

PRESENT:
Subject to
Confirmation

Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Patricia Bartram, Keryn Dawes, Kara Johnson (part), Jennifer Robyn, Stan Szczypiorski, Mick O'Connell, Cr Adam Meyer, Joanne Forbes (YP Financial Management Services), Diana Sweeney (Minute Taker), Jenny Sinclair (Visitor).

MEETING OPENED

7.30pm.

1. WELCOME

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

2. APOLOGIES

GARRY WEEKLEY, RUTH NOWLAN, JOANNE DE ROOS, JOANNE AND PHILL MEDSON (CARAVAN PARK MANAGERS).

3. VISITOR

JENNY SINCLAIR – EDITHBURGH THANK YOU DAY.

Jenny advised Progress of an event she is organising to thank everyone who helped save properties and lives during the fires on 20 and 21 November 2019. These include the CFS, farmers, SES, SAPOL, Yorketown RSL (who donated food) and many other volunteers.

The Edithburgh Thank You Day will be held on 19 January 2020 at the Edithburgh Football Club. Everything required on the day will be donated – the Australian Hotels Association (alcohol), Elders/Landmark/YPAG (money to purchase meat), Foodland, Balfours (bread), Light Church (staging platform for the musicians) and the musicians (donating their time).

This day is not a fundraising day, but any monies raised through sale of drinks and food and any donations received will be directed to the PCU fund set up by the Council.

Jenny requested that Progress consider donating money to go towards salads/dressing/sauces on the day. *Jenny Sinclair left the meeting at 7.50pm.*

#38 (10/12/19)

Moved: Peter Bartram

Seconded: Patricia Bartram

That Progress donate \$500 for the purchase of salads/dressings/sauce for the Edithburgh Thank You Day being held on 19 January 2020.

CARRIED

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.



ITEM #: 8.3 PROGRESS FINANCIAL REPORT.***Report distributed to all members prior to meeting.*****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.

Commercial Income is \$36K higher than this time last year, \$17K of this is for ASL/Storage Vans, etc. paying in advance due to the new fee schedule, the balance is growth in tourism dollars of \$19K.

Expenses have increased by \$77K. Reasons for variance include:

- Increase in Employee costs as per agreements – approx \$29K.
- Tidal pool contribution (normally paid end of financial year) - \$10K.
- Landscape/Grounds/General Maintenance – finishing off 18/19 projects - \$12K.
- Council Levy (increased due to increase in last year's turnover) - \$3K.
- Donations/Sponsorships - \$5K.
- 150th Anniversary - \$4K.

Overall, the net profit for the period July-November is \$55K, compared to \$64K last year.

I have also provided the financial report for Day at the Burgh for your information. There are some sections highlighted in green as these accounts have not yet been paid.

1.2 Fire Incident.

I assisted the Relief Park managers before, during and after the Yorketown/Edithburgh fires. A separate incident report is attached which I hope will be discussed at the Progress meeting and further at the next CPWP meeting also. There are several items to note/implement/discuss for future emergency events.

1.3 Grant Application – Soakage/Northern Amenities Block.

At the last meeting, I advised that there may be an opportunity for Progress to consider an application to Council for the Soakage project as part of the Drought Funding \$1M relief package.

After that meeting, I had discussions with the Council CEO, Andrew Cameron who confirmed that the project was a fantastic concept, but unfortunately due to the 30/6/20 deadline, the project would not quite fit within the guidelines.

There has since been another grant open up, "Building Better Regions Fund – Infrastructure Projects Scheme", and this has a \$200M allocation and, due to the regional nature and drought allocated area as per Government guidelines, this grant opportunity is better suited to our project.



The Yorke Peninsula Council is very supportive of Progress applying for this funding and will assist in any way that they can – it can be 75/25% split and the recommendation is for us to bundle both projects together (ie. soakage system and amenities block).

I have informed the Chairperson of this opportunity and also met with Council's Officer Grant Smith to determine if Option 1 – connecting to the Sultana Point Effluent Scheme is a possibility. This meeting was valuable and we believe it would be the best option to pursue, especially if grant funding was successful, for the following reasons:

1. It would assist the Sultana Point Scheme with more regular water flow to enable re-use of water to grow lucerne/revegetate via tree planting along boundaries, etc.
2. It would give a better long term option for residents in the Caravan Park to connect sullage along the western boundary (where Progress made allocation for this 4 years ago).
3. It would provide the opportunity to redevelop the land adjacent to the Caravan Park in the future, rather than as a soakage area.

The Grant is due on 19 December 2019 and I have allocated time over the coming weeks to write the 30 page grant, if Progress approve, as this type of activity is excluded from my contract. I am looking to apply for the maximum amount of \$1,000,000, with the overall project costing \$1.3M approximately.

To pursue this option, an upgrade to the Sultana Point Scheme will most likely be required, which has been included in the \$900K-\$1,000,000 estimate provided by MACE Engineering. This means that Progress would also need to engage an independent firm to provide the relevant drawings, costings, etc. to enable this to happen – ie. upgrade of pump stations, trenching documentation, levels, irrigation plans, etc. This could be at a cost of \$5,000-\$10,000.

If Progress approve YP Financial Management Services to write the grant application for \$1M on behalf of the Progress Association, the cost would be \$3,850 GST inclusive. **For Discussion.**

1.4 Volunteered Time

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

Fire Incident – refer to attached report	19.5 hours
Grant Application for Soakage/Northern Amenities (to date)	5 hours
TOTAL Time Volunteered	24.5 hours

Notes and Discussion from Finance Report

Edithburgh Tennis Courts Resurfacing. Suggestions for raising funding shortfall:

- Including the Tennis Club in the Bingo fundraising in February 2020.



It was agreed that G Weekley contact Janet Martin to discuss, and the responsibilities of this role be discussed at the Workshop meeting in February. **Action: G Weekley.**

Trees for Life (donation of trees for revegetation of areas affected by the recent fires). P Bartram contacted Trees for Life but has not received a reply. Cr Meyer advised that Blaze Aid will be growing trees and then returning to Edithburgh to plant them, as they will be involved in the Recovery Assistance from the Yorketown/Edithburgh fires for 12 months.

It was advised that the Swimming Carnival will not be held in January 2020, but will be a bi-annual event and therefore be held in January 2021.

Item #: 8.4.1 Cooe.

Fantastic last edition for the year of the Cooe. Congratulations to all involved in producing the local newsletter for 2019.

J Forbes to forward any outstanding invoices to J Robyn. **Action: J Forbes.**
J Robyn to forward all DATB/150 photos to D Sweeney and J Forbes for their records. **Action: J Robyn.**

Item #: 8.4.2 Edithburgh Markets.

Pat Bartram reported that the last market held on 8/12/19 was very successful and advised two markets will be held in January – 12/1/20 and Australia Day Weekend 26/1/20.

ITEM #: 8.5 A DAY AT THE 'BURGH.

A debrief report was distributed to all members prior to the meeting.

- Event debrief was held on 2/12/19 with the executive committee.
- A full debrief, with all committee members and other volunteers, will be held in early February 2020.
- Very successful weekend. All events were very well patronised.
- Foodland at Yorketown had one of their best weekends ever.
- \$500 donation for the Edithburgh Cricket Club to be sent to K Johnson.
- Donations of \$150 to be given to the CFS and SA Ambulance for their attendance at the event.
- Donation of \$300 from the Barossa Helicopters to be included in Finance Report and be put towards the Day at the Burgh 2020.
- Other donations received of \$267.80 was reduced by \$100 as the monies were incorrectly counted (\$2 coins amounted to \$120 and not \$220 as advised).
- Amber Poulton income to be advised to J Forbes.
- Raffle money distribution to be agreed upon once all other expenses have been paid.
- J Forbes to reconcile financial report once all accounts have been paid.
- J Robyn sourcing accommodation numbers.
- Cr Meyers suggested that a cost analysis be conducted with local businesses to determine the effect (positive/negative) of the event on their business.

J Forbes advised Progress Members that after the November Progress meeting, a Progress member had advised a Day at the Burgh committee



member that Jo was not supportive of the Day at the Burgh committee. She stressed that this was untrue and not the basis of her discussion (as minuted in the last Progress report) and that a change in the culture of some of the Progress members was needed.

ITEM #: 8.6 INSTITUTE REPORT.

(Next Meeting 17/12/19 at 7.30pm)

K Dawes reported the following:

- Art Exhibition held over the Day at the Burgh event was fantastic.
- Salt damp repairs complete.
- Windows have been replaced.
- C Hall was running her clothing stall in the front committee rooms. K Dawes to advise if Council permit is required. **Action: K Dawes.**
- J Tonkin will be holding the hospital auxiliary from 26-29 December 2019.

ITEM #: 8.7 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 21/1/20 at 7.30pm).

No report was tabled.

Museum is open most days during the holiday period.

There will not be a meeting of the Museum committee in December 2019.

ITEM #: 8.8 COUNCILLOR'S REPORT.

- Local Tourism idea – proposal for salt lake tours at Yorketown to cover the pink lakes – with application for tree planting and revegetation of the lakes.
- Response to the fires – use the Recovery Centre resource at Yorketown. This is located at the Telecentre and the recovery group is local.
- Development review was well received, with many positive recommendations put forward.

ITEM #: 8.9 150 YEAR CELEBRATIONS.

- Debrief to be scheduled.
- Tours of the town were a highlight of the event and will be discussed as a yearly event.
- 100 copies of the Edithburgh Places of Interest were printed with only three remaining. Another 60 are being reprinted, with amendments.
- The next phase of the plaques are now being printed.
- DVDs were not as popular as the book – 19 families were interviewed, with 52 families remaining. This is an ongoing project.
- \$3K Progress funding for historical signage each year until complete.
- \$1,200 was made from the BBQ and raffle donations at the Museum.
- The talks were so popular that people attending are willing to pay to have this as an ongoing yearly event.
- Thank you letter to be sent to Nathan Mulholland (SAPOL) and Crystal Dodd for participating and providing the horse for the day. **Action: D Sweeney.**
- The Bakehouse had their best ever trading day.



- Set up an audit process and review every 12 months. Assembly areas, helmets, etc.
- Nominate a 'person in charge' who activates the action plan.
- Noted that the CFS siren is not working and not maintained by the local brigade. Suggested donation from Progress to repair the siren and have it maintained.
- All of above to be discussed at the 17/12/19 Caravan Park Working Party committee meeting and recommend actions for Progress to consider (February meeting).

It was suggested for the volunteer travelling CFS crews attending the Edithburgh Thank You day that free accommodation be provided. It was noted that this was during the January school holidays and that no accommodation would be available at the Park as it is booked already.

Progress Member Workshop.

It was agreed that the Workshop to be facilitated by J Robyn be conducted on Tuesday 25 February at 10am at the Institute. **Action: D Sweeney to inform Institute.**

A few suggestions to form part of the discussion were:

- Volunteer hours.
- Volunteer parameters.
- Sub committees.
- Culture.

Flora Park. Chainsaw/maintenance equipment use was discussed. It was agreed that volunteers are to be formally ticketed to operate a chainsaw. This is to be adjusted in the Terms of Reference for the Flora Park. **Action: D Sweeney.**

The contributions of S Bauer, G Dallow, T Braund and N Haddow to the Flora Park's new signage and their continued contribution to the upkeep of the Park was discussed. It was agreed that Progress present all with a certificate of appreciation and photo of all four gentlemen at the Flora Park for the Country Times.

It was also agreed to organise a morning/afternoon tea at an appropriate time to thank them for their efforts.

#45 (10/12/19)

Moved: Peter Bartram

Seconded: Keryn Dawes

That certificates of appreciation be presented to G Dallow, T Braund, S Bauer and N Haddow in recognition of their contribution to the Flora Park and that a morning/afternoon tea be organised at an appropriate time to thank them for their efforts.

CARRIED

The Flora Park was of great concern during the recent fires. The paths in the park do not have a great deal of gravel coverage. A letter from Sam Bauer was discussed regarding installation of vehicle access gate from Park Terrace. Quotes to be obtained for consideration.

Performance Reviews – Caravan Park Managers, Finance Officer, Administration Officer.

- Lesley Tilbrook and Stan Szczypiorski, as two independent Progress Members, will conduct all reviews.
- Caravan Park Managers and Finance Officer/Administration Officer reviews to be held on two separate days.
- For the Caravan Park Managers' review, two members of the Caravan Park Working Party, cleaners, administration officer and finance officer to give response and feedback to the two independent Progress members.



- For the Administration Officer and Finance Officer, the Park Managers and two members of the Caravan Park Working Party provide feedback, plus the Finance Officer review the Administration Officer and vice versa.
- Job descriptions and contracts for Administration Officer, Finance Officer and Caravan Park Managers are to be provided to all members to aid decision making.

Action: *L Tilbrook and S Szczypiorski to develop Performance Review guidelines/questions and distribute.*

Tidal Pool Leak. Photos of the leak in the Pool to be forwarded to Council via a CSR. **Action:** *D Sweeney.*

Toilets at the Tidal Pool. Photos of the state of the toilets at the Tidal Pool to be forwarded to Council via CSR. **Action:** *D Sweeney.*

Troubridge Lighthouse is in the process of being repainted (currently just white, but when finished, will be red and white).

Jenny Oldand. It was noted that Jenny Oldland's last day at the Country Times will be 23 December 2019. It was agreed to send her a letter of thanks for all her support of the Progress Association and Edithburgh over many years. **Action:** *D Sweeney.*

Peter Dixon. It was noted that Peter Dixon is cleaning the Tidal Pool BBQs on a Friday and Sunday night. L Tilbrook to provide cleaning equipment to Peter.

It was suggested that a photo of the dirty BBQs be taken and sent as a CSR to the Council and for the CSR to request a sign be erected at the BBQs to leave them clean for the next use. **Action:** *D Sweeney.*

NEW MEMBERS PLEASE NOTE: *A Progress meeting is not held in January 2020.*

MEETING CLOSED

10.37PM

Lesley Tilbrook, Chairperson

DATE OF NEXT MEETING – 11 February 2020.

*Wishing you and your families a very Merry Christmas
and a safe and happy 2020.*



