

Macleay Valley Coast Holiday Parks – Annual Licence Site Transition Plan

20 October 2021

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1. Overview

This *Macleay Valley Coast Holiday Parks – Annual Licence Site Transition Plan* (Transition Plan) is designed to provide a fair and transparent plan for the rationalisation of the annual sites, consistent with Kempsey Shire Council’s Annual Licence Policy, Management Strategy and 10-year Concept Plans as adopted at the Ordinary Council Meeting of 20 April 2021.

This Transition Plan will be provided to all existing Annual Site Licence Holders and is available on the Council website.

2. Background

For the purposes of this Transition Plan, annual licence sites are those that are located within Macleay Valley Coast Holiday Parks and which contain moveable dwellings that remain on site throughout the period of the licence, and for the payment of an annual fee.

The private infrastructure associated with the site (e.g. caravan and annex) is owned by the licence holder. This arrangement is subject to a written agreement (Occupation Agreement) which is entered into with the Holiday Park manager.

Annual licence holders are allowed up to a maximum of 180 days use in any 12 month period under provisions of Part 2 Section 5(1)(C) of the *Holiday Parks (Long Term Casual Occupation) Act 2002* and tenure arrangements for annual licence sites are subject to the provisions of this Act.

All Macleay Valley Coast Holiday Parks are located on land owned by the Crown (i.e., Crown land). The Holiday Parks that are the subject of this Transition Plan are operated by Council as the appointed Council Crown Land Manager under the provisions of the *Crown Lands Management Act 2016*. All Holiday Parks have been subsequently classified as ‘Community’ land under the *Local Government Act 1993*. Council has appointed a Park Manager to operate the respective Holiday Parks to 2027.

As the appointed Council Crown Land Manager, Council has the responsibility to ensure appropriate access to Crown land to the wider community for caravanning and camping and to ensure there is equity of access to land reserved for public use. In general, the granting of an exclusive right of occupation to a single party limits the rights of access and enjoyment of that land which could be available to the wider community. For this reason, and in accordance with relevant legislation, Occupation Agreements issued for the use of annual licence sites on public reserves are limited to a maximum fixed term of 12 months.

3. Affected Sites & Timeframes

As the Holiday Parks are improved in accordance with the adopted Concept Plans (Appendix A), the number of available annual licence sites will be reduced to provide for alternative forms of tourist accommodation and/or public access arrangements. The extent of affected sites and timeframes for each of the Holiday Parks that contain annual licence sites are summarised in the table below, which refers to the ‘Notes’ contained in the relevant adopted Concept Plans at Appendix A:

Holiday Park	Number of Existing Sites ¹ (January 2021)	Short Term Affected Sites (2021-23)	Medium Term Affected Sites (2024-26)	Long Term Affected Sites (2027-29)	+10 years Affected Sites (2030 +)
Crescent Head Holiday Park	16	Note 1 (All 16 Sites)			N/A
Hat Head Holiday Park	47	Ballot Held March 2023	Note 4 (19 Sites)		All Remaining (28 Sites)
Grassy Head Holiday Park	28		Note 2 (5 Sites)	Note 4a & 6 (9 Sites)	All Remaining (14 Sites)
Stuarts Point Holiday Park	40			Note 6 (17 Sites)	All Remaining (23 Sites)

¹ According to public Holiday Park maps available online for each site.

Sections 5 to 8 of this Transition Plan provide an outline of the process and key dates to be utilised to undertake these changes on a site-by-site basis up to 2030.

Subject to market analysis, all remaining annual licence sites after 2030 will be discontinued.

4. Review Intervals & Strategy Changes

Market conditions, business practices, as well as rules and regulations (among other things) can change over time. The adopted Annual Licence Policy, Management Strategy, 10 year Concept Plans and Park Rules will be subject to ongoing review at the end of each rationalisation period (short, medium and long term) to account for these conditions and therefore may need to be amended.

Council, or the Holiday Park Manager, will keep all annual licence holders informed of any changes in writing to the adopted Annual Licence Policy, Management Strategy, 10 year Concept Plans, Park Rules and any other relevant strategies or policies as they occur.

For further information contact the relevant Holiday Park Manager or Council.

5. Crescent Head Holiday Park

The following provides a timeline sequence of the steps to be undertaken in delivering the adopted changes to the Crescent Head Holiday Park with respect to Annual Licence sites.

Date	Action
By 30 June 2021	Letter provided with annual fee invoices to all annual licence holders to advise that annual licences will no longer be offered at Crescent Head Holiday Park after 30 June 2022, and that the 1 August 2021 to 30 June 2022 annual licence will be the final licence offered.
By 31 March 2022	90 day Termination Notice sent to all annual licence holders that annual licences will no longer be offered at Crescent Head Holiday Park after 30 June 2022 and that the occupant must remove all infrastructure and make-good the allocated site by 30 June 2022. Site holder advised that an abandonment fee may apply if the site is not vacated in accordance with the terms of the licence agreement.
By 30 June 2022	All annual licence sites are handed-over to Park Managers and made available for casual tourism use.

