



NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 19 August 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, Chris Linden, Ian Mader, Peter Rosenberg, Natalie Mudge (A/Business Manager, Minutes), John and Jane Mylchreest (Operations Managers).

1.3 Apologies

Martin McCarthy

1.4 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

2.1 Village Green Development – Swimming Pool

Steven Bell tabled documents regarding the Swimming Pool proposal. Three companies contacted with two responding and chosen tender put forward is considerably less than other tender. Quote details filtration system, underwater lights, saltwater chlorination system, automated self-cleaning system, 2 gas heating systems (providing back up option), fully tiled non-slip, depth indicators (to 1.6m), limestone bull-nose capping. At top. Consideration in planning was given to safety by incorporating the toddler pool with a wall to separate while enabling continuous flow of water. Tender has pushed the overall development over budget by \$8K after inclusion of Rain Dome (mushroom feature) which will appeal to the family market. This will be covered from the contingency funds.

MOVED Ian Mader that the Quality Pools and Spa Constructions quote for the Village Green Swimming Pool be accepted.

SECONDED Roger Leske.

CARRIED

(7.20 Steven Bell departed the meeting.)

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Roger Leske that the Minutes of the Board meeting held on 15 July 2015 with amendment be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Peter Rosenberg.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES (Action Register)

4.1 Vacant and Expiring Board Positions

(AR#70)

Advertisements for vacant positions in The Leader and Barossa Herald, on Council website and Park Facebook. Posters were placed around sporting club buildings. Nomination deadline of COB Monday 24 August 2015. All terms are 2-year appointments with expiration of 1-year terms for Roger Leske, Cherie O'Neill (resigned in June), Trevor Schmidt and Chris Linden. Peter Rosenberg provided information regarding the initial period of appointment which needed clarification with Council.

- 4.2 Benchmarking Statistics in Current Economic Climate (AR#72)**
Jane advised that SA Parks and Top Tourist Parks did not currently have these type of statistic, however, the Caravan Industry Association was looking into occupancy statistics as Australian Bureau of Statistics no longer collects this information.
- 4.3 Branding name of Village Green (AR#76)**
Deferred.
- 4.4 Directional Signage (AR#77)**
Deferred.
- 4.5 Council website promotion of Park facilities (AR#78)**
Deferred due to Martin’s absence.
- 4.6 Major Works Contract for Village Green (AR#81)**
Guy and Natalie prepared draft contract and emailed to Steven Bell and CO Juncken Builders.
- 4.7 Dry Zone in Park (AR#82)**
Peter was provided with the Dry Zone map which covers Nuriootpa and therefore the Park. A copy will be provided to Natalie for filing.
- 4.8 Review of Park Contents for Insurance (AR#85)**
John advised he has made contact with Neil Tait at the Council for assistance in reviewing the Park contents.
- 4.9 Complaint Settlement Requirement (AR#86)**
Guy advised that a Risk Assessment was required on the Park roads and access.

5. CORRESPONDENCE

5.1 Incoming Correspondence

- 5.1.1 *The Barossa Council* – New Asset Accounting Policy – 9 July 2015
- 5.1.2 *The Barossa Council* – Executed Loan Funding Agreement, Village Green – 16 July 2015
- 5.1.3 *The Barossa Council* – Financial Review of Tennis Club Grant – 30 July 2015
- 5.1.4 *Nuriootpa Rover Football Club* – Condition and Management of Ovals – 3 August 2015
- 5.1.5 *Cherie O’Neill* – Resignation from Board – 26 June 2015
- 5.1.6 *Steven Bell* – Revised Tender from C O Juncken Builders – 5 August 2015
- 5.1.7 *Uniting Church SA* – Cancellation of Kids Camp Out 2016 – 14 August 2015
- 5.1.8 *The Barossa Council* – Decision Notification, Stage 2 Development – 6 August 2015
- 5.1.9 *Nuriootpa Tennis Club* – ORS Annual Declaration, Nuriootpa Tennis Club Grant – 3 August 2015
- 5.1.10 *Bull Terrier Club of SA Inc* – Proposal for 2017 Biennial Trophy Show Weekend – 19 August 2015 (tabled)

5.2 Outgoing Correspondence

- 5.2.1 C O Juncken Builders – Letter of Intent (Development Tender) – 27 July 2015

MOVED Chris Linden that all correspondence be accepted.

SECONDED Trevor Schmidt.

CARRIED

6. WORK, HEALTH AND SAFETY

6.1 WHS Report

John advised no reportable incidents for this period.

6.2 WHS System Implementation

Updated report on the WHS System Implementation tabled noting a significant number of documents in place. John noted that Council had advised that the documents highlighted in white had yet to be prepared at Council level. He was liaising with the Risk section. Discussion of sharps management as currently no containers and confined spaces such as ceilings and tanks.

