



Port Augusta

CITY COUNCIL

NOTICE OF AUSTRALIAN ARID LANDS BOTANIC GARDEN COMMITTEE MEETING

MEMBERSHIP

Mrs Anne O'Reilly - Chairperson

Mr John Zwar
Mr John Sandham
Ms Suzy Graham

Mr Ben McCallum
Cr Fran Paynter
Mr John Banks

Notice is hereby given pursuant to Section 41 of the *Local Government Act 1999*, that an **AUSTRALIAN ARID LANDS BOTANIC GARDEN COMMITTEE MEETING** will be held in the Australian Arid Lands Botanic Garden Conference Room, Stuart Highway, Port Augusta on **FRIDAY, 30 AUGUST 2019** commencing at **11:30AM**.

A copy of the Agenda for the above meeting is attached to this notice.

ANNE O'REILLY
DIRECTOR CORPORATE & COMMUNITY SERVICES
22/08/2019

Civic Centre: 4 Mackay Street
Port Augusta South Australia 5700
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AGENDA

1. DECLARE MEETING OPEN

By Chairperson Mrs Anne O'Reilly.

2. APOLOGY/IES

3. CONFIRMATION OF PREVIOUS MINUTES

Recommendation

That the minutes of the previous AALBG Committee Meeting (AR19/21695) held on 31/05/2019, be confirmed as a true and accurate record of proceedings.

4. CORRESPONDENCE

- 4.1 AR19/35266 – Letter from Minister for Environment and Water
(Response to Request for Financial Support) **ATTACHMENT A**

5. REPORTS

- 5.1 AR19/35775 - AALBG Activity Report **ATTACHMENT B**
- 5.2 AR19/35679 - AALBG Budget Comparison PE 30/06/2019 **ATTACHMENT C**
- 5.3 AR19/36158 - AALBG Trust Bank Reconciliation August 2019 **ATTACHMENT D**
- 5.4 Friends of the AALBG Report (To be tabled at Meeting)

6. OTHER BUSINESS

- 6.1 Port Augusta City Council Strategic Plan (Update from CEO J. Banks)

7. NEXT MEETING

8. DECLARE MEETING CLOSED

9. TOUR OF NURSERY

**MINUTES OF
AUSTRALIAN ARID LANDS BOTANIC GARDEN COMMITTEE
HELD ON FRIDAY 31 MAY 2019**

PRESENT

Members

Mr John Zwar, President of the Friends of the AALBG
Mr John Sandham, Botanic Gardens of SA
Ms Suzy Graham, Business Representative
Mr John Banks, Chief Executive Officer
Cr Fran Paynter
Chairperson Mrs Anne O'Reilly, Director Corporate & Community Services

Officers

Mrs Natalie Munns, Manager AALBG
Mrs Rebecca McCarthy, Financial Accountant

Observer

Mr Brian Reichelt, Friends of the AALBG
Mr Flavio Peres, Botanic Gardens of SA

WELCOME

The Chairperson declared the meeting open at 11:36am.

ADJOURNMENT OF MEETING

The meeting was adjourned for a period sufficient to facilitate a Guided Garden Tour with Friends of the Australian Arid Lands Botanic Garden Member Mrs Chris Nayda.

The meeting procedures resumed at 12.18pm.

Ms S Graham / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** gives a vote of thanks to Mrs Chris Nayda for hosting an informative tour of the Garden.

CARRIED

APOLOGY/IES

Nil

MINUTES OF PREVIOUS MEETING

Mr John Sandham / Ms Suzy Graham that the Minutes of the previous Australian Arid Lands Botanic Garden Advisory Committee Meeting (AR19/8693) held on 22/03/2019 be confirmed as a true and accurate record of proceedings.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING

The Chairperson highlighted that the resolution from the previous meeting that Council provides financial assistance of \$6,000 and in-kind support of up to \$2,000 to the University of Technology Sydney research project in the 2019/20 and 2020/21 financial years was endorsed by Council.

AALBG ACTIVITY REPORT AR19/21677 F19/138

Cr Paynter / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** receives and notes the report (AR19/21677) dated 24/05/2019, submitted by the Manager - AALBG concerning Australian Arid Lands Botanic Garden Activity Report, noting the request to provide further nursery sales data to the Committee.

CARRIED

AALBG BUDGET COMPARISON PERIOD ENDING 30/04/2019 AR19/21637 F19/138

Ms S Graham / Mr J Zwar that **Australian Arid Lands Botanic Garden Committee** receives and notes the report (AR19/21637) dated 24/05/2019, submitted by the Director Corporate & Community Services concerning AALBG - Budget Comparison PE 30/04/2019, noting that trend data of operating results for the past 5 years will be provided to the Committee.

