



NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of the Barossa Bushgardens Committee will be held on Wednesday 18 December 2024
in the Council Chambers, 43-51 Tanunda Road, Nuriootpa,
commencing at 1:00pm.

A G E N D A

Welcome by the Chair

1. ATTENDANCE RECORD

1.1 Members Present

Apologies

Nil

Not Present

Nil

Leave of Absence

Nil

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 Minutes of previous meetings – for confirmation:

2.2 Matters arising from previous minutes

Nil

3. MATTERS FOR INFORMATION

3.1	Marketing Initiatives and Sales Opportunities	3
3.2	Correspondence	4
3.3	Matters Arising from Previous Minutes	12
3.4	Partner Project Updates	14
3.5	Strategic Plan Progress Report	17
3.6	Chairperson's Report	25
3.7	Friends of Barossa Bushgardens Update	26
3.8	Visitation to the Barossa Bushgardens	27
3.9	Risk Management/Work Health and Safety	28

4. DEBATE REPORT

4.1	Finance Report	29
4.2	Barossa Bushgardens S41 Committee Meeting Schedule for 2025	34

5. CONFIDENTIAL AGENDA

Nil

6. URGENT OTHER BUSINESS

7. NEXT MEETING

To be determined.

8. CLOSURE

MATTERS FOR INFORMATION

3.1 MARKETING INITIATIVES AND SALES OPPORTUNITIES

**Author: Executive and Project Support Officer
24/111956**

The Friends of Barossa Bushgardens had a stall at Barossa Central on 13 November from 8am to 4pm. During this time, 106 people stopped to look at information or have a chat with one of the committee members. It was a great opportunity to promote the Friends and the Bushgardens to the community. The group chatted to several people that only recently moved to the area and now know about the gardens. Four new members subscribed on the day.

The NRC Coordinator took part at the Adaptive Futures Conference, organised by Community Centres SA. GAEN representatives gave a presentation about the network and highlighted the individuality of centres, how they function, deliver programs and successes. The presentation opened the door to potential collaboration with community centres across greater Adelaide.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

MATTERS FOR INFORMATION

3.2 CORRESPONDENCE

**Author: Executive and Project Support Officer
24/111740**

The following correspondence has been received (copies attached)

Date	Sender	Action
2 October 2024	Cath Mossop – Green Adelaide	Note incoming correspondence
21 October 2024	Kathy Whitta – Gawler Environment Centre	Note incoming correspondence
19 November 2024	Cath Mossop – Green Adelaide	Note incoming correspondence

ATTACHMENTS

Attachment 1 Correspondence - Barossa Bushgardens - November 2024 [↓](#) 

SUPPORTING REFERENCES

Nil.

From: Mossop, Catherine (DEW) <Catherine.Mossop@sa.gov.au>
Sent: Wednesday, October 2, 2024 9:34 AM
To: Doreen Von Linde <Dvonlinde@barossa.sa.gov.au>; GEC Coordinator <coordinator@gawlerenvironmentcentre.org.au>; jacquie shannon <shannon.jacquie@gmail.com>; Erin Sautter <erin.sautter@conservationsa.org.au>; Emma <hello@portenvironmentcentre.org.au>; Val Hunt <coordinator@hecinc.org.au>; Janine <info@willungaenviro.org.au>; Sarah Ansell <sarah.ansell@secondnature.org.au>; dani@flec.com.au
Subject: [EXTERNAL] Update, reminders and opportunities

CAUTION: This Message originated outside your organization. Treat all attachments and hyperlinks with suspicion.

OFFICIAL

Good morning lovely Coordinators,

Just getting in touch with a quick update re some opportunities and reminders...

- First and foremost, yest that's right, it's **Q1 reporting time**. Can absolutely NOT believe it is October!! Where has quarter one gone?! Needing to upload our data by midday 9 Oct, so if everyone could please send in by COB Mon 7th that would be amazing. Huge thanks to those who have sent in already. Please get in touch if you have any issues/questions.
- Secondly, I'm hoping to explore the possibility of having a **GAEN presence at the upcoming Adaptive Futures conference 2024**, at the National Wine Centre 6 Nov. I'm keen to gauge interest as to whether GAEN would be interested in having representatives attend and/or potentially present – the themes perfectly align to your centres and what they achieve, and I think there would be a lot GAEN could share and contribute to the learnings, and conversely, a lot that could be learnt and brought back to the network. If interested, please let myself or the Steering Group know, and we can pull together a proposal to GA to sponsor attendance.
- Re the few **questions put forward to the GA Comms team recently**, 1) I didn't have much luck figuring out how to get you all access to our photo drives, and they're very large with hundreds of photos, so I'm not sure how an upload into a shared drive would go. However, we can definitely share images on a case-by-case basis, as long as the credit to the photographer is included, 2) For EC run events, it's not necessary to include the GA logo if it doesn't fit or look right, the 'supported by' statement is sufficient, 3) Re an infographic template, GA is just using Canva for these types of things – there are loads of templates online. Is everyone familiar, or are there other platforms in use? Would people like a targeted training session?

Lastly, two last-minute opportunities:

- **Institute of Community Directors Aust. FREE Webinar**, Fri Oct 4, 1pm-2pm: Who is a volunteer? And why you should make it clear! Setting and managing volunteer expectations. Tips for ensuring volunteer health and safety. Handling volunteer complaints and what to do if you need to dismiss a volunteer. [Register here.](#)

- Expressions of interest for the [Strong and Resilient Communities Activity Grant](#) close 4 Oct. The program aims to build volunteer management capability within organisations to uplift volunteer capability, including volunteer knowledge, skills and volunteer numbers, and to support alignment with the National Strategy for Volunteering. Refer to the [Grant Opportunity Guidelines](#) and [Questions and Answers](#) document for more information, or there's a Grant Information video which you can access on the [website](#) or via [YouTube](#). [Expressions of Interest](#) close 4pm 4 Oct. For questions email grants@vsant.org.au. (no later than 5pm 3 Oct).

