



KOMITI RATONGA O TE AWA KAIRANGI HUTT VALLEY SERVICES COMMITTEE

26 April 2024

Order Paper for the meeting to be held in the
Council Chambers, Level 2, Upper Hutt City Council,
383-342 Fergusson Drive, Upper Hutt,
on:

Friday 3 May 2024 commencing at 9:30 am

The meeting will be livestreamed on Upper Hutt City Council's YouTube channel.

Members of the public wishing to speak to items on the agenda are asked to contact
democraticserviceteam@huttcity.govt.nz

Membership

Cr T Stallinger, HCC (Chair)
Cr B Dyer, HCC
Cr Parkin, HCC
Cr N Shaw, HCC

Cr B Griffiths, UHCC (Deputy Chair)
Mayor W Guppy, UHCC
Cr C Carson, UHCC
Cr H Newell, UHCC

Cr K Brown, HCC (Alternate)

Deputy Mayor H Swales, UHCC (Alternate)

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www.huttcity.govt.nz

KOMITI RATONGA O TE AWA KAIRANGI HUTT VALLEY SERVICES COMMITTEE (Joint Committee)

This is a joint committee of the Hutt City Council and Upper Hutt City Council.	
Membership:	Each Council appoints four [4] members and an alternate member who may act in the event that a regular member is absent. The Chair alternates annually between the two Councils, the change takes place after the final meeting of each year.
Meeting Cycle:	Hutt Valley Services Committee meets quarterly or as required.
Quorum:	Four [4] members, two [2] members of each Council
Delegated Authority:	To consider and make recommendations to the two Councils.

PURPOSE:

The Hutt Valley Services Committee is responsible for considering the coordination of activities of the two Councils in respect of matters affecting the Hutt Valley as a whole and waste disposal services in particular.

HUTT CITY COUNCIL

KOMITI RATONGA O TE AWA KAIRANGI HUTT VALLEY SERVICES COMMITTEE

Meeting to be held in the Council Chambers, Level 2, Upper Hutt City Council,
383-342 Fergusson Drive, Upper Hutt on
Friday 3 May 2024 commencing at 9:30 am.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with a sharpened air.</i>
He tio, he huka, he hau hū	<i>A touch of frost, a promise of a glorious day.</i>
Tihei mauri ora.	

2. APOLOGIES

No apologies have been received.

3. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

5. MINUTES

Meeting minutes Hutt Valley Services Committee, 8 March 2024 5

6. WASTEWATER JOINT VENTURE UPDATE - 1 FEBRUARY 2024 TO 31 MARCH 2024

Report No. HVSC2024/2/101 by the Strategic Advisor, Hutt City Council 14

7. **UPDATE ON SILVERSTREAM LANDFILL AND RESOURCE RECOVERY**
- Report No. HVSC2024/2/52 by the Manager Waste Minimisation,
Hutt City Council 25
8. **AKATĀRAWA CEMETERY UPDATE**
- Report No. HVSC2024/2/57 by the Parks and Reserves Manager,
Upper Hutt City Council 31
9. **HUTT VALLEY SERVICES COMMITTEE FORWARD PROGRAMME 2024**
- Report No. HVSC2024/2/54 by the Senior Democracy Advisor,
Hutt City Council 36
10. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**
- | | |
|--------------------------------------|--|
| Unuhia! | <i>Release us from the supreme sacredness of our tasks</i> |
| Unuhia! | <i>To be clear and free</i> |
| Unuhia i te uru-tapu-nui | <i>in heart, body and soul in our continuing journey</i> |
| Kia wātea, kia māmā | <i>Oh Rongo, raise these words up high</i> |
| Te ngākau, te tinana, te wairua i te | <i>so that we be cleansed and be free,</i> |
| ara takatū | <i>Yes indeed, we are free!</i> |
| Koia rā e Rongo whakairihia ake ki | <i>Good and peaceful</i> |
| runga | |
| Kia wātea, kia wātea! | |
| Ae rā, kua wātea! | |
| Hau, pai mārire. | |

Kate Glanville
SENIOR DEMOCRACY ADVISOR

HUTT CITY COUNCILKOMITI RATONGA O TE AWA KAIRANGI
HUTT VALLEY SERVICES COMMITTEE

Minutes of a meeting held in the Hutt City Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Friday 8 March 2024 commencing at 9:30 am

PRESENT: Cr T Stallinger, HCC (Chair) Cr B Griffiths, UHCC (Deputy Chair)
Cr B Dyer, HCC Mayor W Guppy, UHCC
Cr C Parkin, HCC Cr C Carson, UHCC
Cr H Newell, UHCC

APOLOGIES: Cr N Shaw, HCC

IN ATTENDANCE: B Hodgins, Strategic Advisor, HCC (part meeting)
A Geddes, Director Environment and Sustainability
J Scherzer, Head of Climate and Solid Waste (part meeting)
B Latimer, Parks and Reserves Manager, UHCC
G Wild, Acting Director Asset Management and Operations,
UHCC
K Stannard, Head of Democratic Services

PUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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Tihei mauri ora.	

2. APOLOGIES

RESOLVED: (Cr Stallinger/Cr Parkin)

Minute No. HVSC 24101

“That the apology received from Cr Shaw, Hutt City Council be accepted and leave of absence be granted.”

3. ELECTION OF CHAIR AND DEPUTY CHAIR

The Director Environment and Sustainability, Hutt City Council (HCC), acting under delegated authority from the Chief Executive, HCC, called for nominations for the position of Chair. Cr Griffiths nominated Cr Stallinger for the position and Cr Newell seconded the motion. The Director Environment and Sustainability, HCC, then asked if there were any other nominations, and as there were none, she put the motion to a vote.

RESOLVED: (Cr Griffiths/Cr Newell)

Minute No. HVSC 24102

"That Cr Stallinger be declared Chair of the Hutt Valley Services Committee until the end of 2024."

Cr Stallinger assumed the Chair.

The Chair called for nominations for the position of Deputy Chair. The Chair nominated Cr Griffiths and Cr Dyer seconded the motion. The Chair then asked if there were any other nominations and, as there were none, he put the motion to a vote.

RESOLVED: (Cr Stallinger/Cr Dyer)

Minute No. HVSC 24103

"That Cr Griffiths be declared Deputy Chair of the Hutt Valley Services Committee until the end of 2024."

4. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

5. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

6. MINUTES

RESOLVED: (Cr Stallinger/Cr Griffiths)

Minute No. HVSC 24104

"That the minutes of the meeting of the Hutt Valley Services Committee held on Friday, 24 November 2023, be confirmed as a true and correct record."

7. WASTEWATER JOINT VENTURE UPDATE - 1 NOVEMBER 2023 TO 31 JANUARY 2024

Report No. HVSC2024/1/57 by the Strategic Advisor, Hutt City Council

Speaking under public comment, **Danielle Wills** talked about the issue of the odour coming from the Seaview Wastewater Treatment Plant (the plant) and how it was affecting the community. She expressed her disappointment with Wellington Water Limited (WWL) for not addressing the issue and ignoring her complaints. She said the lack of response from WWL had made her feel forgotten and ignored.