CARRIED

**AALBG TRUST
FINANCIAL REPORT
AR19/21675
F19/138**

Ms S Graham / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** receives and notes the report (AR19/21675) for May 2019 concerning Australian Arid Lands Botanic Garden Trust Financial Report.

CARRIED

Mr J Zwar / Cr Paynter that **Australian Arid Lands Botanic Garden Committee** authorizes the payment of accounts to not exceed \$25,056.02 for fencing materials be made from the Trust Fund to the Port Augusta City Council to offset this expenditure from the Council's Australian Arid Lands Botanic Garden budget.

CARRIED

**AALBG – DEED OF
TRUST
AR19/13349
F19/138**

Ms S Graham / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** receives and notes the original AALBG – Deed of Trust with a further document to be presented to the Committee containing Council resolutions varying the rules of the original deed.

CARRIED

**AALBG TRUST
OPERATION
PROCEDURES
AR19/21676
F19/138**

Mr J Banks / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** receives and notes the Australian Arid Lands Botanic Garden Trust Operation Procedures.

CARRIED

**FRIENDS OF THE
AALBG REPORT
AR19/
F19/138**

Mr J Zwar / Mr J Sandham that **Australian Arid Lands Botanic Garden Committee** receives and notes the report dated 31st May 2019, submitted by the President, Friends of the AALBG and develops a Memorandum of Understanding between Port Augusta City Council and the Friends of the Australian Arid Lands Botanic Garden, and include highlighting significant contributions by both parties to the success of the Garden.

CARRIED

OTHER BUSINESS

Port Augusta City Council Strategic Plan

Mr J Banks gave an overview of the intended process to develop Port Augusta City Council's new Strategic Plan.

Mr J Sandham / Mr S Graham that **Australian Arid Lands Botanic Garden Committee:**

1. Notes the Port Augusta City Council Strategic Plan process, expresses the Committee's willingness to participate in the process and consider opportunities to maximize revenue and minimize expenditure aligned with the values of the Australian Arid Lands Botanic Garden and local community.
2. Requests to participate in consultation during the development of Port Augusta City Council's Strategic Plan.

CARRIED

Mr J Sandham queried the recent advertising of the AALBG Manager position, thanked Ms Munns for her efforts during her tenure and expressed his gratitude to Ms Munns for extending her tenure until the position is filled with a suitable candidate.

Ms S Graham expressed a desire to see increased positive promotion of the benefits and draw cards of the Australian Arid Lands Botanic Garden through various media to the wider community.

Action: Media to be placed on future agendas as a standing item.

Cr Paynter requested additional signage be placed on the Highway alerting tourists to the Australian Arid Lands Botanic Gardens. Cr Paynter was advised that there is existing signage on the northern end of the highway giving advance notice of the Garden and approaching turn off. Planning for erection of signage on the southern approach on the left hand side of the highway is well advanced with relevant advice sought from DPTI and proofs developed of signage.

Mr J Zwar suggested further research be undertaken on the potential opportunity of the Australian Arid Lands Botanic Garden becoming a regional nursery.

NEXT MEETING

30 August 2019

CLOSURE

The meeting was declared closed at 2.10pm.

**Government
of South Australia****Office of the Minister for
Environment and Water**81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001Tel 08 8463 5680
minister.speirs@sa.gov.au

19EW0005465

Mayor Brett Renbow
Port Augusta City Council
Email: brett.benbow@portaugusta.sa.gov.auDear Mayor ~~Benbow~~ *Brett*,

Thank you for your email dated 18 June 2019 regarding the Australian Arid Lands Botanic Garden (AALBG) in Port Augusta.

I acknowledge the significant achievements of the AALBG in showcasing a unique and striking range of arid zone environments to visitors from across the country, and around the world. I take this opportunity to congratulate you on your role in developing and implementing the vision for this iconic South Australian attraction.

I am advised by the Department for Environment and Water (DEW) that this regional botanic garden is the responsibility of local government. While I appreciate financial resources for the AALBG are constrained, I understand that at this time DEW is not in a position to provide financial support. However, in recognition of the importance of the AALBG, I have asked that the Botanic Gardens and State Herbarium continue to look for collaborative partnership opportunities to support AALBG. Potential opportunities may include heritage and garden tourism offerings and providing advice on developing commercial and philanthropic strategies.

