



MINUTES OF THE MEETING OF BAROSSA BUSHGARDENS COMMITTEE

held on Wednesday 15 October 2025 commencing at 1:00pm
in the Council Chambers, 43-51 Tanunda Road, Nuriootpa.

MINUTES

1. ATTENDANCE RECORD

1.1 Members Present

Sarah Barrett (Chairperson), Trevor Waldhuter, Andrew Fairney (via Teams), Andrew Philpott and Cr Kathryn Schilling.

Council Staff

Doreen Von Linde (NRC Coordinator), Kim Thompson (Senior Environmental Officer), Penny Devlin (Nursery Manager), Ben Clark (Director, Infrastructure and Environmental Services) and Chris Kruger (Minute Taker).

Apologies

Louise Mason, Bryce Lillecrapp, Kate Jenkins and Benn Kromwyk (Senior Manager, Infrastructure and Environmental Services).

Not Present

Nil

Leave of Absence

Nil

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 Minutes of previous meetings – for confirmation:

MOVED T Waldhuter

That the Minutes of the Barossa Bushgardens Committee held on Wednesday 6 August 2025 at 1:00pm, as circulated, be confirmed as true and correct records of the proceedings of those meetings.

SECONDED K Schilling**CARRIED**

2.2 Matters arising from previous minutes

Meeting Date	Resolution/Action	Status	Actioning Officer
6 August 2025	Bush Play Group	Investigate potential for promotional opportunities Alicia (Comms Team) has recently attended a Bush Playgroup and taken photos. Promotional material production is ongoing.	NRC Coordinator
6 August 2025	Annual Sponsorship packages	Develop Sponsorship package in conjunction with Friends of Barossa Bushgardens	Senior Environmental Officer
6 August 2025	WHS Audit processes	Agenda Item for next S41 Committee meeting Staff is working with the Risk and Safety Team Leader to develop a formal process for internal WHS	NRC Coordinator Nursery Manager

		Audits through SkyTrust.	
6 August 2025	Russell Johnstone Award To be held Saturday 25 October 2025	Assist with Award Design Ascertain available funding for the provision of books for nominees	Kate Jenkins Trevor Waldhuter
15 October 2025	Review of Terms of Reference	Agenda item for 17 December 2025 S41 Committee meeting	Senior Environmental Officer
15 October 2025	Request for additional funding to enable the development of a Masterplan	Agenda item for 17 December 2025 S41 Committee meeting	Senior Environmental Officer

2.2.1 WHS AUDIT PROCESS **25/78074**

Following the last S41 Committee meeting, Staff met with the Risk and Safety Team Leader and discussed options for formal internal WHS audits, which will be recorded in Sky Trust.

A WHS audit was undertaken on Tuesday 26 August 2025 with all volunteers. WHS risks and hazards have been recorded and mostly addressed.

Future WHS audits will be done every 6 months.

SUPPORTING REFERENCES

Nil.

3. MATTERS FOR INFORMATION

3.1 Matters Arising from Previous Minutes

3.2 Correspondence

- 3.3 Strategic Plan Progress Report
- 3.4 Marketing Initiatives and Sales Opportunities
- 3.5 Visitation to the Barossa Bushgardens
- 3.6 Partner Project Updates
- 3.7 Friends of Barossa Bushgardens Update
- 3.8 Chairperson's Report
- 3.9 Russell Johnstone Award Update

4. DEBATE REPORT

4.1 FINANCE REPORT - AS AT 30 SEPTEMBER 2025 25/75282

MOVED K Schilling

That Barossa Bushgardens Committee receive and notes the Finance Report as at 30 September 2025, as provided in Attachment 1.

SECONDED A Fairney

CARRIED

PURPOSE

To provide progress on budget income and expenditure as at 30 September 2025.

REPORT

Discussion

The process to realign budgets to reflect the appropriate natural accounts is underway and should be apparent following Q1 adjustments.