Take care all – I must say, it was lovely seeing all your faces online last month!
Will look forward to the next catch up 😊

Ngaityalya,
(Kurna, *thank you*)

Cath Mossop *(she/her)*

Community Engagement Coordinator

Green Adelaide

Department for Environment and Water

M [REDACTED]

Level 4, 81-95 Waymouth Street, Adelaide 5000

Please note I work part time:

Tues and alternate Fri 10am-2:45pm

Mon, Wed, Thrs and alternate Fri 9:00am-3:15pm from home

Marni ngadlu tampinhi ngadlu Kurna yartanga inparrinhi

(We acknowledge that we are gathering on Kurna Country)







ADAPTIVE FUTURES

Sustainability in Community Development



The conference will explore the idea of a social, political, and environmental tipping point aiming to explore our evolving world, encouraging participants to engage in insightful discussions, and imagine a future that is drastically reformed, rewired, and more positive than ever.

This theme is based on the observation that our world is currently undergoing rapid and significant changes. The conference will delve into these transformations, focusing on how they are reshaping our lives, communities, and societies. As we experience monumental shifts in technology, politics, and social dynamics, societal norms are constantly being redefined.

The conference will provide a platform for discussions on how these norms shape our behavior, values, and societal structures, and how we can positively influence these norms for a more inclusive and equitable society. We will also explore Social Prescribing - a growing movement that connects people with a range of non-clinical programs, services, and events in their local community to support their overall health and wellbeing. The conference will host a debate on its merits, challenges, and potential role in community development.

Those who attend can anticipate acquiring valuable, actionable takeaways and innovative responses to the needs of their communities. Insights will be drawn from a range of local and interstate perspectives, expanding their understanding of broader trends and strategies. In addition to these learning opportunities, attendees will also have plenty of chances to network. This will not only enable them to meet other professionals in the field but also to exchange ideas and forge new professional relationships.

There will be an abundance of professional resources and knowledge provided, which they can utilise and integrate into their work long after the conference has ended. Attendees will walk away from the conference feeling not just refreshed and re-energised, but also equipped with a wealth of new ideas, strategies, and contacts to support their future endeavors.



From: GEC Coordinator <coordinator@gawlerenvironmentcentre.org.au>

Sent: Monday, October 21, 2024 5:16 PM

To: Doreen Von Linde <Dvonlinde@barossa.sa.gov.au>; Bec Lane <recreatemp@outlook.com>;

Jacquie Shannon [REDACTED]

Cc: Ninnes, Liz (DEW) <Liz.Ninnes@sa.gov.au>

Subject: [EXTERNAL] Cultural Burning info sessions

CAUTION: This Message originated outside your organization. Treat all attachments and hyperlinks with suspicion.

Hi all,

I've been meaning to contact you re the Cultural Burning info sessions for some time now and have been prompted to do so by a phone call from George from MPNRC a couple of weeks ago. I have copied Liz into this email as well, as she may have some suggestions re how to proceed.

I have been trying to liaise with Firesticks over the last six months to arrange the sessions but haven't been able to nail anything down yet. I have phoned, emailed and sent texts to my contact Rayne Simpson, and have also tried to contact Clem and Quahli Newchurch, but have only managed to speak to Rayne once in July. We had a Teams meeting and discussed organising an info session in November. He was going to get back to me with a budget and timeline, but I haven't been able to contact him since the meeting in July.

I suspect they aren't so keen on the idea anymore and I'm wondering if I need to provide an 'out' by stating that we understand they are very busy and that there will be no problem in returning the grant in full to Northern and Yorke should we need to do so. When I have managed to make contact the ground has shifted somewhat in terms of the focus for the info sessions. Shortly prior to submitting the application Rayne indicated that the budget of \$20,000 would be inadequate to deliver three info sessions across the region so the application went in with a budget for two sessions. The focus of the application was info sessions for local landholders/community members, but at our discussion in July Rayne was leaning more towards visits to potential burn sites with elders, with a few select community members invited (and suggested that we might need to put in more funding for catering for our attendees). He mentioned not wanting to give away all their secrets so I also think they might be feeling that it isn't a safe environment for the knowledge.

So that is where I am at, please let me know if you have any suggestions re how to proceed. Unfortunately I have been very busy developing the new GEC site and probably haven't been as proactive as I should have been in making contact, though I also feel that it might have been inappropriate to contact them more than I did. I'm more than happy for someone else to step in if they feel they have a better approach.

Happy to meet via Teams to discuss further if that would be of use.

Best regards,

Kathy Whitta | Coordinator



Part-time hours. Mon-Thu 9.30am – 4pm

8 Main North Rd, Gawler SA 5118

P 85246265 | E coordinator@gawlerenvironmentcentre.org.au
gawlerenvironmentcentre.org.au | [Facebook](#) | [E-newsletter](#)

Gawler Environment Centre is funded by Green Adelaide

From: Mossop, Catherine (DEW) <Catherine.Mossop@sa.gov.au>
Sent: Tuesday, 19 November 2024 11:26 AM
To: GEC Coordinator <coordinator@gawlerenvironmentcentre.org.au>; Doreen Von Linde <Dvonlinde@barossa.sa.gov.au>; jacquie shannon [REDACTED]; Erin Sautter <erin.sautter@conservationsa.org.au>; Emma <hello@portenvironmentcentre.org.au>; Val Hunt <coordinator@hecinc.org.au>; Sarah Ansell <sarah.ansell@secondnature.org.au>; Janine <info@willungaenviro.org.au>; dani@flec.com.au
Subject: URGENT: Minister request

OFFICIAL

Hi All,

A request came through yesterday for a **status report on each Environment Centre**.

I am pulling this together today and tomorrow, and will be using data from your end of year reports.

I need to accompany the data with a **short paragraph of key, current programs or connections to community, areas of need being addressed** by each centre.

