

HURUNUI DISTRICT COUNCIL

MINUTES



Meeting	Hanmer Springs Thermal Pools and Spa Management Committee
Time and Date	9.05am, Wednesday, 11 April 2018
Venue	The Boardroom at the Hanmer Springs Thermal Pools and Spa complex, Hanmer Springs

Members Present	Mr Grant Lilly (Chairman), Mayor Winton Dalley and Mr Tony Sewell.
In Attendance	Graeme Abbot (Executive General Manager, Hanmer Springs Thermal Pools and Spa), Hamish Dobbie (Chief Executive Officer, Hurunui District Council) and Kait Murray (Committee Secretary, Hurunui District Council).
Apologies	Councillors Fiona Harris, Nicky Anderson, Jason Fletcher, Mr David Smith and Jason Beck (Manager Support Services, Hurunui District Council).
Absent	Nil.
Conflict of Interest Declarations	Graeme Abbot, Executive General Manager, Hanmer Springs Thermal Pools and Spa declared facilitating a workshop for Experience Mid Canterbury. <i>Due to snow, sleet and rain showers the scheduled walking tour of the Hanmer Springs Thermal Pools and Spa complex to discuss safety management issues and practices was postponed to the next meeting scheduled for 20 June 2018.</i>
Urgent Business	Nil.
1. Minutes	THAT THE MINUTES OF THE OPEN MEETING HELD ON 9 FEBRUARY 2018, AS CIRCULATED, BE CONFIRMED. Lilly/Sewell CARRIED

2. DECISION ITEMS

There were no decision items for this meeting.

3. DISCUSSION ITEMS

Management Report

3.1 Action List	<p>The Committee considered the Action List from its February meeting and items were updated as below:</p> <ol style="list-style-type: none"> 1. Item to be carried forward. 2. Item to be carried forward. 3. Chisholm Block, this item will be discussed at today's meeting. Item to then be carried forward. 4. Item to be carried forward. 5. Item to be carried forward to August 2018. 6. This item will be discussed at today's meeting, the project has been complete and the item can then be removed from the Action List. 7. This item has been passed on to Management for their consideration. The item can be removed from the Action List.
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8. Item to be carried forward to June 2018. .
9. Update the Action Required to reflect that management are to assess and evaluate the project.
10. This item will be discussed at today's meeting and the item can then be removed from the Action List.

The Action List will be updated and renumbered.

3.2 Health & Safety

The rescheduled remedial work on the balance tank was discussed.

The Executive General Manager confirmed the measures being taken to ensure the safety of staff until the rescheduled remedial work on the balance tank is completed. He said current practice is that any work required to be done involving the balance tank is commenced only after a Job Safety Analysis (JSA) has been completed, checked and authorised by a member of the management team. He confirmed there are a number of other activities around the complex that also require JSA completion prior to work commencing.

The discussion turned to energy options for running essential equipment at the complex during power outages. The Committee discussed the possibility of re-engineering existing turbine equipment to be driven by an alternative fuel source, enabling a temporary independent energy source to power the generator on site.

4. INFORMATION ITEMS

There were no information items for this meeting.

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/Sewell

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
6.1 Public Excluded Minutes for confirmation – meeting of 9 February 2018	The minutes contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).
Discussion items:	The items below contain information withheld for commercial sensitivity.	Section 48(1)(a)(i) & Section 7(2)(h).
Management Report		
6.2 Profit and Loss Report		
6.3 Overview		

6.4	Financial Dashboard
6.5	Health and Safety
6.6	Marketing/Sales
6.7	Customer Numbers
6.8	Product Development / Project Work
6.9	Operations
6.10	Staff
6.11	Technology
6.12	Pools Results
6.13	The Spa Results
6.14	Tea Kiosk Cafe and Grill Results
6.15	iSite Results
6.16	Artisan Spa Results
6.17	Depreciation Budget Projects
6.18	Theming
6.19	Queen Mary Buildings
6.20	Hanmer Springs/Hurunui Tourism Workshop
6.21	Staff Survey
6.22	Bore Pump and Methane Project
6.23	Artisan Spa
6.24	Long Term Plan Input

Meeting Ended

The meeting ended at 12.16pm.

The next meeting will be on Wednesday, 20 June 2018 beginning at 9.30am.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hanmer Springs Thermal Pools and Spa Management Committee

Date: 20 June 2018

Significant Decision: No

Management Report for the Month of May 2018

Recommendation THAT THE INFORMATION BE RECEIVED.

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

- Action List
 - Health & Safety
 - Pump
 - Hurunui Story
 - Summer of Fun
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Report Prepared by:

A handwritten signature in purple ink, appearing to read 'Graeme Abbot'.

