

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting  
held in the Stansbury Institute on  
Tuesday 14<sup>th</sup> March 2023 at 7.30pm.**

**PRESENT:** Don McPhee (Chairperson), Sue Oldfield, David Slater, Graham Klose, Kevin Forrest, Julie Harris, Doug Carruthers, Cr Trevor Clerke, Michelle Hoffmann and Leon Cartledge (caravan park), Carley Crouch (minute taker).

**MEETING OPENED:** 7.31pm

**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:** Graham Newstead, Beth Faulkner, Ted Buttfield.

**4. ACCEPTANCE OF MINUTES:**

**4.1 Acceptance of the Minutes**

**Moved:** Sue Oldfield

**Seconded:** Graham Klose

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 13<sup>th</sup> February 2023, be accepted as read and confirmed as true records.**

**Carried: #1 14/03/2023**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Manager's Report- M Hoffmann and L Cartledge:**

Written reports from the Park Managers were tabled for both the Oyster Point Drive and the Foreshore Parks.

Leon and Michelle advised that:

- The March long weekend went very well. There are a lot of interstate travellers around, particularly from NSW and Victoria.
- Converting the back gate to an electronic remote gate has become a necessity. Due to the new villas extending out onto the old roadway, there is no ability to lap around in a circle to drive out of the park. This is causing problems with some of the larger cars/vans using sites in this section of the park.

Dalrymple Motors have activators for the gates and James Moss is able to install. However, research needs to be undertaken into how the gate will communicate with the front desk.

- The control board for the Evolution software which runs the Foreshore Park boom gates, is going to be changed over from a four gate controller to a two gate controller. The software (Smart PSS) for the OPD boom gates is not allowing anymore gate passes to be activated. The software does not appear to be supported any longer. Options for resolving this issue are being investigated. If moving OPD over to the Evolution software is feasible, this could be a suitable solution.
- The new villas are on track – the dishwasher needs to be connected to the water supply, and the air conditioner units reconnected now that the concrete has been laid.
- Leon requested that irrigation be laid under the turf which is going around the new villas. This will reduce watering time and is unlikely to be damaged as no tent pegs will be used in this area.

Harris Outdoor to provide a quote on irrigation.

- Minlaton Septic are booked in to carry out the routine pumping out of the septic tanks ahead of Easter.
- Michelle has suggested that the interior of Villa 5 needs refreshing. Painting the walls would cover the old water marks. The broom cupboard also needs replacing as it is warped from previous water damage. It has been difficult to make contact with any local cabinet makers to organise a replacement cupboard.

Sue Oldfield will contact a maintenance person she knows to see if he is able to assist with the cupboard.

- The hypofeam machine is no longer working and is unable to be fixed. Quotes for a replacement machine are being arranged.

Maxine Cooper, member of the 150<sup>th</sup> Sub Committee, arrived at 7.58pm.

- During peak periods the OPD amenities are being checked by the Assistant Managers at the end of their shift to ensure there are adequate supplies of toilet paper and hand towel.
- One of the permanent residents at OPD has queried whether they are allowed to have a chiminea. This is not allowed due to the risk of fire. Only gas fired BBQs and enclosed gas Webers are allowed.

Graham Klose queried whether the vacant area near the OPD entrance could be set up as powered sites.

It was noted that this area would require services to be connected in order to be used as tourist sites. Currently it is used as a transitional storage area for

vans which are being collected by the owners, rather than having them enter the van storage area.

Michelle and Leon left at 8.08pm and did not return.

**Moved: Kevin Forrest**

**Seconded: Julie Harris**

**That the Caravan Park Manager's report be accepted.**

**Carried: #2 14/03/2023**

## **6. 150<sup>TH</sup> SUB COMMITTEE UPDATE:**

**6.1** Minutes of the 150<sup>th</sup> Sub Committee meeting, Wednesday 1<sup>st</sup> March 2023 were tabled.

Maxine Cooper provided the following update:

- Maxine will speak with Carrol Roberts about getting a quote from Pioneer Print for the history walk booklet, and will investigate whether there is a sponsor for this project.
- The sponsor for the history plaque project has clarified her commitment, as she is comfortable with the 150<sup>th</sup> Committee's actions in regard to indigenous involvement in the celebrations.
- Candy Wanganeen is scheduled to participate as MC for the opening of the event.
- A list of indigenous footballers has been generated and forwarded to the committee members. One of the past football coaches will be contacted to see if they can assist in liaising with an indigenous representative to be involved in the opening. Cathy Glazbrook, Narungga Progress, will be contacted to see if she is also able to assist.
- The program of events is being finalised. Once this is ready, an advertising strategy needs to be developed so a budget can be determined.

Sue Oldfield reported:

- Sue has submitted a grant through the Sports and Community Club for teardrop banners. They will have a generic "Community Event" logo so they can be used for by various local groups etc in the future. The total cost of the banners is \$3K which includes some banners for specific use by the Sports Club. If the grant makes it through to the next round, Sue requested a contribution from Progress of \$300 towards the generic banners so this can be included in the application.

It was agreed that Progress would contribute \$300 towards the generic banners if the grant was successful.

- The Sunday Event:
  - The Sports Club will be running a bar and providing some food.
  - Around a dozen food and drink vans will be set up in the area behind the canteen.
  - Event to commence at 11.30am and finish at 8pm.
  - On the oval there will be kids activities, historic engines around the edge and historic cars and motor bikes around the exterior of the oval. Horse riding is to be confirmed.
  - There will be a stage in front of the grandstand with tables and chairs. Mad Panic have provided a quote (\$3K) for the stage set up and amp equipment for the various musical acts. They will also provide some tables and chairs, however it is expected that some additional seating will need to be hired.
  - Music- Swamp Donkeys \$1500 for 2 hours  
 Amber Joy Poulton \$1500 for 2 hours  
 Damien Dee \$450 one hour  
 Jacob Gutsche \$100  
 Annie Wier \$120
  - Additional toilets: it will be necessary to hire additional toilets for the event. This will be dependent upon estimated attendance numbers. Sue will approach Jason Aldenhoven to see if he would be interested in sponsoring toilets hired through Build Logix.
  - A submission to the RAA for use of a free marquee is being finalised. Insurance needs to be confirmed.
  - Maxine is trying to contact Aunty Daphne to discuss options for indigenous food.

It was noted that the food vendors need to understand that they are required to have enough supplies to last through the whole event, and are not to leave before the event is finished.

It was suggested that Julie Searle may be able to assist with calculating how many toilets are required for a given number of people attending the event, as she was involved in the Harry Butler celebrations at Minlaton.

- It is proving difficult to lock in activities for kids. The jumping castle operator is unable to attend. The Amazing Drumming Monkeys are likely to be touring and are quite expensive at \$1600+gst for 2 x 30 minute shows, and the Junk Man is unavailable. However the face painter is locked in.

It was suggested to contact the organisers of "Day at the Burgh" to see if they have any contacts for entertainment for kids.

- Graham Klose advised he has been provided with 40 photos from the Museum that might be useful for the VIC fence display. The printed version

of some of the photos is quite blurry. Although some editing may be possible, clear photos are preferred for the fence display.

- David Slater advised that more photos are required for the light show. Enough time needs to be allowed for the organiser to assess and edit the photos, to ensure there are enough images for the duration of the display.
- Graham Klose is working on the town map for the fence. He advised that labels are needed for each image that will be displayed on the fence.
- Barossa Helicopters were unhappy with the various sites which were offered as options for take off and landing. As a result, this activity has been cancelled.
- Maxine provided a sample of the signs which will be placed on the historic buildings around Stansbury.

Maxine left the meeting at 9.05pm and did not return.

## 7. MATTERS ARISING FROM MINUTES:

### 7.1 Council lease of additional land for van storage

Don McPhee reported a draft lease has been received from Council. There are a few queries with the document which have been forwarded to Council for clarification, including details on what outgoings are payable, and the right of renewal terms. The public liability issues are also being investigated.

Currently the lease does not allow access to the shed on the property. A request has been submitted to Council for use of the shed to store Progress machinery.

The lease is \$2K per annum with a two + two year term.

The fencing and security level of the site is the same as at Oyster Point Drive.

Don McPhee has identified 14-15 vans currently in storage that haven't been used in the last couple of years, which will be moved in the first instance.

It was noted that there is a protocol where ASL vans are inspected prior to approval for sale. At this time the owners are provided with a list of requirements to bring the van/annexe up to standard prior to approval for sale being granted. Although inspections may take place at other times during the year, historically owners do not take responsibility or interest in fixing any identified issues until they want to list the van for sale.

There is currently no minimum standard for vans in the storage area, other than they need to be roadworthy and insured.

## **7.2 Letter to occupants #76 re shared space**

It was confirmed than an email was sent to the owners of van #76 on 16<sup>th</sup> February reiterating the requirements in regard to the temporary fencing, and storage of items on their site.

## **7.3 Contact details for the new owners of Elanora**

Sue Oldfield spoke with Rob Rankine regarding contact details for Elanora. Rob is leasing three of the cottages, and was advised by the new owners that in consideration of tidying up the site he can have access to whatever items were left behind by Eldercare. Rob advised Sue that a lot of what is left there has been damaged.

Graham Klose advised that all of the doors to the premises are unlocked allowing vandals entry at any time. Graham will follow up with Rob to see if there are any items which could possibly be sold off, with proceeds going to local organisations.

