

**AGENDA OF THE MEETING OF
THE BAROSSA BUSHGARDENS S41 COMMITTEE**
held in the Council Chambers 43-51 Tanunda Road, Nuriootpa
on Wednesday 10 April 2019 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

4 GUESTS

Nil.

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

Pages 3

Confirmation of the Minutes of the previous Barossa Bushgardens S41 Committee Meeting held on Wednesday 13 February 2019.

7 MATTERS ARISING FROM PREVIOUS MINUTES

Actions on Previous Resolutions.

7.1 Action List **Pages 13**

8 CORRESPONDENCE **Pages 17**

9 RISK MANAGEMENT

9.1. Work Health and Safety **Pages 18**

10 REPORTS

10.1. Management Committee and Chairperson's report **Pages 20**

10.2. Finance **Pages 33**

10.3. Nursery **Pages 40**

10.4. Natural Resource Centre **Pages 43**

10.5. Site Management **Pages 45**

10.6. Tours **Pages 47**

10.7. Partner Projects **Pages 48**

11 GENERAL BUSINESS **Pages 49**

12 NEXT MEETING

12.1 Committee

Wednesday 12 June 2019 at 1:00pm at the Council Chambers 43-51 Tanunda Road, Nuriootpa

13 CLOSURE

R E P O R T

6.1 Committee Meeting Minutes

RECOMMENDATION

That the Committee:

- 1. Receive and note that the Minutes of the meeting held on Wednesday 13 February 2019 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 Wednesday 13 February 2019 commencing
at 1:00pm**

1. WELCOME

G Mavrinac assumed the Chair and welcomed everyone, and opened the meeting at 1:05pm.

2. PRESENT

T Waldhuter, R Johnstone, K Schilling, B Lillecrapp, L Mason

Staff: G Mavrinac, P Payne, K Thompson, N Rea (arrived 1:08pm) and C Kruger (Minute Secretary)

3. APOLOGIES

E Morgan.

4. GUESTS

Andrew Fairney (Seeding Natives Incorporated) 1:06pm.

5. DECLARATION OF INTEREST BY MEMBERS

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

6. ELECTION OF CHAIRPERSON/DEPUTY CHAIRPERSON

Recommendation

That the Committee:

- 2.** appoint Russell Johnstone as Chairperson of the Committee for the period February 2019 to January 2020.
- 3.** resolve to appoint a Deputy Chairperson

Decision

Moved: B Lillecrapp

Seconded: T Waldhuter

That the recommendation be adopted.

CARRIED

Recommendation

That the Committee appoint Louise Mason as Deputy Chairperson of the Committee for the period February 2019 to January 2020.

Decision

Moved: T Waldhuter

Seconded: B Lillecrapp

That the recommendation be adopted.

CARRIED

R Johnstone assumed the Chair.

7. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Moved: T Waldhuter

Seconded: L Mason

That the minutes of the Barossa Bushgardens S41 Committee meeting held on 17 October 2018 be received and confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)

8.1 ACTION LIST

Meeting Date	Resolution/Action	Status	Actioning Officer
14 June 2017	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	Pending. Barossa Reconciliation Committee were in discussions with the former Mayor. R Johnstone advised the Committee that a Workshop had been held which was attended by Regional representatives. A suggested outcome was that the Barossa Reconciliation Group be extended and perhaps be renamed to recognise the areas covered. A meeting	N Rea/R Johnstone

Meeting Date	Resolution/Action	Status	Actioning Officer
		to progress and plan events for 2019 is to be held mid-February.	
18 October 2017	Seed Collection Site - contact owner for further information.	Pending. The property is still for sale. NRM Board is exploring opportunities for possible purchase	R Johnstone/ N Rea
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	Pending. Herbicide Policy 2014 review pending Site Committee Meeting; intent is to cease herbicide use by volunteers and contract out. Contractors are now undertaking herbicide spraying to reduce risk. Some hand spraying for spot treatment will still need to be undertaken as required. P Payne is currently trialling other weed control methods. A documented process is to be finalised by the S41 Meeting to be held in April 2019.	P Payne
	Audit to be undertaken to determine the requirements for disability access to the Bushgardens and Natural Resource Centre.	Pending. Draft audit complete; need 2-3 car parks adjacent gardens and resolve path surfaces for wheel-chair access around central area. This work is still pending and can't progress until a site is allocated. On-going work is being undertaken to improve site access.	N Rea

Meeting Date	Resolution/Action	Status	Actioning Officer
		Finalised Plans to be referred to DAIP prior to a decision being made.	
	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Pending. N Rea suggested that a small working group be established, to enable a recommendation to be presented to the S41 Committee April meeting.	N Rea
11 April 2018	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.	Pending. P Payne advised that a meeting with DEWNR representatives will be held 14 February 2019, and the outcomes will be reported to the next Committee Meeting.	P Payne
13 June 2018	Check Tax Deductibility of donations to Council or Incorporated Body.	Completed.	
	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	In progress. A Work Plan taking the recommendations from T Bateman's two audit reports to be prepared as a matter of priority. P Payne advised that a Work Plan is underway, focusing on priorities, and is hoped to be finalised by April 2019.	P Payne
17 October 2018	The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and costing for the proposed new demonstration gardens, and bring back to the Committee for consideration.	Pending. Preparation of the Business Case/ Work Plan is still to be finalised. Grant funding opportunities are being explored, such as through Open Garden SA	P Payne/N Rea

Meeting Date	Resolution/Action	Status	Actioning Officer
		<p>for funding to develop a Community Garden.</p> <p>A Companion Planting proposal Funding Application is to be submitted prior to 1 March 2019.</p> <p>The outcome of the Grant Application will be reported to the next Committee meeting.</p> <p>An application is to be submitted</p>	

ACTION: N Rea and P Payne to present a documented process for Weed Management to the April 2019 meeting of the S41 Committee.

ACTION: N Rea to form a small working group to present recommendations for the purchase of a Quad Bike to the April 2019 meeting of the S41 Committee.

Recommendation

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

Decision

Moved: B Lillecrapp

Seconded: T Waldhuter

That the recommendation be adopted.

CARRIED

9. CORRESPONDENCE

Nil.

10. RISK MANAGEMENT

10.1 Work Health and Safety

That the Committee receive and note the Report.

Decision

Moved: K Schilling

Seconded: L Mason

That the recommendation be adopted.

CARRIED

11. REPORTS

11.1 Management Committee

Recommendation

That the Committee receive and note the Report.

Decision

Moved: K Schilling

Seconded: B Lillecrapp

That the recommendation be adopted.

CARRIED

11.2 Strategic Plan Update

Recommendation

That the Committee adopt the revised Key Result Areas, Strategies and Actions as presented in the 2019 Update.

Decision

Moved: L Mason

Seconded: T Waldhuter

That the recommendation be adopted.

CARRIED

11.3 Finance

Recommendation

That the Committee receive and note the Report.

Decision

Moved: B Lillecrapp

Seconded: L Mason

That the recommendation be adopted.

CARRIED

11.4 2019-2020 Budget and New Initiatives

Recommendation

That the Committee:

1. Receive and note the report
2. Identify any potential New Initiative for Council's consideration

Decision

Moved: L Mason

Seconded: K Schilling

That the Committee:

1. Receive and note the report
2. Develop a Masterplan for site and facilities.

CARRIED

11.5 Nursery

Recommendation

That the Committee receive and note the report.

