



NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 21st October 2015, 7:00pm, NCPA Boardroom

BOARD MINUTES

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), Leonie Boothby, Roger Leske, Chris Linden, Martin McCarthy, Tanya Pampa (Business Manager, Minutes), John Mylchreest and Jane Mylchreest (Operations Managers).

1.3 Apologies

Peter Rosenberg and Ian Mader.

1.4 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Roger Leske that the Minutes of the Board meeting held on 9th September 2015, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Chris Linden.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES (Action Register)

4.1 Oval Maintenance Program – Costings and Implementation (AR#91)

LDS Turf Partners have been and assessed the Main Oval and submitted a plan for repair and maintenance over the next 12 months. This includes the coring, fertilising and top dressing of the oval and comes to a total of \$29,164.00. John Mylchreest will circulate a copy of the LDS document. The work is of high priority as Nuriootpa will be hosting the Football Grand Final in 2017. Consideration needs to be given to the long term support for maintenance after LDS have improved the oval to ensure the high standard continues.

MOVED Trevor Schmidt that the work go ahead and come under the maintenance budget.

SECONDED Leonie Boothby.

CARRIED

4.2 Board Membership

(AR#70)

Peter Rosenberg has sourced two interested candidates, Ms. Amber Rushton and Mr. Charles Edwards, to potentially fill the vacant positions on the Board subject to the formal nomination process. They are to be formally notified and the necessary forms are to be provided to them for completion. The 1 year position for Chris Linden, Trevor Schmidt and Martin McCarthy is due to expire.

MOVED Leonie Boothby nominates Amber Rushton, Charles Edwards, Chris Linden, Trevor Schmidt and Martin McCarthy for a 2 Year term on the NCPA Board of Members.

SECONDED Roger Leske.

CARRIED

4.3 Security Fencing – Scout Hall

(AR#64)

Quotes have been obtained for the supply and installation of a fence to run by the Scout Hall, to extend the existing fence from the south eastern corner of the soccer pitch southwards towards the existing fence. It will be a steel fence with 3 new gates and 3 new posts. Bazza's Fencing was the preferred contractor with a price of \$2,025.00, to fall under maintenance in the budget. All users of the facility have been notified and are in agreement with the changes.

MOVED Roger Leske approved the idea in principle subject to copies of quotes.

SECONDED Trevor Schmidt.

CARRIED

4.4 Security Fencing – Segregating Sports and Caravan Park

(AR#64)

Quotes have been obtained for the proposed fence to run through the middle of the park to segregate the sporting precinct from the caravan park. A division between the two has been a security concern when major events are being held. A trial fence was erected during the preliminary final and worked very well. The fence has been quoted as approximately 300 metres in length and 1.1 metres high and will run along the oval border. Planting a hedge over a fence was also a suggestion. It was agreed that the fence be put forward for the 2015/2016 Capital Budget.

4.5 Park Agreements / Licence Agreements

(AR#62)

There were some concerns with the complexity of the current document but Peter Rosenberg and Leonie Boothby are both happy with the final Agreement. This is now in a draft format with the Cricket Club to consider. This will then become a template for all the other clubs.

5. CORRESPONDENCE

5.1 Incoming Correspondence

Nil to report.

5.2 Outgoing Correspondence

CO Juncken Builders Pty Ltd: Letter dated 15/9/2015 confirming appointment as Prime Contractor for the Village Green development.

Barossa Light & Gawler Football Assoc. Junior Committee: Letter dated 16/9/15 outlining some problems experienced at their last annual Junior Carnival.

MOVED Martin McCarthy that all correspondence be accepted.

SECONDED Leonie Boothby.

CARRIED

6. WORK, HEALTH AND SAFETY

Nil to report.

