

**PRESENT:**  
**Subject to**  
**Confirmation**  
**MEETING OPENED**

**Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Kara Johnson, Keryn Dawes, Jennifer Robyn, Mick O'Connell, Stan Szczypiorski, Jen Dinham (Minute Taker)**

**7.30**

**1. WELCOME**

Chairperson, Lesley Tilbrook, welcomed all to the meeting and thanked them for their attendance.

**2. APOLOGIES**

Patricia Bartram, Cr Adam Meyer, Phill and Jo Medson (Park Managers) and Joanne Forbes (Finance Officer)

**3. 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.

**4. CONFIDENTIAL ITEMS.**

To be discussed at the end of the meeting

**5. CONFIRMATION OF MINUTES**

**CONFIRMATION OF MINUTES OF MEETING HELD 14 April (Electronically)**

**#72 (12/05/2020)**

**Moved: K Dawes**

**Seconded: P Bartram**

**That the minutes of the Edithburgh Progress Association meeting held on 14 April 2020, as circulated, be taken as read and confirmed as a true record.**

**CARRIED**

**6. MATTERS ARISING**

**6.1. MATTERS ARISING FROM MINUTES**

6.1.1. Defibrillator Maintenance - Garry suggested the maintenance be done regularly by the community worker - suggested 2 people check as a backup, Garry will speak with Janet. J Dinham to send Jen Robyn the locations of all for the Cooe.

6.1.2. Volunteers Morning Tea Cancelled – a thank you to all volunteers in the cooe instead.

**Action : Jen Robyn to place an article in the Cooe.**

**6.2 REVIEW OF ACTION LIST**

**Croquet Club** – Brochure is in final draft process

**Water Cart** – F Bernhardt no longer interested in purchasing the old water cart. **Action : K Johnson to investigate costs associated with purchasing one.**



## 7. REPORTS

### 7.1 CARAVAN PARK WORKING PARTY LIASON OFFICER'S REPORT

#### 1. CPWP Structure

It was discussed at the Progress Planning day, to address the structure of the current CPWP structure. At this meeting it was agreed by all to initiate the following change.

- a. The CPWP to comprise only of two EPA Committee members and both will be named Liaison Officers.
- b. A new Position description to be created to encompass the role and responsibilities of their position.

*Recommendation : A motion to be put forward that the above be voted on.*

**#73 (12/05/2020)**                      **Moved: P Bartram**                      **Seconded: K Johnson**  
**That the CPWP Structure be changed to include the Park Managers and two Progress members as Liaison Officers, Garry Weekley and Mick O'Connell.**

**Further that the Terms of Reference for the Caravan Park Working Party be updated to reflect the changes.**

**CARRIED**

***Action : J Dinham to update the Terms of Reference for the Caravan Park Working Party to reflect the changes.***

#### 2. Capital Expenditure Proposal

In consultation with our Park Managers, the CPWP Liaison Officers have put together a major works proposal. This proposal will have a time frame allocated to it for completion by October 20. It has been factored into the budget for consideration and formal discussion needs to be held to offer background and rationale behind the proposal.

#### FOCUS

1. Budget Status – 19/20 and 20/21
2. Works and Maintenance Program
  - a. Time Frame – completed by Dec 2020
  - b. Scope of works
    - 6 x Ensuite Cabin refurbishments
    - 2 x Park units maintenance
    - Greening of Grounds (49 – 65, 20 – 25)

#### 1. BUDGET STATUS

**19/20**

<b>WORKS</b>	<b>BUDGET</b>	<b>SPENT</b>	<b>BALANCE</b>
Ensuite Cabins	75k	nil	75k
Grounds	20k	7,070k	12,930k
Park Cabins	nil	nil	nil
+ GST			



**20/21**

<b>WORKS</b>	<b>BUDGET</b>	<b>SPENT</b>	<b>BALANCE</b>
Ensuite Cabins	50k	nil	50k
Grounds	10k	nil	10k
Park Cabins	nil	nil	nil
+ GST			

**2. WORKS AND MAINTENANCE PROGRAM**

- a. Confirm 6 ensuite cabins in budget
- b. Quotes (min. 2) for all works
- c. Identify funds allocation for Park cabins

Suggestion – Cabin maintenance 19/20 balance and portion of 20/21

- d. Other works required – i.e. Fans/Blinds etc.

*Once all information has been discussed a motion to be put forward that the above be voted on.*

*Garry Weekley and Mick O'Connell provided further information on the projects verbally at the meeting.*

**Moved: P Bartram                      Seconded: K Dawes**

**#74 (12/05/2020)                      That the Capital Expenditure Proposal for Major Works be accepted**  
**CARRIED**

**3. COVID 19 Update**

As of Monday, 11/05/2020, the government has relaxed some COVID 19 restrictions. This has meant our Park for intense and purposes is open for business once again. There will still be restrictions to the type of activities held within the Park, that will apply social distancing and the general running of the park.

- a. If you have any cold or flu like symptoms - STAY AT HOME, until you are well.
- b. Every person to the park needs to check in at the front office - no exceptions.
- c. A COVID-19 declaration form needs to be filled out on arrival, where your temperature will also be taken.
- d. Vulnerable people, like the elderly and people with chronic health conditions should talk to their doctor about what is appropriate for them.
- e. Strict Personal Hygiene - Washing hands regularly, wipe frequently touch surfaces and cover your coughs and sneezes.
- f. 1.5mtr social distancing.
- g. Maximum of 10 people, in any group outside.
- h. Mandatory rules for all maximum people in communal areas.

**4. Van Registration Requirement**

We need to review our position regarding the policy which demands that all ASL/Permanent vans be registered. A proposal to adopt the policy of the council run parks to be presented.

*A motion to be put forward that the above be voted on.*



- #75 (12/05/2020)**                      **Moved: P Bartram**                      **Seconded: K Dawes**  
**That the exemption of Van Registration be approved if all avenues have been exhausted when trying to register.**
- CARRIED**

**5. ASL Compensation due to COVID – 19**

Some ASL occupiers, the number minimal are seeking financial compensation for the fact they could not use their lodgings because of COVID – 19. The council parks are not offering any compensation. We propose the following:

- a. No financial rebates be given
- b. Consideration be given to offering 4 days extra free nights. Only for the remaining balance to this year and to those ASL's who use up all their free night allocation.

*A motion to be put forward that the above be voted on.*

- #76 (12/05/2020)**                      **Moved: P Bartram**                      **Seconded: K Dawes**  
**That the ASL occupiers receive no refunds and no free nights due to the COVID 19 restrictions.**
- CARRIED**

**7.2 CARAVAN PARK MANAGERS' REPORT**

*J Medson's report was not distributed due to issues with RMS*

**7.3 PROGRESS FINANCIAL REPORT**

**1.1 Financial Reports from MYOB**

The following reports have been submitted for your consideration:-

1. Balance Sheet for Edithburgh Progress Association as an entity.
2. Profit and Loss for "Jobs".
3. Profit and Loss compared to previous year.
4. Additional report to show income loss for April 20 vs April 19 - \$65K LOSS for April.

Commercial Income has significantly decreased in the month of April due to the COVID 19 restrictions implemented by the Government that restricted travel for the Easter and School Holiday period. The park experienced a decrease of \$65K, only taking \$25K for the month compared to last year's \$91K. My estimate is a \$120K decrease in income, but with the restrictions now lifted, this may not be as severe. It will depend on the weather a little and the Park Units / Deluxe Cabins will soon be closed for upgrades if approved by Progress.

Subsidies for JobKeeper and the Cash Boost Stimulus have been successful and incorporated into the Budget and Long Term Financial Plan.

I provided a revised budget review document to the Chair, with suggested alterations that were discussed with CPWP representatives and the Park Managers at a meeting on 17<sup>th</sup> March 2020, but I have since refined this with additional information received from the CPWP representatives on the weekend and present the April Budget Review to you for consideration at this meeting.

I have contacted the Building Better Regions Funding and confirmed that the grants will not be announced until mid to late June 2020, due to the department being under strain with other



Bushfire and COVID grants they are dealing with. I have therefore moved the Northern Amenities and Soakage project to the 2020/21 financial year and funded it via grant / loan funds to allow for the Cabin renovation / Park Units upgrade project to be funded from current funds held by the Progress Association, if approved by Progress.

With the restrictions being lifted this week, it is great to see that the Park is nearly booked for all cabins this weekend! Cleaning / hygiene requirements will still be high and I have allowed extra in the cleaning budget allocation to account for additional cleaning requirements for the winter period.

## 1.2 Occupancy / Income Graphs

With the COVID-19 restrictions, the occupancy and income is clearly shown on the graphs provided prior to the meeting and will need to be taken into consideration when reading the occupancy and income graphs in the future when comparing periods.

## 1.3 April Budget Review and Long Term Financial Plan

The budget review document was circulated to members prior to the meeting, with notations on the far right hand side documenting proposed alterations to the budget allocations due to COVID-19 impact and proposed capital works as per report from the Park Managers and CPWP Representatives.

The April Budget Review and LTFP is normally reviewed and discussed with the Caravan Park Working Party members, but as a meeting has not been held since Dec 19, I have not been able to present this too them.

Major changes for consideration :-

### Income

1. Commercial Income – decrease by \$120K due to COVID-19 restrictions and the possibility of the Deluxe Cabins and Park Units closed for interior upgrades in late May / June. 2020/21 is based on the pre COVID-19 estimate, with an increase of \$20K from the increased fees for Deluxe Cabins / Park Units as per the CPWP Rep report.
2. Cash Boost Subsidy - \$21,708 from the ATO for the PAYG Withholding from March – June, and this is then doubled as a subsidy for next financial year.
3. JobKeeper Subsidy - \$18,000 this financial year and \$21,000 next financial year due to the pays processed over the coming months. Edithburgh was eligible to apply for the JobKeeper subsidy for the Park Managers wages. Unfortunately, the administration / cleaners etc are not employed, they are contracted, hence Progress could not include them.

### Operating Expenditure

1. Reduction in Relief Management / Cleaners etc due to COVID-19.
2. Merchant Fees / Online Fees – increased due to cashless payment system for COVID-19. I have carried this through for 20/21 also, as I believe more will pay via card in the future even once restrictions are lifted entirely.
3. Cleaning Supplied – increased for COVID-19 requirements.



4. Council Levy – reduced 20/21 fee as this is directly proportionate on the income from the previous year, and we are budgeted for a \$120K reduction on commercial income.
5. Amenities Mtce – allocation of \$6K available for the hot water service replacement, as advised by the Park Managers last week.
6. Building Mtce – reduced and reallocated to Cabin Mtce.
7. Cabin Mtce – increased to fund Shutters and Fans on Seaview Cabins \$5K and Fridges, ovens, TV's etc in Deluxe Cabins/Park Units \$12K as per CPWP Rep report.
8. Landscaping / Grounds Mtce - \$13K available for Site 20-25 rejuvenation to grassed sites.

Note – the percentage for Park Operating Expenditure over Income is above the normal range for 75-85%, but this is a direct result of COVID-19 impact on the income.

#### Capital Expenditure

1. Reallocated the Northern Amenities / Soakage project to 20/21 and have this project fully funded by Grant funds and Loan funds. As noted earlier in my report, the BBRF should have announcements by the end of this financial year.
2. Removed Finance Loan Repayments for 19/20 as the loan for Northern Amenities has not been received this year.
3. Removed the \$5K allocation for powerhead / airconditioner replacements as these have been incorporated in operating expenditure.
4. Brought forward the Deluxe cabin allocation of \$50K from 20/21 into this financial year and increased the allocation to include the 6 Deluxe Cabins to be upgraded on the interior, decks and verandahs to be installed and the 2 Park Units flooring / decks as per the CPWP Rep report. The figures in the CPWP Rep Report are GST inclusive, but the figures in the LTFP are GST exclusive, hence the difference.
5. An allowance of \$40K has been made for 20/21 for the camp kitchen, but this is an estimate only as plans are to be drawn up for consideration and this may change based on the plans. The camp kitchen extension will also need to be submitted to YP Council for Development approval too prior to construction.

Overall, the Capital works program is significant for this financial year, with a proposed program of \$235K.

If the Progress Association approves the April budget review and LTFP as presented, it will be **adopting a \$320K loss for the financial year**, which is funded from profits you have made in previous years. Your **estimated cash on hand at 30<sup>th</sup> June 2020 will be \$51K**. This would be the minimal limit that you would want your cash reserve to be as you have loan repayments of \$15K in October and Council Levy of \$10K in July/August to pay, plus your normal fixed monthly accounts of electricity, wages etc.

If the Progress is not successful with the \$1M grant, you will also need to review your position on connecting to the CWMS scheme and revert back to the cheaper alternative of soakage trenches, but this would mean discussions with Council regarding loan funds of approximately \$800-\$825K.



The prediction is that local tourism will be boosted significantly for the next 12-18 months as Australians choose to holiday in Australia, rather than overseas, so it may mean that Commercial Income could be higher for 20/21 than estimated, but only time will tell.