Decision

Moved: L Mason

Seconded: T Waldhuter

That the recommendation be adopted.

CARRIED

11.6 Natural Resource Centre

Recommendation

That the Committee receive and note the Report.

Decision

Moved: B Lillecrapp

Seconded: K Schilling

That the recommendation be adopted.

CARRIED

ACTION: N Rea to forward Bush Play Group photos to Councils' Communication Officer for promotional use.

11.7 Site Management

Recommendation

That the Committee receive and note the Report.

Decision

Moved: T Waldhuter

Seconded: L Mason

That the recommendation be adopted.

CARRIED

11.8 Tours

Recommendation

That the Committee receive and note the Report.

Decision

Moved: T Waldhuter

Seconded: K Schilling

That the recommendation be adopted.

CARRIED

ACTION: N Rea to review Brochures and marketing material (hard copy and electronic format).

P Payne left the meeting at 3:04pm.

11.9 Partner Projects

Recommendation

That the Committee:

1. Receive and note the report.
2. Invite Andrew Fairney (Seeding Natives) to join the Barossa Bushgardens S41 Committee

Decision

Moved: L Mason

Seconded: T Waldhuter

That the Committee receive and note the Report.

CARRIED

Decision

Moved: B Lillecrapp

Seconded: T Waldhuter

That the Committee recommend to Council that Andrew Fairney (Seeding Natives Incorporated) be appointed as a Community Member to the Barossa Bushgardens S41 Committee pursuant to the Terms of Reference.

CARRIED

A Fairney addressed the Committee at 3:09pm, providing an informative update of the aims and operations of Seeding Natives Incorporated.

ACTION: Water meters to be tamper-proofed and labelled accordingly (access to Labyrinth Group and Seeding Natives Inc.).

Decision

Moved: K Schilling

Seconded: T Waldhuter

That the Committee note A Fairney's verbal report.

CARRIED

12. GENERAL BUSINESS

12.1 2019 Meeting Schedule

Recommendation

That the Committee:

1. Receive and note the items raised under general business, and;
2. Accept the proposed Schedule of Meetings for 2019.

Decision

Moved: T Waldhuter

Seconded: B Lillecrapp

That the recommendation be adopted.

CARRIED

12. NEXT MEETING

Wednesday 10 April 2019 commencing at 1.00pm.

13. CLOSURE OF MEETING

The Chair declared the meeting closed at 3:17pm.

Confirmed

Date: Chairman:

R E P O R T

7.1 Action List

RECOMMENDATION

That the Committee:

- 1. Receive and note the progress of decisions from previous meetings.**

Meeting Date	Resolution/Action	Status	Actioning Officer
14 June 2017	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	<p>Pending.</p> <p>Barossa Reconciliation Committee were in discussions with the former Mayor.</p> <p>R Johnstone advised the Committee that a Workshop had been held which was attended by Regional representatives. A suggested outcome was that the Barossa Reconciliation Group be extended and perhaps be renamed to recognise the areas covered. A meeting to progress and plan events for 2019 is to be held mid-February.</p>	N Rea/R Johnstone
18 October 2017	Seed Collection Site - contact owner for further information.	<p>Pending.</p> <p>The property is still for sale. NRM Board is exploring opportunities for possible purchase</p>	R Johnstone/ N Rea
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	<p>Pending.</p> <p>Herbicide Policy 2014 review pending Site Committee Meeting: intent is to cease</p>	P Payne

Meeting Date	Resolution/Action	Status	Actioning Officer
		<p>herbicide use by volunteers and contract out.</p> <p>Contractors are now undertaking herbicide spraying to reduce risk. Some hand spraying for spot treatment will still need to be undertaken as required.</p> <p>P Payne is currently trialling other weed control methods.</p> <p>A documented process is to be finalised by the S41 Meeting to be held in April 2019.</p>	
	Audit to be undertaken to determine the requirements for disability access to the Bushgardens and Natural Resource Centre.	<p>Pending.</p> <p>Draft audit complete; need 2-3 car parks adjacent gardens and resolve path surfaces for wheel-chair access around central area.</p> <p>This work is still pending and can't progress until a site is allocated.</p> <p>On-going work is being undertaken to improve site access.</p> <p>Finalised Plans to be referred to DAIP prior to a decision being made.</p>	N Rea
	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Pending.	N Rea
11 April 2018	Staff to investigate opportunity to expand seed collection from many isolated reserves in the region, instead of having reliance on the	<p>Pending.</p> <p>P Payne advised that a meeting with DEWNR representatives will be held 14 February 2019, and the</p>	P Payne

Meeting Date	Resolution/Action	Status	Actioning Officer
	same Bushgardens for stock each year.	outcomes will be reported to the next Committee Meeting.	
13 June 2018	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	In progress. A Work Plan taking the recommendations from T Bateman's two audit reports to be prepared as a matter of priority. P Payne advised that a Work Plan is underway, focusing on priorities, and is hoped to be finalised by April 2019.	P Payne
17 October 2018	The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and costing for the proposed new demonstration gardens, and bring back to the Committee for consideration.	Pending. Preparation of the Business Case/ Work Plan is still to be finalised. Grant funding opportunities are being explored, such as through Open Garden SA for funding to develop a Community Garden. A Companion Planting proposal Funding Application is to be submitted prior to 1 March 2019. The outcome of the Grant Application will be reported to the next Committee meeting. An application is to be submitted	P Payne/N Rea
13 February 2019	Weed Management documentation to be presented to the S41 Committee for consideration at the April 2019 meeting	Pending	P Payne/N Rea

Meeting Date	Resolution/Action	Status	Actioning Officer
13 February 2019	Purchase of Quad Bike – A small working group is to be formed to present recommendations for the purchase of a Quad Bike to the April 2019 meeting of the S41 Committee.	Pending	N Rea
13 February 2019	Bush Play Group photos to be forwarded to Council's Communication Officer for promotional use,	Pending	N Rea
13 February 2019	Review to be undertaken of Brochures and marketing material (hard copy and electronic format)	Pending	N Rea
13 February 2019	Water meters to be tamper-proofed and labelled accordingly (access to Labyrinth Group and Seeding Natives Inc.)	Pending	

R E P O R T

8 Correspondence

RECOMMENDATION

That the Committee:

- 1. Receive and note the incoming and outgoing correspondence.**

Copies of correspondence will be distributed at the Meeting.

R E P O R T

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 April 2019..

Discussion

Strategic Plan

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

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain effective internal controls to reduce risk		
Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2019	Ongoing.
Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	The Barossa Council Safety Inspection Checklist – Buildings completed as required. Evacuation Drill Scheduled 11 April 2019. New helmets need to be ordered as helmets have a lifespan of 2 years. Hearing tests need to be conducted every two years for everybody that uses machinery and within the first three months of starting to use machinery. Need to order “sharp gloves and tongs”.

Work Health and Safety

Nil.

10.1 Management Committee

RECOMMENDATION

That the Committee:

- 1. Receive and note the Chairperson's report;**
- 2. Receive and note the Management Committee report**

Purpose

To provide the Committee on key outcomes of the Management Committee meeting.

Discussion

Chairperson's Report

Appointment:

At the most recent meeting of Barossa Council, my appointment to the position of Chair was endorsed. Thank you everyone.

