

MEETING MINUTES

Meeting

Team Name: Holiday Van Consultative Committee

Date: 19 August 2022

Time: 3.30pm

Venue: Shoal Bay Holiday Park – Conference Room

Chairperson: Kylie Moyle

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

Kylie Moyle (PSC)	Fiona Snow (PSC)	Taryn Ritchie (PSC)	Elma Carey (FB – West)	Harvey Bennett (SB)
Steven Larsen (FB – North)				

Apologies

Kim Latham (PSC)	Lenore Lott (FB – South)			
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Item	Topic	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME			
		Chair	3.31pm: Kylie welcomed everyone & introduced Taryn, acting in the Business Managers role to those who had not yet been introduced	
2.0	APOLOGIES			
	Lenore Lott & Kim Latham	Chair	Lenore emailed her apologies as she is on holiday, Kim is a late apology, and the Assistant Managers were advised that they need not attend the meeting.	

3.0	MINUTES AND OUTSTANDING ACTIONS		
3.1	Minutes of last meeting held to be endorsed	Chair	Steven Larsen endorsed the Minutes from the May meeting
3.2	Outstanding Actions from 18 February 2022	Chair	<p>4.1: Fiona to follow up with Heath Kelly regarding the painting of 'No Bike' signs at Orana amenities & discuss options for concrete 'pit' use to stop kids using as bike jump/play area. This has been actioned & completed.</p> <p>4.3: Clarify current Plans of Management process. Fiona to bring a copy of Fingal's draft Plans. To be discussed as agenda item 6.3 further into meeting.</p> <p>6.2: Clarify suitability for external use of blue leads. Fiona responded to this request confirming blue power supply leads are suitable for external use by email dated 21 June 2022.</p> <p>HV rep: so they'll be replaced FOC if they fail?</p> <p>Fiona: Depends on the circumstance.</p> <p>HV rep: Wanted it Minuted that the Site Inspections at Fingal were still not complete and had been in progress for over 2 years.</p> <p>Fiona: Currently in progress</p>
4.0	ADMINISTRATION		
4.1	HVCC Elections for Shoal Bay and Fingal South Reps - timing confirmation	Harvey B	<p>Harvey: enquired as to the timing of the nomination/ballot for the reps</p> <p>Fiona: Confirmed that it is SB & FB south reps that are up for election. The whole process should be completed by 18 November. List of key dates & the election process will be forwarded in due course.</p> <p>Harvey: Mentioned that he would be away during the next couple of months, and didn't want to potentially miss having the option / opportunity to nominate again</p> <p>Fiona: Noted dates Harvey would be away & will ensure every opportunity is available to nominate.</p>
4.2	Occupancy Agreements - update	Fiona S	<p>Fiona mentioned that the completion of the Occupancy Agreements was a record with Shoal Bay & Halifax completed more or less on time. Fingal had a few stragglers, but are at 99.6% completed with one remaining unsigned.</p> <p>We have made many attempts by different methods of contact the HVO in question to have it signed, but have not been successful to this date, so we have issued a Notice of Termination with a request for vacant possession of the site.</p>

			<p>HV reps: Asked if we could say who it is, or what area they are from, and have we had any response from them at all recently.</p> <p>Kylie: For privacy reasons we cannot identify who it is.. They have responded to a couple of emails but no signed agreement. The decision to terminate has not been taken lightly, however every attempt to have the agreement signed and returned has been unsuccessful.</p> <p>HV reps: concurred that if all reasonable efforts have been made to obtain a signed agreement, then good to see we are following through with the termination and it's not just an empty threat.</p>	
4.3	Last remaining lead testing update	Fiona S	<p>The power supply lead testing has been conducted in April/May, however for some of those HVO's who opted out the last time (prior to mandatory PSC testing coming into play) were missed and are to be done by an external electrician engaged by us. We're currently obtaining quotes for the potential rectification works that may be required to bring some vans to comply with our requirements. Correspondence will be sent to all these HVO's in due course.</p> <p>Elma: so we can get our own done as mine is out of date.</p> <p>Fiona: Yes you can, however we will still be conducting them in due course so not really worth it. Then all sites will be included when the lead testing comes around again in April/May 2023.</p>	
4.4	Items to be added to next Newsletter	Fiona S	Request for any items to be added to the next Newsletter to be submitted prior to the end the first week of September, please	9/9/2022
5.0	RISK			
6.0	HOLIDAY PARKS			
6.1	Update on water & electrical projects	Steven L	<p>Steven: could you provide an update on the water & electrical projects at Fingal?</p> <p>Taryn: Water project – As per last meetings minutes, a scope is written and we will now move to seek out contractors & quotes through a tender process. First priority will be the fire safety systems and we hope to start work mid-2023.</p> <p>Electrical: The current stage of the project across the Parks is now complete. Electrical work is always ongoing so we will now move to scope & planning of the next stages.</p> <p>Harvey: is this just occurring at Fingal, or the other parks as well?</p> <p>ACTION: Taryn to confirm.</p> <p>Elma: Has the water leak under the van in Pinaroo been fixed & properly?</p> <p>Fiona: Yes as far as we can ascertain it has been fixed properly.</p>	

6.2	Update of swimming pool repairs	Taryn R	We have had ongoing issues with losing water in the past. We've had multiple repairs on the pool itself, however it's been found that some of the old pipework has now failed, so we will be replacing all the pipework for the skimmer boxes on the road side. A contractor has now been engaged to conduct these repairs. Our aim is to be operational by Spring School Holidays.	
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6.3	Plans of Management update on changes and submission for SB and Halifax and Draft PoM for Fingal	Harvey B	<p>Harvey: requested an update on the POM following last meeting.</p> <p>Taryn: As per last meetings update, Crown lands have now categorised Holiday Parks as Community Land. A Business Paper went to council on 9/8/22 recommending public exhibition for Shoal & Fingal (however no public meetings will occur), and adoption for all 3 plans. We believe Crown will approve them imminently, and public exhibition will follow thereafter. Some minor changes have been made to Shoal and Fingal – e.g.: Bernie Thompson Reserve and the carpark will now be included in the document for Shoal Bay, plus any project updates (E.g.: new amenities are now complete, etc.). Halifax will not go back on public exhibition as there has been no changes. Once Crown minister signs off it can be adopted.</p> <p>Harvey: In regards to the revenue from the Smart Meters, as this is a commercial enterprise on Crown Land, will the revenue be retained in the Crown Land Reserve Trust, similar to the Caravan Park’s returns, or will they be going to Port Stephens Council?</p> <p>ACTION: Taryn to investigate.</p> <p>HV Reps: How will we know when the PoM’s be available for public viewing?</p> <p>ACTION: Fiona to send all HV reps notification email and link to the documents. Fiona will include as much available information on the next HV Reminder / Newsletter, & on the HVO webpage as well.</p> <p>Harvey: Voiced how disappointing it was that a copy of the Fingal Draft POM was not made available at this meeting as was promised last meeting and a year ago, and no mention or notification was made to the reps that the promise had been rescinded. PSC had promised it would be available, but changed their mind, and the reps should have been notified. Request we advise of any such changes in future.</p> <p>Fiona / Kylie: We are not obligated to offer a private / pre-viewing to anyone, therefore the decision was made that as the public exhibition was imminent everyone would be able to view it at the same. Harvey’s point however is acknowledged, noted and Minuted accordingly.</p>	
7.0 OTHER MATTERS				
7.1	Next Scheduled Meeting Date	Chair	<ul style="list-style-type: none"> 18 November 2022 at 3.30pm @ Shoal Bay Conference Room Steven thanked everyone for a pleasant meeting – the best we’ve had for a long time. 	

MEETING CLOSED AT 4.25pm

NEXT MEETING

Date: 19/8/2022 **Time:** 3.30pm **Venue:** Shoal Bay Holiday Park (Conference 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.