7. REPORTS

7.1 Treasurer's Report

2014-2015 Reports:

- Profit & Loss Statement - draft
- Balance Sheet

July Interim Reports:

- Profit & Loss Statement

Trevor spoke regarding his tabled report. Jane Mylchreest noted that the caravan park income last year was higher by \$15K as there had been big groups and more worker bookings in July. This July was also impacted by the extremely cold winter weather and the state of the economy. Expenses up due to cabin refurbishing and spring cleaning work. Salaries impacted by 3 pays this month. Expense accruals not entered at this point.

Trevor noted that his P&L with budget figures included the original version approved in April. The revised Business Case financial model will need to be updated in Quarter 1 Budget Adjustments.

Discussion around approval by Board of the 2014-2015 Financial Statements. September Board meeting to be brought forward a week earlier to 9 September.

Discussion of RMS Debtor Ledger Report. Trevor and Jane advised that a corrected report due to RMS report error showed \$5911 for July.

MOVED Trevor Schmidt that the Treasurer Report be accepted.

SECONDED Roger Leske.

CARRIED

7.2 Business Manager's Report

Report tabled for noting. Discussion around changing of merchant facility provider unlikely to be of value for work involved.

MOVED Peter Rosenberg that the Business Manager's Report be accepted.

SECONDED Chris Linden.

CARRIED

7.3 Operations Managers' Report

Responding to discussion about the oval conditions, Leonie Boothby reported on behalf of Martin McCarthy that an approach could be made to Council for consideration of the oval improvement and maintenance program in its long-term budget plans. One option Martin put up was for Council to maintain with a recharge cost. John and Dwayne Martin are in communication about the oval management.

Peter reported that he had a meeting with an expert with recommendations of immediate actions that could be undertaken such as over-seeding and aeration plus foliar fertilising post final match – quote provided. Peter and John to discuss with Dwayne Martin at Council and refer to Executive Committee for management. Training and equipment were discussed.

Discussion around recent club communications with Board. Ian Mader pointed out that John had taken a number of good steps with Board support. Ian also recommended advising of

a single point-of-contact to manage communication and advising that the clubs are welcome to attend the Stakeholder section of the Board meeting.

MOVED Leonie Boothby that the Operations Managers' Report be accepted.

SECONDED Chris Linden.

CARRIED

7.4 Project Committee Report

7.4.1 Village Green Development – Schedule of Works

Guy Martin tabled the program provided by CO Juncken Builders. The contract had not yet been finalised but it was anticipated this would be completed shortly. Meeting held with Executive Committee and Operations Managers regarding cabin selection as a 4-month lead time was required by the supplier.

It was proposed to order family cabins with the following 2 bedroom layouts:

A x3: 5 berth - 1 queen bed, double with 1 pull-down single bunk over top

B x2: 4-berth - 1 double bed and 2 single beds

C X2: 4-berth - 2 queen beds

John Mylchreest recommended that insulation requirements to meet the 4-star rating be included in the purchase, estimated at \$4K. Overall cost for 3 cabins as noted is \$175,200+ GST. Footings have been included in builder's budget. Kitchen equipment and linen, air-conditioning and televisions are required for cabin fit-out with estimated overall cost \$2.4K plus cabin installation costs for cranes etc. Quote had been requested for Colorbond cladding and orb. John advised there is potential to pre-order the second round of 4 cabins for delivery in July 2016 without a deposit requirement. Discussion around John getting a lock in on the price for 7 cabins and the deposit requirements.

John also recommended that a 3 bedroom cabin would be a good option at a later point as not currently installed here (currently \$74K).

Trevor advised the purchases would require the draw-down of loan funds.

MOVED Chris Linden that the purchase order for the cabins as noted for \$175K be approved in line with the Schedule of Works program, subject to confirmation by the supplier.

SECONDED Peter Rosenberg.

CARRIED

7.5 Marketing Committee

Chris Linden reported that the website was almost complete with minor tweaking required and the soft launch expected to be operational by end of the week. Next steps were to monitor Google Analytics reporting and implement SEO optimisation as per Marketing Strategy Report. WOOF Media would be providing a recommendation in about increasing the database via website data collection. Board members were asked to provide feedback to Jane and Natalie for discussion by Marketing Committee. Logo being amended to horizontal to ensure website is mobile and tablet friendly. Chris and John highlighted the considerable work and good results of Jane and Natalie.

7.6 Sports Centre Committee Report

Next meeting on Monday 7 September 2015, 7:00pm.

7.7 Audit Committee

Next meeting deferred to Monday 24 August 2015, 3:30pm.

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Natalie Mudge tabled a governance document for noting with updated information highlighted in red. It was originally prepared by Leonie Boothby as Strategic Projects Manager in 2013 looking at the Park's high-level legislative compliance requirements.

9. OTHER BUSINESS

9.1 Delegations Document with Comments (AR#5)

Trevor raised whether the limits and authorisations in regard to bank security should be covered in this document. Leonie noted these delegations related to the authority to raise expenditure. The delegations from the Board would need to consider collusion and separation of duties.

9.2 Council Approval of Revised Business Case for 2015-2016 (AR#87)

Advice of Council resolution provided by Martin McCarthy for noting by Board. Trevor noted that the loan agreement would need to be increased to cover changes from this revision.

9.3 Policies for Complaint Handling (AR#23)

John advised that at the recent SA Parks Conference, other operators had indicated they did not have policies in place. He reported that he report back after attending the Top Tourist Parks Conference in October. Discussion around including on the Park website when implemented.

9.4 Residential Parks Act (AR#44)

John advised that the Top Tourist Parks had reinstated a new Business Development Manager. General advice given was that all Park guests should be required to depart for 1-2 weeks at 45 days and were not able to use the Park as their mailing address - John wished to adopt this policy.

Discussion of requiring a police check for applicants seeking permanent residency.

Second one was recently on the market. Discussion around clearing of Site 1 and its use.

Ian raised that this agenda item was instigated to debate the policy for permanent residents.

9.5 Controlled Key Register (AR#64)

Discussion around number of secure keys requested by clubs and other options such as changes to fences and gate management. John also recommended fencing off both ovals from the Tourist Park.

9.6 Review of Public Toilets at Coulthard Reserve (AR#43)

John reported that it was being used, cleaned regularly by Council and no damage. New housing nearby should improve some security issues.

9.7 Implementation of Licence Agreement (AR62)

Discussion of user agreement templates and the management of variations on the body of the agreement within the schedule. Leonie noted the Council template aims to provide some consistent criteria across numerous agreements.

NEW BUSINESS

9.8 Recognition of Park Volunteer - Trevor Marr

As recognition of long-serving volunteer Trevor Marr's passing, John recommended installation of a plaque in the rose garden at the Camp Kitchen.

9.9 Agreement – Grant Daniel

Peter advised that the arrangement with Grant Daniel for summer was with the Nuriootpa Tennis Club and in winter, it was based on an hourly charge. Payment had been made in

June. Discussion around licence agreement review, risk coverage by Club or Grant. Guy advised that the Park's long-term policy was to not allow business operations but this situation was exempt as under the tennis club's arrangement. It was noted that a review of this arrangement would take place with the general review of all agreements.

9.10 Bull Terrier Club of SA Inc – Proposal for 2017 Biennial Trophy Show Weekend (AR#88)

Discussion around correspondence tabled for event proposal and use of Coulthard Reserve. It was noted that there is a requirement for the reserve to be available to the public. .

9.11 Board Photo (AR#89)

New photo of the current Board required prior to the end of appointments.

9.12 Rent for Permanent Residents (AR#90)

9.13 Meeting Apology

Ian Mader noted that he will be an apology for September and October meetings.

10. DATE OF NEXT MEETING

Wednesday 9 September 2015, 7:00pm

11. CLOSE

Chair Guy Martin declared the meeting closed at 9:10pm.

Confirmed at Board Meeting - 9 September 2015

DATE:

CHAIRPERSON:

Actions to be added to or updated in Action Register:

ITEM	ACTION	NAME / AR#
4.1	Vacant Positions – letter copy from Peter to Natalie for clarification with Council	Peter / Natalie #70
4.3	Marketing Committee to establish a name for the development area to use in promotions.	Chris #76
4.4	Discuss Park's directional signage with Peter Bice, Director Works and Engineering.	Leonie #77
4.5	Report back on Council website and promotion of the Tourist Park and recreational facilities – Places for Hire; Parks; Playgrounds; Reserves	Martin #78
4.6	Execution of Major Works Contract	Guy #81
4.8	Park contents review for insurance	Agenda – September #85 (John)
4.9	Provide Risk Assessment on roads and access to Guy.	John #86
9.1	Meeting to review internal Park Delegations.	Trevor, Natalie, Martin #5
9.2	Loan Agreement – increase to funds for revised financial model	Trevor, Natalie #87
9.3	Policies for Complaint Handling – seek other sources of policies	Agenda – September #23 (Leonie)
9.4	Park rules review in regard to Residential Parks Act	Agenda – September #44 (Martin)
9.5	Controlled Key Register – discussions with clubs about security options	John #64
9.7	Meeting to be held with Rebecca Tappert (Council) over standard licence agreement.	Peter / Leonie #62
10.3	Event preparation for proposal by Bull Terrier Club 2017	Natalie #73
10.4	New board photo required	Natalie #89