

## **WAIPU COVE RESERVE(S) BOARD**

Monday 28<sup>th</sup> November 2016, 7pm. Camp Waipu Cove all-weather room.

The All-Purpose Room Camp Waipu Cove

**ALL WELCOME**

### **AGENDA (E & OE)**

**PRESENT:** P. Baker, E. Cook, R. Pullan, A. Trist, L. Trist, A. Labonte, J. Henderson, B. Hopkins (minutes secretary), S. Abercrombie, J. Melsop, R. Stolwerk

**APOLOGIES:** Roger King, Gordon French

**MINUTES OF THE LAST MEETING:**

**MATTERS ARISING:**

**CORRESPONDENCE:**

**Inwards:**

- **25/10/2016 – Gordon French** – Follow up on comments from last meeting
- **28/10/2016 – Gina Dath** – Request for info. On picnic tables and BBQs

**Outwards:**

- **28/10/2016 – Camp managers** – Forwarded message from Gina Dath
- **28/10/2016 – Gina Dath** – (via camp managers) Info. On picnic tables and BBQs.

**MOVED Inwards correspondence received, outwards approved**

**Carried P.Baker/R.Pullan**

**REPORTS:**

- **Management report**
- **Financial report**
- **WCSLSC Report**

Thank you to P. Baker for use of his tractor. The recent carnival was very successful. The next competitive event will be on 6<sup>th</sup> January 2017.

**ALL REPORTS**

**Carried E.Cook/R.Pullan**

**GENERAL BUSINESS:**

- **Review of draft contingency Operational Management Plan for anticipated seaweed/algae removal over summer**

On behalf of the Board, John recognised S. Abercrombie (representing the farmers), NRC Councillor Rick Stolwerk and Andre & Robin Labonte for their contribution. Also Anton & Lucy. In June 2014, a Resource Consent was issued to the Camp by the regional council for maintenance of the beach reserve. Last year algae was removed from the beach with help from the farmers but the council objected, saying the consent did not apply to the summer months. NRC Cr. Craig Brown overrode the council officials giving permission to continue. This created an uncomfortable situation. Craig Brown took up our case with the Council and a new Consent was issued in June 2016 (this was not applied for) in the name of NRC, with no restrictions on time of year.

The objective tonight is to make sure we are prepared for the next serious event. An operational management plan and traffic management plan is required by the new Consent. Our plan anticipates seaweed removal operations being commenced on a same day basis if necessary. NRC, DoC, and local Iwi must be notified when we take action. NRC are to look at the proposed tip site on 29<sup>th</sup> November. Paul Jenkins will make improvements to/maintain the road to the tip site if any damage occurs and the council may contribute. Dumped material is going to be mixed with lime and then covered up. The council has approved a template of our plan so it only needs updating on scope of work for each event. On a normal weekday, the council have said they will be here within 2 hours to approve the work. No removal activity permitted on Public Holidays.

Health and Safety for the traffic management has been developed based on help from Evan using an existing template from WDC-

**Anton is the sole point of contact for all involved. He is the only person authorised to activate and implement the Plan following consultation with the Board and NRC.**

The council will send a monitoring manager the first time the plan is implemented to check everything runs smoothly.

Volunteers for traffic management need to be identified so that they can be provided with the relevant council handbook. Rick has said that the surf club can be approached for volunteers, he will mention this at a surf club meeting on Sunday (Anton to attend and supply council handbook). Some camp staff will also be available to help. The camp already has the necessary safety equipment but volunteers will all need to be briefed before work commences. Rick suggests having signs made up ready for use on road advising of heavy machinery etc. Cones should be used on the road in conjunction with the warning signs for traffic safety (these will be purchased by the camp).

Last year, approximately 3000 tonnes of algae seaweed was removed. The plan for this year will only be put into operation for a similar serious event affecting public safety, swimmer safety, and public hygiene.

A photo of the developing situation needs to be sent to NRC if/when the plan is implemented.

Stuart will confirm numbers of farmers that will be involved and would like copy of health and safety information to pass on to all necessary. The Board wants to be sure we pay the farmers for their work. Stuart is working out an idea of cost based on an hourly rate and roughly 8 hours work per day.

Andre brought up the issue of algae in the stream as this is not covered by the operational management plan. Evan will supply copy of the WDC consent that covers this area so that options can be discussed.

