



## KAREKARE SURF LIFESAVING CLUB EXECUTIVE MANAGEMENT COMMITTEE MINUTES

At the Trusts Karekare Surf Club, Thursday 09 February 2023  
at 7pm

In Attendance: Shalema Wanden-Hannay (Chair), Amber Rhodes, Bob Harvey, Karel Witten-Hannah, David Munro, Andy Shaw, Fraser Harvey, Sam Turbott, Jess Wanden-Hannay (on zoom)  
Apologies: Matt Wade, Ben Fischer, Shawn Wanden-Hannay

Meeting Open: 7.15pm

Karakia and code of conduct for the meeting was read by Shalema Wanden-Hannay

Conflict of Interest: nil

- **Minutes approved from previous meeting: December meeting minutes**

1<sup>st</sup>: Shalema Wanden-Hannay

2<sup>nd</sup>: Andy Shaw

All in favour

- Surf lifesaving NR review  
EMC have not read the documents. Andy Shaw to resend it and EMC members to have a zoom meeting to discuss it. Votes need to happen and we need to share this information with our members in due course.

### REPORTS:

- **FINANCE Update**

Balance Sheet and Budget v actual reports were tabled for the EMC to review  
For the reports new equipment from CGF has been moved from Assets to lifesaving equipment so the committee can see what we have spent to date.

It has been brought to our attention that the current IRB trailers we own are not suitable for road as they don't have springs. We were advised by NR that our old road trailer was in need of replacement and we were given a new one through funding a couple of years ago, but this apparently is not suitable for road use. We need to find funds to purchase a new road trailer, we can use the discretionary funding of \$3K from lifesaving funds to purchase this. Sam to get some quotes for a new trailer. In March the lifesaving committee need to start making a list for equipment for us to apply for in the new round of funding. We can apply again for the second IRB and hull that we were turned down

for this season and also a Night rescue kit. Do we need to look at replacements for our ATV's also, can look at Canams as other clubs are going to those.

\$100 from Watercare meeting, Teresa to bank

Comments regarding balance sheet, \$92K in ASB account is there for the bridge access.

We had Council visit the club to look at Resource Consent planting, we need to do something with the planting as it is not how it should be on the plans. These have sustained some damage from the recent floods. We need to talk to some locals to cultivate local plants. Andy to get information on the plants, and to talk to the Planner about the plants.

Splore: Plan is to take the lifesaving vehicle and the new IRB hull as it is currently rolled up and therefore can be put on the roof of the vehicle along with a trailer since we don't have a roadworthy one to use. Some concern was raised about taking the new hull given the rocks and shells on the beach at Splore, EMC was assured with the trailer there it would be fine.

- **BUILDING REPORT – BOOKINGS, FITOUT**

Hillary Trail promotion, feedback from Chrissie Sidwell building Administrator is that the clubhouse would not be suitable for hikers unless it was a large party eg. 10 plus. Trampers often prefer basic and cheap accommodation.

**Building report from Chrissie Sidwell:**

Everything is 'ticking along' again, after the power and water issues. We continue to learn more about the building, and the complexities of natural forces, daily!

Over the next few months, we have big events on the hiring-out scene: Two weddings, the Farley reunion, and a couple of private bookings. These weave around the patrols and other club events.

I am hoping that with the business world getting back to planning the coming year, we will be getting bookings again for corporate off-site stays.

I feel that it is time to employ someone to continue the hire-out work. Susie is keen to take this on – she would be the ideal person. I would continue to help in any way, as I want to carry on with the Club house Director job and the two roles overlap. David and I have a 2-month trip to Europe planned for July and August, so someone is needed to stand in for me anyway. Seems a good time to formalise the situation.

The club had received expressions of interest previously, this did not go ahead due to Covid and the vaccine restrictions. Teresa to circulate an expressions of interest email to all, confirming it is a paid position.

This is a paid position; we have put funds aside in the current budget.

There are some items on the wish list for the building, main priority is the building of the bridge.

Funds may need to be raised through grants or fundraising.

Need to plan on putting a building committee together. They would help create budgets and arrange to get things done that members are requesting and oversee rates etc for bookings.

This committee would support the Building Administrator.

Also seek expressions of interest to join the Facility Management Group to help run the building and bookings. Some terms of reference, any expenditure needs to go through EMC. The EMC to approve the committee members. Teresa to send email to members for committee members.