In response to a question from a member, Danielle Wills elaborated on the number of times she had reported issues regarding the odour. She explained that she had already brought it up with WWL but had not been added to the mailing list.

Blair Johnson, Head of Waste Water Contract, Gary Cullen, Head of Major Projects and Tim Blackman, Senior Advisor Resource Management and Environment from (WWL) were in attendance for the item.

The Strategic Advisor, HCC elaborated on the report. He addressed the concerns of Seaview residents and workers regarding the odour issue in the area, noting that they were taken seriously. He said he would follow up with WWL about adding the public speaker to the mailing list.

The Head of Waste Water Contract, WWL, emphasised that HCC had directed WWL to start the work on the plant immediately instead of waiting until July 2024. He also provided information about the public meeting on 21 March 2024.

In response to questions from members, the Strategic Advisor, HCC, promised to follow up with WWL regarding the delay in responses and upcoming events and would report back to the next meeting.

In response to questions from members, the Head of the Waste Water Contract, WWL stated that he could not provide the costs associated with the infringement notices. He said he would follow up and ensure that the plant information was updated on WWL's website. He advised that the odour problem had been a long-term issue and WWL was working to improve its communication with the community. He highlighted they had a draft communications plan expected to be finalised shortly. He advised that WWL recognised from the last public meeting that there was a gap in their communications and the communication plan was created to address it. He noted that the communications plan would be implemented immediately and available to the community this month.

In response to questions from members, the Strategic Advisor, HCC, advised that the plant equipment had reached its end-of-life stage and that investment would be required in the next few years. He highlighted that members considered a report at its meeting outlining the plant's plan for the next 10 years.

In response to a question from a member, the Head of Major Projects, WWL, stated that the project plan would be fast tracked if necessary.

In response to a member's question, the Senior Advisor for Resource Management and Environment provided the timeframe for the resource consent.

Mayor Guppy expressed concern regarding the role of Veolia in this matter.

Cr Carson proposed that officers report back on the plant's history and plans, communication relating to odour complaints and and capital investment plans.

RESOLVED: (Cr Carson/Cr Stallinger)

Minute No. HVSC 24105

"That the Committee:

- (1) receives and notes the information in the report; and*
- (2) asks officers to report to the next meeting on:*
 - (a) the history and plans relating to odour complaints at the Seaview Treatment Plant;*
 - (b) an update on the communication relating to odour complaints and*
 - (c) details of capital investment plans for the following 10 years."*

8. UPDATE ON SILVERSTREAM LANDFILL AND RESOURCE RECOVERY

Report No. HVSC2024/1/20 by the Manager Waste Minimisation, Hutt City Council

The Head of Climate and Solid Waste, HCC elaborated on the report.

In response to questions from members, the Head of Climate and Solid Waste, HCC, explained that the identification of lizards on the site had led to additional requirements in the process. However, he assured members that officers were still on track with the construction phase. He advised that officers were monitoring and managing the applications for special waste.

In response to questions from a member, the Head of Climate and Solid Waste at HCC clarified that they could stop accepting PFAS contaminated soil, but if they did, they would need to find an alternative solution for disposing of the soil. He explained that leaving it untreated could contaminate groundwater and that disposing it in the Silverstream landfill would be the safer option. He stated that officers were exploring emerging technologies to deal with PFAS contamination and collaborating with a private company to trial these new technologies potentially.

In response to a question from a member, the Director Environment and Sustainability, HCC stated that the officers were working with the residents of Manor Park. She pointed out that there was a misunderstanding regarding the resource consents. She mentioned that a public meeting was held to discuss the matter, and the residents were provided with communication updates.

RESOLVED: (Cr Stallinger/Cr Griffiths)

Minute No. HVSC 24106

"That the Committee receives and notes the report."

9. AKATĀRAWA CEMETERY UPDATE

Report No. HVSC2024/1/21 by the Parks and Reserves Manager, Upper Hutt City Council

Under public comment members read a statement from **Daniel Chrisp** attached as pages 7-8 to the minutes.

The Parks and Reserves Manager, UHCC, introduced Gunther Wild, Acting Director Asset Management and Operations, UHCC.

The Acting Director Asset Management and Operations, UHCC, said he met with the Head of Parks and Reserves, HCC. He said they discussed the timeline for reviewing the Akatārawa Cemetery agreement and the need for more detailed work on the cemetery development. He would report back in the next few months.

The Parks and Reserves Manager, UHCC, elaborated on the report. He advised that he was uncertain about Daniel Chrisp's concerns and that their figures differed.

The Chair informed members that the officers would address the concerns and questions raised by Daniel Chrisp.

In response to questions from members, the Parks and Reserves Manager, UHCC, stated that he was unaware of the timeline for the *Akatārawa* Cemetery agreement review and was awaiting a response from the Head of Parks and Reserves, HCC. He advised that he would provide a breakdown of the number of plots, but that depended on the availability of land and what was suitable for double interments.

Cr Carson proposed that members receive a report outlining the terms of reference and timeframe for completing the *Akatārawa* Cemetery agreement review.

RESOLVED: (Cr Stallinger/Mayor Guppy)

Minute No. HVSC 24107

"That the Committee receives the report."

RESOLVED: (Cr Carson/Cr Dyer)

Minute No. HVSC 24108

"That the Committee asks officers to report back to the next meeting on the Terms of Reference, including reviewing the structure and timeline for the completion of the Akatārawa Cemetery agreement review."

10. **HUTT VALLEY SERVICES COMMITTEE FORWARD PROGRAMME 2024**

Report No. HVSC2024/1/22 by the Senior Democracy Advisor

RESOLVED: (Cr Stallinger/Cr Newell)

Minute No. HVSC 24109

"That the Committee receives and notes the Forward Programme for 2024 attached as Appendix 1 to the memorandum."

11. **QUESTIONS**

There were no questions.

12. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Unuhia!	<i>Release us from the supreme sacredness of our tasks</i>
Unuhia!	<i>To be clear and free</i>
Unuhia i te uru-tapu-nui	<i>in heart, body and soul in our continuing journey</i>
Kia wātea, kia māmā	<i>Oh Rongo, raise these words up high</i>
Te ngākau, te tinana, te wairua i te ara	<i>so that we be cleansed and be free,</i>
takatū	<i>Yes indeed, we are free!</i>
Koia rā e Rongo whakairihia ake ki	<i>Good and peaceful</i>
runga	
Kia wātea, kia wātea!	
Ae rā, kua wātea!	
Hau, pai mārire.	

There being no further business the Chair declared the meeting closed at 10.48pm.

Cr T Stallinger
CHAIR

CONFIRMED as a true and correct record
Dated this 3rd day of May 2024

Firstly thank you to the officers who have worked hard on this project and from the report I can see they are keeping within budget also. Cemetery planning projects are far more complex than people realize.

I do have further concerns after looking at today's report and update.

Point 8 on the report states that they expect 1.5 ha per decade for burial space for all 5 stages.

