

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
Monday 14<sup>th</sup> November 2022 at 7.30pm.**

**PRESENT:** Don McPhee (Chairperson), Ted Buttfield, Sue Oldfield, Doug Carruthers, Graham Klose, Graham Newstead, Julie Harris, Michelle Hoffmann and Leon Cartledge (caravan park), Carley Crouch (minute taker).

**MEETING OPENED:** 7.38pm

**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:** Beth Faulkner, Kevin Forrest, David Slater

**4. ACCEPTANCE OF MINUTES:**

**4.1 Acceptance of the Minutes**

Moved: Ted Buttfield

Seconded: Doug Carruthers

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 10<sup>th</sup> October 2022 be accepted as read and confirmed as true records.

Carried: #1 14/11/2022

**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:

- Guests have been reporting they are not catching blue swimmer crabs. Crabbing was the draw card for visiting Stansbury, and they are unhappy about not having any success.

It was noted that the professional crab boat has been working in Oyster Bay. Also, that Port Julia Progress Association are concerned about a decline in blue swimmer crabs being caught by recreational fishers through raking as a direct result of the professional crab boat working off Port Julia.

- Since Covid a lot more people are travelling with pets, and the park is missing out on bookings due to the Foreshore not being pet friendly. People cannot understand why the park is not pet friendly.

We only know about people who are contacting the park directly, not the number of potential bookings which are being lost by those who are looking online, and seeing that the park doesn't accept pets all year round.

Other local caravan parks provide pet friendly options which people will choose over visiting Stansbury.

Putting pets into kennels is expensive, and people do not want to leave their pets behind. Any money spent on a kennel is money that is not being used towards additional accommodation, or with other businesses in the township.

Guests do not want to go over to OPD.

An extensive pet friendly policy is in place which makes the owner solely responsible for their pet, and gives the managers the authority to evict anyone whose dog is causing an issue. Guests are required to sign off on this policy on check in.

Michelle advised that when working in the Broken Hill Caravan Park, it was a very busy park which allowed dogs and there were never any issues.

It was noted that locals walk their dogs through the park which can cause confusion, with guests querying whether the park is in fact pet friendly.

Changing to a pet friendly policy all year round rather than including exclusion periods where dogs are not allowed, avoids the potential for confusion resulting in guests arriving with a dog during the exclusion period. It is also easier to advertise and market if there are no exclusion periods.

It is unclear as to whether dogs are allowed to be off lead on the public beach.

**Moved: Graham Klose**

**Seconded: Doug Carruthers**

**To change the policy and make the Foreshore Caravan Park pet friendly all year round. The current pet friendly policy is to be reviewed, and patrons to sign off on check in.**

**Carried: #2 14/11/2022**

The park managers will monitor and provide feedback on how this is received by patrons.

- The storm over the weekend caused some issues including the boom gates failing to work, access cards having to be reset and power outages.
- The OPD incoming boom gate and keypad is not working correctly. Leon will follow up with Chad.
- Internet for the OPD cabins needs to be arranged. The Assistant Managers are having difficulty accessing the internet. There are black out areas around the park where no internet is available. Leon and Peter Hancock have conducted a walk around to check the signal. It was found that there is not enough signal in some areas for devices such as phones, to see the internet.

It has been suggested to install additional pick ups on the top of the storage shed, the ablution block and the storage shed.

There is also an issue at the Foreshore Park where some of the villas have difficulty accessing the signal.

It was resolved that Leon would follow up the quote from Peter Hancock for installing additional pick ups.

- Leon is continuing to follow up with Foxtel re fixing the box which recently had the card stolen by a guest.
- NYE Proposal: Leon has tentatively booked for a DJ and mobile bar to be set up within the Foreshore Park grounds on NYE, 6pm to 10.30pm. This would be set up near the ablutions block near the foreshore, and would complement the twilight markets and fireworks display.

A Class 1 liquor licence would be required in order to have the mobile bar.

It was resolved for Leon to submit the Class 1 liquor licence application. If this is not granted, the DJ can still proceed. Leon will arrange to book the DJ in at the park.

- Leon provided a quote for the housekeeping cart to be used at OPD to service the cabins (\$1118.00).

It was agreed that the cart would require a small chassis with larger wheels which are appropriate for going over the dolomite surface.

- Measurements were taken for the housekeeping storage shed at OPD. A kit shed from Stratco will be sufficient, and be located next to the existing van storage shed (\$1500.00). Efforts will need to be made to keep it vermin proof, and that it will require a concrete floor.

It was noted that this small shed will meet the current requirements for housekeeping storage, however, may be replaced in the future as part of stage two of the OPD development.

