

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting  
held in the Stansbury Institute on  
Monday 16<sup>th</sup> December 2024 7.00pm.**

**PRESENT:** Andrew Pisani (Chairperson), Julie Harris (Vice Chairperson), Don McPhee, Sue Oldfield, Georgie Rankine, Doug Carruthers, Jason Aldenhoven, Michelle Hoffmann, Leon Cartledge (Park Managers), Carley Crouch (minute taker).

**MEETING OPENED:** 7.07pm

**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:** Shaun Toft, Beth Faulkner, Kevin Forrest, Cr Trevor Clerke

**4. ACCEPTANCE OF MINUTES:**

**4.1 Acceptance of the Minutes**

**Moved:** Don McPhee

**Seconded:** Georgie Rankine

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 18<sup>th</sup> November 2024 be accepted as read and confirmed as a true record.

**Carried: #1 16/12/2024**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Manager's Report:**

A written park manager's report for November was tabled.

Michelle and Leon reported the following:

- A large number of guest reviews are being left on Google. The majority are very positive, with an overall 4.5 star rating. Two reviews which left low ratings, have been followed up to ensure any necessary actions have been taken to rectify the issues raised.
- Google seems to be the most common place consumers are currently accessing to obtain information about businesses they are interested in engaging with.
- Leon has amalgamated the two Trip Advisor accounts for the park.
- There are ongoing issues with the sensor on the entry boom gate at OPD. If an object is close enough to the sensor, the gate will raise without a code being entered in the keypad.

Leon has spoken with Smart Tormax, however it is very expensive to have them attend onsite to diagnose the problem. It has been noticed that the motherboard is making a noise. Therefore, it is likely that the motherboard needs to be replaced.

It was resolved that Leon will get a quote for a replacement motherboard and sensor.

- SYP Security is waiting on two radio units to complete the upgrade of the OPD wifi system. Leon will follow up with Peter Hancock.

It was noted that there is another local business who may be able to assist with data/IT maintenance once this outstanding work has been completed by SYP Security. Jason will provide Carley with the details.

- Pigeons are back in the Foreshore Park and are roosting in the old water tank on the tower next to the amenities block. As there is no mesh under the solar panels on the camp kitchen, there is concern that they will try and get in under the panels. Leon has contacted the shooter to arrange a time to address the issue.
- Christmas lights have been put up at the Foreshore Park entrance.

**Moved: Don McPhee**

**Seconded: Jason Aldenhoven**

**To accept the Park Manager's report for November.**

**Carried: #2 16/12/2024**

Michelle and Leon left the meeting and did not return.

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

### **6.1 Swimming pontoon update:**

As per the business manager's report.

It was noted that Point Turton is following up with an insurer who may be able to assist with cover. A risk assessment has been submitted, and they are waiting for the response from the insurer. The insurer has been advised that a number of associations would possibly be interested in cover if it became available.

It was noted that Council, working together with the LGA, is more likely to have success in negotiating a level of cover with an underwriter. The Council is working on the issue, including recently sending out a survey to all the Progress Associations to gather information on the individual situation of each township.

It was noted that Edithburgh experienced difficulty in obtaining insurance for the shark net at the swimming pool.

It was confirmed that Vacswim has been notified in writing that, unless the situation changes, the pontoons will not be in the bay over the summer.

It was resolved that the existing pontoon will be removed from the bay, and that until a response from Point Turton and Council has been received, no further action will be taken.

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

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

**Moved: Sue Oldfield**

**Seconded: Georgie Rankine**

**To accept the Business Manager's report for November.**

**Carried: #3 16/12/2024**

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

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

**Moved Julie Harris**

**Seconded: Jason Aldenhoven**

**To accept the Market Co-ordinator/Administration report for November.**

**Carried: #4 16/12/2024**

**9. SUB COMMITTEE REPORTS:**

**9.1 Tidy Towns:**

A written report from Don McPhee was tabled.

It was noted that the Council watering system in the roundabout near the caravan park is working well. However, the system in the rose garden bed between the old boat ramp and round BBQ along the foreshore is not working as well as it should. A CSR will be submitted to Council for them to rectify.

The strip along the foreshore between the old boat ramp and round BBQ is currently not being maintained by Council, and looks untidy. The residents overlooking this area are unhappy with the lack of upkeep. There is also a Norfolk Pine tree growing in the road which is raising the bitumen. The branches overhanging the road can be a safety issue for vehicles.

Don advised that Tidy Towns are limited in how much garden maintenance they can take on around the town. Also, that it is difficult for Tidy Towns to commit to any additional projects which will require ongoing maintenance.

It was resolved that Jason will draft a survey to be distributed to both residents and home owners, for their feedback on what they would like to see happen with that strip of the foreshore. This information will then be submitted to Council for their consideration.

**9.2 Events:**

Andrew advised that he met with Trevor Gill a few weeks ago about the Saltwater Classic. He will follow up with Trevor in the New Year.

Don reiterated that the Saltwater Classic is in urgent need of committee members, and needs a Chair to ensure the future of the event. The current committee members do not wish to continue in that role, but will participate as exhibitors in the future.

Preparation of the event is due to commence soon, and therefore the committee needs to be formed as soon as possible.

### **9.3 Town Projects:**

Julie reported that a meeting has been held, and information on various items will be presented at the next Progress meeting.

Sue suggested that the walking trail between the caravan park and cemetery could be bitumised, as it is in poor condition. The trail is part of Walk The Yorke and would benefit from an upgrade. Sue has contacted Council who advised that this project could be submitted as part of the upcoming budget consideration process.

It was resolved that the Town Projects Committee will gather the necessary information required to make a budget submission.

Sue also suggested that a shelter on the jetty near the steps, would be a welcome addition for users of the jetty.