Landscape Reform:

From the SA Government 'YourSay' website

"The Landscape SA Bill 2019 was introduced into Parliament on 20 March 2019.

The bill proposes a new framework for natural resources management that focuses on a simpler and more accessible system that delivers for local communities and our natural environment".

The proposed boundaries place Barossa Council in the Northern and Yorke Landscape Board. From the perspective of the Barossa Bushgardens, it is unclear what changes this may mean for the Natural Resource Centre and for access to skilled staff; for example, the District Ecologist.

It is not certain how soon the Act will come into effect, but existing arrangements will remain in place until at least 30 June 2020.

I have not been reappointed to the Adelaide Mount Lofty Natural Resource Management Board, however, good relationships with the existing Board will remain in place for the rest of its life.

Barossa Council Budget 2019-2020:

The budget process is underway, and we have one New Initiative for consideration by Council, which is the support for a Site Masterplan.

Given the constraints on Council income and the downward pressure that many in the community would like to see placed on potential rate increases, it is likely that we may not receive support for this initiative.

This is becoming an essential step in the continuing development of our site and for the long-term success of the many activities that we host for the community.

I recommend that we seek grant funding for this purpose and will work with our staff to determine where best to source the funding to form the grant application(s).

Thank you all for your support.

Russell Johnstone

Management Committee's Report

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	Reconciliation Day Meeting at the Bushgardens and planning underway.
Contact the Peramangk and Ngadjuri people to help identify future uses within the gardens	June 2018	Welcome to Country this year organised for members of MACCI Peramangk group; Ngadjuri people will also attend. The Day provides opportunities to discuss future Bushgarden uses.

Key Result Area: To recruit, train and retain productive staff and volunteers		
Action	By when	Status/Progress
Strategy: Increase the skill base of staff		

Provide staff with professional development in accordance with annual performance partnering and training needs analysis	Annually	Staff advised to utilise training budget for Professional Development.
Staff to undertake annual Performance Partnering	Annually	The majority of performance discussion have been held, with paperwork to be submitted.
Review of resources in accordance with external funding agreements and service requirements	Annually	No action

Key Result Area: To support and promote friends of Barossa Bushgardens		
Action	By when	Status/Progress
Strategy: Clarify the relationship between FOBB and Section 41		
Develop a 'Heads of Agreement' between the FOBB and Section 41 Committee	September 2018	Preparation of the Discussion Paper commenced. Refer to Other Matters.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong governance framework		
Undertake annual review of the Barossa Bushgardens Strategic Plan to ensure relevance of the Vision and Mission, and consistency with Council's Community Plan	November 2018	The 2019 Update Completed.
Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	Annually	Refer to Discussion Paper

Other Matters

Workshop Discussion Paper:

Craig Grocke (RDA Barossa) has provided a preliminary draft of a Discussion Paper to summaries the outcomes of the two workshops that have been held. The paper is provided for information and discussion (**Attachment 1**).

Barossa Bushgardens Discussion Paper - Future Role and Partnerships

The Barossa Bushgardens were established in 2001 by dedicated volunteers to preserve local plants native to the Barossa. The Barossa Bushgardens has since grown to become a well-established Native Flora Centre, community-based social enterprise, environmental educational resource, nature-based tourist destination and recreational area.

Situated on 7 hectares of community land vested with The Barossa Council, the Nuriootpa site is the location for a Natural Resource Centre and Native Plant Nursery and showcases 100 of the Barossa's 400 native plant species. Both facilities provide a reference point for anyone wishing to learn more about and access regional local native plants, local natural resource management issues and programs to improve the environmental sustainability of the region through natural resource management.

The Bushgardens is supported by volunteers have development and maintain display gardens, walking trails and interpretive signage, and the plant nursery. Volunteers also run tours and use the volunteer centre to further their skills and knowledge about native plant conservation.

The Mission of the Bushgardens is to:

- **Maintain models of the ecosystems of the Barossa region;**
- **Engage and develop relationships with people and organisations with the appropriate knowledge and skills;**
- **Shares the knowledge and practical skills for the enhancement of the ecosystems of the region;**
- **Partner with the community in all aspects of development;**
- **Collects and propagate plants native to this bioregion;**
- **Encourage the adoption of Barossa plants in gardens and landscaping.**

The Growing Use of the Barossa Bushgardens

Aside from propagating native plants and maintaining the gardens, a growing role of the Bushgardens is the education of school groups, programs such child-led nature play and workshops on crafts, gardening, snake awareness, local fauna, and recycling. The Bushgardens are also a venue for long lunches and outdoor cinema events.

With this growth comes a resource demand, both volunteer and for government funding for paid coordinators, capital investment, regular maintenance and promotion of the Gardens. There are other future opportunities for research, partnerships with business on regeneration programs and partnerships with Natural Resource Centres across and

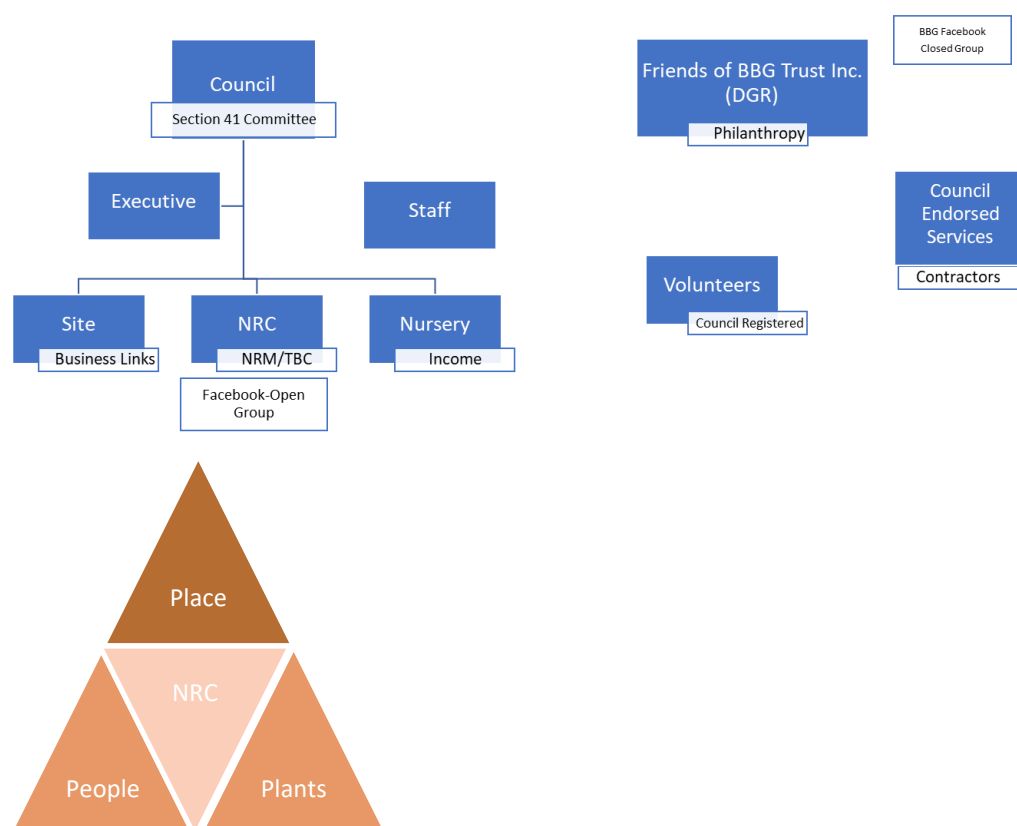
connecting other regions to respond broader catchment issues and vegetation recovery programs after bushfires.

