



HURUNUI
District Council

Hanmer Springs Thermal Pools & Spa Management Committee

Agenda

9.30am, Thursday, 6 July 2017

In the Board Room, Heritage Hotel
Conical Hill Road, Hanmer Springs

Community partnership in growth and wellbeing.

Committee Membership:

Grant Lilly (Chairperson)
Mayor Winton Dalley
Cr Nicky Anderson
Cr Jason Fletcher
Cr Fiona Harris
Tony Sewell
David Smith (Hanmer Springs Community Board
Representative)

Managers/Advisors:

Graeme Abbot (General Manager Hanmer Springs
Thermal Pools & Spa)
Jason Beck (Hurunui District Council Manager Support
Services)

Quorum: Is no less than three (3) members.

The purpose of local government:

- (1) The purpose of local government is—
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act, **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002 – Amendment Act 2012)

HANMER SPRINGS THERMAL POOLS & SPA MANAGEMENT COMMITTEE

THURSDAY, 6 JULY AT 9.30AM

9.20am	Committee Only Time
9.30am	Meeting begins, in the Board Room, Heritage Hotel
10.30am	Morning Tea
12.30pm	Meeting Concludes

ITEM	ORDER OF BUSINESS	Pages
	<ul style="list-style-type: none"> • Health and Safety Briefing • Apologies • Announced Urgent Business • Conflict of Interest Declarations 	
1	Minutes of the Previous meeting: 4 May 2017	3 - 4
2	Decision Items Nil.	
3	Discussion Items Management Report 5 3.1 Action List..... 6 - 7 3.2 Health & Safety..... 8 - 10 3.3 Staffing Numbers..... 11	
4	Information Items 4.1 New Brighton Playground & Hot Pools 12 - 17	
5	Urgent Business/General Business	
6	Public Excluded Session – See over page for public excluded resolution.	

6. Public Excluded Session:

THE GENERAL SUBJECT OF THE MATTERS TO BE CONSIDERED WHILE THE PUBLIC IS EXCLUDED, THE REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTERS 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 of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section 48 (1) for passing the resolution	Pages
Decision items: 6.1 Public Excluded Minutes for confirmation – meeting of 4 May 2017	The minutes contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).	18 - 22
Discussion items: Management Report			23
6.2 Financial Summary and Budget Summary including: <ul style="list-style-type: none"> o <i>Surplus</i> o <i>Pools</i> o <i>The Spa</i> o <i>I-Site</i> o <i>Tea Kiosk Café & Grill</i> o <i>Artisan Spa</i> o <i>End of Year Forecast</i> o <i>Balance Sheet</i> 	All reports below contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).	24 - 38
6.3 Marketing Statistics			39 - 46
6.4 Bore Reports			47 - 48
6.5 Operations			49
6.6 Masterplan			50
6.7 Artisan Study			51 - 52
6.8 Tea Kiosk Cafe and Grill Study			53 - 54
6.9 Technology Plan			55 - 56

HURUNUI DISTRICT COUNCIL

MINUTES



Meeting	Hanmer Springs Thermal Pools and Spa Management Committee
Time and Date	9.09am, 4 May 2017
Venue	The Boardroom at the Heritage Hotel, Hanmer Springs

Members Present Mr Grant Lilly (Chairman), Mayor Winton Dalley, Mr Tony Sewell, Councillors Jason Fletcher and Fiona Harris (from 9.23am).

In Attendance Hamish Dobbie (Chief Executive Officer, Hurunui District Council), Graeme Abbot (General Manager, Hanmer Springs Thermal Pools and Spa), Jason Beck (Manager Support Services) and Kait Murray (Committee Secretary, Hurunui District Council).

Apologies Absent Mr David Smith and Cr Fiona Harris (lateness).

It was noted a leave of absence had been granted for Cr Anderson for this meeting.

Conflict of Interest Declarations Nil.

Urgent Business Nil.

Adjournment *The meeting adjourned at 9.18am and reconvened at 9.43am.*

1. Minutes THAT THE MINUTES OF THE OPEN MEETING HELD 21 FEBRUARY 2017, AS CIRCULATED, BE CONFIRMED.

Lilly/Fletcher

CARRIED

2. DECISION ITEMS

Nil.

