AGENDA OF THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE
held in the Council Chambers 43-51 Tanunda Road, Nuriootpa
on Wednesday 15 August 2018 commencing at 1.00pm

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
Bryce Lillecrapp and Louise Mason

4 GUESTS
Kate Graham – Regional Ecologist from NRM Gawler

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
Confirmation of the Minutes of the previous Barossa Bushgardens S41 Committee Meeting held on Wednesday 13 June 2018.

6.2. Special Committee Meeting

Nil

7 MATTERS ARISING FROM PREVIOUS MINUTES

Actions on Previous Resolutions.

7.1 Action List

Pages 10-11

8 CORRESPONDENCE

Pages 12-13

9 RISK MANAGEMENT

9.1. Work Health and Safety

Pages 14-15

10 REPORTS

10.1. Management Committee

Pages 16-24

10.2. Finance

Pages 25-31

10.3. Nursery

Pages 32-34

10.4. Natural Resource Centre

Pages 35-36

10.5. Site Management

Pages 37

10.6. Tours

Pages 38

10.7. Partner Projects

Pages 39

10.8. Open Space Grant Proposal

Pages 40-47

11 GENERAL BUSINESS

Pages 48

12 NEXT MEETING

12.1 Committee

Wednesday 10 October 2018 at Council Chambers 43-51 Tanunda Road Nuriootpa at 1.00 pm at the Council Chambers 43-51 Tanunda Road, Nuriootpa

13 CLOSURE
6.1 Committee Meeting Minutes

RECOMMENDATION

That the Committee:
1. Receive and note that the Minutes of the meeting held on Wednesday 13 June 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
To be held in the Council Chambers on 13 June 2018 commencing at 1:05pm

1. WELCOME

The Chair welcomed everyone, and opened the meeting at 1:05pm.

2. PRESENT

K Jenkins, R Johnstone, D Armstrong, T Waldhuter, B Lillecrapp, T Hurn, E Morgan

Staff – G Mavrinac, N Rea, P Payne, C Kruger (Minute Secretary)

3. APOLOGIES

L Mason.

4. GUESTS

Elspeth Morgan (Carers and Disability Link).

5. DECLARATION OF INTEREST BY MEMBERS

R Johnstone declared that he is a community member of the NRM Board.

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 Wednesday 11 April 2018 be received and confirmed. CARRIED
Recommendation

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

Decision

Moved: R Johnstone Seconded: D Armstrong
That the recommendation be adopted.

CARRIED
8. CORRESPONDENCE

N Rea provided a verbal update of correspondence received and sent. Please refer to the attached copy of letters received from 1st Nuriootpa Scouts Group and Council’s Risk Services

Recommendation

That the Committee receive and note incoming and outgoing correspondence.

Decision

Moved: T Hurn  Seconded: T Waldhuter
That the recommendation be adopted.

CARRIED

9. RISK MANAGEMENT

9.1 Work Health and Safety

That the Committee receive and note the report.

Decision

Moved: T Waldhuter  Seconded: D Armstrong
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: R Johnstone
That the recommendation be adopted.

CARRIED

10.2 Finance

Recommendation

(1) That the Committee receive and note the report.
(2) Allocate remaining $180 of unspent funds from fence metalwork
to upgrade of fence between gateway and road.

Decision

Moved: D Armstrong             Seconded: B Lillecrapp
That the recommendation be adopted.

CARRIED

10.3 Nursery

T Hurn left the meeting at 2:33pm.

Recommendation

Decision

Moved: D Armstrong             Seconded: R Johnstone
(1) That the report be received and noted
(2) The Committee note the need for the operations of the
    Wholesale Nursery to be reviewed
(3) Recommendations in relation to irrigation as detailed in the report
    prepared by T Bateman be considered for implementation

CARRIED

10.4 Natural Resource Centre

The Committee wish to acknowledge the valuable ongoing support given
by Karen McDonald (Coordinator, Volunteering Services) and Council

P Payne left the meeting at 3:05pm
Recommendation

That the report be received and noted.

Decision
Moved: D Armstrong  Seconded: R Johnstone
That the recommendation be adopted.  CARRIED

10.5 Site Management

Recommendation

That the report be received and noted.

Decision
Moved: T Waldhuter  Seconded: B Lillecrapp
That the recommendation be adopted.  CARRIED

10.6 Tours

Recommendation

That the verbal report be received.

Decision
Moved: K Jenkins  Seconded: R Johnstone
That the recommendation be adopted.  CARRIED

10.7 Partner Projects

Recommendation

That the report be received and noted.

Decision
Moved: D Armstrong  Seconded: B Lillecrapp
That the recommendation be adopted.

CARRIED

11. GENERAL BUSINESS.

K Jenkins advised the Committee that she will be resigning for the position of Chairperson of the Barossa Bushgardens S41 Committee, effective in November, in line with the Local Government elections.

12. NEXT MEETING

Wednesday 8 August 2018 commencing at 1.00pm.

13. CLOSURE OF MEETING

The Chair declared the meeting closed at 3:44pm.

Confirmed

Date: ........................................... Chairman: ................................................
7.1 Action List

RECOMMENDATION

That the Committee:

1. Receive and note progress of decisions from previous meetings.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Resolution/Action</th>
<th>Status – updated 9 August 2018</th>
<th>Actioning Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 June 2017</td>
<td>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.</td>
<td>Key Register reviewed; key holders using new security system and code; individual pin no's in progress.</td>
<td>N Rea G Mavrinac</td>
</tr>
<tr>
<td></td>
<td>Committee to examine grant funding opportunities for Reconciliation Day and related activities.</td>
<td>Barossa Reconciliation Committee are currently in discussions with Mayor Sloane.</td>
<td></td>
</tr>
<tr>
<td>9 August 2017</td>
<td>Budget Adjustment Request to be submitted to reflect reduction in service requirements (revenue and expenditure) for the Carers and Disability Link Dementia Program.</td>
<td>Completed</td>
<td>G Mavrinac</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Project scoped as too large for BBG at this time. Status completed</td>
<td>N Rea</td>
</tr>
<tr>
<td></td>
<td>That Council’s Depot be approached for assistance with the provision of loan equipment for use by BBG volunteers, until replacement tools and equipment sourced.</td>
<td>Completed</td>
<td>N Rea</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Resolution/Action</td>
<td>Status – updated 9 August 2018</td>
<td>Actioning Officer</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>18 October 2017</td>
<td>Council’s Risk team has suggested the construction of a fence around the Bio-Cycle system. Seed Collection Site - contact owner for further information.</td>
<td>Completed: water tank around Bio-Cycle + orange cones. Risk Officer advised bollards needed. Fold-down bollards being priced</td>
<td>N Rea</td>
</tr>
<tr>
<td>14 Feb 2018</td>
<td>Examine budget to ascertain if any Co-Op money remains unspent.</td>
<td>Funds spent.</td>
<td>N Rea</td>
</tr>
<tr>
<td>11 April 2018</td>
<td>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.</td>
<td>Pending</td>
<td>P Payne</td>
</tr>
<tr>
<td>13 June 2018</td>
<td>Allocate remaining $180 of unspent funds from fence metalwork to upgrade of fence between gateway and road.</td>
<td>Completed</td>
<td>N Rea</td>
</tr>
<tr>
<td></td>
<td>Check Tax Deductibility of donations to Council or Incorporated Body.</td>
<td>TBA</td>
<td>N Rea</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
<td>P Payne</td>
</tr>
</tbody>
</table>
**RECOMMENDATION**

That the Committee:
1. Receive and note the incoming and outgoing correspondence.

