

## NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 15 July 2015, 7:00pm, NCPA Boardroom

### BOARD MINUTES (Public)

Meeting opened at 7.00pm.

#### 1. COMMENCEMENT

##### 1.1 Welcome

Guy Martin, Chairperson, welcomed everyone to the meeting.

##### 1.2 Present

Guy Martin (Chair), Trevor Schmidt (Treasurer), Cr Leonie Boothby, Roger Leske, Ian Mader, Martin McCarthy, Peter Rosenberg, Natalie Mudge (A/Business Manager, Minutes), John and Jane Mylchreest (Operations Managers).

##### 1.3 Apologies

Chris Linden.

##### 1.4 Declarations of Interest

Nil to report.

#### 2. STAKEHOLDER PRESENTATIONS / REQUESTS

No presentations.

#### 3. CONFIRMATION OF PREVIOUS MINUTES

**MOVED** Roger Leske that the Minutes of the Board meeting held on 17 June 2015 with amendment be confirmed as a true and correct record of the proceedings of that meeting.

**SECONDED** Trevor Schmidt.

**CARRIED**

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 4.1 Sports Centre – Memorandum of Agreement

(AR#49)

Peter reported the Memorandum of Agreement was signed by all clubs before 30 June with the implementation date of 1 July 2016 and original with the Business Manager. Completed.

##### 4.2 Safety improvements – Cricket Club / Pavilion

(AR#51)

Peter advised that work had been done. Completed.

##### 4.3 Cricket Club – Lease Obligations

(AR#53)

Completed.

##### 4.4 RMS Reporting - Debtor Ledger

(AR#59)

Work in progress and no further report required. Completed.

##### 4.5 New Licence Agreement Template

(AR#62)

[Peter Rosenberg to continue work with Rebecca Tappert on licence agreement and report on at the August meeting.](#)

##### 4.6 Regional Development Fund EOI

(AR#63)

As per correspondence, application unsuccessful. Completed.

- 4.7 RMS Aged Creditor Deposits (AR#65)**  
Process in place to manage weekly. Completed.
- 4.8 Park Pricing Schedule (AR#66)**  
Jane reported that they have researched and compared to other parks and the Park is positioned in the middle of the road. Jane will incorporate 4% increase (as per Business Case) to all cabins except spa cabin and sites are unchanged. The deadline for submission was delayed to 31 August 2015 as the booklet is changing from DL to A5. [Jane to submit Pricing Schedule to Top Tourist Park.](#)  
**MOVED** Leonie Boothby that the Pricing Schedule as recommended by the Operations Managers be submitted to Top Tourist Park by the deadline.  
**SECONDED** Peter Rosenberg. **CARRIED**
- 4.9 Uniting Church Camp Dates (AR#67)**  
Peter has advised football club that the Kids Camp Out will be held on the weekend of 8-10 April 2016 to ensure that they program away matches. Guy advised that the soccer program is released in early April. [Natalie will email Matthew Halman, Joint Secretary at the soccer club of the dates.](#)
- 4.10 Vacant and Expiring Board Positions (AR#70)**  
[Natalie to action.](#)
- 4.11 Accommodation Statistics (AR#72)**  
Jane enquired with Top Tourist Park and no reports available. They will have new products that will be released at the August conference that John and Jane will be attending. [Jane to check with The Caravan Parks Association of SA \(SA Parks\). Leonie will check other sources for benchmarking data.](#)
- 4.12 Correction of income allocation for Leases and Rent (AR#73)**  
Lease agreement income allocated to Recreation Park Fees. [EOY Journal for Park Managers rent to be processed by Natalie.](#)
- 4.13 Rollover of Unspent Funds for Demolition (AR#74)**  
Approved by The Barossa Council. Completed.
- 4.14 Development Project meeting (AR#75)**  
Completed.
- 4.15 Branding name of Village Green (AR#76)**  
[Marketing Committee to report at August meeting.](#)
- 4.16 Directional Signage (AR#77)**  
[Leonie to action.](#)
- 4.17 Council Website (AR#78)**  
[Martin to check on information regarding the Park on the Barossa Council website in sections Places for Hire, Parks, Playgrounds, Reserves.](#)
- 4.18 Council Templates on Level of Service to Recreation Parks (AR#79)**  
Discussion whether Level of Service Templates for recreation parks will be applied to the NCPA. Martin advised this is still a work in progress at the Barossa Council.

