

PRESENT:
Subject to
Confirmation

John Edwards (Chairperson), Steve Eccles, Keryn Dawes, Peter Bartram, Mag White, Darryl Lewis, Joanne Forbes (YP Financial Services) Diana Sweeney (Minute Taker).

VISITORS: Rhiannon Goody, Rachel Goody, Belinda Sherriff, Jerry Tatchell, Owen Boundey, Phil Gray, Betty Finney, Jon Hillock, Vanessa Whall, Ann Edwards, Colin Brown, Craig Lienert, Lesley Tilbrook, Nathan Mulholland, Russell Gray, Sophie Gray, Terry Austin, Kane Weekley, Angas McEvoy, Russel Boord, Mia Boord.

MEETING OPENED

7.30pm

1. WELCOME

Chairperson John Edwards welcomed everyone to the meeting and thanked them for their attendance.

2. APOLOGIES

J Sendy (leave of absence), Cr Darren Braund.

3. VISITOR:

DAMIEN GOODY. SYP PROFESSIONAL CLEANING SERVICES.

Damien Goody (SYP Professional Cleaning Services) made a presentation to Progress in response to recent events pertaining to his employment as one of the cleaners at the Edithburgh Caravan Park.

Please see separate document for full presentation and discussion.

4. CONFLICT OF INTEREST

The Chairperson reminded all members of their requirement to disclose any conflict of interest and provide accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

5. CONFIDENTIAL ITEMS.

NIL.

6. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 12 APRIL 2018

#65 (8/5/18)

Moved: Peter Bartram

Seconded: Keryn Dawes

That the minutes of the Edithburgh Progress Association meeting, held on 12 April 2018 as circulated be taken as read and confirmed as a true record.

CARRIED

7. MATTERS ARISING

ITEM #: 7.1 MATTERS ARISING.

Nil.



ITEM #: 7.2 REVIEW OF ACTION LIST.

- **#1. Plaque for Mural at Tidal Pool.** To be ordered through Iain McQueen.
- **#6. Stinky Bin.** Good results from trial over the school holidays. D Lewis to convert another bin from Park for this use. **Action: D Lewis.**

8. REPORTS**ITEM #: 8.1 CARAVAN PARK WORKING PARTY REPORT*****Next Meeting 15/5/18.***

No meeting was held in April. However, the Relief Park Managers' report was read by Peter Bartram. See below.

To the Edithburgh Progress Association:

Ken and I would like to take this opportunity to thank you all very much for trusting us to look after your park. It has been a happy and trying time so far. You have one off the best locations (besides Coobowie) right here on the water of which your park has lots of great potential.

Easter was extremely busy as it should be. Everyone one had a great time, the weather was fantastic and Easter Bunny was loved by all.

Over the last 5 weeks, we have identified quite a few issues, some big some small, some that have already been fixed, that we thought you should be aware of.

Already Fixed :-

- Exhaust System on Park Ute. Thanks Steve.
- Lifted up and reset pavers near Ensuite Toilets.
- Replaced broken toilet seats in Ensuite toilets.
- Plumber - replaced 2 toilet bowls, reset disabled toilet, a few taps.
- Cut Date Palms, poisoned stumps removed green waste. Thanks John Edwards for your help.
- Replaced New Quick release chain link on gate near boom gate at the entrance. Now can be used in an Emergency.
- Replaced and fixed rubber boot on Ensuite 10 toilet.
- Replaced rotten slats on ramp at Park Unit 1.
- Cleaned air conditioner filters in all cabins and park residence.
- Defrosted all freezers in ensuite cabins, the others are frost free.
- Cut back shrubbery around cabins.
- Cut back low hanging and dead branches around the park.
- Solar on Southern Amenities is up and running.

Thanks to Tom Edwards for allowing us to dump the green waste at his property.

Issues in the Park :-

- Power Outage. Southern Amenities block had to be shut down. The whole block runs water by a pump which means no toilets or hand basin can be used with no power. May need to be looked at. *NB. This had been resolved at time of the meeting.*



- After hours front door bell should be a 24 hours bell. If you need to leave the office in the day time for anything at least people can still reach you without using their own phone.
- Over Easter the Septic pumps behind the Seaview cabins were turned off and some were unplugged causing the toilets to fill up. Suggest a cover over switches.
- Another Window in an Ensuite cabin is falling out of its frame. Ken to fix.
- Have contacted Ritchie Tape. Have quite a few issues in the park residence as well as some in the cabins to address.
- Will contact the plumber Spa 2 bath not working as we have a lot of complaints. Plus a couple of other issues.

These are just a few issues you may wish to look at. (There are plenty more).

Electrical Works undertaken this week :-

Manager's Residence :-

- Fitted exhaust fan, replaced fluros with LED lights.
- Fitted power point near stove.
- Sourcing a wireless (maybe) doorbell so we can have 2 one in the carport
- Counted up all lights globes to order to replace with LED
- Fitted a LED fluro in kitchen which has made it a lot better to see.
- Home Improvements came in to look and order what he needs to fix external sliding door.

Seaview Cabin 3 :-

- Fixed a seized up light switch.

Once again, we would like to say thank you to all for having us here, it has been a pleasure to work in this community.

Ken and Lisa Taylor.

ITEM #: 8.2 PROGRESS FINANCIAL REPORT.

Report circulated prior to meeting.

Financial Reports.

Overall, income has increased by \$40,420.

- \$1,034 increase in Commercial Income (0.2%). (Easter in March this year and April last year – hence the variance to last month's report of a 3% growth).
- \$35,000 increase in Grant Income (\$50,000 Top Tourist Parks incentive has been received).
- \$5,000 increase in Community Event Days (Day at the Burgh Grants and Income).

Expenditure has increased by \$48,300 compared to last year:

- \$26,345 increase in General and Administration Expenses (portion of variance – Relief Managers paid throughout April rather than at end of month in May).
- \$6,320 decrease in Advertising and marketing Expenses.
- \$2,185 increase in Operating Expenses.
- \$4,721 increase in Employee Costs (portion is cleaners).
- \$21,372 increase in Occupancy Costs/Town Improvements (\$35K for Tidal Pool and Carpark).



Budget Review and Long Term Financial Plan.

April Budget review and LTFP update with a summary page was presented as per discussions at the Planning Day held in March.

The following major changes are noted for your reference:-

Caravan Park.

- Decrease Commercial Income to \$690,000 (reduction of \$31,000).
- Increase Grants by \$50,000 – Top Parks once off incentive payment.
- Reduce Park Manager's Commission due to reduction in Commercial Income.
- Include \$2,500 legal fees for Contract Revision for new Park Managers.
- Reduce General Maintenance to \$10,000 – portion of savings redirected to Manager's residence upgrade.
- Include \$12,000 for Manager's residence flooring/painting upgrade.
- Moved \$10,000 allocation for Office upgrade to 18/19.

Progress Association.

- Include \$5,500 income for Day at the Burgh.
- Increase Photocopier/Miscellaneous allocation to \$3,000.
- Increase Minor Plant to \$4,500.
- Increase Sponsorship/Donations to \$5,050 to include donation to Yorketown Hospital for Light.
- Remove \$10,000 Swimming Centre allocation in 18/19 (to be discussed). Note : Reinstated due to decision of Progress.
- Include allocation for Tidal Pool Mural/Swimming Centre fencing and contribution towards Carpark bitumising.

At the end of January I raised concerns that we would not reach our target goal for Commercial Income and the impact this would have on the LTFP. At the end of April, the Commercial Income is only \$1,034 above the takings for the same period last year.

The only saving grace for our LTFP and to retain our Capital Works program for the next five years is the incentive payment of \$50,000 that we received from Top Parks' dissolution.

There is certainly a lot of room for growth with our income to get it back to \$750,000 and beyond and I hope this will be achieved within the next 18-24 months.

#66 (8/5/18)

Moved: Keryn Dawes

Seconded: Peter Bartram

That the Long Term Financial Plan, as presented, with the inclusion of \$10,000 for 18/19 Swimming pool reinstated, be accepted.

CARRIED



Note: R Rich (YP Council) requested some clarification of the yearly allocation of monies from Progress to the Council for the Tidal Pool. In various emails between D Sweeney and R Rich, it was noted that \$10K had been directed to the Mural at the Pool (17/18 allocation) and \$10K had been directed to the fencing for the Pool (18/19 allocation). R Rich questioned whether any further monies would be directed towards the Pool as the Council were finalising their budget for 18/19 and requested this to be discussed at the Progress meeting.

It was further advised by R Rich (via email) that if Progress were to allocate more monies, these monies would be used to:

Continue to fund the restoration of the Edithburgh Tidal Pool with the completion of the fence restoration and renewal/repair of the concrete being the priority.

It was discussed and decided that an additional \$10K be allocated to the Council budget for 18/19 for the Tidal Pool for use as quoted above.

J Forbes advised that the Cash at Bank will need to be monitored closely in lieu of the additional \$10K allocation.

#67 (8/5/18)

Moved: Keryn Dawes

Seconded: M White

That an extra \$10K be allocated (for use as per R Rich's statement above) to Council for the Tidal Pool in 18/19.

CARRIED

New Park Managers.

Thank you to the Progress Members who were involved with the shortlisting and interview process.

83 enquiries were received and 30 applications received. Shortlisting was conducted and interviews held with three candidates on 24 April 2018.

A second interview was held with the preferred applicant on Saturday 28 April 2018 to provide each other with further information about the role, community, schools, expectations from both parties, etc. This was valued by our new Park Managers.

Park Managers' Contract.

On Saturday night, 28 April 2018, I met with John Fitzpatrick to discuss proposed changes to the Park Managers' contract and the roles and responsibilities that were discussed at the Planning Day in March. He then met with several Progress members on Sunday 29 April 2018 to discuss ideas and development of a Performance based contract.

John Fitzpatrick is hoping to finalise the contract by Tuesday 8 May 2018, so I should have a copy to distribute to members at the meeting. *No contract was received at the time of the meeting.*



Our new Park Managers are also eager to view the contract to enable them to give notice at their current workplaces and start their moving process.