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**Index**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 May 2018</td>
<td>Tina Gobell; Stonewell Cottages and Vineyards Pty Ltd Alex Hey. Graphic Designer WOOF Media</td>
<td>Image request for Stonewell website – redoing website and feature the Barossa Bushgardens</td>
</tr>
<tr>
<td>13 June 2018</td>
<td>SA Streetsmart Handbook Christy Smith</td>
<td>Information as Requested from Christy Smith - SA Streetsmart Handbook</td>
</tr>
<tr>
<td>14 June 2018</td>
<td>Austin, Dani (DEW) Urban Sustainability Project Officer (Thursdays) DEW</td>
<td>NRM AMLR Urban Sustainability - Natural Resource Centre quotes - NRM Urban Sustainability team are developing some website and factsheet content on a range of sustainability topics</td>
</tr>
<tr>
<td>15 June 2018</td>
<td>Frank Grutzner, University of Adelaide</td>
<td>National Science Week Event with Echidna CSI</td>
</tr>
<tr>
<td>9 July 2018</td>
<td>Sandra Hage Clinical Administration Support, Clinical Administration HSR</td>
<td>Barossa Village Well-Being Expo Annual Well-Being Expo on Thursday 13th September</td>
</tr>
<tr>
<td>10 July 2018</td>
<td>Gawler Environment Centre - Coordinator Emily Griffiths</td>
<td>Au revoir, cheerio, ciao, sayonara, goodbye!</td>
</tr>
<tr>
<td>16 July 2018</td>
<td>Tania Kearney Media &amp; Communications</td>
<td>Pinery media release; Trees For Life heavily discounted seedlings to landholders affected by 2015 Pinery fire, thanks to new relationship with ElectraNet.</td>
</tr>
<tr>
<td>Date</td>
<td>From</td>
<td>Topic</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>21 July 2018</td>
<td>Dee Prior, Tanunda Primary School</td>
<td>Opportunity to Benchmark your Botanic Garden</td>
</tr>
<tr>
<td>25 July 2018</td>
<td>Melissa Allery [NRM Education Coordinator (Northern Adelaide &amp; Barossa Region)] Natural Resources Adelaide &amp; Mt Lofty Ranges Hosted by the City of Salisbury</td>
<td>Invitation to have YOUR say about the NRM reform process</td>
</tr>
<tr>
<td>26 July 2018</td>
<td>Ruby Wake, Urban Sustainability Officer Natural Resources Adelaide &amp; Mt Lofty Ranges, Parks &amp; Regions</td>
<td>“Liveable Cities” artwork from Adelaide Sustainability Centre to Barossa</td>
</tr>
<tr>
<td>1 August 2018</td>
<td>Project Officer: ERM PI Unit SA CERM Performance Indicators Project</td>
<td>Opportunity to Benchmark your Botanic Garden</td>
</tr>
<tr>
<td>1 August 2018</td>
<td>NFH LCG Bek, Northern Foothills Land Care Group</td>
<td>Northern Foothill's &quot;Environment and Land Care Expo&quot;</td>
</tr>
</tbody>
</table>

Hard copy of correspondence to be tabled 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 10 August 2018.

Discussion

Strategic Plan

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

<table>
<thead>
<tr>
<th>Key Result Area: To improve governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Strategy: Maintain effective internal controls to reduce risk</strong></td>
</tr>
<tr>
<td>Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens</td>
</tr>
<tr>
<td>Ensure that identified Internal Controls are effectively monitored and maintained</td>
</tr>
</tbody>
</table>
## Work Health and Safety

<table>
<thead>
<tr>
<th>Incident</th>
<th>Date</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member of the carers and disability support group had fainted and an ambulance was called</td>
<td>2/7/18</td>
<td>Finished</td>
</tr>
<tr>
<td>Worker strained themselves, opening/closing the front gate chain.</td>
<td>2/7/18</td>
<td>To leave chain gate open until further notice</td>
</tr>
<tr>
<td>Safety Inspection</td>
<td>7/7/18</td>
<td><strong>Chemicals need tidying up, labels and Safety Data Sheets for fuels and oils</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New helmets need to be ordered as helmet’s have a lifespan of 2 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hearing test need to be conducted very two years. For everybody that uses machinery and within the first 3 month of starting using machinery.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Need to order “sharp gloves and tongs”</td>
</tr>
</tbody>
</table>
10.1 Management Committee

RECOMMENDATION

That the Committee:
1. Receive and note the report;
2. Note that the Caretaker Policy is to commence from the close of nominations for the General Election on 18 September 2018 and cease at the conclusion of the General Election, and that the Committee cannot make any “significant decisions” during the caretaker period.

Purpose
To provide the Committee on key outcomes of the Management Committee meeting held on 4 July and 8 August.

