

**AGENDA OF THE MEETING OF  
THE BAROSSA BUSHGARDENS S41 COMMITTEE**  
held in the Committee Room, 43-51 Tanunda Road, Nuriootpa  
on Wednesday 17 July 2019 commencing at 1.00pm

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**1**     **WELCOME**

To Members and Staff present.

The Committee acknowledges the traditional owners of the land on which we meet, the Peramangk, Ngadjuri and Kurna People, and respect their cultural heritage, beliefs and relationship with the land, and acknowledge that they are of continuing importance to the Peramangk, Ngadjuri and Kurna People living today.

**2**     **PRESENT**

**3**     **APOLOGIES**

Cr Kathryn Schilling, Kim Thompson.

**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.

<b>6</b>	<b><u>MINUTES FROM PREVIOUS MEETING</u></b>	
	<b>6.1. Committee Meeting</b>	<b>Page 3</b>
	Confirmation of the Minutes of the previous Barossa Bushgardens S41 Committee Meeting held on Wednesday 10 April 2019.	
<b>7</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>	
	Actions on Previous Resolutions.	
	<b>7.1 Action List</b>	<b>Page 12</b>
<b>8</b>	<b><u>CORRESPONDENCE</u></b>	<b>Page 16</b>
<b>9</b>	<b><u>RISK MANAGEMENT</u></b>	
	<b>9.1. Work Health and Safety</b>	<b>Page 17</b>
<b>10</b>	<b><u>CONSENSUS AGENDA</u></b>	
	<b>10.1. Chairperson Report</b>	<b>Page 18</b>
	<b>10.2. Strategic Plan Progress Report</b>	<b>Page 19</b>
	<b>10.3. Tours</b>	<b>Page 24</b>
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<b>11</b>	<b><u>FOCUS AGENDA</u></b>	
	Nil.	
<b>12</b>	<b><u>DEBATE AGENDA</u></b>	
	<b>12.1. Finance</b>	<b>Page 26</b>
	<b>12.2. 2019-20 Budget</b>	<b>Page 30</b>
	<b>12.3. Strategic Plan (2019 Update) Priority Actions</b>	<b>Page 37</b>
<b>13</b>	<b><u>URGENT OTHER BUSINESS</u></b>	<b>Page 41</b>
<b>14</b>	<b><u>NEXT MEETING</u></b>	
	Wednesday 14 August 2019 at 1:00pm at the Council Chambers 43-51 Tanunda Road, Nuriootpa	
<b>13</b>	<b><u>CLOSURE</u></b>	

# R E P O R T

## 6.1 Committee Meeting Minutes

### RECOMMENDATION

**That the Committee:**

- 1. Receive and note the minutes of the meeting held on Wednesday 10 April 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 10 April 2019 commencing at  
1:00pm**

**1. WELCOME**

The Chair welcomed everyone, and opened the meeting at 1:08pm.

**2. PRESENT**

R Johnstone, T Waldhuter, E Morgan, A Fairney, L Mason

Staff: G Mavrillac, N Rea, P Payne, C Kruger (Minute Secretary)

**3. APOLOGIES**

B Lillecrapp, Cr K Schilling, K Thompson

**4. GUESTS**

Nil.

**5. DECLARATION OF INTEREST BY MEMBERS**

R Johnstone declared that he is a community member of the NRM Board.  
A Fairney declared that he is the Chief Executive Officer of Seeding Natives Incorporated.

**6. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Moved: L Mason

Seconded: T Waldhuter

That the minutes of the Barossa Bushgardens S41 Committee meeting held on 13 February 2019 be received and confirmed.

**CARRIED**

**7. BUSINESS ARISING FROM PREVIOUS MINUTES (ACTION LIST)**

## 7.1 ACTION LIST

Meeting Date	Resolution/Action	Status	Actioning Officer
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
	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.  Finalised Plans (noting the need for wet weather protection) to be referred to DAI Advisory Group prior to a decision being made.	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.  Friends of Kaiser Stuhl Conservation Park will be collaborating with Barossa Bushgardens for seed collection, with the Bushgardens assisting with storage and propagation in return for an allocation of seeds.  P Payne advised that a meeting with DEW representatives was held 14 February 2019, and once the outcomes are finalised, a report will be presented to the S41 Committee.	P Payne
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

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status</b>	<b>Actioning Officer</b>
		P Payne advised that a Work Plan is underway, focusing on priorities. More detail to be provided at the next meeting on specific tasks that have been completed from the two audits.	
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.	<p>Pending.</p> <p>Preparation of the Business Case/ Work Plan is still to be finalised.</p> <p>The application for Grant funding through Open Garden SA to develop a Community Garden was unsuccessful.</p> <p>A Business Case, details of costings and a Site Plan need to be formalised before work goes ahead.</p>	P Payne/N Rea
13 February 2019	Develop a Policy and supporting Process documentation for Weed Management, incorporating Herbicide Use and any requirements set out in the relevant Community Land Management Plan or other existing Council Policy and Processes.	<p>Pending</p> <p>To be presented at the next meeting.</p>	P Payne/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)	<p>Pending</p> <p>N Rea to prepare a draft of a range of brochures, and present to June 2019 S41 Committee meeting.</p>	N Rea
13 February 2019	Water meters to be tamper-proofed and labelled accordingly (access to	Pending	P Payne

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status</b>	<b>Actioning Officer</b>
	Labyrinth Group and Seeding Natives Inc.)	A Fairney to install a lock on ball valve, to be keyed alike with Bushgardens keys.  A Watering protocol (with documented procedures) to be developed before the next watering season.	