I am happy to look to your reporting but **if there is anything in particular you would like me to include please email me back or give me a quick phone call at some stage today or tomorrow.**

Ngaityalya,
(Kurna, *thank you*)

Cath Mossop *(she/her)*

Community Engagement Coordinator

Green Adelaide

Department for Environment and Water

M 0417 417 802

Level 4, 81-95 Waymouth Street, Adelaide 5000

Please note I work part time:

Tues and alternate Fri 10am-2:45pm

Mon, Wed, Thurs and alternate Fri 9:00am-3:15pm from home

Marni ngadlu tampinhi ngadlu Kurna yartanga inparrinhi

(We acknowledge that we are gathering on Kurna Country)



Join us to create a cooler, greener and wilder metropolitan Adelaide.

MATTERS FOR INFORMATION

3.3 MATTERS ARISING FROM PREVIOUS MINUTES

**Author: Executive and Project Support Officer
24/111726**

The following actions from previous minutes are in progress as detailed below:

Meeting Date	Resolution/Action	Status	Actioning Officer
14 June 2023	Future direction of S41 Committee – Manager, Works and Operations to seek input from key stakeholders to enable the development of a Discussion Paper, examining operating models of like-minded organisations. A report to be presented to a future S41 Committee Meeting.	Ongoing – will form part of the review of the Strategic Plan.	Senior Environmental Officer
11 October 2023	NRC Coordinator to explore opportunities for cross promotion with the Arid Lands Botanic Gardens Port Augusta.	Pending To be actioned prior to December 2024 meeting.	NRC Coordinator
11 October 2023	Engage with Mayor Lange to seek inclusion in cycling trails, with linkage to the Bushgardens.	Pending K Thompson to liaise with Council's Communications and Engagement team to investigate wider network promotion.	G Carter and K Thompson

11 October 2023	Review of Barossa Bushgardens Masterplan and Strategic Plan	In progress	Committee members
13 December 2023	Feros Care to be approached to ascertain interest on participating in a program similar to Nature and Natter,	Ongoing – K Thompson has scheduled a meeting for 5 November 2024.	Senior Environmental Officer
10 April 2024	Progression of review of Barossa Bushgardens Strategic Plan and supporting documentation.	Pending To be tabled and progressed at management meetings.	BBG Management group
10 April 2024	Meet with SA Water to discuss potential support for the Barossa Bushgardens/Seeding Natives tube stock project, either by the supply of discounted water, or meter upgrades.	Pending	NRC Coordinator, Nursery Manager and Senior Environmental Officer

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

MATTERS FOR INFORMATION

3.4 PARTNER PROJECT UPDATES

**Author: Executive and Project Support Officer
24/111741**

The following updates are provided for the Committee's information:

Barossa Community Labyrinth

A Summer Solstice Sunrise Walk is planned for Saturday morning, 21 December at 5:45am. And we will complete the event by constructing a floral mandala in the centre of the labyrinth. How many earlybirds will we see?

The Labyrinth within the Bushgardens

When the labyrinth was officially opened on 2 November 2018, after a gestation period of nine years, there was a committee of 6 people who had travelled the long twists and turns of the journey with it. Across that nine-year timeline there were also another 8 people who were involved in its conceptualization and planning at various points along the way.

Work commitments and relocation have seen the committee dwindle to one person. That's me. While I was still living in the Barossa I was able to maintain hand watering of the plants and most of the weeding (with a small band of volunteer help). Physicality issues have put an end to what I am able to do, not to mention living in Adelaide. Thankfully, Doreen stepped in. With her helpful suggestions, we (Labyrinth Group) were able to pay for the installation of the dripper system, and Doreen's volunteers have looked after the plantings. It always looks fabulous when they've cleaned it up.

During the establishment phase there was an MOU drawn up between **Barossa Bushgardens** and **The Barossa Community Labyrinth Group** (see below). We never ever got around to drafting anything to take us beyond that point.

It is my belief that the labyrinth is well and truly embedded within and should simply be part of the many wonderful assets that the Barossa Bushgardens offers the community and visitors alike. The Barossa Community Labyrinth bank account still holds approx. \$400.00 and I would like to suggest that it be transferred in full to Friends of the Barossa Bushgardens for use according to their choosing.

Memorandum of Understanding

between

Barossa Bushgardens and **The Barossa Community Labyrinth Group** for the establishment of a Labyrinth on the Bushgardens site

Purpose

To establish responsibilities for both parties so as to create a Barossa Community Labyrinth on the Bushgardens site. Labyrinths are known to be a place of beauty, healing, peace, and renewal a contemplative space, and therefore the Labyrinth will be open and accessible to all members of our community and complement the Bushgardens objectives towards sustainability and preservation of natural heritage.

Responsibilities

The responsibilities of Barossa Bushgardens are:

- To support and advise on plant species, site selection and any other information needed for the successful development, installation and ongoing care of the Labyrinth
- To provide plants for the Labyrinth plantings

The responsibilities of the Barossa Labyrinth Group are:

- To consult and collaborate with Barossa Bushgardens on the progress and all stages of the development of the Project
- To undertake a costing of the project to include the development, installation and ongoing upkeep (including access paths, signage etc)
- To report to the BBG Committee on a regular basis
- To undertake all ongoing aftercare e.g. weeding, watering, plant replacement and associated costs

Terms

- The Labyrinth Group should regularly report to the Barossa Bushgardens Section 41 Committee
- For public liability purposes members of the Labyrinth group should be registered as volunteers with Council to cover them when working on the site, unless otherwise covered.

Dates/timelines

Action plan to be drawn up with timelines once funding secured

It is anticipated that the labyrinth will a staged project and that the main structure will be completed within 2 years.

Out Clause

If for any reason the Labyrinth Group are no longer able to commit to this agreement they will work with the Bushgardens

- (a) to find an alternate group with objectives similar to those of the group to manage the project and
- (b) will negotiate a new agreement to manage the Labyrinth

Signatures

Barossa Busghgardens

Barossa Labyrinth Group

Kate Jenkins
BBG Chairperson

Carole Schroeder
BCL Chairperson

Date

Seeding Natives

SA Water Project

We have nearly completed the propagation of this project (1750 plants).