Discussion
Strategic Plan

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

| Key Result Area: To increase the capacity of our community to be better natural resource managers and champions |
|---|---|---|
| **Action** | **By when** | **Status/Progress** |
| **Strategy:** Engage with the local Aboriginal people |
| Host an annual Reconciliation Week event | May 2018 | No activity |
| Contact the Peramangk and Ngadjuri people to help identify future uses within the gardens | June 2018 | No activity |
### Key Result Area: To recruit, train and retain productive staff and volunteers

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy:</strong> Increase the skill base of staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide staff with professional development in accordance with annual performance partnering and training needs analysis</td>
<td>Annually</td>
<td>In progress</td>
</tr>
<tr>
<td>Staff to undertake annual Performance Partnering</td>
<td>Annually</td>
<td>In progress</td>
</tr>
<tr>
<td>Review of resources in accordance with external funding agreements and service requirements</td>
<td>Annually</td>
<td>Progress has been made on the appointment of a Team Leader Environmental Services within Council with support from the NRM Board. The Team Leader will have supervision responsibility for staff at the Bushgardens as well as the NRM Education Officer and NRC Coordinator at Mount Pleasant.</td>
</tr>
</tbody>
</table>

### Key Result Area: To support and promote friends of Barossa Bushgardens

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy:</strong> Clarify the relationship between FOBB and Section 41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a ‘Heads of Agreement’ between the FOBB and Section 41 Committee</td>
<td>September 2018</td>
<td>No activity</td>
</tr>
</tbody>
</table>

### Key Result Area: To improve governance

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy:</strong> Maintain a strong governance framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertake annual review of the Barossa Bushgardens Strategic Plan to ensure relevance of the Vision and Mission, and consistency with Council’s Community Plan</td>
<td>November 2018</td>
<td>Initial preparation for the next review to commence shortly, with the Management Committee to have preliminary discussion in format and timing.</td>
</tr>
<tr>
<td>Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens</td>
<td>Annually</td>
<td>The Local Government election is to be held in November. The new Council is to formalise membership of any committees at its first formal meeting, likely to be December 2018. There is an opportunity for the Committee to review and make any recommendations to Council on the governance structure prior to the appointment of the committee members.</td>
</tr>
</tbody>
</table>
Other Matters

Local Government Election/Caretaker Policy

Section 91A of the Local Government (Elections) Act 1999, requires Council to implement a policy to promote transparent and accountable government in both the Elected Body and Council administration during the Local Government Election Period.

The Caretaker Policy (Attachment 1) prohibits Council (and any committee) from making certain decisions, known as “designated decisions” during an election period. The intent of restricting the current Council’s decision making in this way is to avoid binding the new Council with decisions of the outgoing Council.

The minimum required under s91A of the Local Government (Elections) Act is to provide a policy regarding designated decisions. However, the Policy includes content regarding “significant decisions” at clause 4, so as to provide the Chief Executive Officer with some flexibility to bring urgent matters to the attention of Council during the election period albeit with strict criteria for doing so.

The election period commences on the day nominations for a general election close – i.e. 18 September 2018 and expires at the conclusion of the general election i.e. on or about 10 November 2018 or soon after depending on when the election count is complete.
## THE BAROSSA COUNCIL CARETAKER POLICY

<table>
<thead>
<tr>
<th>Corporate Plan Link</th>
<th>6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Owner:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Control</td>
<td>Governance Advisor</td>
</tr>
<tr>
<td>Officer:</td>
<td></td>
</tr>
<tr>
<td>HPE Content Manager</td>
<td>18/33926</td>
</tr>
<tr>
<td>Ref:</td>
<td></td>
</tr>
</tbody>
</table>

### 1. Purpose

1.1 This Policy implements the requirements under section 91A of the Local Government (Elections) Act 1999 (SA) - known as the "caretaker provisions" - which provides the Barossa Council ("Council") with a transparent and accountable government in both the Elected Body and the Council staff during the 2018 Local Government election period.

### 2. Scope

2.1 This Policy applies throughout the election period for a general election, which for the purpose of the Local Government Elections of November 2018, commences on 18 September 2018 and ends at the conclusion of the election, when results have been declared.

2.2 This Policy applies to the Council and Council staff.

2.3 This Policy forms part of the respective Codes of Conduct for Council Members and Council Employees and the associated Human Resource Management Policy.

### 3. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>The appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.</td>
</tr>
<tr>
<td>Designated Decision</td>
<td>A decision:</td>
</tr>
<tr>
<td></td>
<td>(a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and willful misconduct;</td>
</tr>
<tr>
<td></td>
<td>(b) to terminate the appointment of the Chief Executive Officer:</td>
</tr>
</tbody>
</table>

Caretaker Policy approved by Council on 19 June 2018

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(c) to enter into a contract, arrangement or understanding (other than a contract for road works, road maintenance or drainage works) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:

(i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004 (SA), or under section 298 of the Local Government Act 1999 (SA);

(ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

(iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);

(iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or

(v) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council; or

(d) allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates).

| Elected Member | Elected Members, including the Mayor, of the Barossa Council.
| Election Period | The period commencing on the day of the close of nominations for a general election and expiring at the conclusion of the general election - known also as the "caretaker period".
| Employee | All full-time, part-time and casual employees of the Barossa Council including trainees, apprentices and on-hire employees.
| General Election | General election of Elected Member held:
| | (a) under section 6 of the Local Government (Elections) Act, or
| | (b) pursuant to a proclamation or notice under the Local Government Act 1999 (SA).
| Minister | Minister for Local Government or other minister of the South Australian government vested with responsibility for the Local Government (Elections) Act. |
4. **Policy Statement**

4.1 **Prohibition on designated decision**

4.1 Council is prohibited from making a Designated Decision during a General Election Period.

4.2 A decision of the Council includes a decision at:

- a committee of Council; and
- a delegate of Council.

4.2 **Consequence of contravening this Policy**

4.2.1 A Designated Decision made by Council during an Election Period is invalid, except where an exemption has been granted by the Minister.

4.2.2 Any person who suffers loss or damage as a result of acting in good faith on a Designated Decision made by Council in contravention of this Policy is entitled to compensation from Council for that loss or damage.

4.2.3 A breach of this Policy may be a breach of the Code of Conduct for Council Members and Code of Conduct for Council Employees and associated Human Resources Management Policy.

4.3 **Application for exemption**

4.3.1 If Council considers that it is faced with extraordinary circumstances which require the making of a Designated Decision during an Election Period, it may apply in writing to the Minister for an exemption to enable the making of a Designated Decision that would otherwise be invalid under section 91A of the Local Government (Elections) Act and this Policy.

4.3.2 If the Minister grants an exemption to enable the making of a Designated Decision that would otherwise be invalid under section 91A of the Local Government (Elections) Act and this Policy, then the Council and Council staff will comply with any conditions or limitations that the Minister imposes on the exemption.

4.4 **Treatment of Other significant decisions**

4.4.1 So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an 'election period' and ensure that such decisions:

- are considered by Council prior to the 'election period'; or
- are scheduled for determination by the incoming Council.

4.4.2 A 'significant decision' is any major policy or other decision which will significantly affect the Council area or community or will bind the incoming Council.

4.4.3 A 'major policy' decision includes any decision (not being a Designated Decision):
4.4.4 The determination as to whether or not any decision is significant will be made by the Chief Executive Officer, after consultation with the Mayor or Chairperson (as relevant).

4.4.5 Where the Chief Executive Officer has determined that a decision is significant, but circumstances arise that require the decision to be made during the election period, the Chief Executive Officer will report this to the Council.

