INTEREST**
(Forms to be presented to the Chair before the commencement of the meeting).
Nil.
6. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

MOVED D Armstrong that the Minutes of the meeting held on 14 December 2016 as circulated be confirmed as a true and correct record of the proceedings of that meeting.

Seconded L Mason

CARRIED

7. **MATTERS ARISING FROM PREVIOUS MINUTES**
7.1
Nil.
8. **WORK HEALTH AND SAFETY REPORTING**
Nil.
9. **CORRESPONDENCE**
9.1 **Correspondence In:**

From	Subject	Received	Action
Laura Wardleworth	Organise first planning meeting for Barossa Reconciliation Day (Wednesday 7 June 2017) – 11am Monday 20 February 2017	31/1/2017	KJ IG invited to attend meeting
Chris Hall	Copy of email advising Megan Nappa St Jakobi Lutheran School about the Barossa Bushgardens 'Traditional Uses Trial' as she would like to introduce the children to local-ish 'bush-tucker'	30/1/2017	
Dianne Hensel – Vintage Festival	Opportunity to advertise in special feature lift-out for the upcoming Vintage Festival to be published within the 5 April edition of The Leader. Deadline date for artwork is March 8	27/1/2017	
AUU Employment & Volunteer Services	Invitation Community and Volunteering Day 2017 event held by the Adelaide University Union on Thursday 23 February during O Week 11am – 2pm	24/1/2017	

From	Subject	Received	Action
	- cost \$300		
Anthea Elworthy – Work for The Dole Coordinator Mid North	Proposal, budget and risk assessment for six new WFD individual placements (3 Sureway, 3 Madec)	19/1/2017	
Sarah Barrett	Farewell to all volunteers, sponsors, supporters, mentors and associates of the BBG	19/1/2017	
SiteGround	e-Newsletter	19/1/2017	
Valley Locksmiths	Revised quote to upgrade security to the small shed and main BBG building	18/1/2017	
Gary Mavrinac - TBC	Review and update the Service Plans for 2017-18 as you are preparing budgets	16/1/2017	
Sarah Barrett	Reminder base budgets 2017/18 to be completed and with G Mavrinac 9 February	12/1/2017	
Alan Jackson - TBC	Hire main building, BBQ and site tour for Angaston Ag Bureau monthly meeting and presentation by Andrew Fairney – Grassy Groundcover	12/1/2017	
Tara Kate Tauba – Art Therapy Contractor	Provided Insurance Certificate of Currency (expires 14/7/2018)	12/1/2017	
Chris Kruger - TBC	Valley Locksmiths directed to set up BBG phone line for security direct on line monitoring	12/1/2017	
Gary Mavrinac - TBC	External auditors engaged by Council to check on compliance with focus on internal controls will be visiting next week	12/1/2017	
Barossa Vintage Festival	e-Newsletter	12/1/2017	
Dianne Hensel – The Leader	Bushgardens bi-monthly column booked in for 25 January edition	11/1/2017	TJ emailed proof
Chris Kruger - TBC	Purchase Order sent to Jock at Barossa Digital for Sign	11/1/2017	
Andrew Dundon – Tourism Barossa	Vintage Festival Event Manager UPDATE	11/1/2017	
Heidi Helbig - TBC	Calendar invite 'Places for People' discussion	11/1/2017	
Kristin Wohlers	Quotation for long mosaiced bench for BBG	11/1/2017	
Chris Kruger - TBC	Quotation for electronic security main building and shed.	9/1/2017	
Elspeth Morgan - Carers and Disability Link	Bushgardens was locked when they arrived for first group of 2017 Mon 9 January and no-one notified them.	9/1/2017	
Sustainable Resources Industry Training (SRIT)	e-newsletter Three day Introduction to Groundwater: Principles and practices – Adelaide 20-22 March	9/1/2017	
ABC Organic Gardener	e-Newsletter	9/1/2017	
Barossa Visitor Centre	e-Newsletter	6/1/2017	
Landcare Australia	e-Newsletter	6/1/2017	
Kate Jenkins	Entranceway signage quotations to prepare request for funds at FoBB February meeting	6/1/2017	
Teresa Reeves – MP Show	Invitation to the MP Show NRM Hub Marquee Sat 18 March 2017. \$20 contribution	5/1/2017	Reply by 10 Feb
Glenn Gale – Executive Officer, Landcare Assoc. of SA	Invitation to participate in the Landcare stall at WOMADelaide – each group to have a minimum of one 5 hour shift to promote group and activities	5/1/2017	Lodge form by 31 Jan
Briony Gorski –MADEC Australia	Completion dates for current WFD and new attendee Shaun Jasper (6-2-2017 – 28-6-2017) Police Clearance	5/1/2017	
Elspeth Morgan –Carers and Disability Link	Check program dates on letter prior to being posted to Bushgarden Ladies	5/1/2017	SB & KW to follow up