Currently the Barossa Bushgardens operate as a Council Committee under Section 41 of the Local Government Act. Section 41 establishes a governance structure that brings compliance obligations and reporting requirements that reduces the independence in the management of activities of the Bushgardens including fundraising and corporate philanthropy. A review of governance models that best supports the future of the Bushgardens is needed to realise the potential for the organisation, the community and the volunteers and Friends of the Bushgardens who support the organisation through donations. Two workshops were held to review the Barossa Bushgardens and discuss its future role and structure to achieve its mission.

Workshop 1 – September 12, 2018 at The Barossa Council

The first workshop was an opportunity to outline the structure and operation of the Bushgardens and to share its history of development which explains the role of the Section 41 Committee and the structure and purpose of the ‘Friends of the Barossa Bushgardens’ as a charity organisation for fundraising. The interpretation of what a ‘Friends Group’ means has created some confusion and needs future consideration in the structure of operations and support for the Bushgardens. Figure 1 outlines the current structure of the Barossa Bushgardens outlined in workshop 1.

Figure 1: Barossa Bush Gardens Organisational Structure



SWOT Analysis

Participants in the first workshop, including Council employed staff, volunteers and Section 41 Board members conducted a SWOT analysis to reveal the internal strengths and weaknesses and the external opportunities and threats.

Strength

- Knowledge
- Brand/Story
- Community Space/ Art Space for Events
- Wellness/ Sensory
- Network (Flexibility & Diversity)
- Education

Weakness

- Research
- Capacity (Resources – Human, Social, Financial)
- Awareness (Outside of Area)
- Inward and Outward Communications

Opportunities

- Education Facility
- Tourism
- Social Enterprise/ Social Inclusion Engagement
- CRM – BBG Friends Trust (Donors)

Threats

- Lack of volunteers
- Requirements and compliance
- Climate Change
- Political Cycles (constant change in funding, policies such as rate capping)
- Local Government elections and future of Section 41 Committees

Blue Sky - Desired Outcomes

Workshop participants also outlined their vision for the Barossa Bushgardens moving forward:

- Volunteer Capacity to step in and step up
- Flexibility in Volunteer use
- Emerging Botanic Gardens

- Capturing the Golden Handshake to support the Gardens (Bequests)
- Destination for Education, Environmental Awareness and Nature Play
- Expansion of Purpose for Community
- Connection with other destinations (i.e., Barossa Visitor Centre, Barossa Arts and Cultural Centre.)
- CRM/Email List of Nursery customers needed
- Communications Strategy: sponsors, customers, strategic partners.
- Functional and Clear Business Model with productive networks
- Friends Trust/NRC (Barossa Natural Heritage Fund) which may sit within a role of Foundation Barossa

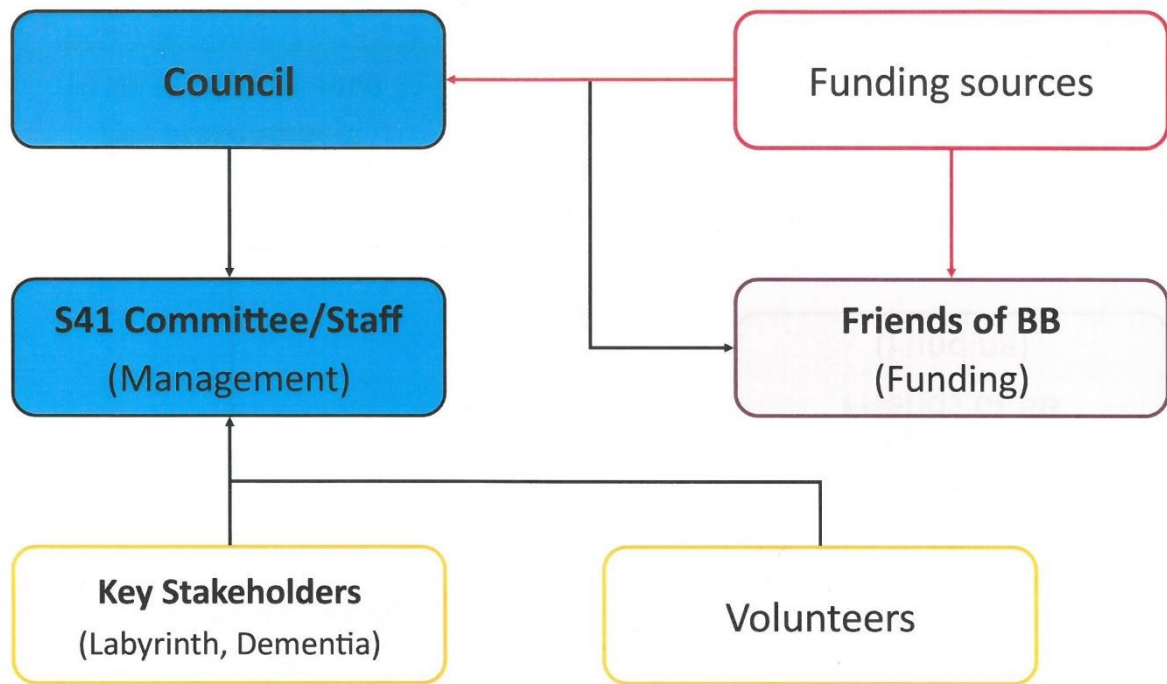
Observations to Conclude Workshop 1

The comments below summarise the position or thoughts of participants:

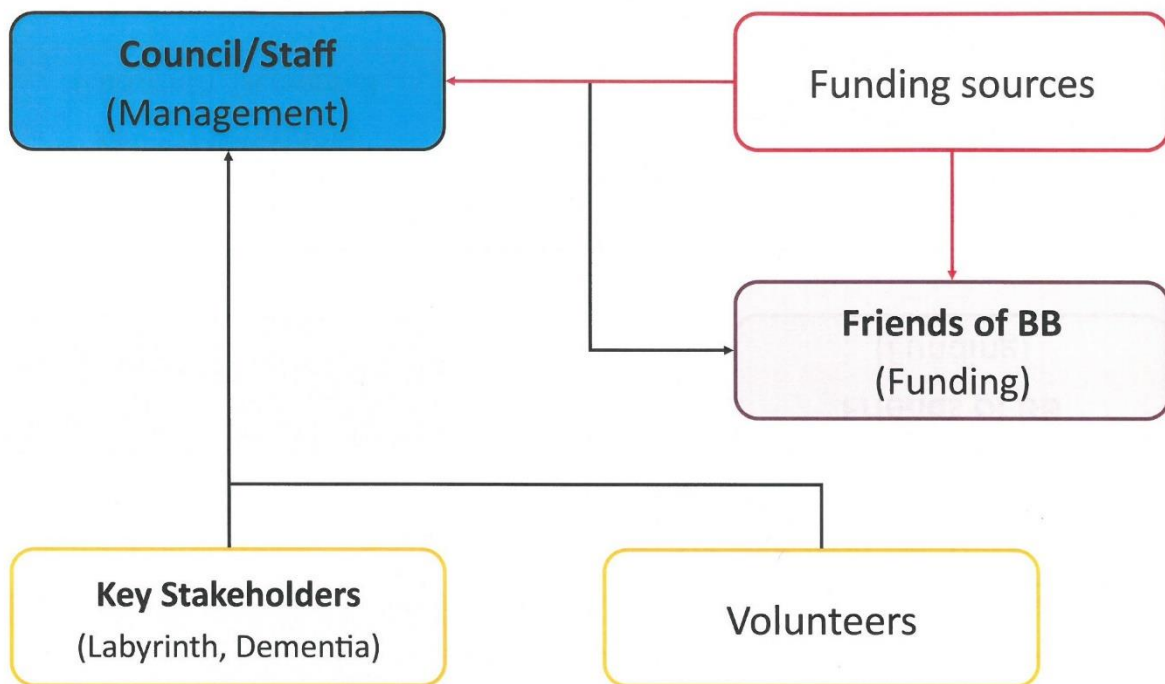
- The Structure of the Organisation needs to be made clear to all members and volunteers and a laminated copy posted on a notice board for volunteers is the simple way to do this.
- The existing structure doesn't have a guaranteed future in the form of a Section 41 Committee. Having a prepared option for structural adjustment is needed to have business flexibility and security. Forming an Incorporate Association is one option, but other models could be explored. Other models (other than a Sect 41) could offer flexibility but may not secure ongoing Council financial support which is never guaranteed.
- Changes to NRM funding or Council elections could become a trigger for the review of the organisational structure and core business activities. Council can organise a lease or a land management agreement as a suitable means to secure the Crown Land for its current and intended purpose.
- The opportunity for partnerships with the Corporate sector or other like-minded Social Enterprises could assist to achieve Blue Sky Objectives. This requires a sound business entity and good governance to hold reputation and a good track record.
- Foundation Barossa could be approached as an alternative Trust to hold investment funds raised through bequests, taxable donations etc, but the model preferred is to build a corpus of funds invested so the interest earned becomes the funds used for capital development or educational programs or research etc. This approach is about creating a perpetual stream of funding but is limited in how it can be used based on the structure of the fund to match the purpose of the Foundation (the rules under which the Foundation can distribute funds).
- An Incorporated Association is still needed to raise and hold funds for daily operational expenses and retain a structure for program management.

Workshop 2 – January 21, 2019 at The Barossa Council

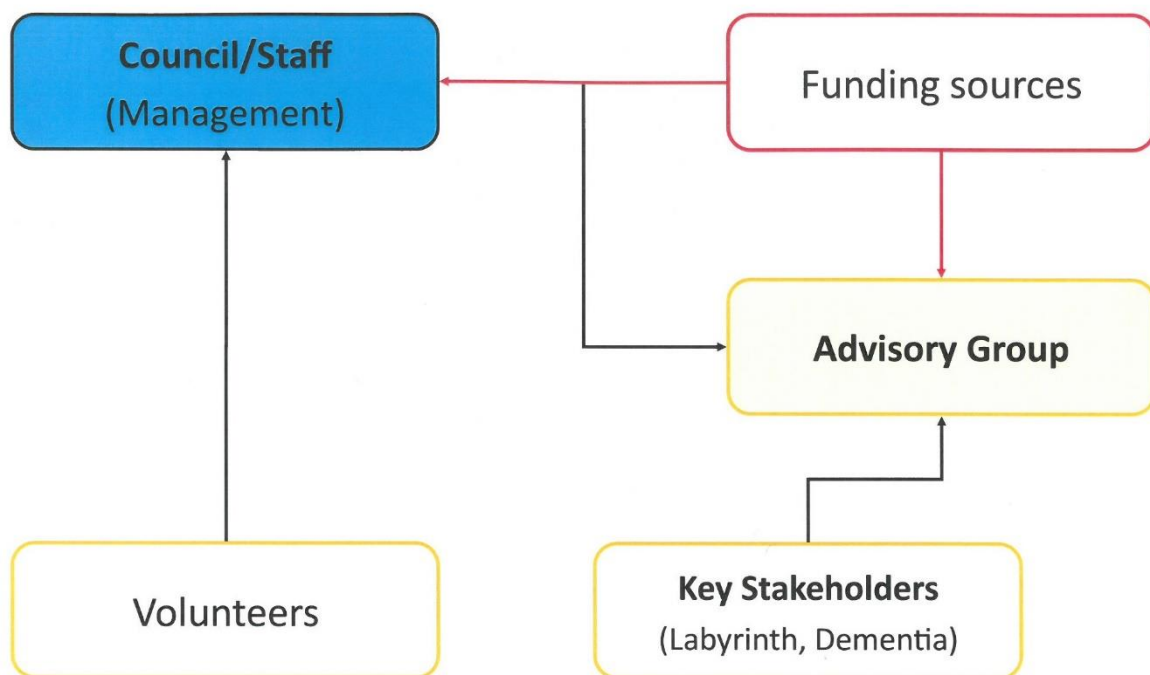
The second workshop was purposed to look at three options for a governance structure for the Bushgardens moving forward.



Option 1



Option 2



Option 3

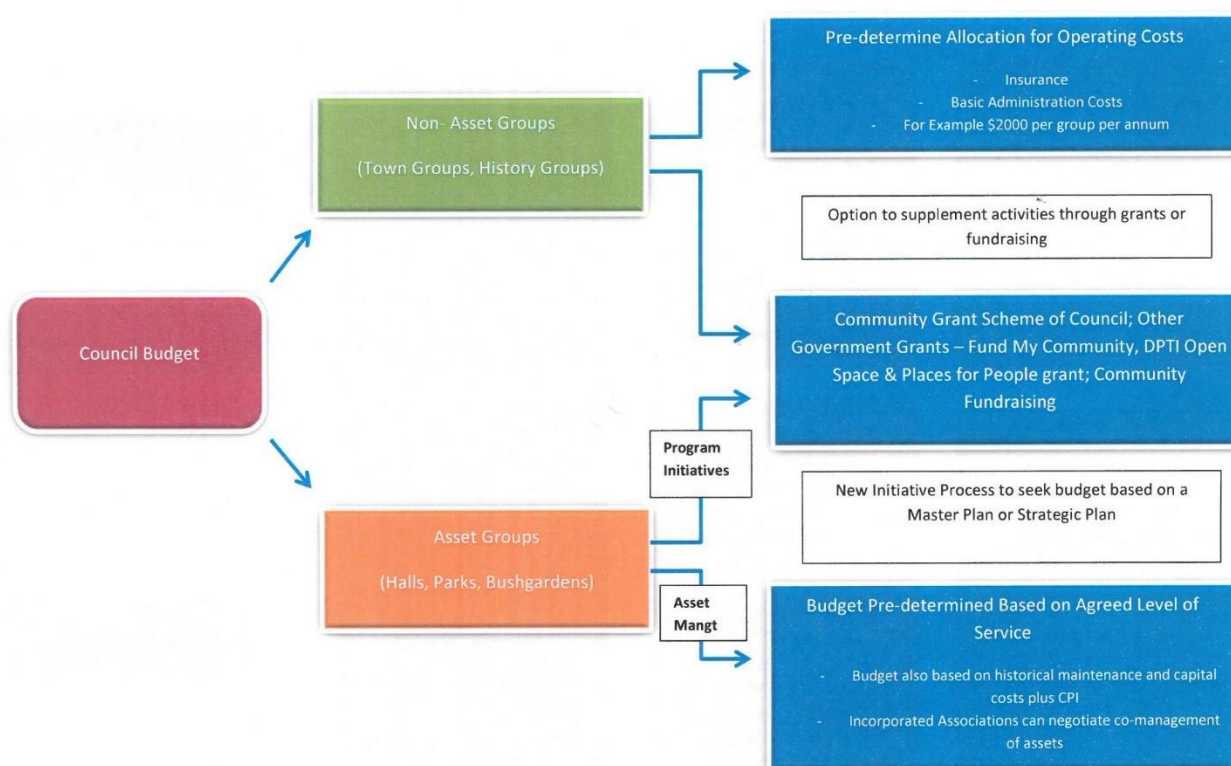
Option 3 had the greatest appeal because it gave stakeholders buy-in into the consideration of the operations and strategy of the Bushgardens and allow new external partners to become stakeholders as the business of the Gardens matured and the programs and network of contacts broaden across the region. It also ensured a single process and centralised coordination of volunteers through The Barossa Council's Volunteer