4.4.6 The aim of the Chief Executive Officer’s report is to assist Elected Members assess whether the decision should be deferred for consideration by the incoming Council.

4.4.7 The Chief Executive Officer’s report to Council will address the following issues (where relevant):

(a) why the matter is considered ‘significant’;
(b) why the matter is considered urgent;
(c) what are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;
(d) whether deciding the matter will significantly limit options for the incoming Council;
(e) whether the matter requires the expenditure of unbudgeted funds;
(f) whether the matter is the completion of an activity already commenced and previously endorsed by Council;
(g) whether the matter requires community engagement;
(h) any relevant statutory obligations or timeframes; and
(i) whether dealing with the matter in the election period is in the best interests of the Council area and community.

4.4.8 Council will consider the Chief Executive Officer’s report and determine whether or not to make the decision.

5. Supporting Process

Caretaker Guidelines

6. Related Policies

Code of Conduct for Council Members
Code of Conduct for Council Employees
Human Resource Management Policy

Caretaker Policy approved by Council on 19 June, 2018

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Barossa Bushgardens S41 Committee Agenda for meeting to be held on 15 August 2018 23
7. Legislation and References

Local Government (Elections) Act 1999 – Section 91A

8. Review

8.1 This Policy will be reviewed by the Council in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council’s need changes.

9. Further Information

9.1 This Policy is available on Council’s website at www.barossa.sa.gov.au. It can also be viewed electronically at Council’s principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at these venues upon payment of a fixed fee.

9.2 Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council’s Complaints Handling Policy (see clause 9.1 above for availability).

Signed: ...........................................  Dated: ...........................................
Mayor Bob Gane

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Barossa Bushgardens S41 Committee Agenda for meeting to be held on 15 August 2018 24
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.

<table>
<thead>
<tr>
<th>Key Result Area: To improve governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td><strong>Strategy: Maintain a strong Financial framework</strong></td>
</tr>
<tr>
<td>Prepare a Sponsorship and Donations statement</td>
</tr>
<tr>
<td><strong>Strategy: Maintain access to external grant funding</strong></td>
</tr>
<tr>
<td>Seek to maintain funding from NR AMLR in support for the Natural Resource Centre</td>
</tr>
<tr>
<td>Identify new funding opportunities to assist in delivery of projects and programs</td>
</tr>
</tbody>
</table>
## Budget

### 2017-18 Budget

The final acquittals for the 2017-18 financial year have been finalised by the Council’s Finance department.

The final income and expenditure for 2017-18 is shown below.

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/18 Actuals</th>
<th>2017/18 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B140. Coordinator</strong></td>
<td></td>
<td></td>
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<tr>
<td>474. Operating Grant - CWM Boards</td>
<td>38,921</td>
<td>22,695</td>
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<tr>
<td>515. Workers Comp Scheme Rebate</td>
<td>(46,840)</td>
<td>(44,400)</td>
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<tr>
<td>567. Other Income - Misc.</td>
<td>(877)</td>
<td>(797)</td>
</tr>
<tr>
<td>620. Salaries (Travel allowance)</td>
<td>0</td>
<td>1,212</td>
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<tr>
<td>621. Salaries (Increase in Leave Liabilities)</td>
<td>2,156</td>
<td>805</td>
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<tr>
<td>624. Salaries - Environmental Services</td>
<td>71,362</td>
<td>49,829</td>
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<tr>
<td>638. Contractors - Bldg Maintenance Services</td>
<td>592</td>
<td>0</td>
</tr>
<tr>
<td>715. Direct Purchases - Canteen Purchases</td>
<td>847</td>
<td>959</td>
</tr>
<tr>
<td>718. Direct Purchases - Assets &lt; $5,000</td>
<td>2,370</td>
<td>2,525</td>
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<tr>
<td>722. Direct Purchases - Stationery</td>
<td>304</td>
<td>252</td>
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<tr>
<td>735. Direct Purchases - Other</td>
<td>1,732</td>
<td>2,424</td>
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<tr>
<td>738. Office Equipment consumables - Other</td>
<td>875</td>
<td>979</td>
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<tr>
<td>751. Energy Costs - Gas</td>
<td>0</td>
<td>303</td>
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<tr>
<td>810. Insurance - Income Protection Insurance</td>
<td>647</td>
<td>613</td>
</tr>
<tr>
<td>812. Insurance - Workers Comp Premium</td>
<td>2,185</td>
<td>2,204</td>
</tr>
<tr>
<td>820. Advertising</td>
<td>2,056</td>
<td>3,696</td>
</tr>
<tr>
<td>821. Printing</td>
<td>453</td>
<td>1,010</td>
</tr>
<tr>
<td>824. Staff Training - Seminar/Conference Fees</td>
<td>200</td>
<td>500</td>
</tr>
<tr>
<td>830. Telephone</td>
<td>535</td>
<td>0</td>
</tr>
<tr>
<td>833. Mobile Phone Expenses</td>
<td>417</td>
<td>413</td>
</tr>
<tr>
<td>847. Fringe Benefits Tax Expenses</td>
<td>0</td>
<td>168</td>
</tr>
<tr>
<td><strong>B145. Nursery Expenditure</strong></td>
<td></td>
<td></td>
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<tr>
<td>515. Workers Comp Scheme Rebate</td>
<td>(1,373)</td>
<td>(1,247)</td>
</tr>
<tr>
<td>547. Commercial Activities - Seedling Sales</td>
<td>(31,419)</td>
<td>(17,000)</td>
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<tr>
<td>564. Donations - Other</td>
<td>0</td>
<td>(6,500)</td>
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<tr>
<td>621. Salaries (Increase in Leave Liabilities)</td>
<td>(1,139)</td>
<td>1,275</td>
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<tr>
<td>624. Salaries - Environmental Services</td>
<td>104,965</td>
<td>77,943</td>
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<tr>
<td>654. Contractors - Other Services</td>
<td>468</td>
<td>959</td>
</tr>
<tr>
<td>657. Contractors - Works Contract Labour Staff</td>
<td>111</td>
<td>0</td>
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<tr>
<td>685. External Plant Hire (Other)</td>
<td>127</td>
<td>505</td>
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<tr>
<td>718. Direct Purchases - Assets &lt; $5,000</td>
<td>293</td>
<td>0</td>
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<tr>
<td>722. Direct Purchases - Stationery</td>
<td>99</td>
<td>808</td>
</tr>
<tr>
<td>724. Direct Purchases - Irrigation supplies</td>
<td>735</td>
<td>1,010</td>
</tr>
<tr>
<td>725. Direct Purchases - Weed/Pest Chemicals</td>
<td>114</td>
<td>500</td>
</tr>
<tr>
<td>726. Direct Purchases - Fertiliser</td>
<td>0</td>
<td>202</td>
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<tr>
<td>727. Direct Purchases - Mulch/Loam</td>
<td>2,741</td>
<td>4,040</td>
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<tr>
<td>728. Direct Purchases- Plants/Shrubs</td>
<td>755</td>
<td>505</td>
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<tr>
<td>729. Direct Purchases - Protective clothing</td>
<td>2017/18 Actuals</td>
<td>2017/18 Budget</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>732. Direct Purchases - Loose tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>735. Direct Purchases - Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>738. Office Equipment consumables - Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>750. Energy Costs - Electricity</td>
<td></td>
<td></td>
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<tr>
<td>790. Depreciation Expense - Bldgs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>791. Depreciation Expense - Infrastructure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>792. Depreciation Expense - Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>810. Insurance - Income Protection Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>812. Insurance - Workers Comp Premium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>824. Staff Training - Seminar/Conference Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>833. Mobile Phone Expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B146. Disability Support Program**

