

MEETING MINUTES

Meeting

Team Name:	Holiday Van Consultative Committee				
Date:	19 May 2017	Time:	5.30pm	Venue:	Shoal Bay Holiday Park (Recreation Room)
Chairperson:	Glenn Bunny		Minutes:	Glenn Bunny	

Purpose of Meeting: To provide a forum for meaningful discussion, facilitating appropriate consultation and engagement with holiday van owners toward the implementation stages of development and change occurring across the Port Stephens Beachside Holiday Parks

Attendance

Elma Carey (FB – South)	Glenn Bunny (PSC)	Peter Moeller (PSC)	Harvey Bennett (S Bay)	Jo Bourke (PSC)
Ken Royle (FB – East)	Kylie Moyle (PSC)	Rebecca Smith (PSC)	Steve Larsen (FB – North)	Sweeby Bryan (PSC)
Tim Deverell (Crown)				

Apologies

Grant Gill (PSC)	Nigel Walker (PSC)	Rob Micheli (Crown)		
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Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME				
		5 mins	Chair		
2.0	APOLOGIES				
		5 mins	Chair	That apologies from Grant Gill, Nigel Walker and Rob Micheli (Crown Lands) be received.	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 17 Feb 2017 – Attachment 1	5 mins	Chair	Endorsed. Revised minutes to be uploaded to website. Minutes of last meeting on website to be reviewed for consistency with requested changes.	
3.2	Outstanding Actions from 17 Feb 2017 – Attachment 2	5 mins	Chair	Updated.	
4.0	ADMINISTRATION				
4.1	Holiday Van E-Newsletter	5 mins	Rebecca Smith	Any items for inclusion in next Holiday Van E-Newsletter to be sent in by 7 June 2017.	7 June 2017
4.2	Halifax Holiday Park Representative	5 mins	All	Ballot process for Halifax representative to be commenced	August 2017
5.0	RISK				
	Nil.				
6.0	HOLIDAY PARKS				
6.1	Reminder Notices to Vacate – Stage 4 Areas	10 mins	Rebecca Smith	Update provided.	19 May 2017
6.2	Holiday Van Sales Period/Process	10 mins	Steve Larsen / Harvey Bennet / Rebecca Smith	Committee wishes Council to consider fixing a set date for sales periods each year for consistency. Reasons why sales period for this year has been scheduled presented to committee.	
6.3	Holiday Van numbers vs Plan of Management targets at June 2017	15 mins	Harvey Bennet	Documentation presented Copy also distributed with Minutes	
6.4	Compliance (Outdoor furniture/drawbars)	10 mins	Elma Carey	General discussion regarding compliance with regards to possessions and furniture being stored outside of vans.	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
7.0	OTHER MATTERS				
7.1	2017 Committee Meeting dates	5 mins	Glenn Bunny	18 August 2017 17 November 2017	

MEETING CLOSED AT

NEXT MEETING

Date: 18 Aug 2017 **Time:** 5.30pm **Venue:** Shoal Bay Holiday Park (Recreation Room)

MEETING CODE OF COOPERATION

We start on time and finish on time.

We all participate and contribute – everyone is given opportunity to voice their opinions.

We use improvement tools that enhance meeting efficiency and effectiveness.

We actively listen to what others have to say, seeking first to understand then to be understood.

We follow up on the actions we are assigned responsibility for and complete them on time.

We give and receive open and honest feedback in a constructive manner.

We use data to make decisions (whenever possible).

We strive to continually improve our meeting process and build time into each agenda for reflection.

We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.