

# **Minutes of the Stansbury Progress Association Inc. Extraordinary Executive Committee Meeting held in the Stansbury Visitor Information Centre on 18<sup>th</sup> January 2021 5.30pm**

## **PRESENT:**

Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, George Kokar, Graham Newstead, Graham Klose, Kevin Forrest, Sue Oldfield, Julie Harris, Carley Crouch (minute taker).

**MEETING OPENED:** 5.30pm

**1. WELCOME:** Don McPhee welcomed everyone to the meeting and thanked everyone for their attendance.

## **2. CONFLICT OF INTEREST:**

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

**3. APOLOGIES:** Steve Bowley.

## **4. ENGAGEMENT OF CARAVAN PARK MANAGERS:**

### **4.1 Business Manager's Report**

A written report was provided which reviewed the current park management structure and matters for consideration.

Discussion took place regarding the various models and the following was noted:

- The most recent recruitment process took too long between the application and engagement stages which resulted in the first preference candidates taking up positions elsewhere.
- Contractors can not be managed by SPAI outside of their contract arrangements.
- Both models: employment vs contractor status, can prove to be unsuccessful.
- Contract terms were decreased from three years to two years in the last employment contract.
- Feedback was received by a Committee member regarding the reporting structure when working for a Progress Association. It was indicated that when an Association is involved there are too many people to report to, and that it is preferable to only report to one person.

- The Business Manager (BM) role provides an opportunity for the reporting structure to be streamlined, with employees reporting to the BM in the first instance.
- The current employment contract provides time in lieu for public holidays. This needs to be incorporated into a remuneration package in the future to reduce the amount of time off and rostering required to allow for that time to be taken.
- Commission only based remuneration may not be as attractive in the current Covid 19 environment due to the uncertainty of continuity of business. Eg. The park could be closed for an extended period of time with no tourism income.
- Remuneration for contractors would need to be reviewed as they are not required to provide their own vehicles and tools now that the park has their own tractor, vehicles, tools etc.
- Regular performance reviews need to be undertaken to ensure any performance issues are addressed in timely manner.
- Percentage based remuneration/commission does not take into account the expenditure side of the business ie. Contractors can reduce the expenditure they are responsible for to increase their revenue which can have a negative impact the park eg. Reduced cleaning.
- A bonus system based on defined key performance indicators should be considered for salaried employees as an incentive to achieve high performance.
- Contract of engagement is to be drafted professionally, and include a clause which outlines the termination terms for both parties outside of the probation period.
- The model of engagement, contractor or employee, should be reviewed at the end of each term to ensure the model is appropriate for the environment at that time.

**Moved: Graham Newstead**

**Seconded: Beth FAulkner**

**To offer a Contract of Employment for two years which enables a review of the basis of engagement to be undertaken at the end of the term.**

**All in favour: 6**

**Against: 1**

**Abstain: 1**

**Carried: #1 18/1/21**

**5. SYP MARINE:**

**5.1 Request from Damian at SYP Marine:**

Damian is currently refurbishing the butter factory where he has set up his business, SYP Marine. This involves painting the external walls and he would like to include the one with the mural which has deteriorated and is affected by the rising salt damp.

**Moved: George Kokar**

**Seconded: Graham Klose**

**Approval for Damian, SYP Marine, to proceed with painting over the mural.**

**Carried: #2 18/1/21**

**6. OTHER BUSINESS:**

**6.1 Chub quote for fire extinguishers - OPD shed:**

Council development approval for the OPD shed requires fire extinguishers to be installed per regulation AS2444. Chubb provided a quote for the supply and installation of the extinguishers.

Consideration was given as to whether a cover was required to both protect the extinguishers and deter vandals.

**Moved: Ted Buttfield**

**Seconded: Beth Faulkner**

**To purchase three plastic cabinets as covers for the fire extinguishers to be installed in the OPD shed.**

**Carried: #3 18/1/2021**

**13. CLOSURE:** Meeting closed at 6.45PM.

**Next meeting:** Monday 8<sup>th</sup> February 2021.

**Don McPhee**

**Chairperson .....**

**Date:.....**