

AGENDA

Hutt Valley Services Committee | Komiti Ratonga O Te Awa Kairangi

9.30 am Friday 7 March 2025

Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt

Membership

Upper Hutt City Council:

Cr B Griffiths (Chair for the remainder of the triennium)

Mayor W Guppy

Cr C Carson

Cr H Newell

Deputy Mayor H Swales (alternate)

Hutt City Council :

Cr T Stallinger (Co-Chair)

Cr B Dyer

Cr C Parkin

Cr N Shaw

Cr K Brown (alternate)

Have your say

Members of the public can speak to any issue, idea or matter that falls within the meeting's [terms of reference](#). If you do wish to speak, it is preferable to let us know by midday of the day before the meeting. This can be done by either emailing askus@uhcc.govt.nz or by phoning 04 527 2169. This meeting will be livestreamed to our YouTube channel.

<p>Hutt Valley Services (Joint) Committee Te Kōmiti Ratonga o Te Awakairangi Whānui</p> <p>This is a joint committee of the Upper Hutt City Council and Hutt City Councils.</p>	
<p>Membership:</p>	<p>Each Council appoints four 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.</p> <p>Upper Hutt City Council: Councillor Blair Griffiths (Co-Chair), Mayor Wayne Guppy, Councillor Chris Carson, Councillor Heather Newell and the alternate is Deputy Mayor Hellen Swales.</p> <p>Hutt City Council: Councillor Tony Stallinger (Co-Chair), Councillor Brady Dyer, Councillor Chris Parkin, Councillor Naomi Shaw and the alternate is Councillor Keri Brown.</p>
<p>Meeting cycle:</p>	<p>Hutt Valley Services Committee meets quarterly or as required.</p>
<p>Quorum:</p>	<p>Four members, two members of each Council.</p>
<p>Delegated authority:</p>	<p>Nil.</p>
<p>Purpose:</p> <p>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.</p>	

Hutt Valley Services Committee | Komiti Ratonga O Te Awa Kairangi

Public Business | 9.30 am Friday 7 March 2025
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt

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2.	Public Forum Members of the public have the opportunity to speak for three minutes on any matter on the agenda. Speakers may be asked questions on the matters that they raise. Anybody wishing to speak or share their views should let us know, preferably no later than midday of the working day before the meeting. This can be done by either emailing askus@uhcc.govt.nz or by phoning 04 527 2169.	
3.	Declarations of Interest Elected members must declare any interests that may arise between their roles as members and any private or other external interests they may have. If this happens, members should stand aside from decision-making related to such interests.	
4.	Minutes Unconfirmed meeting minutes Hutt Valley Services Committee, 22 November 2024	4
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6.	Update on Silverstream Landfill and Resource Recovery Report from Head of Climate and Solid Waste and Solid Waste Manager through the Director Environment and Sustainability (Hutt City Council) dated 3 February 2025	34
7.	Akatārawa Cemetery Update Report from the Open Spaces and Facilities Manager through the Group Manager Community Services (Upper Hutt City Council) dated 7 February 2025	43
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HUTT CITY COUNCIL**KOMITI RATONGA O TE AWA KAIRANGI**
HUTT VALLEY SERVICES COMMITTEE

Minutes of a meeting held in the Council Chambers, Level 2,
Upper Hutt City Council, 383-342 Fergusson Drive, Upper Hutt on
Friday, 22 November 2024 commencing at 9:30 am

PRESENT: Cr T Stallinger, HCC (Chair) Cr B Griffiths, UHCC (Deputy Chair)
(from 9.37am)
Cr B Dyer, HCC (from 9.33am) Cr C Carson, UHCC
Cr C Parkin, HCC Deputy Mayor H Swales, UHCC
Cr N Shaw, HCC

APOLOGIES: Mayor W Guppy, UHCC and Cr H Newell, UHCC

IN ATTENDANCE: Cr T Ultra, UHCC
M Ryan, Group Manager Community Services, UHCC
A Geddes, Director Environment and Sustainability, HCC (part meeting)
B Hodgins, Strategic Advisor, HCC
G Roberts, Waste and Resource Recovery Manager, UHCC
B Latimer, Open Spaces and Facilities Manager, UHCC
L Kynaston, Principal Governance Advisor, UHCC
F Murphy, Governance Advisor, UHCC
K Glanville, Senior Democracy Advisor, HCC
H Clegg, Minute Taker

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</i>
He tio, he huka, he hau hū	<i>sharpened air.</i>
Tihei mauri ora.	<i>A touch of frost, a promise of a</i>
	<i>glorious day.</i>

2. **APOLOGIES**

RESOLVED: (Cr Stallinger/Cr Parkin)

Minute No. HVSC 24501

“That the apologies received from Mayor Guppy and Cr Newell be accepted and leave of absence be granted, and the apologies for lateness received from Cr Dyer and Cr Griffith be accepted.”