3. DISCUSSION ITEMS

Management Report

3.1 Action List

The Committee considered the Action List, items were updated and renumbered, as below:

1. This item is on today's meeting agenda, and will be carried forward.
 2. This item is on today's meeting agenda.
 3. This item is on today's meeting agenda.
 4. This item is on today's meeting agenda.
 5. This item is on today's meeting agenda.
 6. This item is on today's meeting agenda.
 7. This item is on today's meeting agenda.
 8. This item is on today's meeting agenda.
 9. The General Manager reported that the insurance broker has been in touch and the insurance policies have been reviewed however we do not have the basis for a claim against our business continuity cover. This item was removed from the actions list.
 10. This item was noted, and will be discussed as part of today's meeting agenda, and will be renumbered.
-

11. This item is on today's meeting agenda, and will be renumbered.

12. This item has been actioned, and is now included in routine reporting.

This item was removed from the actions list.

New item - 6 Monthly update to Council, was added to the action list.

4. INFORMATION ITEMS

Nil.

5. URGENT BUSINESS

Nil.

6. PUBLIC EXCLUDED

THAT THE COMMITTEE MOVE INTO PUBLIC EXCLUDED SESSION UNDER SECTION 48(1) OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT, AS DETAILED IN THE AGENDA.

Lilly/Harris

CARRIED

This resolution is made in reliance on section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section 48 (1) for passing the resolution
Decision items: 6.1 Public Excluded Minutes for confirmation – meeting of 21 February 2017	The minutes contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).
6.2 o <i>Surplus</i> o <i>Pools</i> o <i>The Spa</i> o <i>I-Site</i> o <i>Tea Kiosk Café & Grill</i> o <i>Artisan Spa</i> o <i>Balance Sheet</i>	All reports below contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).
Discussion items: Management Report		
6.3 Marketing Statistics		
6.4 Health and Safety		
6.5 Bore Reports		
6.6 Operations		
6.7 BMS		
6.8 Chisholm Spa		
6.9 CAPEX		
6.10 Discharge Bore		
6.11 Business Continuity Planning		
6.12 Bore Pump		
6.13 Insurance Claim		
6.14 Business Plan Draft		
6.15 Technology		

Meeting Ended

- The meeting ended at 12.15pm.
- The next meeting will be on Thursday, 6 July beginning at 9.30am

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hanmer Springs Thermal Pools and Spa Management Committee
 Date: 6 July 2017
 Significant Decision: No

Management Report for the Month of May 2017

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary The open meeting part of the General Manager's report includes the following items:

- Action List
 - Health & Safety
 - Staffing Numbers
 - New Brighton Playground & Hot Pools
-

Report Prepared by:

Graeme Abbot
 General Manager

Officer in Attendance: The report author will be in attendance to speak to the report.

ACTION LIST

HANMER SPRINGS THERMAL POOLS & SPA		as at May 2017			
Action items summary					
	Subject	Action Required	By	When	Action
1	Premium/High End Bathing	Concept plan and feasibility study	Graeme & Grant	Carried Forward	Being addressed as part of the Master plan exercise.
2	Offices Revamp	Capex approval now given.	Graeme	July 2017	Progress on time looking good.
3	Site Master Plan	Alan Griffith Architecture to provide overall master plan	Graeme	July 2017	Update following the 4 May workshop with Alan Griffith. Project briefed into Managers. Work on key tasks being undertaken.
4	Building Maintenance System	Progress systems upgrade, as approved, and provide progress report at next meeting	Graeme	July 2017	Discuss, Progress Report. Nearing end of installation, very happy.
5	Chisholm Block	Progress further evaluation of the proposed project.	Graeme, Grant & Tony	July 2017	Ongoing. PWC desk top review being done. Will have report mid July.
6	5 Year Plan	General Manager and Manager Support Services to reconsider capex projects figures and produce a model for the next 5 years for the consideration of the Committee at the next meeting.	Graeme & Jason	July 2017	Received, but to be further reviewed after the Masterplan workshop.
7	Discharge Bore	Review and consider future discharge bore options.	Graeme	July 2017	Update required. No word back from Ecan. Brief written to internal investigation.
8	Business Continuity Planning	Review and report on BCP plans in place, or required, to prepare for the possibility of a major natural event that suspended thermal water supply	Graeme	July 2017	Update required. Have met with Jeff Smit from Deta and have briefed in project.
9	Bore Pumps	Contact specialists to assist with assessing the needs of the future. To be done after the BMS has been installed.	Graeme	Carried Forward	Quote has been received and order has been placed.