Dementia Friendly Community Group (Nature & Natter)

Carers and Disability Link has ceased the contract with this group as of December 2024. Council will begin the new contract and manage the group as of January 2025. Arthur Mousamas and Reta Cousins-Bray will work with the group and work alternate Mondays with the support of Penny Devlin and volunteers Jenny and Ginny Shillong.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil

MATTERS FOR INFORMATION

3.5 STRATEGIC PLAN PROGRESS REPORT

**Author: Executive and Project Support Officer
24/111742**

The actions within the Barossa Bushgardens Strategic Plan are provided in Attachment 1. The status/progress comments are provided to 30 November 2024.

ATTACHMENTS

Attachment 1 Barossa Bushgardens Strategic Plan - Progress Report November 2024 [↓](#) 

SUPPORTING REFERENCES

Nil.

Action	By When	By Whom	Priority	Status/Progress
Key Result Area 1				
TO DEVELOP AND MAINTAIN A SUSTAINABLE RESOURCE THAT MEETS THE GROWING NEEDS OF THE REGION				
Strategy 1 - Maintain and improve the Seed Bank				
CS17 - Natural Resources				
Output 4 – Bushgardens Nursery				
a) Provision of nursery for the production and sale of native plants.	Ongoing	Nursery Manager	High	Since the start of October the Nursery volunteers and the Nature and Natter group have potted up 18,000 plants. This includes plants for the Lyndoch Rec Park, the Seeding Natives SA Water project, 2025 orders and general stock. The nursery volunteers have also done 3,200 cuttings and sown 6 different species during this time frame.
b) Maintenance of a regional Seed Bank.	Ongoing	Nursery Manager	High	Ongoing. Brayden (Acting nursery coordinator), Natalie (volunteer) and Penny have been collecting seed within the Bushgardens and in the field. Volunteers clean, package, weigh and document the seed.
c) Improve the commercial capacity of the nursery, including inclusion of a council nursery operation.	Ongoing	Nursery Manager	High	The permanent structure is complete in the pot washing area. A fan and misters have been purchased for the poly tunnel to allow for more air movement in the heat. These will be installed soon. An industrial fan has also been purchased for the Community nursery shed for the volunteers who work out there. Ongoing – drainage in the Community nursery.
Strategy 2 - Adopt and implement sound assets management principles				
CS3 - Assets				
Output 8 – Asset Maintenance and Operations – Open Space				
a) Management/ Maintenance of native gardens and Bushgardens site	Ongoing	Nursery Manager NRC Coordinator	High	Weeds in most gardens have been pulled with some more remote areas still needing attention. Volunteers have commenced their fortnightly caltrop control. The whole team walks the site together to find and remove any plants and seeds. A significant increase in skeleton weed has been noted across the site. All plants have been manually removed but regrowth will need to be marked and treated chemically. The watering schedule in place for plants is working well. Plants planted this year are watered every two weeks, last years every three to four weeks and two/three year old plantings get water every six to eight weeks. The schedule considers what

				water is used, e.g. mainswater from the road, mainswater coming from Coulthard Reserve and rainwater tank. This ensures that volunteers have enough pressure to cover all important areas.
b) Progressive delivery of the Urban Design Framework through identification of key priorities over the next five years.	Ongoing	Manager, I&ES Nursery Manager NRC Coordinator	Low	Ongoing
c) Seek to incorporate Coulthard Reserve as part of the broader Bushgardens site, and improve linkages with caravan park and linear path.	Ongoing	Manager I&ES Director I&ES	Low	Ongoing
Key Result Area 2				
TO CONNECT PEOPLE TO THE NATURAL ENVIRONMENT				
Strategy 1 - improve links with the primary and secondary education sector				
CS17 - Natural Resources				
Output 3 – Environmental Education and Awareness				
a) Administer/conduct environmental education and awareness programs.	Ongoing	NRC Coordinator	High	1 October – Discover the Birds of Altona (17 participants) 2 October – Tanunda OT – garden exploration (8 visitors) 3 October – Nature Play Festival (397 attendees) 3 October – Micromoon Stargazing (11 participants) 8 October – Probus Club Long Lunch (35 participants) 9 October – Native Bee Workshop (15 participants) 10 October – Barossa Bush Playgroup (20 children) 15 October – Emergency Exercise with Volunteers (19 participants) 17 October – Nature Connection for People living with Dementia (19 visitors) 22 October – Barossa Bush Playgroup (23 children) 23 October – Treasury Wine Estate Corporate Volunteering Day (11 participants) 23 October – Nuriootpa Highschool 2 x Traditional Uses Trail Tour (36 students) 30 October – Tanunda Primary School Composting and Worm Farm Workshop (24 students) 31 October – Barossa Community Options Volunteering Day (16 participants) 31 October – Barossa Bush Playgroup (18 children)

				1 November – Bio-blitz Northern and Yorke Landscape Board (7 participants) 3 November – Mawson Lakes Garden Club tour (18 visitors) 3 November – Bushgardens Zen 5 November – Tanunda Kindergarten Seeds, Germination, Sowing (10 children) 6 November – GAEN Presentation at Adaptive Futures Conference (125 attendees) 7 November – Grass ID Workshop (16 participants) 12 November – Making Christmas Gifts from Recycled Fabrics Workshop (8 participants) 13 November – Friends of Barossa Bushgardens stall at Barossa Central (106 attendees) 14 November – Barossa Bush Playgroup (24 children) 14 November – Friends of Barossa Bushgardens AGM (28 attendees) 14 November – TBC New Starter Bus Tour (15 visitors) 17 November – Bushgardens Zen 19 November – GAEN Coordinator Meeting at Gawler EC (6 coordinators) 19 November – Norwood/Paynham Community Tour (12 visitors) 26 November – Mosaic Workshop (19 participants) 27 November – Mosaic Workshop (17 participants) 28 November – Barossa Bush Playgroup (20 children) 28 November – Mindful Connections Circular Food Workshop (20 participants)
b) Increase the 'experiential' offerings including passive and active programs.	Ongoing	NRC Coordinator	Low	The NRC Coordinator organised a Circular Food Workshop, where participants learnt about the cycle of natural foods at their own homes. How food scraps can be converted to compost and worm castings and used again to grow vegetables and flowers. Staff were approached by Tanunda Kindergarten to purchase plants for the centre. Rather than just selling plants, the NRC Coordinator went to the Kindergarten to teach children about seeds and germination with the kids sowing into tubestock. Nursery volunteers are now taking care of the seedlings with progress photos shared with the kindy. In February/March, the NRC Coordinator will return with the plants to the kindergarten, where the

