



19 March 2018

Port Stephens Holiday Parks Update

Now that summer is over, our autumn / winter maintenance programs are set to begin with turf being laid at most parks with a major project underway at Shoal Bay. Everyone wants green grass under foot and this summer season has been exceptionally difficult for our grounds staff with back to back bookings right throughout December and January.

We are also currently finalising new amenity designs for Halifax, Fingal and Shoal Bay with work to commence mid-year. This is the biggest capital works program undertaken in over 10 years. Fingal's existing Orana Street amenity block will remain in use during the new build as will Shoal Bay's exiting block. Halifax will have to be demolished however with temporary amenities being installed in the Park.

All our staff wish you a Happy Easter! We hope you enjoy your next getaway to beautiful Port Stephens, we look forward to welcoming you back soon. Remember if you have any questions you would like us to clarify in our next newsletter please send them through to Fiona Snow - fiona.snow@portstephens.nsw.gov.au

Regards

Kim Latham - Operations Manager

VERY IMPORTANT: Holiday Van 2018-19 Occupancy Agreement

2018-19 occupancy agreements will be sent via email no later than 30th April 2018. A letter outlining what is required will accompany the agreement, please read this thoroughly. This agreement is for the twelve months from 1 July 2018 up to and including 30 June 2019. The original signed agreement must be returned to us by no later that 30 June 2018. The returned document will need to include a copy of your current Holiday Van Insurance, even if you have already sent this through previously. Any agreements and insurance information that have not



Shoal Bay Holiday Park | FREECALL 1800 600 200 | shoalbay@beachsideholidays.com.au
Halifax Holiday Park | FREECALL 1800 600 201 | halifax@beachsideholidays.com.au
Fingal Bay Holiday Park | FREECALL 1800 600 203 | fingalbay@beachsideholidays.com.au



been received by the due date of 30th June 2018 will be followed up as a courtesy to ensure you received the agreement and are continuing as a Holiday Van Owner in 2018/19. If we don't receive the signed occupancy agreement and insurance information after this, we will assume you do not wish to enter into a new 12 month occupancy agreement and will request advice on the day we may expect vacant possession. We consider this process **extremely important** so have taken a strict approach to ensure that we have a legally binding agreement with you and both parties are fully aware of their obligations and rights under the law.

Annual Fees and Charges 2018/19

Fees for 2018/19 will be as follows, they will be applicable from 1st July 2018

Holiday Van Occupancy Fees - GST Inclusive

FEE NAME	DESCRIPTION	FEE AMOUNT INCLUDING GST
Holiday Van Site A (Fingal Bay Only)	Monthly occupancy fee up to 150 nights 2% discount to Holiday Van owners who have authorised to pay the monthly fees via direct debit payment from a bank account.	\$500.00
Holiday Van Site B (Halifax, Fingal Bay & Shoal Bay)	Monthly occupancy fee up to 150 nights 2% discount to Holiday Van owners who have authorised to pay the monthly fees via direct debit payment from a bank account.	\$490.00
Electricity account administration Holiday Van Site Electricity Usage	Charged quarterly with each electricity meter reading	\$6.00 per Quarter Metered electricity usage charged quarterly based on latest retail tariffs of the local area energy retailer
Electricity Service Availability Charge	Calculated per day for 150 days of the year; based on the latest retail tariffs of the local area energy retailer; charged quarterly.	\$ as listed below

Holiday Van Administration Fees - GST Inclusive

Holiday Van Annual Agreement	Preparation Charge	\$12.00
Holiday Van Annual Agreement Postal Charge	Postal Charge	\$6.00
Holiday Van Annual Agreement Sale/ Transfer of Ownership Fee	Fee payable by owner on submission of sales application form as part of the sales process. Includes a \$165 Holiday Van independent valuation based on a group discount	\$450.00
Holiday Van Individual Valuation Surcharge	Fee payable by owner on submission of sales application form as part of the sales process To be paid on top of Holiday Van Agreement Sales Fee if an individual valuation is required.	\$225.00





Holiday Van Sales Period

The March sales period is well underway with a total of 14 vans at Fingal Bay available for sale. Independent valuations have been completed and interviews are currently being held. We hope to have the process concluded by the end of April and although we will be sad to say farewell some of our existing Holiday Van Owners, we look forward to welcoming the new owners and sharing our little piece of paradise with some new Holiday Van families.