Note: Permanent sites are not included within the above process and remain as existing.

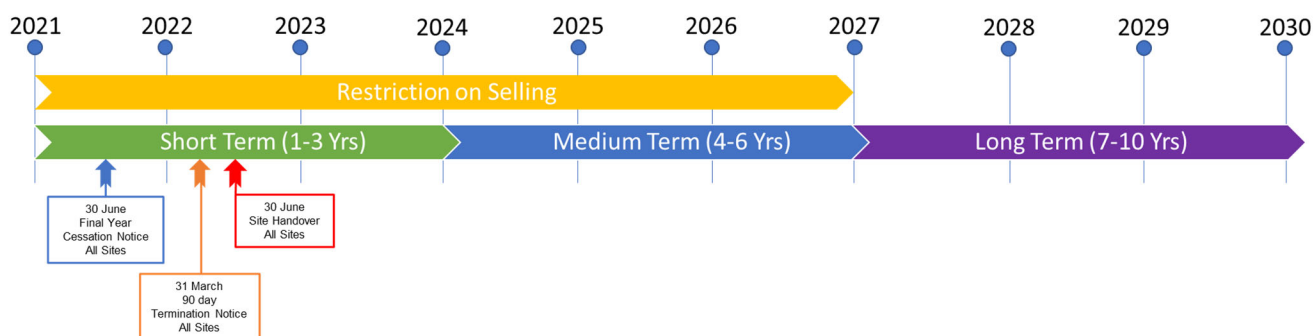


Figure 1: Crescent Head Holiday Park transition timeline

6. Hat Head Holiday Park

The following provides a timeline sequence of the steps to be undertaken in delivering the adopted changes to the Hat Head Holiday Park with respect to Annual Licence sites.

Date	Action
By 12 September 2022 (See note at the end of this section)	Letter provided with annual fee invoices to all annual licence holders to advise that: <ul style="list-style-type: none"> • annual licences will no longer be offered in the area of Note 4 (sites 49, 50, 52 - 57, 60, 65, 69 - 74, 77, 78, 87 as per site map in Appendix B) on the adopted Hat Head Holiday Park Approved Final Plan after 30 June 2024, and • that a ballot process will occur in mid-March 2023 to allocate available sites within the area of Note 3 (sites 1 - 3, 8 - 10, 22 - 24, 27 - 29 as per site map in Appendix B) on the adopted Hat Head Holiday Park Approved Final Plan, and • that those annual licence holders that are within the area of Note 4, and who are seeking to transfer to the area of Note 3, are to register for the ballot by 5pm on 15 February 2023.
By 31 January 2023	Reminder letter sent to annual licence holders located in the area of Note 4 that registrations for the ballot to be held in mid-March 2022 will close at 5pm on 15 February 2023. Dates and instructions for the ballot will also be provided at this time.
Mid-March 2023	<p>Public ballot meeting to be held at the Council Chambers located in West Kempsey. One primary licence holder is invited to attend and witness the meeting and the meeting will be video recorded.</p> <p>The 12 available sites within the area of Note 3 will be randomly matched via live ballot draw to those annual licence holders that have registered.</p> <p>One annual licence holder name will be drawn at a time and matched to an available annual licence site drawn one at a time.</p> <p>Matched sites will then be allocated within the booking system to reflect the new arrangements to commence from 30 June 2024.</p> <p>If any sites remain available, a second round ballot will be announced and held within the following two months, with the opportunity for registration made available to impacted annual licence holders from the Stuarts Point and Grassy Head Holiday Parks only.</p>
By Mid-May 2023	Second round ballot to be held, if required.
By 30 June 2023	Letter provided with annual fee invoices to annual licence holders within area of Note 4 of the Hat Head Holiday Park Approved Final Plan to advise that annual licences will no longer be offered at these sites after 30 June 2024, and that the 1 July 2023 to 30 June 2024 annual licence will be the final licence offered over these sites. New site layout plans are to be provided by licence holders and approved by Council for all annual licence holders transferring to a new site in area of Note 3.

Date	Action
By 31 March 2024	90 day Termination Notice sent to all annual licence holders that annual licences within area of Note 4 of the Hat Head Holiday Park Approved Final Plan will no longer be offered after 30 June 2024 and that the occupant must remove all infrastructure and make-good the allocated site by 30 June 2024. Site holder advised that an abandonment fee may apply if the site is not vacated in accordance with the terms of the licence agreement. Reminder that site layout plans for those moving to area of Note 3 are to be submitted and approved by Council prior to relocation.
By 30 June 2024	All annual licence sites within area of Note 4 of the Hat Head Holiday Park Approved Final Plan are handed-over to Park Managers and made available for casual tourism use.