I encourage you to contact Dr Lucy Sutherland, Director of the Botanic Gardens and State Herbarium on telephone (08) 8222 9320 or by email at lucy.sutherland@sa.gov.au to discuss these opportunities further.

Thank you for writing to me in relation to this matter and I trust this information is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Speirs', with a horizontal line underneath it.

DAVID SPEIRS MP
Minister for Environment and Water

Date: 14 | 08 | 2019



| | | | |
|---------------|---|------------|------------|
| REPORT FOR: | AALBG Committee | | |
| MEETING DATE: | 30 August 2019 | | |
| REPORT FROM: | Manager – AALBG | | |
| REPORT TITLE: | Australian Arid Lands Botanic Garden Activity Report | | |
| FILE NO: | F19/138 | RECORD NO: | AR19/35775 |

COMMUNITY VISION & STRATEGIC PLAN OUTCOMES

1 We Thrive

1.3 We use and manage our financial and physical resources in the best interests of our community, now and for the future.

PURPOSE

To provide the Australian Arid Lands Botanic Garden (AALBG) Committee with details of activities and projects being undertaken by staff at the AALBG.

RECOMMENDATION

Australian Arid Lands Botanic Garden Committee resolves to receive and note the report (AR19/35775) dated 21/08/2019, submitted by the Manager - AALBG concerning Australian Arid Lands Botanic Garden Activity Report.

AUSTRALIAN ARID LANDS BOTANIC GARDEN (AALBG) INTERPRETIVE CENTRE INCORPORATING SOUVENIR AND PLANT SALES & CAFÉ & NURSERY

1.1 Visitor Centre

Winter has been extremely busy for the Visitor Centre with Lake Eyre and Uluru helping to keep our visitor numbers high. Both the Gift Shop and Café revenue is higher when compared to this time last year. We have also continued to hold numerous conferences and outside catering jobs. Preparation is under way for a busy Father's Day with advertising of a 'Beer and Burger' special.

1.2 Garden

Our gardeners' time has been spent preparing the Matthew Flinders Lookout and Eremophila Garden for the two National Tree Day events. Friday the 26th July we held the 'schools' day with four schools participating with 70 students. Sunday 28th July was the 'community' day and we celebrated with kids craft activities as well as a visit from the Kungka Tjuta Art Group. 95 people participated in the planting. The Garden hosted 'Yarns around the Campfire' once again for NAIDOC week.

Stage two of the fencing was completed in June and Friends have purchased materials for stage three. The annuals display has also been fenced and planted out in the courtyard.

With the season promoting new growth, mowing of all walking tracks and the fire break has also been completed.

The Children's Garden shelter has continued to be very popular for children's parties with most bookings including café catering.

1.3 Nursery

A concerted effort in strengthening processes has continued over the past three months in the nursery with the introduction of a weekly checklist for staff and volunteers. Our top 20 plants remains at the forefront of our propagation with new success with quandongs.

1.4 Friends/ volunteers

The tour guides have been very busy with numerous buses and groups visiting the Garden, including many on weekends. Friends have also been busy assisting in the Nursery and Garden. We are very thankful for their efforts in weed removal. In July, two international volunteers started their placement at AALBG. Their time and effort is greatly appreciated and staff enjoy having them with us.

1.5 Staff

An organisation restructure of Council's Tourism Facilities took place mid August with Natalie Munns now managing both AALBG and Wadlata, focussing on strategic planning, marketing, financial management and staffing. Deborah Grantham has taken on the role of Café Team Leader with the remaining structure still the same.

We look forward to the two sites working more collaboratively to achieve efficiencies.

Perry Jones and Ryan Hayward participated in the LGA Regional Youth Leadership Forum with both providing positive feedback regarding this experience.

1.6 Master Plan Update

Shannon Architects were successful in their quote to update the AALBG Master Plan. David Shannon will be in Port Augusta late September for a site visit and meeting with all parties concerned.

