

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting
held in the Stansbury Institute on
Monday 12th August 7.00pm.**

PRESENT: Andrew Pisani (Chairperson), Julie Harris (Vice Chairperson), Don McPhee, Sue Oldfield, Beth Faulkner, Doug Carruthers (7.22pm), Kevin Forrest, Shaun Toft, Jason Aldenhoven, Georgie Rankine, Leon Cartledge (park manager), Carley Crouch (minute taker).

MEETING OPENED: 7.04pm

1. WELCOME: Andrew Pisani welcomed everyone to the meeting.

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: Michelle Hoffmann

4. ACCEPTANCE OF MINUTES:

4.1 Acceptance of the Minutes

Moved: Kevin Forrest

Seconded: Julie Harris

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 8th July 2024 be accepted as read and confirmed as a true record.

Carried: #1 12/08/2024

Moved: Don McPhee

Seconded: Sue Oldfield

That the minutes of the Post Elector's Meeting of Stansbury Progress Association Inc. held on Monday 5th August 2024 be accepted as read and confirmed as a true record.

Carried: #2 12/08/2024

Moved: Kevin Forrest

Seconded: Julie Harris

That the minutes of the Post Elector's Meeting of Stansbury Progress Association Inc. held on Monday 7th August 2023 be accepted as read and confirmed as a true record.

Carried: #3 12/08/2024

5. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

Leon reported the following:

- The pigeon shooter has been arranged to arrive on Tuesday 13th August to commence the cull. This was rescheduled from Monday 12th due to weather conditions. The shooter will stay overnight in the park to allow him to carry out the process at various times throughout the day and early evening, including when the pigeons move to a property behind the caravan park (owner's consent has been obtained).
- The overhead tank near the amenities block is not in use and will be removed.
- Run off from the cleaning of the pigeon mess on the amenities roof has accumulated into the large galvanised tank. It is believed that this tank is not required.

Moved: Don McPhee

Seconded: Julie Harris

To investigate the function of the galvanised tank and arrange its removal if it is not required.

Carried: #4 12/08/2024

Jason Aldenhoven will assess the tank and advise of the outcome.

- The park managers met with Carley Crouch to discuss marketing strategies for the next 12 months. Ideas and actions included the following:
 - Focussing on social media posts and increasing page followers, which can involve after hours work by the park managers. Reels and interactive posts are being developed which produces a good response.
 - SMS's are now triggered within RMS asking guests to leave a Google review. QR codes are also available for other review platforms. The triggered messages have had an immediate impact, with an increase in reviews including 9 five star reviews in the last three weeks.
 - The park is leading the way in signing up guests to Gday Parks membership.
 - Other online booking platforms are being investigated, however it was noted that each platform has its own criteria which can be quite time consuming from an administration perspective.
 - It was reported that guests enjoy the nature aspect of the park, and the plovers do not cause any issues. They do not like the dogs, but have not shown any aggressive behaviour towards humans.

Doug Carruthers arrived at 7.22pm.

- A stand alone FB page will be developed for Oyster Point Drive Caravan Park, with the aim of increasing exposure of the offerings in the park, in particular the campground for self contained travellers.

Beth Faulkner noted that Wikicamps have Oyster Point Drive Caravan Park as a separate listing. Having a dedicated FB page would be beneficial for people searching for that park. The amenities offered in the park may be more appealing to self contained travellers than those offered by council campgrounds.

- An advert will be placed in the SA Life Food and Travel magazine with a discount offered.
- New markets such as caravan clubs, car clubs, fishing clubs etc will be investigated. This is to increase bookings over the next winter season.
- Options for holding expos in the OPD campground could be considered eg. Caravan and camping, show and shine etc.
- Families and children: Anita and Hannah will be working on some ideas to provide activities for children.
- Investigating options for increasing front office sales such as basic fishing tackle, bait, drinks etc. However, there is limited room in the existing office to display additional items.
- An additional freezer is required for the fish offal. Currently there are four freezers in use (2 in the Foreshore Park, 1 at OPD and 1 for overflow when the others are full prior to a dump run).

It was agreed that Leon will arrange the purchase of a 750L freezer for use in the Foreshore Park. The existing freezer will then provide a second backup.

- Andrew Johnson will be carrying out a refresh of villas 7, 8, 9, 10, including replacement of the air conditioners in these villas.
- There continues to be a problem with guests driving on the grass along the side of the luxury villas, resulting in a recurring problem of broken sprinklers. Often guests of the three bedroom villa will bring two cars and a boat, parking the boat on the grass. It was noted that limits regarding the number of vehicles is included in the park rules.

After discussion, it was resolved to build solid timber planter boxes to be placed at the beginning of the lawn to stop guests driving onto it.

Julie Harris queried whether there were any issues with a stray dog in the park. Leon confirmed that the dog in question does come into the park on a regular basis, however he is very friendly and Leon returns him to his owner.

Andrew Pisani advised that the committee completed a walk around the park on Sunday 11th August and advised there is an IP cover at OPD near the fish station which needs to be fixed.