### **COMPLETED ACTION LIST**

<b>Meeting Date</b>	<b>Resolution/Action</b>	<b>Status</b>	<b>Actioning Officer</b>
14 June 2017	Committee to examine grant funding opportunities for Reconciliation Day and related activities.	Completed.	N Rea/R Johnstone
17 January 2018	Review of Herbicide Use Policy and Weed Management Policy.	This Action merged with Weed Management (13 February 2019)	P Payne
17 January 2018	Replacement of the Quad Bike with a like for like, or with a Gator vehicle.	Completed.	N Rea
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.	Completed.	N Rea

### **Recommendation**

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

### **Decision**

Moved: T Waldhuter

Seconded: L Mason

That the recommendation be adopted.

**CARRIED**

## **8. CORRESPONDENCE**

N Rea provided a verbal update of correspondence, noting a request from Bev Saegenschnitter, that the Barossa Bushgardens consider providing assistance to drought affected land-holders.

**ACTION:** N Rea to prepare a report to the S41 Committee on possible drought assistance to landholders.

### **Recommendation**

That the Committee receive and note incoming and outgoing correspondence.

### **Decision**

Moved: E Morgan

Seconded: A Fairney

That the recommendation be adopted.

**CARRIED**

## **9. RISK MANAGEMENT**

### **9.1 Work Health and Safety**

P Payne provided a verbal update, noting that one CAPA item remains outstanding. Three fire situations reported. Incident report to be completed and submitted to Council.

### **Recommendation**

That the Committee Receive and note the report.

### **Decision**

Moved: L Mason

Seconded: E Morgan

That the recommendation be adopted.

**CARRIED**

## **10. REPORTS**

### **10.1 Management Committee**

### **Recommendation**

- (1) That the Committee receive and note the Chairperson's report;
- (2) Receive and note the Management Committee Report



**Decision**

Moved: L Mason

Seconded: A Fairney

That the recommendation be adopted.

**CARRIED**

**10.2 Finance**

**Recommendation**

That the Committee receive and note the report.

**Decision**

Moved: T Waldhuter

Seconded: E Morgan

That the recommendation be adopted.

**CARRIED**

**10.3 Nursery**

**Recommendation**

That the Committee receive and note the report.

**Decision**

Moved: A Fairney

Seconded: T Waldhuter

That the recommendation be adopted.

**CARRIED**

**10.4 Natural Resource Centre**

**Recommendation**

That the Committee receive and note the report.

**Decision**

Moved: L Mason

Seconded: T Waldhuter

That the recommendation be adopted.

**CARRIED**

## 10.5 Site Management

### Recommendation

That the Committee receive and note the report.

### Decision

Moved: E Morgan

Seconded: A Fairney

That the recommendation be adopted.

**CARRIED**

## 10.6 Tours

### Recommendation

That the Committee receive and note the report.

### Decision

Moved: T Waldhuter

Seconded: A Fairney

That the recommendation be adopted.

**CARRIED**

## 10.7 Partner Projects

### Recommendation

That the report be received.

### Decision

Moved: L Mason

E Morgan

That the recommendation be adopted.

**CARRIED**

## 11. GENERAL BUSINESS

R Johnstone invited feedback and suggestions from the Committee in relation to the meeting format.

G Mavrinac suggested that a representative from the Friends of the Barossa Bushgardens be invited to attend S41 Committee meetings on a regular basis. A formal request is to be made by Council to the Friends Group.

The Committee expressed a desire for Council staff, representing Corporate and Community Services, and Volunteer support, to attend occasional meetings.

**Recommendation**

That the Committee receive and note the verbal report.

**Decision**

Moved: A Fairney

Seconded: E Morgan

That the recommendation be adopted.

**CARRIED**

**12. NEXT MEETING**

Wednesday 12 June 2019 commencing at 1.00pm.

**13. CLOSURE OF MEETING**

The Chair declared the meeting closed at 3:39pm.

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.**

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Meeting Date	Resolution	Status/Action
18 October 2017	Seed Collection Site - contact owner for further information	Pending – R Johnstone/N Rea.
18 October 2017	<p>Audit to be undertaken to determine the requirements for disability access to the Bushgardens and Natural Resource Centre.</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>Finalised Plans (noting the need for wet weather protection) to be referred to DAI Advisory Group prior to a decision being made.</p>	Pending – N Rea.
11 April 2018	<p>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.</p> <p>Friends of Kaiser Stuhl Conservation Park will be collaborating with Barossa Bushgardens for seed collection, with the Bushgardens assisting with storage and propagation in return for an allocation of seeds.</p> <p>P Payne advised that a meeting with DEW representatives was held 14</p>	Pending – P Payne.