7. REPORTS

7.1 Treasurer's Report

September's Monthly Reports as circulated prior:

- Profit & Loss – September 2015
- Profit & Loss – July through to September 2015
- Balance Sheet – As at 30th September 2015

Trevor tabled his Finance Report and spoke of how the Budget adopted by Council has now been keyed into MYOB so accurate comparative reports can now be produced. There has been a pleasing improvement in receipts for the first time this financial year. The relevant forms in relation to the LGFA Village Green funding have been completed for the first

progress payment drawdown. Martin McCarthy will be given the form for signing and Elizabeth Waters of TBC is to be notified once funds received. Trevor also tabled a Quarterly Budget Forecast Report prepared for Council.

MOVED Leonie Boothby that the Treasurer's Report be accepted.

SECONDED Roger Leske.

CARRIED

7.2 Operations Managers Report

John and Jane Mylchreest tabled their report via email.

Graetz Irrigation have provided a proposal of \$7,009.20 for the small bore to be replaced in its entirety. This includes supply and installation.

MOVED Leonie Boothby that the bore be replaced.

SECONDED Chris Linden.

CARRIED

The ride-on-mower is causing more issues and now won't drive up hill or around corners. With many hours having gone into attempting to repair the machine it's time to replace it. This current mower is really only for domestic purpose so the new mower being looked at is for commercial purposes. Researching the economy versions, mid-range and top end range of mower. John to look into a few other brands including a John Deer. Given the urgency though something will need to be purchased sooner rather than later. Martin McCarthy also suggested looking into the cost of a contractor to mow the lawns. The funding for this mower would come out of the current capital budget.

MOVED Roger Leske that we get the best buy under a budget of \$8,000 after obtaining 3 quotes.

SECONDED Chris Linden.

CARRIED

MOVED Chris Linden that the Operation Managers Report to passed.

SECONDED Roger Leske.

CARRIED

7.3 Project Committee Report

Guy Martin tabled via email the "Village Green" Project working spreadsheet. It was questioned as to why the committed amount for the pool increased by approximately \$30K, and it was explained this was due to expenses relating to the safety of the pool including heated pool blankets etc. and also the toddler pool. Making note the committed amount for the multi-purpose building is down by \$21K. The Juncken Builders contract has been signed with a bank guarantee. The Quality Pools and Spa Constructions contract has been signed but with no bank guarantee in place. The footings slab for the meeting room has been poured with the frame work to commence next week.

7.4 Marketing Committee Report

Nil to report.

7.5 Sports Centre Committee Report

The two entrances require some maintenance in particular with painting and paving. An email should be sent off to management.

7.6 Audit Committee Report

Trevor Schmidt provided in his Treasurer's Report the suggested quarterly adjustments. It was agreed that the Delegations be done, even though Dafydd Llewelyn had opposed.

MOVED Martin McCarthy that the Delegations be done.

SECONDED Leonie Boothby.

CARRIED

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Martin McCarthy notified the Board that the Auditor-General has confirmed The Barossa Council and its subsidiaries have been selected for auditing. Martin McCarthy is to set a date for a meeting with the Board to have a broader conversation about the future of the Park and its top 10 priorities.

9. OTHER BUSINESS

9.1 Draft Financial Statements – 2014/2015

The draft Financial Statements are nearing completion with Martin receiving a draft very late this afternoon. A breakdown of commitments is to be prepared by Tanya Pumpa and sent to Council.

9.2 Audit Committee Terms of Reference

Martin McCarthy proposed an amendment to clause 3.1.3 which was passed and now reads:

- *3.1.3 A Barossa Council senior officer appointed by the Chief Executive Officer of Council.*

Tanya Pumpa to arrange letter to Council with resolution and revised TOR's.

9.3 Insurance of Park Contents

John Mylchreest has successfully completed an audit of the contents of the main building and submitted to Council increasing the value by approximately \$68K.

10. NEW BUSINESS ARISING

A Christmas function will be held on the 11th of December for all Board Members, Life Members and Managers. A separate Christmas function will be held for the employees as part of their social club. Jane Mylchreest will email around details in due course.

11. DATE OF NEXT MEETING

Wednesday 18th November 2015, 7:00pm.

12. CLOSE

Chair Guy Martin declared the meeting closed at 9:05pm.

Confirmed at Board Meeting – 18th November 2015

DATE:

CHAIRPERSON: