



21 June 2019

What a great Summer & Autumn we have had weather-wise, and even Winter has been bearable so far! Though temperatures are due to fall very soon, with rain gauges to get a work out according to the local weatherman! (Unfortunately it is supposed to be most likely on the coast though...and not where it is needed the most). Bring on the Winter Solstice (and the shortest day) today!

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### **2019/2020 Occupancy Agreements are due for return by 30 June 2019**

Thank you to those of you who have already returned your signed occupancy agreement and insurance policy (with proof of payment) to me – it's much appreciated. To date just over 30% have done so at Fingal, 22% have at Shoal Bay and only 11% at Halifax. It is a big task for us to ensure each Agreement is signed & witnessed correctly as described in the Cover letter and Checklist so they can be submitted for sign off by the Holiday Parks Section Manager – thank you for your compliance and understanding.

***If you haven't received your agreement yet please contact Fiona - contact details are below.***

This year I am adding the details of your insurance policies into our database which is why I have asked for a copy (with proof of payment) be sent to me at this time. This database will be updated whenever you provide us with a renewed Policy and proof of payment. It will also allow us to issue reminders around the time your policy is due to expire, removing the requirement for another copy to be sent to me with the signed Occupancy Agreement each year.

The **Agreement Preparation fee** of \$12.50 was charged incorrectly as \$12 to every account. This will not be amended. Please ensure you arrange for this fee to be paid if you do not have extras/incidentals/electricity charges automatically deducted from your account/credit card.

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### **2019/2020 Fee Increase reminder**

We would like to remind you that the monthly rent fees increase as from 1st July 2019. Please ensure sufficient funds are available each month for automatic payments as P.S.C. dishonour fee of \$23.50 will be charged for any failed transactions.

Fingal B Sites, Shoal Bay & Halifax - \$500/month

Fingal A Sites - \$510/month

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### **Electrical Audit & Free Power Lead Test and Tagging Update**

Fingal Bay have had the annual audit completed on all Powerheads & RCDs. Shoal Bay and Halifax is scheduled to be completed by Friday 28 June 2019 weather permitting.

The individual power lead testing for those who have opted into our free program will be conducted in the coming months and any non-compliant issues found during this process will be logged with the Van Owner in writing.

Shoal Bay & Halifax van owners will be notified when the power lead testing is taking place so access can be arranged where necessary.



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## Site Inspections

As previously mentioned, over the next 12 months, we will be undertaking Site Inspections of each Holiday Van Site. Inspections will include the percentage of site coverage (maximum 66%) by the van and associated structures; car space measurements; any non-compliant issues – historical and current; and any safety issues, untidiness and disrepair issues, with a date given for rectification where applicable. The original photo database will be referred to, ensuring no new additions/changes have been made without Park permission.

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## Alterations, Additions, Maintenance to your van, associated structures & site

**ANY** external changes you wish to make to your van, associated structures or site in general *are subject to the Site Alterations and Additions process*. This includes replacing fixtures, painting, installation of air conditioners and hot water systems, aerials, and so forth. Non-structural **internal** changes, renovations, replacement of internal fixtures, etc. are not subject to this process, however if you are engaging contractors to come onto site to conduct works, you must notify the Park or the Holiday Park Admin Officer in writing who will be attending and when. It is your obligation to ensure the contractor is insured/qualified/reputable to carry out the works, and to notify them of our requirements whilst they are working on our property.

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## Plans of Management

The Draft Plans of Management for Shoal Bay and Halifax Holiday Parks are due to be on public display from early July 2019 and will be available for viewing on the Council website and in hard copy at our local libraries. Community information sessions will be held with dates to be advised. All Holiday Van Consultative Committee representatives will also be provided with copies.

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## A Change is Coming! ...