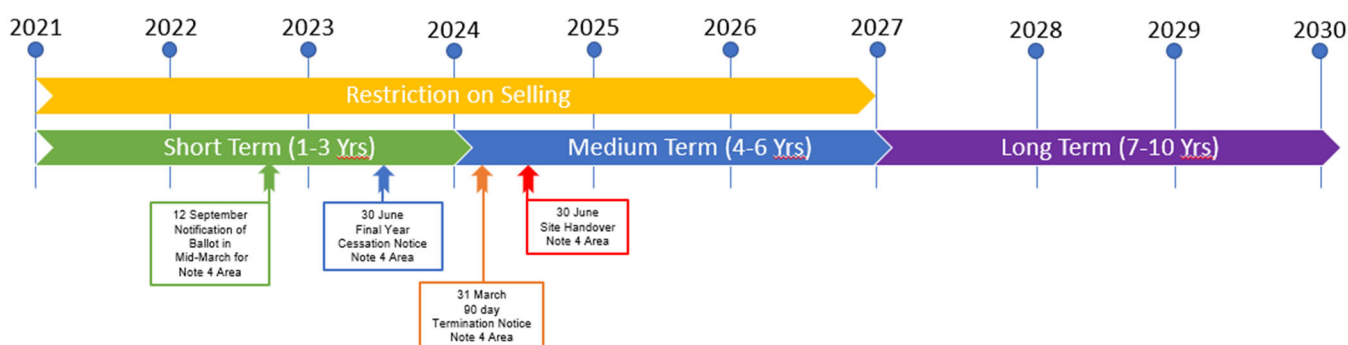


Figure 2: Hat Head Holiday Park transition timeline

Note: Due to the impacts of COVID restrictions during 2021, and possibly into 2022, Council has decided to postpone the rationalisation of annual licence sites in the area of Note 4 from 30 June 2023 to 30 June 2024 (12 months).

7. Grassy Head Holiday Park

The following provides a timeline sequence of the steps to be undertaken in delivering the adopted changes to the Grassy Head Holiday Park with respect to Annual Licence sites.

Date	Action
By 30 June 2024	Letter provided with annual fee invoices to annual licence holders to advise that annual licences will no longer be offered at the following sites after 30 June 2025, and that the 1 July 2024 to 30 June 2025 annual licence will be the final licence offered over these sites: <ul style="list-style-type: none"> Area of Note 2 (sites 11, 12, 73 - 75 as per site map in Appendix B) on the adopted Grassy Head Holiday Park Approved Final Plan.
By 31 March 2025	90 day Termination Notice sent to all annual licences within area of Note 2 of the Grassy Head Holiday Park Approved Final Plan that annual licences will no longer be offered in this area after 30 June 2025 and that the occupant must remove all infrastructure and make-good the allocated site by 30 June 2025. Site holder advised that an abandonment fee may apply if the site is not vacated in accordance with the terms of the licence agreement.
By 30 June 2025	All annual licence sites within area of Note 2 of the Grassy Head Holiday Park Approved Final Plan are handed-over to Park Managers and made available for casual tourism use.
By 30 June 2027	Letter provided with annual fee invoices to annual licence holders to advise that annual licences will no longer be offered at the following sites after 30 June 2028, and that the 1 July 2027 to 30 June 2028 annual licence will be the final licence offered over these sites: <ul style="list-style-type: none"> Area of Note 4a (site 55) and Note 6 (sites 14 - 17, 20, 58, 59, 61 as per site map in Appendix B) on the adopted Grassy Head Holiday Park Approved Final Plan.
By 31 March 2028	90 day Termination Notice sent to all annual licences within area of Note 4a and 6 of the Grassy Head Holiday Park Approved Final Plan that annual licences will no longer be offered in this area after 30 June 2028 and that the occupant must remove all infrastructure and make-good the allocated site by 30 June 2028. Site holder advised that an abandonment fee may apply if the site is not vacated in accordance with the terms of the licence agreement.
By 30 June 2028	All annual licence sites within area of Note 4a and 6 of the Grassy Head Holiday Park Approved Final Plan are handed-over to Park Managers and made available for casual tourism use.