1.7 Marketing Plan

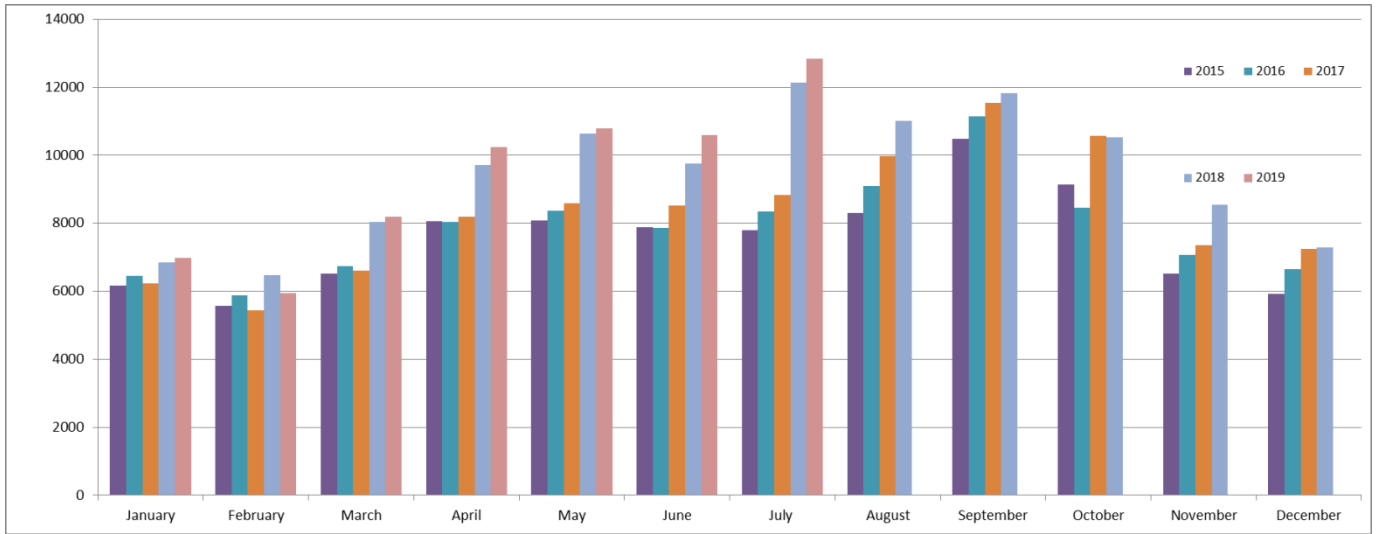
AALBG's entry in the SA Tourism Awards Eco Tourism category was completed early August and the judging site visit has been set for Friday 23rd August. Social Media has continued to be at the lead of our marketing output in the past few months, with increased engagement.

Gardening Australia will be visiting on 24th August to photograph the Garden for their magazine. This type of promotion is always fantastic.

1.8 Stanley Smith Horticultural Trust

Our Letter of Enquiry was accepted and a formal submission was due 15th August. Unfortunately we ran out of time for the broad list of requirements needed from the Friends group. We were quite taken aback by how much information the Trust required, so will be more prepared going into future grants. It was also reasonably difficult being an American based grant.

Visitor numbers continue to rise, as shown in the below graph.



RISK MANAGEMENT

1: Financial/Budget/Asset Management

n/a

2: Legal/Policy

n/a

3: Environment/Planning

n/a

4: Community

4.1 General
n/a

4.2 Aboriginal Community Consultation
n/a

NATALIE MUNNS
AALBG MANAGER
21/08/2019



| | | | |
|---------------|--|------------|------------|
| REPORT FOR: | AALBG Committee | | |
| MEETING DATE: | 30 August 2019 | | |
| REPORT FROM: | Director Corporate & Community Services | | |
| REPORT TITLE: | AALBG - Budget Comparison PE 30/06/2019 | | |
| FILE NAME: | F19/138 | RECORD NO: | AR19/35679 |

COMMUNITY VISION & STRATEGIC PLAN OUTCOMES

1 We Thrive

- 1.3 We use and manage our financial and physical resources in the best interests of our community, now and for the future.

PURPOSE

To provide the Committee with an update of the unaudited budget result for 2018/2019.

RECOMMENDATION

Australian Arid Lands Botanic Garden Committee resolves to receive and note the report (AR19/35679) dated 20/08/2019, submitted by the Director Corporate & Community Services concerning AALBG - Budget Comparison PE 30/06/2019.

