



**NURIOOTPA CENTENNIAL PARK AUTHORITY
MINUTES OF THE BOARD MEETING
Held in the Office Board Room
Wednesday the 10th September 2014 commencing at 7:30pm**

WELCOME

Ian Mader, as Chairperson, welcomed everyone to the meeting.

PRESENT

Proxy Chairperson, Ian Mader; CEO, Ian Klæbe; Community Members, Peter Rosenberg, John Reusch, Daryl Semmler, Andrew Reusch; Soccer Representative, Tom Brug; Bush Gardens Representative, Ray Duance; Park Managers, Jeff and Julie May; Business Manager, Tanya Pumpa; Council Representatives, Scotty Milne and Joanne Wilson.

APOLOGIES

Guy Martin, Roger Leske, Luke Longbottom, John Nash and Tony Schultz.

CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED S. Milne that the Minutes of the meeting held on 13th August 2014, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED D. Semmler

CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

CORRESPONDENCE

IN

Phil Bundy and Val Lewis: Letter dated 10th September 2014 Re: Permission to sell their property at 9 Ash Drive, Nuriootpa SA 5355.

MOVED P. Rosenberg to allow sale of property and for the property to remain for future residents.

SECONDED S. Milne

CARRIED

Steven Bell: Letter dated 12th August 2014 Re: Service Proposal for the design and project management of "Village Green".

MOVED P. Rosenberg that the proposal be accepted and the project get underway.

SECONDED S. Milne.

CARRIED

The Barossa Council: Letter dated 25th August 2014 Re: Confirmation of resolution carried by Council for the appointment of the new NCPA Board of Management commencing 15th October 2014.

The Barossa Council: Letter dated 3rd September 2014 Re: Schedule of induction and training sessions for the new Board of Management to attend to ensure legal compliance requirements are met.

The Barossa Council: A “Certification of Financial Statements” and “Certification of Auditor Independence” were tabled for signing although the NCPA audit has not been completed.

MOVED I. Klaebe that both documents are required to finalise the Annual Financial Statement for Year End 30th June 2014.

SECONDED D. Semmler

CARRIED

Tanya Pumpa: Letter dated 2nd September 2014 Re: Maternity leave proposal for consideration by Board.

OUT

SA Canine Association Inc.: Response letter dated 26th August 2014 Re: Venue for Dog Agility Nationals in 2016 and that we are a venue that fits their criteria with availability at the required time.

NCPA Sporting Bodies: Letter from Peter Rosenberg dated 10th of September 2014 Re: Notification of the restructure of the NCPA Board and the impact on future Board Meetings.

MOVED P. Rosenberg

SECONDED S. Milne

CARRIED

REPORTS

FINANCE

• MYOB Reconciled Balance 31.8.14	\$ 125,955.57
• Actual Bank Balance 31.8.14	\$ 139,942.04
• Current Outstanding Creditors	\$ 55,609.97
• Loan	\$ 650,000.00 Dr

The NCPA 13/14 Audit is this Friday 12th September 2014. Depreciation values are still to be provided by the Barossa Council before we can finalise Year End.

MOVED I. Klaebe that the finance report be accepted and accounts passed for payment.

SECONDED D. Semmler

CARRIED

CRICKET

No Report.

FOOTBALL

Unfortunately the “A” Grade were knocked out in the first semi-final. The oval needs coring and fertilisation and this is the right time of the year to carry out this work. Jeff May was not certain who had carried out this work in the past so Jo Wilson is to find out through Council if they have a contractor who carries out this work on the Council ovals and provide information back to Jeff May.

SOCCER

The final game for the season will be held this coming weekend, with the Club’s Presentation Night being held the following Friday night. The lease agreement between the Soccer Club and the NCPA shall be ready for tabling by the next Board Meeting.

NETBALL

No Report.

TENNIS

The work on the courts is underway in preparation for the resurfacing. A quote has been requested through Bazza's Fencing in relation to the fence work. It was suggested we should try and obtain some local publicity regarding the resurfacing of the tennis courts and the other work being carried out. The NCPA are to provide banking details to the Nuriootpa Tennis Club so the grant funds can be transferred into the NCPA bank account.

SPORTS/FUNCTION CENTRE

The painting is now complete, and the damages to the wall have all been repaired. The plumbing has been finished and everything looks really good. A quote and drawings are being prepared in relation to putting a caged area around the bins near the sump area. This will be tabled in due course.

BUSH GARDENS

At the AGM, which was held last night, Kate Jenkins was elected as Chairperson and Ray Duance announced his retirement from both the Section 41 Community and the Friends of the Bush Gardens.

BUSH CHAPEL

No Report.

SCOUTS

There is a Camp-Off being held over this weekend. It was also mentioned that the outside light had been left on for several days.

HIGH SCHOOL

No Report.

MANAGERS REPORT

The manager's report was previously circulated. All Board members have been asked to keep Friday evening of the 31st of October 2014 free for a pending social engagement. Formal invites to follow.