	February 2019, and once the outcomes are finalised, a report will be presented to the S41 Committee.	
13 June 2018	<p>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</p> <p>A Work Plan taking the recommendations from T Bateman's two audit reports to be prepared as a matter of priority.</p> <p>P Payne advised that a Work Plan is underway, focusing on priorities. More detail to be provided at the next meeting on specific tasks that have been completed from the two audits.</p>	In progress – P Payne.
17 October 2018	<p>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.</p> <p>Preparation of the Business Case/ Work Plan is still to be finalised.</p> <p>The application for Grant funding through Open Garden SA to develop a Community Garden was unsuccessful.</p> <p>A Business Case, details of costings and a Site Plan need to be formalised before work goes ahead.</p>	Pending – P Payne/N Rea.
13 February 2019	<p>Develop a Policy and supporting Process documentation for Weed Management, incorporating Herbicide Use and any requirements set out in the relevant Community Land Management Plan or other existing Council Policy and Processes.</p> <p>To be presented at the next meeting.</p>	Pending – P Payne/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)  N Rea to prepare a draft of a range of brochures, and present to June 2019 S41 Committee meeting.	Pending – N Rea.
13 February 2019	Water meters to be tamper- proofed and labelled accordingly (access to Labyrinth Group and Seeding Natives Inc.)  A Fairney to install a lock on ball valve, to be keyed alike with Bushgardens keys.  A Watering protocol (with documented procedures) to be developed before the next watering season.	Pending
10 April 2019	Provision of assistance to drought affected land-holders  N Rea to prepare a report to the S41 Committee on possible drought assistance to landholders.	Pending – N Rea

## 8 Correspondence

### RECOMMENDATION

**That the Committee:**

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

In

<b>Date</b>	<b>From</b>	<b>Topic</b>	<b>Action</b>
4 July 2019	Natural Resources, Adelaide and Mount Lofty Ranges	NRC Funding 2019-20 – (refer 19/38851)	For noting

Hard copy of correspondence to be available 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.

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### **Purpose**

To inform the Committee of any work health and safety matters since the last meeting.

### **Discussion**

### Work Health and Safety

Nil



# C O N S E N S U S   A G E N D A

## 10.1      Chairperson Report

### RECOMMENDATION

**That the Committee:**

1. Receive and note the Chairperson's verbal report.

---

### **Purpose**

To provide the Committee on key activities of the Chairperson.

### **Discussion**

# CONSENSUS AGENDA

## 10.2 Strategic Plan Progress Report

### RECOMMENDATION

**That the Committee:**

1. Receive and note the report.

### **Purpose**

To provide progress on the implementation of the Bushgardens Strategic Plan.

### **Discussion**

#### Strategic Plan

Progress on actions within the Barossa Bushgardens Strategic Plan are provided below. The status/progress comments are provided to the 30 June 2019 inclusive. This represents the final version on reporting for the 2018-19 period of the Strategic Plan.

The next progress report will be presented on the 2019 update of the Strategic Plan (refer to Agenda Item 12.3).

<b>Key Result Area:</b> To increase the capacity of our community to be better natural resource managers and champions		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Engage with the local Aboriginal people		
Host an annual Reconciliation Week event	May 2018	The event was held 5 June 2019
Contact the Peramangk and Ngaduri people to help identify future uses within the gardens	June 2018	NAIDOC morning tea planned for 11 July 2019 – 3 Nations invited
<b>Strategy:</b> Create and deliver community oriented training opportunities		
Develop a program of seasonal workshops	Ongoing	Nil to report - Nursery
Facilitate a workforce program with state and local service providers	Ongoing	No action
<b>Strategy:</b> Increase involvement of the education sector		

Promote and conduct programs that align with key educational outcomes	Ongoing	Faith Lutheran College students attended for the first half of the year for 2hrs/week
Promote opportunity for universities and students to undertake Research and Development programs	Ongoing	No action
Administer the NRC Program in line with the outcomes within the Service Agreement with NR AMLR	Ongoing	NRC open 3 days a week and providing customer service to walk in's, organised tour groups, partner group activities and volunteers.
<b>Strategy:</b> Facilitate health and wellbeing programs		
Manage and facilitate the Bushgardens Disability Support program	Ongoing	The Monday Morning Nature and Natter group continues; numbers are down at the moment as people age and move into other programs.
Facilitate Nature Play events	Ongoing	Set date for October Nature Play Festival; Book readings and Aboriginal craft activities provided to 200 children on Reconciliation Day; Bush Play Group numbers are at all-time high.
Participate in external events that provide an opportunity to highlight the outcomes of the Barossa Bushgardens	Ongoing	Reconciliation Barossa Group planning meetings
Promote the benefits of the Labyrinth	June 2018	No action

<b>Key Result Area:</b> To recruit, train and retain productive staff and volunteers		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Increase the skill base of staff		
Provide staff with professional development in accordance with annual performance partnering and training needs analysis	Annually	No action
Staff to undertake annual Performance Partnering	Annually	Completed
Review of resources in accordance with external funding agreements and service requirements	Annually	Completed. Refer to correspondence in

<b>Key Result Area: To support and promote friends of Barossa Bushgardens</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> Clarify the relationship between FOBB and Section 41		
Develop a 'Heads of Agreement' between the FOBB and Section 41 Committee	September 2018	No activity since the last meeting/joint workshop.
<b>Key Result Area: To improve governance</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy:</b> 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	To be a priority in the next quarter
Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	Annually	No action since the joint FoBB/S41 Workshop. It is considered that the governance structure should remain unchanged at this point, and await the changes that are to be implemented with the commencement of the Landscape SA Act, which may impact the operations of the Bushgardens.
<b>Strategy:</b> Maintain effective internal controls to reduce risk		
Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2019	No action
Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	No action
Identify and document processes to reduce threat of disease, animals and pests to plantings and gardens	June 2018	Weed management a high priority in lead up to spring growth. Couch sprayed by external contractor twice in last 6 months.
<b>Strategy:</b> Maintain a strong Financial framework		
Prepare a Wholesale and Retail Sales Policy and Process	June 2018	Still progress on this report.
Prepare a Sponsorship and Donations statement	June 2018	To be a priority in the next quarter.
<b>Strategy:</b> Maintain access to external grant funding		
Seek to maintain funding from NR AMLR in support for the Natural Resource Centre	June 2020	Complete. NR AMLR have committed funding for 2019-20 and 2020-21, with future funding beyond 2020 to be subject to the Landscape SA Act and introduction of landscape regions

<b>Key Result Area: To support and promote friends of Barossa Bushgardens</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
Identify new funding opportunities to assist in delivery of projects and programs	Annually	Small grant submissions to <i>Amongst It</i> unsuccessful

<b>Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy: Create a regional Seed Bank</b>		
Undertake Seed collection and storage	Ongoing	Autumn and winter seed collecting is an ongoing activity. The seed bank Data entry is also on going.
Undertake Seed Production and Propagation	Ongoing	Autumn and Winter seed propagation has commenced. Cutting propagation is also underway.
Investigate market opportunity for sales of seeds	December 2018	Nil to report.
<b>Strategy: Improve functionality of the Gardens, Community Centre and Nursery</b>		
Ensure the effective management of nursery assets and plant production	Ongoing	Have been writing up Factsheets commencing with the "How to do" first. The first Factsheet is on "How to tube up" this is 90% completed.  Have been working though the Bateman/ Annells Nursery Report.
Develop sales, reception/cashier area	December 2018	A Quote has been received for the Sales Shed for the Community Nursery.  Plans for the construction of a sales counter made of recycled wine barrels will be incorporated into the Corporate Volunteering Day. This did not happen due OHS issues as the corporate volunteers were unable to use power tools.
Improve plant signage/information within the Nursery, and investigate option for QR Codes	Ongoing	New plant signage has been used since Open Day. This is only version 1. Version 2 will have photos using our photos from the gardens (photocopy right).
Provide general interpretation/direction signage	December 2018	Nil to report.

<b>Key Result Area: To develop and maintain a sustainable resource that meets the growing needs of the region</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
Increase shade and shelter across the gardens and nursery	June 2019	Nil to report – Nursery.
<b>Strategy: Develop a 'master plan' for the ongoing management of the Bushgardens</b>		
Prepare a master plan taking into consideration requirements for community land under the Local Government Act	December 2018	The New Initiative to undertake the master planning for the site as part of the 2019-20 budget was not supported by Council. Given the importance of the master plan an alternative approach to delivery in the plan is to be investigated internally.
Manage and maintain all facilities on the Bushgardens site	Ongoing	Ongoing and Bushgardens getting good feedback from the public.
Improve accessibility of the site, including requirements under Council's Disability Access and Inclusion Plan	June 2019	Ongoing improvement of compacted paths for wheelchair access.
Acquittal of the Open Space Grant project	December 2018	Near completion.

<b>Key Result Area: To recruit, train and retain productive staff and volunteers</b>		
<b>Action</b>	<b>By when</b>	<b>Status/Progress</b>
<b>Strategy: Achieve stable and sustainable pool of volunteers</b>		
Assist Council's Volunteering Services with development and implementation of an internal volunteer management system including policies and processes	Ongoing	No action

# C O N S E N S U S   A G E N D A

## 10.3      Tours

### RECOMMENDATION

**That the Committee:**

- 1. Receive and note the verbal report.**

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### **Purpose**

To inform the Committee on progress the tours conducted since the last meeting.

### **Discussion**

## 10.4 Partner Projects

### RECOMMENDATION

**That the Committee:**

1. Receive and note the verbal reports.

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### **Purpose**

To inform the Committee on progress of projects being undertaken by other community groups.

### **Discussion**

#### **10.4.1 Barossa Community Labyrinth**

#### **10.4.2 Dementia Friendly Communities Group**

#### **10.4.3 Seeding Natives**



## 12.1 Finance

### RECOMMENDATION

**That the Committee:**

- 1. Receive and note the report.**

---

### **Purpose**

To provide progress on budget income and expenditure.

