



Minutes of the Meeting  
Held in the Edithburgh Institute  
on 11 February 2020

**PRESENT:**  
**Subject to  
Confirmation**

**Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Keryn Dawes, Jennifer Robyn, Garry Weekley, Mick O'Connell, Joanne Forbes (YP Financial Management Services), Diana Sweeney (Minute Taker), J Medson (Caravan Park Manager – part), Leith Smith Captain Edithburgh CFS (Visitor).**

**MEETING OPENED**

**7.30pm.**

**1. WELCOME**

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

**2. APOLOGIES**

Patricia Bartram, Stan Szczypiorski, Ruth Nowlan, Kara Johnson.

**3. VISITOR**

**LEITH SMITH – CAPTAIN EDITHBURGH CFS.**

Leith Smith was requested to speak to Progress about a Town Evacuation Plan, following the November fires at Yorketown and Edithburgh.

He was pleased to report that 12 new members had joined the Edithburgh crew since the fire incident, with those members attending a first aid course at Yorketown towards the end of February. He also noted that more volunteers are still needed.

Leith advised that the town warning siren is operational and will be tested on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7pm and that the siren is being regularly maintained.

It was agreed that an Evacuation Plan would need to be drafted and that safe zones around Edithburgh and Sultana Point would need to be identified. Progress agreed that once the safe zones are known, there would be need of promotion around the community of these zones.

It was also agreed that Leith would contact Region 2 to ask for advice and plans going forward and would report to Progress with this information.

Leith advised that Edithburgh Country Fire Service now has a Facebook page and urged all in the community to like the page and on fire danger days, to continue to check the CFS website and Facebook page and SAPOL website and Facebook page for changing alerts, updates and information.

*(Leith Smith left the meeting at 7.55pm).*

**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 10 DECEMBER 2019.**

#46 (11/2/2020)

**Moved: Peter Bartram                      Seconded: Keryn Dawes**  
**That the minutes of the Edithburgh Progress Association meeting held on 10 December 2019 as circulated, be taken as read and confirmed as a true record.**

**CARRIED****7. MATTERS ARISING****ITEM #: 7.1 MATTERS ARISING.**

**7.1.1 Motion #42 (10/12/19).** John Braund advised via Joanne Forbes that the Southern Eagles were donating \$3,000 towards the Tennis Courts. There still remains a \$2,000 shortfall which will be fundraised. It was therefore agreed that Motion #42 (10/12/19) remain.

**7.1.2 Performance Review Dates.** J Forbes and D Sweeney to provide available dates for upcoming performance reviews to L Tilbrook and S Szczypiorski.

**7.1.3 Workshop Meeting.** It was discussed that the Progress Committee Members need to take ownership of the proposed Workshop and as such, only Progress Committee Members would be attending this meeting.

It was also agreed that the Workshop would not be conducted until after the Performance Reviews were completed and that a separate meeting to the Workshop would be held to discuss the Caravan Park structure.

**7.1.4 Water Cart.** K Dawes advised that the Flora Park committee would liaise with T Braund and F Bernhardt about the capacity and structure of a replacement water cart. (Please note that Leith Smith will report on the suitability of the existing cart for CFS use).

**7.1.5 Free Stickers.** It was agreed (by majority) on 10/1/2020 (via email) to supply the Edithburgh stickers to the general public and local outlets free of charge (previously motioned to charge \$2 to businesses to onsell for \$2.50 to the general public). M O’Connell queried the original purpose of the stickers – whether they were to market the town or to gain revenue. L Tilbrook advised that as a business owner, because the stickers came loose and not packaged in any way, it was difficult for the public not to perceive them as being free. However, the stickers were perceived as a great marketing tool for the town. She requested that, in the future, more discussion in the planning phase about distribution and onselling would be needed.