A recent request to increase the nursery budget to reflect the increase in production will be presented to Council for approval as part of Q1 adjustments.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Barossa Bushgardens Budget update - October 2025 

Supporting references

Nil.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

- BS4 Council and Committees - Provision of support to Council and Committees through the provision of required information, agendas, and minutes. Council and Committees are provided with support to enable informed decisions

Legislative Requirements

Local Government Act 1999

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Regular monitoring of financial performance ensures budget and expenditure are aligned to meet approved levels of service.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil.

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

To enable effective and strategic decisions, a finance report is provided for noting.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil.

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil.

COMMUNITY ENGAGEMENT

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

4.2 **BAROSSA BUSHGARDENS S41 COMMITTEE MEMBERSHIP** **25/78188**

MOVED S Barrett

That Barossa Bushgardens Committee:

- (1) Endorse the appointment of Andrew Philpott to the voluntary position of Barossa Bushgardens S41 Committee member
- (2) That the appointment for approved by resolution of Council.

SECONDED T Waldhuter

CARRIED

PURPOSE

To seek Committee endorsement of Andrew Philpott to the voluntary position of Barossa Bushgardens S41 Committee member.

REPORT

Discussion

Barossa Bushgardens staff are very pleased to have been advised that Andrew Philpott has expressed an interest in joining the S41 Committee.

Andrew has worked for Light Regional Council as Coordinator of Biodiversity and Sustainability for many years and has contributed tirelessly to the efforts of protecting biodiversity in the Northern Regions, both in his employed position but also personally.

Andrew will be retiring from his position at Light Regional Council in October and would be a wonderful asset to the S41 Committee.

Summary and Conclusion

Appointments to the Barossa Bushgardens S41 Committee are to be in accordance with the Terms of Reference and must be approved by resolution of Council.

Andrew's extensive experience and expertise would be a positive benefit to the Barossa Bushgardens S41 Committee.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

Barossa Bushgardens S41 Committee Terms of Reference

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**Community Plan**

Our Environment

Supporting a sustainable Barossa.

Strategic Outcome

- We support actions that manage our environment for future generations.
- We sustainably manage our resources and encourage sustainable practices.

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
- BS4 Council and Committees - Provision of support to Council and Committees through the provision of required information, agendas, and minutes. Council and Committees are provided with support to enable informed decisions

Legislative Requirements

Nil.

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil.

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

The position of Committee member, Barossa Bushgardens S41 Committee is a voluntary position and does not attract remuneration fees.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil.

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil.

COMMUNITY ENGAGEMENT

Not required.

5. CONFIDENTIAL AGENDA

Nil

6. URGENT OTHER BUSINESS

Barossa Bushgardens S41 Committee Terms of Reference

Kim advised that the Terms of Reference had been updated by Gary Mavrinac in 2020 but had not been finalised or endorsed. Kim will be assessing both the current and proposed Terms of Reference to identify any amendments needed, and will provide an updated draft and report to the December S41 Meeting for consideration.

Registrations of Volunteers

Independent Members of the Committee and any volunteering assisting Committee members for a particular project or event must be registered as a volunteer of Council by completing Council's Volunteer Registration Form. Amy

Ruediger (Council's Volunteer Support Officer) will be in attendance at the December S41 meeting to assist in the process.

Requests for memorials at Barossa Bushgardens site

The Barossa Bushgardens occasionally receive requests from members of the public to place a memorial at the Barossa Bushgardens to honour family or friends. It was determined by the Committee that Council's process would be followed for requests for a significant memorial such as a bench or plaque, and an additional option would be to plant a tree and receive a certificate in honour of the family member/friend.

Schedule for 2026 S41 Committee meetings

Following discussions, a draft schedule of meetings based on the existing schedule would be presented to the December meeting for endorsement.

Apology for December 2025 meeting

Ben Clark advised that he will be unable to attend the December S41 Committee meeting, and would tender an apology.

7. NEXT MEETING

Wednesday 17 December 2025 at 1:00pm

8. CLOSURE

S Barrett declared the meeting closed at 2:26pm.

Confirmed at Barossa Bushgardens Committee Meeting on 17 December 2025

Date:.....

Chairperson.....