## 5. CORRESPONDENCE

### 5.1 Incoming Correspondence

- 5.1.1 *The Barossa Council* – Approval of Waste Water Application – 22 June 2015
- 5.1.2 *The Barossa Council* – Information required for Development Application – 18 June 2015
- 5.1.3 *Caravan Industry Association of Australia* – Annual contribution to National Marketing and Advocacy Fund – 1 July 2015
- 5.1.4 *Primary Industries & Regions SA* – Regional Development Fund EOI Notification – 22 June 2015
- 5.1.5 *BankSA* – Term Deposit Opening Certificate – 27 June 2015
- 5.1.6 *Anonymous (via Barossa Council)* – Budget submission – 18 June 2015

### 5.2 Outgoing Correspondence

- 5.2.1 *Lutheran Laypeople's League* – Closure of Account – 18 June 2015
- 5.2.2 *Nuriootpa Cricket Club* – Obligations of Limited Club Licence – 23 June 2015
- 5.2.3 *Nuriootpa Netball Club, Tennis Club, Rover Football Club* – Signed Memorandum of Agreement – 30 June 2015

**MOVED** Martin McCarthy that all correspondence be accepted.

**SECONDED** Leonie Boothby.

**CARRIED**

## 6. WORK, HEALTH AND SAFETY

### 6.1 WHS Report

John advised no reportable incidents for this period. He is reviewing the WHS systems and will be contacting the Council for further assistance.

## 7. REPORTS

### 7.1 Treasurer's Report

June Interim Reports:

- Profit & Loss Statement Year-To-Date (Budget Analysis)
- P&L April (Budget Analysis)
- P&L April (with Last Year Analysis)
- Balance Sheet

Trevor spoke regarding his tabled report, noting again that the caravan park income was down 22% on the budget and that a re-allocation of some expenses will be undertaken in the financial year end process. Sporting clubs have been invoiced for electricity usage. Expenses have plateaued once budget impact of development delay is factored in. Martin noted that water costs would increase by 2%, not 5% as budgeted. Discussion of booking deposits and confirmation from Board to proceed with cleaning up of aged deposits, noting processes had been implemented to manage on a weekly basis.

(7.25 Ian Mader entered the meeting.)

Jane raised the limitation of the Contractor expense code as she would like to have a budget set for purchase of materials like cabin curtains. [It was recommended that this be discussed at the Executive Committee level in regard to repairs and maintenance.](#)

**MOVED** Trevor Schmidt that the Treasurer Report be accepted.

**SECONDED** Martin McCarthy.

**CARRIED**

### 7.2 Business Manager's Report

No report.

### 7.3 Operations Managers' Report

Discussion of availability of grants for RV toilet waste disposal.

John noted recent advice from Yellow Pages of usage and hence will be cancelling Adelaide Metro listing and reviewing Barossa Valley listing costs.

Leonie raised addressing matter of public use versus private use of the pool. [To be added to agenda in October.](#)

Safety issue at Pavilion resolved after completion of paving with discount on New Leaf's quote of \$300.

**MOVED** Martin McCarthy that the Operations Managers' Report be accepted.

**SECONDED** Peter Rosenberg.

**CARRIED**

## **7.4 Project Committee Report**

### **7.4.1 Revised Business Case Financial Model**

Martin spoke to the tabled documents detailing the fundamental budget changes for the Business Case put forward for adoption at July's Council meeting. The Revised Capital Investment Program (3 year plan) proposes:

2015-2016: demolition of 15 cabins, meeting room and toilet block B, unchanged installation of 3 cabins and swimming pool, roadways and kerbing

2016-2017: unchanged installation of 4 cabins

2017-2018: Toilet block, roadways and kerbing, second camp kitchen

Funds were able to be brought forward for expenditure through the removal of expenditure on 4 cabins, the small playground and the jumping pillow with contingency funds included of \$100K.

Council have been asked to approve expenditure of \$501K in 2015-2016. There will be an extra \$145K on the loan required for approval by Council.

**MOVED** Leonie Boothby that the Board endorse the increase of capital expenditure as per figures present by Martin McCarthy, which included cancelling some capital expenditure and bringing forward some capital expenditure and an increase to the loan facility funds.

**SECONDED** Peter Rosenberg.

**CARRIED**

### **7.4.2 Development Tenders**

Guy discussed the tender quote from CO Juncken Builders (distributed by email). Guy noted that not all items of the quote had been accepted with savings of \$44,002 as a result of the tender adjustments.

**MOVED** Roger Leske that the CO Juncken Builders quote less the \$44K savings be accepted, subject to Council approval of the revised Business Case.

**SECONDED** Peter Rosenberg.

**CARRIED**

After approval, the next step in the process was for CO Juncken Builders to prepare the Schedule of Works. This Schedule will set when the first 3 cabins will be ordered. [Martin will provide a contract template to the Project Committee to get in place with the builder.](#)

Peter Rosenberg expressed thanks, on behalf of the Board, to Martin and his staff for their assistance with this process and the changes.

## **7.5 Marketing Committee**

Jane noted that WOOF Media had advised that the website proof will be available shortly.

