



HUTT VALLEY SERVICES COMMITTEE

15 November 2017

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Friday 24 November 2017 commencing at 9.30am

Membership

Deputy Mayor D Bassett
Cr C Carson, UHCC
Cr P Lambert, UHCC
Cr L Sutton (Alternate)
Cr D Wheeler, UHCC

Cr L Bridson
Mayor W Guppy, UHCC
Cr G McDonald
Mayor WR Wallace

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

HUTT VALLEY SERVICES COMMITTEE

(Special Committee of Council)

A joint committee of the Hutt City Council and the Upper Hutt City Council

Membership: 4 elected members appointed by the Hutt City Council and 4 elected members appointed by the Upper Hutt City Council plus one alternate appointed by each Council
Chair to alternate between the two Councils with Hutt City Council appointing the Chair in odd numbered years and the change taking place at the final meeting of each year

Quorum: Half of the members

Meeting Cycle: Meets quarterly or as required

Reports to: Council

PURPOSE

To facilitate coordination and decision-making on combined council services in the Hutt Valley.

Consider and make recommendations to the two Councils on:

- The co-ordination of activities of the Hutt City Council and the Upper Hutt City Council in respect of matters affecting the Hutt Valley as a whole.
- In particular, the co-ordination of the sewage disposal scheme, the Silverstream refuse landfill, Akatarawa Cemetery, dog control, environmental health and combined cemetery services for the Hutt Valley.
- Any other activities common to both Councils that could be co-ordinated.

HUTT CITY COUNCIL

HUTT VALLEY SERVICES COMMITTEE

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt
on
Friday 24 November 2017 commencing at 9.30am.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

At the close of the agenda no apologies had been received.

2. APPOINTMENT OF CHAIR AND DEPUTY CHAIR (17/1353)

The Hutt Valley Services Committee, being a joint Committee in terms of Schedule 7, clause 30, sub-clause 10 of the Local Government Act 2002, appoints its own Chair and Deputy Chair.

The Local Government (Wellington Re-organisation Order 1989) requires that the position of Chair shall alternate annually between a member from the Hutt City Council and a member from the Upper Hutt City Council. In addition, as a matter of convention the Deputy Chair has always been from a different Council than the Chair.

In 2017 the position of the Chair was held by Cr Wheeler from the Upper Hutt City Council and the Deputy Chair was Cr McDonald from Hutt City Council.

It is now appropriate for the Committee to make new appointments until September 2018, with the position of Chair being filled by a member from Upper Hutt City Council.

3. PUBLIC COMMENT

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

4. CONFLICT OF INTEREST DECLARATIONS

5. MINUTES

Meeting minutes Hutt Valley Services Committee, 4 August 2017

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6. PROPOSED MEETING DATES FOR 2018 (17/1355)

Report No. HVSC2017/5/3 by the Senior Committee Advisor, Hutt City Council

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7. **PROJECT PENCARROW PROGRESS REPORT**
3 JULY 2017 - 26 OCTOBER 2017 (17/1600)

Report No. HVSC2017/5/4 by the Wastewater Contracts Manager,
Wellington Water 16
8. **SILVERSTREAM LANDFILL UPDATE** (17/1647)

Report No. HVSC2017/5/19 by the Landfill Consultant, Tonkin and Taylor 19
9. **AKATARAWA CEMETERY UPDATE** (17/1667)

Report No. HVSC2017/5/139 by the Parks and Reserves Manager, Upper
Hutt City Council 26
10. **HUTT VALLEY TRUNK WASTEWATER SERVICES FINANCIAL**
STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2017 (17/1475)

Report No. HVSC2017/5/144 by the Financial Accounting Manager, Hutt
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11. **HUTT VALLEY TRUNK WASTEWATER SERVICES FINANCIAL**
STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2017
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Report No. HVSC2017/5/145 by the Financial Accounting Manager, Hutt
City Council 31
12. **DOG CONTROL UPDATE** (17/1686)

Report No. HVSC2017/5/146 by the Manager, Compliance Services, Upper
Hutt City Council 35
13. **DOG CONTROL UPDATE** (17/1477)

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Services, Hutt City Council 37
14. **HEALTH OFFICE ACTIVITIES UPDATE** (17/1478)

Report No. HVSC2017/5/147 by the Manager Environmental Health, Hutt
City Council 39
15. **REGIONAL JOINT SERVICES OPPORTUNITIES** (17/1356)

Report No. HVSC2017/5/141 by the Senior Committee Advisor, Hutt City
Council 43

Donna Male
COMMITTEE ADVISOR

UPPER HUTT CITY COUNCIL

HUTT VALLEY SERVICES COMMITTEE

Minutes of a meeting held in the Council Chambers, Upper Hutt City Council,
Council Chambers, Level 2, 838-843 Fergusson Drive, Upper Hutt on
Friday 4 August 2017 commencing at 9.30am

PRESENT:

Cr D Wheeler (Chair)	Cr G McDonald (Deputy Chair)
Mayor Guppy	Deputy Mayor D Bassett
Cr L Bridson	Cr C Carson
Cr H Swales (alternate)	

APOLOGIES: Mayor RW Wallace, Cr P Lambert

IN ATTENDANCE:

Mr C Upton, Chief Executive, UHCC
 Mr B Sherlock, General Manager, City Infrastructure, HCC
 Mr B Hodgins, Divisional Manager, Parks and Gardens, HCC (until 10.06am)
 Mr G Stuart, Divisional Manager, Regulatory Services, HCC
 Mr B Latimer, Parks and Reserves Manager, UHCC (until 10.18am)
 Ms A Hector, Wastewater Contracts Manager, Wellington Water (until 10.15am)
 Ms K Glanville, Senior Committee Advisor, HCC
 Mrs H Clegg, Democratic Services Advisor, UHCC

PUBLIC BUSINESS

1. APOLOGIES

RESOLVED:

That the apologies received from Mayor Wallace and Cr P Lambert be accepted and leaves of absence be granted.

2. PUBLIC FORUM

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. MINUTES

Councillor Carson asked why the Health Office Activities Report for today's meeting did not contain details as he had requested and as are noted in the Minutes (page 5, paragraph 11). The Divisional Manager, Regulatory Services, HCC stated he was prepared to give a verbal report at the appropriate time.

RESOLVED:

That the minutes of the meeting of the Hutt Valley Services Committee held on 5 May 2017 be confirmed as a true and correct record.

5. AKATARAWA CEMETERY – CONCEPT DEVELOPMENT PLAN

Joint report by the Parks and Reserves Manager, Upper Hutt City Council and the Divisional Manager Parks and Gardens, Hutt City Council, who elaborated on the report.

Deputy Mayor Bassett asked whether future fees collected will be used to cover this capital expenditure cost. The Parks and Reserves Manager explained that the current agreement between the two councils required full recovery of all capital costs through fees and charges. The Divisional Manager, Parks and Gardens, HCC advised the agreement between the two councils was due for renewal in 2018 and this was one aspect which would be reviewed. He added that to fully cover capital expenditure and operational costs, an additional \$250 per internment would be required; and that while the cemetery is recovering costs today, fees received do not cover the original infrastructural development costs.

Deputy Mayor Bassett commented it would be advantageous to have this detail in the current document for the councils to be fully informed.

In response to a question from Councillor Wheeler, the Divisional Manager, Parks and Gardens explained burials costs varied throughout New Zealand, and agreed an additional \$250 to the current \$900 fee for a burial would be significant.

Councillor Bridson enquired as to the level of public consultation planned. The Parks and Reserves Manager, UHCC explained once the detailed design stage was implemented, comprehensive public consultation would occur. He expected this to be between 2022 and 2024. He added that the land is designated under the Upper Hutt City Council's District Plan, and that a Resource Consent application was required.

Councillor Bridson further enquired as to whether the exact ethnic make-up of each city had been taken into account. The Parks and Reserves Manager, UHCC explained this would be undertaken at the next stage of development. He added this initial report was "high level" and that details would be investigated once this report had been to both councils.

Councillor Carson commented that there could be a philosophical difference between the two councils to funding capital expenditure when the benefits are inter-generational. He requested that future operational costs be detailed in this report, in addition to the stated capital costs. He also noted that the cities have aging populations and this would need to be taken account of for future demand and operations.

Councillor Swales asked the origin of the Burial Trends Table 3 (page A5-29). The Parks and Reserves Manager, UHCC explained the consultants used the most recent figures available – from 2010.

With regards the Regional Capacity Demand section of the report (pages A534 to 35), Councillor Swales enquired if Akatarawa Cemetery would have sufficient capacity in the future. The Parks and Reserves Manager, UHCC advised the additional 56 years life span need to be added to the year 2028 quoted in Table 4 for Upper Hutt. The Divisional Manager, Parks and Gardens, HCC added that Wellington and Porirua Councils have greater capacity for after 2050 and that Wellington City Council is reviewing its situation in 2018. He further added that Hutt City Council had investigated possible land for a cemetery in Lower Hutt a total of three times, and each time have found nothing suitable.

Councillor Swales commended the report especially highlighting section 7 as a good initiative.

Mayor Guppy expressed concern that if only 15% of the land purchased for the cemetery was now able to be used, was there an ability to sell the excess land for another purpose? The Parks and Reserves Manager, UHCC explained the land is very steep, with some possibility for residential development having access from the top of the site. He advised engineering costs would be high. He agreed selling part of the land could be an option to investigate in the future, and that there is a 20m buffer zone required between the cemetery and adjacent land usage.

Councillor Wheeler enquired whether the review of the management structure of the cemetery (page A5-2) would include a name change. The Parks and Reserves Manager, UHCC advised the results of this review would be reported back within a year, adding that the current sexton is due to retire soon, providing an ideal opportunity for a review. He was mindful of the impact a cemetery name change could have for geneological researchers.

Councillor Swales advised there is a word missing in the final paragraph of the conclusion of the report (page A5-2) – the word “year” needed to be inserted towards the end of line 3 (“over a two **year** period”).

RESOLVED:

1. *That the report be received.*
2. *That the Hutt Valley Services Committee agrees to refer the development plan to the respective councils for confirmation of timing and funding as part of the 2018-2028 Long Term Plan.*

In general discussion, Councillor Carson re-iterated his request that operational costs should be detailed in the report for the councils. The Chief Executive, UHCC advised this would be difficult, and that as the next stage in the process concerned details, these figures would be investigated then. Deputy Mayor Bassett commented the report should nevertheless contain a section explaining the various options for funding (without specific details).

6. **PROJECT PENCARROW PROGRESS REPORT 5 APRIL 2017 TO 3 JULY 2017**

Report by the Wastewater Contracts Manager, Wellington Water. The General Manager, City Infrastructure HCC elaborated on the report. He explained the resource consent for the occasional discharge of treated effluent into the Waiwhetu Stream (paragraph 6, page A6-2) expired soon, and investigations are underway to find alternative options. He added there was a workshop on this matter for councillors on 7 August 2018. In response to a question from Councillor Swales, he advised there would not be papers available prior to the workshop.

RESOLVED:

That the Committee notes the progress on Project Pencarrow as outlined in the report.

7. SILVERSTREAM LANDFILL UPDATE

Report by the Landfill Consultant, Tonkin and Taylor. The General Manager, City Infrastructure HCC elaborated on the report, explaining the odour situation had improved since the last report; and that Hutt City Council had brought forward some capital funding to enable more space to be developed at the landfill. He advised this would make operations easier and would also assist to reduce odour.

In general discussion on the Emissions Trading Scheme, the General Manager, City Infrastructure HCC advised that the gas capture system at Silverstream Landfill, including the gas to electricity plant on site, means that there are significantly fewer gas emissions at Silverstream than at Wellington City's landfill. The Wastewater Contracts Manager, Wellington Water added that Hutt City Council operates a dryer which significantly reduces the amount of biosolids waste delivered to landfill, compared to Wellington City Council.

In response to a question from Councillor Carson, the General Manager, City Infrastructure HCC advised that Hutt City Council, Waste Management NZ and Tonkin Taylor are all responsible under the Health and Safety in the Workplace Act. He added Upper Hutt City Council had no liability in this regard as they do not directly employ people or operate the landfill.

RESOLVED:

That the Committee notes the progress at Silverstream Landfill.

8. AKATARAWA CEMETERY UPDATE

Report by the Parks and Reserves Manager, Upper Hutt City Council. He elaborated on the report, explaining the operating expenditure and revenue figures were slightly exaggerated in that the June figures did not include capital works costs, but did include revenue received towards such costs.

RESOLVED:

That the Committee notes the Akatarawa Cemetery Update.

9. **DOG CONTROL UPDATE**

Report by the Compliance Services Manager, Upper Hutt City Council. The Divisional Manager, Regulatory Services, HCC elaborated on the report, explaining 3 August was the deadline for dog registrations in Hutt City Council and that they are looking to extend the fine-free period to encourage dog owners to register their dogs for no extra fee. He added there were approximately 9,500 dogs within Hutt City Council with up to about 800 dogs yet to be registered, and that all fees can be increased by 50% if paid after the due date. He further explained it is cheapest to register your dog in Upper Hutt, with Wellington and Porirua being the most expensive. He noted Porirua had the highest incidence of neutered dogs as Mana Trust provided funding for the operations. This had meant registration fees have to be higher in order for compliance department costs to be covered.

In response to a question from Councillor Wheeler, the Divisional Manager, Regulatory Services, HCC explained the closing registration dates are different for each council in the region, and that Hutt City Council Compliance Services had just secured the Wellington City Council contract for managing dogs. He further explained the operational costs for each area are also different and the services provided differ (e.g. Wellington City Council had four dog parks to maintain; Upper Hutt City Council only used the dog boarding facilities of Hutt City Council).

Councillor Bridson enquired as to whether the number of late registrations was reducing over time. The Divisional Manager, Regulatory Services, HCC advised this was the situation, with generally 300 more dogs being registered on time each year. He further advised that while the work involved in obtaining on-time registrations was costly, the revenue generated by fees and charges helped to cover these costs.

RESOLVED:

That the Committee notes the Dog Control Update.

10. **DOG CONTROL UPDATE**

Report by the Divisional Manager, Regulatory Services, Hutt City Council

RESOLVED:

That the Committee notes the Dog Control Update.

11. HEALTH OFFICE ACTIVITIES UPDATE

Report by the Divisional Manager, Regulatory Services, HCC, who elaborated on the report. He explained the new two year contract referred to on page A11-3 (paragraph Administration) had commenced, and that the 0.5FTE person employed would be primarily engaged in developing Food Control Plans.

With regards to the Sale and Supply of Alcohol Act (page A11-4), the Divisional Manager, Regulatory Services, HCC advised the BoneFace application had been approved, the Panhead application was being processed, and a new application from Te Aro was expected.

With regards to Infectious Diseases, the Divisional Manager, Regulatory Services, HCC advised these were all gastro related to pork in Upper Hutt, and were not attributed directly to anywhere specific but were caused by handling errors. He added there were no Giardia cases at this time of the year.

It was agreed that the Divisional Manager, Regulatory Services, HCC will continue to provide verbal detail at each meeting, rather than extending the existing written report format.

Councillor Swales enquired as to the timeframe expected between applying for and receiving certification for food premises. The Divisional Manager, Regulatory Services, HCC advised there was no statutory timeframe, but officers endeavour to undertake the work as efficiently and quickly as possible. He confirmed if a renewal certificate had been applied and paid for, but had expired before a new one was issued, the premise was not in breach of the law.

Councillor Swales commended the positive Controlled Purchases operations, and asked if the recent British and Irish Lions Tour produced any spikes in statistics. The Divisional Manager, Regulatory Services, HCC advised there were many more special licences applied for and granted, but no additional reports of antisocial behaviour.

RESOLVED:

That the Committee notes the Health Office Activities Update.

12. REGIONAL JOINT SERVICES OPPORTUNITIES

There was no new information to report.

13. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 10.35am.

Cr D Wheeler
CHAIR



Hutt Valley Services Committee

01 September 2017

File: (17/1355)

Report no: HVSC2017/5/3

Proposed Meeting Dates for 2018

Purpose of Report

1. To set the meeting dates for the Hutt Valley Services Committee for 2018.

Recommendations

It is recommended that the Committee:

- (i) adopts the following schedule of meetings for 2018:
 - (a) Friday, 2 March 2018 at 9.30am (Upper Hutt City Council)
 - (b) Friday, 4 May 2018 at 9.30am (Hutt City Council)
 - (c) Friday, 31 August 2018 at 9.30am (Upper Hutt City Council)
 - (d) Friday, 23 November 2018 at 9.30am (Hutt City Council);
- (ii) adopts the following schedule of draft agenda meetings for 2018:
 - (a) Monday, 19 February 2018 at 11.00 am
 - (b) Monday, 23 April 2018 at 11.00 am
 - (c) Monday, 20 August 2018 at 11.00 am
 - (d) Monday 12 November 2018 at 11.00am;
- (iii) agrees that the venue for the draft agenda meetings for 2018 will be held in at Hutt City Council in a meeting room to be confirmed; and
- (iv) 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.

Background

2. The adoption of a meeting schedule and agreement over the venue for meetings, allows orderly planning for all involved.
3. The schedule serves as advice to members of the Committee that the meetings set out on the schedule are to be held.
3. There is also a need for appropriate arrangements to be put in place in the event that a meeting date, time or venue needs to be altered, or a meeting cancelled.
4. As the Hutt Valley Services Committee is a joint Committee made up of members from the Upper Hutt City and the Hutt City Councils, it has been the practice to alternate the venues between the two Cities.
5. It is proposed that the Committee adopts the schedule of meetings as set out in this report and agrees that the venue for the 2018 meetings alternate between Hutt City Council and Upper Hutt City Council starting with Upper Hutt City Council for the meeting on 2 March 2018.
6. It is also proposed that the Committee delegates authority to the Chief Executives of the two Councils, in consultation with the Committee Chair to alter the date, time or venue of a meeting, or cancel a meeting, should circumstances require this.

Consultation

7. The adoption of the proposed schedule of meetings and agreement over the venue for the meetings only requires a decision of the Committee.
8. The meetings will be publicly advertised.

Financial Considerations

9. There are no financial considerations.

Appendices

There are no appendices for this report.

Author: Kate Glanville
Senior Committee Advisor

Approved By: Kathryn Stannard
Divisional Manager, Secretariat Services

16 October 2017

File: (17/1600)

Report no: HVSC2017/5/4

Project Pencarrow Progress Report 3 July 2017 - 26 October 2017

Purpose of Report

1. The purpose of this report is to update the Committee on the progress of Project Pencarrow.

Recommendation

It is recommended that the Committee notes the progress on Project Pencarrow as outlined in the report.

Background

2. The report is similar in format to the series of reports, which have updated the Committee on the progress of the report.

Discussion

DBO Contract Progress

3. The Seaview Treatment Plant and other contract works continue to operate under the DBO Contract.

Trade Waste Management

4. No significant adverse trade waste events have occurred since the last report.

Resource Management Processes

5. There have been no operational non-compliances with respect to the Trunk Wastewater resource consents recorded in the reporting period.
6. Wellington Water is continuing the consultation process in regards to the discharge of fully treated effluent to the Waiwhetu Stream during heavy rain events and when the main outfall pipeline is offline for maintenance. Meetings with Iwi and consultative committee occurred on 17 and 18 October. Application to Greater Wellington Regional Council (GWRC) will be lodged in early November.
7. Both Hutt City and Upper Hutt City Councils (UHCC) have considered and endorsed the recommended "Option 12".

Network Development

8. Hutt Valley Wastewater Services (HVWS) are upgrading the Esplanade Central pump station. This includes replacing the stairs for health and safety reasons.

Network Maintenance

9. HVWS have engaged Intergroup to undertake the CCTV work on the trunk main from UHCC to the Seaview Wastewater Treatment Plant (WWTP).

Consultation

10. Liaison has been maintained between officers of the two Councils and Wellington Water.
11. Liaison with officers from GWRC has been maintained.

Legal Considerations

12. There are no legal considerations at this time.

Financial Considerations

13. There are no financial considerations at this time.

Other Considerations

14. There are no considerations at this time.

Appendices

There are no appendices for this report.

Author: Anna Hector
Wastewater Contracts Manager, Wellington Water

Approved By: Bruce Sherlock
Strategic Projects Director

26 October 2017

File: (17/1647)

Report no: HVSC2017/5/19

Silverstream Landfill Update

Purpose of Report

1. The purpose of the report is to update the Committee on progress at the Silverstream Landfill.

Recommendations

It is recommended that the Committee notes the progress on Silverstream Landfill.

Background

2. This is the latest in a series of ongoing reports to update the Committee on activities at the Silverstream Landfill. Stage 2 of the landfill has now been operating for seven years and the development of additional air space is an ongoing requirement.