| 515. Workers Comp Scheme Rebate          | (207)           | (188)          |
| 562. Contributions - Other              | (15,145)        | (13,000)       |
| 621. Salaries (Increase in Leave Liabilities) | 407             | 192            |
| 624. Salaries - Environmental Services  | 9,862           | 11,726         |
| 735. Direct Purchases - Other           | 75              | 1,092          |
| 810. Insurance - Income Protection Insurance| 152             | 144            |
| 812. Insurance - Workers Comp Premium   | 515             | 519            |

**B160. Miscellaneous expenses**

<p>| 454. Other User Charges Income          | (25)            | 0              |
| 503. Recoupment - Insurance Claims      | (7,854)         | 0              |
| 562. Contributions - Other              | (5,909)         | (10,000)       |
| 564. Donations - Other                  | (2,797)         | 0              |
| 567. Other Income - Misc.               | (3,031)         | (1,000)        |
| 600. Wages (Normal Rate - Depot Staff)  | 1,032           | 0              |
| 624. Salaries - Environmental Services  | 1,124           | 0              |
| 633. Contractors - Pest Control Services| 180             | 240            |
| 634. Contractors - Cleaning Services     | 1,463           | 0              |
| 636. Contractors - Waste Disposal Services| 0              | 380            |
| 637. Contractors - Fire Equipment Servicing| 338             | 350            |
| 638. Contractors - Bldg Maintenance Services | 486             | 1,000          |
| 640. Contractors - Hygiene Services      | 63              | 160            |
| 644. Contractors - Bldg Security Monitoring S | 10,928          | 150            |
| 649. Contractors - Plant/Machinery Servicing| 189             | 959            |
| 654. Contractors - Other Services       | 676             | 303            |
| 699. Contractors - Tagging &amp; Testing    | 378             | 0              |
| 715. Direct Purchases - Canteen Purchases| 77              | 101            |
| 718. Direct Purchases - Assets &lt; $5,000 | 3,545           | 0              |
| 719. Direct Purchases - Cleaning Supplies| 94              | 121            |
| 720. Direct Purchases - Signs           | 1,300           | 505            |
| 721. Direct Purchases - Vehicle/Machine Parts | 18              | 505            |
| 725. Direct Purchases - Weed/Machine Parts | 209             | 500            |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>2017/18 Actuals</th>
<th>2017/18 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>732. Direct Purchases - Loose tools</td>
<td>2,971</td>
<td>152</td>
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<tr>
<td>735. Direct Purchases - Other</td>
<td>715</td>
<td>3,030</td>
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<tr>
<td>750. Energy Costs - Electricity</td>
<td>0</td>
<td>5,720</td>
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<tr>
<td>751. Energy Costs - Gas</td>
<td>74</td>
<td>122</td>
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<tr>
<td>752. Energy Costs - Fuel &amp; Lubricants</td>
<td>746</td>
<td>505</td>
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<tr>
<td>757. Water Rates</td>
<td>292</td>
<td>296</td>
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<td>758. Excess Water Rates</td>
<td>1,419</td>
<td>9,740</td>
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<tr>
<td>770. Bank Charges</td>
<td>316</td>
<td>320</td>
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<td>811. Insurance - Bldg &amp; Contents</td>
<td>634</td>
<td>641</td>
</tr>
<tr>
<td>816. Insurance - Vehicles</td>
<td>468</td>
<td>60</td>
</tr>
<tr>
<td>820. Advertising</td>
<td>65</td>
<td>404</td>
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<tr>
<td>830. Telephone</td>
<td>0</td>
<td>1,515</td>
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<tr>
<td>832. Courier/Freight Charges</td>
<td>18</td>
<td>20</td>
</tr>
<tr>
<td>840. Vehicle Registration</td>
<td>72</td>
<td>79</td>
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<tr>
<td>882. Subscriptions/Memberships</td>
<td>151</td>
<td>151</td>
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<tr>
<td>884. Other Misc. Expenses - Sundry</td>
<td>168</td>
<td>101</td>
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<tr>
<td>885. Entertainment Expenses</td>
<td>47</td>
<td>0</td>
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<tr>
<td>900. Internal Plant Hire Allocations</td>
<td>692</td>
<td>0</td>
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<tr>
<td>920. Internal Allocation - Wages Overhead</td>
<td>909</td>
<td>0</td>
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<tr>
<td><strong>B166. Work for the Dole - Sureway</strong></td>
<td><strong>198</strong></td>
<td><strong>(152)</strong></td>
</tr>
<tr>
<td>475. Operating Grant - Other</td>
<td>(2,324)</td>
<td>(3,500)</td>
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<tr>
<td>515. Workers Comp Scheme Rebate</td>
<td>(56)</td>
<td>(51)</td>
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<tr>
<td>621. Salaries (Increase in Leave Liabilities)</td>
<td>0</td>
<td>52</td>
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<td>624. Salaries - Environmental Services</td>
<td>2,397</td>
<td>3,168</td>
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<tr>
<td>810. Insurance - Income Protection Insurance</td>
<td>41</td>
<td>39</td>
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<tr>
<td>812. Insurance - Workers Comp Premium</td>
<td>139</td>
<td>140</td>
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<tr>
<td><strong>B167. Work for the Dole - Madec</strong></td>
<td><strong>2,347</strong></td>
<td>0</td>
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<td>624. Salaries - Environmental Services</td>
<td>2,347</td>
<td>0</td>
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<tr>
<td><strong>B168. Open Space Funded Project</strong></td>
<td><strong>(31,443)</strong></td>
<td><strong>13,500</strong></td>
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<tr>
<td>475. Operating Grant - Other</td>
<td>(36,500)</td>
<td>(36,500)</td>
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<tr>
<td>562. Contributions - Other</td>
<td>0</td>
<td>(23,000)</td>
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<td>654. Contractors - Other Services</td>
<td>1,155</td>
<td>73,000</td>
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<tr>
<td>718. Direct Purchases - Assets &lt; $5,000</td>
<td>3,903</td>
<td>0</td>
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</tbody>
</table>

The following amounts are to be carried forward and allocated to Reserve.

- Vinpoc donation to SALA 2018/19: 909.09
- Barossa Dental donation to SALA 2018/19: 500.00
- Insurance Claim re Quad Bike: 3,409.10
- NRM contribution to Gator: 1,500.00
- Rotary Club Barossa contribution to Gator: 940.00

Total: 7,258.19
2018-19 Budget
The final adopted budget for 2018-19 is shown below.

**B160 - NRC/Site expenses (combines B140 and B160)**

<table>
<thead>
<tr>
<th>Revenue</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>454. Other User Charges Income</td>
<td>0</td>
</tr>
<tr>
<td>474. Operating Grant - CWM Boards</td>
<td>(93,806)</td>
</tr>
<tr>
<td>562. Contributions - Other</td>
<td>(20,000)</td>
</tr>
<tr>
<td>564. Donations - Other</td>
<td>(3,000)</td>
</tr>
<tr>
<td>567. Other Income - Misc.</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>620. Salaries (Travel allowance)</td>
<td>200</td>
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<tr>
<td>621. Salaries (Increase in Leave Liabilities)</td>
<td>1,036</td>
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<tr>
<td>624. Salaries - Environmental Services</td>
<td>65,654</td>
</tr>
<tr>
<td>633. Contractors - Pest Control Services</td>
<td>0</td>
</tr>
<tr>
<td>634. Contractors - Cleaning Services</td>
<td>0</td>
</tr>
<tr>
<td>636. Contractors - Waste Disposal Services</td>
<td>760</td>
</tr>
<tr>
<td>637. Contractors - Fire Equipment Servicing</td>
<td>0</td>
</tr>
<tr>
<td>638. Contractors - Bldg. Maintenance Services</td>
<td>0</td>
</tr>
<tr>
<td>640. Contractors - Hygiene Services</td>
<td>0</td>
</tr>
<tr>
<td>644. Contractors - Bldg. Security Monitoring S</td>
<td>0</td>
</tr>
<tr>
<td>649. Contractors - Plant/Machinery Servicing</td>
<td>400</td>
</tr>
<tr>
<td>654. Contractors - Other Services</td>
<td>10,000</td>
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<tr>
<td>663. Consultants - Plan Amendment Reports</td>
<td>0</td>
</tr>
<tr>
<td>699. Contractors - Tagging &amp; Testing</td>
<td>0</td>
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<tr>
<td>715. Direct Purchases - Canteen Purchases</td>
<td>2,000</td>
</tr>
<tr>
<td>718. Direct Purchases - Assets &lt; $5,000</td>
<td>9,000</td>
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<tr>
<td>719. Direct Purchases - Cleaning Supplies</td>
<td>0</td>
</tr>
<tr>
<td>720. Direct Purchases - Signs</td>
<td>4,400</td>
</tr>
<tr>
<td>721. Direct Purchases - Vehicle/Machine Parts</td>
<td>1,000</td>
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<tr>
<td>722. Direct Purchases - Stationery</td>
<td>600</td>
</tr>
<tr>
<td>724. Direct Purchases - Irrigation supplies</td>
<td>0</td>
</tr>
<tr>
<td>725. Direct Purchases - Weed/Pest Chemicals</td>
<td>400</td>
</tr>
<tr>
<td>729. Direct Purchases - Protective clothing</td>
<td>0</td>
</tr>
<tr>
<td>732. Direct Purchases - Loose tools</td>
<td>600</td>
</tr>
<tr>
<td>735. Direct Purchases - Other</td>
<td>10,800</td>
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<td>738. Office Equipment consumables - Other</td>
<td>1,940</td>
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<td>750. Energy Costs - Electricity</td>
<td>5,280</td>
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<td>751. Energy Costs - Gas</td>
<td>600</td>
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<tr>
<td>752. Energy Costs - Fuel &amp; Lubricants</td>
<td>1,000</td>
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<tr>
<td>757. Water Rates</td>
<td>580</td>
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<tr>
<td>758. Excess Water Rates</td>
<td>13,400</td>
</tr>
<tr>
<td>770. Bank Charges</td>
<td>600</td>
</tr>
<tr>
<td>810. Insurance - Income Protection Insurance</td>
<td>916</td>
</tr>
</tbody>
</table>
811. Insurance - Bldg. & Contents 1,320
812. Insurance - Workers Comp Premium 1,686
813. Insurance - Public Liability Insurance 5,400
816. Insurance - Vehicles 976
820. Advertising 7,320
821. Printing 2,000
824. Staff Training - Seminar/Conference Fees 1,000
830. Telephone 3,030
832. Courier/Freight Charges 0
833. Mobile Phone Expenses 720
836. Wireless Broadband 1,200
840. Vehicle Registration 180
882. Subscriptions/Memberships 300
884. Other Misc. Expenses - Sundry 200
900. Internal Plant Hire Allocations 548

B145 - Nursery expenditure

Revenue
547. Commercial Activities - Seedling Sales (17,000)
564. Donations - Other 0
567. Other Income - Misc. 0

Expenditure
621. Salaries (Increase in Leave Liabilities) 986
624.Salaries - Environmental Services 61,704
654. Contractors - Other Services 500
685. External Plant Hire (Other) 500
722. Direct Purchases - Stationery 800
724. Direct Purchases - Irrigation supplies 1,000
725. Direct Purchases - Weed/Pest Chemicals 500
726. Direct Purchases - Fertiliser 200
727. Direct Purchases - Mulch/Loam 3,000
728. Direct Purchases - Plants/Shrubs 1,000
729. Direct Purchases - Protective clothing 150
732. Direct Purchases - Loose tools 100
735. Direct Purchases - Other 3,000
738. Office Equipment consumables - Other 500
790. Depreciation Expense - Bldgs 15,480
791. Depreciation Expense - Infrastructure 396
792. Depreciation Expense - Equipment 6,408
810. Insurance - Income Protection Insurance 862
812. Insurance - Workers Comp Premium 1,587
824. Staff Training - Seminar/Conference Fees 500
833. Mobile Phone Expenses 300
### B146 - Disability Support Program

**Revenue**

- Contributions - Other: (7,300)

**Expenditure**

- Salaries (Increase in Leave Liabilities): 192
- Salaries - Environmental Services: 12,012
- Direct Purchases - Other: 1,000
- Insurance - Income Protection Insurance: 168
- Insurance - Workers Comp Premium: 314

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### B166 - Work for the Dole

**Revenue**

- Operating Grant - Other: (3,500)

**Expenditure**

- Salaries (Increase in Leave Liabilities): 52
- Salaries - Environmental Services: 3,250
- Insurance - Income Protection Insurance: 45
- Insurance - Workers Comp Premium: 84

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### B168 - Open Space Grant

**Revenue**

- Operating Grant - Other: (58,943)
- Contributions - Other: (34,500)

**Expenditure**

- Contractors - Other Services: 106,943

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### 878 - Capital expenditure

**Expenditure**

- Capital Exp Structures - Contractors: 10,000
- Capital Exp Equip - Materials: 12,569
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 8 August 2018.