#### **Upcoming events on the reserve and local area**

- **Waipu Saturday Market:** First Saturday of the Month in Presbyterian Church Hall 9-1pm
- **Waipu Boutique Sunday Market & Café:** 2nd Sunday of the Month, Waipu Coronation Hall 9-1pm
- **Waipu Street Market** - Saturdays of long weekends 9-1pm
- **Waipu Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm
- **Waipu Primary School end of year picnic** – 14<sup>th</sup> December, Waipu Cove Reserve

#### **Upcoming Surf Life Saving Events Waipu Cove SLSC**

**Future Meetings – TBC**

Meeting Closed at 8:40pm

## **MANAGERS' REPORT OCTOBER 2016**

We had a busy October getting prepared for Labour Weekend, which is always the beginning of the summer season for us. Fortunately the weather was great for Labour Weekend, especially considering how much rain and wind we've had since then.

We are currently in the process of obtaining a Defibrillator to keep at the camp office (via St John) which will be available for all in the area to use if they need it. There are defibrillators available in Waipu, Ruakaka and One Tree Point, but none in Waipu Cove (apart from one at the surf club which is not easily accessible outside patrol hours) so there is a real need for this. Once we have one available, St John will be putting a public notice in the Bream Bay News listing the location of Defibrillators in the Bream Bay area.

Anton, Cole and Robert took part in some basic IRB training and familiarisation with Rick Stolwerk this month. Over winter Anton (along with a policeman and Angela Stolwerk) had to help rescue a swimmer, and this training is in the (hopefully) unlikely event we have a similar situation.

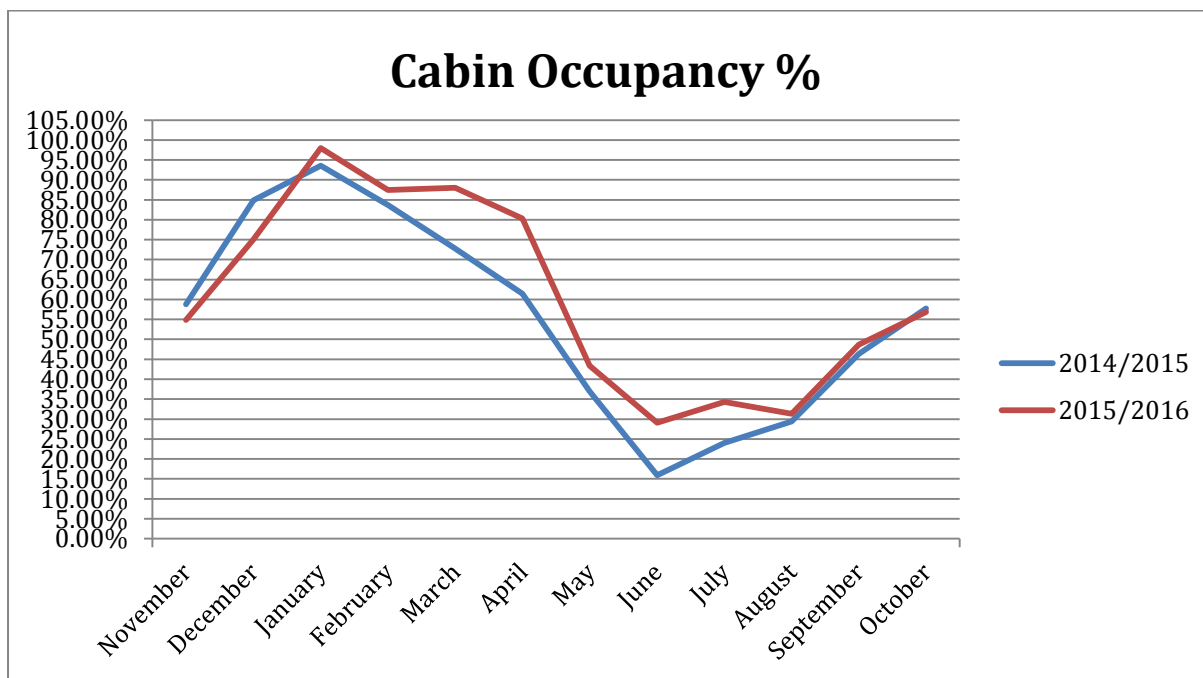
Anton has been working with NRC to get an operational management plan in place for algae removal in accordance with the Resource Consent issued by NRC. We met with NRC on the 21<sup>st</sup> of November to discuss the finer details of the operational management plan, which is now at final draft stage. We anticipate this will be finalised before the end of November. This will ensure we can act quickly if/when we have nuisance amounts of algae washed up again.

We've been busy organising extra casual cleaning staff for the summer, and recruited two candidates for the Beach Ambassador position. We are in the process of finalising rosters for all of December and January.

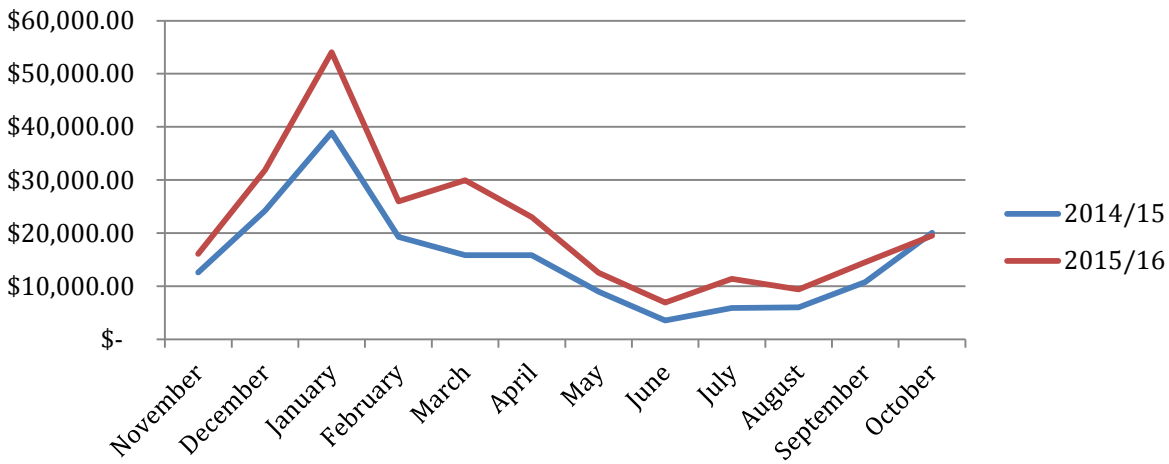
On the 14<sup>th</sup> of November we evacuated the camp due to a tsunami warning that was issued for the whole of the east coast of NZ. The warning was eventually downgraded to a marine and beach threat, but this ended up being a good practise run of our evacuation plan.

Three new clotheslines have been installed at the northern ablutions block, and fruit trees have been planted in this area. Dan Mills has just about completed a nature trail mural of the ablutions block which is going to look great. This depicts a number of the features in and around Waipu such as Piroa Fall, the Waipu Caves and the coastal walk.

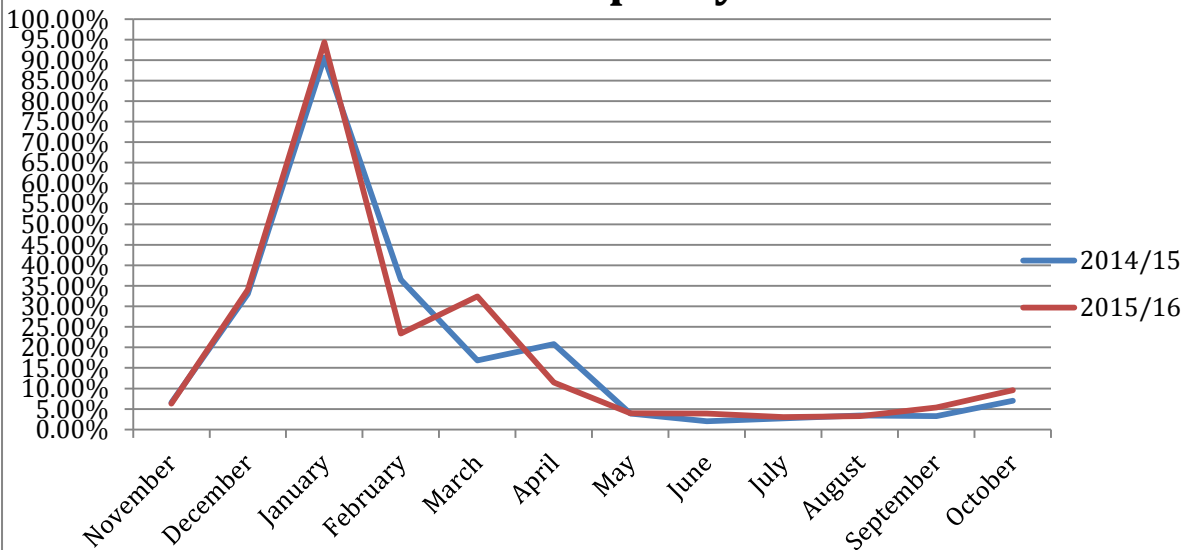
## OCCUPANCY AND REVENUE FOR OCTOBER 2016



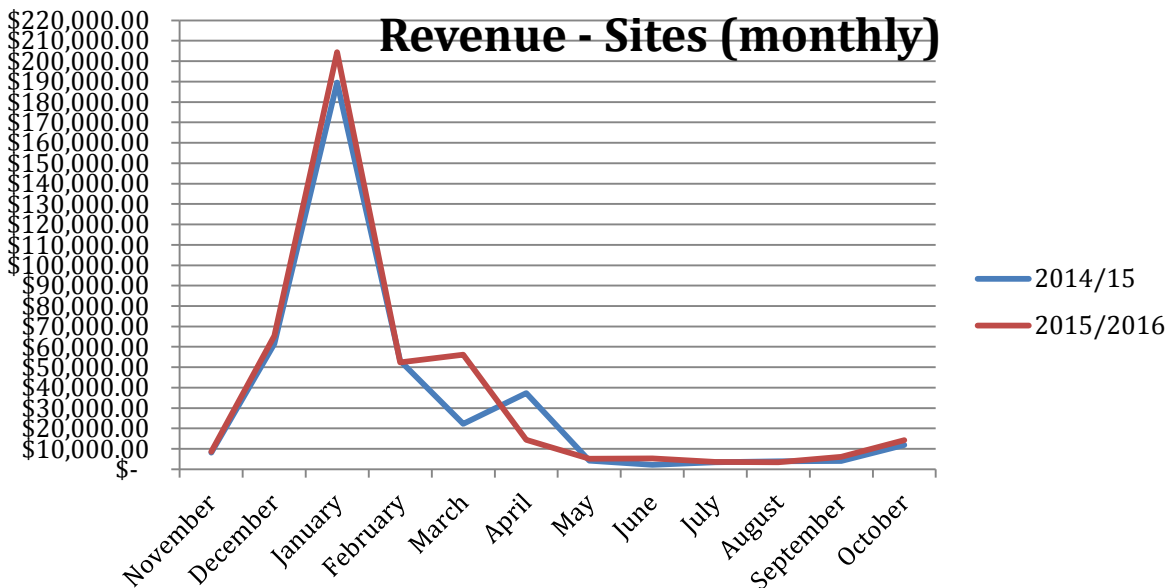
## Revenue - Cabins (monthly)



## Site Occupancy %



## Revenue - Sites (monthly)



Cabin occupancy/revenue for October 2016 was almost identical to October 2015 figures. Site occupancy and revenue increased slightly compared YOY with October 2015, with revenue increasing by \$2,380.00.

#### October financials:

	Oct	Oct	Comments
	2016	2015	
<b>Revenue</b>	\$ 76,690	\$ 86,526	\$9k down LY
<b>Payroll</b>	\$ 33,284	\$ 29,238	Up \$4k
<b>Expenses</b>	\$ 68,029	\$ 67,283	In line with LY
<b>Surplus/deficit</b>	\$ 12,251	\$ 19,451	Down \$7k

#### Financial report October 2016

Current debtors: \$123,393 this is made up of ASH and 3<sup>rd</sup> party website providers.

Value of future bookings held in our system with expected revenue of \$484,387

Operating profit down \$7k compared to last year, this is because of decreased revenue on last year (see below revenue explanation), expenses in line with last year.

Revenue per ASH: \$448

Revenue per camp site: \$168

Revenue per cabin: \$1,398

Actual funds available in all bank accounts 21/11/2016 = \$310,625 this includes \$200,000 placed on term deposit at 3.30% matures 14<sup>th</sup> February 2017

#### Revenue:

Revenue down \$9k on last October, self-contained cabins down 2% in occupancy and kitchen cabins down 7%, this can be attributed to poor weather throughout October, October 2015 we hosted a rugby team which accounted for an additional 49 room nights which we did not have stay this October. No staff rental accommodation received 2016 v 2015 \$1.5k. Year to date revenue is \$360k v \$273k same time last year, up \$87k year to date.

#### Expenses month

In line with last year. Legal fees of \$3081 for Resource consent advice, accounted for in P & L but not an operational cost.