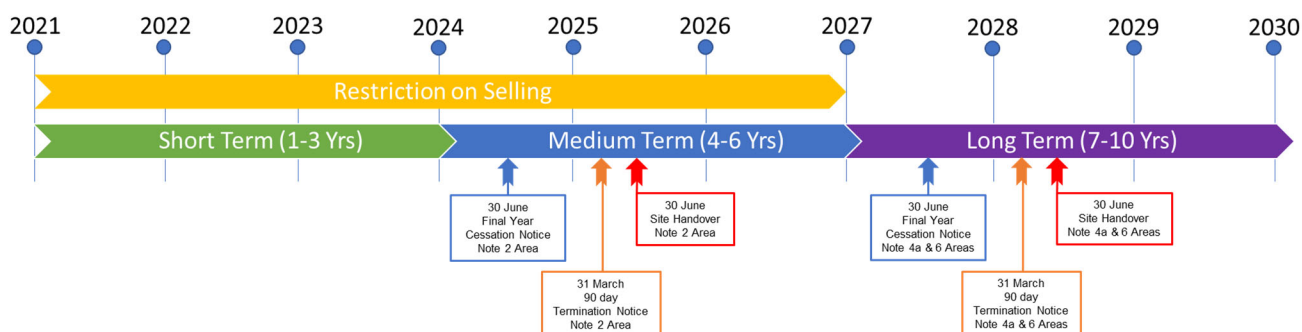


Figure 3: Grassy Head Holiday Park transition timeline

8. Stuarts Point Holiday Park

The following provides a timeline sequence of the steps to be undertaken in delivering the adopted changes to the Stuarts Point Holiday Park with respect to Annual Licence sites.

Date	Action
By 30 June 2027	Letter provided with annual fee invoices to annual licence holders to advise that annual licences will no longer be offered at the following sites after 30 June 2028, and that the 1 July 2027 to 30 June 2028 annual licence will be the final licence offered over these sites: <ul style="list-style-type: none"> Area of Note 6 (sites 61, 62, 64 - 75, 77, 78, 80 as per site map in Appendix B) on the adopted Stuarts Point Holiday Park Approved Final Plan.
By 31 March 2028	90 day Termination Notice sent to all annual licences within area of Note 6 of the Stuarts Point Holiday Park Approved Final Plan that annual licences will no longer be offered in this area after 30 June 2028 and that the occupant must all infrastructure and make-good the allocated site by 30 June 2028. Site holder advised that an abandonment fee may apply if the site is not vacated in accordance with the terms of the licence agreement.
By 30 June 2028	All annual licence sites within area of Note 6 of the Stuarts Point Holiday Park Approved Final Plan are handed-over to Park Managers and made available for casual tourism use.

Note: Permanent sites are not included within the above process and remain as existing.

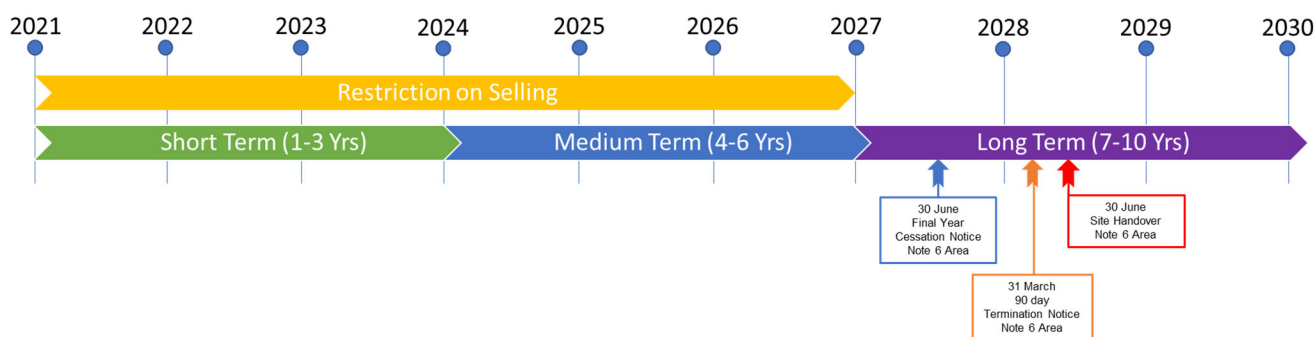


Figure 4: Stuarts Point Holiday Park transition timeline

APPENDIX A – HOLIDAY PARK 10-YEAR CONCEPT PLANS (Adopted April 2021)



NOTES

- Short Term (Year 1-3)**
- 1** Remove annual license sites in accordance with Annual License Management Strategy. Convert sites to short-term tourist sites.
- 2** Refurbish existing amenities and provide new camp kitchen area within consolidated communal facility.
- 3** Renew existing cabins along entry road, with option to convert some to studio style / duplex cabins.
- 4** Replace existing cabins and convert existing short-term tourist sites to safari tents to provide additional accommodation option (up to ten tents).
- 5** Replace existing powered tourist sites and amenities building with studio style / duplex cabins (up to six units). Remove older style existing amenities adjoining entry road.
- 6** Externally refurbish the existing reception area and managers residence.
- Medium Term (Year 4-6)**
- 7** Refurbish and realign three large cabins. Remove three small existing older style cabins and provide up to four new cabins to match adjoining new cabins.
- 8** Refurbish or provide new amenities and install a new camp kitchen to consolidate communal area.
- 9** Reconfigure area to provide short-term tourist sites and associated landscaping to improve interface between the public domain and the Holiday Park.
- Long Term (Year 7-10)**
- 10** Provide en-suite facilities to tourist sites to enable an additional accommodation option within the Holiday Park.

