

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
Monday 10<sup>th</sup> May at 7.30pm.**

**PRESENT:** Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, Graham Klose, Kevin Forrest, Sue Oldfield, George Kokar, Cr Michael Murdock, Sue and Ray Bambrick (Relief Park Managers), Carley Crouch (minute taker).

**MEETING OPENED:** 7.35pm

**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:** Steve Bowley, Graham Newstead, Julie Harris.

**4. ACCEPTANCE OF MINUTES:**

**Moved: Sue Oldfield**

**Seconded: Graham Klose**

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Wednesday 14<sup>th</sup> April be accepted as read and confirmed as a true record.**

**Carried: #1 10/05/2021**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Sub Committee Report:**

Beth Faulkner welcomed Sue and Ray Bambrick to the meeting. They commenced the week prior to Easter and have hit the ground running. The Committee are very happy with their work ethic and what they have achieved so far. Sue has been focussing on the policies and procedures, while Ray has been addressing maintenance issues as they arise.

Sue and Ray were encouraged to provide any feedback which would help improve the park.

Sue and Ray stated that they are enjoying the work and feel very supported in their role.

Beth Faulkner reported that the contract is in place for the Assistant Managers, while the Park Manager role will be filled once Sue and Ray finish their term. It is likely that there will be a 2-3 week period when a relief plan

will be in place to cover until the new assistant managers are able to commence. The Caravan Park Sub Committee is well down the path in selecting new assistant managers but are not in a position to make an announcement at this stage.

It was noted that some work may be required to tidy up the OPD residence yard, and the house needs to be inspected and cleaned.

Sue Bambrick reported that the laptop and PC screen located at the OPD residence are not working.

It was noted that although a few mice have been caught in the Foreshore residence, they have not been seen in any of the park accommodation units.

Sue and Ray left the meeting at 7.48pm and did not return.

## **6. FINANCE REPORT:**

### **6.1 Carley Crouch reported the following April results:**

- The April result was very good with commercial income 10% above budget.
- YTD commercial income is 12.6% above budget.
- Last April's income was affected by the COVID lockdown, however when compared with April 2019 there was a 14.8% increase.
- YTD commercial income is 9% higher than FY19 and 26% higher than FY20.
- YTD surplus is \$409K.
- Expenses are in line with budget.
- YTD expenses are 10% below budget.
- Bank balance remains strong.
- Occupancy rates remained high.

### **6.2 Relief Park Manager remuneration review**

The Finance Committee considered the performance of the relief managers and recommended that the current remuneration be increased to better reflect the responsibilities of the role.

**Moved: Kevin Forrest**

**Seconded: Graham Klose**

**To increase the daily rate to \$350.00 which reflects the current market rates and is equitable with the previous relief managers.**

**Carried: #2 10/05/2021**

### **6.3 New Phone System**

A quote was presented for a new digital VOIP phone system which would be installed at both the park and VIC. The system would provide increased functionality and improve efficiencies across both sites.

**Moved: Beth Faulkner**

**Seconded: Kevin Forrest**

**To proceed with the quote provided by IT Pros for the new digital phone system.**

**Carried: #3 10/05/2021**

**Moved: Beth Faulkner**

**Seconded: Graham Klose**

**To accept the Finance report for April.**

**Carried: #4 10/05/2021**

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

### **7.1 Deb Furbank (YPC Coastal Project Officer) update**

Don McPhee reported that Deb met with several Progress committee members, where she presented her report and proposed a plan on dealing with the flora and fauna in the area from Klein's Point to The Pines.

Since that meeting Deb has issued an updated report taking on board the feedback provided. This has been distributed, and it was noted that Progress support the content of the report and are happy to proceed.

It was noted that these type of reports become the foundation for Council to apply for grant funding. If successful, the funds may then be directed towards contractors to complete the work.

It was noted that Grassroots have funding for similar projects which Council may endorse. Agreed to speak with Deb in regards to whether this funding would be suitable for her project.

A response will be forwarded to Deb confirming support for her report, and that Progress will work with her in progressing the project.

**Moved: Ted Buttfield**

**Seconded: Graham Klose**

**To proceed in supporting Deb Furbank's report, and work with her in the development of the coastal area of Stansbury.**

**Carried: #5 10/05/2021**

Sue Oldfield queried the ownership of the land where the slaughterhouse is located. It was noted that Deb Furbank's understanding is that it is Crown land.

Cr Michael Murdock noted that Council have software which enable them to check ownership details of any parcel of land.

## **7.2 Festive Banners:**

Graham Klose reported that the Town Improvement Committee is in favour of the banners, and a quote for 20 banners has been requested. Once this is available, it will be presented to the Executive Committee together with some ideas of what they will be used to promote.

## **8. BUSINESS MANAGER'S REPORT:**

**8.1** A written report was tabled.

It was noted that a number of the second hand freezers used in both parks for the fish offal have stopped working and need replacing.

It was agreed to obtain quotes for 4 x 250L chest freezers up to a total value of \$2000.00.

**Moved: Sue Oldfield**

**Seconded: Graham Klose**

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

**Carried: #6 10/05/2021**

Kevin Forrest noted that one of the Foreshore BBQ's stopped working over Easter. He is organising a replacement part which will fix the problem and it will then be a fully working spare BBQ.