Management System to adequately meet compliance requirements and retain a human resource management role for the volunteer network.

While Option 2 allows this to some degree, the operations of the Bushgardens rests primarily with Council and separates the fundraising and budget role from stakeholders. This may simplify the role of volunteers and stakeholders but doesn't allow a degree of local stewardship from within the community and interest groups. In Option 3, the Advisory Groups can either be a volunteer group reporting to Council and responding/advising Council on operations, budgets and strategy, but it has no independent authority as a body unless it becomes an incorporated association under which it can hold a program, project or operational budgets in its own name. It can then be positioned to seek grants independent of Council, and in cases where Local Government may not qualify as a grant applicant. It can also hold a lease or licence with Council to have greater ownership of assets and activities or a licence to have permissions for particular activities on Council land. To operate a incorporated association does bring a level of independence but also governance requirements and reporting obligations.

Below are two common funding models for community groups supporting Council assets and services. The second figure outlines three common management model structures.

Attachment 1: Funding Model for Community Groups supporting Council Assets and Services



Management Model Structures

Management Model	FUNCTION	PLACE-BASED	HYBRID
Characteristics	<ul style="list-style-type: none"> • Job allocated to function area – planning; engineering; corporate; community etc. • Work primarily delivered within each section who are made accountable for their outputs • Focus is vertical communication within functional area • Function specific policy; task orientated; output focused 	<ul style="list-style-type: none"> • Job allocated to a team (case managers) covering all functions that are relevant to a specific geography or project • Co-participation & management by groups covering geography & area of interest • Focus in horizontal communication • Place –based policy; broad geographic benefits; outcome focused 	<ul style="list-style-type: none"> • Work focused on functions across whole of town, council area or region • Team approach drawing in broad expertise but allocating roles based on functions • Policy and task covers all of council but orientated to Council established functions, i.e. Asset Management.
Examples	<ul style="list-style-type: none"> • Section Budget Allocations • Finance Committee • Development Assessment Process 	<ul style="list-style-type: none"> • Southern Barossa Sport and Recreation Hub • Southern Barossa Alliance 	<ul style="list-style-type: none"> • Levels of Service for Sports Grounds across Council • Regional Procurement Group
Communication Mechanisms	Groups Meetings within Functional Area of Focus	Community Plan Workshops with location-based Community Groups	Community and Economic Development Forums

Next Steps

If Option 3 is the preferred way forward, there is a need for further discussion and decision on whether a volunteer Advisory Group is established to coordinate stakeholder interest or to take a step further to formalise the group as an Incorporated Association. Council needs to support this discussion and consider how it might choose to support the preferred transition option as done previously under ‘Redefining Community Committees’ project in 2014. This may include support to develop a revised strategic business plan, steps to improve the management of volunteers, financial support to establish an incorporated association and cover initial insurance costs or staff resource support to proactively transition the Bushgardens business model in anticipation of the State Government changes to Natural Resource Management. Subsequent to a decision on the preferred management model, is the transition of the ‘Friends of the Bushgardens’ entity and its DGR (Deductable Gift Recipient) status and requirements to shift the balance of funds to a ‘like-minded’ group as part of winding up that entity if it does not have a role. This step also required further discussions with Foundation Barossa as to its capacity and role in becoming the Agency with DGR status to establish a specific Barossa Environmental Heritage Fund as a mechanism to continue

the generous corporate and community philanthropy in support of the Bushgarden's objectives. Foundation Barossa recognises the important role of the Bushgardens, its volunteers and programs that cover the region and not just the gardens and are open to further discussions.

R E P O R T

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.

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong Financial framework		
Prepare a Sponsorship and Donations statement	June 2018	Underway as part of discussions with FOBBG, The Barossa Council and Foundation Barossa.
Strategy: Maintain access to external grant funding		
Seek to maintain funding from NR AMLR in support for the Natural Resource Centre	June 2020	The NRM Board has given in principle support for funding to all the NRCs in the AMLR region for at least the 2019-20 financial year while all the transitional arrangements for the new Landscapes SA Boards are being sorted out. At this stage unsure of exactly what the future arrangements after 30 June 2020. Once the new Boards are confirmed, they will be responsible for funding in their regions.
Identify new funding opportunities to assist in delivery of projects and programs	Annually	Grant application to Open Gardens SA unsuccessful. Corporate Volunteer and

		Highschool Volunteer days providing alternative opportunities.
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Budget

An overview of the overall income and expenditure budget for the Barossa Bushgardens is provided in **Attachment 1**.

A copy of the Draft Budget for 2019-2020 is provided in **Attachment 2**.

	2018/19 Actuals	2018/19 Budget	2018/19 Percentage Spent
B145. NURSERY EXPENDITURE			
INCOME			
547. Commercial Activities - Seedling Sales	(13,506)	(17,000)	79
EXPENDITURE			
621. Salaries (Increase in Leave Liabilities)	0	986	0
624. Salaries - Environmental Services	39,920	61,704	65
654. Contractors - Other Services	50	500	10
685. External Plant Hire (Other)	0	500	0
722. Direct Purchases - Stationery	521	800	65
724. Direct Purchases - Irrigation supplies	1,419	1,000	142
725. Direct Purchases - Weed/Pest Chemicals	587	500	117
726. Direct Purchases - Fertiliser	0	200	0
727. Direct Purchases - Mulch/Loam	2,845	3,000	95
728. Direct Purchases- Plants/Shrubs	100	1,000	10
729. Direct Purchases - Protective clothing	0	150	0
732. Direct Purchases - Loose tools	0	100	0
735. Direct Purchases - Other	2,035	3,000	68
738. Office Equipment consumables - Other	196	500	39
790. Depreciation Expense - Bldgs	11,610	15,480	75
791. Depreciation Expense - Infrastructure	297	396	75
792. Depreciation Expense - Equipment	4,806	6,408	75
810. Insurance - Income Protection Insurance	803	862	93
812. Insurance - Workers Comp Premium	1,221	1,587	77
824. Staff Training - Seminar/Conference Fees	0	500	0
833. Mobile Phone Expenses	364	300	121
B146. DISABILITY SUPPORT PROGRAM			
INCOME			
562. Contributions - Other	(4,387)	(7,300)	60
EXPENDITURE			
621. Salaries (Increase in Leave Liabilities)	0	192	0
624. Salaries - Environmental Services	3,376	12,012	28
735. Direct Purchases - Other	0	1,000	0
810. Insurance - Income Protection Insurance	156	168	93
812. Insurance - Workers Comp Premium	242	314	77
B160. NATURAL RESOURCE CENTRE			
INCOME			
454. Other User Charges Income	(51)	0	0
474. Operating Grant - CWM Boards	(45,960)	(46,903)	98
562. Contributions - Other	(1,000)	(10,000)	10
564. Donations - Other	(10,938)	(1,500)	729