Note: The delivery of the Concept Plan is dependent on funding availability, market conditions and undertaking of detailed design processes. Some projects may be delayed or accelerated as a consequence.

LEGEND

- Annual Licence Sites
- Permanent Sites
- Cabin Accommodation
- Caravan and Camping Sites
- Open Space and Landscape
- Communal Facilities (eg: administration / amenities / camp kitchen)
- Tourist Site with Ensuite

Crescent Head Holiday Park

Approved Final Plan
Resolved by Council 20 April 2021



April 2021
Scale 1:1600@A3





NOTES

- 1 Short Term (Year 1-3)
Make peak use area available for year round use.
- 2 No significant development is planned on the northern and eastern section of the park to allow for future strategic master planning works.
- 3 Consolidate annual licence holder sites in conjunction with Annual Licence Management Strategy.
- 4 Consolidate annual licence holder sites in conjunction with Annual Licence Management Strategy to area (3). Reconfigure to tourist sites (including drive-through and/or other suitable arrangement).
- 5 New camp kitchen and upgraded amenities (provide new amenities in slightly more southern location if required).
- 6 Medium Term (Year 4-6)
Establish camping sites and small amenities on western boundary.
- 7 Integrate new cabins within existing cabin precinct – up to 5 new cabins.
Long Term (Year 7-10)
- 8 Extend new reception and managers residence to north side of access road with potential for further expansion into parkland area. Existing area reconfigured to tourist sites.

Note: The delivery of the Concept Plan is dependent on funding availability, market conditions and undertaking of detailed design processes. Some projects may be delayed or accelerated as a consequence.

LEGEND

- Annual Licence
- Sites
- Cabin
- Accommodation
- Open Space and Landscape
- Caravan and Camping Sites
- Communal Facilities (eg: administration/ amenities / camp kitchen)