### **Discussion**

An overview of the overall income and expenditure as at 20 June 2019 is provide in Attachment 1.

### Operating Budget

By year's end, approximately 90% of the operating budget for the Bushgardens had been spent or committed.

A positive result of the operating budget had been the income from Seedling Sales exceeding the project budget by \$6,971.

### Capital Budget

At the conclusion of the financial year, capital budget had been unspent, and will be carried forward into the new financial year.

Quotes have been received for the Shed and Quad Bike with the purchase to be made as a priority.

The Access Paths refers to a new initiative to improve accessibility for people with a disability within the site. Initially, a new initiative for a car park (approx. \$50K) was proposed, but Council sought that the Committee look at alternate options, and approved the \$10K towards disability parking at the centre. As this project had not commenced in 2018-19, the funds will be carried forward as part of the Q4 Review Process. The funds will be available in the 2019-20 budget from October after council endorses the budget adjustment and carry forwards.

Natural Account	2018/19 Actuals	2018/19 Budget	2018/19 Percentage Spent
<b>B145. Nursery Expenditure</b>			
547. Commercial Activities - Seedling Sales	(23,971)	(17,000)	141
621. Salaries (Increase in Leave Liabilities)	0	986	0
624. Salaries - Environmental Services	52,787	61,704	86
654. Contractors - Other Services	50	500	10
685. External Plant Hire (Other)	0	500	0
722. Direct Purchases - Stationery	1,036	800	130
724. Direct Purchases - Irrigation supplies	1,705	1,000	170
725. Direct Purchases - Weed/Pest Chemicals	700	500	140
726. Direct Purchases - Fertiliser	52	200	26
727. Direct Purchases - Mulch/Loam	2,845	3,000	95
728. Direct Purchases- Plants/Shrubs	225	1,000	23
729. Direct Purchases - Protective clothing	82	150	55
732. Direct Purchases - Loose tools	393	100	393
735. Direct Purchases - Other	2,850	3,000	95
738. Office Equipment consumables - Other	196	500	39
790. Depreciation Expense - Bldgs	14,190	15,480	92
791. Depreciation Expense - Infrastructure	363	396	92
792. Depreciation Expense - Equipment	5,874	6,408	92
810. Insurance - Income Protection Insurance	803	862	93
812. Insurance - Workers Comp Premium	1,628	1,587	103
824. Staff Training - Seminar/Conference Fees	0	500	0
833. Mobile Phone Expenses	436	300	145
<b>B146. Disability Support Program</b>			
562. Contributions - Other	(4,387)	(7,300)	60
621. Salaries (Increase in Leave Liabilities)	0	192	0
624. Salaries - Environmental Services	4,276	12,012	36
735. Direct Purchases - Other	0	1,000	0
810. Insurance - Income Protection Insurance	156	168	93
812. Insurance - Workers Comp Premium	322	314	103
<b>B160. Bushgardens NRC</b>			
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	(17,971)	(1,500)	1,198
567. Other Income - Misc.	(73)	0	0
600. Wages (Normal Rate - Depot Staff)	549	0	0

620. Salaries (Travel allowance)	0	100	0
621. Salaries (Increase in Leave Liabilities)	0	518	0
624. Salaries - Environmental Services	54,175	32,827	165
636. Contractors - Waste Disposal Services	285	380	75
644. Contractors - Bldg Security Monitoring S	57	0	0
649. Contractors - Plant/Machinery Servicing	344	200	172
654. Contractors - Other Services	2,313	5,000	46
715. Direct Purchases - Canteen Purchases	971	1,000	97
718. Direct Purchases - Assets < \$5,000	2,186	4,500	49
719. Direct Purchases - Cleaning Supplies	47	0	0
720. Direct Purchases - Signs	0	2,200	0
721. Direct Purchases - Vehicle/Machine Parts	490	500	98
722. Direct Purchases - Stationery	157	300	52
725. Direct Purchases - Weed/Pest Chemicals	0	200	0
732. Direct Purchases - Loose tools	1,235	300	412
735. Direct Purchases - Other	1,825	5,400	34
738. Office Equipment consumables - Other	663	970	68
750. Energy Costs - Electricity	3,333	2,640	126
751. Energy Costs - Gas	529	300	176
752. Energy Costs - Fuel & Lubricants	615	500	123
757. Water Rates	298	290	103
758. Excess Water Rates	943	6,700	14
770. Bank Charges	181	300	60
810. Insurance - Income Protection Insurance	426	458	93
811. Insurance - Bldg & Contents	761	660	115
812. Insurance - Workers Comp Premium	865	843	103
813. Insurance - Public Liability Insurance	2,574	2,700	95
816. Insurance - Vehicles	686	488	141
820. Advertising	1,593	3,660	44
821. Printing	354	1,000	35
824. Staff Training - Seminar/Conference Fees	24	500	5
830. Telephone	300	1,515	20
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	445	150	297
884. Other Misc. Expenses - Sundry	0	100	0
900. Internal Plant Hire Allocations	480	274	175
920. Internal Allocation - Wages Overhead	713	0	0
<b>B166. Bushgardens Work for the Dole</b>			
475. Operating Grant - Other	0	(3,500)	0
621. Salaries (Increase in Leave Liabilities)	0	52	0
624. Salaries - Environmental Services	2,778	3,250	85

810. Insurance - Income Protection Insurance	42	45	93
812. Insurance - Workers Comp Premium	86	84	102
<b>B168. Bushgardens Open Space Funded Project</b>			
475. Operating Grant - Other	(31,443)	(58,943)	53
562. Contributions - Other	(9,500)	(34,500)	28
654. Contractors - Other Services	54,085	106,943	51

### Capital Expenditure

	<b>2018/19 Adopted Budget</b>	<b>Percentage Spent</b>
<b>601423. Bushgardens Sales Area Shed</b>		
975. Capital Expenditure Equip - Materials	6,659	<b>0</b>
<b>601541. Bushgardens Quad Bike</b>		
975. Capital Expenditure Equip - Materials	5,910	<b>0</b>
<b>601577. Bushgardens Access Paths</b>		
969. Capital Expenditure Structures - Contractors	10,000	<b>0</b>

## 12.2 2019-20 Budget

### RECOMMENDATION

**That the Committee:**

- 1. Note and receive the Budget for 2019-20 as approved by Council.**

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### **Purpose**

To inform the Committee on the adopted budget by Council and the proposed breakdown of the 2019-20 budget proposed by Management.

### **Discussion**

Work plans are being prepared for both the Natural Resource Centre (NRC) and Nursery expenditure for 2019-20, and for the capital expenditure.

#### Natural Resource Centre

The budget for the NRC (*Attachment 1*) has been broken down to four key elements to reflect the Service Agreement with the AMLR NRM Board. Some of these elements have been further separated to distinguish between key areas of expenditure relating to site management and the NRC program.

In preparing the 2019-21 Service Agreement (a two year funding agreement), Council Administration has sought to highlight the true cost of hosting the NRC program. As a consequence, an additional \$15,000 was sought from the Board, which would enable the NRC program to operate on a 4 day a week basis.

In finalising the agreement, NR-AMLR have agreed to investigate how to make this possible, particular given the pending changes from NRM Board to Landscape SA Board. On this basis, the 2019-20 funding is \$47,110, and if approved the additional funding will be made as a variation to the agreement.

In addition to NR-AMLR funds, revenue is also dependent on an additional \$11,500 of external funding in the form of sponsorship and donations. This funding is not guaranteed, but it is essential that sponsorship dollars are confirmed within the first quarter of the financial year.

#### Nursery

The nursery operations budget (*Attachment 2*) has also been broken down to four main areas, with the two key areas being plant production (\$7,450) and nursery maintenance (\$2,500).

### Disability Support program

The Council received confirmation on 24 June 2019 that Carers and Disability Link will continue to support the program for 2019-20. The program will operate as it has for 2018-19 with one officer coordinating the program. The level of funding to be received is 8,264 +GST.

A budget adjustment will be required as part of the Q1 review process to reflect the actual level of funds to be received. The budget was prepared on the basis of current funding contribution (\$7,300).

### Capital expenditure

As mentioned in Agenda Item 12.1, capital expenditure within the 2018-19 budget had not been expended by the end of the financial year. As progress had been made in relation to the sales shed and quad bike, Council was requested to approve the continuation of works unimpeded by the end of financial year processes and therefore continue to deliver on the programs immediately rather than await final carryover approval in October. This approval has been provided on the condition that officers do not exceed the funding allocations.

Quotes received for the sales shed and quad bike currently exceed the available budget.

The scope of works for the shed may need to be altered to come under the available budget, or additional revenue may need to be sourced to enable the project to be completed as initially scoped.

The purchase of the quad bike will be dependent on additional funds being sourced.

	2019/20 Total Budget	Salary Costs	Site Management				NRC Program		Operating Costs	Notes
			Maintenance	Assets	Equipment	Utilities	Events	Media		

<b>B160. Bushgardens Miscellaneous expenses</b>									
<b>Revenue</b>									
474. Operating Grant - CWM Boards	(47,606)	(47,110)							Grant Agreement
562. Contributions - Other	(10,000)	(10,000)							Sponsorship/contributions
564. Donations - Other	(1,500)	(1,500)							Donations, FoBB
567. Other Income - Misc.	0								
<b>Expenditure</b>									
600. Wages (Normal Rate - Depot Staff)	0								
620. Salaries (Travel allowance)	100	100							
621. Salaries (Increase in Leave Liabilities)	778	778							
624. Salaries - Environmental Services	50,384	50,384							
636. Contractors - Waste Disposal Services	380		380						
649. Contractors - Plant/Machinery Servicing	200				200				
654. Contractors - Other Services	5,000		5,000						
715. Direct Purchases - Canteen Purchases	1,000						500	500	
718. Direct Purchases - Assets < \$5,000	4,500				4,500				New/Replacement equipment
720. Direct Purchases - Signs	2,200			2,200					Signage upgrade/replacement
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	4,940					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				Irrigation
770. Bank Charges	300								300	
810. Insurance - Income Protection Insurance	688	688								
811. Insurance - Bldg & Contents	784		784							
812. Insurance - Workers Comp Premium	1,292	1,292								
813. Insurance - Public Liability Insurance	2,692								2,692	
816. Insurance - Vehicles	700								700	
820. Advertising	3,660						1,680	1,680		
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	99								99	
882. Subscriptions/Memberships	150								150	
884. Other Misc. Expenses - Sundry	100								100	



	2019/20 Total Budget	Salary costs	Plant Production	Nursery Maintenance	Operating Costs	Notes

<b>B145. Nursery Expenditure</b>						
<b>Revenue</b>						
547. Commercial Activities - Seedling Sales	(17,000)		(17,000)			Plant sale revenue
564. Donations - Other	0					
567. Other Income - Misc.	0					
<b>Expenditure</b>						
621. Salaries (Increase in Leave Liabilities)	1,040	1,040				
624. Salaries - Environmental Services	66,574	66,574				
654. Contractors - Other Services	500			500		
685. External Plant Hire (Other)	500		500			
722. Direct Purchases - Stationery	800				800	
724. Direct Purchases - Irrigation supplies	1,000		1,000			Irrigation equipment/ supplies
725. Direct Purchases - Weed/Pest Chemicals	500			500		
726. Direct Purchases - Fertiliser	200		200			
727. Direct Purchases - Mulch/Loam	3,000		3,000			Mulch/Loam
728. Direct Purchases- Plants/Shrubs	1,000		1,000			
729. Direct Purchases - Protective clothing	150		150			
732. Direct Purchases - Loose tools	100		100			

735. Direct Purchases - Other	3,000		1,500	1,500		Other materials
738. Office Equipment consumables - Other	500				500	
790. Depreciation Expense - Bldgs	16,536				16,536	
791. Depreciation Expense - Infrastructure	108				108	
792. Depreciation Expense - Equipment	6,996				6,996	
810. Insurance - Income Protection Insurance	909	909				
812. Insurance - Workers Comp Premium	1,709	1,709				
824. Staff Training - Seminar/Conference Fees	500				500	
833. Mobile Phone Expenses	300				300	

**Capital Expenditure**

		<b>Sales Shed Area</b>	<b>Quad Bike</b>	<b>Disability Car Park</b>
969. Capital Exp Structures - Contractors	10,000			10,000
975. Capital Exp Equip – Materials	12,569	6,659	5,910	

## 12.3 Strategic Plan (2019 Update) Priority Actions

### RECOMMENDATION

#### **That the Committee:**

- 1. Endorse the priority actions as identified for the 2019-20 financial year.**

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#### **Purpose**

To inform the Committee on the high priority action within the Strategic Plan (2019 Update) that are proposed for 2019-20 financial year.

#### **Discussion**

At the January strategic planning day, the Committee reviewed the Strategic Plan and identified a number of amendments. The update was subsequently adopted by the Committee in February 2019.

The agreed Key Results Areas are:

#### **1. To develop and maintain a sustainable resource that meets the growing needs of the region.**

- |            |  |
|------------|--|
| Strategy 1 | Maintain and improve the Seed Bank                     |
| Strategy 2 | Adopt and implement sound assets management principles |

#### **2. To increase the capacity of our community to be better natural resource managers and champions.**

- |            |  |
|------------|--|
| Strategy 1 | Increase involvement of the education sector                 |
| Strategy 2 | Facilitate health and wellbeing programs                     |
| Strategy 3 | Create and deliver community oriented training opportunities |
| Strategy 4 | Engage with Aboriginal people                                |

#### **3. To recruit, train and retain productive volunteers.**

- |            |  |
|------------|--|
| Strategy 1 | Achieve stable and sustainable volunteer group |
| Strategy 2 | Identify training program                      |

#### **4. To improve governance.**

- |            |   |
|------------|---|
| Strategy 1 | Develop and execute a new governance model          |
| Strategy 2 | Maintain a strong financial framework               |
| Strategy 3 | Maintain effective internal controls to reduce risk |
| Strategy 4 | Maintain and explore new funding opportunities      |

Council Administration has undertaken a review of the actions that are identified for each of the strategies listed. Given the broad extent of actions, it be conceivable that the majority will not be achieved within the next twelve months, given the level of funding and other resources available.

Accordingly, a list of priority action have been identified and presented to the Committee for endorsement. These agreed priorities will be incorporated into the progress reporting that is provided to the Committee.