## **9. MARKET COORINATOR/VISITOR INFORMATION OFFICER REPORT:**

**9.1** A written report was tabled.

It was agreed to fund the cost of the Visitor Information Centre volunteer morning tea scheduled on 28<sup>th</sup> May at the Blue Lime.

**Moved: George Kokar**

**Seconded: Kevin Forrest**

**To accept the Visitor Information Officer/Market Co-ordinator's Report.**

**Carried: #7 10/05/2021**

## 10. SUB COMMITTEE REPORTS:

### 10.1 **Institute:** Graham Newstead – apology.

Ted Buttfield reported that the roof replacement has been completed, and the front doors will be replaced with swing doors rather than sliding. The ridge at the front doors will be removed for easier access.

### 10.2 **Tidy Towns:** Don McPhee reported the following:

**10.2.1 Town Pot Plants:** New pot plants have been placed back out on the footpaths and the other half are being rejuvenated. When they are ready, they will also go back into place.

**10.2.2 Rubbish removal at parks:** the building materials and offcuts from the solar installation have been dealt with.

**10.2.3 Tree maintenance:** removal of feral trees and pruning of overhanging branches in The Pines area has commenced.

It was noted that the Aleppo pines on Park Terrace are too advanced for Tidy Towns to handle. Don has spoken with Council about dealing with these.

It was noted that any unwanted trees/growth in the sports grounds are to be dealt with by the sports club.

It was noted that there is an approximately 8ft tall tree alongside the footpath on St Vincent's Street which needs to be removed by Council.

**10.2.4 Garden in front of Foreshore Park shed:** earthworks have begun and the retaining wall will commence this week.

Graham Klose reported that a quote for new OPD park signage has been requested.

Kevin Forrest reported that different lights will be trialled on the town entrance sign. It is important that there is no refraction onto the cars driving down the highway.

### 10.3 **Town Projects:**

Graham Klose reported:

**10.3.1 Seawall:** No further information on the grant submission.

**10.3.3 Water Tower Art Trail Update:** Work on the Stansbury tower is due to commence mid May pending weather.

Taylor Gray requested the CFS clean the tower however they are unable to reach the full height so this will not be carried out.

Feedback on the design and the preferred crab image has been provided to Taylor Gray to communicate to the artist. However it is noted that any changes to the design may incur additional costs. It is unclear at this stage as to whether the requested changes will be incorporated into the final design.

It was noted that Port Vincent's tower has been painted right to the top which involved having the phone service switched off for a period of time.

**10.3.4 Gabion Walls:** The Town Improvement Committee are in favour of approximately 10 seats being installed around the Morton Bay figs as a Tidy Towns project. Costings will be supplied.

**10.3.5 The Pines:** Waiting on notification from the Council confirming the land use/zoning of the area before any further work is undertaken on the project.

**10.3.6 Foreshore playground:** Waiting on a quote for the fence panels (approximately 40) which need to be replaced.

It was noted that two further quotes have been requested from suppliers recommended by Council. One is still pending, the other one is from a company in Queensland, is above budget and does not include freight.

It was noted that Forpark are good for getting spare parts. Forpark will be contacted to see if they have any similar equipment to the Wehopper included in the comparison quote.

It was noted that Forpark are yet to provide a quote for a shade to be located between the two shelter sheds.

**10.3.6 Community Suggestion:** A suggestion was submitted by a member of the public for the development of a volleyball court and bocci ring on the foreshore grass area.

#### **10.4 Access Advisory Committee:**

Graham Klose reported:

**10.4.1 Current projects:** The request for disability rails at the jetty toilets has been accepted.

The pathway near the old boat ramp is on a steep decline and will be replaced by the end of the financial year.

**Moved: Ted Buttfeld**

**Seconded: Beth Faulkner**

**To accept the Sub Committee reports.**

**Carried: #8 10/05/2021**

## **11. CORRESPONDENCE:**

### **11.1 Correspondence re Foreshore Park sites:**

Letter from J Rowett was tabled.

It was noted that the Park have implemented a policy and procedure in regards to repeat bookings. However, this is not foolproof and there will be situations where visitors are not able to book their preferred site for their preferred dates.

### **11.2 Thank you letter – YP Art Exhibition:** tabled.

### **11.2 Invitation – YP Council Volunteer Morning Tea:** tabled.

## **12. GENERAL BUSINESS:**

### **12.1 Annual Dinner:**

It was agreed to hold the annual dinner at the Dalrymple Hotel on Wednesday 21<sup>st</sup> July at 6.30pm. Partners are invited.

**Moved: Ted Buttfield**

**Seconded: Beth Faulkner**

**To invite Cr Michael Murdock to the Annual Dinner.**

**Carried: #9 10/05/2021**

### **12.2 Jetty Memorial Seat:**

Ted Buttfield reported that plaques are now being placed on the Northern side of the memorial wall, however there is no seat located on this side.

**Moved: Ted Buttfield**

**Seconded: George Kokar**

**To purchase a seat to be placed on the Northern side of the memorial wall.**

**Carried: #10 10/05/2021**

Graham Klose will assess the location for the new seat and arrange any necessary work to be completed.

## **13. OTHER BUSINESS:**

### **13.1. Sports Club grandstand repairs**

Cr Michael Murdock reported that the Council's draft budget includes the repairs to the sports oval grandstand.

## **14. CLOSURE: Meeting closed at 9.50pm.**

**Next meeting:** Tuesday 15<sup>th</sup> June 2021

**Don McPhee**

**Chairperson** .....

**Date:**.....