Park Managers' Residence and Shed Shelving.

Thank you to everyone that helped with the flooring choices. Painting will commence shortly and the flooring is booked to be installed 22-24 May 2018.

I need to measure up to order new blinds for the rooms and I suggest a Day/Night Blind would be the most appropriate to ensure there is still some privacy for the Managers.

I have measured up with Ken the shed spaces so I can investigate suitable alternatives for some shed shelving, as per discussions with the CPWP members. If anyone would like to assist with this task or has some ideas, please feel free to contact me. I believe this project would be a good task for the incoming Park managers and then they would have some input into the space and learn where items are located. For discussion.

It was agreed a CPWP meeting would be held on 15/5/18 for this task.

A BIG thank you to Ken and Lisa who have been chipping away at cleaning the Managers' Residence. They have cleaned windows, window sills, tops of fans and Ken even pulled up the carpet! This is certainly not in their scope of contract duties for managing the park and I am eternally grateful for the help they have given me with meeting tradespeople.

Residential and annual Site Licence enquiries (to be discussed as part of the CPWP report).

I have received 5 enquiries from people interested in becoming an ASL or Permanent resident in the Park and have made contact with them and forwarded relevant information.

Unfortunately, one of the ASL residents that had been battling an illness passed away late last year and her husband has requested permission to sell the caravan onsite. Site 159 and I enclose a photo for your reference as the CPWP did not have a meeting last month. (For discussion).

It was agreed to discuss at the Caravan Park meeting to be held on 15/5/18.

ITEM #: 8.3 TOURISM WORKING GROUP REPORT

***(Next Meeting date – 12/6/18 2nd Tuesday/mth at 6.45pm
Cooee next meeting date last Monday 28/5/18 –at 10am).***

Nil to report.

Item #: 8.3.1 Cooee.

- Nil to report.

Item #: 8.3.2 Edithburgh Markets.

- Next market 13/5/18.



ITEM #: 8.4 A DAY AT THE 'BURGH.

Initial meeting to be held towards the end of May 2018.

ITEM #: 8.5 INSTITUTE REPORT.

(Next meeting 17/5/18 at 7.30pm. K Dawes provided a brief verbal report).

- Glass at front door repainted.
- Council – R Brooks and S Goldsworthy – quotes for painting inside and stonework.
- To be completed by the end of financial year or in 18/19.

ITEM #: 8.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date – 15/5/18).

K Dawes gave a verbal update regarding the displays that are currently underway and he also encouraged members in the gallery that volunteers are always needed, so if anyone was interested in getting onto the Museum or Institute Committees, they would all be welcomed.

ITEM #: 8.7 COUNCILLOR'S REPORT.

Nil.

9 **GENERAL BUSINESS**

Trailer for signage. J Forbes raised a suggestion by a CFS volunteer that a trailer be purchased and customised so that the road signage can be housed permanently in the trailer. (For discussion).

Booking system for Caravan Park. P Bartram advised of a new booking system available for Caravan parks – Newbooks. J Forbes advised that the RMS has had an upgrade which has made bookings quicker. Our Relief Manager Lisa Taylor, has also completed a lot of work on making compulsory fields to ensure names, addresses and phone numbers are recorded as a lot of bookings only had surnames entered in the past, making it extremely difficult to book people onto the correct site, especially when you have several "Jones" sites booked at Easter. L Taylor has also set up the ASL records easier to manage their 75 nights to keep track of it. Newbooks to be further investigated by the new Park Managers.

Markets. P Bartram advised that a donation box will be put out at all markets going forward and any donations will go towards the Tidal Pool.

Keryn Dawes. Thank you to Sea Rescue for taking Keryn and Peter and Council out in their boat to pull up pontoons and suggested some monies for more anchors could be considered to help stop pontoons being flipped by users in the future.

Volunteer Morning Tea. To be held on 25 May 2018 at 10.00am for 10.30am at the Location Café. Clarification of which groups to be put on invitation list for 2019 event and going forward to be discussed at next meeting. **Action: D Sweeney to clarify list with J Edwards. D Sweeney to place on Agenda for next meeting for further discussion.**

Caravan Park Entrance. J Edwards noted that the entrance(s) to the Park looks in need of tidy up, which complements D Braund's comments from last meeting. Caravan Park Working Party to discuss.

J Forbes addressed the meeting. J Forbes stated that the past six months had been very difficult for herself and her family, and she too works in her own small business, similar to D & R Goody. She has had to work under very trying circumstances and had to cope with opinions and rumours that had been



circulating about her from people who do and a few who do not know her. The Progress Association and herself have been put through a Fair Work Hearing and the findings of that hearing from the Deputy Commissioner confirmed that there was no case to answer and all accusations were unsubstantiated and dismissed. If anyone wished to make any comments or queries about her actions that she has completed on behalf of the Progress Association, they were to be addressed to either John Edwards (Chairperson) or herself.

MEETING CLOSED

9.23PM

John Edwards, Chairperson.

DATE OF NEXT MEETING – 12 JUNE 2018.