It is important to note that neither council has approved stage 3 - 5 construction. So based on previous presentations and figures provided to the Services Committee - stages 1 and 2 only provide 2.2 ha of burial space, so the forecasted capacity for this report would be 14 years for stages 1 and 2? this number is different from previous reports stating at least 25 years for stage 1 and 2? why is there such a large gap and discrepancy in these reports and calculations? Even if we add the stage 3 area that would only add less than 10 years based on today's report (1.3ha in stage 3)

These kinds of discrepancies make me doubt that the reports are being peer-reviewed by industry experts. but I may be missing key details, I genuinely hope I am wrong!

Point 9 covers plot sizes, it's good to see this information as it is vital to all burial capacity forecasting.

Industry best practice is for plots to be 4.5-5m². how have the plot sizes provided been calculated? For example, do they include the space taken up by concrete headbeams? If the head beams have not been included in the calculations - below is an example of how much that can throw out calculations for capacity reporting

Headbeam average size 0.7-0.9m².

using the larger plot size given - 4.0m² + 0.9m² is 4.9m².

1 hectare of land with 4.0m² plots would equal 2500 plots

1 hectare of land with 4.9m² plots would equal 2040 plots - a 20% difference.

The Key question then is why are the plot sizes given in this report smaller than the cemetery industry's best practice?

Furthermore, previous Lower Hutt council minutes concur that the industry's best practice is to invest in cemetery land development that provides for 50 years of capacity.

“This site (reynolds bach drive) would have a life expectancy of 34 to 39 years. An ideal site would provide for at least 50 years.” (2003) minutes

Even 30 years is a good minimum. with today's update, we are being informed that we are only getting 25 years of capacity for stages 1-3. At a cost of 11 million. Have officers provided reports to both Councils about best and worst-case scenarios for the projected capacity of the Akatarawa Cemetery Expansion? I understand with land development projects that there are always contingencies and no guarantees of numbers can be given until the project is finished, however, project managers should have accurate data to provide a range of best and worst-case scenarios for the development. The reports to date that have been brought to the committee have appeared too high level and don't provide enough detail to give the certainty required for such a sensitive project.

The larger issue for HCC still exists that the residents were never consulted on the future of their cemetery services, the minutes from a 2004 meeting confirm this

"No public consultation has been carried out as part of the investigations for a potential cemetery site"--

Tom Putawai has started a petition for the Council to take this issue more seriously and to exhaust all options before banking everything on Akatarawa Cemetery. The council needs to seriously consider the resident's well-being of forcing those who want burial to travel out of their hometown to do this. They also need to consider the risks they are accepting given the discrepancies evident in the Akatarara Cemetery Expansion project updates.

I would suggest that banking everything on Akatarawa Cemetery Development is simply kicking the can down the road and in 10 years all of these discussions will come back up. suitable land is only getting rarer and more expensive and I fear for the wellbeing of all Lower Hutt residents who will forever be forced to travel long distances to visit their loved ones who have passed. traveling out of the district should be an absolute last resort option for Council, I do not see enough evidence that HCC has exhausted all options. I would be happy if someone could provide me with this evidence.

I would like to know if Hutt City Council has ever done spatial mapping of land within the city to inform cemetery land options. Spatial mapping is typically the very first step in any new Cemetery land project plans. if they have, where are those documents?

Daniel Chrisp

15 April 2024

Report no: HVSC2024/2/101

Wastewater Joint Venture Update 1 February 2024 to 31 March 2024

Purpose of Report

1. The purpose of this report is to update the Committee on matters relating to the bulk wastewater system shared by the two cities.

Recommendation

That the Committee receives and notes the information in the report.

Background

2. The report provides information to the Committee on matters relating to wastewater assets that make up the joint venture.

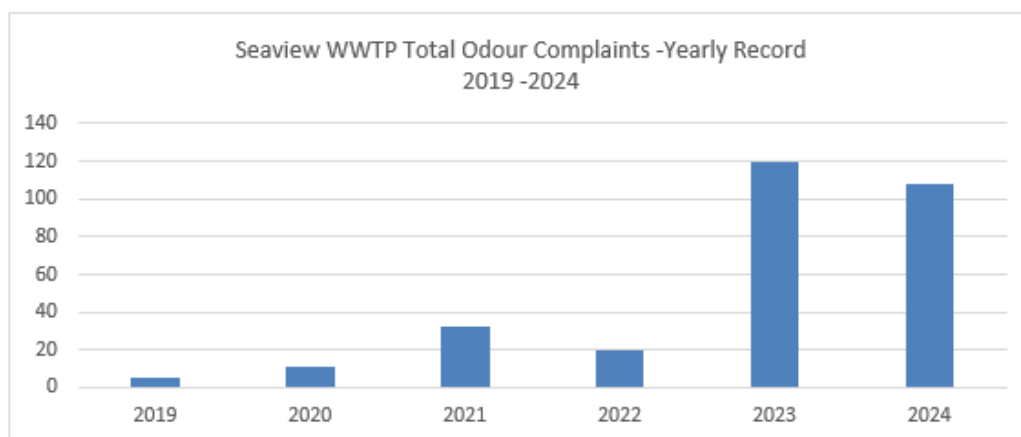
Seaview Wastewater Treatment Plant

3. The Seaview Wastewater Treatment Plant (SWWTP) is operated under the *Regional Wastewater Treatment Plant Services Contract* with Veolia. This is a 10-year contract.
4. The plant remains non-compliant for effluent quality due to high levels of faecal coliforms, while effluent Biochemical Oxygen Demand (BOD) and suspended solids were compliant for this reporting period. The main cause of the ongoing faecal coliform non-compliance is electromechanical failures in the UV system, resulting in reduced disinfection performance. The operations team is continuing with the process adjustments, component renewals and maintenance of the system. The daily faecal coliform values are showing some improvement, however there are still some recorded spikes in the faecal coliform results.
5. Veolia is finalising the contract with the contractor to undertake a refurbishment of the UV system. A completion timeline is still to be determined. It is expected that once the refurbishment is complete, the plant will be able to meet the effluent faecal coliform standards more reliably.

6. Wellington Water Limited (WWL) has requested and received from Veolia a plan to return the plant to compliance. WWL is seeking greater detail and key measurables to be included in the plan. Veolia will discuss internally whether to amend based on the feedback or retain the current version of the plan. A progress update on the implementation is due to be provided by Veolia by the end of April.
7. The treatment plant had two discharges to the receiving environment for this reporting period. It had one consented fully treated discharge to the Waiwhetu Stream on 4th March due to wet weather. A discharge of undisinfected but treated wastewater occurred on 8th of March due to a mains power outage. As stated in the previous reports, the UV system of the treatment plant is not currently connected to a backup power supply. A project reviewing the plant's backup power supply is underway and will include connecting the UV system to a backup power supply as a core objective.
8. GWRC has issued a please explain letter for the 8th of March discharge, and a response was given within the required timeframe.
9. A research paper describing the application of Dynamic Adaptive Pathway Planning (DAPP) for Seaview WWTP climate change has been published as part of the Deep South Climate Challenge.
10. DAPP is a planning method that makes provision for significant uncertainties, such as population growth and climate change, that may result in future changes to infrastructure and services.
11. The research was undertaken to test the use of the DAPP approach for the quantification of decision trigger points. The paper noted that in a 1%AEP (100-year flood event), nuisance flooding could be expected at the Seaview site from as early as 2040 under the high emission scenario, with the inundation of plant assets possibly by 2060. It also highlighted that planning for adaptation, which could include changing the plant layout by "defending" the treatment plant by raising vulnerable electrical and control equipment, would need to be considered in sufficient time and that a long-term adaption pathway should be developed.
12. WWL is considering a more formal application of this approach to the overall Hutt Valley wastewater system to develop adaptation pathways with particular regard to changing environmental standards and replacing the Main Outfall Pipeline as well as the climate change and growth impacts.
13. A regular meeting with the HCC Trade Waste team has been set up to aid the investigation of industrial discharges to the WWTP. Trade waste discharges are still being monitored. There were no trade waste issues reported for this reporting period.

Odour Treatment Update

14. Odour remains a key issue in the plant operations. WWL and Veolia received 57 complaints for this reporting period. GWRC officers undertook odour surveys after some of the odour complaints. Approximately 6 odour surveys made by the regional council staff have been assessed to have detected odour deemed offensive and objectionable. No formal non-compliance notices were received from GWRC regarding these complaints at the time of writing this report. A graphical representation of the historical odour complaints received for the WWTP is shown below.



15. WWL is progressing with the consent application for using odour cannon and masking agent for the site. Initial discussions with GWRC have been undertaken.
16. Odour surveys continue to be undertaken in the Seaview WWTP catchment to provide more data for the odour management project. The surveys are undertaken at different times, day and weather conditions. The data will be used to help us connect the detected odour outside the plant's boundary to the specific odour sources in the treatment plant, which will help prioritise the activities undertaken by the project team.
17. A draft project management plan (PMP) for the plant's odour treatment renewal has been reviewed by WWL and is currently being finalised. The activities planned under this project have been grouped into different work packages and priorities. High priority work packages will be undertaken in FY24-25. These include resolving the remaining issues in the biofilter, milliscreen ducting replacement, external ducting repairs, milliscreen building air treatment and site wide improvement for odour control monitoring and instrumentation.
18. The biofilter "plenum" air distribution system and an upgrade of the biofilter cell isolation will be undertaken in winter 2024. Prior to the plenum upgrade, an assessment of the biofilter will be undertaken to measure the biofilter treatment performance following the replacement of the biofilter media and to provide a baseline measure for the effectiveness of the plenum upgrade once completed.

Other Treatment Plant Projects Update

19. The Seaview WWTP backup power supply project is currently in progress. The project aims to connect the UV system to a backup power supply and improve the site's overall resilience to power outages. The current high-level completion date of the project is June 2026, which is in line with the proposed LTP. The project is currently at the very early stages of project planning.
20. A mechanical renewal project which involves the renewal of the treatment plant aeration system, return activated sludge (RAS) system and waste activated sludge (WAS) system is underway. The project is at the very early stages of project planning.
21. The Seaview WWTP Dryer project is in progress. A workshop to discuss the options for the new dryer's energy source has been conducted. A draft report with WWL providing feedback on the energy source investigation and preferred options report has been issued.
22. The UV replacement project at Seaview WWTP is in progress. The tender closed on 26th February 2024, and the tender evaluation is underway. Completion of installation is expected by July 2025 due to a long lead time for the equipment. An assessment of environmental effects in relation to the project is currently underway. Please note that this is a separate project from the refurbishment work outlined in paragraph 5.

Consent Renewal Update

23. WWL has established a Rōpū, comprised of representatives from Taranaki Whānui, Hikoikoi Management, Te Rūnanga o Toa Rangatira, Hutt City Council and Upper Hutt City Council to collaborate on options to reduce or discontinue the intermittent discharge of treated wastewater to the Waiwhetū Stream. This work will inform the consent renewal application.
24. The Rōpū has met monthly since January 2024, and monthly hui are scheduled out to December 2024.

Treatment Plant Projects Update

25. The biofilter media replacement was substantially completed in December 2023, improving odour treatment. However, further work needs to be undertaken to reinstate the full treatment performance of the site's existing odour treatment system. The project team is currently finalising their project management plan for the upgrade project for the site odour control. The project team has been instructed to provide a proposal on what activities can be fast-tracked within this financial year.
26. The Seaview WWTP backup power supply project is currently in progress. The project is currently at the very early stage of project planning. The project aims to connect the UV system to a backup power supply and improve the site's overall response against power outages.

27. A mechanical renewal project which involves the renewal of the treatment plant aeration system, return activated sludge (RAS) system and waste activated sludge (WAS) system is currently in progress. Veolia will undertake maintenance activities to these systems to address performance issues on these assets until the project is complete. The project is currently at the very early stage of project planning.
28. The Seaview WWTP Dryer project is undertaking preliminary investigations prior to the concept design phase. A 'market testing' activity will be undertaken for a Design and Construct delivery model that will feed into the Procurement Strategy.
29. The Seaview WWTP UV renewal project tender documents were released to market in December 2023. The contract is expected to be awarded around late March to early April 2024. As noted above, the current UV system will undergo component renewals to improve its performance while the replacement project is still underway.

Major Projects Update

30. A Capital Project Update can be found at Appendix 1, which includes the update for the Petone Collecting Sewer Renewal, and other major Seaview WWTP and network projects.
31. As requested, attached as Appendix 2 is a schedule of all JV funded projects for the draft 2024-2034 Long Term Plan. Note that all investment numbers are uninflated.

Main Hutt Valley Wastewater Pipe SH2

32. WWL has advised that a 360-metre segment of the main (825mm) wastewater pipe (laid in 1963), which carries all Upper Hutt and much of the Western Hills wastewater, has been found to be in very poor condition. This was discovered via a recent CCTV inspection.
33. This section of pipeline runs alongside and under SH2 on the northbound side, crossing under the highway approximately 150 metres north of the Tirohanga/Block Road intersection.
34. While the risk of imminent failure has not been determined, WWL is taking immediate action to put together a contingency plan and has started work on an urgent project to assess and develop plans to repair or renew this part of the Hutt Valley Bulk Wastewater network.
35. Council will need to consider how it will manage this project in terms of the draft LTP, but note that there is an unallocated pot within the wastewater capital programme against which the cost of this work could be allocated and brought forward as required.
36. NZTA has been advised of the situation and has asked to be kept informed.

Community Engagement and Consultation

37. A community liaison group (CLG) meeting to discuss the plant's odour treatment project and performance was held on 21 March. The presentation slides are available on the WWL website. A summary and minutes of the meeting are available on the Wellington Water website for public perusal. <https://www.wellingtonwater.co.nz/resources/topic/wastewater/wastewater-treatment-plants/seaview-wastewater-treatment-plant/>.) Another community meeting will be planned in the next quarter.
38. The communications plan for the site has been updated with the aim to provide proactive communications regarding the projects and activities in the treatment plant that are likely to affect the community.
39. Regular newsletter updates will be released monthly, and the first issue was issued in March to the plant's interested parties list. A copy of this newsletter can also be accessed on Wellington Water's website (link - <https://www.wellingtonwater.co.nz/projects/seaviewwwtp/>).
40. It was noted that Wellington Water's website is complex, with a large amount of information available across all Wellington Water activities. Smart Search is not currently utilised on the website. Search optimisation is best achieved by ensuring that likely keywords are included in content and page titles.
41. A query inbox dedicated to the treatment plant has been made with contacts shared to the Interested Parties list and is available on Wellington Water's website.
42. All Hutt Valley Services Committee members have been added to the Interested Parties List for the plant.
43. Proactive communications have been undertaken in the form of maintenance notifications, newsletters, regular project updates, and monthly dashboards.
44. A Seaview WWTP and outfall site tour was conducted for iwi groups on 25th March.
45. The regular monthly meetings with GWRC consent officers have been maintained. These ensure that GWRC is kept updated on issues with the Seaview WWTP performance.
46. Monthly performance dashboards, including updates relating to odour management, are posted on the Wellington Water/Seaview Wastewater treatment plant website and updated monthly.

Climate Change Impact and Considerations

47. The replacement of the sludge dryer (currently gas-operated) will have a significant impact on operational carbon emissions.

Legal Considerations

48. Correspondence with GWRC regarding infringements issued for contravening abatement notices continues. Legal costs incurred by WWL to date are \$2,736.

Financial Considerations

49. The latest financial report is attached as Appendix 3 to the report.

Appendices

No.	Title	Page
1	Appendix 1 - Major Projects Update	21
2	Appendix 2 - Draft 2024-34 Long Term Plan JV Capital Projects	22
3	Appendix 3 - Financial Report to 31 March 2024	23

Author: Bruce Hodgins
Strategic Advisor

Approved By: Alison Geddes
Director Environment and Sustainability



HCC & UHCC Joint Venture Committee Project report March 2024

Project	Purpose and summary:
<p>Petone Collecting Sewer – Stage 1</p>	<p>Purpose:</p> <ul style="list-style-type: none"> Renew the existing rising main to convey current and future wastewater flows, increase the seismic resilience and design a pipeline with a life expectancy of 100 years <p>Summary:</p> <ul style="list-style-type: none"> Investigations on Stage 2 of this pipeline have been delayed, contractor exposed the pipeline and found it to be larger than critical spare parts on hand for emergency repairs. Works will mobilise once correct size equipment arrives, Final reviews for the Early Contractor Involvement tender pack are nearing completion, we hope to share this tender with the Wellington Water contractor panel in April / May.
<p>Seaview Odour Control upgrade</p>	<p>Purpose:</p> <ul style="list-style-type: none"> To renew and upgrade the odour treatment equipment at the Seaview WWTP to achieve odour compliance over the expected 20-year life of the new equipment and provide a safe working environment for operators. <p>Summary:</p> <ul style="list-style-type: none"> HCC requested this project be fast tracked; commitments have been made to compete the Biofilter air distribution (Plenum) works this winter. Community Liaison Group meeting held in March was attended by about 30 members of the community and an update and outline of the project was shared. Priority works are the Biofilter Plenum, replacement of the ducting in the Milliscreen Building and secondary treatment of the Milliscreen and Dryer buildings. Work on finalizing the project management plan and procurement strategy will be complete in April.
<p>Seaview WWTP Sludge Dryer Replacement:</p>	<p>Purpose:</p> <ul style="list-style-type: none"> The objective of this activity is to renew and/or upgrade the existing ageing Seaview WWTP thermal sludge dryer to support the growth in the Seaview WWTP catchment and aligns with HCC and WWL carbon emission reduction goals. <p>Summary:</p> <ul style="list-style-type: none"> Investigation/scoping phase is underway; due to be complete at the end of April 24. The outcome of this investigations will inform the design basis for the Concept Design phase. Procurement strategy, market sounding completed which will inform a suitable pathway for project delivery model. Overall, it is aimed to complete the project, including commissioning, in 2028. Risk: Uncertainty of funding could impact overall project delivery timeframe. There are operational constraints due to maintenance requirements of the current dryer and associated risks such as odour and landfill space availability for wet sludge cake disposal.
<p>Seaview WWTP UV Renewal</p>	<p>Purpose:</p> <ul style="list-style-type: none"> The objective of this activity is to renew and upgrade the existing Seaview WWTP UV disinfection system to ensure that ongoing compliance is met. <p>Summary:</p> <ul style="list-style-type: none"> There are three UV disinfection systems to be renewed on three different wastewater treatment plants. One of which is Seaview WWTP UV disinfection system. Procurement Plan for a 'bundled' approach approved from delivery efficiency point of view. The tender closed on 26th February 24. Contract award forecast for early May 24. Overall practical completion of the project is expected to be June/Jul 2025. The new UV disinfection equipment is a long-lead item – between 6-8 months.
<p>Totara Park Road – Bridge Pipework Seismic Strengthening (WW portion)</p>	<p>Purpose:</p> <ul style="list-style-type: none"> To reduce the risk of water supply disruption from a seismic event to the Totara Park community. <p>Summary:</p> <ul style="list-style-type: none"> In addition to the original scope to renew the water supply pipe across the bridge, there was efficiencies found in renewing 255m of the wastewater pipe across the bridge at the same time. The project is currently working through procurement.
<p>Western Hutt Trunk Sewer Renewal JV*</p>	<p>Purpose:</p> <ul style="list-style-type: none"> Maintain reliable wastewater services to Lower Hutt and Upper Hutt to avoid the discharge of wastewater to the surrounding environment by ensuring that the critical wastewater pipeline does not fail or collapse <p>Summary:</p> <ul style="list-style-type: none"> A key objective of this project is to urgently scope a well informed and cost-effective renewal programme for the identified pipelines and associated assets of the Western Hutt Trunk Sewer running parallel to the Hutt River and Stateway Highway 2. The other objective is to prevent unexpected interruption of service from the potential pipeline collapse due to its poor structural condition. Approximately 1,300 metres of the trunk sewer has been rated as poor condition grade. The project is currently in the early stages of implementation.

HCC / UHCC - Wastewater JV LTP Programme	2024/25	2025/26	2026/27	Triennium	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	Total
UHCC - 30% proportion of the draft JV programme (assumed split)	11,181,701	21,723,005	17,810,304	50,715,010	7,961,544	13,533,444	13,147,455	15,515,226	18,663,447	31,987,752	4,335,072	155,858,950
HCC - 70% proportion of the draft JV programme (assumed split)	26,090,635	50,687,012	41,557,376	118,335,023	18,576,936	31,578,036	30,677,395	36,202,194	43,548,043	74,638,088	10,115,168	363,670,883
Total Draft LTP JV programme	37,272,336	72,410,017	59,367,680	169,050,033	26,538,480	45,111,480	43,824,850	51,717,420	62,211,490	106,625,840	14,450,240	519,529,833

Table 1 - Contractually Committed (excluding network renewals)	2024/25	2025/26	2026/27	Triennium	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	Total
Seaview WWTP Wastewater Storage	1,023,086	492,017	-	1,515,103	-	-	-	-	-	-	-	1,515,103
Consent renewal - Seaview WWTP coastal discharge (exp 2031)	-	-	-	-	500,000	1,000,000	2,000,000	500,000	-	-	-	4,000,000
Consent renewal - Seaview WWTP coastal occupation (exp 2029)	-	-	-	-	250,000	150,000	-	-	-	-	-	400,000
Consent renewal - Seaview WWTP (maintenance) (exp 2031)	-	-	-	-	-	200,000	200,000	200,000	-	-	-	600,000
Consent renewal - Seaview WWTP Discharge to air (exp 2031)	-	-	-	-	500,000	500,000	500,000	-	-	-	-	1,500,000
Seaview WWTP JV Process Model Development	-	150,000	50,000	200,000	50,000	50,000	150,000	50,000	50,000	150,000	50,000	750,000
Odour modelling	-	-	30,000	30,000	-	-	-	-	-	-	-	30,000
HCC WWJV Control Systems Upgrades - HUVA	-	-	98,000	98,000	97,000	109,000	-	-	-	-	-	304,000
Seaview WWTP JV Reactive Renewals	1,120,000	1,120,000	1,120,000	3,360,000	1,120,000	1,120,000	500,000	500,000	500,000	500,000	500,000	8,100,000
HCC WWJV - Major Pump Stations REACTIVE Renewals	63,000	63,000	63,000	189,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	630,000
Seaview WWTP JV Planned Renewals	1,500,000	1,500,000	1,500,000	4,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	11,500,000
Seaview WWTP Effluent Pump Station Renewal	200,000	-	-	200,000	-	-	-	-	-	-	-	200,000
Seaview WWTP JV Aeration System Renewal	-	735,000	1,470,000	2,205,000	4,410,000	5,880,000	2,205,000	-	-	-	-	14,700,000
Seaview WWTP JV RAS System Renewal	1,000,000	1,500,000	-	2,500,000	-	-	-	-	-	-	-	2,500,000
Seaview WWTP Site Services and Building Renewal	300,000	300,000	-	600,000	-	-	-	-	-	-	500,000	1,100,000
Seaview WWTP JV Centrifuge Dewatering Renewal	300,000	300,000	300,000	900,000	-	-	-	-	-	-	-	900,000
Seaview WWTP JV Backup Power Supply	500,000	2,300,000	-	2,800,000	-	-	-	-	-	-	-	2,800,000
Seaview WWTP JV Clarifier Renewal	-	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	-	-	-	-	6,000,000
Seaview WWTP JV UV Renewal	3,000,000	4,500,000	-	7,500,000	-	-	-	-	-	-	-	7,500,000
Seaview WWTP Odour Control Renewal	9,416,250	3,300,000	-	12,716,250	-	-	-	-	-	-	-	12,716,250
Seaview WWTP Sludge Dryer Replacement	7,000,000	32,000,000	35,000,000	74,000,000	9,500,000	-	-	-	-	-	-	83,500,000
Trunk Type B Network Development - Petone Collecting Wastewater Upgrade	5,000,000	20,000,000	11,000,000	36,000,000	2,000,000	20,000,000	20,000,000	-	-	-	-	78,000,000
RB Network Renewals Pot HCC WW JV (includes Outfall pipe investigation and design)	2,200,000	2,400,000	4,375,000	8,975,000	4,500,000	10,800,000	13,300,000	46,550,000	56,500,000	101,700,000	2,000,000	244,325,000
HCC JV/DBO WW Pump Station Renewals	-	-	2,011,680	2,011,680	348,480	1,239,480	806,850	354,420	248,490	312,840	486,090	5,808,330
Seaview WWTP JV Critical Spares	-	500,000	-	500,000	-	-	-	-	-	-	-	500,000
Seaview WWTP JV General Instrumentation Replacement	-	250,000	150,000	400,000	-	-	-	-	-	300,000	-	700,000
Seaview WWTP JV Grit Removal	-	-	-	-	-	800,000	1,600,000	2,500,000	3,200,000	-	-	8,100,000
Seaview WWTP JV Screening Wash Press Replacement	200,000	300,000	-	500,000	-	-	-	-	-	-	-	500,000
Seaview WWTP JV Sludge Handling Renewal and Capacity Upgrade	-	-	-	-	-	-	-	-	350,000	1,400,000	3,500,000	5,250,000
Seaview WWTP JV Treatment System Modification (consent required)	-	-	-	-	-	-	-	-	300,000	1,200,000	3,000,000	4,500,000
Seaview WWTP Milliscreen Replacement	700,000	700,000	700,000	2,100,000	700,000	700,000	-	-	-	-	-	3,500,000
Silverstream Wastewater (JV) storage	-	-	-	-	-	-	-	-	-	-	3,351,150	3,351,150
Totara Park Rd - Totara Park Bridge - rising main WW Renewal	3,750,000	-	-	3,750,000	-	-	-	-	-	-	-	3,750,000
Total Programme (100% of the costs)	37,272,336	72,410,017	59,367,680	169,050,033	26,538,480	45,111,480	43,824,850	51,717,420	62,211,490	106,625,840	14,450,240	519,529,833

**STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 31 MARCH 2024**

	Actual Year to Date \$000's	Budget Year to Date \$000's	Annual Budget \$000's	Forecast \$000's
Rent	231	225	301	301
Profit on sale of Fixed Assets	-	-	-	-
Royalties	2	4	5	5
Trade waste rebates *	1,042	666	889	1,063
Interest income	-	-	-	-
Total Revenue	1,274	896	1,195	1,369
Operational contracts	1,376	802	1,069	1,838
Operational contracts - Wellington Water Limited	7,489	7,362	9,816	8,820
Trade waste inspection charges	208	208	277	277
Utility rates	1,017	1,131	1,181	1,035
Wastewater / DBO administration	-	-	-	-
Engineering services	-	-	-	-
Rising Main Vulnerability Assessment	1	26	35	1
Insurance	358	409	560	501
Interest	-	-	-	-
Depreciation	3,526	4,017	5,450	4,383
Total operating expenditure	13,974	13,955	18,388	16,855
Net operating deficit	(12,700)	(13,059)	(17,193)	(15,485)
Funded by way of:				
Operating Contributions from HCC (including depn)	8,624	8,780	11,446	9,672
Operating Contributions from UHCC (including depn)	4,076	4,279	5,747	5,814
	12,700	13,059	17,193	15,485

* Trade waste rebates are not shared on a 70%/30% split - which impacts on the funding % rates

**HUTT VALLEY TRUNK WASTEWATER SERVICES
STATEMENT OF CAPITAL EXPENDITURE
FOR THE PERIOD ENDED 31 MARCH 2024**

Capital - Work in Progress				
Trunk DBO Type A Network Development Growth	7,654	12,747	18,759	14,248
Total Work In Progress	7,654	12,747	18,759	14,248
Funded by way of:				
Capital Contributions from HCC	5,265	12,747	18,759	14,248
Capital Contributions from UHCC	2,389	3,978	5,854	4,446
	7,654	12,747	18,759	14,248

**HUTT VALLEY TRUNK WASTEWATER SERVICES
FIXED ASSET REGISTER SUMMARY
FOR THE PERIOD ENDED 31 MARCH 2024**

	Asset Cost \$000's	Accumulated Depreciation \$000's	Net Book Value \$000's
Infrastructural Bulk Wasterwater	143,626	10,432	133,194
Infrastructural Land	15,180	-	15,180
Operational Buildings	1,291	360	931
Operational Site Improvements	160	73	87
Operational Land	21	-	21
Operational Plant	-	-	-
Restricted Land	1,007	-	1,007
Resource Consents	95	80	15
	161,380	10,945	150,435

Share of assets held by:

HCC	111,961	9,269	102,692
UHCC	49,419	1,676	47,743
	161,380	10,945	150,435

08 April 2024

Report no: HVSC2024/2/52

Update on Silverstream Landfill and resource recovery

1. The purpose of the report is to update the Committee on the development, operation and performance of Silverstream Landfill and initiatives associated with the co-located transfer station.

Recommendation

That the Committee receives and notes the report.

Background

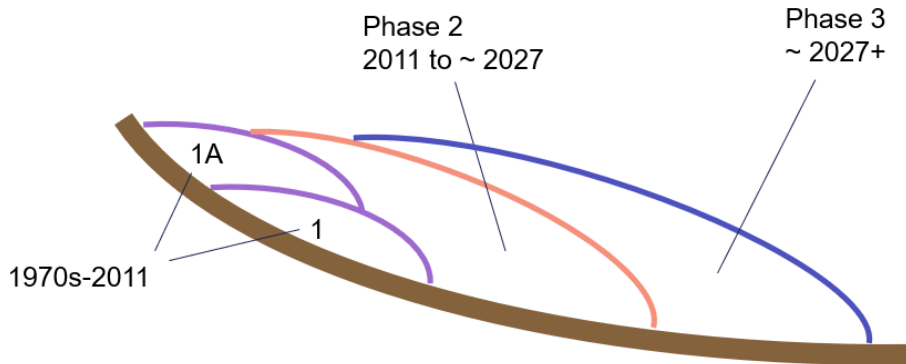
2. Officers provide regular reports to this Committee regarding the development, operation, and performance of Silverstream Landfill (the landfill) and the co-located transfer station.
3. The operation of the landfill is required to meet obligations under the Resource Management Act, the Hutt Valley Trade Waste Bylaw, the Climate Change Response Act and related legislation, the Waste Minimisation Act and relevant Hutt City Council (HCC) and Upper Hutt City Council (UHCC) waste minimisation and climate change objectives.
4. Note that HCC officers report on a wider range of solid waste and waste minimisation initiatives via HCC's Climate Change and Sustainability Committee. For the latest report, please see [here](#).

Silverstream Landfill

Development

5. The Silverstream Landfill accepts a range of mixed waste for disposal. While three landfills in the Wellington region accept municipal waste, Silverstream is the only lined Class A landfill, so it must meet various strict regulatory, siting, design and operational requirements.
6. The Landfill requires ongoing capital investment to create 'airspace' that can be used to dispose of residual waste. Capital investment is staged to develop disposal capacity as needed, with timing periodically re-evaluated considering forward projections for the quantity of material accepted for disposal.

7. Current development work is focused on the design and enabling works for Phase 3 of the landfill, whereby airspace will be created in the lower part of the existing gully below Phase 2. Filling of Phase 3 will begin from the new toe bund at the base of the gully and move up to meet Phase 2. The landfill's construction phases are shown below.



8. The full design package for the Phase 3 enabling works is now complete and with the contractor for pricing. Now that the full design is completed, the first Phase 3 slope is anticipated to be available later than expected. The first slope of Phase 3 is now tentatively scheduled to receive waste from April 2027.
9. The initial stages of enabling works for the dedicated asbestos disposal cell have been completed, including vegetation clearance. However, further development of this cell is on hold while contractors prioritise the development of slope 11 for general refuse to manage airspace availability risks associated with the completion of Phase 3.
10. The design and construction of an additional Slope 12 on Phase 2 is also being considered to allow for the delayed availability of Phase 3.

Capital works contract

11. The current landfill capital works contract with Leach & Co expires in June 2025, and Council is in the early stages of a procurement process for this work. The supplier for this work from July 2025 is scheduled to be confirmed by the end of 2024.

Operations

12. To manage the risk of not maintaining the required contingency for landfill airspace, officers continue to carefully review special waste applications to manage inflows. Officers aim to reserve capacity for projects within the Hutt Valley, especially those involving HCC or UHCC or critical infrastructure and development activities.

13. Officers are now focused on establishing potential future demand for special waste disposal from major projects such as Riverlink and Wellington Water infrastructure works. Balancing airspace constraints with the need to accept sufficient waste volumes to maintain budgeted revenue is a critical consideration.

Landfill design and engineering contract

14. The current landfill design and engineering contract with Tonkin and Taylor expires June 2025 and Council is in the early stages of a procurement process for this work. The supplier for this work from July 2025 will be confirmed in December this year.

Health and safety

15. There were two separate serious incidents on the access road to the landfill in February and March this year.
16. On 20 February 2024, a customer failed to engage the park brake while stopping to chat to another customer. The fully laden truck rolled backwards down the access road, connected with the bank, and flipped on its side. The driver was not in the truck however, he ran towards the truck and injured his leg. Minor scrape to the knee. An investigation was completed by the owner CERES, which established the cause as a driver error.
17. On 4 March 2024, a customer was driving a laden waste truck to the Silverstream Landfill. The driver lost control of the vehicle, crossed into the opposite lane, and drove off the side of the bank. The truck rolled approximately 20m down the slope. The driver was rescued by emergency services and taken to hospital. The driver suffered brain and chest bruising. Council is awaiting results of the investigation from the owner, Low-Cost Bins.
18. Although both incidents above appear unrelated to the condition of the road, Council is scoping a safety review of the access road to ensure it is safe and fit for purpose.

Environmental performance

19. A summary of environmental performance for January to March 2024 is shown in Appendix 1, attached to the report.
20. The summary references management trigger levels being exceeded, which require investigation or mitigation measures to be undertaken as part of an adaptive management approach. No compliance trigger levels were exceeded. Overall, the landfill has been compliant with its resource consent conditions.

Resource Recovery Park proposal for Manor Park

21. HCC received a resource consent application from WMNZ to establish a Resource Recovery Park (RRP) near the SH1/SH58 Interchange in Manor Park. There has been no further progress on this since the last update.

22. Information regarding this consent application is available at <https://www.huttcity.govt.nz/property-and-building/resource-consents/types-of-work-that-need-a-resource-consent/30-benmore-crescent>.

