

WAIPU COVE RESERVE(S) BOARD
Monday 6th June 7pm 2016
The All Purpose Room Camp Waipu Cove
ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson, P. Baker, R. Pullan, R. King, A. Trist, A. McCulloch, K. Baker, G. Dixon, B. Hopkins (minutes secretary), R. Stolwerk.

APOLOGIES: Evan Cook

MINUTES OF THE LAST MEETING:

All Carried

Alterations to bunk house postponed until July

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

- **04/05/2016 – Anton Trist** – Copy of article run in Bream Bay news about Dan Mills' mural.
- **06/05/2016 – Roger Hall** – Request to hold 'The freeway project' demo day on the reserve on 15th May 2016.
- **13/05/2016 – Roger Hall** – Backup day 29th May will be used for demo day in hopes of more favourable waves.
- **23/05/2016 - Rick Stolwerk** – Offer of help from surf club in assisting with algae problem and reminder of surf club events being held next year.
- **29/05/2016 - Stuart Abercrombie** – Samples have been gathered and sent away for testing.
- **30/05/2016 - Grant Dixon** – Request to speak at next meeting.

Outwards:

- **06/05/2016 – Roger Hall** – Accepting request to hold demo day on reserve (sent from camp management)
- **30/05/2016 - Stuart Abercrombie** – Agenda item to be added once results of testing are received.
- **30/05/2016 - Grant Dixon** – Request to speak at next meeting granted.

MOVED Inwards correspondence received, outwards approved

R. Pullan/All Carried

REPORTS:

- **Management report**
- **Financial report** – Balance sheet up \$209,000 compared to last year in regards to assets. Profit and Loss behind last year but this is a function of depreciation and change of calendar dates. This should balance out over next month or so. There will approximately 8 less ASH for the coming contract year.
- **WCSLSC Report** – Rick would like to thank the board for the contribution to bunk house renovations. An HRV system has been installed in the surf club and is working well. This was installed in response to feedback from guests. The building is now completely dry and no longer smells. Panel heaters are being installed. January carnival will not be hosted by WCSLSC in 2017 as NZ nationals will be moving back to South Island, however the under 14s event will be held at Ruakaka. The Northern region carnival on 26th November, the Trans-Tasman competition on 6th January and the IRB event on 30th and 31st March will all be held at Waipu Cove. WCSLSC is hoping to send canoe teams to the upcoming Auckland masters competition; Many of Waipu Police compete in this event. IRB training will be held once a month from Sunday 12th June 2016 (further dates TBC).

GENERAL BUSINESS:

- **Grant Dixon to speak re. Caravan height rules** (discussion to be held in committee and response to be emailed)
Documentation provided to board members. G. Dixon purchased a caravan from another annual site holder earlier this year. It was measured to make sure it would comply with site regulation. Grant says that one end of the caravan is sitting 200mm higher than the 700mm allowed. Grant has made it weather tight but has not progressed further. Grant is seeking permission for caravan to stay as it is. His 10m site drops 1m from end to end. If it was flat section, there would be no issue. There is a

provision in regulations to make consideration for 'lay of the land'. If the van is dropped at one end via excavation Grant believes it would not allow space to access under the van for grey water, maintenance etc. To excavate the site, the van would have to be removed. Grant says he was not aware of this non-compliance issue prior to moving the van.

- **North block BBQ development**

This is the last BBQ development in camp. The northern amenities block (biggest block) has no BBQs at the moment. Using the existing undercover area two BBQs can be added. This can be completed in next few months, prior to the summer. The cost would be \$17,000 which is within the budget.

MOTION to approve BBQ development

J. Henderson/All Carried

- **Power supply boxes repair or replacement**

93 boxes need repair/replacement in camp. This was highlighted in last electrical WOF and will be necessary to achieve compliance for the next electrical WOF. On the current boxes the hinges snap regularly due to UV damage. To replace the boxes would cost \$600 per unit. Retrofitted with 2 plastic covers and a stainless steel cover would cost \$170 per unit. The electrician thinks that retrofitting the boxes in this way would give 10 more years of use. It would be an option to initially repair the necessary boxes and instigate replacement program over next 20+ years. Roger recommends making stainless cover wider.

