



**KAREKARE SURF LIFESAVING CLUB EXECUTIVE MANAGEMENT COMMITTEE MINUTES**  
**Wednesday 07 June 2023, 7pm at Waitarua Fire Station**

In Attendance: Sir Bob Harvey - Chair, Fraser Harvey, Andy Shaw, Matt Wade, Mark Chaafe, Ollie Irwin (guest from NR), Karel Witten-Hannah– life member, Charles Lawson – guest, Chrissie Sidwell – guest, Teresa Harvey – Administrator, Jess and Shalema Wanden-Hannay arrived 7.07pm. Shawn Wanden-Hannay arrived 7.15pm, David Munro arrived 7.27pm

Apologies: Amber Rhodes

Meeting Open: 7.03pm

Acceptance of apologies: 1<sup>st</sup>: Mark Chaafe

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

All in favour

Welcome to Ollie Irwin

Conflict of Interest:

- Minutes approved from previous meeting:  
TO BE APPROVED ELECTRONICALLY BY EMC:  
1<sup>ST</sup>: Fraser Harvey  
2<sup>ND</sup>: Bob Harvey  
All approved

**Patrolling next season and PLS:**

Ollie Irwin attended the meeting representing SLSNR to discuss what will next season look like at Karekare, and how will this impact PLS and funding.

It is unknown what the road conditions will be like by Labour weekend when the season opens. However, locals report they are already starting to see non-locals in Karekare and we will also have the residents that will want the beach patrolled. There are also the risk members of the public will walk in from Piha or Whatipu. Charles to speak to the KKRRPT for feedback from residents if the club was not open for patrolling?

The club feels that if the beach and patrolling does not open this would be severely detrimental to the future of the club and we may not survive this. It is a governance issue as it is the future of the club at stake.

In terms of the roads there needs to be some dialogue with AT to find out what their plans are for later this year.

There was a suggestion that United have offered secondary membership at United Piha for next season for any of our guards who wish to patrol if we were not open. There is an option to work with United to do joint/split patrols. An EMC member said their Board has approved this, however the club has had no formal communication of this offer

In terms of PLS, there is funding from Auckland Council for Karekare as it has already been approved. However, there is also an option of using Karekare's own guards to patrol the beach over the PLS period, or have less guards on duty. Karekare is a dangerous beach and we need to be sure anyone using it is safe. This requires further discussion with NR.

If the roads are not fully open, we would need our CSOP's to be more fluid so patrols could shorten/limit hours if the conditions were not suitable to patrol so we don't have guards sitting around on the beach in foul weather conditions.

Offer to NR from Karekare for the clubhouse and beach to be used as a training hub and for leadership camps eg. Intermediate guard. We could have a quiet beach and have a great new clubhouse facility, with many others on the west coast limited due to damage and rebuild projects. Also, a good opportunity for Karekare members to upskill.

Outcome:

There is a risk, walk up tourists

There must be some sort of patrol at Karekare

Locals will expect patrols

Well-being for our club and members is a concern

Message to go back is from the Governing body we have an appetite to be on the beach this summer.

Thanks to Ollie Irwin and training team for the RWC on behalf of the club for those that are involved in the RWC training for the extra ski and the work behind the scenes for the training courses.

Ollie Irwin departed 19.35pm.

Karel Witten-Hannah requested to speak on a matter, Karel was advised the matter was to relate to Surf Club business only. A discussion was had between Karel and the committee members. Karel presented the committee with an official complaint letter.

MOTION:

The EMC receive a complaint from Karel Whitten Hannah tabled at 7.42pm at the EMC meeting.

1<sup>st</sup>: Andy Shaw

2<sup>nd</sup>: Mark Chaafe

Action: Decide who we want to appoint to investigate the complaint.

The following EMC members recuse themselves due to conflict of interest:

Sir Bob Harvey, Andy Shaw, David Munro, Shalema Wanden-Hannay, Shawn Wanden-Hannay, Jess Wanden-Hannay

It does need to be an EMC member, this leaves Matt, Mark and Fraser.  
Fraser agrees he will help administrate the process with the support of Matt and Mark. Andy will give these members the process to follow.