**Recommendation #1:**

**That the April budget Review and Long Term Financial Plan as presented be adopted. – This will need to be voted on at the June Meeting**

1.4 Visa Card

Over the last 6-9 months, the Park Managers have been utilising cash received at the Park to pay for things, similar to a “Petty Cash” system. The previous Admin Officer has had to pay for Dropbox subscriptions on occasions, and I have also paid for items personally on behalf of Progress.

Currently, the Progress Association MYOB licence is through my business and you receive a 60% discount on the monthly subscription fee. This will need to change next financial year once my contract finishes (currently you pay \$55 and this will increase to around \$120 per month). The current dropbox subscription is for a “Standard limit” which is \$195, with the balance of your documentation held in my “Enterprise limit” subscription. I would recommend that Progress investigate their own Enterprise limit – price applicable on application and could be in the vicinity of \$500-\$700pa, or at least upgrade to an Advanced limit subscription (approx. \$350 pa) which will give you the option of support from Dropbox in case anything goes wrong in the future, they can retrieve the data. With a Standard limit, you don’t have that facility.

Based on the info above, it would be ideal if the Progress Association authorised for a Visa Card with a \$5,000 limit with the Park Managers and Administration or Finance Officer holding a card to enable these purchases to be completed in the future, ie the monthly deduction of MYOB, Dropbox subscriptions and any petty cash purchases online by the Park Managers. The policy would need to be updated to reflect internal controls and reconciliations required, if approved by Progress.

**Moved: P.Bartram**

**Seconded: K.Dawes**

**#77 (12/05/2020)**

**That the Edithburgh Progress Association apply for a Visa Card with a limit of \$5,000 which the Park Managers and Finance Officer use to pay for online purchases, MYOB subscription, Dropbox etc.**

**Further, that the Cheque Signatories / Online Authorities policy be updated to reflect the changes.**

**CARRIED**

1.5 Australian Taxation Office Portal

The ATO has upgraded their Portal system to the new MyGovID system. I have worked with the Chairperson to register this business to their MyGovID and then link myself to the organisation to enable me to complete the BAS and Superannuation requirements on the Portal, together with the JobKeeper enrolment etc.

Once my contract expires with Progress, the new Finance Officer will be able to be registered with the Organisation and Lesley will be able to remove my connection and appoint the new person with the permissions etc. For your information.



## 1.6 Volunteered Time

Activities that I have volunteered my time for, that are not covered in my current contract:-

Edithburgh Tennis Court – AGL Grant discussions with Council & John Braund	0.5 hours
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## 7.4 TOWN IMPROVEMENTS WORKING PARTY

### 7.4.1 Cooee

J Robyn passed on Cooee monies to L Tilbrook for banking.

### 7.4.2 Edithburgh Markets

Not open due to restrictions

## 7.5 A DAY AT THE 'BURGH

Cancelled due to COVID19

## 7.6 INSTITUTE REPORT

Not open due to restrictions

## 7.7 EDITHBURGH MUSEUM COMMITTEE REPORT

Not open due to restrictions

## 7.8 COUNCILLOR'S REPORT

Nil

## 8. General Business.

- 8.1. Pontoon – Troy to manage this and it may as well stay in place this year as it is too late in the season to try and remove it.
- 8.2. Walking Trail signage – Jo Forbes has the draft and we need to get that from her
- 8.3. Tennis courts have been recoated and all the posts have to be changed in height and it needs to have the final coat and then the line markings
- 8.4. Football training to recommence but need a trainer that is trained in stroke manage as that can be a complication of COVID19
- 8.5. Warratah sign needs to go on the fencing that has been done as they were the donor
- 8.6. Look at attracting walking groups to Walk the Yorke
- 8.7. WaterCart Purchase agreed to

**Moved: G Weekley**

**Seconded: P Bartram**

**#78 (12/05/2020) That the watercart be purchased and the old one sold to Friends of Port Moorowie for \$2,000.**

**CARRIED**

9.30pm Chairperson, L Tilbrook advised that several Confidential Items regarding the Progress structure and Employment / Contracts and Quotes were to be discussed, therefore Administration Officer, J Dinham left the meeting.

**MEETING CLOSED**

**TIME 9.50PM**

**L Tilbrook Chairperson**

**DATE OF NEXT MEETING – June 9<sup>th</sup> 2020**