				children will be involved in the planting.
a) Host Barossa Bushgardens Open Day.	Ongoing	NRC Coordinator Nursery Manager	High	N/A
b) Formalise public programs through long-term planning, diversifying the occurring across environment, art, culture, public health and wellbeing.	Ongoing	NRC Coordinator	Low	Nothing to report
a) Support sustainability initiatives and programs within the region.	Ongoing	NRC Coordinator	High	Organised a workshop during National Recycling Week. The focus was on reusing old fabrics to make Christmas gifts and decorations.
b) Support land, water and biodiversity initiatives and programs within the region.	Ongoing	NRC Coordinator	High	Provided the Volunteer Centre to the Northern and Yorke Landscape Board as a base for their Bio-blitz (water quality monitoring).
CS19 - Social Inclusion				
Output 4 – Social Support Groups				
a) Manage and facilitate the Bushgardens Disability Support program.	Ongoing	Nursery Manager Project Officer	Medium	Brayden, Kim and Penny continue to support the Nature and Natter group on a Monday.
Strategy 3 - Create and deliver community-oriented training opportunities				
CS10 – Economic Development				
Output 1 – Economic Development				
a) Form strong partnerships that link the Bushgardens to the wine and tourism industries.	Ongoing	NRC Coordinator Nursery Manager	Medium	Continue to support existing customers.
Strategy 4 - Engage with Aboriginal people				
CS19 - Social Inclusion				
Output 7 – Aboriginal Reconciliation				
a) Host Reconciliation Week event in association with Council and Reconciliation Group	May 2023	Reconciliation Committee	Low	Nothing to report.
Strategy 5 - Increase profile of the Bushgardens				
BS3 - Communications and Engagement				
Output 3 – Community Engagement				
Output 4 – Online / Website support				
a) Prepare "Environmental	Ongoing	NRC Coordinator	Medium	Article published in The Leader newspaper on 16 October.

Matters" article in the local newspapers.		Nursery Manager		
b) Update information and educational materials about each Business Unit services and functions, and update website.	Ongoing	NRC Coordinator Nursery Manager	Low	Updated as needed.
c) Develop a contemporary brand that appeals across a range of markets.	Ongoing	NRC Coordinator	Low	Nothing to report.
CS21 – Tourism				
Output 2 – Visitor Enquiries/Customer Service				
a) Reposition the Bushgardens as a destination for visitors.	Ongoing	NRC Coordinator	Medium	Staff continue to promote BBG through presentations, stalls and other activities.
Key Result Area 3 TO RECRUIT, TRAIN AND RETAIN PRODUCTIVE VOLUNTEERS				
Strategy 1 - Achieve stable and sustainable volunteer group				
CS22 – Volunteers				
Output 2 – Internal Volunteer Support				
Output 3 - Volunteering Promotion and Advocacy				
a) Provide support and training for Bushgardens volunteers.	Ongoing	NRC Coordinator Nursery Manager	Medium	Grass ID Workshop – Andrew Fairney, Seeding Natives Inc. Mosaic Workshop – Tamara Froud and Kristin Wohlers Making Christmas Gifts from Recycled Fabrics – Deb Hahn Emergency Exercise – Fire in Building Take 5 training – Samantha House Ride-on Mower training for one person.
b) Attract new volunteers to support program delivery.	Ongoing	NRC Coordinator Nursery Manager	Medium	Two new volunteers have joined the garden team.
Key Result Area 4 TO IMPROVE GOVERNANCE				
Strategy 1 - Develop and execute a new governance model				
BS2 - Business Transformation				
Output 2 – Continuous Improvement Project Management				
a) Documentation of tasks within Business Unit.	Ongoing	NRC Coordinator Nursery Manager	High	Completed: General Information including: Strategic Plan, Urban Design Framework, Content Manager, Outlook Emails and Calendar, Volunteer Management Web Management: BBG website, TBC website, E-newsletter, Event bookings, Advertising

				Work Health and Safety: Safe Work Instructions, Safe Operating Processes, Take5, PPE, SkyTurst, ChemAlert, Task Risk Assessments Recycling Programs: Nespresso, bottle cap recycling, bread tags, printer cartridges
BS4 - Council and Committees				
Output 2 – Coordination: Council Committees and Working Groups				
a) Ensure the effective operation of the Barossa Bushgardens Committee in accordance with the Local Government Act, Terms of Reference, and Meeting Procedures.	Ongoing	Manager I&ES	High	
b) Develop and execute a new governance model for the Barossa Bushgardens.	Ongoing	Manager I&ES Director I&ES	Low	
BS7 – Governance				
Output 1 – Governance and Policy Advice				
Output 4 – Legislative Reform				
Output 5 – Complaints Management				
a) Implement legislative reform, where applicable.	Ongoing	Manager I&ES Director I&ES	Low	
Strategy 2 - Maintain a strong financial framework				
BS6 – Finance				
Output 2 – Budget Management				
a) Ensure effective Budget Performance	Ongoing	Manager I&ES	High	
Strategy 3- Maintain effective internal controls to reduce risk				
BS5 - Enterprise Risk				
Output 2 – Internal Audit				
Output 4 – Disaster Recovery and Business Continuity				
Output 5 – WHS System Management				
a) Identify and prepare Operational Risk Profile.	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	High	Nothing to report.
b) Identify and document processes to reduce threat of disease, animals, weeds and pests to nursery and gardens at Barossa Bushgardens	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Eradication programs for skeleton weed and rabbits will be developed due to increase in numbers.
c) Manage organisational risk in the delivery of core services	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	High	Nothing to report.

d) Ensure that identified Internal Financial Controls are effectively monitored and maintained	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Nothing to report.
e) Maintain and facilitate the ongoing testing and development of Council's Business Continuity Plan and associated Sub-Plans	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Nothing to report.
f) Maintain and champion the implementation of Councils WHS System	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Staff continue to work with volunteers on including Take5's into everyday work practices.
g) Undertake WHS Compliance Inspections	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Inspection completed on 5 December 2024
h) Implement, Review and Maintain Work Health Safety Improvement/Action Plan	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Nothing to report.
i) Participate in mandatory external WHS Audits	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	Medium	Nothing to report.
j) Maintain Chemsalart Database for sites where chemicals used	Ongoing	Manager I&ES Nursery Manager	High	Database has been updated in October 2024.
a) Identify funding opportunities to assist in delivery of projects and programs.	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	High	Grant of \$2,186 received from the Australian Government Regional Arts Fund, to host a two-day mosaic workshop with international artist Tamara Froud and local artist Kristin Wohlers.
b) Prepare a prospectus to assist in promoting the benefits of the Bushgardens to potential funding partners.	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	High	Nothing to report.
c) Monitor and report on grant status and prepare acquittal reports.	Ongoing	Manager I&ES NRC Coordinator Nursery Manager	High	Currently waiting for the police clearance of one of the artists to finalise the grant agreement.

MATTERS FOR INFORMATION

3.6 CHAIRPERSON'S REPORT

**Author: Executive and Project Support Officer
24/111743**

A verbal report will be presented.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

MATTERS FOR INFORMATION

3.7 FRIENDS OF BAROSSA BUSHGARDENS UPDATE

**Author: Executive and Project Support Officer
24/111745**

On 13 November, the Friends of Barossa Bushgardens attended Barossa Central with an information stall. The aim was to raise awareness about the Friends, how they support volunteers and staff at the gardens and to attract new members.

Between 8am and 4pm, 106 people stopped to retrieve information or have a chat with one of the Friends. Around 80 plants were sold and given away as part of new membership registrations. 4 annual members signed up on the day. Some of the attendees are new to the Barossa and did not know about the gardens.

The AGM was held on November 14, with 28 volunteers and community members joining the meeting. Guest speaker, Dr. Jake Gillen shared his experiences of working in remote arid SA.

The Friends are contributing to the new volunteer uniform. The group agreed to cover the cost of the shirts, with TBC to cover the cost of the two logos as well as staff shirts.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil

MATTERS FOR INFORMATION

3.8 VISITATION TO THE BAROSSA BUSHGARDENS

**Author: Executive and Project Support Officer
24/111748**

During October and November 33 events were organised with a total of 1164 participants. This includes 10 workshops, 22 facilitation and networking events and 4 awareness raising events.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

MATTERS FOR INFORMATION

3.9 RISK MANAGEMENT/WORK HEALTH AND SAFETY

**Author: Executive and Project Support Officer
24/111751**

A tripping hazard was raised by volunteers but has since been eliminated.

Volunteers have received training on how to do a Take 5.

An emergency exercise was held in November. Staff removed themselves from the scene before the alarm was raised to observe how the volunteers would react.

The NRC Coordinator has completed Working at Heights training.

A building inspection has been completed. Minor maintenance issues have been reported to the Building Maintenance Team for action.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

DEBATE REPORT

4.1 FINANCE REPORT

**Author: Executive and Project Support Officer
24/111757**

PURPOSE

To provide progress on budget income and expenditure as at 30 November 2024.

RECOMMENDATION

That Barossa Bushgardens Committee receive and note the report.

REPORT

Discussion

At the end of November, the expenditure across most cost centres is progressing well.

Minor budget adjustments may need to be made at the end of the quarter.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Barossa Bushgardens Finance Report - December 2024 [!\[\]\(d6bcfab96a67558cb40dad541320fc50_img.jpg\) !\[\]\(263a7a488ed59f0a0753cdaa50716c24_img.jpg\)](#)

Supporting references

Nil.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS



Natural Environment and Built Heritage

Goal

- 1 The Barossa has sustainable farmland providing diverse and stable returns, while protecting the unique natural environment and biodiversity of the region.
- 3 We take a proactive approach in responding to key environmental challenges such as climate change, water security and waste management.

Strategies

- 1.3 Build on the conservation of the region's natural heritage including bush eco-systems, grassy woodlands, agricultural landscapes and recreational green spaces.
- 3.1 Support community based sustainability initiatives to help reduce the Barossa's contribution to the climate crisis and build on the capacity of local residents and industry to mitigate negative impacts.

Corporate Plan

CS17 Natural Resources - Regional development and management of the environment including natural resource management to ensure the region is managed sustainably and the environment is protected and enhanced

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil.

COMMUNITY ENGAGEMENT

Not required under Legislation or Council's Public Consultation Policy.

Bushgardens CC4115**Site Expenditure****2425GLA****As at Period 5**

	Current Actuals 2425GLA	Commitmen ts 2425GLA	Actual + Committed 2425GLA	YTD Budget 2425GLF1	% of YTD Budget 2425GLF1	Full Year Current Budget	% of Full Yr Budget	Next Year Original Budget	Full Year Remaining Budget
41304 - Contributions - Other	-59.09	0	-59.09	0	0%	0	0%	0	59.09
41547 - Commercial Activities - Seedling Sales	0	0	0	-10415	0%	-25000	0%	0	-25000
41576 - Donations - Other Income	-1000	0	-1000	0	0%	0	0%	0	1000
60021 - Salaries - Increase in Leave Liabilities	0	0	0	631.96	0%	1643	0%	1643	1643
61120 - Contractors - Rubble Crushing	69.95	0	69.95	0	0%	0	0%	0	-69.95
61121 - Contractors - Pest Control Services	0	0	0	0	0%	0	0%	0	0
61122 - Contractors - Cleaning Services	0	0	0	2165	0%	5200	0%	5200	5200
61124 - Contractors - Waste Disposal Services	105	0	105	0	0%	0	0%	0	-105
61125 - Contractors - Fire Equipment Servicing	0	0	0	265	0%	630	0%	630	630
61126 - Contractors - Bldg Maintenance Services	2960.15	-3075.99	-115.84	1585	-7%	3800	-3%	3800	3915.84
61140 - Contractors - Other Services	5929.17	0	5929.17	2155	275%	5176	115%	5176	-753.17
61145 - Contractors - Airconditioning Services	0	0	0	65	0%	150	0%	150	150
61182 - Contractors - Tagging & Testing	0	0	0	235	0%	560	0%	560	560
61203 - Direct Purchases - Canteen Purchases	1035.9	5.05	1040.95	0	0%	0	0%	0	-1040.95
61206 - Direct Purchases - Assets < \$5,000	3224.09	-1872.73	1351.36	0	0%	0	0%	0	-1351.36
61209 - Direct Purchases - Vehicle/Machine Parts	119.27	0	119.27	0	0%	0	0%	0	-119.27
61210 - Direct Purchases - Stationery	239.34	0	239.34	0	0%	0	0%	0	-239.34
61212 - Direct Purchases - Irrigation supplies	188.96	0	188.96	0	0%	0	0%	0	-188.96
61213 - Direct Purchases - Weed/Pest Chemicals	29.04	0	29.04	1375	2%	3300	1%	0	3270.96
61214 - Direct Purchases - Fertiliser	0	0	0	250	0%	600	0%	0	600
61215 - Direct Purchases - Mulch/Loam	0	0	0	1460	0%	3500	0%	0	3500
61216 - Direct Purchases- Plants/Shrubs	150.82	0	150.82	210	72%	500	30%	0	349.18
61220 - Direct Purchases - Loose tools	243.06	0	243.06	0	0%	0	0%	0	-243.06
61223 - Direct Purchases - Other	2316.73	-1313.18	1003.55	0	0%	0	0%	0	-1003.55
61226 - Office Equipment consumables - Other	936.36	0	936.36	0	0%	0	0%	0	-936.36
61301 - Energy Costs - Electricity	1799.66	0	1799.66	3080	58%	7391	24%	7391	5591.34
61302 - Energy Costs - Gas	0	0	0	115	0%	276	0%	276	276
61303 - Energy Costs - Fuel & Lubricants	246.9	0	246.9	235	105%	564	44%	564	317.1
61304 - Water - Service Rates	157.2	0	157.2	313	50%	313	50%	313	155.8
61305 - Water - Usage Charges	0	0	0	1280	0%	3075	0%	3075	3075
62002 - Depreciation Expense - Bldgs	6474.5	0	6474.5	6475	100%	15538.82	42%	0	9064.32
62003 - Depreciation Expense - Infrastructure	3593.35	0	3593.35	3595	100%	8624.03	42%	0	5030.68
62004 - Depreciation Expense - Equipment	3198.15	0	3198.15	3200	100%	7675.57	42%	0	4477.42
63012 - Bank Charges	99.28	0	99.28	0	0%	0	0%	0	-99.28
63100 - Insurance - Public Liability	1537.84	0	1537.84	1225	126%	2936	52%	2936	1398.16
63101 - Insurance - Income Protection Insurance	297.92	0	297.92	943	32%	1106	27%	1106	808.08
63104 - Insurance - Vehicle Insurance	0	0	0	430	0%	1032	0%	1032	1032
63105 - Insurance - Buildings & Contents	981.74	0	981.74	286	343%	911	108%	911	-70.74
63401 - General - Advertising	733.1	1466.2	2199.3	750	293%	1800	122%	1800	-399.3
63402 - General - Telephone	136.35	0	136.35	145	94%	350	39%	350	213.65
63406 - General - Internet Expenses	90.82	0	90.82	230	39%	550	17%	550	459.18
90010 - Full Cost Attribution to External Services	0	0	0	-16200.31	0%	97202	0%	97202	97202
	35835.56	-4790.65	31044.91	6083.65	510%	149403.42	21%	134665	118358.51

Bushgardens Green Adelaide CC4120

Criteria: Cost Centre is equal to 4120

	C4	C2	C13	C12	C5	C11	C3	C7	C14
2425GLA As at Period 5	Current Actuals 2425GLA	Commitmen ts 2425GLA	Actual + Committed 2425GLA	YTD Budget 2425GLF1	% of YTD Budget 2425GLF1	Full Year Current Budget	% of Full Yr Budget	Next Year Original Budget	Full Year Remaining Budget
41403 - Operating Grant - CWM Boards	-13118.46	0	-13118.46	0	0%	0	0%	0	13118.46
60001 - Wages - Normal Rate	0	0	0	0	0%	0	0%	0	0
60020 - Salaries - Normal	14158.86	0	14158.86	7906.91	179%	20557.95	69%	20557.95	6399.09
60023 - Salaries - Superannuation	1287.86	0	1287.86	0	0%	0	0%	0	-1287.86
61123 - Contractors - Recycling/Green Collection Svce	8.01	0	8.01	0	0%	0	0%	0	-8.01
61140 - Contractors - Other Services	1936.36	450	2386.36	0	0%	0	0%	0	-2386.36
61208 - Direct Purchases - Signs	1798	0	1798	0	0%	0	0%	0	-1798
61223 - Direct Purchases - Other	1468.95	-300	1168.95	0	0%	0	0%	0	-1168.95
63102 - Insurance - Workers Comp Premium	187	0	187	0	0%	0	0%	0	-187
63401 - General - Advertising	643.64	0	643.64	0	0%	0	0%	0	-643.64
90010 - Full Cost Attribution to External Services	2599.29	0	2599.29	8358.19	31%	0	0%	0	-2599.29
	10969.51	150	11119.51	16265.1	68%	20557.95	54%	20557.95	9438.44

Bushgardens Disability Support CC4110

Criteria: Cost Centre is equal to 4110

C1	C4	C2	C13	C12	C5	C11	C3	C7	C14	
2425GLA		Current	Commitmen	Actual +	YTD Budget	% of YTD	Full Year	% of Full	Next Year	Full Year
As at Period 5		Actuals	ts	Committed	2425GLF1	Budget	Current	Yr	Original	Remaining
		2425GLA	2425GLA	2425GLA		2425GLF1	Budget	Budget	Budget	Budget
60001 - Wages - Normal Rate		0	0	0	0	0%	0	0%	0	0
60020 - Salaries - Normal		2614.15	0	2614.15	2212.95	118%	5753.59	45%	5753.59	3139.44
60023 - Salaries - Superannuation		325.53	0	325.53	0	0%	0	0%	0	-325.53
61210 - Direct Purchases - Stationery		6.32	0	6.32	0	0%	0	0%	0	-6.32
63101 - Insurance - Income Protection Insurance		94.78	0	94.78	0	0%	0	0%	0	-94.78
63102 - Insurance - Workers Comp Premium		59.52	0	59.52	0	0%	0	0%	0	-59.52
90010 - Full Cost Attribution to External Services		500.32	0	500.32	2666.5	19%	0	0%	0	-500.32
		3600.62	0	3600.62	4879.45	74%	5753.59	63%	5753.59	2152.97

Bushgardens Nursery CC4105

Criteria: Cost Centre is equal to 4105

C1	C4	C2	C13	C12	C5	C11	C3	C7	C14	
2425GLA		Current	Commitmen	Actual +	YTD Budget	% of YTD	Full Year	% of Full	Next Year	Full Year
As at Period 5		Actuals	ts	Committed	2425GLF1	Budget	Current	Yr	Original	Remaining
		2425GLA	2425GLA	2425GLA		2425GLF1	Budget	Budget	Budget	Budget
41547 - Commercial Activities - Seedling Sales		-17832.64	0	-17832.64	0	0%	0	0%	-25000	17832.64
60001 - Wages - Normal Rate		0	0	0	0	0%	0	0%	0	0
60020 - Salaries - Normal		16709.02	0	16709.02	26896.63	62%	69931.19	24%	69931.19	53222.17
60022 - Salaries - Travel allowance-		8825.69	0	8825.69	0	0%	0	0%	0	-8825.69
60023 - Salaries - Superannuation		2245.93	0	2245.93	0	0%	0	0%	0	-2245.93
61140 - Contractors - Other Services		0	0	0	0	0%	0	0%	0	0
61210 - Direct Purchases - Stationery		333.25	0	333.25	0	0%	0	0%	0	-333.25
61212 - Direct Purchases - Irrigation supplies		107.7	0	107.7	0	0%	0	0%	0	-107.7

61213 - Direct Purchases - Weed/Pest Chemicals	0	0	0	0	0%	0	0%	3300	0
61214 - Direct Purchases - Fertiliser	0	0	0	0	0%	0	0%	600	0
61215 - Direct Purchases - Mulch/Loam	3526.78	0	3526.78	0	0%	0	0%	3500	-3526.78
61216 - Direct Purchases- Plants/Shrubs	806.21	0	806.21	0	0%	0	0%	500	-806.21
61220 - Direct Purchases - Loose tools	362.16	0	362.16	0	0%	0	0%	0	-362.16
61223 - Direct Purchases - Other	4817.57	287.77	5105.34	0	0%	0	0%	0	-5105.34
61226 - Office Equipment consumables - Other	54.32	0	54.32	0	0%	0	0%	0	-54.32
62002 - Depreciation Expense - Bldgs	0	0	0	0	0%	0	0%	15538.82	0
62003 - Depreciation Expense - Infrastructure	0	0	0	0	0%	0	0%	8624.03	0
62004 - Depreciation Expense - Equipment	0	0	0	0	0%	0	0%	7675.57	0
63101 - Insurance - Income Protection Insurance	978.54	0	978.54	0	0%	0	0%	0	-978.54
63102 - Insurance - Workers Comp Premium	618	0	618	0	0%	0	0%	0	-618
63404 - General - Mobile Phone Expenses	63.62	0	63.62	0	0%	0	0%	0	-63.62
90010 - Full Cost Attribution to External Services	4717.17	0	4717.17	27551.81	17%	0	0%	0	-4717.17
	26333.32	287.77	26621.09	54448.44	49%	69931.19	38%	84669.61	43310.1

DEBATE REPORT

4.2 BAROSSA BUSHGARDENS S41 COMMITTEE MEETING SCHEDULE FOR 2025

**Author: Executive and Project Support Officer
24/111806**

PURPOSE

To seek the approval of the Barossa Bushgardens S41 Committee Meeting Schedule for 2025.

RECOMMENDATION

That Barossa Bushgardens Committee continue to meet on a bi-monthly basis, commencing February 2025 in The Barossa Council Chambers, commencing at 1:00pm.

REPORT

Discussion

Historically, the Barossa Bushgardens S41 Committee meetings have been held on a bi-monthly basis, beginning in February each year. The meetings are held in The Barossa Council Chambers, commencing at 1:00pm.

The following Schedule of meeting dates is presented for Committee endorsement:

Wednesday 19 February 2025
Wednesday 16 April 2025
Wednesday 18 June 2025
Wednesday 20 August 2025
Wednesday 15 October 2025
Wednesday 17 December 2025

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

Nil.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage

Goal

- 1 The Barossa has sustainable farmland providing diverse and stable returns, while protecting the unique natural environment and biodiversity of the region.

Strategies

- 1.3 Build on the conservation of the region's natural heritage including bush eco-systems, grassy woodlands, agricultural landscapes and recreational green spaces.

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil.

COMMUNITY ENGAGEMENT

Not required under legislation or Council's Public Consultation Policy.