

**MINUTES OF MEETING**  
**Williamstown Queen Victoria Jubilee Park Committee**  
**Held at the Caravan Park Office at 7.30pm on the 14<sup>th</sup> of April 2015**

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**WELCOME 7:35 pm** Acting Chairperson Graeme Randall, welcomed everyone to the meeting.

**PRESENT**

Shannon Kunst, Graeme Randall, Ivan Smith, Simon Taylor, Rose Ross

**APOLOGIES**

S Zachopoulos, Margaret Harris, Ingrid Eidam.

**IN ATTENDANCE**

Dani Wheadon (Park Manager), Malcolm Wheadon (Park Manager)

**CONFIRMATION OF MINUTES FROM PREVIOUS MEETING held 10<sup>th</sup> March 2015**

Email from Park Manager noted that \$1,354 to purchase materials and install a garden wall in the Park manager's residence was approved under the Manager's Report discussion. Agreed to amend minutes to reflect approval of these funds.

**MOVED: Shannon Kunst**

**SECONDED: Ivan Smith**

**MATTERS ARISING FROM MINUTES**

**10 Feb 1. Marg Harris: Grants for Park** To follow up quarterly **Action: 10 Feb 1. Marg Harris** Continuing.

**10 Mar 1. Park Manager.** Repair door jamb and roller door pool kiosk. The quote to supply and install a new roller door was \$1276. The excess if covered by insurance will be \$750. **10 Mar 1. Park Manager.** Continuing.

**10 Mar 2. Simon Taylor.** To advise Netball of vandalism. **Complete.**

**10 Mar 3. Park Manager.** Progress residence upgrades. Paving and wall complete, verandah awaiting council approval, kitchen scheduled to be installed in a couple of weeks. **10 Mar 3. Park Manager. Continuing**

**10 Mar 4. Park Manager.** Provide a quote for replacement of shed with concrete floor. Two quotes of \$11,000 and \$16,000 received. Quote of \$5,600 to concrete the floor received and estimate of \$2,000 to repair the doors. Further quotes to be obtained. **10 Mar 4. Park Manager. Continuing.**

**10 Mar 5. Park Manager.** Provide quote for installing internet and WI/FI. **10 Mar 5. Park Manager. Continuing.**

**10 Mar 6. Park Manager –** Liaise with Council on repair of bore. **Complete.**

**10 Mar 7. Park Manager, S Taylor –** replace defective sprinklers. **Complete.**

**10 Mar 8. Park Manager, S Taylor –** insert kikuyu cores in bare areas. Assistance provided by football players. **Complete**

**10 Mar 9. S Taylor –** to provide Sump Drainage Project Plan. Plan provided. Moved Simon Taylor, Seconded Shannon Kunst that 5 Drainage Sumps be installed as soon as possible, subject to availability of \$1,635 in this year's budget. Passed unanimously. **New Action 14 Apr 1. S Taylor** request availability of funds following Council budget review.

**10 Mar 10. Park Manager –** Provide loan fridge. **Complete.**

**10 Mar 11. Park Manager –** provide pavilion kitchen upgrade plan **10 Mar 11. Park Manager Continuing.**

**10 Mar 12. S Taylor –** provide update of WQVJP Strategic Plan. **10 Mar 12. S Taylor – Continuing.**

**10 Mar 13. Marg Harris** – obtain advice from Council on who funds the cricket pitch turf purchase – Rebecca advised that will continue with previous arrangement of Council funding materials but will review as part of budget. **Complete**

**MANAGERS REPORT- Report Attached.**

**Swimming pool:**

The swimming pool income has decreased from previous years. This is the result of a cooler summer and the pool not being open consistently.

2014/15	2013/14	2012/13
\$8952.00	\$12889.50	\$9827.50

**Residence/Office:**

- **Paving-** The paving and garden wall has been completed in the Residence yard. The cost of the paving was \$4260 and the garden wall \$1354. During the installation of the pavers it was identified that the area could more effectively used by adding an extra 14 sqm of pavers. Following discussion with the WQVJP Committee Chairperson, the Park Managers arranged installation of the additional paving at their risk at a cost of \$930. Moved Shannon Kunst, Seconded Ivan Smith that the additional paving cost of \$930 be funded from the WQVJP budget subject to the availability of funds. **New Action 14 April 2. Simon Taylor** – Request confirmation of funds availability following Council budget review.
- **Working Bee /Shed clearing** – Agreed to hold a working bee to clean out the shed. **New Action 14 April 3. Simon Taylor** – Request availability of leaving a council truck near the shed truck for loading over a weekend and for Council to empty the truck.
- **Office Printer** – Agreed to purchase a new office printer to replace defective one at a maximum cost of \$100. **New Action 14 April 4. Park Manager** – Purchase new office printer.