- Leon advised that the Foreshore camp kitchen is sprayed and cleaned with a commercial degreaser every 2-3 months. If there were issues with hygiene this would be reported to park management. No complaints have been received.

It was agreed to install a stainless steel splashback for the BBQ area.

In response to a query from Andrew Pisani regarding the septic tank on site 23, Don McPhee advised that this septic tank runs to the ablutions block and then to the council tank located outside of the park.

Leon explained that getting older vans onto site 23 is a bit difficult due to the incline of the site, particularly when the other nearby sites are occupied. Off road vans do not have as many issues as they are higher off the ground. The site is very popular, with many long term return visitors choosing to book that site.

Jason Aldenhoven will speak with Shane Edwards regarding the depth of the tank and whether the depth can be increased when the new pipe is installed.

Leon left at 8.05pm and did not return.

6. MATTERS ARISING FROM MINUTES:

6.1 Addressed in point 5.1.

7. BUSINESS MANAGER AND FINANCE REPORT:

7.1 A written report for July was tabled.

Email from Nick Hoskin, YP Council was tabled regarding the recommended replacement of the swing set in the foreshore playground. It was noted that Progress purchase the equipment for this playground, and Council carry out the maintenance.

Moved: Beth Faulkner

Seconded: Don McPhee

To proceed with the purchase of the swing set as per the ForPark quote provided by Council.

Carried: #5 12/08/2024

Andrew Pisani confirmed that Ben Harris will be carrying out site repair work on the Foreshore site 17 through to 23, and site 6. Concrete pads will replace the existing paved pads.

A quote for this work is to be provided for committee approval. This work is estimated to cost between \$30-\$40K.

It was noted that the concrete pads need to have a finish which ensures they are not slippery.

Once the pavers have been removed, these will be made available for anyone to take away free of charge.

It was noted that maintenance work at the parks is constant, and will often be carried out by contractors who are available at the time the work needs to be completed.

It was noted that OPD has been surveyed in the past, however it is difficult to know exactly where the services run. Mapping of services will be carried out when new work is undertaken at the parks.

Contractors will need to take care when digging to carry out site repair work to locate the service lines before commencing with machinery.

Don McPhee will work with the contractors re the spoon drain in the Foreshore Park.

The Foreshore Park will be closed for a period once Boral has confirmed what remediation work they will carry out to fix the problem with the bitumen, and the timeframe.

Jason Aldenhoven and Don McPhee will look at the OPD IPs to get the levels. Boral will compact the additional fill near the OPD cabins prior to laying the bitumen. There will be an increase cost for the additional bitumen.

8. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

8.1 A written report for July was tabled.

Moved Julie Haris

Seconded: Kevin Forrest

To accept the Business Manager and Administration reports for July.

Carried: #6 12/08/2024

9. FORMATION OF SUB COMMITTEES:

9.1 Finance:

Members: Don McPhee, Beth Faulkner and Jason Aldenhoven.

9.2 Caravan Park:

Members: Beth Faulkner, Julie Harris, Jason Aldenhoven, Sue Oldfield, Don McPhee and Kevin Forrest.

9.3 Events:

Members: Andrew Pisani and Georgie Rankine.

9.4 Institute:

The Chair of the Stansbury Institute Committee will be advised to contact Progress in the event that they need anything, and to provide a report at least annually.

9.5 Town Projects:

Members: Sue Oldfield, Julie Harris, Jason Aldenhoven and Georgie Rankine.

9.6 Access Advisory Committee:

A notice will be placed in the Scribble inviting a member from the community to be involved on this committee.

9.7 Tidy Towns:

Members: Don McPhee, Kevin Forrest, Doug Carruthers, Shaun Toft.

Don McPhee advised that he is the current co-ordinator of Tidy Towns. The group meet once a week and carry out a variety of maintenance jobs around the town including weed removal, watering, maintenance work, light earthworks, gardening and cleaning of the public BBQs. The tasks are jobs that Council do not have time or resources to carry out.

Kevin Forrest asked that if issues with the bollard solar lights in Mills Gully, Centennial Park or the town sign are noticed, to please let him know so he can arrange to fix them. It was noted that the town overhead lights are Council's responsibility.

It was agreed to place a notice in the Scribble asking for a volunteer to assist with the ongoing maintenance of the town rose garden.

Andrew Pisani advised that after the walk around in the park on Sunday, a list is being prepared for Leon of matters which need to be addressed.

10. CORRESPONDENCE:

10.1 Letter – Stansbury Sports and Community Club (SSCC), 10th July – tabled.

A conflict of interest was declared by members who are also members of the SSCC.

Moved Don McPhee

Seconded: ShaunToft

To make a \$6K donation to the SSCC towards the "Stansbury Sounds by the Sea" event, scheduled to take place in October 2024.

Carried: #7 12/08/2024

It was noted that it is great to see the club making improvements to the infrastructure and supporting themselves.

The salt damp repairs have been completed.