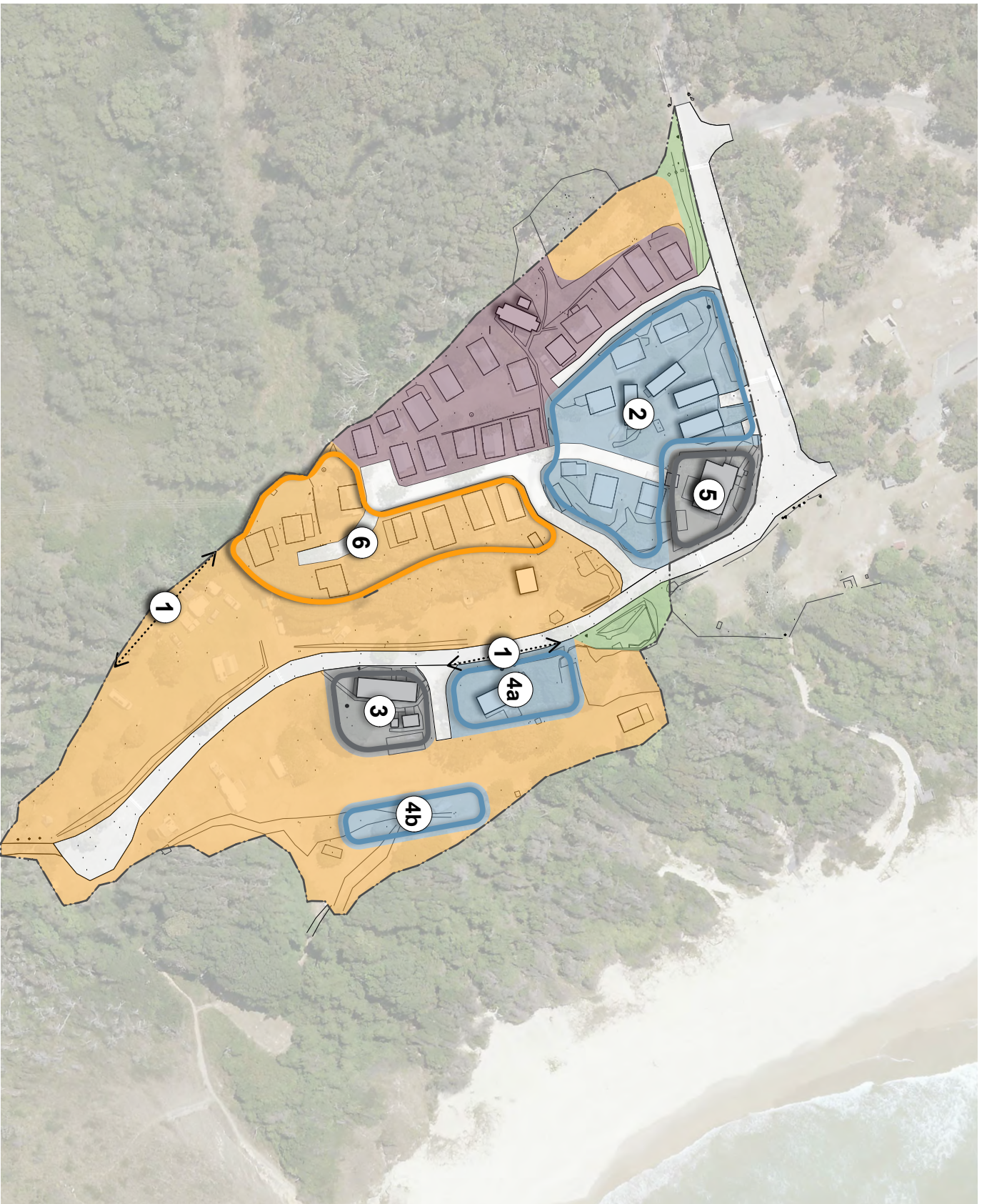
Hat Head Holiday Park

Approved Final Plan
Resolved by Council 20 April 2021



April 2021
Scale 1:1600@A3










NOTES

- Short Term (Year 1-3)**
- 1** Investigate options and improve drainage in camping areas
- Medium Term (Year 4-6)**
- 2** Enlarge cabin precinct, replacing two cabins and including up to five additional cabins within a consolidated area. Remove annual licence holder sites in accordance with Annual Licence Management Strategy.
 - 3** Install new camp kitchen and basic play facilities within consolidated communal area.
- Long Term (Year 7-10)**
- 4** Install up to four safari tents to provide additional accommodation option in either location 4a or 4b subject to detailed site review and design.
 - 5** Improve existing manager's residence and reception area.
 - 6** Remove annual licence holder sites in accordance with Annual Licence Management Strategy and reconfigure / convert sites to short-term tourist sites. If annual sites become available, consolidate and infill annual licence sites to western area of Holiday Park.

Note: The delivery of the Concept Plan is dependent on funding availability, market conditions and undertaking of detailed design processes. Some projects may be delayed or accelerated as a consequence.

LEGEND

- | | | | |
|---|--------------------------|---|--|
|  | Annual Licence Sites |  | Caravan and Camping Sites |
|  | Cabin Accommodation |  | Communal Facilities (eg: administration/ amenities / camp kitchen) |
|  | Open Space and Landscape | | |

Grassy Head Holiday Park

Approved Final Plan
Resolved by Council 20 April 2021



April 2021
Scale 1:1000@A3



ayling drury landscape architecture



NOTES

Short Term (Year 1-3)

- 1 Replace existing cabins with up to six small or studio style cabins to improve quality of existing cabin accommodation options.

Medium Term (Year 4-6)

- 2 Replace existing camp kitchens with new communal facility with improved context between facilities and adjoining water front.

Long Term (Year 7-10)

- 3 Construct up to three new cabins at northern end of park to improve interface with upgraded public foreshore area.
- 4 Investigate options and reposition existing central amenities building. Options to include smaller facility in existing location, relocation to sites 143, 144 and 145, or relocate to north to replace up to eight annual licence sites. Establish up to eight new tourist sites in location of existing amenities.

5

Investigate and improve road surfaces throughout Holiday Park to match upgraded public foreshore area.

6

Remove annual licence holder sites in accordance with Annual Licence Management Strategy. Consolidate to any available sites along western edge of Holiday Park. If annual sites become available, consolidate and infill annual licence sites to western area of Holiday Park.

LEGEND

- Annual Licence Sites
- Cabin Accommodation
- Open Space and Landscape
- Permanent Sites
- Caravan and Camping Sites
- Communal Facilities (eg: administration / amenities / camp kitchen)

Note: The delivery of the Concept Plan is dependent on funding availability, market conditions and undertaking of detailed design processes. Some projects may be delayed or accelerated as a consequence.

Stuarts Point Holiday Park

Approved Final Plan
Resolved by Council 20 April 2021



April 2021
Scale 1:1400@A3



APPENDIX B – HOLIDAY PARK MAPS (AS OF 14 MAY 2021)



macleay valley coast

Crescent Head

Holiday park

PACIFIC OCEAN

Phone: 02 6566 0261

Email: crescenthead@macleayvalleycoastholidayparks.com.au

In an emergency, please call fire, ambulance or police on 000.