NR has no jurisdiction and they will not deal with this. In the first instance we need to go through our own process.

There is concern once again we have a member bringing a complaint matter against another committee member, we are here to do lifesaving.

### **NR Review:**

Delegates meeting and NR review was distributed to the EMC, please read at your leisure. There is now a finalised SOE, what all the clubs wanted around the region and what are the expectations if we moved forward to amalgamate with SLSNZ.

SLSNZ answered some questions raised, some they couldn't make commitment to as they didn't know if they had funding etc yet, however there is a level of faith to move forward. Andy and Bob attended the meeting on 06 June 2023 with the NR board and SLSNZ, this was a chance to ask any questions. There is going to a vote on the 21 June 2023, Teresa and Andy will put together a communication to the club members to explain what is happening and give them the opportunity to ask any questions or feedback before we vote. It is significant, we need 2/3's of the 18 clubs voting to agree.

Next season it will be business as usual with no changes, as all the season planning is already in place. The only addition would be the Board would change; one NR board member would sit on the NZ Board. There would be a transition group, maybe a board member and they would work through 12 months or more before this transition takes place. We may need to change our constitution and we would need to have an SGM.

There was a discussion about previous suggested changes like Ground Swell and the reasons why this was not implemented.

Andy Shaw recommended to the EMC that we vote for this, to line all the funding and national programmes up, and to simplify our policies. There is a great acknowledgement that NR clubs lead the way in Surf Lifesaving and if the NR clubs are doing well all of SLS clubs are doing well too. The NR clubs keep all their assets and their Trust money.  
All EMC members are in favour of supporting the change.

A new CEO for SLSNZ has been appointed, he is Steve Fisher who has replaced Paul Dalton.

At the Delegates meeting a discussion was had about the auditing process. At the moment we do our own auditing with Small Audit company, however should we centralise our auditing with NR to save any double up of work? Andy to talk to Charles and get a view point on this as an accountant.

### **REPORTS:**

- **FINANCE Update**

Warren Brabant interested in joining EMC on the finance team. Andy has had a conversation with him. His specialty is risk and policies. He is a Junior Surf parent, we put out a circulation through the cauldron and he approached the club. He's been with Farmers Trading Company for a number of years and is also on the board of trustees for Santa Maria college.

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Budget review for 23-24 season – members to take away the budget documents and review before the next meeting to approve. Clarification that CGF goes under operating expenses. It is capital, but it comes in under operating and then the accountant transfers it over at the end of the financial year. Check if we go to Tier 2?

Jess requested if there could be some funds for sport in the budget. We haven't paid accommodation in the past, but we have subsidized fuel for travel. The sports members could do fundraising to help fund accommodation. We need to set this budget as if we are fully patrolling. Most of our money is tagged based on our CG grant. We also have the \$3K for lifesaving discretionary spending which we have added in again.

Explanation of the WIP in current assets. This is tagged for the bridge; we will need to find more money to rebuild the bridge.

We are on track with our spending for this current financial year.

Moved to receive finance report and budget:

1<sup>st</sup>: David Munro

2<sup>nd</sup>: Matt Wade

All in favour

#### **GRANTS:**

The club Administrator applied to the Red Cross for a grant for the Generator. We received \$30K which will cover a decent size generate that will run the club building and will also the installation costs.

Teresa also applied to Auckland Chamber of Commerce for a business grant following the cyclone. Initially we were rejected as a society, however there were additional funds available so we then were granted \$10K for the loss of earnings following the cyclone

Teresa applied to MSD following the cyclone, we have been successful in receiving a grant for \$20K, these funds will be put towards the bridge repairs.

Also receiving small donations from the Titirangi Film Festival and Oratia spinners group. Club to thank them.

- **BUILDING REPORT – BOOKINGS, FITOUT**

Code of Compliance:

We now have completed all the necessary items to receive the CCC. We are just awaiting the final paperwork to be processed by Council and we have paid for the CCC. The delay has been to do with the compliance with our fire alarm monitoring system, however we have now installed a separate system as requested by Council.

Generator Installation:

A small team from the Club met on Kings Birthday weekend to discuss the installation of the generator and where it would be wired into. The simplest option is in the back of the mains

powerboard (top of the carpark side of the stairs by the wood storage). There will be a permanent plug there. When the power goes out, we will have a group of designated people (firstly most likely it would be the building administrator) who would roll the generator out and then plug it in. It will need to sit on a flat area down on the concrete apron. We will design a trolley that is easy for anyone to manoeuvre it out of the lifesaving hub storage area.

Insurance update:

We now have all the sand removed from around the clubhouse. Thanks to Ezra who we contracted to do this. Chris Turbott also dug some of the sand by the woodpile to remove it away from the cedar exterior.

We have contacted the structural engineer to discuss the water stands. He has suggested we engage a contractor to design and build a replacement structure. We've since been in touch with Ezra and he is going to quote on this work. Once this is repaired, we believe the clubhouse would be able to be used again.

The septic tank system repairs:

When we had a conversation with an Engineer through Reflections it sounded as if he was suggesting our field wasn't in the correct place given the geography of the land. Given this is where it was consented for only a short time ago and there is nowhere else to put it unless it was on private or Council land the club feels it is best that we just get it repaired where it is.

Andy to follow up with MPM to get a design looked at for mitigation of future sand erosion down the back of the clubhouse to avoid it coming through the windows of the bunkrooms.

Bridge repair:

We have requested MPM to support us with their project management skills for the bridge repairs. The bridge is not owned by us so it is not insured, it belongs to the Council. It will be piled and the old bridge taken out from underneath.

Resource Consent planting plan:

We had a resource consent inspection back in January 2023 and the Council advised us that we still had outstanding planting to complete. Since then, we have had the cyclone so the council have given us some time to get back on track with this work to complete.

We have requested a copy of the plan from MPM, we have 920 plants that are required to be planted to meet the consent and we understand 2 more years to complete it. This would take approximately \$24K to do and with the bridge being more of a priority we need to focus on this first. A suggestion was made that we could approach club families for a planting bee and each family could donate a few plants. We are not sure what records the council has of the consent, Andy to follow up with MPM on this.

Future bookings:

Once the repairs are complete, we should be able to open the clubhouse up for future bookings again.

- **PRESIDENT Update**

We have put together a document to circulate to our active members on the positive future of the club. It is important that members feel connected still and know the club has a future and we

are working towards being on the beach next summer. We are just waiting on Ben Fischer to sign is off as we thought it would be nice to include the Club Captain on the letter too.

Architectural review panel:

Visited the club in April for inspection ahead of the Auckland Architectural awards. Karel and Ezra turned the club around the night before with the massive sand removal and the club looked very impressive. The club is a finalist for the awards to be held on Thursday 08 June, Bob, David and Andy will be attending along with Cassidy's and the Architectural team. We are up against the Hundertwasser Museum in Whangarei.

- **LIFESAVING Update**

Radio update:

Steve from CSE Genesis is doing the radio audit on 20 June at the club. We understand SLSNZ are still looking for a full-time employee that would manage all the radios on the SLSNZ network. The club are very disappointed after our many communications to NR and SLNSZ regarding our radio network that there has been no action this matter. We asked this to be urgently addressed before the cyclone, and that was following further requests back in late 2022.

**Motion:**

The current state of the radios is a Health and Safety issue, we request this is put directly to the SLSNZ Board at their next meeting for the wellbeing of our lifeguards and our SAR's team:

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

2<sup>nd</sup>: Matt Wade

All in favour

Teresa to send this motion to the relevant parties at NR and NZ for their immediate attention and to be added to the next Board meeting.

Karekare invited our 13-25 year old lifeguard and rookies to Vector Wero in May for a team building and fun day. The feedback was they loved it, not necessarily the challenge, they loved the social aspect of getting together. They said more of these please, and they are willing to pay for them, but would like the club to facilitate one or two events every season.

RWC update:

The small team of 9 lifeguards starting their training at Mangawhai and Muriwai at the end of May 2023. Feedback is it's a great machine, its quick and less noisy and bumpy compared to the IRB. A lot more interest already in other members wanting to train up on it. They are a serious machine though and go fast and are a little tricky to handle at times, Do we need a bumper boat for it? These cost around \$4500-\$5K, lifesaving committee can discuss this – there is \$3K in the discretionary fund.

Sale of assets:

Container sale on hold until the bridge is repaired.

Hull and engine on hold whilst Sam paints out the BP and lifeguard logos. Do we wait until summertime to sell it?

#### IRB Training:

Ben Wanden-Hannay qualified a few weeks back, Luke and McCahon are at Piha doing their IRB training. There are others keen to start doing their training too. Charles is also talking to United who are doing some training – Charles and Jess to have a chat about the candidates interested.

#### LAG update:

New Canam vehicle coming to replace the old 3-seater

New Hull and engine that we did not receive last season

Karekare is getting some really good new gear, we have great storage now. We need to get our members to look after the equipment.

#### SARS review:

There was an online SAR's review recently with Allan Mundy for all those that were involved.

Allan will give a National overview sometime in July..

Andy has reviewed the MOU, there is clearly some areas that we should pay more attention to in the way we currently operate the SAR's team.

Andy has talked to other clubs to see how they operate their teams; it is all in the MOU. What should happen in May is we should be sending out an invitation to all members for expressions of interest in joining the team. Then look at their experience and qualifications. There is an administrative role, a coordinator role, senior leader and then an on-call role. Most clubs rotate this on-call role, this person then also has all the necessary equipment at home ready to respond. The teams work it out amongst themselves.

We need to look at this and tidy up how we currently run the SAR's team. How do United get all their gear, they seem to do their Admin well.

What is being suggested is there is some work to be done to operate this in line with the MOU.

Teresa to circulate the MOU to all the EMC. This Memo of understanding is between SLNSZ, NR and the club.

Some members feel communication is not great regarding training. It's been a bit too organic in the past and we need to sharpen up our act.

Charles asked if Teresa could be added to the SAR's chat group Jess has setup.

As part of that discussion there is an MOU for SAR's, in terms of callouts there is a lifesaving callout that is not SAR's tasked. Is the Callout squad SAR's or just SAR's with the appropriate training.

#### Lifeguards responding to flooding:

In future lifeguards outside of Karekare should be stationed for response during city side flooding so the SAR's members can respond to any needs in Karekare. Need to remember lifesaving is our core business.

- **JUNIOR SURF Update**

Held a Junior Surf end of season event at Kelston Pools at the end of April for a fun day and BBQ. They are all hopeful to be back on the beach next summer.

#### SPORTS UPDATE:

Nil

- **Health and Safety monthly review**

Radios as per our discussion earlier in the meeting  
Sign on the bridge – Teresa to put another sign up

- Acceptance of reports  
**1<sup>st</sup>: Mark Chaafe**  
**2<sup>nd</sup>: Jess Wanden-Hannay**  
**All in favour**

## **GENERAL BUSINESS:**

Club structure:

Review the club constitution

Do we change our structure to a Board in line with other clubs and our national body, we are the only club that seem to have a committee. The current structure was put in place to support us during the building phase.

We would be wise to wait until the amalgamation is complete and the update with the charities and incorporated societies' act. We will know after the 21 June with the future of our Governing body. We would not look at a change this AMG, but we can raise it for discussion then.

We would have a Board and officers' positions. E.g., Director of...

Karekare Resilience equipment:

Concern that there are now a number of different groups operating in Karekare all requesting funding. Shalema updated the committee on the local valley resilience group which has been around for some time to assist people during weather events, the group did a lot of work following the cyclone.

The Valley equipment plan, proposal. The cyclone illustrated during cyclone you can't get down to the surf club to get equipment during the weather event, although the water does disperse quickly. It is dangerous to go down the stairs to the Watchman, especially in extreme weather events.

It seems entirely possible in the future the valley could be cut off from the outside world.

The proposal is to have a container in the valley in a safe place (this is still to be determined) and to put some usual response and first aid equipment in it eg. Defib, spades, tables, water blaster etc. They are also considering a generator. Some of this equipment is already donated and there has been a grant submitted for more equipment from Red Cross. We don't want to use the surf club for storage as space is limited.

In an emergency first response, fire, lifeguards and resilience group would be able access the container if they were responding.

Where would this be stored?

There is no request of the club, Shalema is merely updating the club and offering the use of this equipment if needed.

Resilience group have put in an application to Red Cross under the Kia Kaha, this was done fast due to the closing date of the application.

This is really just information for the surf club, if they receive the funds they will then engage discussions with those involved. If there is no desire for it the money can be given back.

Who is kia kaha? It is a group of people that came together in the cyclone that helped setup and manage the give a little page. Since then, they have become a charitable trust to help support the community. It was for the recovery of the cyclone.

There was some concern about the upkeep and annual maintenance of some of this equipment.



Suggestion was if there was a weather event foreseen to move gear from the club. The club is only inaccessible during a weather event for a short time – maximum of 5 hours. Also, if we have the SAR's on-call this person would have basic first aid equipment at the ready.

Is the community supportive of this? Fire Service have some reservations about untrained people accessing equipment. Appears there is still more work to be done on this.

Are the club looking to store any emergency gear away from the club? We have not had this discussion. The community need to make the decision, Shalema will keep the club informed. For the club, the discussion is what is our core business, what will our future look like. What is going to happen between Karekare and Whatipu – we have a policy on Whatipu and we have the RWC to patrol that coastline. What do we want to do? Do we want to be a base in an emergency. This seems to fit better with SAR's squad discussion and funding.

#### Community initiatives:

Charles would like to present the idea on how to connect with the local community – eg. Subsidized first aid course. There was a discussion about how this would help connect the club more to the community. Due to the costs of running these courses it was agreed the club could facilitate some basic first aid training for any community people interested.

#### Lifeguard event:

Andy and other West Coast clubs are talking to NR about a social event for all the western clubs. This has been raised at the recent delegates meeting.

There is a trust that was set up for emergencies, this is what it was for. The clubs are getting together to put a proposal to NR.

Jess, look at running some 90-mile training at the clubhouse in the near future. Quite a few clubs don't have any club facilities at the moment and can we run some training once the club is fixed.

Bob and Donald met on Friday, Donald and Sarah are considering a Mid -winter get together for the community. No conversations about Gabrielle just a get together.

#### Mail In/Out:

Meeting closed: 10pm

#### Actions:

CIRCLUATE THE SOE TO CLUB MEMBERS – done

Fraser to send David Munro the document relating to complaint – done

Fraser Harvey to acknowledge the lodging of the complaint to the committee by Karel WH – done

Karekare needs to feedback to NR and Auckland Council the surf club wants to be open and the beach patrolled including PLS – done to NR

Andy to follow up with MPM re the bridge repairs

Andy to follow up with MPM to discuss a method for sand mitigation down the back of the clubhouse

Andy to follow up with MPM on the planting plan for Resource consent

Teresa to get a list of defect items for Cassidy's to review

Follow up if we can get all the minutes on the website - done

Teresa to check Minutes are on the Karekare website – Teresa checked, yes they are on there – last loaded Feb 2023 - done

Teresa to follow up with Trish from Lone Kauri construction for water tank repairs – done  
Send Motion to NR and SLNSZ regarding the H&S of the radio network - done  
Teresa to distribute MOU of the SAR's to EMC - done  
Teresa to be added to SAR's Whatsapp – done