Climate Change Impacts and Considerations

23. Regarding the new landfill operations contract, note that it includes specific requirements for the operator to reduce operational emissions. Emissions have been estimated at 680tCO_{2e} for 2022/23 (652 tCO_{2e} for 2021/22). This represents an increase in emissions, albeit the amount of waste received has also increased, corresponding with additional vehicle movements and fuel use.
24. HCC is also working with the operator toward reducing 2021/22 emissions by 50% by 2030, which is in line with HCC's carbon target.
25. To achieve a reduction in emissions of 50% or more by 2030, HCC continues work on establishing a heavy vehicle EV charging hub. Initial designs are largely complete, and our funding application to EECA's Low Emission Transport Fund has been approved. Some capital funding originally allocated to improvements at the transfer station has been reallocated to this project. Enabling works to increase the available power to the site will commence in the coming months.
26. Regarding emissions from the landfill itself (methane), a powerplant and supplementary flare operated by LMS are in place to destroy emissions as much as possible, and two new additional methane engines have arrived on site and are currently being commissioned.

Consultation

27. Not applicable.

Legal Considerations

28. There are no legal considerations currently.

Financial Considerations

29. There are no financial considerations currently.

Appendices

No.	Title	Page
1↓	Summary of Environmental Performance January - March 2024	29

Author: Geoff Roberts, Manager Waste Minimisation

Reviewed By: Jörn Scherzer, Head of Climate and Solid Waste

Approved By: Alison Geddes, Director Environment and Sustainability



Hutt Valley Services Committee

22 April 2024

Report no: HVSC2024/2/57

Akatārawa Cemetery Update

Purpose

1. To update the Hutt Valley Services Committee (Committee) on the terms of reference, including reviewing the structure and timeline for completing the Akatarawa Cemetery agreement review.
2. That Council officers respond to the questions raised by Daniel Chrisp in his previous statement.
3. To provide an update on the progress of the developed design of the Cemetery extension and to provide a summary of current operational expenditure.

Recommendation

That the Committee receives the Akatārawa Cemetery Update report.

Discussion

Agreement Review - Update

4. An initial meeting was held on 22 February 2024 with Arthur Nelson, Head of Parks and Reserves at Hutt City Council (HCC) and Brett Latimer, Parks and Reserves Manager Upper Hutt City Council (UHCC). A further meeting was held on 12 April 2024 to finalize the makeup of the review team, the terms of reference, and the time frame to complete the review.
5. The review team will consist of Arthur Nelson, Head of Parks and Reserves, HCC, and Brett Latimer, Parks and Reserves Manager, UHCC, who collectively will identify any clauses within the current agreement which need to be reviewed or are considered outdated. This team will also identify any other issues that need to be considered regarding the operation of the Joint Cemetery. Other parties will be requested to provide assistance/guidance during this process, in particular General Council and respective Directors from each Council.

6. In accordance with the current agreement the review is required to address the following points in the first instance.
 - a) Assess performance by UHCC of Cemetery Services in accordance and compliance with this agreement
 - b) Determine the extent to which the provisions of this agreement are being complied with and are functioning satisfactorily from a practical perspective, and if any variations or modifications to this agreement are necessary or desirable; and
 - c) Consider and determine if the agreed apportionment of costs as determined by Clause 35 and 36 between the parties for both the provision of Cemetery services and any capital development of the Joint cemetery is appropriate and if not, agree any changes to those apportionments.
7. The timeline for the completion of the review is to be no later than three months from the commencement of the review, which means completion date for the review will be the end of July 2024.
8. At the initial review stage, a number of clauses have been identified that will need to be reviewed or removed from the document. Clause 29 - Joint Ownership arrangements and clauses 34, 35 and 36, which relate to Cemetery Development, responsibility for Capital costs and Fees and Charges, all need to be reviewed to reflect the current situation.
9. An initial discussion was also held regarding the opportunity to develop a proposal to develop a shared service model, whereby the responsibility for the operation of cemeteries in the HCC area is managed by UHCC. This creates an opportunity to have one point of contact and alignment of operations. This proposal sits outside the Agreement review and would require a business case to be developed and presented to UHCC for consideration.

Officers' response to the questions raised by Daniel Chrisp.

10. A letter prepared by Arthur Nelson was sent to Mr. Crisp on the 16 April 2024. A copy of the letter is appended as **Attachment 1**.
11. Response from the UHCC Project Manager regarding Point 8, (Burial capacity) and point 9 (Plot sizes) is detailed below and was emailed to Mr. Chrisp on 18 April 2024.
12. In general, burial capacity will be better understood once the developed design has been completed. Based on initial investigations and the alternate design of stages 1, 2 and 3 burial capacity is estimated at 44.5 years for first interments and 40 years for ashes, burial capacity for stages 1 and 2 only would be 25.5 years for first interments and 40 years for ashes. These estimates were presented at the UHCC workshop on 16 November 2023, full UHCC meeting on 13 December 2023 and the HVSC meeting on 24 November 2024.
13. A 10% cut in the potential capacity has been applied to account for trees, seats, oddly shaped sections etc. Head beams have been included in the calculations. Plot sizes have been determined on actual plot sizes that have been used at the Akatarawa cemetery for many years.

Cemetery Development

14. During March stakeholders and residents of both Upper Hutt and Lower Hutt were informed of the development changes and phased approach to development through both targeted and general communications. The billboard at the entrance to the development site was updated, signage within the operational cemetery was updated, and the project webpage was also updated. E-mails and letters were sent to residents who share a boundary with the development site and the operational cemetery, letters and e-mails were also sent to key stakeholders, and Council published stories about the development changes to its Facebook and LinkedIn sites. Flyers have been created and delivered to the operational cemetery so that Cemetery staff are able to provide information to visitors who may approach them with questions/queries. HCC has shared the updated communications via its platforms and processes.
15. Additional surveying to confirm height datum, inform the design of the bridge and Road three, and better map the wetlands, streams, and ephemeral streams is scheduled to begin the week starting 15 April and take up to three weeks on site.
16. The current dashboard for the development project is appended as **Attachment 2**.

General

17. As of 31 March 2024, the total operating Cemetery expenditure is \$404,019 compared to a year-to-date budget of \$425,691. The total Operating revenue is \$333,247 compared to a year-to-date budget of \$338,877.

Appendices

No.	Title	Page
1↓	Appendix 1: Letter - Hutt City Council response to Mr Chrisp dated 16 April 2024	34
2↓	Appendix 2: Akatārawa Cemetery Dashboard	35

Author: Brett Latimer
Parks and Reserves Manager Upper Hutt City Council



TO: Chair and Members
Hutt Valley Services Committee

FROM: Kate Glanville

DATE: 09 April 2024

SUBJECT: HUTT VALLEY SERVICES COMMITTEE FORWARD PROGRAMME 2024

Purpose of Memorandum

1. To provide the Hutt Valley Services Committee (the Committee) with a Forward Programme of work planned for the Committee for 2024.

Recommendation

That the Committee receives and notes the Forward Programme for 2024 attached as Appendix 1 to the memorandum.

Background

2. The Terms of Reference for the Committee requires the Committee to facilitate the coordination and decision making of combined council services within the Hutt Valley.
3. The Forward Programme for 2024 provides a planning tool for both members and officers to co-ordinate programmes of work for the year. The programme is attached as Appendix 1 to the report.

Executive Summary

4. The Forward Programme is a working document and is subject to change on a regular basis.

Appendices

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