Discussion

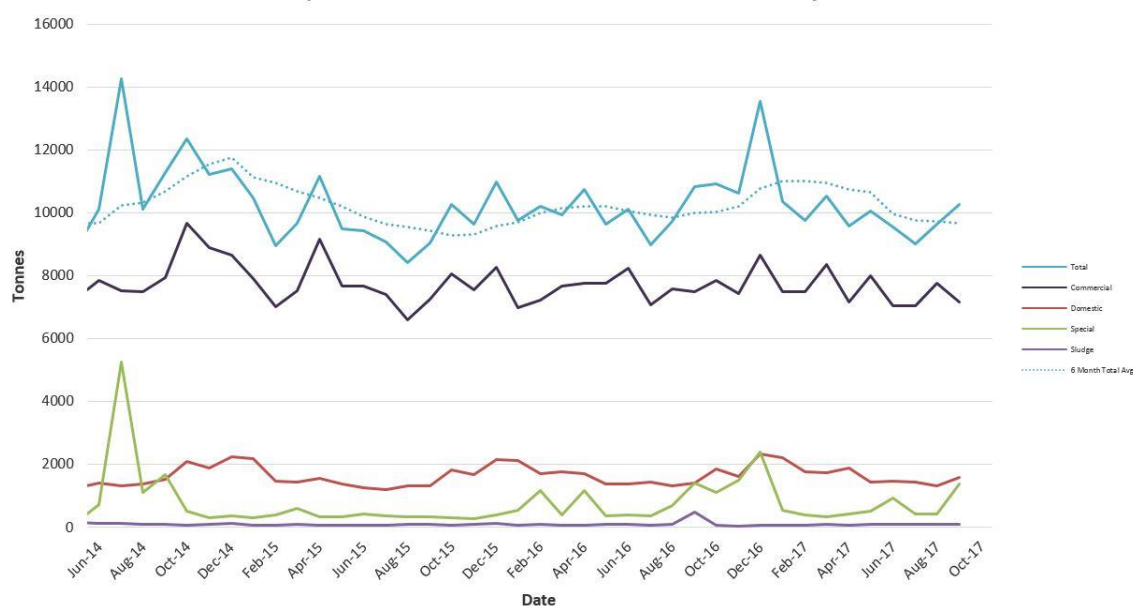
General Operations

3. The landfill continues to be operated at a high standard by Waste Management Limited. The operations contract is currently being re-negotiated with Waste Management Ltd.

Waste Volumes

4. Monthly waste volumes and the six month rolling average remain steady at approximately 10,000 tonnes a month. We note a slight increase in the month of September.

Graph 3 - Silverstream Landfill Refuse Stream - Past 3 years



Landfill Waste Levy/Pricing

5. The collection of the landfill levy by Council has been ongoing and compliant with Ministry for the Environment (MfE) requirements.

RMA Consents

6. The landfill is being operated in accordance with resource consents.

Monitoring

7. The ongoing monitoring of surface water quality, macro invertebrates and groundwater shows no adverse effects resulting from the operation of the landfill.

Development

8. A detailed landfill sequencing strategy has been developed for the next five years of capital development. This plan integrates capital and operational development of the landfill.
9. Graph 1 attached to this report shows the creation of air space against the incoming waste stream. The graph shows the capital development work keeping ahead of waste against a number of different waste volume scenarios.

Landfill Gas Partner

10. Pioneer Energy Limited, continue to run the landfill gas collection system and power plant.
11. There is on-going commitment from Pioneer to improve gas work collection efficiencies.

12. A gas ring main relocation sequence has been developed for the next construction season. This will involve purchase of additional gas collection infrastructure to enable gas connections to be maintained during gas main relocation works.

Emissions Trading Scheme (ETS)

13. Improvements are being made to the monitoring of landfill gas generation and destruction at the landfill. This will assist in making the annual reporting easier.
14. New flow and methane meters have been installed to monitor the raw data required for annual ETS reporting.

Timetable

15. The indicative programme for the key landfill activities as follows:
- December 2017 Slope 6 West to be completed
 - January 2018 Slope 6 and 7 East construction commences
 - June 2018 Slope 6 and 7 East to be completed

Consultation

16. A Residents' Committee meeting was held on 20 September. Fewer residents attended than usual. Feedback from residents was very positive given that there have been very few odour issues since the last committee meeting. A report was provided to the committee to address matters arising from the previous committee meeting. A notable outcome of the meeting was that a high priority should be placed on the sequencing of moving of gas main for next construction season in order to maintain a high percentage of gas well connection (refer paragraph 13).

Legal Considerations

17. There are no legal considerations at this time.

Financial Considerations

18. There are no financial considerations at this time.

Other Considerations

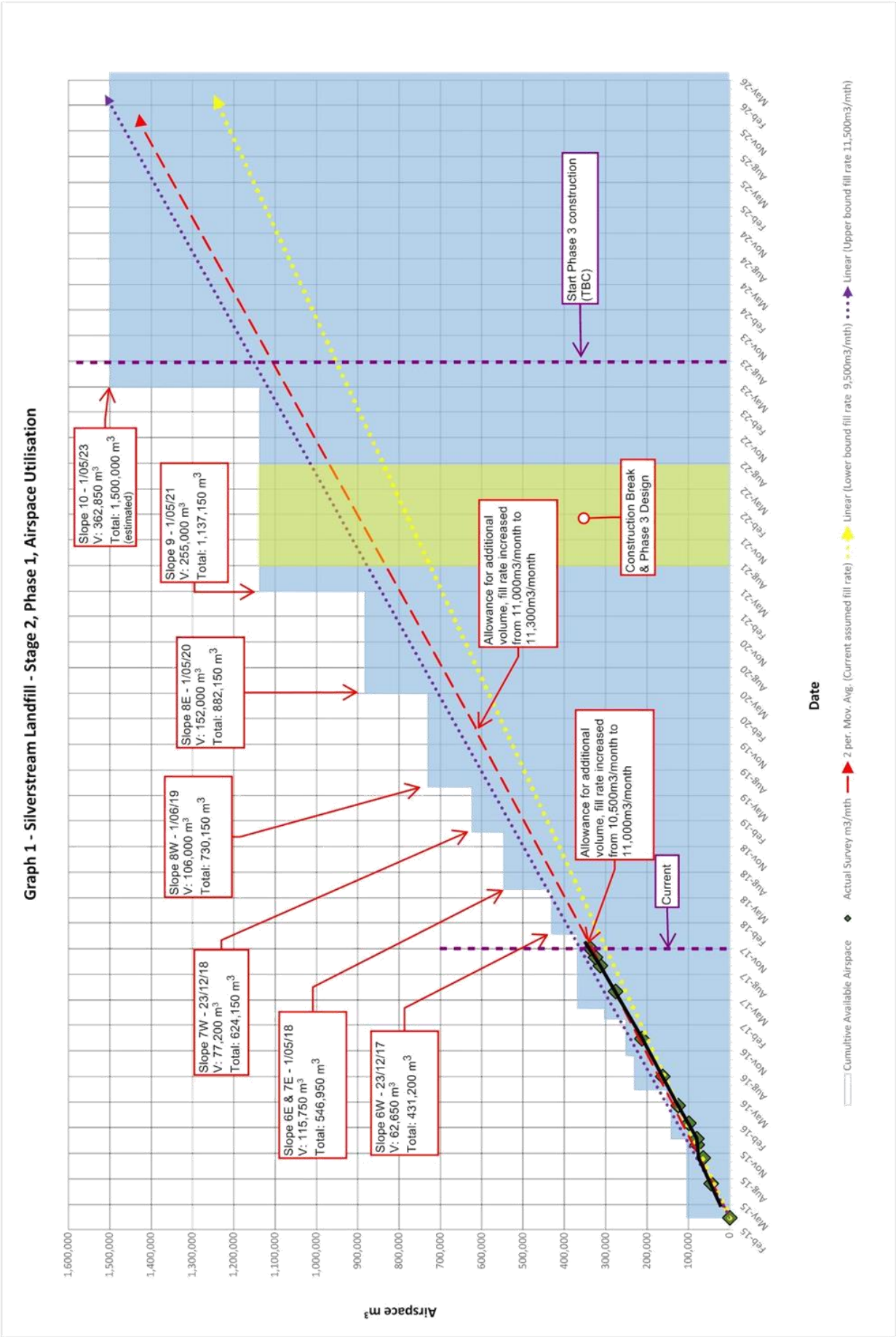
19. The Health and Safety is a matter of importance at the Landfill. There is on-going work involving Council and its contractors and consultants to improve the awareness of Health and Safety issues and remove potential risk.