## **8. BUSINESS MANAGER AND FINANCE REPORT:**

### **8.1 A written report for February was tabled.**

It was noted that the Finance Committee reviewed the outstanding invoices for the Foreshore Park development, along with estimated costs for works that are still to be completed across both the Foreshore and Oyster Point Drive developments. There is also a budget allocation of \$250K and \$150K for the bitumen upgrade in the Foreshore Park, and OPD drive through site projects respectively. Together with upcoming commitments to town projects (including the Stansbury grandstand upgrade, a commitment to the seawall project and the 150<sup>th</sup> celebrations) the total estimated expenditure is \$700K.

Don McPhee advised that it is necessary to reserve a contingency amount of around \$200K for unbudgeted items which will occur. To allow that buffer to be maintained, some of the projects may not proceed this year. However, quotes are being sought for the bitumen upgrade to allow an informed decision to be made as to when this project will be carried out. The pros and cons of hot mix vs spray pave will be considered.

There is a week in May which has been blocked off at the Foreshore Park for the bitumen upgrade. If this does not proceed, it may be possible to schedule in other works during this period which are difficult to carry out when the park is occupied.

A quote from Peninsula Home Improvements for the installation of three café blinds for the new villas was tabled.

**Moved: Julie Harris**

**Seconded: Sue Oldfield**

**To accept quote #QT01364 for the supply and install of three slidetrack blinds at a cost of \$4250.40.**

**Carried: #3 14/03/2023**

A survey generated by a group of the Annual Site Licence Occupiers was received by Progress on Sunday 6<sup>th</sup> March. The results highlighted a number of matters the group are unsatisfied with in regard to the Oyster Point Drive Caravan Park facilities and fees. The Caravan Park Sub Committee met on Friday 10<sup>th</sup> March to review the report. A response is being drafted and will be sent out to all ASL's once finalised.

#### **9. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:**

**9.1** A written report for February was tabled.

**Moved: Julie Harris**

**Seconded: Sue Oldfield**

To proceed with the New Year's Eve fireworks for 2023.

**Carried: #4 14/03/2023**

**Moved: Julie Harris**

**Seconded: Kevin Forrest**

To accept the Business Manager and Market Co-ordinator/Administration Reports for February.

**Carried: #5 14/03/2023**

#### **10. SUB COMMITTEE REPORTS:**

**10.1** Caravan Park Sub Committee – D McPhee

As per item 5.

**10.2** Institute:

Nil to report.

**10.3** Tidy Towns:

Don McPhee reported the following activities have taken place:

- Efforts have been concentrated towards the gardens along the foreshore with lots of pruning and removal of dead bushes and shrubs.
- Work has been done in the rose gardens.
- Some progress has been made on the removal of agave by the cemetery.
- Assisted the RSL in moving the old memorial at the Morton Bay fig tree.
- Modified the service trolley for the OPD linen.
- Commenced instalment of planter boxes on the window ledges of the VIC.
- Repairs to bollard lights along the foreshore.
- Pruning of the fig tree.

**10.4** Town Projects:

Graham Klose is working on the town map which will be displayed on the VIC fence.

**10.5 Access Advisory Committee:**

Nil to report.

**10.6 Stansbury 150<sup>th</sup> Committee:**

As per item 6.

**11. CORRESPONDENCE:**

**11.1 Email -Rob Rankine, 6<sup>th</sup> March 2023 - tabled.**

A response to Rob Rankine from the 150<sup>th</sup> Sub Committee was tabled.

A response to Rob Rankine from Stansbury Progress Association was tabled. Progress responded in support of the 150<sup>th</sup> Committee's decision regarding the date of the event.

Sue Oldfield confirmed that the October long weekend date was chosen as it falls in between sporting commitments, and the volunteers wanted to have one weekend to celebrate, not run it over multiple weekends throughout the year. The focus of the celebration was on the history of the town, not a commercial one.

It was noted that Progress fund the Stansbury Seaside Markets eight times a year which provide positive economic benefit to local businesses.

**11.2 Email – Feedback report from ASL group, Oyster Point Drive - tabled.**

As per item 8.

Cr Trevor Clerke left at 10.35pm and did not return.

**12. GENERAL BUSINESS:**

**12.1 David Slater requested direction in regard to the photos for the light display. He has concern around getting an adequate number of suitable photos in time for George to be able to assess for quality.**

It was noted that Susan Hanrahan is currently chasing up slides and negatives and trying to convert these to a digital image which can be provided to George.

**13. CLOSURE:** Meeting closed at 10.43 pm.

**Next meeting:** Tuesday 11<sup>th</sup> April 2023 7.30pm

**Don McPhee**

**Chairperson** .....



Date: 14/3/23