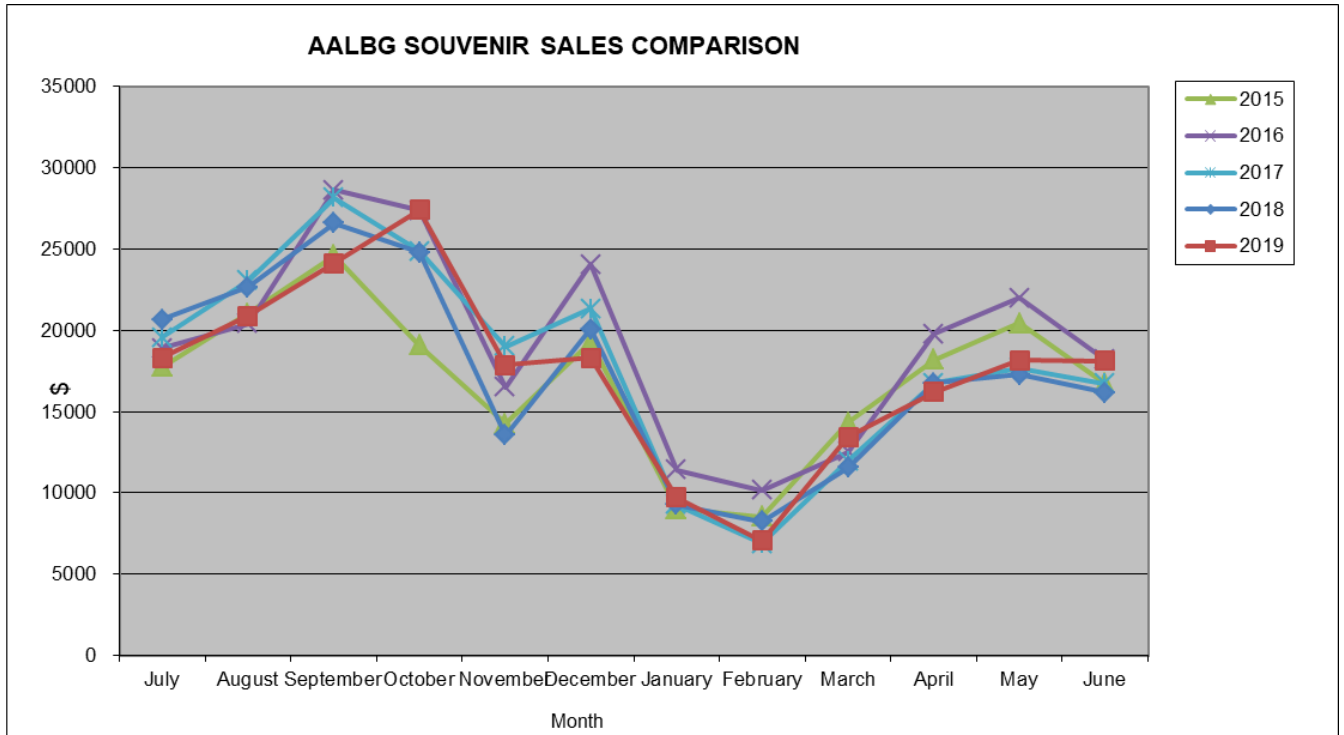
DISCUSSION

1. The attached budget comparison for the period ended 30 June 2019 (unaudited) is provided for Member's information.
2. Whilst there may be further adjustments before the financial statements are prepared for auditing, at this stage the facility finished the financial year \$103,733 below budget.
3. External painting of the Visitor Centre was due to commence in June 2019 with this work being completed across two financial years. However, this has been delayed due to contractor unavailability.
4. Revenue for the Visitor Centre finished the year slightly below budget.
5. Café salaries & wages and provisions were above budget for the year but this expenditure is offset by increased revenue through café sales.
6. Arid Lands Garden expenditure was below budget for the year, partially due to the external financial support from the Friends of the AALBG and Flinders Power who have contributed to projects within the garden during the financial year. Water reduction techniques and increased monitoring of water use has also contributed to lower water costs for the garden.

7. Nursery plant sales were significantly above budget for the 2018/19 financial year through improved processes and support from the Friends of AALBG at regional events.