10	Review of Tea Kiosk and Artisan Spa	Review of Tea Kiosk and Artisan Spa FY16/17 performance against original capex proposal.	Graeme	July 2017	Contained in Board Paper
11	6 Monthly update to Council	Date to be confirmed with Council Secretary – schedule after the July Committee meeting	Graeme, Grant & Kait	July 2017	Date booked 23 July
12	Board Agendas	Review the split of standard agenda items between the Open and PE agendas	Graeme & Grant	July 2017	July papers will change to new format.
13	HSE Governance	Oversight of remedial actions to deal with slips and falls in the Tea Kiosk.	Graeme	July 2017	More mats are in place. Awaiting quote to resurface.
14	FY17/18 Budget and Business	Budget and Business Plan to be finalised by the GM and Chair, and circulated for endorsement prior to 30 June.	Graeme & Grant	July 2017	Completed
15	Technology Plan	Annual review of technology development deferred till next meeting.	Graeme	July 2017	Forms part of Board papers

HEALTH & SAFETY

	Month		Year to Date	
	This Year	Last Year	This Year	Last Year
Staff				
Incidents	2	1	21	17
Serious Harm	1		1	
Near misses				

	Month		Year to Date	
	This Year	Last Year	This Year	Last Year
Customers				
Incidents	24	10	322	398
Incidents per customers	1/1882	1/2942	1/1558	1/1245
Serious Harm Incidents	1	1	5	1
Dry Rescue	8		31	17
Wet Rescue			2	6
Near Misses				1

Near Drowning Definition

Near drowning is the term for survival after suffocation or partial suffocation caused by submersion in water or fluid.
 Near drowning may result in survival with no long lasting effects of permanent damage.

Serious harm incidents please see the following pages.

Activity Overview

General review for May 17	<p>36 event reports occurred in May of which 33 to customers, 3 to staff and 0 to contractors. The top events were 8 near drownings, 7 faints and 5 bumps respectively. The top 3 areas where events occurred were Hex pools (9), Rainbow (8) and Lazy River (5). All events were of a minor nature except there was 2 Work safe NZ Notifiable events to report this month. One was to a staff member and one to a customer-see below for details</p> <p>24 % of all events to customers occurred at Active/water rides and Aqua play areas</p>	
8 near drownings in May	<p>All 8 events were directly due to poor parental supervision at Hex pools and UFF Pools. These all involved children slipping under the water when parents were distracted whilst bathing in the hot pools</p>	<p>The continual month on month near drown reporting of children in the hot pools with their guardians in attendance but not adequately supervising the children is a worrying trend. Whilst all rescues were dry indicating prompt responses from lifeguards it is only a matter of time before a wet rescue will be needed. Management to review at the next Health and Safety meeting whether any further proactive measures can be taken to reduce this statistic</p>
0 reported events in changing rooms for May, but 2 notifiable to Work safe NZ events occurred	<p>Note that any references in the attached reports to "lost time injuries" are not injuries; they are lost time due to lifeguard illness/absence in the period</p> <p>2 notifiable events occurred in May. The event to a customer was a bather in the Lazy River that bumped her head, suffered a seizure and then became unconscious. She was hospitalised for treatment and has since made a full recovery. There are indications</p>	<p>Both of the events notified to Work safe NZ could be considered as possible over reporting, however because both events involved a limited hospitalisation (less than 12 hrs respectively) a decision was made to report to ensure Management was adequately covered as far as the HSWA 2015 was concerned</p>

	<p>that alcohol may have been a factor in this event occurrence. The second notifiable event was to a staff member and is detailed below</p>	
<p>3 events occurred to staff members.</p>	<p>1 event was to a staff member who suffered a fibreglass splinter in the finger nail bed whilst cleaning a pool. The other 2 events were to the same person. One event was a slip over on the lap pool roll out grates which collapsed the grates resulting in a sprained ankle. The second event which was notifiable to Work safe NZ was a slip on the matting/wooden sleeps at Rainbow picnic area resulting in hospitalisation for torn knee ligaments</p>	

Staff Hours May

	Budgeted Hours	Actual Hours Worked	Overtime Hours	Annual Leave	Sick Leave	Total Hours	Variance to Budget
Thermal Pools							
Administration	1280	1171.5		8	18	1197.5	-82.5
Maintenance	960	856	42.25	360	8	1266.25	306.25
Lifeguard Hours	3563	3365.5		427.5	59	3852	289
Reception	746	602.5		84		686.5	-59.5
Cleaners	230	277.25		56	2.5	335.75	105.75
<hr/>							
Spa	2592	2279.21	11.5	387.75	91	2769.46	177.46
Cafe	1280	1017.25		190	14	1221.25	-58.75
Isite	800	690.5		72		762.5	-37.5

Designs for New Brighton playground and pools revealed, promised to be built by Christmas



