

**Minutes of the Stansbury Progress Association Inc. Executive Committee
Meeting held in the Stansbury Institute on
Monday 11th October at 7.30pm.**

PRESENT: Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), George Kokar, Beth Faulkner, Julie Harris, Doug Carruthers, Kevin Forrest, Sue Oldfield, Graham Newstead, Sue Bambrick (Relief Park Manager), Cr Michael Murdock, Carley Crouch (minute taker).

MEETING OPENED: 7.30pm

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. All attending members signed the Conflict of Interest document, and were reminded of the Code of Conduct Policy.

3. APOLOGIES: Graham Klose.

4. ACCEPTANCE OF MINUTES:

Moved: Ted Buttfield

Seconded: Kevin Forrest

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 13th September be accepted as read and confirmed as a true record.

Carried: #1 11/10/2021

5. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

Sue thanked Progress for the opportunity to work at the park. Sue and Ray have learnt a lot and really enjoyed their time in Stansbury.

The Caravan Park Manager's Report for September was tabled.

In addition, Sue reported the following:

- The park was busy over the long weekend , however it has started to quiet down now.
- There is continued strong demand for cabins.
- Guests are keen for the pet friendly option in the Foreshore Park, with some commenting that they would visit more often if the season was extended. No issues with pets have been reported.
- Full payment prior to arrival over the long weekend/school holidays was successful with 60% of guests complying. This dramatically cut

down on admin time in the office. On average, a face to face check in takes 15 minutes.

- SMS communication through RMS will be implemented which will further streamline the check in process.
- The OPD exit boomgate has had issues with not going down. Chad was contacted and it appears to be fixed. However, it will be monitored and followed up if further issues occur.
- The plumber has isolated the water to the house so that the whole park doesn't need to be turned off when work is being done on the residence.
- Signs have been put up in the cabins/villas advising to be conscious of water usage. The hot water services need to be replaced due to being too small and rusting.

Don McPhee expressed gratitude to Sue and Ray for their service, and acknowledged the considerable improvements made during their time in the park.

Moved: Kevin Forrest

Seconded: Julie Harris

To accept the Caravan Park Manager's report for September

Carried: #2 11/10/2021

Sue left the meeting at 7.45 pm and did not return.

5.2 Caravan Park Sub Committee Report:

Beth Faulkner reported the following:

- Inspections are being carried out in OPD for a number of vans which are being put up for sale. It is an opportunity for the vans to be bought up to the standard expected.
- Inspections relating to the electrical requirements have also been carried out. Many owners have already rectified the identified problems, and the others will be followed up.
- The installation of meters at the powerheads may be considered in the future.

Moved: Sue Oldfield

Seconded: Kevin Forrest

To accept the Caravan Park Sub Committee Report for September.

Carried: #3 11/10/2021

6. FINANCE REPORT:

6.1 Carley Crouch reported the following September results:

- Commercial income was 15% above budget, and 12% higher than same period last year.

- Expenses were 41% below budget primarily due to budgeted invoices not being received, or work has not been completed.
- YTD total revenue is 12% above budget, and expenses are 23% below budget.
- Occupancy was in line with same time last year.

Moved: Beth Faulkner

Seconded: George Kokar

To accept the Finance Report for September.

Carried: #4 11/10/2021

7. MATTERS ARISING FROM MINUTES:

7.1 YP Council, draft Economic and Tourism Strategy

Carley Crouch provided a summary:

- The Strategy is a blueprint for YP to be *economically prosperous*. It maps out the framework and direction for the economic development and visitor economy of YP in the next five years.
- Support for Progress Associations will be provided in regards to drawcard events for the community's recreation and visitor attraction.
- Progress Associations will be encouraged to develop a priority list of projects in alignment with the town's visionary and masterplan.
- Council will coordinate with Progress Associations to develop proposals and seek funding for recreational facilities.
- Council will refresh and upgrade the Walk the Yorke project.

8. BUSINESS MANAGER'S REPORT:

8.1 A written report was tabled.

It was noted that Jenni Matulick will provide office support at the caravan park for the short term, until suitable relief managers are engaged. Mark Matulick will help out with specific duties if required.

Sue Oldfield has some excess clean fill which has been offered to Progress to be used for the OPD development.

Maintenance of the units needs to be scheduled for next Winter.

Moved: Julie Harris

Seconded: George Kokar

To accept the Business Manager's Report for September.

Carried: #5 11/10/2021

9. MARKET COORINATOR/VISITOR INFORMATION OFFICER REPORT:

9.1 A written report was tabled.

Moved: Graham Newstead

Seconded: Ted Buttfield

To accept the Visitor Information Officer September report.

Carried: #6 11/10/2021

10. SUB COMMITTEE REPORTS:

10.1 Institute:

Graham Newstead reported that Dave Milkins will be painting the foyer. The Institute Sub Committee will pay for this work.

Moved: Kevin Forrest

Seconded: Beth Faulkner

To accept the Visitor Information Officer's report.

Carried: #7 11/10/2021

10.2 Tidy Towns:

Don McPhee reported:

10.2.1 VIC kitchen makeover is ongoing.

10.2.2 Two pontoons have been removed and pressure cleaned. The grey pontoon will be cleaned every three days, the same as the yellow pontoon.

The grey pontoon will be taken out over next Winter.

The aluminium pontoon out from the caravan park has been cleaned and is ready to go, except for one mooring attachment which needs to be replaced with a stainless steel fitting. Once this is done it will be put back in the water at low tide.

Moved: Doug Carruthers

Seconded: Julie Harris

To accept the Tidy Towns report.

Carried: #8 11/10/2021

10.3 Town Projects:

Graham Klose absent.

Doug Carruthers reported that the first gabion seat has been completed.

10.4 Access Advisory Committee:

Graham Klose absent.

11. CORRESPONDENCE:

11.1 Email – J Hill, Electric Vehicle Charging Station: tabled.

Cnr Michael Murdock reported that the charging stations were supplied by Tesla. Council used grant money for the installation, and will be covering the charging costs for the first five years.

It was noted that Tesla charging stations only service Tesla vehicles.

It was resolved that as Council have provided the existing charging stations, J Hill will be advised to contact Council regarding the possibility of installing one in Stansbury.

It was noted that as per the Constitution, “members” of Stansbury Progress Association Inc. means “any person whose permanent place of residence lies within the area marked red on the plan annexed to this Constitution.”

12. GENERAL BUSINESS:

12.1 Saltwater Classic Donation:

The Saltwater Classic will be held in April 2022. Traditionally, Stansbury Progress have made a donation towards the event.

It was noted that Port Vincent have a new Committee who are aiming to hold events related to maritime history. There will be no market on the Sunday. There is also the possibility of the *One and All* visiting both Stansbury and Port Vincent.

Moved: Graham Newstead

Seconded: Ted Buttfield

To make a donation of \$2500.00, and provide printing and administrative support to the Saltwater Classic event in 2022.

Carried: #9 11/10/2021

12.2 Lawnmower replacement - park:

Don McPhee advised that as per the email sent to the Committee on 9th October, and after canvassing Committee members for approval, a new Ztrak John Deere mower has been purchased (only new one in the country at this time). This will replace the existing mower in the Foreshore Park which will be reassigned to OPD. The OPD mower will be used by Tidy Towns in the fire prevention role.

The cost is \$15K ex gst and has been ordered from Emmett’s in Kadina. The expenditure is similar to four years ago.

12.3 Foreshore Park Residence

Beth Faulkner highlighted that in the Caravan Park Manager's report, it was noted that it is difficult to "switch off" due to noise from the office. Attempts to reduce the noise levels have had limited success.

It was noted that the house on Anzac Parade, which could have been considered for a manager's residence, has been sold.

12.4 Works along the cliff near jetty:

Sue Oldfield queried whether clarity had been gained regarding works along the cliff.

It was noted that works being undertaken along the cliff near the jetty, are being undertaken by a private resident. Council have no objection to the work, and are currently completing the required paperwork.

12.5 Swimming pontoons:

Sue Oldfield queried the licencing arrangement for the pontoons.

It was noted that the relevant licence will only be supplied to Council, not Progress.

The pontoons will remain in place within the boundaries provided. They are not allowed near the jetty.

12.6 AED Registration:

Sue Oldfield queried the registration of the AED's at the park and chemist, and what was involved.

It was noted that as a result of a notice in the SA Parks newsletter, the AED's managed by Progress (caravan parks x 2, and the chemist), have been registered with SA Ambulance Service.

Details of how to register, will be provided to Sue for the AED's located at the sports and bowls clubs.

12.7 Sports Club Christmas Event:

Sue Oldfield advised that the Sports and Community Club are organising a Christmas event for the community. The Sports and Community Club would like to know if Progress would be prepared to be involved.

More information on the event, and what is required, is requested from the Sports and Community Club for consideration by Progress.

12.8 Water Tower Art Trail

Don McPhee reported that he spoke with Cnr Adam Meyer at the launch of the Water Tower Art Trail on 9th October. Adam advised that a footpath around the

majority of the Stansbury water tower will be developed to allow for viewing of the mural.

12.9 PC's for Stansbury Museum:

Kevin Forrest advised that the PC's for the museum have arrived, and he will install the necessary software on them.

A handover to the Museum will be arranged.

12.10 Stansbury Community Wastewater Management System Feasibility Study

Cnr Michael Murdock confirmed that community consultation will take place once the feasibility study has been completed.

12.11 Foreshore public playground:

George Kokar reported that the new playground equipment has been a hit with the kids. Many tourist were noticed using the playground over the long weekend and holidays.

12.12 Lighting along the path:

George Kokar reported that a customer service request (CSR) regarding the lighting along with path from the boat ramp to the caravan park had been lodged. Council advised to contact SA Power Networks.

Cnr Michael Murdock asked for a copy of the CSR to be forwarded to him to follow up.

12.13 Thank you:

Don McPhee thanked Cnr Michael Murdock for his regular attendance at the Executive Committee meetings, which the Committee find very helpful.

13. CLOSURE: Meeting closed at 9.15 pm.

Next meeting: Monday 8th November 2021

Don McPhee

Chairperson

Date:.....