**Moved: Graham Klose**

**Seconded: Ted Buttfield**

**To proceed with the purchase of the housekeeping cart and storage shed.**

**Carried: #3 14/11/2022**

- The area in the Foreshore Park which is now vacant as a result of the cabins being moved, will be developed into two powered sites. If possible, services for these will be located along the back wall behind the playground. It is recommended to install two concrete pads for the vans to park on. It is not viable to have vans parking directly on the lawn as it causes a lot of damage to the site. However, the area next to the pad will not be paved at this stage. This will free up space for the area to be used for other activities when they are not reserved.

It was resolved to proceed with the concrete pads.

- A request has been received from an ASL requesting to install a retractable blind on their van. The rules state that a verandah is allowed but is not to be more than 1.5m in front of the van. The request is for the awning to fold out to a total length of 2.4m from the van.

This particular van is situated on a street where the vans are all of different lengths, and therefore different distances away from the road. The road is also very narrow.

Some verandahs are close to the roadway, and neighbours have installed various types of verandahs and frameworks without seeking permission first. People also tend to erect temporary gazebos out the front of their van when they are visiting.

The concern is that in the event of an emergency vehicle (eg. a fire truck) requiring entry, their access down this road is impeded by cars and boats which are parked in front of the various verandah structures and jut out onto the already narrow road. This makes the area very congested.

It is noted that a fold out awning can be put away when the occupant is not staying onsite. It can also be retracted quickly in the event of an emergency, however anything which is stored under the structure (eg furniture and eskies) may not be able to be moved as quickly.

It was resolved that Leon and Don will assess how much room is to be left clear on each side of this road in order for an emergency vehicle to have clear access. It is proposed that awnings, cars and boats can be stored in the space between the front of the van, and the designated area before the boundary of the road commences.

Park Managers will need to monitor occupiers adherence to this requirement, particularly during peak periods.

- Leon and Michelle are on leave for a fortnight commencing 15<sup>th</sup> November. Relief staff are providing cover over this period.
- Sue Oldfield advised that the newly resurfaced tennis courts have been locked. The Stansbury Sports and Community Club (SSCC) have been considering options for allowing access to the courts including a keypad linked to an app, or having the key available for collection from the caravan park.

It was resolved that the key will be available from the Foreshore Park reception, however they are not responsible for any loss of the key by users, or whether the courts are locked after each use.

It was noted that visitors to the area don't always appreciate how the maintenance and upgrade of facilities such as courts, are funded, and therefore do not take care when using them.

It was reported that there is a problem with vandalism around the town, with the damage caused at the golf club recently.

**Moved: Graham Newstead**

**Seconded: Ted Buttfield**

**To accept the Caravan Park Manager's report for October.**

**Carried: #4 14/11/2022**

Michelle and Leon left at 9.13pm and did not return.

## **6. MATTERS ARISING FROM MINUTES:**

### **6.1 Wheeled Sports Proposal – J Harris:**

Julie reported she has not heard anything back as yet.

### **6.2 Consultation meeting re cormorant control – Sue Oldfield:**

Sue reported that:

- Jess, Bracks, Ecosure attended the meeting, and look after all the problematic areas other than airports.
- The last public meeting was held in 1999.
- Only Pied Cormorants are the pest species.
- There was discussion around whether the increased number of oyster beds provide more places for them to roost during the day, which has contributed to the large numbers.
- Chris Johnson is of the opinion that they tend to eat the oilier varieties of fish such as red mullet, rather than the popular eating fish like whiting.

- The protected species label -there are various breeds to deal with.
- Solutions which were discussed include lasers, sprinklers, shooting. Also habitat modifications which would allow them to build nests away from built up areas.
- Breeding restrictions such as egg removal or destruction only causes them to lay another egg within 48 hours. They will kick eggs out of the nest if they are not viable.
- It was resolved that there is no single solution, and that a long term strategy is required.
- It was suggested that a report of the meeting be made available to the public via the Council website.
- Ecosure were staying in Stansbury for two nights to observe the shags.

Don advised that he spoke with Jess Bracks, Ecosure, after the meeting. Jess is of the view that there has to be a proper scientific study of the Pied Cormorants to determine where the weak point is in their life cycle, and then target that.

## **7. BUSINESS MANAGER/FINANCE REPORT:**

### **7.1 A written report for October was tabled.**

Adelady have made further enquiries as to whether Progress are interested in booking a segment to be aired next year. This would be for 4-5 minutes and showcase the Stansbury Seaside Markets and the Foreshore Caravan Park, in particular the new villas. This is at a cost of \$5K. They will be in the area on 28<sup>th</sup> January which coincides with the Stansbury Seaside Markets on that Saturday.

A registration of interest in participating in the segment was communicated via the Scribble earlier in the year. Only two accommodation providers contacted the office. One went on to make contact with Adelady direct, and has already been featured in an episode. Adelady have suggested not to feature too many accommodation providers in the one episode, as we want to showcase the caravan park.