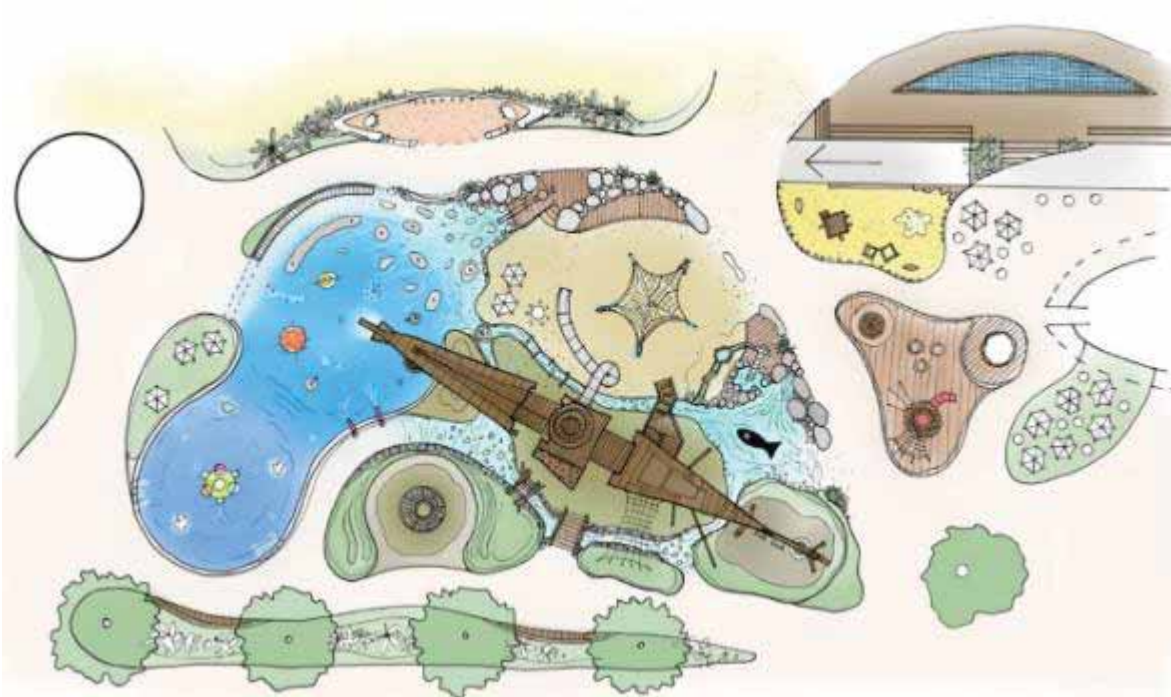
An artist's impression looking from Marine Parade to the sea

- The planned New Brighton playground.

New Brighton's new seaside playground and children's pools should be ready for childhood frolics by Christmas.

Designs for the \$8 million playground were presented to the Christchurch City Council on Thursday by its rebuild development company, Development Christchurch (DCL). The playground will be built on Marine Pde between the existing paddling pool and play area and the public library.

DCL wants public feedback on the plan by July 23. It will finalise the design and start construction in late winter, and have the playground ready for summer.



An aerial design view.

The council's \$8m budget will fund coastal protection and a contribution to moving the New Brighton Surf Lifesaving Club as well as the playground itself.

READ MORE:

- * [New Brighton hot pools are turning point for seaside suburb's regeneration](#)
- * [Opinion: 'Spirited and rambunctious' New Brightonites key to its recovery](#)
- * [Council seeks feedback on hot saltwater pools](#)
- * [New Brighton wants old whale and new pools](#)

After public ideas for the project were gathered last year, the design was put together with the help of local school children.

The playground will have three parts: a water play and splash pad zone, a dry play zone, and a toddlers' zone.