**Caravan Park:**

- **Funds.** Caravan park use and income for March 2015 was approximately 17% above March 2014, well done by Park Managers.
- **Septic Tank Covers:** As recommended by the Septic Tank pumping contractor, a quote is being obtained to install septic tank covers to improve safety/ease of access when pumping out tanks. **New Action: 14 April 5. Park Manager.** Obtain Septic tank cover quote.
- **Washing Machine Out of Order** – John O’dea electrical investigated the defective second washing machine and provided a repair quote of \$520 +GST. The parts for this machine are not available to purchase and need to be specifically made to fit. Agreed it was more cost effective to purchase a new machine at a cost of \$2075.70 incl GST and delivery. **Moved Shannon Kunst, Seconded Ivan Smith approved. New Action: 14 April 6. Park Manager.** Arrange purchase of new washing machine subject to availability of funds.
- **Amenities Block Sewerage Pipe Blockage.** Following recurrence of pipe blockages agreed to have plumber agreed to investigate a permanent repair. Initial phase is to inspect the cause and location of the blockage using a remote camera at a cost of \$350. **Moved Shannon Kunst, Seconded Ivan Smith approved. New Action: 14 April 7. Park Manager.** Arrange camera inspection of pipe.

### **Recreation Park:**

- **Oval Sprinklers.** Contractor has provided a quote to Council to replace the control sprinkler solenoid wiring run as the control system is shutting down after the sixth group. **New Action: 14 April 8. Park Manager.** – Continue liaison with council to replace sprinkler solenoid wiring.
- **Barge and Gutter repairs** – A new gutter will be fitted to the public toilets and a new barge fitted to the men’s amenities as organised by Neil Tait.
- **Retaining Wall** – The defective retaining wall in the warm up area near the swimming pool has now been completed. The wall was close to collapsing.

Rose Ross departed at 9pm.

### **BARROSSA BULLDOG FOOTBALL & NETBALL CLUB REPORT:**

- Simon advised that BDFNC had a new Committee and that they were still learning on the job. Sponsorship signs have been installed with the first home game to be held on the 18<sup>th</sup> March and the second one on the 9<sup>th</sup> May.
- **Netball Toilet Facilities.** The Netball uses the pool toilet facilities during the winter and are responsible for their cleanliness throughout the Netball season. Simon Taylor proposed that a formal handover of the toilet facilities be conducted at the beginning and the end of the Netball season. The current millipede plague means that the toilets are continually invaded. Netball will sweep out the toilets on Thursday nights and clean them on the Fridays before home matches and Sundays after home matches.
- **Netball Officials Car Park.** The car park at the back of the swimming pool that is used by Netball Officials is suffering from neglect, in particular the walkway to the toilets. Simon Taylor presented a Project Statement (attached) proposing to resurface the parking area to improve accessibility to the toilets and parking area during winter. This includes spreading and compacting 37 tonne of road base aggregate over the parking area, forming a flat path to the toilet blocks and compacting the entire area. **Moved Simon Taylor, seconded Ivan Smith that WQVJP fund the cost of materials at a cost of \$900** and that BDFNC transport and conduct the landscaping at an “In Kind” value of \$900. Agreed subject to the availability of funds and the use of spare roadbase held onsite. **New Action 14 April 9. Simon Taylor** – Request confirmation of funds availability following Council budget review.
- **Netball Shed Replacement.** Netball has asked if they can temporarily replace the sub-standard lean to shed with a container to address security, waterproof and vermin proof issues for their equipment storage. **New Action 14 April 10 Simon Taylor** – to discuss with Rose Ross and Rebecca Tappert.

### **FINANCIAL REPORT**

Reports attached. Noted that Council is conducting a budget review that will identify the predicted availability of funds for the remainder of the FY.

### **CORRESPONDENCE**

Incoming : Nil  
Outgoing: Nil

### **General Business**

- Agreed to reconfigure the agenda to have the financial report and correspondence earlier.

- Agreed to express concern to Council about the lack of childproof fencing around the playground adjacent to Mt Crawford Rd (B34) and Victoria Creek. **14 April 11. Simon Taylor** – to discuss with Rebecca Tappert.

**NEXT MEETING:** Tuesday 12<sup>th</sup> May 7.30pm at the Caravan Park Office

**CLOSE**

They're being no further business, the meeting closed at 9:50 pm

**DATE:** .....

**Chairperson :**.....

**Action List.**

**10 Feb 1. Marg Harris: Grants for Park**

**10 Mar 1. Park Manager.** Repair door jamb and roller door pool kiosk.

**10 Mar 3. Park Manager.** Progress residence upgrades.

**10 Mar 4. Park Manager.** Provide a quote for replacement of shed with concrete floor.

**10 Mar 5. Park Manager.** Provide quote for installing internet and WI/FI.

**10 Mar 11. Park Manager** – provide pavilion kitchen upgrade plan

**10 Mar 12. S Taylor** – provide update of WQVJP Strategic Plan.

**14 Mar 1. S Taylor Oval Sump Drainage Project** - request availability of funds following Council budget review.

**14 April 2. Simon Taylor – Additional Pavers** - confirmation of funds availability following Council budget review.

**14 April 3. Simon Taylor – Working Bee** - Request availability of truck from Council.

**14 April 4. Park Manager** – Purchase new office printer.

**14 April 5. Park Manager.** Obtain Septic tank cover quote.

**14 April 6. Park Manager.** Arrange purchase of new washing machine subject to availability of funds.

**14 April 7. Park Manager.** Arrange camera inspection of pipe.

**14 April 8. Park Manager.** – Continue liaison with council to replace sprinkler solenoid wiring.

**14 April 9. Simon Taylor** – Netball officials Car Park Resurface - Request confirmation of funds availability following Council budget review.

**14 April 10 Simon Taylor** – Temporary Netball Storage - to discuss with Rose Ross and Rebecca Tappert.

**14 April 11. Simon Taylor** – Playground Fencing - to discuss with Rebecca Tappert.