

**MINUTES OF THE MEETING OF  
THE BAROSSA BUSHGARDENS S41 COMMITTEE  
To be held in the Council Committee Room on  
Wednesday 17 July 2019 commencing at 1:05 pm**

**1. WELCOME**

The Chair welcomed everyone, and opened the meeting at 1.05 pm.

**2. PRESENT**

R Johnstone, B Lillecrapp, T Waldhuter, E Morgan, L Mason

Staff: G Mavrinac, N Rea, P Payne, M Thom (Minute Secretary)

**3. APOLOGIES**

K Schilling, K Thompson, J Maitland and A Fairney

**4. GUESTS**

Nil.

**5. DECLARATION OF INTEREST BY MEMBERS**

Nil.

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

Moved: L Mason

Seconded: T Walhuter

That the minutes of the Barossa Bushgardens S41 Committee meeting held on 10 April 2019 be received and confirmed.

**CARRIED**

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

### 7.1 ACTION LIST

Meeting Date	Resolution	Status/Action	Actioning Officer
18 October 2017	Seed Collection Site - contact owner for further information	Pending – R Johnstone to report back on what action is being undertaken by the NRM Board.	R Johnstone
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>	<p>Pending/Ongoing</p> <p>Audit of wheelchair access around the central area of the carpark is complete.</p> <p>Further disability access requirements need to be improved and audited. Capital budget was allocated in 18-19 for disability parking. Funds carried forward for 19-20.</p> <p>In order to finalise site selection for disability parking, G Mavrillac to arrange in-house a masterplan mud map of the overall site, which shall be presented at the next committee meeting.</p>	N Rea/G Mavrillac
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</p>	<p>Pending.</p> <p>P Payne has obtained a permit for seed collection in the region but awaiting DEW advice regarding assisting the Kaiser Stuhl Conservation Park.</p>	P Payne

	<p>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 February 2019, and once the outcomes are finalised, a report will be presented to the S41 Committee.</p>		
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 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>	<p>Ongoing.</p> <p>P Payne awaiting information. The Work Plan to be presented to Management Committee meeting for consideration.</p>	P Payne
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. To be presented at the next meeting.</p>	<p>Development of a policy On-Hold pending inclusion into Council's Work Health and Safety Management Framework. In the interim, use of herbicide to be limited. Action to be brought back to the Management Committee for further discussion/direction.</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) 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  Lock has not been installed as yet.	
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  Report has not yet been prepared. Bring back to Management Committee for further discussion.	N Rea

### COMPLETED ACTION LIST

Meeting Date	Resolution/Action	Status	Actioning Officer
17 October 2018	The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and	Action to be recorded as completed. Agreed not to be progressed	P Payne/N Rea

Meeting Date	Resolution/Action	Status	Actioning Officer
	<p>costing for the proposed new demonstration gardens, and bring back to the Committee for consideration. 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>		

**Recommendation**

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

**Decision**

Moved: L Mason

Seconded: T Walhuter

That the recommendation be adopted.

**CARRIED**

**8. CORRESPONDENCE**

**Recommendation**

That the Committee receive and note the incoming and outgoing correspondence.

**Decision**

Moved: T Walhuter

Seconded: B Lillecrapp

That the recommendation be adopted.

**CARRIED**

**9. RISK MANAGEMENT**

**9.1 Work Health and Safety**

The Committee advised that there were no items to report.

**Recommendation**

That the Committee receive and note the report.

## **Decision**

Moved: L Mason                                      Seconded: T Waldhuter  
That the recommendation be adopted.

**CARRIED**

## **10. CONSENSUS AGENDA**

### **10.1 Chairperson's Report**

#### **Recommendation**

That the Committee receive and note the Chairperson's verbal report.

#### **Decision**

Moved: L Mason                                      Seconded: E Morgan  
That the recommendation be adopted.

**CARRIED**

### **10.2 Strategic Plan Progress Report**

#### **Recommendation**

That the Committee receive and note the report.

#### **Decision**

Moved: B Lillecrapp                                    Seconded: T Walhuter  
That the recommendation be adopted.

**CARRIED**

### **10.3 Tours**

**ACTION**          That a summary table be prepared to provide a protocol of occurrences (eg number of volunteers, visitors) at the Bushgardens, which can then be reported to Council. (To be discussed at Management Committee meeting)

#### **Recommendation**

That the Committee receive and note the report.

#### **Decision**

Moved: T Walhuter                                    Seconded: L Mason  
That the recommendation be adopted.

**CARRIED**

### **10.4 Partner Projects**

#### **Recommendation**

That the Committee receive and note the report.

**Decision**

Moved: T Waldhuter                                      Seconded: L Mason  
That the recommendation be adopted.

**CARRIED**

**11. FOCUS AGENDA**

Nil.

**12. DEBATE AGENDA**

**12.1 Finance**

**Recommendation**

That the Committee receive and note the report.

**Decision**

Moved: B Lillecrapp                                      Seconded: E Morgan  
That the recommendation be adopted.

**CARRIED**

**12.2 2019-20 Budget**

**Recommendation**

That the Committee receive and note the budget for 2019-20 as approved by Council.

**Decision**

Moved: T Waldhuter                                      Seconded: L Mason  
That the recommendation be adopted.

**CARRIED**

**12.3 Strategic Plan (2019 Update) Priority Actions**

**ACTION**

That the Management Committee discuss marketing and future opportunities for sales at the Bushgardens.

**Recommendation**

That the Committee endorse the priority actions as identified for the 2019-20 financial year.

**Decision**

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

**CARRIED**

**13. URGENT OTHER BUSINESS**

G Mavrinac advised the Committee that Council received a report to draft a Memorial Policy, which shall have implications for the Bushgardens. The new policy will be consolidated with the current bushgardens policy, which will subsequently be rescinded. The policy shall go out for public consultation and the Committee would be asked to review accordingly.

**Recommendation**

That the Committee receive and note the verbal report.

**Decision**

Moved L Mason

Seconded T Waldhuter

That the recommendation be adopted.

**CARRIED**

**14. NEXT MEETING**

Wednesday 14 August 2019 commencing at 1.00pm.

**15. CLOSURE OF MEETING**

The Chair declared the meeting closed at 2.59pm

Confirmed

Date: \_\_\_\_\_ Chairman: \_\_\_\_\_