Adelady are liaising directly with the Dalrymple Hotel and Pacific Estate Oysters to gauge their interest in booking a separate segment.

**Moved: Ted Buttfield**

**Seconded: Sue Oldfield**

**To proceed with the Adelady advertising proposal priced at \$5K.**

**Carried: #5 14/11/2022**

Don and Ted have measured up the size of the verandah required for the OPD cabins. These will replace the verandahs which were removed prior to them being relocated, and are unable to be reused.

Stracto, Kadina, are checking with Council as to whether approval is required, and will provide a quote for supply of materials. A separate contractor will need to be engaged for the installation.

**Moved: Sue Oldfield**

**Seconded: Ted Buttfield**

**To accept the Business Manager's Report for October.**

**Carried: #6 14/11/2022**

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

**8.1** A written report for October was tabled.

**Moved: Graham Newstead**

**Seconded: Graham Klose**

**To accept the Market Co-Ordinator/Administration Report for October.**

**Carried: #7 14/11/2022**

#### **9. SUB COMMITTEE REPORTS:**

**9.1 Institute:**

Graham Newstead advised that no meeting has been held for some time, however there is nothing to report.

**9.2 Tidy Towns:**

Don McPhee reported that:

- He has had discussions with Nick Hoskin re the workload of some tasks around the town. The foreshore playground will now be maintained by Council staff which will free up Tidy Towns volunteers for other duties.

There are missing steps in the staircase from the caravan park to the back beach. Nick will provide the treads for Tidy Towns to install.

Nick will provide some signs advising "No vehicles beyond this point" to be erected along the Oyster Point Drive foreshore. This is in response to vehicles that are driving into the newly cleared area which is not allowed.

Consideration will be given as to how to improve the aesthetics of the area along the foreshore between the round BBQ and the playground/old boat ramp.

- Maintenance of the grounds at the oval is the responsibility of the SSCC as they lease the grounds from Council. However, this is a big job, particularly with the weather this year which has resulted in a lot of weeds.

Tidy Towns assist the golf club with their working bees and are happy to offer the same arrangement to the SSCC. I.e. If the SSCC arrange a working bee and provide Tidy Towns with notice, Tidy Towns would provide some volunteers and equipment to help as a joint project.

It was noted that at times, there is more grounds work than one volunteer can handle.

Sue Oldfield advised that a grant application has been submitted for a ride on mower to assist the volunteer grounds keeper.

- The brick BBQ which was in the triangle at the Foreshore Park has been moved over next to the other BBQ behind the playground. The shelter is yet to be moved.
- The large pot plants will be ready to put back around the town next week.
- The clearance work along the Oyster Point Drive foreshore still requires some work to make it easier to run the ride on mower over it.

**Moved: Graham Newstead**

**Seconded: Graham Klose**

**To accept the Tidy Towns Report for October.**

**Carried: #8 14/11/2022**

### **9.3 Town Projects:**

Graham Klose reported:

- The tree roots under the shelter shed have been dealt with, and the flagpole is ready to be erected once the correct length of rope has been sourced. It was suggested to research whether a nylon marine rope is available that would suit the job. Crimps would also be required.
- The market banners have been put up.
- The design for the 150<sup>th</sup> banner was provided to the 150<sup>th</sup> committee for approval. They have requested that the "150" be in gold, not yellow. If this is not possible, then to have a black outline. Graham Klose will contact Bray Signs and advise they can go ahead.



#### **9.4 Access Advisory Committee:**

No meeting has been held, and there is nil to report.

**Moved: Sue Oldfield**

**Seconded: Doug Carruthers**

**To accept the Town Projects and Access Advisory Committee Reports for October.**

**Carried: #9 14/11/2022**

#### **9.5 Stansbury 150<sup>th</sup> Committee:**

Minutes from the meeting, Wednesday 2<sup>nd</sup> November, were tabled.

Sue Oldfield enquired as to whether a thank you letter would be sent to George Psorakis for his proposal for the light show.

Don advised that himself, Ted and David had been in contact with George about the proposal, and have verbally accepted it pending finalising some of the details. I.e. To reduce the show from three nights to two, and confirm that power is available. A meeting is scheduled with Sonny Coombes, YP Council on Tuesday 15<sup>th</sup> November at the boat ramp to assess the site.

Security also needs to be addressed for the period of time that the projectors are on site.

Don advised that the museum will need to provide around 300 images which will be used in the light show. A separate catalogue briefly explaining each image will also need to be drafted. This would be available for people attending. At this stage it is thought the catalogue would be available from the Visitor Information Centre.