Appendices

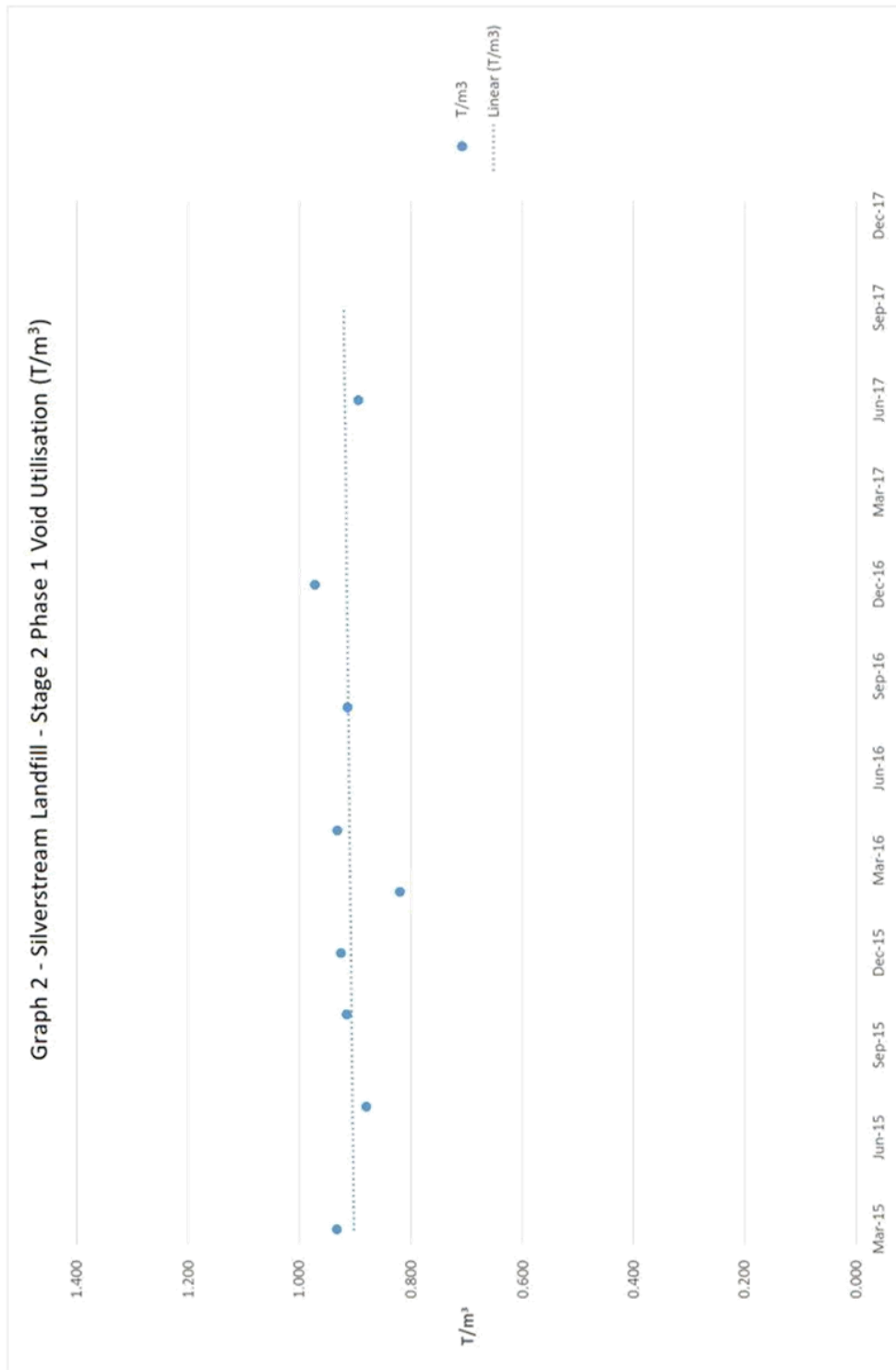
No.	Title	Page
1	Graph 1 for Silverstream Landfill Report	23
2	Graphs 2 and 3 for Silverstream Landfill report	24