- **PRESIDENT Update**

Covered elsewhere

- **LIFESAVING Update**

Refresher update circulated to EMC members, comms from James Lea sent about the KPI and Matrix. Some concerns from some EMC members and lifeguards about the new refresher system. Karekare is one of the last clubs to change to the new online system, members need support from their PC's and senior club members to learn how to do it. The club hasn't found the new system particularly easy to use and navigate, however now we have done it for the first year it may be easier next year.

Need to give feedback to SLSNZ and NR about the refresher programme

Action:

Write to NR – Teresa to write a letter and run it past David M. It should be an easy and joyful experience

Some members are also experiencing issues with loading the Issues with MYchecks as well.

Radio issues – a formal email was sent to CEO of NR and CEO of SLSNZ expressing our concerns about the actions regarding our radios. This is now a major issue for our beach. Re-iterating what was in original email sent before Christmas. We requested a Sat phone until they could ensure the radios were in good working order. We were advised that John-Michael would visit with new radios to trial on Tuesday 14 February.

RWC update – The members that have applied to be part of the RWC training programme have all met the requirements – we are just waiting on Shawn to finalise his VHF course. NR have said now that PLS is finishing they will have more resources to put the programme tougher for us and we will then reach out to the members who meet the pre-requisites. Some members from other clubs would be keen to move once we have the RWC

Splore – the team are asking to take the Lifesaving vehicle this year. It was raised that the club currently does not have a suitable trailer for the road to carry the IRB on. This way they can take the new IRB hull as it is all rolled up, and a beach trailer on the roof. Planning on taking the red and yellow tent, Teresa to advise PC on that weekend these items will not be available.

Concerns were raised about taking the new hull as rocks and oyster shells are at Splore. The members attending Splore who are on duty that weekend need to find suitable replacements, Teresa to communicate this to the team.

Next year there will be two Splores events in two successive weekends. The club will be able to send two teams and also invoice for the two events. We will need to find someone suitable to be the team leader for the second one as Shalema has expressed she won't be able to do both.

Sale of assets – Need to arrange sale of the container, hull and 2 engines. We have 1x 2011, 1x2013. Sale of container will need to wait until Lone Kauri Road is passable. We will need to apply for another new hull and engine in the next financial year as we asked for two this past season and only received one.

A suggestion was tabled of replace the fishing boat with one of our old hulls and then sell the fishing boat hull. We will sell it as a package. We still have five motors in total

Sam and Teresa to liaise to arrange the sale of these assets through Trademe.

#### Trailers

The club has two styles of trailers, neither of these are suitable to be driven on the road. Can we look at building a trailers ourselves, a tube trailer and a road trailer. We could sell the newer style one which could fund a tube trailer. At the lifesaving meeting we talked about the new trailers, but other members do like them. Members need to attend meetings so they can get the feel of what everyone wants. There was a good turnout at the lifesaving meeting with Patrol 4 on duty.

Sand trailers at Taylors Mistake shown to Committee.

Sam has approval to spend some of the discretionary funding from Lifesaving to update the beach trailer.

PLS post season:

Feedback was mostly very good with the PLS, the clubhouse was well looked after. There were some issues initially around vehicle use, need to confirm it is only 2 vehicles, the lifesaving vehicle can be used if it is wet. Driving past the island, need to remind them this is a Regional park and rules are quite different compared to some other beaches. The PLS ran out of water on the last week as they did not understand when we asked them to conserve water due to a water line being broken from the storm on the 27 January. Need better communications around this.

Need to make sure they understand how quickly conditions can change at Karekare particularly if it rains. The stream can rise quite quickly. Need a plan on where to leave vehicles if not safe to cross.

Need to ensure they advise us of any breakages, we've been told a trailer was broken but never had any information on this

Feedback from KK is to improve the induction process and make sure at least one guard crosses over each week so our volunteers are not drained by having to do a full induction each time.

NR to do a better job of communicating our rules to the PLS, Teresa did email all this information but we will put together an information sheet for the next season. – Teresa to do this

Overall, we were very happy with the guards and the clubhouse and they were very respectful. They welcomed the Yoga to still take place twice a week, and welcomed any other dual use.

Things get broken, and they need to report it

Trailer was broken by Regional Guards- did the guards report this? Teresa to contact Ollie and ask about this.

There were some expressions of interest in joining Karekare from some PLS, Jess to follow up with them and send a welcome letter.

RLGS – don't wash vehicles down if out of water – Teresa to send that to PC's, if blue hose not working then let David know

Lifesaving vehicle update:

NR have said we will have the new vehicle by end of January/beginning of February so any day now. We need to meet all our requirements before returning the vehicle. We will also need to remove our radio and transfer to the new vehicle.

ATV's:

When are we due a new ATV. Suggestion of requesting Canams next time. They are mostly plastic and has drop down visor at the front. Better suited to our conditions and because of that they only need to replace them every 5 years instead of 3. Someone from our club needs to attend a LAG meeting and do a presentation on what is required at Karekare.

Lifesaving meetings:

Next meeting is planned on 01 April with Patrol 1.

Request for fans and blinds in bunkhouse, Chrissie is dealing with these.

Shalema distributed a security poster to EMC, Shalema to resend it to EMC to look at again. A discussion was had around the security cameras. Feedback was some members have concerns about the cameras and what they may see. The EMC confirmed no one has access to the camera footage except Gareth Mullins. He can only view the footage if two EMC members agree there is a need to review any footage.

If there is clearly something like a break-in then we would review it. What is the problem we are trying to solve? There is a feeling in the club that they don't understand what is our security. The poster that was created, there was concern from some EMC members that we were showing people where our cameras are. We don't want anyone who breaks in to know about our systems.

There was a discussion about having certain reasons why we would review footage. If members are doing the right thing our members don't have anything to worry about. They need to trust the EMC.

The cameras are there to look after the safety of our members, safety of the public and safety of our building. In good faith we have to do it on this basis. We have to protect the club assets and our members.

Previously it was the EMC Chair and Lifesaving Chair or two members of the committee if they were not available.

What are the problems regarding the security system? There is diversity in the club and we need to accommodate that in the club.

Action: Shalema to resend the poster without the photos, ask our security person to review the poster and is it can be distributed to our members via email.

Put the poster on with the reasons of why we have security cameras. Gareth is an expert in security, we should seek his advice on what our poster says and is it too specific.

- **JUNIOR SURF Update**

Starting again this weekend, Sunday is the start of the Cyclone, we usually go ahead all weathers. If the surf is too dangerous, need to talk to Mark Chaafe and PC on duty and review if the conditions are suitable to continue for the planned event .

- **Health and Safety monthly review**

After hour patrols:

The Club received an email from Paul Dalton, he had received information that the club was doing after hours patrols and raised some H&S concerns about the process. It is disappointing that this was taken directly to SLSNZ.

Karel called Paul Dalton today to chat with him and explaining what he does and why he does it

The EMC acknowledges the work Karel is doing to keep the public at the beach safe, because it has been raised as a H&S issue and is operationally outside of our POM it is a Governance issue and the club needs to find a way to support Karel within our POM. This was discussed last season with NR and they commended the work Karel was doing.

The club is not in a position to operate split patrols due to our lifeguard numbers, but clearly on a good weekend there is a need. Incidentally since this additional observation has started, we have not had one after hours response from our lifeguards, as opposed to other beaches who have and members of the public end up swimming in unsafe parts of the beach.

The club will have a conversation with SLSNZ and NR to find a suitable way to support Karel continuing in this role that sits within a community liaison/educational role, rather than a lifeguard role. We will need to talk to Surfcom so they are aware that this is taking place.

Risk is for the days when someone isn't doing the afterhours liaison role, if something happened would our guards be able to cope with this? There is support from the club and beyond if this is a concern and we have support for guards to talk to someone.

- Acceptance of reports  
1<sup>st</sup>: Amber Rhodes  
2<sup>nd</sup>: Bob Harvey  
All in favour

#### **GENERAL BUSINESS:**

Mole mapping for lifeguards – Matt Wade

Support Matt if he wants to find funding to make this happen for our lifeguards

Insurance – Bob Harvey would like to have an independent review of our insurance to ensure we have good cover for any eventualities at Karekare, especially as we see the changes in climate. Teresa to arrange a copy of our insurance documents.

#### **Mail In/Out:**

Meeting closed 9.01pm

Actions:

Teresa to circulate expressions of interest for building Administrator position – have not done this yet due to the Cyclone, put this on hold for the time being.

Expressions of interest for Building Committee – same as above

Letter to NR/SLSNZ on feedback on refresher programme – Teresa to put letter together and run it past David Munro before sending, training needs to be a joyful experience

Contact Splore team to find suitable replacements if they are on patrol – done

Teresa and Sam to co-ordinate sales of assets, container cannot be moved until LKR is open  
PLS feedback to NR

PLS information sheet for guards and PC;s - Teresa to do

Teresa to followup with Ollie Irwin regarding broken trailer for PLS – done

Send PLS that were interested in joining KK a welcome letter – Jess to action

Teresa to send email to members that if blue hose not working we do not have water and need to advise club/David Munro – not actioned yet due to floods, will do when we resume use of clubhouse

Teresa to get copy of insurance document and send to Bob Harvey - done