From	Subject	Received	Action
Gary Mavrillac - TBC	Request for program event times/dates and contact person details for Adverse Weather Process Emergency Response Plan	5/1/2017	TJ followed up
Alex Prior – HR Assistant TBC	Barossa Bushgardens NRC Coordinator position advertised	4/1/2017	
Tara Kate Tauba – Art Therapy Contractor	Completed council on-line induction	3/1/2017	

9.2 Correspondence Out:

To	Subject	Sent	Action
Heidi Helbig - TBC	Draft budget and timeline for Open Spaces Bid	19/1/2017	
Dianne Hensel – the Leader	Bi-monthly article sent	18/1/2017	
Elspeth Morgan – Carers & Disability Link	Confirmation of Ladies Group 4-week Program with Tara Kate starting next week	11/1/2017	
Heidi Helbig - TBC	BBG / NRC contribution to Open Spaces 2015 – Final Application	11/1/2017	

T Jones advised that an email had been received from Kathryn Martin (DEWNR Gawler) on 7 February, offering plants from community groups to be given to people affected by the Pinery Fire. T Jones will follow up to confirm Barossa Bushgardens involvement, in conjunction with the Pinery Fire Vegetation Recovery Committee.

K Jenkins requested that Committee members review Barossa Bushgardens Terms of Reference, and also complete the Self-Assessment of Committee Performance and return to Council by the end of February 2017.

MOVED B Lillecrapp that Correspondence in and out be received.
Seconded R Johnstone

CARRIED

10. REPORTS

10.1 Management Committee Report:

Discussion ensued in relation to quotations received for Seating, Signage, and Shadecloth

MOVED T Waldhuter that the Barossa Bushgardens request funding totalling the amount of \$6,500 from the Friends of The Barossa Bushgardens, to enable the purchase of Seating, Signage, Shadecloth and a Microscope
Seconded D Armstrong

CARRIED

R Johnstone left the meeting at 2:05pm.

10.2 Financial Sub Committee Report:

MOVED L Mason that the Financial Report be received and any recommendations therein be noted
Seconded B Lillecrapp.

CARRIED

10.3 NRC Coordinator's Report including NRC report:

MOVED K Jenkins 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 T Waldhuter.

CARRIED

10.4 Nursery Manager Report

MOVED T Waldhuter that the information items contained in the Nursery Manager Report be received and that any recommendations contained within it be adopted.

Seconded D Armstrong

CARRIED

10.5 Site Manager Report

- Caltrap control needed after rain over last weekend
- Additional money needed in the budget for spray
- Mower is due for a service
- Research Road entrance progress
- New mower blades for the tractor, slasher and ride-on
- Road progress and carpark
- Power to big shed
- Mowing and cleaning up after Christmas break
- Considerable storm damage – appreciate assistance from Council staff with clean-up
- Working with Nursery to extend plant numbers for seed collection. 370 planted since January 1 2017.
- Major project for 2017 – Old Red Gum Woodland and Australian garden
- Labyrinth Committee and plants required
- Attendance/help in gardens by Nuriootpa High School Special Education students and Faith Lutheran College students.

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

Seconded B Lillecrapp

CARRIED

10.5 Tours Report

- R Duance and T Waldhuter conducted a tour for Journalist from SA Life on 20 January 2017, in preparation for an article on the Barossa Bushgardens. A draft was viewed on 31 January 2017.
- Tentative Tour has been booked for Zion Lutheran Women's Fellowship Wednesday 27 September 2017 (10 people)

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

Seconded T Waldhuter

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

L Mason provided an update on the progress of the Labyrinth Project, and advised that the concrete was poured on Friday 3 February 2017

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

Seconded D Armstrong

CARRIED

11. GENERAL BUSINESS
Nil.

12. NEXT MEETING and Dates to note

Wednesday at 8 March 1pm at The Barossa Council Chambers.

13. CLOSURE

There being no further business, the meeting closed at 3:25pm.

Confirmed

Date:

Chairperson: