



- SA Water – isolator for the park is not shutting down. C Crouch to follow up if this has been addressed.

## **5.2 Caravan Park Sub Committee Report:**

B Faulkner reported the following:

### **Cleaning:**

- Has been reduced from 3 cleans per day to one normal clean around midday and one wipe over clean at the end of the day.
- A 24 hour turnaround time had been allowed for cleaning of accommodation.
- During busy periods, the Park Managers are to assist the cleaners with stripping beds and getting the linen ready. At this time of year they can also clean on the weekends unless there is a large number of accommodation being vacated in which case D McPhee is to be advised in advance of cleaners being engaged.

### **Occupancy:**

- Should be aiming for maximum occupancy in the accommodation units.

### **Relief Managers:**

- Have been engaged to cover days off so Park Managers can have their normal days off all in a row. This will improve efficiencies in the amount of time being taken off.

### **Public Holidays:**

- Are being allocated and taken at the time rather than accumulated as a run of 10 days off.

### **Fees:**

- Foreshore site fees have increased by \$1.00 per night.

### **Manager's Residence:**

- Soundproofing has been completed. S Edmead noted that a door seal has been installed which has made a significant difference. Batts are to be sourced and installed into the ceiling.

### **Maintenance:**

- A maintenance list has been compiled for each accommodation unit. S Edmead and C Crouch will assess further and allocate time for repairs. New linen, crockery and compendiums have been purchased.

### **Procedure Book:**

- Has been updated.

### **Swipe Cards:**

- Still outstanding with Mt Rat Computer Services.

**Moved: Steve Bowley**

**Seconded: Kevin Forrest**

**That the Caravan Park Manager's Report and the Caravan Park Sub Committee Report be accepted.**

**Carried #2 13.7.20**

S Edmead and K Coy left the meeting and did not return.

**Salary Review:** S Edmead and K Coy have been given a \$5K salary increase to \$55K p/a each, as agreed in February 2020

G Newstead noted that pay for public holidays can be added to wages (10 days annualised), and could be considered as part of contract negotiations.

**5.3 Hold Bay Van request to waive fees:** It was noted that a small number of queries have been received requesting fees for FY20 nights not used be waived.

The Committee acknowledged that some people will be experiencing hardship due to Covid-19, however it was resolved that fees will not be waived. Payment plans by instalment can be negotiated. D McPhee will draft a letter in response to the queries received.

## 6. FINANCE REPORT:

**6.1** A written report was tabled.

S Bowley reported the following:

- As at 30 June 2020 the combined bank balance total was \$658K, a good result in a trying year.
- Commercial income is \$41K down for the year. There was a bounce back in June related to advance payments of approximately \$50k for FY21 Annual Site Licence Agreements, and some expenses being deferred to FY21.
- A \$30K-\$40K surplus is predicted.
- Audited figures will be presented at the AEM.
- The first draft of FY21 budget has highlighted that occupancy is very important. The Finance Sub Committee is working through expenditure with a finalised budget being available for the new Committee in September.

**Moved: Steve Bowley**

**Seconded: Julie Harris**

**That the Finance Sub Committee Report be accepted.**

**Carried #3 13.7.20**

## 7. MATTERS ARISING:

**7.1 Foreshore Park bitumen replacement:** Nil to report.

**7.2 Caravan Park Sign:** The new entrance sign was approved by the Caravan Park Sub Committee and the order has been placed with Hatwell Printing. A garden bed will be installed in front of the sign to improve the aesthetics.  
Regarding removing car parks in front of the sign and installing "No standing anytime" signs: final decision to be made after the sign and garden bed have been completed.

**7.3 Market Site tree branches:** Work has been completed by Tom Edwards and Tidy Towns.

**7.4 Recycling of soft plastics:** It was resolved not to investigate further.

**7.5 Gail's Garden roses:** The preferred rose, Urban Outback Angel, RFDS, remains out of stock.

- 7.6 **Foreshore BBQ lights:** Two lights need replacing. G Newstead will follow up with the Council re replacement.
- 7.7 **Street Flowerpots:** D McPhee will liaise with business owners to determine whether they are prepared to maintain the flowerpots on an ongoing basis. If so, Tidy Towns will plant up with new mix and plants.
- 7.8 **Foreshore Park no parking signs:** As per 7.2.
- 7.9 **VIC NBN connection:** To be investigated after the email migration has been completed.

## 8. BUSINESS MANAGER'S REPORT:

- 8.1 A written report was tabled.
- 8.2 **IT upgrade park PC's:** It was recommended that the park PC's be upgraded to Windows 10 as Windows 7 is no longer supported. This may also assist with increasing the speed of RMS.

**Moved: Graham Newstead                      Seconded: Ted Buttfield**  
**That the PC's software be updated to Windows 10.**

**Carried #4 13.7.20**

- 8.3 **Laura Fair donation request:** It was resolved to provide the Laura Fair with a voucher for 2 nights villa accommodation, off peak period, 2 people only and valid for 12 months for their online auction.
- 8.4 **Welcome brochure:** approved with amendments.

**Moved: Graham Klose                      Seconded: Graham Newstead**  
**That the Business Manager's Report be accepted.**

**Carried #5 13.7.20**

## 9. SUB COMMITTEE REPORTS:

- 9.1 **Administration:** M Dodd advised the Committee that due to personal commitments she will not be renominating in August. A lot of work has been done, particularly over the last 3 years. The new Business Manager role is working well. M Dodd thanked the Committee for their support over the last 6 years.

B Meehan advised that he will not be renominating in August.

D McPhee thanked both M Dodd and B Meehan for their substantial contribution and input over the years.

- 9.2 **Institute:** Nil to report.
- 9.3 **Tidy Towns:** D McPhee reported that the trimming of the trees on the foreshore has been completed. Walking trail signs have been installed and a clean up of OPD is under way.

The tractor shelter has been erected after confirming with an independent engineer that it was fit for purpose, and that payment of an additional insurance premium will cover any damage caused to third party property.

9.4 Town Projects: Nil.

10. CORRESPONDENCE:

10.1 **Email from ASL Holder re powerhead:** It was resolved that a replacement powerhead will be installed which includes two sockets. K Forrest will check if one is already in stock. Until the replacement is installed, a second socket is available at the neighbouring site.

11. GENERAL BUSINESS:

11.1 **Market Co-Ordinator and VIC Officer Report:** A written report was tabled. It was agreed that the market season should proceed under the following guidelines:

- The Market Co-ordinator will contact the Covid-19 hotline to confirm any particular requirements however the following will be implemented:
  - Stalls will need to have adequate spacing between them.
  - Stall holders will not be guaranteed a particular site.
  - Stall holders will need to have hand sanitiser available and a current Covid 19 plan displayed and sign off on these requirements.

11.2 **Kid's Activities:** J Harris noted that increased activities for kids in Stansbury would have the potential to attract more families to the park. J Harris will investigate "the Pines" area for its suitability to be developed into an activity area eg. A nature playground or bike track.

11.3 **Water Tower Art Trail Update:** G Klose advised there is nil update on the Water Tower Art Trail, and that the majority of the Walkway signs have been installed.

11.4 **Progress Dinner:** T Buttfield proposed a Progress dinner to farewell the departing Committee members.

**All in favour that a farewell dinner be arranged for departing Committee members.**

**Carried #6 13.7.20**

12 CLOSURE: Meeting closed at 9.57pm.

Next meeting: AEM Monday 3 August 2020  
Monday 14 September 2020

Don McPhee

Chairperson .....

Date:.....