Author: Ed Breese
Landfill Consultant, Tonkin and Taylor

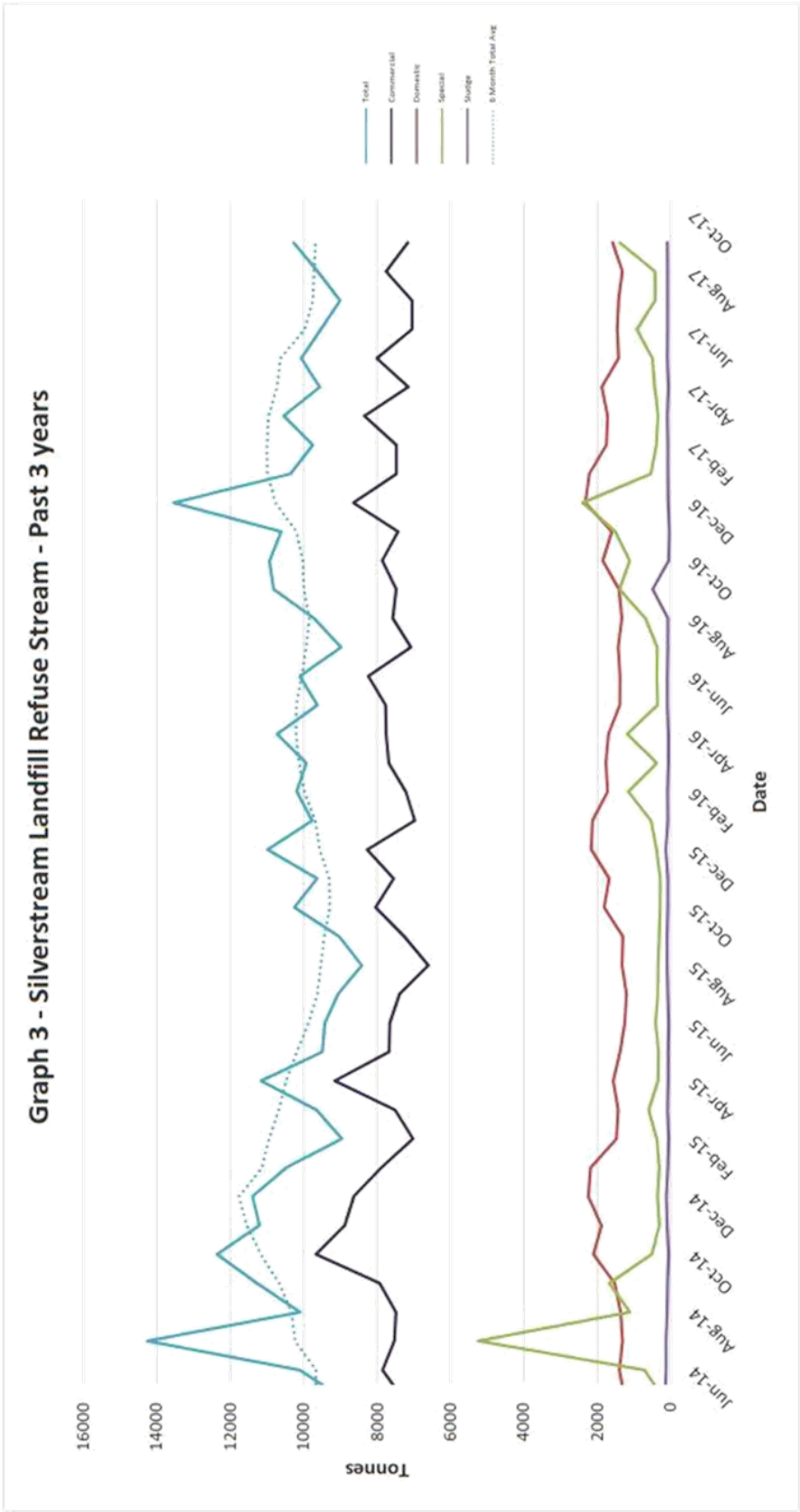
Approved By: Bruce Sherlock
Strategic Projects Director



November 2017



November 2017





Hutt Valley Services Committee

27 October 2017

File: (17/1667)

Report no: HVSC2017/5/139

Akatarawa Cemetery Update

Recommendation

That the report be noted and received.

Appendices

No.	Title	Page
1 ↓	Akatarawa Cemetery Update	27

Author: External Author
Upper Hutt City Council

24 November 2017



Hutt Valley Services Committee

27 October 2017

File: 304/01-001

Akatarawa Cemetery Update

Recent Activities

Operation

Operationally the cemetery continues to be presented to a high standard and there have been no incidents of note to report.

General

The expenditure for the 30th of September 2017 indicates that the total operating expenditure is currently sitting at \$79,476 which is \$2,621 under the year to date budget. The total operating revenue received for the same period, is \$100,100 which is \$2,452 above year to date budget.

Author: Brett Latimer

Parks and Reserves Manager

Approved: Geoff Swainson

Director Asset Management and Operations



Hutt Valley Services Committee

22 September 2017

File: (17/1475)

Report no: HVSC2017/5/144

Hutt Valley Trunk Wastewater Services Financial Statements for the Period Ended 30 June 2017

Purpose of Report

1. To provide the Hutt Valley Trunk Wastewater Services Financial Statements for the year ended 30 June 2017.

Recommendations

It is recommended that the Committee:

- (i) notes the financial statements for the Hutt Valley Trunk Wastewater Services for the period ended 30 June 2017;
- (ii) notes a net deficit of \$11.8 million which is \$0.2 million unfavorable to budget;
- (iii) notes that the current share of operational funding from Upper Hutt City Council of 35% and Hutt City Council of 65%; and
- (iv) notes that the current share of capital funding from Upper Hutt City Council of 31% and Hutt City Council of 69%.

Discussion

2. This report sets out the Hutt Valley Trunk Wastewater Services financial statements for the year ended 30 June 2017 (attached as Appendix 1 to the report). Overall actual results reflect a \$0.2 unfavourable result.

The Financial Statements include the following:

- a) Statement of Operating Income and Expenditure
- b) Statement of Capital Expenditure
- c) Fixed Asset Register Summary

These financial statements relate to the provision of Hutt Valley Trunk Wastewater Services only.

One matter to note is the funding share for operational activities shows 65% HCC vs. 35% UHCC. This is due the trade waste rebates of \$694k under revenue being split 89.5% HCC and 10.5% rather than 69%/31% share of other revenue and expense items.

Financial Considerations

3. There are no other financial considerations. There are no issues of a financial nature to bring to members' attention.

Consultation

4. A copy of the Financial Statements for the year ended 30 June 2017 has been forwarded to officers of the Upper Hutt City Council.

Other Considerations

5. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it provides information to Council with Trunk Wastewater Services that are shared with Upper Hutt City Council.

Appendices

No.	Title	Page
1 ↓	Hutt Valley Truck Wastewater Services Financial Statements for the year ended 30 June 2017	30

Author: Darrin Newth
Financial Accounting Manager

Approved By: Brent Kibblewhite
Chief Financial Officer

HUTT VALLEY TRUNK WASTEWATER SERVICES**STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 30 JUNE 2017**

	<i>Actual Year to Date</i>	<i>Budget Year to Date</i>	<i>Annual Budget</i>
	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>
Rent	298	290	290
Profit on sale of Fixed Assets	-	-	-
Royalties	2	5	5
Trade waste rebates *	694	740	740
Total Revenue	991	1,035	1,035
Operational contracts	7,241	7,129	7,129
Trade waste inspection charges	263	263	263
Utility rates	1,101	1,105	1,105
Wastewater / DBO administration	-	-	-
Engineering services	10	17	17
Main outfall	-	-	-
Rising Main Vulnerability Assessment	1	50	50
Insurance	412	441	441
Interest	-	-	-
Depreciation	3,763	3,584	3,584
Total operating expenditure	12,792	12,589	12,589
Net operating deficit	(11,801)	(11,554)	(11,554)
Funded by way of:			
Operating Contributions from HCC (including depn)	65% 7,625	7,283	7,283
Operating Contributions from UHCC (including depn)	35% 4,176	4,271	4,271
	11,801	11,554	11,554

* Trade waste rebates are not shared on a 69%/31% split - which impacts on the funding %

HUTT VALLEY TRUNK WASTEWATER SERVICES**STATEMENT OF CAPITAL EXPENDITURE
FOR THE PERIOD ENDED 30 JUNE 2017****Capital - Work in Progress**

Trunk DBO Asset Replacement Fund	687	881	881
Trunk DBO Type B Network Dev	-	400	400
Trunk DBO Network Cyclic Replacement	25	150	150
Trunk Non-DBO Minor Works	17	10	10
Trunk DBO Resource Consent	259	100	100
Trunk Type A Asset Development (Subsidy 31%)	122	200	200
Total Work In Progress	1,110	1,741	1,741
Funded by way of:			
Capital Contributions from HCC	71% 789	1,201	1,201
Capital Contributions from UHCC	29% 321	540	540
	1,110	1,741	1,741

HUTT VALLEY TRUNK WASTEWATER SERVICES**FIXED ASSET REGISTER SUMMARY
FOR THE PERIOD ENDED 30 JUNE 2017**

	<i>Asset Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>
	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>
Infrastructural Bulk Wastewater	122,739	12,864	109,875
Infrastructural Land	8,847	-	8,847
Operational Buildings	2,313	399	1,914
Operational Site Improvements	253	63	190
operational Land	12	-	12
Operational Plant	-	-	-
Restricted Land	737	-	737
Resource Consents	95	59	36
	134,996	13,385	121,611
Share of assets held by:			
HCC	69% 93,640	9,274	84,366
UHCC	31% 41,356	4,111	37,245
	134,996	13,385	121,611



Hutt Valley Services Committee

22 September 2017

File: (17/1476)

Report no: HVSC2017/5/145

Hutt Valley Trunk Wastewater Services Financial Statements for the Period Ended 30 September 2017

Purpose of Report

1. To provide the Hutt Valley Trunk Wastewater Services Financial Statements for the three month period ended 30 September 2017.

Recommendations

It is recommended that the Committee:

- (i) notes the financial statements for the Hutt Valley Trunk Wastewater Services for the period ended 30 September 2017;
- (ii) notes a net deficit of \$2.75 million which is \$0.2 million favorable to budget;
- (iii) notes that the current share of operational funding from Upper Hutt City Council of 37% and Hutt City Council of 63%; and
- (iv) notes that the current share of capital funding from Upper Hutt City Council of 30% and Hutt City Council of 70%.

Discussion

2. This report sets out the Hutt Valley Trunk Wastewater Services financial statements for the three month period ended 30 September 2017 (attached as Appendix 1 to the report). Overall actual results reflect a \$0.2m favourable result.

The Financial Statements include the following:

- a) Statement of Operating Income and Expenditure
- b) Statement of Capital Expenditure
- c) Fixed Asset Register Summary

These financial statements relate to the provision of Hutt Valley Trunk Wastewater Services only.

There are two matters to draw your attention in this report:

- a) The funding share for operational activities shows 63% HCC vs. 37% UHCC. This is due to trade waste rebates of \$307k under revenue being split 82% HCC and 18% UHCC rather than a 69%/31% share of other revenue and expense items.
- b) As of 1 July 2017, the funding model for services provided by Wellington Water Limited changed. From this date, Councils in the Wellington Region bulk fund Wellington Water their Council's 'three water' operational and capital expenditure requirements based on approved budgets contained in their Long Term and Annual Plans. After each quarter end, actual expenditure incurred by Wellington Water on behalf of each Council is compared to budget and differences are settled by way of a wash-up. The wash-up will occur October, January and April with full actuals recorded at each financial year end.

Financial Considerations

3. There are no other financial considerations. There are no issues of a financial nature to bring to members' attention.

Consultation

4. A copy of the Financial Statements for the three month period ended 30 September 2017 has been forwarded to officers of the Upper Hutt City Council.

Other Considerations

5. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it provides information to Council with Trunk Wastewater Services that are shared with Upper Hutt City Council.

Appendices

No.	Title	Page
1 ↓	Hutt Valley Truck Wastewater Services Financial Statements for the three month period ended 30 September 2017	34

Author: Darrin Newth
Financial Accounting Manager

Approved By: Brent Kibblewhite
GM Corporate Services and Chief Financial Officer

HUTT VALLEY TRUNK WASTEWATER SERVICES**STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

	<i>Actual Year to Date</i>	<i>Budget Year to Date</i>	<i>Annual Budget</i>
	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>
Rent	76	70	280
Royalties	-	1	5
Trade waste rebates *	307	185	740
Total Revenue	383	256	1,025
Operational contracts	1,795	1,775	7,102
Trade waste inspection charges	66	66	263
Utility rates	236	280	1,121
Wastewater / DBO administration	-	-	-
Engineering services	4	4	17
Main outfall	-	-	-
Rising Main Vulnerability Assessment	13	13	50
Insurance	90	93	379
Interest	-	-	-
Depreciation	926	926	3,234
Total operating expenditure	3,129	3,157	12,166
Net operating deficit	(2,746)	(2,901)	(11,141)
Funded by way of:			
Operating Contributions from HCC (including depn)	63%	1,744	1,838
Operating Contributions from UHCC (including depn)	37%	1,003	1,062
		2,746	2,901
			11,141

* 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 30 SEPTEMBER 2017****Capital - Work in Progress**

Trunk DBO Asset Replacement Fund	184	220	881
Trunk DBO Type B Network Dev	22	25	100
Trunk DBO Network Cyclic Replacement	1	1	100
Trunk Non-DBO Minor Works	1	-	-
Trunk DBO Resource Consent	109	104	300
Trunk Type A Asset Development (Subsidy 31%)	16	16	500
Total Work In Progress	332	365	1,881
Funded by way of:			
Capital Contributions from HCC	70%	234	252
Capital Contributions from UHCC	30%	98	113
		332	365
			1,881

HUTT VALLEY TRUNK WASTEWATER SERVICES**FIXED ASSET REGISTER SUMMARY
FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

	<i>Asset Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>
	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>
Infrastructural Bulk Wasterwater	121,646	9,821	111,825
Infrastructural Land	8,847	-	8,847
Operational Buildings	2,313	305	2,008
Operational Site Improvements	253	48	205
operational Land	12	-	12
Operational Plant	26	26	-
Restricted Land	737	-	737
Resource Consents	147	111	36
	133,981	10,312	123,669
Share of assets held by:			
HCC	69%	92,923	7,435
UHCC	31%	41,058	2,877
		133,981	10,312
			123,669



Hutt Valley Services Committee

30 October 2017

File: (17/1686)

Report no: HVSC2017/5/146

Dog Control Update

Recommendation

That the report be noted and received.

Appendices

No.	Title	Page
1 ↓	Dog Control Update UHCC	36

Author: External Author
Upper Hutt City Council



Hutt Valley Services Committee

24 November 2017

30 October 2017

File: 331/40-001

Dog Control Update

Dogs boarded for the months July 2017 – September 2017

	July	August	September	TOTAL
Total dogs boarded	12	4	5	21
Dogs euthanized	1	2	0	3
Dogs returned to owner	5	2	3	10
Dogs micro chipped	1	0	0	1
Rehomed	4	2	2	8

Hutt City Council has a contract with Upper Hutt City Council to hold dogs including dogs while infringements or court action is processed. HCC also microchip dogs for Upper Hutt City Council.