Discussion

Strategic Plan

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

<table>
<thead>
<tr>
<th>Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Undertake Seed collection and storage</td>
</tr>
<tr>
<td>Undertake Seed Production and Propagation</td>
</tr>
<tr>
<td>Investigate market opportunity for sales of seeds</td>
</tr>
</tbody>
</table>
Officer once returns from leave. Seed sales will always be a small component of the nursery sales.

<table>
<thead>
<tr>
<th>Strategy: Improve functionality of the Gardens, Community Centre and Nursery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the effective management of nursery assets and plant production</td>
</tr>
<tr>
<td>Develop sales, reception/cashier area</td>
</tr>
<tr>
<td>Improve plant signage/information within the Nursery, and investigate option for QR Codes</td>
</tr>
<tr>
<td>Provide general interpretation/direction signage</td>
</tr>
<tr>
<td>Increase shade and shelter across the gardens and nursery</td>
</tr>
</tbody>
</table>

**Key Result Area:** To increase the capacity of our community to be better natural resource managers and champions

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy: Create and deliver community oriented training opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a program of seasonal workshops</td>
<td>Ongoing</td>
<td>On the job training and ongoing training for cuttings and seed propagation has been completed. Preparing to take a small group to Playford Council on the 7 August 18 to learn about seed cleaning and seed banks. Plan to take a larger</td>
</tr>
</tbody>
</table>
group to look at the Trees for Life nursery and their seed bank/cleaning program in the near future.

Facilitate a workforce program with state and local service providers  Ongoing  Will be doing a Rotary night in late spring early summer this year.

**Key Result Area:** To improve governance

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy:</strong> Maintain a strong financial framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare a Wholesale and Retail Sales Policy and Process</td>
<td>June 2018</td>
<td>Started to collect prices of materials. Will update the current policy.</td>
</tr>
<tr>
<td><strong>Strategy:</strong> Maintain effective internal controls to reduce risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and document processes to reduce threat of disease, animals and pests to plantings and gardens</td>
<td>June 2018</td>
<td>No activity</td>
</tr>
</tbody>
</table>

Other Matters

Attended the following meetings:

- Pinery Fire Working Group
- Dementia Friendly Communities Group
- OHS Risk meeting x 2

**Stock Control**

Stock in nursery as of 1/7/18

<table>
<thead>
<tr>
<th></th>
<th>6&quot;</th>
<th>8&quot;</th>
<th>Hyco</th>
</tr>
</thead>
<tbody>
<tr>
<td>tube</td>
<td>$1.65</td>
<td>$5.50</td>
<td>$13.00</td>
</tr>
<tr>
<td></td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyco</td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,047</td>
<td>452</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>57</td>
<td>1,026</td>
</tr>
</tbody>
</table>
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 July 2018.

Discussion

Strategic Plan

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

<table>
<thead>
<tr>
<th>Key Result Area: To increase the capacity of our community to be better natural resource managers and champions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Strategy</strong>: Increase involvement of the education sector</td>
</tr>
<tr>
<td>Promote and conduct programs that align with key educational outcomes</td>
</tr>
<tr>
<td>Promote opportunity for universities and students to undertake Research and Development programs</td>
</tr>
<tr>
<td>Administer the NRC Program in line with the outcomes within the Service Agreement with NR AMLR</td>
</tr>
<tr>
<td><strong>Strategy</strong>: Facilitate health and wellbeing programs</td>
</tr>
<tr>
<td>Manage and facilitate the Bushgardens Disability Support program</td>
</tr>
<tr>
<td>Facilitate Nature Play events</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Participate in external events that provide an opportunity to highlight the outcomes of the Barossa Bushgardens</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategy:</strong> Achieve stable and sustainable pool of volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist Council’s Volunteering Services with development and implementation of an internal volunteer management system including policies and processes</td>
<td>Ongoing</td>
<td>Reviewed new PD; Inducted new volunteer; slow uptake with electronic sign-in.</td>
</tr>
</tbody>
</table>
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 July 2018.

Discussion

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

<table>
<thead>
<tr>
<th>Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td><strong>Strategy</strong>: Develop a ‘master plan’ for the ongoing management of the Bushgardens</td>
</tr>
<tr>
<td>Prepare a master plan taking into consideration requirements for community land under the Local Government Act</td>
</tr>
<tr>
<td>Manage and maintain all facilities on the Bushgardens site</td>
</tr>
<tr>
<td>Improve accessibility of the site, including requirements under Council’s Disability Access and Inclusion Plan</td>
</tr>
<tr>
<td>Acquittal of the Open Space Grant project</td>
</tr>
</tbody>
</table>
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 July 2018.

Discussion
Nil or

<table>
<thead>
<tr>
<th>Date</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 July 2018</td>
<td>Tour for Kapunda Probus Group</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Informal tourist for visitors 2-3/week</td>
</tr>
</tbody>
</table>
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 July 2018.

Discussion

10.7.1 Barossa Community Labyrinth

Strategic Plan

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

<p>| Key Result Area: To increase the capacity of our community to be better natural resource managers and champions |</p>
<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy: Facilitate health and wellbeing programs</td>
<td>Complete and promote the benefits of the Labyrinth</td>
<td>June 2018</td>
</tr>
</tbody>
</table>

10.7.2 Dementia Friendly Communities Group

Nil.