- Playground
- Boat Ramp
- Surf Club
- Laundry
- Rubbish Bin
- Amenities
- Dump Point
- Toilets
- Sink
- BBO
- Reception
- Tennis Court
- Fish Cleaning Area
- Bowls Club
- Beach
- Telephone
- Cabin
- Prime Site
- Holiday Van
- Powered Site
- Permanent
- Emergency Assembly Area
- Fire Hydrant
- Fire Hose Reel
- Fire Extinguisher





macleay valley coast Hat Head holiday park

Phone: 02 6567 7501

Email: hathead@macleayvalleycoastholidayparks.com.au

In an emergency, please call fire, ambulance or police on 000.

- Bowls Club
- Camp Kitchen
- Beach
- Parking
- Surf Club
- Boat Ramp
- Reception
- BBQ
- Amenities
- Playground
- Rubbish Bin
- Dump Point
- Toilets
- Emergency Assembly Area
- Fire Hose Reel
- Fire Extinguisher



- Cabin
- Holiday Van
- Powered Site
- Unpowered Site



macleay valley coast














Grassy Head

Holiday park

Phone: 02 6569 0742

Email: grassyhead@macleayvalleycoastholidayparks.com.au
In an emergency, please call fire, ambulance or police on 000.



-  Reception
-  Beach
-  Parking
-  Dump Point
-  Playground
-  Amenities
-  BBQ
-  Toilets
-  Disabled Toilet
-  Rubbish Bin
-  Emergency Assembly Area
-  Fire Hydrant
-  Fire Hose Reel



PACIFIC OCEAN

BEACH

Walkways to Beach

Walkway to Lookout

Day Visitor Area



-  Cabin
-  Holiday Van
-  Powered Site
-  Unpowered Site
-  Ensuite Site



macleay valley coast
Stuarts Point
Holiday park

Phone: 02 6569 0616

Email: stuartspoint@macleayvalleycoastholidayparks.com.au

In an emergency, please call fire, ambulance or police on 000.



-  Accessible Toilets
-  Parents Room
-  Boat Wash Area
-  Fish Cleaning Area
-  Parking
-  Boat Ramp
-  Reception
-  Tennis Court
-  BBO
-  Picnic Table
-  Playground
-  Camp Kitchen
-  Access Friendly
-  Rubbish Bin
-  Amenities
-  Dump Point
-  Toilets
-  Laundry
-  Emergency Assembly Area
-  Fire Hydrant
-  Fire Hose Reel
-  Fire Extinguisher



MACLEAY RIVER

Sandy bank - riverbank mooring of small boats

Foot bridge spans river and joins walking track to beach (approx. 10 minute walk)

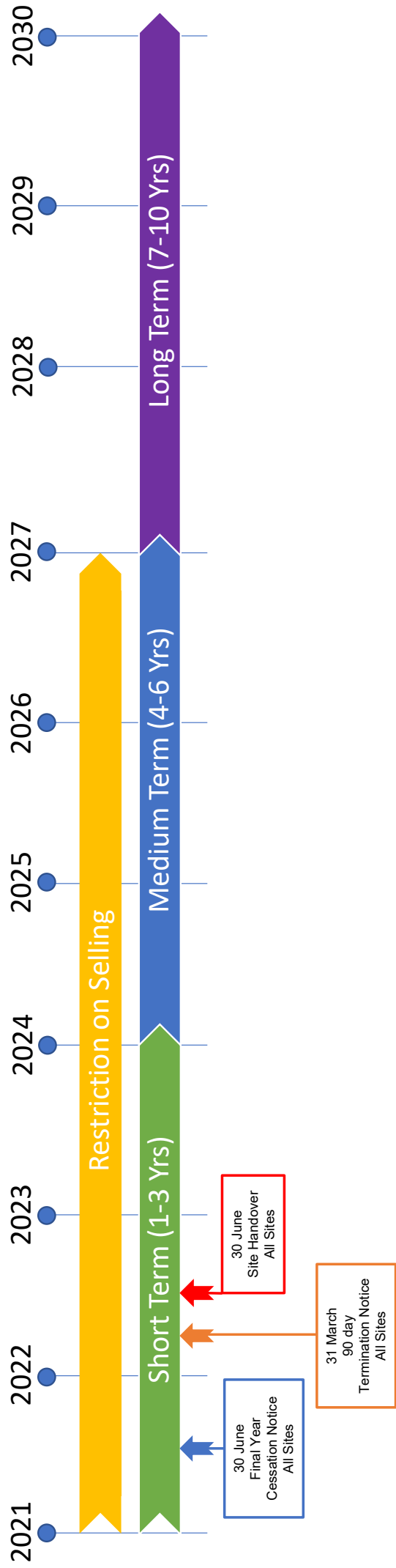
-  Cabin
-  Holiday Van
-  Powered Site
-  Unpowered Site
-  Permanent