## **7.6 Sports Centre Committee Report**

Discussion of tennis club grant and Peter to provide information to Martin on any carryover of grant funds. Discussion around whether the Park has a dry zone in place, the boundary and requirements of a dry zone. [Martin to clarify with Jamie Turley \(General Inspector\).](#)

## **7.7 Audit Committee**

### **7.7.1 Amended Terms of Reference**

**MOVED** Martin McCarthy that the amended Terms of Reference for the Audit Committee be accepted and forwarded to Council for adoption.

**SECONDED** Leonie Boothby.

**CARRIED**

Next meeting on Monday 17 August 2015.

## 8. OTHER BUSINESS

### 8.1 Loan Funding Agreement - Approval

**MOVED** Trevor Schmidt that the Loan Facility Agreement with Council be accepted and the document, signed by the Chair, be forwarded to Council for execution.

**SECONDED** Peter Rosenberg.

**CARRIED**

### 8.2 NCPA Delegations and Council Sub-Delegations

(AR#5)

Board members need to review further. [Deferred to August meeting.](#)

### 8.3 Policies for Complaint Handling

(AR#23)

[Deferred to August meeting.](#)

### 8.4 Residential Parks Act

(AR#44)

[Deferred to August meeting.](#)

### 8.5 Controlled Key Register

(AR#64)

[Deferred to August meeting.](#)

## 9. NEW BUSINESS

### 9.1 Result of Complaint to Equal Opportunity Commissioner

Guy advised of a complaint matter to the Equal Opportunity Commissioner and that through a conciliation conference a settlement had been offered on an economic and commercial basis.

**MOVED** Ian Mader that the economic and commercial settlement outlined be approved.

**SECONDED** Roger Leske.

**CARRIED**

### 9.2 Permanent Resident Update

John advised that there would be action required in regard to Trevor Marr's onsite caravan that belongs to the Park. It was agreed that the site would be cleared.

John also advised that as Jim Mattner was no longer returning to his accommodation at the Park, the matter of his structure would need to be dealt with. [It was agreed that John advise in writing to Jim Mattner that the Board had requested that if it was no longer required, the site be cleared.](#)

### 9.3 Agenda and Reports

Discussion of distribution of agenda with a delay for this meeting due to annual leave and illness. Distribution deadline for Board agenda and reports was Friday prior to the meeting.

### 9.4 Contents Insurance

Contents need to be reviewed for insurance. [To be added to agenda for August meeting.](#)

## 10. DATE OF NEXT MEETING

Wednesday 19 August 2015, 7:00pm

## 11. CLOSE

Chair Guy Martin declared the meeting closed at 8:50pm.

Confirmed at Board Meeting -

19 August 2015

DATE: .....

CHAIRPERSON: .....

DRAFT

**Actions to be added to or updated in Action Register:**

<b>ITEM</b>	<b>ACTION</b>	<b>NAME / AR#</b>
4.5	Report on review of licence agreements at August meeting.	Peter #62
4.7	Pricing Schedule to be submitted to Top Tourist Park by 31 August deadline.	Jane #63
4.8	Notification to Barossa United Junior Soccer Club of Kids Camp Out Dates for 2016 programming.	Natalie #67
4.9	Advertisement for vacant and expiring Board positions to be actioned.	Natalie #70
4.10	Enquiry to SA Parks regarding benchmarking stats. Enquiry to other sources.	Jane Leonie #72
4.11	EOY Journal for park managers rent to Lease Fees.	Natalie #73
4.14	Marketing Committee to establish a name for the development area to use in promotions.	Chris #76
4.15	Discuss Park's directional signage with Peter Bice, Director Works and Engineering.	Leonie #77
4.16	Report back on Council website and promotion of the Tourist Park and recreational facilities – Places for Hire; Parks; Playgrounds; Reserves	Martin #78
7.1	Executive Committee to discuss setting budgets against Contractors expense to assist Jane with expenditure on cabin items such as curtains etc.	Jane #79
7.3	Preparation of policy for use of pool – private versus public.	Agenda – October #80
7.4	Contract template to be provided to Project Committee for preparation and execution.	Martin / Guy #81
7.6	Clarify if dry zone applies in the Park.	Martin #82
7.7.1	Amended Terms of Reference for the Audit Committee to be forwarded to Council with minutes and resolution.	Natalie #83
8.2	Delegations Document for review at August meeting	Agenda – August #5
8.3	Policies for Complaint Handling	Agenda – August #23
8.4	Park rules review in regard to Residential Parks Act	Agenda – August #44 (Martin)
8.5	Controlled Key Register	Agenda – August #64 (John)
9.2	Letter to Jim Mattner that if his accommodation was no longer required, that the site be cleared.	John #84
9.4	Report on insurance of Park contents at August meeting.	John #85