**#47 (11/2/2020)**                      **Moved: Peter Bartram**                      **Seconded: Keryn Dawes**  
**That the motion (by majority) via email on 10/1/2020 to supply the Edithburgh stickers to the general public and local outlets free of charge be endorsed.**

**CARRIED**

**ITEM #: 7.2 REVIEW OF ACTION LIST.**

L Tilbrook advised that the Walk the Yorke signage structure (located near the public toilets) was rusting. **Action: D Sweeney to complete CSR to Council.**

**Town Entrance Sign Solar Lighting.** L Tilbrook to organise quote.

**Flora Park Plaque.** J Forbes to meet with I McQueen.

**Croquet Club.** J Braund and K Dawes to advise.

**Flora Park Signage.** Complete.

**Mosaic Rock Plaque.** K Dawes to gain quotes.

**Community Noticeboard.** S Bobridge provided a layout which was not suitable. However, G Weekley will take S Bobridge who visiting Edithburgh next week and show him the noticeboard and provide a revised layout to Progress prior to ordering.

**8. REPORTS**

**ITEM #: 8.1 CARAVAN PARK WORKING PARTY REPORT**

***Next Meeting to be held 3/3/2020 at 10am.***

Five recommendations were put forward for Progress consideration from the meeting held on 17/12/19.

Recommendations 1, 2, 3 and 5 were approved.

**#48 (11/2/2020)**                      **Moved: Keryn Dawes**                      **Seconded: Peter Bartram**  
**That Progress pay an extra day's wages to Ken and Lisa Taylor for managing the Yorketown/Edithburgh fire incident on 20 and 21 November 2019.**

**CARRIED**

**#49 (11/2/2020)**                      **Moved: Keryn Dawes**                      **Seconded: Peter Bartram**  
**That, in the case of an emergency, Progress pay five hours wage to the appointed Emergency Coordinator for the Caravan Park.**

**CARRIED**

**#50 (11/2/2020)**                      **Moved: Keryn Dawes**                      **Seconded: Peter Bartram**  
**That Jo Medson as the Park Manager of the Edithburgh Caravan Park attend the Caravan and Camping Show on 14 February 2020.**

**CARRIED**



#51 (11/2/2020)

**Moved: Keryn Dawes****Seconded: Peter Bartram**

**That the Caravan Park Managers accompany the CPWP representative if they are required to meet with patrons or residents on any issues.**

**CARRIED**

**Recommendation 4:** J Medson reported some criticism from customers with regard to the 2% increase per annum which has been put in place.

It was agreed that the Park Managers would provide a fee proposal prior to October each year to the CPWP for consideration. **Action: J Medson.**

**ITEM #: 8.2 CARAVAN PARK MANAGERS' REPORT**

***J Medson distributed and presented the report to the meeting.***

**Billboard skin.** J Medson presented a rough design from S Bobridge to the meeting and considered this design not to be eye catching and then presented an alternative design.

It was agreed for G Weekley to contact a designer for input. Jo Medson advised that a photographer who would be in Edithburgh on Saturday could capture images to be used for the billboard. Examples of images which could be taken and used were: grey nomads, pet friendly, families, grandchildren, people on the deck of one of the seaview cabins and the view, children on the grassed area out the front of the cabin with the Troubridge lighthouse in the background.

J Medson reported that her time off was working well and that Administration issues with regard to relief at the Park would be addressed at the Performance Review.

**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 \$40K higher than this time last year, \$12K 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 \$31K.

Expenses have increased by \$110K. Reasons for variance include:-

- Increase in Employee costs as per agreements – approx \$59K.
- 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) - \$4K.
- Cleaning materials - \$3K.



- Minor Plant - \$2K.
- Donations/Sponsorships - \$5K.
- 150<sup>th</sup> Anniversary - \$3.5K.

Overall, the net profit for the period July-January is \$95K, compared to \$131K last year.

I have also provided the financial report for Day at the Burgh and 150<sup>th</sup> Celebrations for your information. These have been provided to the relevant committees that held their meetings last week.

#### 1.2 LTFP & Budget Review.

A budget review will be conducted with the CPWP meeting, with our next meeting scheduled in early March. A further report will be provided to Progress at their March meeting with suggested alterations.

#### 1.3 Grant Application – Soakage/Northern Amenities Block.

I have submitted the Grant Application for the BBRF – Infrastructure Round 4 for the upgrade of the Caravan Park Soakage to connect to the Sultana Point Wastewater Management System.

I contacted the Minister’s office last week to enquire about the status of this grant funding, but with the bushfires across Australia for the last 3-4 months, the Department is behind in assessing the grants due to reallocating resources towards bushfire grant funding opportunities.

I was advised mid-year as the possible timeframe for the applications to be assessed.

#### 1.4 Volunteered Time

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

HR – Park Managers	2 hours
<b>TOTAL Time Volunteered</b>	<b>2 hours</b>

M O’Connell congratulated J Forbes on a very comprehensive report and the level of detail and attachments for the grant. Hopefully Progress will be successful, but regardless, the grant application was as comprehensive and detailed as anyone could hope – a job well done.

### **ITEM #: 8.4 TOWN IMPROVEMENTS WORKING PARTY.** ***(Next Meeting date TBA).***

#### **Item #: 8.4.1 Cooee.**

- J Robyn to follow up on four advertisers who are yet to pay for space.
- J Robyn to forward monies to L Tilbrook for banking and L Tilbrook to advise J Forbes.
- J Robyn to email details of two new advertisers to J Forbes for this financial year.



**Item #: 8.4.2 Edithburgh Markets.**

Peter Bartram (in Pat's absence) reported that the market held last Sunday was good. He reported that K Molyneux's market page is still active and requested J Robyn advise K Molyneux again to delete.

A Facebook page for the Markets was agreed upon. **Action: D Sweeney to create and administer. P Bartram to forward on any photos which can be used on the page and relevant information.**

P Bartram also advised that due to Pat's health, she is not able to do as much with the markets as previously and will be limiting her involvement at this stage. She has ensured that others are in place to take over her responsibilities.

**ITEM #: 8.5 A DAY AT THE 'BURGH.**

***A debrief meeting was held on 6.2.2020.***

- Debrief meeting was held with extended committee.
- Businesses were invited to attend and a couple who could not attend gave their feedback which was presented at the meeting.
- Meeting sought feedback from businesses and others in regard to feelings about how the day went and also the financial impact on the community.
- In general, a very positive reaction to the event.
- J Robyn is collating a working report for the event which will act as a proforma for each year with contacts, costings, etc.
- J Robyn to meet with K Martin to discuss social media.
- Format of the weekend was discussed extensively. It was agreed that this year, the event will be promoted as a weekend, not just a day.
- It was recognised that the 150<sup>th</sup> Celebrations in 2019 helped immensely given that a number of people stayed for the whole weekend.
- Looking at options to bulk the weekend out – eg. Continue historic walks on the Saturday, markets on the Saturday afternoon (either at the Institute or in the main street) etc.
- More information to come as plans firm during the next few meetings.

**ITEM #: 8.6 INSTITUTE REPORT.**

***(Meeting held 5/2/2020 at 7.30pm)***

***K Dawes reported the following:***

- Council has approved painting and I Hage will complete throughout the year.
- R & D Griffiths are in the process of planning another show similar to the M Griffiths show last year but with a new performer.
- Next meeting scheduled for 3/6/2020.

**ITEM #: 8.7 EDITHBURGH MUSEUM COMMITTEE REPORT.**

***(Meeting held Tuesday 21/1/20 at 7.30pm).***

***K Dawes reported the following:***

- Looking at relocating the Bakehouse as it is struggling for volunteers and also consignees to provide items for sale.
- Previously had proposed building a new Bakehouse at the front of the property – this will be discussed at the next Bakehouse meeting.



- Museum committee will be approaching the Council/AGL with the view to enclosing the back of the Museum to the new shed to facilitate easier access to all exhibits.
- The Museum has a healthy group of volunteers and is open every day.
- Council approved repair work to the front salt damp and some of the roofing which didn't last during the last rainstorm.
- Purchased some reasonably priced filing cabinets from Yorketown.
- Getting more tour groups and one off visitors to the Museum.

**ITEM #: 8.8 COUNCILLOR'S REPORT.**

Nil.

**ITEM #: 8.9 150 YEAR CELEBRATIONS.**

- Debrief meeting held 6/2/2020.
- Everyone was very enthusiastic about how the event evolved on the day and going forward – they are talking about a 151<sup>st</sup> celebration this year!
- Committed to the Saturday format again – BBQ, walks going all day, interviews, would like to do 4-6 this year. Appreciated the families who participated in the interviews but they didn't sell but will be a great record for the Museum which will be there forever.
- The Street Drama this year may concentrate on the Salt Industry. It was agreed not enough people knew it was happening or when it was happening.
- Notable date is the 150<sup>th</sup> birthday of the Jetty which is in 2023.
- S Bobridge is re-doing the historical plaques.
- Would also like to consider a walking trail along the front of the town where the buildings have disappeared. ***D Sweeney to investigate signage podiums for a 5 year Progress history project.***

**9. General Business.**

**VACSWIM.** K Dawes reported that VACSWIM cannot now be directly contacted as all arrangements are made online. He requested Progress consider approving purchase of supplies needed (kick boards and noodles).

**#55 (11/2/2020)**

**Moved: Garry Weekley**

**Seconded: Peter Bartram**

**That \$300 be made available to purchase supplies for VACSWIM for the 2020-2021 season.**

**CARRIED**

**Tennis Courts.** K Dawes reported that on 30/1/2020, the \$10K from Council was declined but that AGL has granted \$2K for meshing.

It was discussed that the Basketball Club is still hiring the Yorketown School for training (due to the poor condition of the backboards on the third tennis court at Edithburgh). K Dawes to contact L Hoare to collaborate on this project.

It was further agreed that J Braund be notified that the Basketball Backboards upgrade be completed concurrently with the Tennis Courts upgrade and that funds for this project will be made available from the Town Improvements budget in collaboration with the Basketball Club for 2019-2020.



**#56 (11/2/2020)**                      **Moved: Peter Bartram**                      **Seconded: Garry Weekley**  
**That J Braund be notified that the Basketball Backboards upgrade be completed concurrently with the Tennis Courts upgrade and that funds for this project will be made available from the Town Improvements budget in collaboration with the Basketball Club for 2019-2020.**

**CARRIED**

**Donation in Memory of Effie Bartram.** It was agreed that a donation of \$100 in memory of the late Effie Bartram be made to the Uniting Church.

**#57 (11/2/2020)**                      **Moved: Peter Bartram**                      **Seconded: Garry Weekley**  
**That a donation of \$100 in memory of the late Effie Bartram be made to the Uniting Church.**

**CARRIED**

Note : Peter Bartram updated the Administration Officer after the meeting with the request of Uniting Church.

**John Sindy Memorial.** While this had been briefly discussed at a previous Progress meeting, it was agreed that a plaque be made for the late John Sindy who had contributed so much to the Edithburgh community, with a location for this plaque to be decided at a later date.

**#58 (11/2/2020)**                      **Moved: Garry Weekley**                      **Seconded: Peter Bartram**  
**That a plaque be made for the late John Sindy, with the location of the plaque to be decided at a later date.**

**CARRIED**

**Certificate of Nomination for Day at the Burgh.** G Weekley attended the Australia Day Awards and was presented with a Certificate of Nomination for the Day at the Burgh 2019 Event. G Weekley to discuss whether the framed certificate could be placed in the VIO section of the Post Office. **Action: G Weekley.**

**Country Markets in late December.** J Tonkin organised and held these markets. It was discussed that notification of these markets be given to the Administration Officer and be promoted via the Progress Facebook page in the future.

**YP Art Exhibition.** J Robyn reported that a training day for volunteers (including cash handling) was being held on 31 March 2020 at 6.30pm at the Minlaton Council Offices. J Robyn is to be Edithburgh Progress' Lead Person for this Exhibition.

**Sponsorship.** K Dawes advised that Jordan Tilbrook who has become a State Cricket Representative would be eligible for a sponsorship of \$1,000 from the Edithburgh Progress Association (in accordance with the Progress Sponsorship Policy). *(Lesley Tilbrook declared an interest)*

**#59 (11/2/2020)**                      **Moved: Peter Bartram**                      **Seconded: Garry Weekley**  
**That J Tilbrook who has become a State Cricket Representative receive a sponsorship of \$1000 from the Edithburgh Progress Association (in accordance with the Progress Sponsorship Policy).**

**CARRIED**





**MEETING CLOSED**

**11.11PM**

**Lesley Tilbrook, Chairperson**

**DATE OF NEXT MEETING – 10 March 2020.**