	2018/19 Actuals	2018/19 Budget	2018/19 Percentage Spent
567. Other Income - Misc.	(23)	0	0
EXPENDITURE			
600. Wages (Normal Rate - Depot Staff)	391	0	0
620. Salaries (Travel allowance)	0	100	0
621. Salaries (Increase in Leave Liabilities)	0	518	0
624. Salaries - Environmental Services	41,248	32,827	126
636. Contractors - Waste Disposal Services	190	380	50
649. Contractors - Plant/Machinery Servicing	344	200	172
654. Contractors - Other Services	1,949	5,000	39
715. Direct Purchases - Canteen Purchases	751	1,000	75
718. Direct Purchases - Assets < \$5,000	2,186	4,500	49
720. Direct Purchases - Signs	0	2,200	0
721. Direct Purchases - Vehicle/Machine Parts	490	500	98
722. Direct Purchases - Stationery	143	300	48
725. Direct Purchases - Weed/Pest Chemicals	0	200	0
732. Direct Purchases - Loose tools	1,148	300	383
735. Direct Purchases - Other	1,425	5,400	26
738. Office Equipment consumables - Other	625	970	64
750. Energy Costs - Electricity	2,437	2,640	92
751. Energy Costs - Gas	288	300	96
752. Energy Costs - Fuel & Lubricants	453	500	91
757. Water Rates	223	290	77
758. Excess Water Rates	943	6,700	14
770. Bank Charges	122	300	41
810. Insurance - Income Protection Insurance	426	458	93
811. Insurance - Bldg & Contents	571	660	87
812. Insurance - Workers Comp Premium	649	843	77
813. Insurance - Public Liability Insurance	1,931	2,700	72
816. Insurance - Vehicles	515	488	105
820. Advertising	1,525	3,660	42
821. Printing	197	1,000	20
824. Staff Training - Seminar/Conference Fees	24	500	5
830. Telephone	245	1,515	16
833. Mobile Phone Expenses	218	360	61
836. Wireless Broadband	143	600	24
840. Vehicle Registration	82	90	91
847. Fringe Benefits Tax Expenses	45	0	0
882. Subscriptions/Memberships	245	150	164
884. Other Misc. Expenses - Sundry	0	100	0
900. Internal Plant Hire Allocations	418	274	152
920. Internal Allocation - Wages Overhead	508	0	0
B166. Work for the Dole			

	2018/19 Actuals	2018/19 Budget	2018/19 Percentage Spent
INCOME			
475. Operating Grant - Other	0	(3,500)	0
EXPENDITURE			
621. Salaries (Increase in Leave Liabilities)	0	52	0
624. Salaries - Environmental Services	2,101	3,250	65
810. Insurance - Income Protection Insurance	42	45	93
812. Insurance - Workers Comp Premium	65	84	77
B168. OPEN SPACE PROJECT			
INCOME			
475. Operating Grant - Other	(31,443)	(58,943)	53
562. Contributions - Other	(9,500)	(34,500)	28
EXPENDITURE			
654. Contractors - Other Services	51,233	106,943	48

	2018-19 Budget	2019-20 Budget
B145. Nursery Expenditure		
Revenue	(17,000)	(17,000)
547. Commercial Activities - Seedling Sales	(17,000)	(17,000)
Expenditure	99,473	100,829
621. Salaries (Increase in Leave Liabilities)	986	986
624. Salaries - Environmental Services	61,704	61,704
654. Contractors - Other Services	500	500
685. External Plant Hire (Other)	500	500
718. Direct Purchases - Assets < \$5,000	0	0
722. Direct Purchases - Stationery	800	800
724. Direct Purchases - Irrigation supplies	1,000	1,000
725. Direct Purchases - Weed/Pest Chemicals	500	500
726. Direct Purchases - Fertiliser	200	200
727. Direct Purchases - Mulch/Loam	3,000	3,000
728. Direct Purchases- Plants/Shrubs	1,000	1,000
729. Direct Purchases - Protective clothing	150	150
732. Direct Purchases - Loose tools	100	100
734. Direct Purchases - Bldg repairs	0	0
735. Direct Purchases - Other	3,000	3,000
738. Office Equipment consumables - Other	500	500
790. Depreciation Expense - Bldgs	15,480	16,536
791. Depreciation Expense - Infrastructure	396	108
792. Depreciation Expense - Equipment	6,408	6,996
810. Insurance - Income Protection Insurance	862	862
812. Insurance - Workers Comp Premium	1,587	1,587
824. Staff Training - Seminar/Conference Fees	500	500
833. Mobile Phone Expenses	300	300
B146. Disability Support Program		
Revenue	(7,300)	(7,300)
562. Contributions - Other	(7,300)	(7,300)
Expenditure	13,686	13,686
621. Salaries (Increase in Leave Liabilities)	192	192
624. Salaries - Environmental Services	12,012	12,012
735. Direct Purchases - Other	1,000	1,000
810. Insurance - Income Protection Insurance	168	168
812. Insurance - Workers Comp Premium	314	314

	2018-19 Budget	2019-20 Budget
B160. Natural Resource Centre		
Revenue	(58,403)	(59,106)
474. Operating Grant - CWM Boards	(46,903)	(47,606)
562. Contributions - Other	(10,000)	(10,000)
564. Donations - Other	(1,500)	(1,500)
Expenditure	78,523	81,160
620. Salaries (Travel allowance)	100	100
621. Salaries (Increase in Leave Liabilities)	518	518
624. Salaries - Environmental Services	32,827	32,827
649. Contractors - Plant/Machinery Servicing	200	200
654. Contractors - Other Services	5,000	5,000
715. Direct Purchases - Canteen Purchases	1,000	1,000
718. Direct Purchases - Assets < \$5,000	4,500	4,500
720. Direct Purchases - Signs	2,200	2,200
721. Direct Purchases - Vehicle/Machine Parts	500	500
722. Direct Purchases - Stationery	300	300
725. Direct Purchases - Weed/Pest Chemicals	200	200
732. Direct Purchases - Loose tools	300	300
735. Direct Purchases - Other	5,400	5,400
738. Office Equipment consumables - Other	970	970
750. Energy Costs - Electricity	2,640	4,940
751. Energy Costs - Gas	300	300
752. Energy Costs - Fuel & Lubricants	500	500
757. Water Rates	290	290
758. Excess Water Rates	6,700	6,700
770. Bank Charges	300	300
810. Insurance - Income Protection Insurance	458	458
811. Insurance - Bldg & Contents	660	784
812. Insurance - Workers Comp Premium	843	843
813. Insurance - Public Liability Insurance	2,700	2,692
816. Insurance - Vehicles	488	700
820. Advertising	3,660	3,660
821. Printing	1,000	1,000
824. Staff Training - Seminar/Conference Fees	500	500
830. Telephone	1,515	1,515
833. Mobile Phone Expenses	360	360
836. Wireless Broadband	600	600
840. Vehicle Registration	90	99
882. Subscriptions/Memberships	150	150
884. Other Misc. Expenses - Sundry	100	100
900. Internal Plant Hire Allocations	274	274

R E P O R T

10.3 Nursery

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 April 2019.