Cr Dyer joined the meeting at 9.33am.

Pursuant to HCC’s Standing Order 13.1, the Chair permitted Cr Ultra to participate in the discussions during the meeting. However, Cr Ultra did not have voting rights.

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

5. **MINUTES**

Cr Carson requested a breakdown of each Council’s contributions to the Long Term Plan. The Chair asked the officers to address this matter at the appropriate time.

RESOLVED: (Cr Stallinger/Cr Carson)

Minute No. HVSC 24502

“That the minutes of the meeting of the Hutt Valley Services Committee held on Friday, 20 September 2024, be confirmed as a true and correct record.”

6. PROPOSED MEETING DATES FOR 2025

Report No. HVSC2024/5/9 by the Democracy Advisor, Hutt City Council

RESOLVED: (Cr Stallinger/Cr Parkin)

Minute No. HVSC 24503

"That the Committee:

- (1) *agrees to adopt the following schedule of meetings for 2025:*
 - (a) *Friday, 7 March 2025 at 9.30am (Hutt City Council);*
 - (b) *Friday, 2 May 2025 at 9.30am (Upper Hutt City Council); and*
 - (c) *Friday, 22 August 2025 at 9.30am (Hutt City Council);*
- (2) *agrees to adopt the following schedule of draft agenda meetings for 2025:*
 - (a) *Wednesday 26 February 2025 at 10.00am;*
 - (b) *Tuesday 22 April 2025 at 10.00am; and*
 - (c) *Wednesday 13 August 2025 at 10.00am;*
- (3) *agrees that the draft agenda meetings for 2025 will be held via Microsoft Teams;*
- (4) *delegates authority to the Chief Executives of the two Councils, in consultation with the Chair, to alter the date, time or venue of a meeting, or cancel a meeting should circumstances require this; and*
- (5) *notes that the last meeting cycle (November/December 2025) will be scheduled following the 2025 local elections."*

7. **WASTEWATER JOINT VENTURE UPDATE 1 SEPTEMBER 2024 TO 31 OCTOBER 2024**

Report No. HVSC2024/5/339 by the Strategic Advisor, Hutt City Council

Steve Hutchison, Chief Advisor Wastewater; Blair Johnson, Head of Waste Contract; and Jeremy McKibbin, Group Manager, Network Management Group from Wellington Water Limited (WWL), were in attendance for the item.

The Strategic Advisor, HCC elaborated on the report.

The Group Manager, Network Management Group, referred to a presentation attached as page 10 to the minutes. He addressed the ongoing compliance issues related to equipment faults set for renewal and mentioned an external investigation into the unauthorised and unexplained discharge on 15 September 2024.

Cr Griffith joined the meeting at 9.37am.

In response to questions from members, the Group Manager, Network Management Group, clarified that odour issues were not linked to petrochemicals, as none were detected recently. However, past incidents disrupted the plant's biology. He said new early-detection technology had been installed to mitigate risks. The Chief Advisor Wastewater; advised that household chemicals were sufficiently diluted and did not contribute to issues at the plant.

In response to questions from members, the Group Manager, Network Management Group, confirmed that a dashboard with timelines was being developed to build on the information provided in the report and would be included in future reports. He explained that independent experts sometimes addressed differing opinions between Veolia and WWL.

In response to further questions from members, the Chief Advisor Wastewater confirmed that work was on track to meet the Greater Wellington Regional Council's December 2025 deadline for the milliscreening process. He advised regular updates on this work would be provided throughout 2025, including email updates between January and March 2025.

The Group Manager of the network Management Group outlined actions to address the biofilter issues, including replacing biofilter media, renewing the system, and managing odours.

In response to questions from members, the Strategic Advisor, HCC addressed concerns regarding the lack of "lessons learned" documentation. He clarified that the report had been completed and agreed to provide "lessons learned" documentation for future projects. He mentioned that HCC received monthly expenditure reports from WWL, categorised into four areas, and he believed a similar process was followed at UHCC.

In response to questions from members, the Group Manager, Network Management Group, noted that external expertise was engaged when tasks exceeded WWL and Veolia's capabilities. He emphasised that the company remained within its budget.

In response to further questions from members, the Head of Waste Contract reported that the Hutt Valley Wastewater System Strategic Plan project was underway, with an 18-24-month timeline. He advised that the Western Hutt Road Trunk Main Project was set to start by Easter 2025, pending tender acceptance, and was expected to stay within budget. Officers agreed to provide a cost breakdown upon completion of the tender process. He said the Western Hutt Trunk Sewer Renewal Project remained slated for the later years of the current 10-year Long Term Plan. The Strategic Advisor, HCC, noted that the budget for the Strategic Plan was split approximately 30% for UHCC and 70% for HCC.

In response to questions from members, the Strategic Advisor, HCC clarified that the consent renewal process allowing the temporary discharge of treated wastewater from the Seaview WWTP into the Waiwhetū Stream would take 12-18 months. He noted that the newly released Natural Resources Plan introduced additional requirements needing further analysis. He confirmed that a mid-year breakdown of capital project expenditure had been shared, with a funding split of about 30/70 for HCC and UHCC. He also stated that expenditure updates would be provided in future meetings.

The Chief Advisor for Wastewater stated that constructing a new plant was financially impractical, but alternative solutions were being explored.

In response to questions from members, the Head of Waste Contract explained that the plant's sludge dryer had been out of service for 20 days. As a result, dewatered sludge had to be transported to the landfill, where it was buried. He noted that the dryer was typically offline for two days each week, necessitating sludge transporting. However, optimal plant operation would minimise the need for this transportation. He also acknowledged the landfill staff for their support during this period.

In response to further questions from members on wastewater discharge into the Waiwhetū Stream, the Chief Advisor Wastewater stated that increasing plant capacity and pipeline size was the long-term solution. He explained that the Tradewaste Pumping Station used advanced technology to manage toxic waste but could not remove nitrogen or phosphorus, which harmed aquatic life. He added that more frequent discharges took about a week for the stream recovery, and alternative discharge locations were being considered. He noted that challenges at the Seaview plant involved equipment issues, while the South Wairarapa plant had capacity constraints. He confirmed that plans for an emergency outflow pipeline were paused for further investigations.

RESOLVED: (Cr Stallinger/Cr Griffiths)

Minute No. HVSC 24504

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

8. **UPDATE ON SILVERSTREAM LANDFILL AND RESOURCE RECOVERY**

Report No. HVSC2024/5/108 by the Waste and Resource Recovery Manager, Hutt City Council

The Waste and Resource Recovery Manager, HCC elaborated on the report.

In response to questions from members, the Waste and Resource Recovery Manager advised that future landfill sludge management plans included bio-solid research for alternative sludge uses. He confirmed that sludge was buried in pits with minimal odour issues reported. He noted that disposing of sludge was challenging due to its consistency, and the liquid from the sludge eventually cycles back to the treatment plant.

In response to further questions, the Waste and Resource Recovery Manager advised that fires linked to lithium batteries were attributed to larger, non-removable batteries, with recycling options available for smaller batteries. He said that high fees for contaminated soil disposal were intended to discourage its use. He confirmed that stormwater runoff from the landfill was diverted and regularly tested to ensure compliance. He added that riparian plantings and wetlands were not currently in place due to land ownership constraints, but efforts were focused on managing upstream sediment to protect waterways.

Cr Dyer left the meeting at 10.43am.

The Waste and Resource Recovery Manager agreed to review the reporting format and explanations of the dashboard for greater clarity.

Cr Dyer rejoined the meeting at 10.46am.

RESOLVED: (Cr Stallinger/Cr Parkin)

Minute No. HVSC 24505

"That the Committee receives and notes the report."

9. **AKATĀRAWA CEMETERY UPDATE**

Report No. HVSC2024/5/1 by the Open Spaces and Facilities Manager, Upper Hutt City Council

Under public comment, the Chair addressed a written statement from **Daniel Chrisp**, attached as page 11 to the minutes. The Chair requested that the officers respond to the comments appropriately.

The Open Spaces and Facilities Manager, UHCC elaborated on the report. He noted that operating revenue had exceeded the budget, accompanied by an unexpected 30% increase in burials. He addressed the written comments received, specifically questioning comment 3b) and mentioned that the cost-sharing model would be discussed in the future. Regarding comment 3c), he clarified that UHCC's fees and charges were the lowest in the region, recovering 75-85% of costs and that cemetery operations were highly efficient. He agreed to provide Daniel Chrisp with a written response and share a copy with all members.

In response to questions from members, the Open Spaces and Facilities Manager addressed burial fee disparities. He noted that aligning fees between UHCC and HCC would require significant operational changes. He agreed to prepare a report, in collaboration with HCC officers, summarising options for fee equity, which would be considered at a future meeting. He also mentioned that no decisions had been made regarding future cemetery land, but city-owned and privately owned options were being considered. He stated that a report on the next steps would be considered at the next meeting to address all identified issues, including fee equity and charges.

In response to questions from members regarding the Cemetery Development Project, the Open Spaces and Facilities Manager advised that the resource consent application was expected to be submitted by December 2024. He emphasised the importance of keeping the project within budget despite initial cost overruns. Additionally, he agreed to provide an update on whether a Quantity Surveyor had reviewed the detailed design costings.

In response to further questions from members, the Open Spaces and Facilities Manager stated that alternative burial methods, such as natural burials, were not actively promoted due to space limitations.

Cr Shaw left the meeting at 11.17am.

The Open Spaces and Facilities Manager noted that current burial preferences were evenly divided between cremation and conventional burial. He said that land identified in Whitemans Valley for a potential future cemetery site was unsuitable due to environmental and land-use constraints.

Cr Shaw rejoined the meeting at 11.18am.

RESOLVED: (Cr Stallinger/Cr Griffiths)

Minute No. HVSC 24506

“That the Committee:

- (1) *receives the Akatārawa Cemetery Update report;*
- (2) *notes that officers have completed the review of the Agreement for the Provision of Cemetery Services and Development of Cemetery Land at Akatārawa Cemetery (the Agreement), with no changes to the agreement to be implemented; and*
- (3) *notes that three items were identified during the review of the Agreement for further discussion:*
 - a) *consideration and determination of whether the Agreement’s apportionment of costs is appropriate, including a review of the responsibility for capital costs compared to the ownership model;*
 - b) *review Clause 36.1(b) Fees and Charges of the Agreement;*
 - c) *whether, upon closure of the Akatārawa Cemetery, it would be an unfair imposition for the ongoing maintenance and enhancement of the cemetery to be the sole responsibility of Upper Hutt City Council; and*
 - d) *whether land in the Hutt City Council jurisdiction should be assessed for a possible future cemetery.”*

10. HUTT VALLEY SERVICES COMMITTEE FORWARD PROGRAMME 2025

Report No. HVSC2024/5/109 by the Democracy Advisor, Hutt City Council

Members asked that the forward programme be updated to reflect any additional reports requested at the meeting.

RESOLVED: (Cr Stallinger/Cr Griffiths)

Minute No. HVSC 24507

“That the Committee receives and notes the Forward Programme for 2025 attached as Appendix 1 to the memorandum.”

11. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 11.20am.

T Stallinger
CHAIR

CONFIRMED as a true and correct record
Dated this 7th day of March 2025

Project Name	Akatirawa Cemetery Development Project (Phase 1: Design of Stages 1-3 and construction of Stages 1 & 2 only)	Status Update: 6/02/2025	Milestones, Tasks, Outcomes to deliver next period
Purpose	Deliver fit for purpose cemetery infrastructure to ensure that Upper Hutt City and Hutt City remain able to meet their statutory compliance obligations under the Burial and Cremation Act 1964.	Detail Design Completed	<ul style="list-style-type: none"> Specification for Vegetation Mulching Complete Engagement with Cultural groups ongoing Resource Consent approved Engagement of Mulching Contractor
Project Team	Executive Sponsor: Gunther Wild Business Owner: Brett Latimer Project Manager: John Price	<ul style="list-style-type: none"> Resource Consent application Lodged Updated comms has gone out to Stake holders and Public 	
Funding Source	Upper Hutt City contribution: \$1,585,000.00 Hutt City contribution: \$2,690,000.00 Total funding of the Project: \$4,275,000.00	Dashboard March 2023 Overall: ● Time: ● Budget: ● Scope: ● Risks: ● Issues: ● Comms & Engagement: ●	Status Description Detailed design has completed and Resource Consent application has been lodged with Greater Wellington Regional Council. Programme was delayed due to resource consent preparation. The project cost estimate review has been completed and we only have enough funds for Stages 1 & 2. Further funding will be required to complete Stage 3. Detailed design for Stages 1, 2, & 3 and construction of Stages 1 & 2 only. Potential changes in the regulatory and policy landscape (monitoring – national, regional, and local is ongoing). Potential of Regulatory and Policy issues not being resolved in a timely Manner. Communications and engagement plan being updated; all channels will be updated in coming weeks.
Key Stakeholders	Upper Hutt City Council Hutt City Council Cemetery and Parks and Reserves staff, contractors, users, future users, Mana Whenua, Orongomai Marae		
Project Stage	2023 Concept Development Plan - Approved Enabling works & additional investigations/surveying - In planning stage.		
Project Start Date	1 Oct 2022	Report Date 6 Feb 2025	
		Approved end date for this project TBC	
		Projected end date for this project TBC	

Project Changes

Design regulatory, procurement and construction start dates will be updated as programme is confirmed.

Budget approved at \$4,275,000 (as at December 2023).

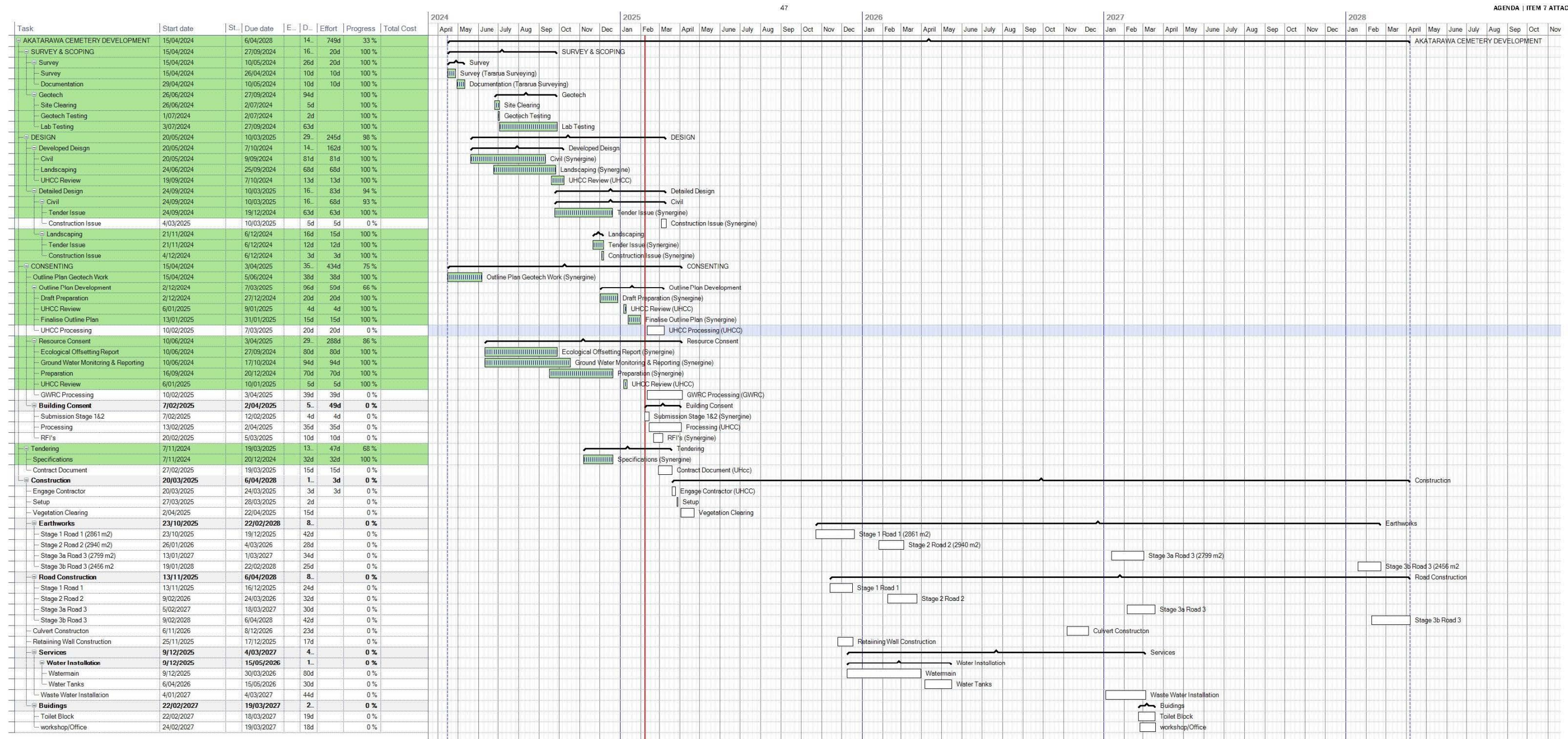
Budget

Category	Amount
Actual to date	\$957,321.14
Forecast Stages 1, 2 & 3	\$4,275,000.00
LTP Budget	\$5,433,710.89

Project Risk Analysis - Key rated risks

- Delays due to the Resource Consent Process
- Design Costs Exceeding Budget

NOTE: Construction Start date is an Estimate which will be confirmed at the end of the Detailed Design along with the budget.



HUTT VALLEY SERVICES COMMITTEE | 7 MARCH 2025