MOTION - All necessary boxes will be repaired

P.Baker/All Carried

- **Review of management plan - draft first cut**

The previous plan is well formatted and easy to understand. John will contact Willy Coenradi to negotiate cost and ask for cost break down. A lot of costs are related to compliance and consultation work that Willie has to do but as the Board will be using current plan as a framework a reduction on previous costs seems reasonable.

Historical photos should be kept, camp map to be added.

Section 1: Dates need to be changed.

2.1 – Current landscape plan has been implemented. Anton has a copy of current plan. Pedestrian access ways to beach have been fenced to protect dunes. Road-working will be complete within next few months with the exception of the new cabin area. Ongoing maintenance of pedestrian beach access ways is to be continued in consultation with NRC.

2.1.8 – Anton will review/update this section and send to Board details of upgrades, improvements, developments and years of completion for these projects. Photo to be updated. Much of this section also applies to further sections.

2.3 – Update dates of board appointment/renewal.

2.4 – Update dates.

2.5 – Update numbers. Council provide annual license. Bunk house to be included. Anton will supply details and numbers. Update photo.

3.1 – Happy with vision statement.

3.2 – Substantial fencing, planting and dune reshaping has been implemented. Photos could be added.

4.1 – No more litter bins as part of district council rubbish bin policy. Additional picnic tables and BBQs added.

4.2 – Anton to provide information on what has been done.

4.3 – All projects in the previous plan have been completed. To be updated with future intentions. Some categories have been completed but can stay the same as further improvements/developments are planned. Plan to build up to 8 cabins. Hard surface area is covered under fixtures. Signage can stay the same. Car parking is an ongoing problem.

5.2 – Details of new landscape plan etc. can be included.

Once final draft has been completed, the plan goes to DOC and the public are asked for submissions. The board will respond. The plan then becomes official once the administrator signs it.

IN COMMITTEE: 8:40pm

Exclusion of the public

That the public be excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: Correspondence The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: General subject matter: Inwards correspondence Reason for resolution: Protect individuals Ground(s) under s 48 (1) for passing resolution: 48 (1) (d) and 48 (2) This resolution is made in reliance on section 48 (1) (a) of the LGOIMA 1987 and the particular interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section (9) of the OIA 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: s.7.(2) (a) protect privacy of natural persons
Board came out of committee at 9:05pm

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
- **The freeway project demo day** – 29th May 2016, Waipu Cove public reserve (back up day 29th May)

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – Monday 25th July 2016

Meeting Closed at 8:10pm

Managers' Report May 2016.

This May has been surprisingly busy, with nice mild weather and the cabins still proving to be very popular. We have even had a film crew stay at the camp - they were doing some filming up at the Waipu Caves. The movie is called "Project Eden" and is a sci-fi movie with an international cast. They have been filming in both NZ and the USA. We also had a busy ANZAC weekend with great, settled weather.

Anton and Lucy have visited some camping grounds in May including Waihi, Pakiri Beach, Mt Manganui, Papamoa Beach Resort, and Taupo De Bretts. All of these holiday parks are rated highly and gave us plenty of new ideas for improvements. As a result, we've already implemented the following: music in ablution blocks, advertising frames in toilet cubicles, a Waipu Cove "bucket list" with top 10 things to do during your stay, chilled filtered water taps in the kitchens, paper towel dispensers next to the BBQ 's, and dish racks.

We have just received our Trip Advisor "Certificate of Excellence" for the third year running, which is a great marketing tool for us and backs up our high Qualmark rating.

On the same subject, we have had our Qualmark assessment date changed. It is now going to be on the 31st May. We are confident we will increase our rating from 4 to 4.5 stars.

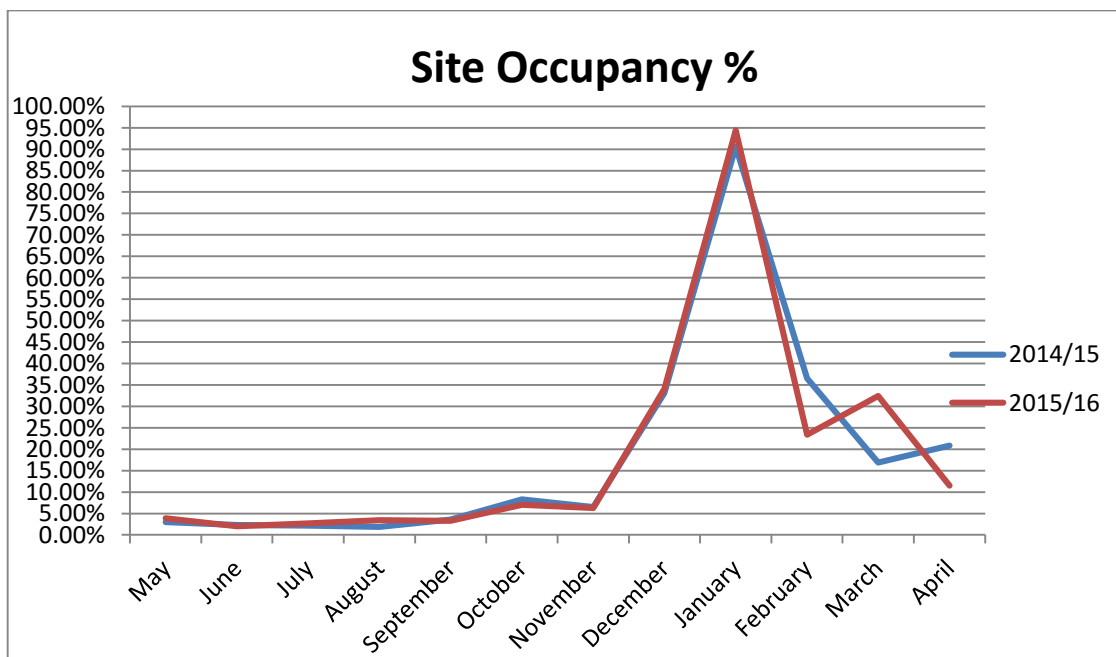
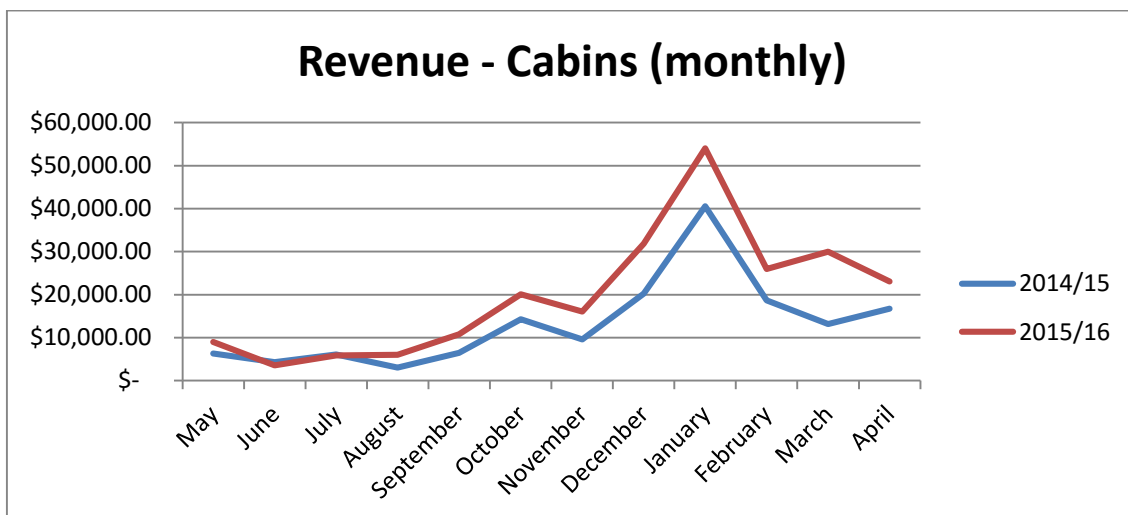
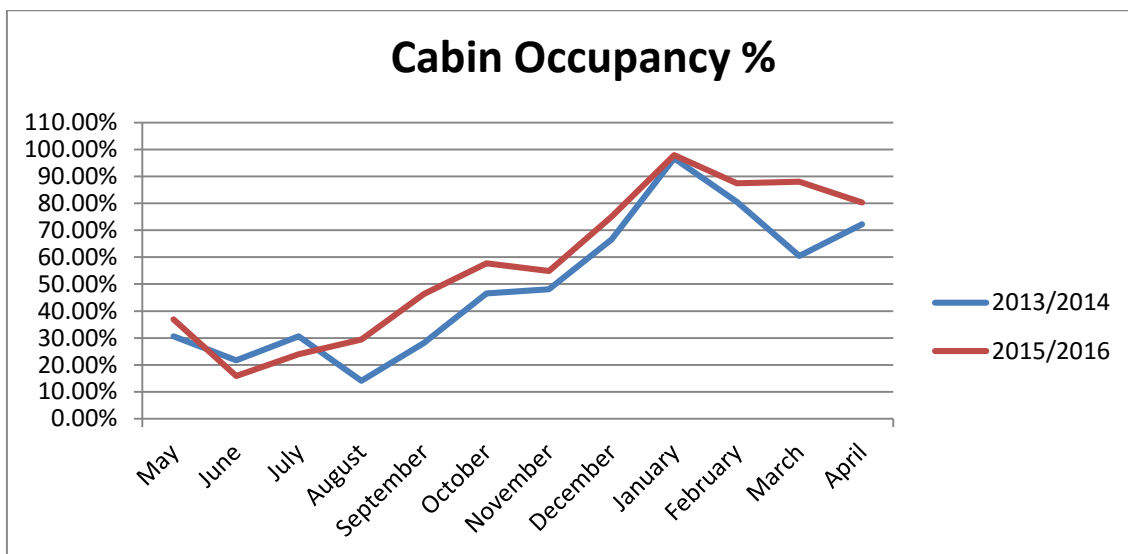
Anton and Lucy will be once again attending the HAPNZ conference in June. We attended last year and found it to be a very worthwhile experience – particularly some of the tourism industry key note speakers and the trade show.

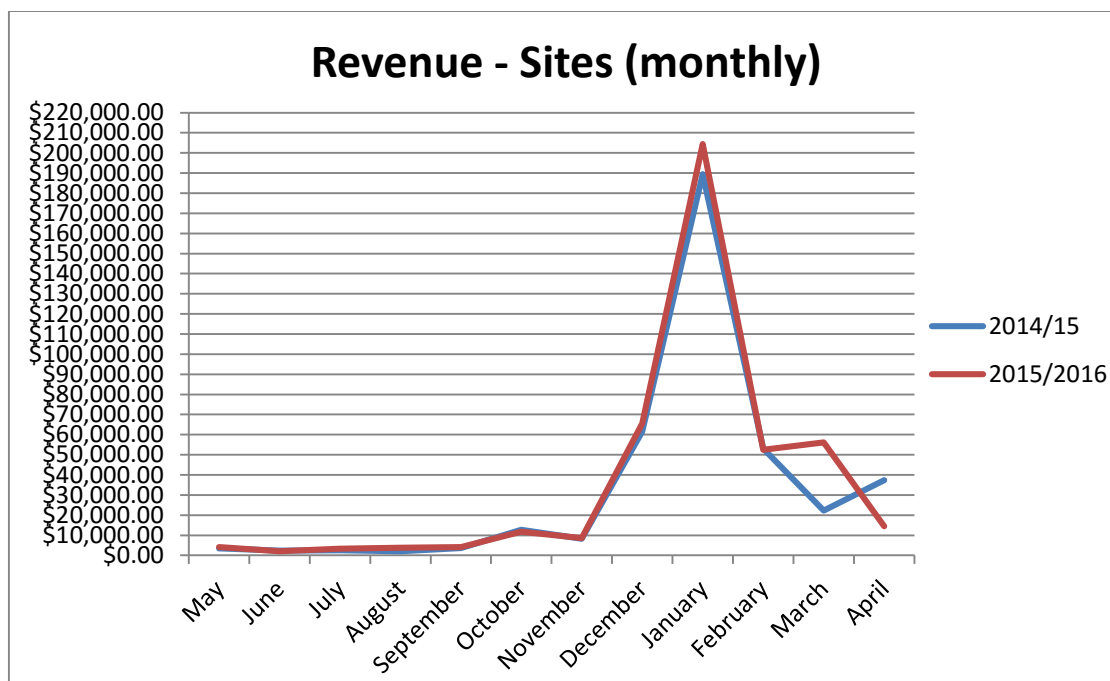
Cole is in the process of constructing the new BBQ area up at the north block. This is the last part of the camp to get a BBQ area, and is in real need of more facilities.

All staff will commence their Service IQ Visitor experience training this month. This training is free of charge, as we managed to get a special HAPNZ members package if we signed up before the end of April. This training takes place over seven months and is mostly assessed on the job. It will cover topics such as providing service delivery outcomes, health and safety practises, and standard operating procedures in the service industry. At the end of this period each employee should obtain a "Certificate in Tourism – Visitor Experience". This is a great qualification to have, and it is a part of our effort to make Camp Waipu Cove an even more professional operation.

This month we have also posted out ASH contracts to those that have completed 30 days. There have been 82 issued this year.

Occupancy and Revenue for April 2016





Cabin occupancy/revenue is up for April 2016, when compared with the previous April. Occupancy levels are up from 61.48% to 80.3%. Revenue for cabins has increased from \$15,863 to \$23,037. This is due to a busy month, with more school groups etc. However, site occupancy and revenue dropped when compared YOY with April 2015. This is due to the fact Easter fell in April last year, which meant 100% occupancy for the 3 days over the holiday weekend.

April financials

| | April 2016 | April 2015 | Comments |
|------------------------|------------|------------|--------------------|
| Revenue | \$ 51,277 | \$ 114,086 | Revenue down \$63k |
| Payroll | \$ 28,773 | \$ 25,819 | Up \$3k on LY |
| Expenses | \$ 51,921 | \$ 46,519 | Up \$5k on LY |
| Surplus/deficit | \$ (297) | \$ 68,409 | \$68k decrease LY |

Financial report April 2016

Current debtors: \$389,857 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$371,927

Net profit down \$68k compared to last year

Revenue per ASH: \$46

Revenue per camp site: \$146

Revenue per cabin: \$1,895

Actual funds available in all bank accounts 24/05/2016 = \$415,289 this includes \$200,000 placed on term deposit at 3.30% matures 14th February 2017

Revenue:

Revenue down \$63k on LY this is attributed the re aligning of ASH fee's (down \$56k as deposit come in June/July 2016) and also Easter which fell in March this year but April LY. Good to see the S/C cabin revenue is doubling in line with the doubling of S/C inventory.

Expenses month

Up \$5k on LY mainly attributed to R & M Grounds and R & M Electrical due to timing of invoices, Security which was to cover Easter security patrols, R & M Vehicles as the truck received a new clutch.