The 150<sup>th</sup> Committee queried:

- Whether it would be possible to put up large banners on the frames on the Yorketown and Adelaide Roads. Graham Klose will follow up pricing on banners for this purpose. However, it is noted that they cannot stay up for long periods of time. The Stansbury Seaside Market banners are only put up a couple of days before the event.
- What the plans are for the Visitor Information fence. It was resolved that the 150<sup>th</sup> Committee are to decide what they would like to see on the fence. eg historic images. These can then be printed onto composite board and attached to the fence. The panels are 2400 x 1200.
- Whether images could be put on the walls of the toilet near the jetty. This is a matter for Council to approve.

The Committee are working on the booklet which will outline the historic walk around the township. The option of including a QR codes is being investigated.

A written commitment to the donation of \$3K towards the printing of the chronology update is required, if this has not previously been done.

Doug Carruthers advised that there is a new group, the “YP Blacksmithing and Lost Artists Group” who would love to be involved in the event.

Contact details for the Vintage and Veteran’s Car Club were provided to Sue Oldfield.

Portable toilets could be sourced from Buildlogix if required.

The Committee will continue to pursue grants, however it is noted that the timing may not work in with the event.

It was resolved that a large raffle to raise funds towards the event would be arranged by the Committee. Price of tickets is to be confirmed once the prizes have been finalised.

Moved: Julie Harris

Seconded: Graham Klose

To provide two nights accommodation in one of the new caravan park two bedroom villas as a prize in the raffle, subject to the usual conditions.

Carried: #10 14/11/2022

Moved: Graham Newstead

Seconded: Julie Harris

To accept the 150<sup>th</sup> Committee Report for October.

Carried: #11 14/11/2022

## **10. CORRESPONDENCE:**

**10.1 Email – Saltwater Classic 2024, D Le Feuvre, 7<sup>th</sup> November - tabled.**

It was noted that the success of the Saltwater Classic weekend, is somewhat dependent upon a Stansbury Seaside Market being held on the Saturday. In 2024 this would involve a market being held two weeks after the Easter weekend.

Moved: Graham Klose

Seconded: Ted Buttfield

To hold a Stansbury Seaside Market on Saturday 13<sup>th</sup> April 2024 to coincide with the Saltwater Classic event.

Carried: #12 14/11/2022

**10.2 Email – Update – Wheeled Sports, N Perry, YPC, 8<sup>th</sup> November – tabled.**

It was noted that pre-fabricated pump tracks are now available which are designed to meet the current codes.

Julie Harris reported that she has previously written to Council outlining the plan for the Pines area, and requested it be rezoned. To date, no response has been received. A copy of the letter to Council has been requested for Progress' master file.

It was suggested that another area in the town may be more suitable for a project such as a pump park. Eg. the area alongside the tennis courts, near the bowls club.

**10.3 Letter – Stansbury Seaside Markets, F Ellis, MP, 2<sup>nd</sup> November – tabled.**

**10.4 Email – SSCC, R Edwards, 11<sup>th</sup> November – tabled.**

It was noted that volunteers would not be available to assist with any stalls or set up for the event.

**Moved: Graham Klose**

**Seconded: Ted Buttfield**

**To make a \$500 donation to the SSCC as a contribution towards the Christmas event.**

**Carried: #13 14/11/2022**

**11. GENERAL BUSINESS:**

**11.1 Tidy Towns assistance at SSCC working bees.**

Addressed in item 9.2.

**11.2 Boat ramp car park:**

Graham Newstead advised that the boat ramp car park was sealed in 1986. It is an area of around 5500m<sup>2</sup>. It is deteriorating and is overdue for a reseal. Resolved to find out from Council when it is due to be resealed.

**11.3 SSCC Christmas Event:**

Sue Oldfield queried whether the SSCC could borrow the market marquee to use at the Christmas event. Approval was given, and it was suggested that the Lion's Club may also have marquees that the SSCC could borrow.

It was confirmed that the usual Christmas Eve parade will go ahead this year. It will finish with Santa at the IGA around 6pm. Start time to be confirmed.

**11.4 Lights out on walking trail:**

Sue Oldfield reported that there are a number of lights in the bollards along the walking trail which are not working. Tidy Towns will investigate.

The globe in the overhead light opposite the hotel, near the shelter is also not working. It was noted that this is managed by Council.

**11.5 Scribble notice re Progress Association role:**

Don McPhee proposed to write a summary of the role of Progress in the community, for the Scribble. Information would also be included on the projects Progress have funded or been responsible for over recent years.

It was noted that there are many visitors, holiday home owners and new residents in Stansbury who may not understand the role of the Progress Association and its relationship with the caravan park.

Visitors from the city do not have an understanding of the difference between the role of a city local council, and how regional areas function.

It was resolved to include an article in the Scribble explaining the role of Progress, and the benefit to the community of having a Progress Association.

**12. CLOSURE:** Meeting closed at 11.02pm.

**Next meeting:** Monday 12<sup>th</sup> December 7.30pm

**Don McPhee**

Chairperson ..... 

Date:.....18.12.2022