10.2 Letter – Stansbury Institute Committee, 24th July, tabled.

10.3 Letter – Stansbury Museum – 26th July, tabled.

10.4 Email – Nick Hoskin, YP Council – 31st July, tabled.
As per item 7.1.

11. GENERAL BUSINESS:

11.1 Caravan Park Lawn Mower:

Andrew Pisani reported that Foreshore Park lawn mower was purchased in 2011 and has done 342 hours. The OPD mower was purchased in 2015 and has done 863.5 hours.

Andrew has spoken with Ash and looked at the OPD mower and recommends it is replaced.

Don McPhee advised that in the past the mower replacement program has involved purchasing a new mower for the Foreshore Park, the old mower is moved to OPD and the OPD old mower is moved to Tidy Towns. The existing Tidy Towns mower is primarily used during the summer season to mow a fire break around the perimeter of the town. This came about one year when Council's slasher was broken, and they did not complete the work until April which was well after the fire season had commenced. Since then Tidy Towns have carried out this work.

Don McPhee advised that the size of the Foreshore Park mower is too big for the job, however, it was what was available during covid.

Andrew reported that Ash is using a push mower for some of the mowing as it does not make as much of a mess that then has to be cleaned up.

It was resolved to ask a rep from Emmetts, Kadina, to visit onsite and discuss what products will provide the best solution for both parks.

11.2 Strategic Plan:

Andrew Pisani advised that it is time to commence development of the next 5 year plan.

Don McPhee suggested classifying items which were identified at the park walk around on Sunday into Maintenance and Development. Development projects can then be broken down into revenue earning and capital improvement for the caravan park, or community benefit. Estimates will need to be gathered for proposed projects. The financial situation will be assessed in regard to cash flow and bank balance, to determine the timing of projects ie. What can be completed this financial year, and in subsequent years.

It was noted that consideration needs to be given to maintaining a reserve of funds to cover ongoing maintenance, and any unforeseen issues that will arise.

The 5 year plan needs to have the capacity to be flexible and adapt to the changing environment.

It was noted that the option of installing a stand alone office/staff room at the caravan park needs to be considered. Currently there is no privacy between the manager's residence and the existing office which is an issue, and has negatively impacted recruitment of managers in the past.

Discussion took place regarding location of the tractor, logistically it is inefficient to store it at OPD.

It was resolved that the Caravan Park Sub Committee will carry out more research on the park office and submit ideas for consideration.

The subcommittees will each discuss ideas for the inclusion in the 5 year plan, together with obtaining cost estimates. These will be submitted for discussion at an Executive Committee Meeting.

A draft strategic plan document was tabled by Carley Crouch. This included the key objectives of the Association as per the Constitution. These objectives can be used as a guide when developing the 5 year plan. It was also noted that having an environmental, sustainable and accessible focus is important as highlighted by both SA Parks and Council.

Jason Aldenhoven tabled a draft letter inviting the community and park patrons to submit their top three ideas for town improvements to the committee for consideration.

It was agreed to submit an edited version of the letter to the committee for approval. It will then be distributed via a letter drop, FB and the Scribble.

11.3 Stansbury Seaside Markets:

Shaun Toft advised that additional volunteer assistance is required at the SSM.

Don McPhee explained the process of setting up the markets is as follows:

- Three days before the markets the signs are erected out on the road.
- The Friday before, the trailers are brought up to the Tidy Towns yard and prepared.
- On the day of the markets, at 6am the trailers are moved down to the market area and the road closures are set up. The canvas signs are set up on the two frames on the highway. The Progress marquee is set up.
- The market co-ordinator arrives around 6.30am and supervises the stall holder set up, and continues to monitor them throughout the duration of the market.
- Sales of items are directed to the Visitor Information Centre which is manned by a volunteer.
- The volunteers in the marquee are there to provide support to the market co-ordinator and deal with any first aid issues and emergencies. They also answer any general tourism enquiries.
- When the market is finished, the road closures are taken down, bins collected and the trailers returned.
- More volunteers are required to help with this work.

It was noted that an additional person needs to obtain their road closure certificate. Shaun Toft volunteered to undergo this training.

Andrew Pisani advised he will learn from Kevin how to mark out the sites so he can assist with this task.

11.4 AEM Voting Procedure:

Sue Oldfield queried the voting procedure used for the AEM, as people in the community were unclear.

Don McPhee advised he appreciates Cr Trevor Clerke may have confused people in his explanation on the voting process at the AEM. The count is conducted on a "First past the post basis". It is unsuitable to undertake a more complicated process.

It was noted that having a 5 and 5 rotation of vacant positions is preferable, but not a requirement. The current 6 and 4 rotation may work itself out over time.

11.5 Table at the sails:

Sue Oldfield queried why there is no longer a table under the sails.

Don McPhee advised that the table was broken beyond repair, and it had been suggested to Council that paving could be installed under the sails and a new table installed. Council did not agree to this option.

It was resolved to add this item to next month's agenda.

12. CLOSURE: Meeting closed at 10.35pm.

Next meeting: Monday 9th September, 7.00pm.

Andrew Pisani

Chairperson 

Date:..... 9/9/24