Andrew advised that he has inspected the steps at the jetty and noted that the issue is with the pylons supporting the steps which have deteriorated, not the steps themselves. Therefore, it is likely that the repair of the pylons will form part of the overall jetty upgrade, and will not be done in time for the summer tourist season.

Sue suggested revisiting the idea of replacing the drinking fountain near the water hole. A previous attempt at gaining grant funding for this project was unsuccessful.

**Moved Julie Harris**

**Seconded: Sue Oldfield**

**To accept the sub committee reports for November.**

**Carried: #5 16/12/2024**

### **10. CORRESPONDENCE:**

**10.1** Email – Andrew Cameron, YP Council, 28<sup>th</sup> November

Tabled. As per item 7.1

**10.2** Email – Ian Yarrow, YP Council 20<sup>th</sup> November

Tabled. As per item 9.3.

**10.3** Yorke Peninsula Council, 4<sup>th</sup> December

Tabled.

**10.4** Email – F Molero, 6<sup>th</sup> December

Tabled.

It was recognised that current Council policy is that permission has not been granted to remove the drawbars from ASL vans. Council has advised that this policy is due to be reviewed. Progress will reconsider the request once Council have completed their policy review.

**10.5** Email – Daniel Griffin, YP Council 10<sup>th</sup> December

Tabled.

Andrew suggested that an option to deal with the swimming pontoon issue, would be to investigate the option of installing a wharf like structure from the beach extending out to sea. This would allow people to walk out onto the structure and swim off it, as well as allow dinghys to moor there (eg for yachties to access and enable them to come to shore and visit the town).

**10.6** Email – Ian Yarrow, YP Council 13<sup>th</sup> December

Tabled.

**10.7** Letter – Molly Flanagan-Sjoberg, Grounded 9<sup>th</sup> December

Tabled.

It was agreed to obtain more information about the option of being involved in the festival.

**Moved Doug Carruthers**

**Seconded: Julie Harris**

**To accept the correspondence for November.**

**Carried: #6 16/12/2024**

## **11. GENERAL BUSINESS:**

### **11.1 Staff Reviews:**

Andrew advised that meetings have been held with staff over the last few days. A lot of feedback has been gathered. In particular, the housekeepers are struggling to keep up with the workload, and there is some minor maintenance required on park infrastructure (eg painting eaves etc).

A resume has been received from a local resident who has strong experience in small scale maintenance, and irrigation systems, and would be a valuable asset to the park team.

It was resolved to meet with the applicant, and if suitable, engage them on a casual basis to carry out maintenance duties. This will assist in getting the smaller items fixed in a timely manner, and free up the managers to attend to other tasks.

**Moved Don McPhee**

**Seconded: Jason Aldenhoven**

**To interview the applicant with the view to engaging them on a casual basis as a maintenance person.**

**Carried: #7 16/12/2024**

The housekeepers have been asked to prepare a report on any issues in the cabins, buildings and amenities that need to be fixed.

Andrew has checked the OPD park grounds, and there do not appear to be any water leaks.

### **11.2 Foreshore Park Front Office Development:**

Don advised that the current plan in regard to installing a new park office, is to investigate the option of situating it near the Council toilet block at the entrance to the park which is Council land. The office entrance would face the driveway allowing easy access for guests checking in. It would be a transportable building.

Initial designs and a site plan are required to progress the project.

It was noted that due to the septic and soakage pit near the existing office, it would be difficult to gain approval for a new building to be installed in that area.

It was resolved that the caravan park sub committee will organise a plan for consideration by the committee, with the view that it will then be submitted to Council for approval.

### **11.3 OPD Future Development:**

Don encouraged the committee to commence planning for the future development of the area South of the existing OPD cabins. This development would involve the installation of additional cabins. However, planning should involve ensuring necessary the infrastructure (eg septics, water, power etc) is in place to support future development, which will take place over a number of years.

Julie and Jason will develop an initial concept plan for OPD and present it to the committee at the next meeting.

Andrew noted that when developing a plan, consideration has to be given to the resources that will be required to manage the facilities in the future, and that it is important to grow slowly.

Two bedroom cabins around the 40m<sup>2</sup> to 42m<sup>2</sup> are the most manageable from a housekeeping perspective. Thought is to be given to making some of the units accessible.

### **11.4 Van storage:**

Sue advised she contacted Malcolm Johnson regarding his family's land next to the Council yard, and whether they would consider leasing it to Progress for van storage.

Jason also has a contact who may have land available for this purpose.

Sue advised that Council would need to be contacted to confirm if van storage facilities can be set up in more than one location in a township.

Don confirmed that for the moment, the van storage facility is adequate. The concept behind van storage is that the owners are to stay in the Foreshore Park for at least 14 nights per agreement term.

### **11.5 Luxury villa 3:**

Leon submitted a quote for installing deadlocks to the second bathroom and bedrooms in luxury villa 3. This would allow these rooms to be locked if there were only two people staying in the villa, reducing cleaning time (can be up to 3 hours). It was noted that guests booking the three bedroom villa, are paying a premium price, and expect full access to the villa.

It was resolved that the full villa is to be made available to the guests, and the necessary housekeeping resources will need to be managed.

**11.6 Caravan park staff:**

It was agreed that in the future, when park managers are employed, they will be invited to attend a Progress meeting to introduce themselves to the committee.

**11.7 Next meeting:**

It was agreed to hold the next Executive Committee meeting on Monday 10<sup>th</sup> February. A Finance Meeting and Town Projects Meeting will be held in January.

**12. CLOSURE:** Meeting closed at 10.09pm.

**Next meeting:** Monday 10<sup>th</sup> February 2025, 7.00pm.

**Andrew Pisani**  
**Chairperson** ..... 

**Date:**..... 10/2/25 .....