No mooring or landing of boats

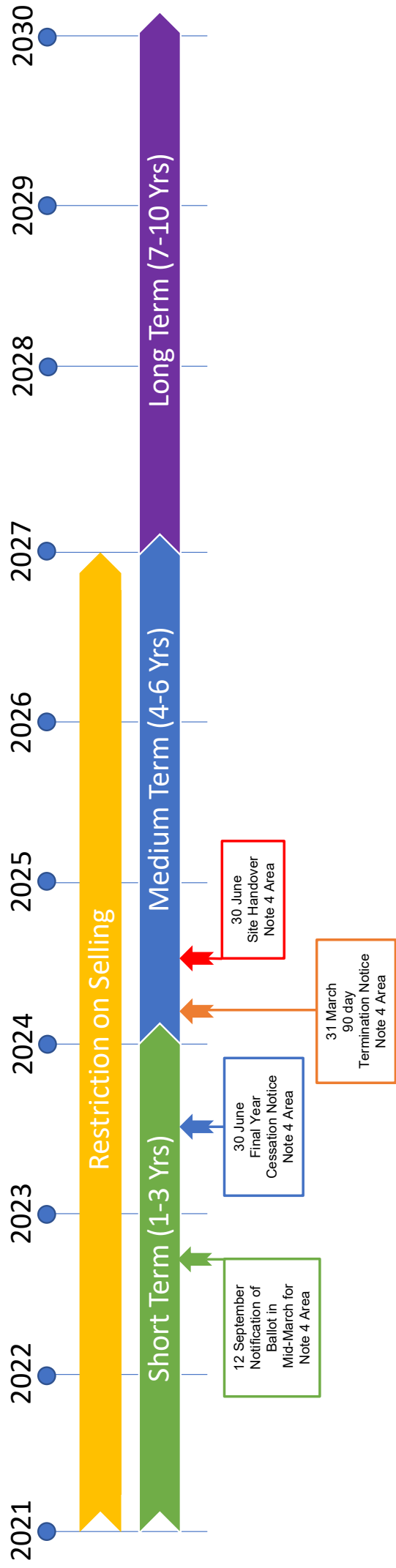
Walk to Shops

APPENDIX C – TRANSITION TIMELINE BY HOLIDAY PARK

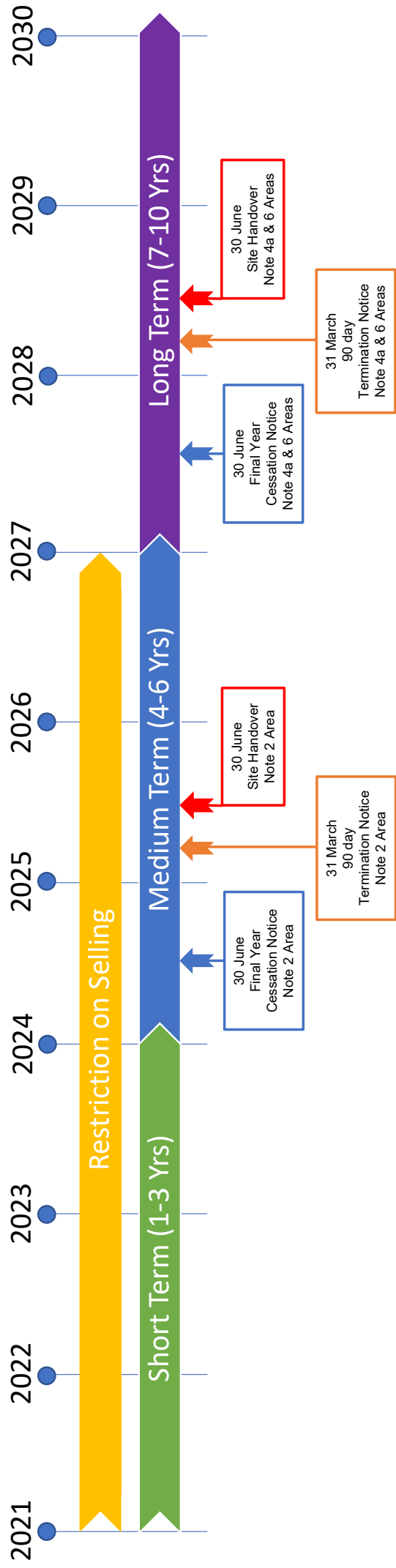
MVCHP Transition Plan – Graphical Timeline
Crescent Head Holiday Park
26 July 2021



MVCHP Transition Plan – Graphical Timeline
Hat Head Holiday Park
26 July 2021



MVCHP Transition Plan – Graphical Timeline
Grassy Head Holiday Park
26 July 2021



MVCHP Transition Plan – Graphical Timeline
Stuarts Point Holiday Park
26 July 2021

