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

#### 7.1 ACTION LIST

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Resolution</th>
<th>Status/Action</th>
<th>Actioning Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 October 2017</td>
<td>Seed Collection Site - contact owner for further information</td>
<td>Pending – R Johnstone to report back on what action is being undertaken by the NRM Board.</td>
<td>R Johnstone</td>
</tr>
<tr>
<td>18 October 2017</td>
<td>Audit to be undertaken to determine the requirements for disability access to the Bushgardens and Natural Resource Centre.</td>
<td>Pending/Ongoing Audit of wheelchair access around the central area of the carpark is complete.</td>
<td>N Rea/G Mavrinac</td>
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<tr>
<td></td>
<td>Draft audit complete; need 2-3 car parks adjacent gardens and resolve path surfaces for wheelchair access around central area.</td>
<td>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.</td>
<td></td>
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<tr>
<td></td>
<td>Finalised Plans (noting the need for wet weather protection) to be referred to DAI Advisory Group prior to a decision being made.</td>
<td>In order to finalise site selection for disability parking, G Mavrinac to arrange in-house a masterplan mud map of the overall site, which shall be presented at the next committee meeting.</td>
<td></td>
</tr>
<tr>
<td>11 April 2018</td>
<td>Staff to investigate opportunity to expand seed collection from many isolated reserves in the region, instead of having reliance on the same Bushgardens for stock each year.</td>
<td>Pending. P Payne has obtained a permit for seed collection in the region but awaiting DEW advice regarding assisting the Kaiser Stuhl Conservation Park.</td>
<td>P Payne</td>
</tr>
<tr>
<td>Date</td>
<td>Item Description</td>
<td>Status</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>-----------------------</td>
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<tr>
<td>13 June 2018</td>
<td>The Committee note the need for operations of the Wholesale Nursery to be reviewed, and recommendations regarding irrigation in the 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.</td>
<td>Ongoing.</td>
<td>P Payne</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 February 2019</td>
<td>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.</td>
<td>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.</td>
<td>P Payne/N Rea</td>
</tr>
</tbody>
</table>
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 landholders.  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

<table>
<thead>
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<tbody>
<tr>
<td>17 October 2018</td>
<td>The Nursery Sub-Committee to prepare and present a Business Case/Work Plan and</td>
<td>Action to be recorded as completed. Agreed not to be progressed</td>
<td>P Payne/N Rea</td>
</tr>
<tr>
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<tr>
<td>17 July 2019</td>
<td>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.</td>
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<td></td>
<td>The application for Grant funding through Open Garden SA to develop a Community Garden was unsuccessful.</td>
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<td></td>
<td>A Business Case, details of costings and a Site Plan need to be formalised before work goes ahead</td>
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</table>

**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.
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 Lilecrapp 
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.
1. **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 Secended 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: ___________________