

MEETING MINUTES

Meeting

Team Name: Holiday Van Consultative Committee

Date: 16 August 2019

Time: 4.30pm

Venue: Shoal Bay Holiday Park (Recreation Room)

Chairperson: Kim Latham

Minutes: Fiona Snow

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

Kim Latham (PSC)	Fiona Snow (PSC)	Nigel Walker (PSC)	Kylie Moyle (PSC)	Lorraine Fellows (PSC)
Kim Bray (S Bay)	Steve Larsen (FB – North)	Ken Royle (FB – East)		

Apologies

Elma Carey (FB – South)				
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Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME				
			Kim Latham	Meeting opened at 4.30pm	
2.0	APOLOGIES				
	Elma Carey		Kim Latham		
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held		Kim Latham	Endorsed by Ken Royle	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
3.2	Outstanding Actions from May 2019		Kim Latham	<ul style="list-style-type: none"> • Tropical Roof: materials must be of fireproof sandwich panelling style such as Metroll Solarspan and Unipanel. • Alternative style roofs will be considered permitting they have been designed and engineered by a structural engineer • Powerleads must be tagged on an annual basis: tags cannot be fitted with a retest date of more than 12 months as per K Mills (PSC Senior Electrician) • Those Holiday Van Owners who have NOT Opted out of PSC Test Tag trial are on a schedule to be tested. We are aware that most tags will be expired before being tested, however future testing shall occur close to the (12 month) retest date. 	
4.0	ADMINISTRATION				
4.1	2019/20 Occupancy Agreements return rate		Fiona Snow	<ul style="list-style-type: none"> • Halifax: 100% of Agreements have been returned / Shoal Bay: 90% / Fingal Bay: 92% • Some Agreements were completed incorrectly and had to be returned for rectification, some did not send insurance through and some have not made any attempt to return the agreement as yet 	
4.2	Summary of Changes: Terms & Conditions		Steve Larsen	<ul style="list-style-type: none"> • It has been requested that a Summary of any Changes to the Terms & Conditions be included from next year as has occurred in previous years 	May 2020
4.3	Terms of Reference		Kim Latham	<ul style="list-style-type: none"> • The HVCC Terms of Reference has been converted into the new PSC template with minor changes made to terminology relating to "the Trust" • After review by Section Manager, a copy will be emailed to the members for their review and approval before presenting to Council. 	1/9/19

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
5.0	RISK				
5.1				•	
6.0	HOLIDAY PARKS				
6.1	Plans of Management		Kim Latham	<ul style="list-style-type: none"> • 4 public information sessions have been held. The company who has drafted the PoM's (Elton) will collate and provide information relating to the Publics' comments • PSC will take these into consideration and finalise the PoM in November 2019 	
6.2	Shoal Bay Holiday Park New Exit		Kim Latham	<ul style="list-style-type: none"> • Clarified that the new exit was first tabled at the HVCC meeting in December 2018 • New exit is scheduled to be completed prior to Summer Peak Season 2019/20 • Kim Bray voiced a number of safety concerns with the new location of the exit and requested that she would like to see any surveys / traffic audits / etc. that relates to the new exit being constructed on the SE corner of the Park instead of the original location on the northern boundary on Shoal Bay Road. • ACTION: Kim Latham to provide a further update on project plans and detail at our next HVCC or before if appropriate. 	October / November 2019

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6.3	Van Sale Period		Kim Bray	<ul style="list-style-type: none"> Holiday Van Owner at Shoal Bay approached Kim B asking for an exceptional sales period be declared this year due to PoM now being available and the potential for redevelopment on Eastern boundary precinct where vans were not due to be affected but now could be Kim Latham advised that next Sales Period will be as previously scheduled for first half of 2020. ACTION: Kim L will seek legal advice to clarify who will be eligible to sell given the redevelopment plans and precincts identified in the draft PoMs. 	February / March 2020
6.4	Water Project – Fingal Bay		Nigel Walker	<ul style="list-style-type: none"> Fingal Bay is having to undergo a huge project to replace the water mains throughout the Park due to ageing infrastructure which is constantly failing. Project will be ongoing annually in phases as funds become available. ACTION: Information regarding project to be included in next Holiday Van Owners Newsletter: Fiona 	September 2019 Edition
6.5	Test & Tag Update / Site Inspections		Nigel Walker	<ul style="list-style-type: none"> PSC trial Test & Tag will be commencing early September with 10-15 vans who did not Opt Out to be completed per week. HVO's will be advised of any Non-compliant electrical issues and given a timeframe in which to rectify. Site inspections will be conducted on all sites to ensure no alterations have been made without correct process being followed. Any non-approved alterations will have to go through approval process retrospectively. Non-compliant issues will have to be rectified or removed depending on the issue. 	

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6.6	Energy Reduction Program – follow up		Steve Larsen	<ul style="list-style-type: none"> • Kim L advised that the report from Consultants was very vague and generalised • A Request For Quote has been issued to the panel of 4 PSC approved companies in accordance with PSC policy to obtain innovative and cost effective ideas that directly relate to our properties. • RFQ submissions close 20/9/19. Fingal Bay HP will be the first property to undergo the process • After requesting advice from the CCIA (Caravan Camping Industry Australia), solar panels will not be permitted to be installed to Holiday Vans. • ACTION: Fiona to attach advice from CCIA 	
6.7	Lighting		Nigel Walker	<ul style="list-style-type: none"> • A quote to fix the street lighting at Fingal Bay has been accepted, with 20 solar lights to be retrofitted with new style lamps, solar panels and batteries, and 20 old mercury lights to be replaced with new LED lamps which dim when no activity is sensed. • Project scheduled to be completed prior to Summer Peak Season 2019/20 	

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6.8	AmenitiesUpdate – Shoal Bay & Halifax		Kim Latham	<ul style="list-style-type: none"> Build company has been sending update photos, landscaping brief is written with procurement process underway: waiting on quotes. Due to unforeseen circumstances the projects are both delayed by a couple of weeks which means that the temporary amenities will have to be utilised over the Sept/Oct school holidays. Halifax will bring in extra amenities to cover this period. Kim L will not accept handover of the projects during a holiday period and until they are absolutely completed Fingal will start the process for their new amenities at Orana Street towards the end of the year 	
6.9	History of Electrical Charges		Ken Royle	<ul style="list-style-type: none"> Ken requested a list of historical charges be provided Fiona provided a list of the historical electrical charges since usage and daily supply charges were introduced in 2014. Also included were CCIA approved charges as a comparison of what we are permitted to charge but choose not too. 	
7.0	OTHER MATTERS				
7.1	Next Meeting Date	5 mins	Kim Latham	<ul style="list-style-type: none"> 15 November 2019 at 4.30pm 	

MEETING CLOSED AT 5.35pm

NEXT MEETING

Date: 15/11/19

Time: 4.30pm

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.