Holiday Van ELECTRICAL Compliance

As you are aware, part of the conditions of occupying a holiday van site within our Parks requires your supply lead to have a current tag and test. We will conduct an audit of all supply leads later this month and create a data base to better manage this process and assist where we can with reminders to you on when your electrical compliance tag may expire. We will contact all owners who don't have current electrical compliance tags and advise this is the case so this can be rectified as soon as possible.

Please note: If your lead **does not** have a compliance tag we will not forward our 2018/19 Occupancy Agreement to you to renew your lease as this a breach of our rules and the current legislation.

4.8 Gas and Electrical Installations, Alterations and Supply Connection

All electrical wiring, installations and alterations that may be carried out within a caravan must comply with the requirements of AS/NZS 3000:2007, Electrical installations (known as the Australian/New Zealand Wiring Rules)

All owners must comply with AS/NZS 3001:2008 Electrical installations—Transportable structures and vehicles including their site supplies, Section 5 - Connections to the Site Supply.

a) Only one supply lead shall be connected to each socket-outlet of the site supply. This is to be a double-insulated 15 amp lead.

b) Supply lead is to be tested and tagged annually with the tag to remain on the lead at all times. Leads exhibiting faded insulation, or wear on the insulation, will be removed and disposed of.





Please remember.....

- Tradespeople working on vans MUST sign in & out every day, and use a daily Boomgate PIN. A short site specific induction must be completed by each tradesperson on their first day at the park. It is your responsibility to check their credentials, licenses and insurances. The Park staff are happy give out details of tradespeople that have advised us they service the local area, however we will not give recommendations.
- Please remember that power leads and water hoses should be disconnected at all times when van not in use – this is stated as requirement in every Occupancy Agreement. This is particularly important at quiet times of the year when vans are not occupied for long periods.
- When riding a bicycle you are required by law to wear an approved helmet securely fitted and fastened. In NSW there are no exemptions from wearing an approved bicycle helmet, a bicycle is considered a vehicle and has the same road rules as other vehicles.
- During these extremely busy Easter holidays we must stress how important it is to park on your own site and not on any unoccupied tourist sites. We have guests checking in on any given day, and it is very time consuming for our staff to locate owners of vehicles illegally parked. Boats trailers and jetskis are classed as a vehicle, and take the space as one, so please consider your sites car/accessory allocation when bringing these extra vehicles the Park.
- The safety of all our patrons is paramount, therefore random audits may be undertaken by Holiday Park staff at any time for anything unsafe and/or illegal so your cooperation in complying/following staff direction would be much appreciated. If you see something unsafe or illegal please let us know!
- After discussion with your consultative committee representatives I can confirm you are no longer required to sign in at the front office when arriving at the Park.





Quarterly Electricity Charges - Jan/Feb/March Quarter

Electricity charges are charged quarterly in line with current market rates. Charges will be applied to your accounts on the basis of consumption at the same rate as domestic customers of the local energy supplier including daily availability charges.

FEE NAME	DESCRIPTION	FEE AMOUNT INCLUDING GST
Electricity account administration	Charged quarterly with each electricity meter reading	\$5.00 per Quarter
Holiday Van Site Electricity Usage	Metered electricity usage charged quarterly based on latest retail tariffs of the local area energy retailer	27.456c per kW
Electricity Service Availability Charge	Calculated per day for 150 days of the year; based on the latest retail tariffs of the local area energy retailer; charged quarterly.	\$34.69