Concerns were raised over the cut to the power and water that accesses the BBQ's and toilets in the reserve. As the warmer weather approaches so are the enquiries from the public to utilise these facilities. No definitive answer could be handed down as the wetter weather was the main reason for the delay.

Jeff and Julie both recently attended the Top Tourist Park National Conference where consultants from BDO were in attendance and provided a presentation. Overall the conference was very informative. Top Tourist will be attending future Caravan & Camping Shows.

From this coming Monday the Tanunda Caravan Park will be owned by Discovery Parks and could potentially become a Top Tourist Park or a Big 4 Holiday Park, giving us an even stronger reason to remain competitive and updated and create greater recreational facilities. There are issues with the Wi-Fi reaching the northern end of the Park near the new cabins. Nomadnet have revealed that a new tower will need to be installed near the Jay Cabins for which we are waiting on a quote. This will need to be installed before the demolition of the current Park Meeting Room as this is where the main tower stands that feeds the entire Park. This would be something that Steve Bell as Project Manager for Village Green would need to consider.

The electrical wiring of the Bullnose cabins is more of an operational issue as opposed to a safety hazard. The meeting was informed that the triple bunk set up in these cabins is a future hazard as they are prohibited in some states of Australia. A condition of assessment

of the Bullnose cabins will need to be provided to the Board should it be deemed they are to be sold, replaced or taken out of use.

Quotes have been sourced from Jayco Cabins for two family cabins, 8m x 5.2m. One cabin can be available for delivery in January 2015 and the second in February 2015. They quoted \$59,620.00 inclusive of GST but could certainly better this price should we go ahead. The location of these two new cabins is yet to be agreed upon.

AUDIT COMMITTEE

A new committee will be elected after October once the new Board has been inducted. Until such time the Audit Committee is in abeyance.

OUTSTANDING BUSINESS

GRAND PLAN

No Report.

GENERAL BUSINESS

PERMANENT RESIDENCE

It was recommended and agreed that the tariffs for permanent residents increase by a flat rate of 3% from 1 January 2015 or per agreement. The residents will require 60 days written notice of the increase.

MOVED I. Klæbe that they increase by 3%.

SECONDED D. Semmler

CARRIED

Concern was expressed about the condition of the residence of one of the permanents living in the park. Resolved Peter Rosenberg write a letter from the Board to the resident expressing our concern. The letter to include a copy of the NCPA residency agreement and a copy of Government regulations relating to site dwellings in a park.

BUSINESS MANAGER

The WHS & IM manual is underway and ready for signing, with a staff meeting held on 16.9.14 for the Hazardous Work Policy. The upgraded version of MYOB is up and running along with the Bank SA Business Banking On-line. Bank Recs are now processed electronically. The forms required to amend the ABN issue have been posted. A meeting with The Barossa Council Accountant, Liz Waters, has been arranged for the 18.9.14 to review the Chart of Accounts and MYOB reporting requirements. The NCPA 13/14 Audit is this Friday with Dean Newbery Accountants.

CONSIDERED THOUGHTS

John Reusch provided some thoughts to consider for the NCPA looking into the future. To have an elevated car park mound situated on the northern side of the oval to provide a better view of the park. John also put forward the thought that the area on the western side of the lake in Coulthard Reserve be annexed to the NCPA for future use for campers and unpowered sites in the busy periods. This is to be investigated.

CAPITAL WORK PERFORMED

Ian Klæbe advised the Board that The Barossa Council have instructed us to recognise the capital work performed in relation to the flood mitigation in Coulthard Reserve be incorporated into the Balance Sheet as physical resources received free of charge.

REGIONAL DEVELOPMENT GRANT

Peter Rosenberg confirmed that our application for a Regional Development Grant was not successful.

LEASE REGISTER

The lease with the Soccer Club has been finalised and we are waiting on the Soccer Club to action the signing of the lease. The lease with the Cricket Club is currently in draft format and will be reviewed for input by The Barossa Council. Both of these leases are to be finalised by 1st January 2015.

DELEGATED POWERS

Previously Guy Martin had drafted a NCPA Delegated Authorities document and provided copies to Julie and Jeff May, Tanya Pumpa and Martin McCarthy. Jo Wilson raised the concern that the NCPA currently has no formal instrument in relation the delegation of authority, and to meet the Section 42 obligations a formal document is required. A quote of \$3,000 was provided to the Governance Advisor of The Barossa Council from Wallmans Lawyers for the legal advice, research under the act and drafting of instruments as required. This is an increased government requirement under state legislation and ICAC and requires high priority.

MOVED P. Rosenberg that the decision sits on the table until the next Board meeting when Guy Martin is present, unless deemed unacceptable by Martin McCarthy and Jo Thomas of The Barossa Council. As the Board had not sighted or been informed of the draft document prepared by Guy it would not be appropriate for the present Board to approve the recommendation by Council without fully understanding what is involved.

SECONDED I. Klaebe

CARRIED

NEXT MEETING

To be held on the third Wednesday of October, being the 15th of October 2014 at 7:30pm.

CLOSURE

There being no further business, the meeting closed at 9:20pm.

Confirmed:

Date:

Chairperson: