

MEETING MINUTES



Meeting

Team Name:	Holiday Van Consultative Committee				
Date:	24 th August 2018	Time:	5.30pm	Venue:	Shoal Bay Holiday Park (Recreation Room)
Chairperson:	Kim Latham	Minutes:	Lorraine Fellows		

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)	Emma Stothard (PSC)	Lorraine Fellows (PSC)
Harvey Bennett (S Bay)	Steve Larsen (FB – North)	Ken Royle (FB – East)		

Apologies

Michelle Bethune (PSC)	Elma Carey (FB – South)			
------------------------	-------------------------	--	--	--

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME				
		5 mins	Chair	Meeting opened at 5.30pm	
2.0	APOLOGIES				
	Michelle Bethune	5 mins	Chair		
3.0	MINUTES AND OUTSTANDING ACTIONS				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
3.1	Minutes of last meeting held	20 mins	Kim Latham	Endorsed – Harvey Bennett and Steven Larsen	
3.2	Outstanding Actions from May 2018	5 mins	Kim Latham	<ul style="list-style-type: none"> • Peter Moeller has been removed from the meeting as he has moved on from PSC • Street lights approved and actioned • CCIA information forwarded to HVO members • Terms of Reference review: Proposed changes: 1) Title changes of 2 reps from PSC (Kim gave overview of the new Holiday Park section) 2) Footers will be changed to Version 4 3) Adoption of the changes may be delayed due to the changes in Crown Land legislation. Chair will confirm the approval at the November meeting. Any amendments required due to the change in the Act will be advised 	
4.0	ADMINISTRATION				
4.1	Occupancy agreements	10 mins	Ken Royle	<ul style="list-style-type: none"> • Issue raised that if HVO wanted more than one person / couples name/s on the agreement they were told there would be a \$450 charge to add them – this is not the case if removed previously by PSC. • Named 'Owners' have Financial interest in the van and must sign the Occupancy agreement – Legal advice this year was provided noting that financial owners only are required to be named on/sign the agreement. 	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
				<ul style="list-style-type: none"> NOTED: New additional financial owners would incur a charge of \$450.00 but if previous parties had been removed by PSC then it is agreed they could be added back by request with no charge as long as proof of previous agreements can be supplied. 	
4.2	Ballot for Shoal Bay & Fingal Bay East representative for the Holiday Van Consultative Committee	10 mins	Fiona Snow	<ul style="list-style-type: none"> Commence on Monday 27 August 2018 Fingal Bay East & Shoal Bay representative to go to Ballot Documentation going out to all SBHP Holiday Van Owners (HVO) and to HVO in the East section of FBHP on Monday 27 August 2018. HVO have 28 days to respond with nominations with cut off date being Saturday 28th September Within 7 working days of the close date as above, all HVO's in affected areas will be advised of the representatives to vote on Posters will be put up around the parks HVO's have 28 days to submit their vote Whole process should be completed by 1 November 2018 	
5.0	RISK				
5.1				<ul style="list-style-type: none"> 	
6.0	HOLIDAY PARKS				
6.1	Occupancy Agreements T&C & SOP's	10 mins	Kim Latham	<ul style="list-style-type: none"> 100% occupancy agreements received with majority of insurances received. All HVO have provided test and tag compliance photos to Fiona 	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
				<ul style="list-style-type: none"> Continue to review Terms and Conditions and the Standard Operating Procedure manual on an annual basis as they are currently not clear enough. ACTION: Once review is complete they will be uploaded onto the website. 	Fiona Snow 30 Nov 2018
6.2	Tree removal process	10 Mins	Steve Larsen	<ul style="list-style-type: none"> Advised that there is an Environmental Management System – PSC has to follow procedure & abide by the rules. An application for tree permit has been submitted for the tree which is currently under review; the trees are labelled to identify to anyone that goes past – Park manager has to wait on feedback regarding a decision on how to progress Acknowledgement that it's obvious that tree roots have affected the underground pipes. Nigel advised that the process commenced 3 months ago – the Holiday parks have to undertake the same process as normal home owners. Now have to wait. Acknowledged that it's a frustrating process for the HVO's – application has been lodged and acknowledged. ACTION: Nigel to call Steve when he knows any further information Attempting to get all trees into the GIS system to keep a check on potentially dangerous trees. 	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
6.3	Mowing around HV's	5 mins	Steve Larsen	<ul style="list-style-type: none"> • Current claim by HVO is with the insurers – Nigel gave him the forms which were submitted as per the process. Claim was denied by PSC insurers and HVO was advised to claim through own insurance. • SWMS are currently reviewed annually and process followed to ensure safe work practice 	
7.0	OTHER MATTERS				
7.1	Next Meeting Date	5 mins	Kim Latham	<ul style="list-style-type: none"> • 23 November 2018 at 4.30pm • 	

MEETING CLOSED AT 6.30pm

NEXT MEETING

Date: 23/11/18

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.