These are figures only for dogs transported to HCC some dogs are returned to owners on the same day.

Author: Glenn Wood
Manager, Compliance Services

Approved By: Richard Harbord
Director, Planning and Regulatory Services

22 September 2017

File: (17/1477)

Report no: HVSC2017/5/140

Dog Control Update

For the months June, July, August and September 2017:

	June 2017	July 2017	August 2017	September 2017	Total
Dogs euthanased	17	15	16	23	71
Dogs returned to owner	44	49	49	34	176
Dogs microchipped	29	30	15	7	81
Rehomed	9	13	17	6	45
Boarding	21	16	26	21	84

Hutt City Council ('HCC') has a contract with Upper Hutt City Council to hold dogs, including in situations where infringements or court action is being processed. HCC also microchips dogs for Upper Hutt City Council. HCC also offer limited boarding services to dogs in the Hutt Valley.

As the contractor providing the service we interact with K9, the contractor for Upper Hutt City Council, with regard to animal shelter issues, microchipping and euthanasia. Over the last three month period all interaction and services have been of a good nature.

Appendices

There are no appendices for this report.

Author: Sheena Perry
Executive Assistant , Regulatory Services

Approved By: Geoff Stuart
Divisional Manager, Regulatory Services

22 September 2017

File: (17/1478)

Report no: HVSC2017/5/147

Health Office Activities Update

Licensed premises

There are approximately:

	LOWER HUTT	UPPER HUTT	COMBINED
Total food and sundry requiring annual inspection (eg. food, hairdressers, food stalls, trade shops) (as at 27 June 2017)	691	180	871

Food premises are inspected once a year under the Health regulations. As premises are changing over to food control plans auditing and verifications of premises are scheduled depending on the risk. This can be from 12 months to 24 months. The transition period for new legislation finishes in February 2019.

Details are as follows:

Food premises

For period June, July, August, September 2017

	LOWER HUTT	UPPER HUTT	COMBINED
Food premises inspected	69	9	78
Food stalls inspected	17	10	27

Alcohol

	LOWER HUTT	UPPER HUTT	COMBINED
Total alcohol licenses issued to premises in the Hutt Valley, comprising of (<i>as at 27 June 2017</i>)	242	71	313
Off-licenses	70	14	84
On-licenses	114	40	154
Club licenses	44	17	61
Applications received in June, July, August, September 2017	145	49	194

Infectious diseases

	LOWER HUTT	UPPER HUTT	COMBINED
Notifications received and reported on for June, July, August, September 2017	9	0	9

NB: None of the notifications are linked, ie no one source

Noise control

For June, July, August, September 2017	LOWER HUTT	UPPER HUTT	COMBINED
Noise complaints received	958		
Noise complaints attended (<i>30 min second call</i>)	560	231	791
Noise directions issued	169	54	223
Equipment seizures	10		

NB: Noise enquiry statistics for Upper Hutt are required as part of the UHCC/HCC contract and are not logged for HCC

Nuisances

For June, July, August, September 2017	LOWER HUTT	UPPER HUTT	COMBINED
Health nuisance complaints received	63	15	78

Consents

For June, July, August, September 2017

<i>Environmental health comments supplied</i>	LOWER HUTT	UPPER HUTT	COMBINED
LIMs/PIMs/Building Consents processed	921	148	1069
Resource Consents processed	8	0	8

General (Upper Hutt City Council) – June, July, August, September 2017

Administration – Training and Points of Interest

A new administration officer at UHCC (Kareena Stewart) was appointed in June 2017 to replace Hannah Sinclair who resigned. HCC has been helping Kareena with some of the administration overview for alcohol licensing and food premises work under the new Food Act 2014.

Several HCC officers who are on the after-hours 'on call' roster attended RMA Enforcement Officer training in June 2017 and are now warranted Enforcement Officers. This will enable them to investigate and enforce the RMA with regard to pollution incidents.

Dean Bentley investigated a noise complaint regarding night works occurring in the Whakatiki Street/Jupiter Grove area in June 2017. This seems to have been resolved for now but may recur when further works resume.

The updated HCC-UHCC Environmental Services Agreement was agreed by all parties and signed off in July 2017.

Dave Jack, Jeremy Peat and Dean Bentley attended a webinar in July 2017 about the new NZ Standard 8510:2017 – Testing and decontamination of methamphetamine-contaminated properties.

Notification was received from police in July 2007 regarding potential methamphetamine contamination at 206 Akatarawa Road. A cleansing order was issued to the property owners.

Dean and Jeremy meet with representatives of the National Rifle Association in August 2017 regarding medium to large shooting events and possible options when applying for a special licence for alcohol.

Jeremy carried out checks of food stalls and amusement devices at the Upper Hutt Spring Festival in September 2017.

Amusement devices

Four amusement device permits were issued (one in June, one in August and two in September 2017).

Bylaws

Six bylaw complaint investigations were carried out (one in June, four in July and one in August 2017).

The proposed joint bylaw between Hutt City Council and Upper Hutt City Council ('Health and Hygiene Bylaw') to ensure public health is maintained for the beauty (nail bars, tanning salons, laser treatments, waxing), tattooing, skin piercing and brothel industries is yet to be started. Priority has had to be given to the transitioning of food premises to the new Food Act 2014. Work on this is anticipated to be progressed in the new year (March 2019).

Camping grounds

The two camping grounds in Upper Hutt were inspected in June for the 2017/2018 financial period.

Controlled purchase operations (CPO) / After Hours Compliance Visits

After hours compliance checks were made to three UHCC premises in June 2017. One of the premises carried out unlawful promotion (gift basket containing alcohol as prize). Manager removed the alcohol from the basket once he was made aware of his responsibilities under the Sale and Supply of Alcohol Act 2012.

After hours compliance checks that were carried out in July 2017 at Upper Hutt did not raise any concerns.

Food premise complaints

Two complaints were received (one in July and one in September 2017).

Hairdressers

All 17 hairdressers have been inspected in the month of June for the 2017/18 financial period.

Hazardous substances

A Clearance Certificate has been given to the owner of 5 Mount Marua Drive in June 2017 after methamphetamine decontamination had taken place.

Mobile travelling shops (non-food)

Seven licenses were approved in August. No inspections have been carried out for this reporting period.

Mortuary

The sole mortuary in Upper Hutt was inspected in June for the 2017/18 financial period.

Sale and Supply of Alcohol Act

Jeremy helped customers with their alcohol licensing queries. There were 19 queries in total for this reporting period (one in June, nine in July, six in August and three in September 2017).

Toxic algae

Risk has remained low throughout this reporting period.

Appendices

There are no appendices for this report.

Author: Raaj Govinda
Manager Environmental Health

Approved By: Helen Oram
Divisional Manager Environmental Consents



Hutt Valley Services Committee

01 September 2017

File: (17/1356)

Report no: HVSC2017/5/141

Regional Joint Services Opportunities

Appendices

There are no appendices for this report.

Author: Kate Glanville
Senior Committee Advisor