| PROGRAM CORPORATE & BUSINESS SERVICES | | | | |
|--|-----------------------|-----------------------------|-----------------------|-----------------------|
| ACTIVITY AUSTRALIAN ARID LANDS BOTANIC GARDEN | | | | |
| | | BUDGET 2018/2019 | BUDGET YTD | ACTUAL YTD |
| Arid Lands Visitor Centre | | | | |
| | Salaries & Wages | 177,300 | 177,300 | 179,437 |
| | Other Operating Costs | 244,400 | 244,400 | 230,678 |
| | Depreciation | 15,900 | 15,900 | 15,900 |
| | | 437,600 | 437,600 | 426,015 |
| Arid Lands Visitor Centre Revenue | | 227,000 | 227,000 | 224,922 |
| Arid Lands Café Expenditure | | | | |
| | Salaries & Wages | 278,300 | 278,300 | 310,314 |
| | Other Operating Costs | 182,400 | 182,400 | 195,471 |
| | Depreciation | 17,700 | 17,700 | 17,700 |
| | | 478,400 | 478,400 | 523,485 |
| Arid Lands Café Revenue | | 438,600 | 438,600 | 491,112 |
| Arid Lands Garden Expenditure | | | | |
| | Salaries & Wages | 230,800 | 230,800 | 217,914 |
| | Other Operating Costs | 148,300 | 148,300 | 110,845 |
| | Depreciation | 107,100 | 107,100 | 107,100 |
| | | 486,200 | 486,200 | 435,859 |
| Arid Lands Garden Revenue | | | | |
| Arid Lands Nursery Expenditure | | | | |
| | Salaries & Wages | 89,600 | 89,600 | 98,859 |
| | Other Operating Costs | 59,500 | 59,500 | 55,892 |
| | Depreciation | 30,200 | 30,200 | 30,200 |
| | | 179,300 | 179,300 | 184,952 |
| Arid Lands Nursery Revenue | | 108,000 | 108,000 | 150,112 |
| SURPLUS / (DEFICIT) | | (807,900) | (807,900) | (704,167) |

8. A comparison of the souvenir sales for the past five years is set out below.



The pattern of souvenir sales in 2018/19 was reasonably consistent with other years, with sales peaking in October and at its lowest during the extreme heat in January and February. Overall, sales were slightly higher than the 2017/18 financial year.

RISK MANAGEMENT

1: Financial/Budget/Asset Management

n/a

2: Legal/Policy

n/a

3: Environment/Planning

n/a

4: Community

4.1 General

n/a

4.2 Aboriginal Community Consultation

n/a

ANNE O'REILLY
20/08/2019



| | | | |
|---------------|--|------------|------------|
| REPORT FOR: | AALBG Committee | | |
| MEETING DATE: | 30 August 2019 | | |
| REPORT FROM: | Director Corporate & Community Services | | |
| REPORT TITLE: | AALBG Trust - Bank Reconciliation as at August 2019 | | |
| FILE NAME: | F19/138 | RECORD NO: | AR19/36158 |

COMMUNITY VISION & STRATEGIC PLAN OUTCOMES

1 We Thrive

- 1.3 We use and manage our financial and physical resources in the best interests of our community, now and for the future.

PURPOSE

To provide the Committee with an update of the balance of the AALBG Trust Account as at August 2019.

RECOMMENDATION

Australian Arid Lands Botanic Garden Committee resolves to receive and note the report (AR19/36158) dated 22/08/2019, submitted by the Director Corporate & Community Services concerning AALBG Trust – Bank Reconciliation as at August 2019.

DISCUSSION

1. The attached AALBG Trust Bank Reconciliation as at August 2019 is provided for Member's information.
2. Donations come from several sources to the Trust including minor donations received at the Garden and donations from the Friends of the Australian Arid Lands Botanic Gardens for specific projects.
3. The balance of AALBG Trust funds available as at August 2019 is \$29,357.74
4. Included in the attachment is a reconciliation of the donation from the Friends of AALBG received in May 2019 towards a fencing project showing that \$8,288.10 of these project funds remains unspent at this time.
5. The AALBG Trust Account is audited by independent auditors as part of Council's end of financial year audit process.

RISK MANAGEMENT

1: Financial/Budget/Asset Management

n/a

2: Legal/Policy

n/a

3: Environment/Planning

n/a

4: Community

4.1 General
n/a

4.2 Aboriginal Community Consultation
n/a

ANNE O'REILLY

22/08/2019

AALBG Trust Account Bank Reconciliation

Balance brought forward 2018/19

August 2019
\$ 41,159.14

Donations received

2019/20

1st Quarter - Year-to-date

2nd Quarter

3rd Quarter

4th Quarter

\$ 1,748.91

Credit Interest

Jul-19

Aug-19

Sep-19

Oct-19

Nov-19

Dec-19

Jan-20

Feb-20

Mar-20

Apr-20

May-20

Jun-20

\$ 3.49

Expenditure

Landmark Invoice 901898953 - Fencing

\$ (13,553.80)

\$ 29,357.74

Friends Donation Balance

| | | |
|---------------------|-----------|-----------------|
| Donation | \$ | 25,056.02 |
| Fencing 2018/19 | \$ | (3,214.12) |
| Fencing 2019/20 YTD | \$ | (13,553.80) |
| | \$ | 8,288.10 |