Shoal Bay & Halifax Holiday Parks are upgrading their amenities by building brand new facilities that will incorporate modern showers and toilet facilities in mid-2019. At Shoal Bay the new amenities building will also incorporate disabled and family bathroom facilities and at Halifax their new building will also include a large well equipped camp kitchen with dining and lounge seating, dedicated family bathroom facilities. Both facilities will include brand new guest laundries fitted with energy/water efficient washing machines and clothes dryers.

Throughout the construction period (scheduled to commence late June/early July and conclude by late September 2019) temporary Male / Female, Disabled and Laundry facilities will be provided onsite for our guests, will be located in temporary structures. See our website for more information: [www.beachsideholidays.com.au](http://www.beachsideholidays.com.au)





### **SHOAL BAY HOLIDAY PARK NEWS:**

**Tree Maintenance Program** - The tree maintenance/dead-wooding scheduled bi-annually has recently been completed.

**Parental Leave** - As you may be aware Michelle Bethune, the Park Manager is expecting her first baby soon, and will be on leave from August 2019. Her role has been filled by Kylie Moyle, the current assistant manager at Fingal Bay Holiday Park. Kylie brings with her extensive knowledge and experience in Holiday Park management in the Port Stephens area. We would like to wish Michelle all the very best with her upcoming new role as “mummy” and congratulate Kylie on being the successful applicant of the temporary role as Park Manager.

### **HALIFAX HOLIDAY PARK NEWS:**

**Parental Leave** - As you may be aware Alice Meagher, the Assistant Park Manager is expecting her first baby soon, and will be on leave from August 2019. The recruitment process has commenced to fill this role whilst Alice is on Maternity Leave. We would like to wish her all the very best with her upcoming new role as “mummy”.

### **FINGAL BAY HOLIDAY PARK NEWS:**

We would like to wish Kylie Moyle, the Assistant Park Manager, all the best as she has been recruited to fill the Managers role at Shoal Bay Holiday Park whilst Michelle is Maternity leave from August 2019. The recruitment process will commence shortly to fill Kylie’s position.

### **Quarterly Electricity Charges - April/ May / June 2019**

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. Meters will be read and invoices sent prior to the 30 June.

<b>FEE NAME</b>	<b>DESCRIPTION</b>	<b>FEE AMOUNT INCLUDING GST</b>
<b>Electricity account administration</b>	Charged quarterly with each electricity meter reading	<b>\$6.00 per Quarter</b>
<b>Holiday Van Site Electricity Usage</b>	Metered electricity usage charged quarterly based on latest retail tariffs of a local area energy retailer	<b>31.02c per kW</b>
<b>Electricity Service Availability Charge</b>	Calculated per day for 150 days of the year; based on the latest retail tariffs of a local area energy retailer; charged quarterly.	<b>\$34.69</b>

**Safety & Emergency Information** is attached. Please print a copy and keep in your van.



**Please remember.....**

- \* Bikes / Scooters / Skateboard Rules must be observed by all riders of all ages please! This is for everyone's safety. 8 kmh Speed limits are in force at all our Parks – this rule includes bikes, scooters, skateboards as well as cars. **\*\*Electric / motorized 'vehicles' (Scooters/skateboards/eskies/etc.) are NOT permitted in the Park grounds (with the exception of mobility scooters when used by the intended person).**
- \* Site Alteration & Addition forms must be submitted for any works being conducted to your van, associated structures and site. Form is available from our website at: <https://www.beachsideholidays.com.au/policies/holiday-van-owners>
- \* No works permitted on weekends or during any peak periods / school holidays.
- \* **July holidays: Pets are permitted during the Winter Holidays.** Please register your Pet with Fiona if you haven't already done so! Registration forms are located on our website

Fiona Snow: Holiday Van Admin Officer: **p** 4988 0650 / **m** 0428 542 137 / **e** [holidayvanenquiries@portstephens.nsw.gov.au](mailto:holidayvanenquiries@portstephens.nsw.gov.au)

**w** <https://www.beachsideholidays.com.au/policies/holiday-van-owners>