#### Proposed Priority Actions for 2019-20

Action	By when	By whom	Priority
<b>Key Result Area 1</b>			
<b>TO DEVELOP AND MAINTAIN A SUSTAINABLE RESOURCE THAT MEETS THE GROWING NEEDS OF THE REGION</b>			
<b>Strategy 1 Maintain and improve the Seed Bank</b>			
1.1.1 Undertake collection, storage, production and propagation of seed and plant stock	Ongoing	Nursery Manager	Y
1.1.2 Investigate market opportunity for sales of seeds and plants	December 2019	Nursery Manager	
<b>Strategy 2 Adopt and implement sound assets management principles</b>			
1.2.1 Prepare a master plan taking into consideration requirements for community land under the Local Government Act	December 2019	S41 Committee	Y
1.2.2 Manage and maintain facilities in line with sound assets management principles	Ongoing	NRC Coordinator Nursery Manager	Y
1.2.3 Improve accessibility of the site, including requirements under Council's <i>Disability Access and Inclusion Plan</i>	Ongoing	NRC Coordinator	Y
1.2.4 Develop sales, reception/cashier area in the community nursery	October 2019	NRC Coordinator Nursery Manager	Y
1.2.5 Improve plant signage/information within the Nursery	Ongoing	Nursery Manager	Y
<b>Key Result Area 2</b>			
<b>TO INCREASE THE CAPACITY OF OUR COMMUNITY TO BE BETTER NATURAL RESOURCE MANAGERS AND CHAMPIONS</b>			
<b>Strategy 1 Increase involvement of the education sector</b>			
2.1.1 Administer/conduct the NRC Program in line with the outcomes within the Service Agreement with NR AMLR, including: <ul style="list-style-type: none"> <li>Nature Plan events</li> <li>External events</li> <li>Education programs/events</li> </ul>	Ongoing	NRC Coordinator	Y
2.1.2 Promote opportunity for universities and students to undertake Research and Development programs	Ongoing	NRC Coordinator	
<b>Strategy 2 Facilitate health and wellbeing programs</b>			
2.2.1 Manage and facilitate the Bushgardens Disability Support program	Ongoing	NRC Coordinator Nursery Manager	Y
2.2.2 Maintain and promote the benefits of the Labyrinth	Ongoing	Labyrinth Group	

Action	By when	By whom	Priority
2.2.3 Maintain and promote the benefits of the Dementia Friendly Gardens	Ongoing	Dementia Group	
<b>Strategy 3 Create and deliver community oriented training opportunities</b>			
3.3.1 Develop a program of seasonal workshops	Ongoing	Nursery Manager	
<b>Strategy 4 Engage with Aboriginal people</b>			
3.4.1 Host an annual Reconciliation Week event	May 2020	Committee	
3.4.2 Contact the Peramangk and Ngadjuri people to help identify future uses within the gardens	June 2020	Chairperson NRC Coordinator	
<b>Key Result Area 3</b>			
<b>TO RECRUIT, TRAIN AND RETAIN PRODUCTIVE VOLUNTEERS</b>			
<b>Strategy 1 Achieve stable and sustainable volunteer group</b>			
3.1.1 Assist Council's Volunteering Services with development and implementation of an internal volunteer management system including policies and processes	Ongoing	NRC Coordinator Nursery Manager	
3.1.2 Identify training programs that meet the needs of volunteers	Ongoing	NRC Coordinator Nursery Manager	
<b>Key Result Area 4</b>			
<b>TO IMPROVE GOVERNANCE</b>			
<b>Strategy 1 Develop and execute a new governance model</b>			
5.1.1 Prepare a discussion paper on the various governance models, and subsequently present the Council for consideration and adoption	Dec 2019	Director DES	<b>Y</b>
5.1.2 Ensure that the governance structure continues to meet the changing needs of the Barossa Bushgardens	Annually	Committee	
5.1.3 Provide a quarterly progress report on the delivery of the Barossa Bushgardens Strategic Plan and Service Plan actions	Quarterly	NRC Coordinator Nursery Manager	
<b>Strategy 2 Maintain a strong financial framework</b>			
5.2.1 Prepare a Wholesale and Retail Sales Policy and Process	Aug 2019	Nursery Manager	<b>Y</b>
5.2.2 Prepare a Sponsorship and Donations statement	Dec 2019	NRC Coordinator	<b>Y</b>
<b>Strategy 3 Maintain effective internal controls to reduce risk</b>			
5.3.1 Identify and prepare a Risk Profile for the operations of the Barossa Bushgardens	June 2020	NRC Coordinator Nursery Manager Risk Advisor	
5.3.2 Ensure that identified Internal Controls are effectively monitored and maintained	Ongoing	NRC Coordinator Nursery Manager Coordinator Internal Control	<b>Y</b>
5.3.3 Identify and document processes to reduce threat of disease, animals, weeds and pests to nursery and gardens	Dec 2019	Nursery Manager NRC Coordinator	<b>Y</b>
<b>Strategy 4 Maintain and explore new funding opportunities</b>			
5.4.1 Seek to maintain funding from NR AMLR in support for the Natural Resource Centre	June 2020	NRC Coordinator	

Action	By when	By whom	Priority
5.4.2 Identify new funding opportunities to assist in delivery of projects and programs	Annually	NRC Coordinator	Y

# R E P O R T

## 13 Urgent Other Business

### RECOMMENDATION

**That the Committee:**

- 1. Receive and note the report.**

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### **Purpose**

To raise other urgent business not listed on the agenda.