Graeme Abbot
Executive General Manager

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

ACTION LIST

HANMER SPRINGS THERMAL POOLS & SPA Action items summary		as at April 2018			
	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	Site Master Plan	Alan Griffith Architecture has provided an overall master plan, and management have assessed the priority projects from it.	Graeme	Carried Forward	Following an assessment of 1) scope and content, 2) phasing, 3) preliminary financials, Board have concurred with management's assessment of the priority projects, and business cases are to be developed.
3	Chisholm Block	Progress further evaluation of the proposed project.	Graeme, Grant & Tony	Carried Forward	Ongoing. Being addressed as part of the Master plan exercise.
4	Discharge Bore	Review and consider future discharge bore options.	Graeme	Carried Forward	No word back from ECAN. Committee supported resources going into this and encouraged an active relationship with ECAN compliance officers. Storyboard artwork is due to be finalised.
5	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	August 2018	To be reassessed after pump replacement allows new readings on the bore.
6	Health and Safety Issue	Management to assess and resolve, as an active project – The restricted area of the opening to the balance tank.	Graeme	June 2018	
7	Create a visitor display of key BMS data	Management to assess and evaluate the project.	Graeme	October 2018	

Health & Safety Dashboard

Event Data	Negative trend	Positive trend	Comments
Total number of events current month	23		Bumps 5,faints,graze,sprain 3 each, Abrasion 2
Total number of events same month prior year	36		
Total number of events This FY YTD	484		
Total number of events Last FY YTD	487		
Total number of customers in current month	24,080		Customer numbers previous month 52,514
Number of customer events occurring per 1,000 customers	0.955149502		
Total number of events current month -staff	6		2x sprains Jeanette and Jackson, 1x strain Matt Morris, 2x bumps Rhonda and Krissy, 1x burn chemical Roz(Andie verbally reported)
Total number of events current month-customers	17		1x concussion, 3 faints, 1x broken teeth the rest minor
Total number of events current month-contractors	0		
Total number of Notifiable events current month	0		
Total number of Notifiable events financial YTD	1		
Total number of Near Drowning events in current month	0		8 reported same month last year
Total number of Near Drowning events Financial YTD	36		

HEALTH & SAFETY

It is our intention that people at all levels in our business shall be committed to achieving the highest standards of health & safety management throughout the organisation.

Project	Objective	KPI's	Progress
Improve H&S Induction	<ul style="list-style-type: none"> • Introduce “working in a safe manner” program into induction 	<ul style="list-style-type: none"> • Implemented by November 2017 	<ul style="list-style-type: none"> • Complete
Staff buy in to H&S	<ul style="list-style-type: none"> • To have all staff buying into H&S through staff driven project 	<ul style="list-style-type: none"> • Evaluate program driven by Y gen by February 2018 	<ul style="list-style-type: none"> • Complete
Change use of Vault H&S event logging of customer events from 3 rd party to specific names	<ul style="list-style-type: none"> • To be able to track repeat events by person to enable improved tracking of underlying issues 	<ul style="list-style-type: none"> • Monthly addition to H&S report detailing multiple events by customer name 	<ul style="list-style-type: none"> • Complete
Track School/Group events by group name	<ul style="list-style-type: none"> • Use the statistical number of events occurring to a group to better understand the risks associated with school visits, enabling review of supervision ratios and school talk effectiveness 	<ul style="list-style-type: none"> • Month on month statistics chart 	<ul style="list-style-type: none"> • Complete
Review School Group booking info pack in respect of overlapping duties (HSWA 2015) revise process of consultation/cooperation/co ordination	<ul style="list-style-type: none"> • To ensure we are fully compliant to HSWA 2015 and are jointly meeting agreed risk assessment criteria 	<ul style="list-style-type: none"> • Program of milestones 	<ul style="list-style-type: none"> • In final stages

PUMP (Information)

Back Up Pump Strategy

Work has commenced on sourcing a back up heat source should we have a malfunction in our bore pump. By way of context a scheduled extraction and replacement of the bore pump would be three days. Putting this together from a short term perspective would be a 7 day project if all went well.

The Deta report of March 2017 which was aimed a long term replacement strategy identified a 3.5 megawatt diesel boiler as the most cost effective method of producing hot water on a long term basis. The investment cost was \$772,000 with annual running costs of \$1,446,000. This was a long term solution assuming that we were unable to source any thermal water.

The issue we are facing now is that we need a solution that we can have on site that we can move to if we have a bore pump failure.

An alternative strategy is to purchase a “3 megawatt” diesel electricity generator. The heat given off from running a 3 megawatt generator would be sufficient to heat the required volumes of water. The other benefit of this sized generator is that during power outages we could turn on the generator, supplying ourselves and potentially other key points in the community.

Initial indications are that the cost involved in taking this approach would be lower than investment in a boiler system. It must be noted that this will only fix the short term issues (pump) and will not be economic for a long term strategy.

We have briefed Beca to examine the theory of producing heat from the generator in sufficient volumes to meet our heat requirements.

If that report provides confirmation of our thoughts we will engage Jeff Smit of Deta who has worked on our Methane Project to put together a full study.

This is a high risk area for us. I do not wish to trade through this summer without an instantaneous back up solution in place.

We are also working up the cost scenario of a standby “pump and pipe” that could be used to tide us over while a permanent solution was determined.

HURUNUI STORY (Information)

The first interviews and workshop of the Hurunui Story has taken place. The participants in the workshop enjoyed the experience and contributed well. Kim Tay who is the project consultant is very pleased with progress to date.

SUMMER OF FUN

The Marketing team have been working through the Summer of Fun program aimed at putting more fun into Summer, bringing more people into Hanmer Springs and hopefully more money in our tills. We aim to have a program together mid July.