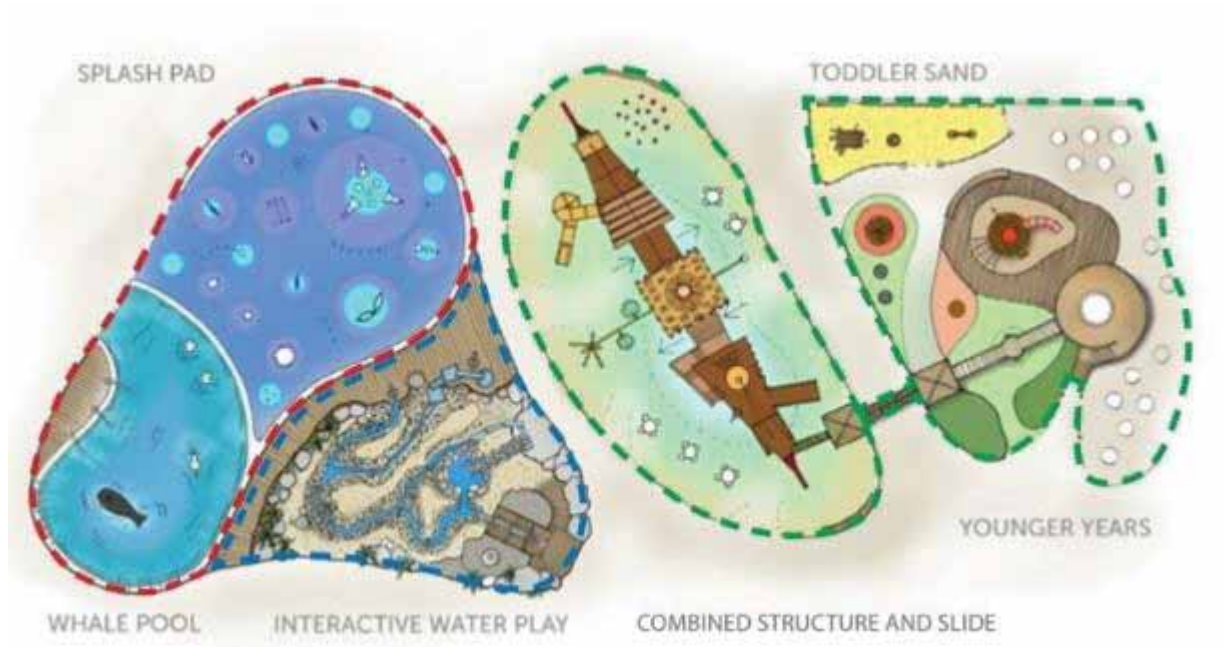


The new New Brighton playground will be on the waterfront between the existing play area and pool and the public library.

Once construction starts, the old playground and paddling pool will be closed to allow its replacement to be built. New Brighton's \$11m new salt hot pools will be built on the site of the old playground.

The new playground design will include:

- A paddling pool and splash pad with water toys



Three zones will provide for different types of play.

- The whale from the old paddling pool reused with a new water jet
- A 12-metre flying fox, climbing frames and slides
- A tunnel through a boat hull and bird's nest swings
- A toddlers' play area with sand and play structures
- Floor trampolines and a playhouse
- An interactive water-play area where children can create their own water world

- Water canons and a spin 'n splash pelican
- An alien rainforest and seaweed features
- A dry playground with rope ladders, towers, tunnels, swings, slides and trampolines
- A quieter play areas for adults and children
- Seating, shading and quiet areas for relaxation
- Accessible play equipment for children of all ages and abilities
- Contouring and structures to provide shelter from wind
- Quiet spaces and play items for the disabled.

Members of the public can drop feedback into several locations in New Brighton including the library, or online at the council website ccc.govt.nz. DCL will also have a stall with the designs on display at the New Brighton's Saturday seaside market for the next four weekends.

Council votes to fund New Brighton hot pools

Tuesday, 20 June 2017, 2:44 pm

Press Release: [Development Christchurch](#)

Council votes to fund New Brighton hot pools

Work on the New Brighton hot pools will push ahead following today's Christchurch City Council decision to approve an additional \$11.2 million to fund the project.

The funding has been included in the 2017-18 Annual Plan – the Council's budget for the year ahead – after public consultation saw more than 1000 submissions from the New Brighton community in support of the project.

The pools will be Christchurch's latest attraction, and form a part of the New Brighton Regeneration Project, a programme of work to revitalise New Brighton being led by Development Christchurch Limited (DCL) and supported by the Council.

DCL Chief Executive Rob Hall says the decision to fund the hot pools is positive news for New Brighton. "Today's decision reinforces the Council's commitment to New Brighton, and is integral to making New Brighton a great destination for Christchurch residents and visitors alike.

"The people of New Brighton have made it clear they are keen to see progress and today's decision means we can keep pushing forward."

Public feedback will be sought on the design of the hot pools, which is being undertaken by Select Evolution NZ, the designers of the Christchurch Adventure Park. Concept designs will be made available to the public later this year and feedback will help refine the final design of the facility. Subject to resource and building consent, work is expected to begin early 2018.

Community ideas and feedback from local school pupils as also been sought to inform Select's design for the New Brighton Beachside Playground. DCL will soon be releasing concept designs for the playground, and will be seeking community feedback to help refine the design.

Significance Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement' Policy)

The Council, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Council have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - Affect all or a large portion of the community in a far-reaching way?
 - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - Have financial implications on the Council's resources that would be substantial?
 - Generate (or would be expected to generate) a high degree of controversy?
 - Have any impact on Council's capacity to undertake its statutory responsibilities?
 - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.