Discussion

Strategic Plan

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

Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region		
Action	By when	Status/Progress
Strategy: Create a regional Seed Bank		
Undertake Seed collection and storage	Ongoing	Summer and autumn seed collecting has been an ongoing activity.
Undertake Seed Production and Propagation	Ongoing	Autumn seed propagation has commenced.
Investigate market opportunity for sales of seeds	December 2018	1)Ecodynamics has increased their order for the Northern Connect Project by 2500 to 5000 plants. 2) DEW (Department for Environment and Water), the District Ecologist and the Ranger for Kaiserstuhl Conservation Park (KCP) have approached the Barossa Bushgardens in particular the Nursery Manager, in relation to running joint workshops with their Friends group focusing on seed collection with the aim to supply the KCP with seed with the

		<p>Bushgardens to keep a portion of seeds to increase the genetics in the Bushgardens.</p> <p>3) Investigations and negotiations are underway to sell plants at the Mt Pleasant Recreate Shop.</p>
Strategy: Improve functionality of the Gardens, Community Centre and Nursery		
Ensure the effective management of nursery assets and plant production	Ongoing	<p>Have been writing up factsheets commencing with the “how to do” one’s first. The first factsheet is on “how to tube up” this is 90% completed.</p> <p>The way the Nursery liquid feeds its plants needs to change to a more effective system by using a simple inline hose fertilising mixer. This has allowed for easier liquid fertilising for the Nursery plan.</p>
Develop sales, reception/cashier area	December 2018	<p>A Quote has been received for the Sales Shed for the Community Nursery, which has now been ordered in accordance with Council Policy.</p> <p>Plans for the construction of a sales counter made of recycled wine barrels will be incorporated into the Corporate Volunteering Day.</p>
Improve plant signage/information within the Nursery, and investigate option for QR Codes	Ongoing	Still working on the A4 plants sign for the Community Nursery. A donation of self-adhesive water proof paper has been received.
Provide general interpretation/direction signage	December 2018	This will be completed as part of the Open Spaces Grant
Increase shade and shelter across the gardens and nursery	June 2019	Nil to report.

Key Result Area: To increase the capacity of our community to be better natural resource managers and champions		
Action	By when	Status/Progress
Strategy: Create and deliver community oriented training opportunities		
Develop a program of seasonal workshops	Ongoing	1) As part of the Agri-prenurs through the Regional Development Australia- Barossa, the

		<p>Nursery Manager presented a field trip at Yalumba Winery about Insectariums.</p> <p>2) The Native Bee workshop for Kids is planned for the April school holidays. Council Library staff have been invited to help with the activities on the day.</p>
Facilitate a workforce program with state and local service providers	Ongoing	Nil to report

Key Result Area: To improve governance		
Action	By when	Status/Progress
Strategy: Maintain a strong financial framework		
Prepare a Wholesale and Retail Sales Policy and Process	June 2018	Still progressing on this report.
Strategy: Maintain effective internal controls to reduce risk		
Identify and document processes to reduce threat of disease, animals and pests to plantings and gardens	June 2018	The process of weeding the ground weeds, with in the two Nurseries has changed due to not having enough finances in the budget for chemical spraying . A weed burner wand has been purchased along with a pair of welding chaps. This is also a more organic process.

Other Matters

Nil.

10.4 Natural Resource Centre

RECOMMENDATION

That the Committee:

- 1. Receive and note report.**

Purpose

To inform the Committee on progress of actions associated with the Barossa Bushgardens Natural Resource Centre up to the month of April 2019.

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: Increase involvement of the education sector		
Promote and conduct programs that align with key educational outcomes	Ongoing	Faith Lutheran College Program progressing well; Nuriootpa High Special Education Class to attend Wednesdays; Trinity College Gawler Volunteer Day 8 April 2019. Barossa Regional Primary Schools invited to attend Reconciliation Day 5 June 2019.
Promote opportunity for universities and students to undertake Research and Development programs	Ongoing	Draft Research Project Topics (Year 11/12) under discussion.
Administer the NRC Program in line with the outcomes within the Service Agreement with NR AMLR	Ongoing	In Progress. NRC Alliance Meeting 20 February 2019 Native Bee Workshop 5 May 2019 Drawing on Country Workshop 6 April 2019

Strategy: Facilitate health and wellbeing programs		
Manage and facilitate the Bushgardens Disability Support program	Ongoing	In Progress, Audit of the Group 1 April 2019 complete.
Facilitate Nature Play events	Ongoing	Bush Play Group has record numbers; new table and tap installed; gardens further developed. Cleaning up weeds/grasses/dead branches in Nature Play area for safer play.
Participate in external events that provide an opportunity to highlight the outcomes of the Barossa Bushgardens	Ongoing	Bushgarden Stall at the Mount Pleasant Show, 19 March 2019. Partnering with Pinery Landscape Recovery Program, State Government and Trees for Life Open Day 5 May 2019. Planning underway with Conservation Volunteers Australia and Pernod-Ricard for 19 June 2019 Responsib'All Corporate Volunteer Day.

Key Result Area: To recruit, train and retain productive staff and volunteers		
Action	By when	Status/Progress
Strategy: Achieve stable and sustainable pool of volunteers		
Assist Council's Volunteering Services with development and implementation of an internal volunteer management system including policies and processes	Ongoing	

Other Matters

Nil.

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 April 2019.

Discussion

Strategic Plan

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

Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region		
Action	By when	Status/Progress
Strategy: Develop a 'master plan' for the ongoing management of the Bushgardens		
Prepare a master plan taking into consideration requirements for community land under the Local Government Act	December 2018	New Initiative submitted as part of 2019-20 budget process.
Manage and maintain all facilities on the Bushgardens site	Ongoing	Ongoing; autumn focus on watering, pruning, pulling up weed mat, grooming paths and gardens of fallen bark, seed pods and autumn leaf fall.
Improve accessibility of the site, including requirements under Council's Disability Access and Inclusion Plan	June 2019	Key paths being rolled and groomed more regularly. Car Park needed.
Acquittal of the Open Space Grant project	December 2018	Acquittal complete with funding agency; finalising receipt of all donations for Council acquittal.

Other Matters

Nil.

R E P O R T

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 April 2019.

Discussion

Nil or

Date	Group
26 March 2019	Ladies Probus Knitting Group (28p)
31 March 2019	Friends of Dry Creek (12p)
3 April 2019	CADL Caring Coffee Club (10p)
3 April 2019	Barossa Options (10p)
4 April 2019	Gawler Uniting Churches (15p)
4 April 2019	Nuriootpa TAFE CLM class (9p)
	Daily visitors, many interstate or from outside the Barossa

R E P O R T

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 April 2019.

Discussion

10.7.1 Barossa Community Labyrinth

Strategic Plan

Progress on action within the Barossa Bushgardens Strategic Plan is 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: Facilitate health and wellbeing programs		
Complete and promote the benefits of the Labyrinth	June 2018	

10.7.2 Dementia Friendly Communities Group

Verbal report to be provided.

10.7.3 Seeding Natives

Verbal report to be provided.

R E P O R T

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