10.7.3 Seeding Natives

Nil.
10.8  Open Space Grant – Signage Proposal

RECOMMENDATION

That the Committee:
1. Receive and note the report;
2. Recommend to Council that
   a. A directional sign (on a poll to direct people to the labyrinth, community centre and other points of interest) be installed near the old gum tree.
   b. A ‘upcoming’ events board (approximately 3600mm in width and 2600mm in height which fits multiple banners (3000mm x 1200mm) be installed on the corner of Penrice and Research road.
   c. A sign be installed at Tolley Reserve on Tanunda Rd as a means of promoting ‘things to do’ at Barossa Bushgardens for families that visit the reserve.
   d. A finger board sign located on the corner of Railway Tce.

subject to final costings and any approvals required from relevant authorities.

Purpose
To brief members on signage proposals associated with the Open Space Grant.

Background
At the April 2018 meeting the Committee was presented with information relating to the Open Space and Places for People Grant under ‘Other Matters’ in the Site Management report (Attachment 1). At the meeting, the Committee noted and received the report as per the recommendation on the agenda.

The report however contained a number of proposal for signage both internal and external to the Bushgardens site. These proposal required the consideration of the Committee members and to make a formal recommendation to Council.

Discussion
Council received funding ($36,500) from the State Government’s Planning and Development Fund - Open Spaces Grant, as well as fund from Council and other sources. In total $73,000 has been allocated to the overall Bushgardens Precinct project.

A breakdown of the project budget is shown below.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Outcomes</th>
<th>P&amp;D fund</th>
<th>Council</th>
<th>Other</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bike path</td>
<td>Amenity/increased visitation</td>
<td>$20,000</td>
<td>$13,500</td>
<td></td>
<td>$33,500</td>
</tr>
<tr>
<td>Shade structures</td>
<td>Amenity: e.g. nature play</td>
<td></td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>Furniture</td>
<td>Community use _ timber tables</td>
<td></td>
<td>$1,500</td>
<td>$1,500</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>_ benches</td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>Lighting</td>
<td>Safety: solar lights, purchase &amp; install</td>
<td></td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Operational budget</td>
<td>earthworks</td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>signage</td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>landscaping</td>
<td>$3,000</td>
<td>$3,000</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Enhance entrance driveway</td>
<td>$500</td>
<td></td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Internal garden signage</td>
<td>Access, increased visitation</td>
<td>$9,000</td>
<td></td>
<td></td>
<td>$9,000</td>
</tr>
<tr>
<td>External garden signage</td>
<td>Directional pole and town precinct sign</td>
<td>$4,500</td>
<td></td>
<td></td>
<td>$4,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$36,500</td>
<td>$13,500</td>
<td>$23,000</td>
<td>$73,000</td>
</tr>
</tbody>
</table>

To date, new directional signs at the walking path entrance have been installed. These signs connect the Bushgardens with the adjacent Coulthard Reserve as well as highlighting to passing motorists that there is an entrance to the site at the sign. Another sign, which is at both entrances to the Bushgardens welcomes visitors with information, history, a map and contacts. One of these signs is beneath a shelter and houses pamphlets with a map of garden locations. These signs include ‘Visitors Welcome’ which has made the site more welcoming and is large enough to attract the attention of passing motorists.

The previous report sought direction on additional internal and external signage, namely:

- Directional sign installed near the old gum tree.
- Event board on the corner of Penrice and Research road.
- Finger board sign located on the corner of Railway Tce.
- Sign at Tolley Reserve on Tanunda Rd.

The signs are currently being priced, and may require approval from either Council or external authorities (i.e. Department of Planning, Transport and Infrastructure). Consequently, in principle support is being sought from the Committee to recommend to Council that these signs be pursued subject to funding and approvals.
Other Matters

Open space and places for people grant

The following concepts for the upgrades as part of the grant funding are prepared after consulting with the following stakeholders:
- The Labyrinth group
- Craig Grotch Regional Cycle Trail Project
- Cr Bim Lange, Deputy Mayor
- Gary Mavrinac, Director Development and Environmental Services
- Steve Kaesler, Manager Engineering Services
- Barossa Bushgardens staff, volunteers and committees
- Heidi Hellig and Taryn Wills, Marketing and Communications

Shared path.

As part of the consulting process and taking into consideration all input, the following indicative alignment is proposed for the new shared path (Map 1).
The path length is about 218m long by 3m wide with a side path going to the Labyrinth about 32m long.

The Deputy Mayor has recommended that the new path might be better of being finished with the Barossa brown fine (a Barossa quarry product) currently used thought out the gardens on the other paths. As this will reduce glare and look more pleasing.

As part of the brown fines, it might useful to use this to join the new shared path (pink path - Map 2) with the current path (Yellow path - Map 2 remembering yellow path is already existing and new works need to open here). With the part in dark brown being 34m long this will need minor works (approx. cost of $1000). It intended that this will be done as a separate part of the quota. At this stage Barossa Quarries are mostly likely to be donating the Barossa brown fines and Council will only need to pay for delivery. They are also going to be talking to Penrice Quarries about a better price for the road base material.
Signage internal

Shared Path:
It is suggested that two shared path signs will be required. One at beginning of the old entrance (Coulthard reserve) and one at the new entrance from the estate (northern side).

Directional:
Directional signage on a poll to direct people to the labyrinth, community centre and other points of interest. To be erected near the old gum tree.

Events:
It is proposed that a large ‘upcoming’ events board be installed on the corner of Penrice and Research road. The concept is based on structures (3600mm in width and 2600mm in height which fits multiple banners (3000mm x 1200mm) installed by West Torrens council, as shown below. The final dimensions will be dependent on the final quote for construction and installation.
Two mock designs of how the event signage could be presented are shown below.

![Signage mockup 1](image1)

![Signage mockup 2](image2)

Signage external

Finger board:
After consulting with Council’s Engineering Department, it is proposed that Council apply to the Department of Planning, Transport and Infrastructure (DPTI) for a finger board sign that will be located on the corner of Railway Tce. The process to obtain DPTI approval as commenced.

It is recommended that a large sign be located at Tolley Reserve on Tanunda Rd as a means of promoting “things to do” at Barossa Bushgardens for families that visit the reserve. This will also benefit the new bike path that Council is constructing along the reserve (See Map 3 where the star is). Heidi Helbig and Taryn Wills from Marketing and Communications have kindly offered to help with this.

Both the events board and the sign at the Tolley reserve are subject to planning approval and finance.
Map 3

Next Steps

The required Request for Quote (RFQ) documentation has almost been finalised. Contact has been made with some of the contractors to outline the project before being formally approached for the RFQ. It is intended that the RFQ will be released in April, with its closing in early May.

The signage requirements for Splitspants Productions will be finalised in May. In addition, the Marketing and Communications team will also be preparing a mock sign for Tolley Reserve.
11 General Business

RECOMMENDATION

That the Committee:
1. Receive and note the items raised under general business.

Purpose
To raise other urgent business not listed on the agenda.

Discussion