

HUTT CITY COUNCILHUTT VALLEY SERVICES COMMITTEE

Minutes of a meeting held in the Council Chambers, 838 – 842 Fergusson Drive,  
Upper Hutt on

Friday 2 March 2018 commencing at 9.30am

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**PRESENT:**

Cr G McDonald, HCC (Chair)	Cr D Wheeler, UHCC (Deputy Chair)
Cr L Bridson, HCC (from 9.31am)	Mayor W Guppy, UHCC
Cr P Lambert, UHCC	Cr H Swales, UHCC

**APOLOGIES:** Apologies were received from Mayor Wallace, HCC, Deputy Mayor Bassett, HCC and Cr Carson, UHCC.

**IN ATTENDANCE:** Mr C Upton, Chief Executive, UHCC (part meeting)  
Mr B Sherlock, Strategic Projects Director, HCC (part meeting)  
Ms H Oram, Divisional Manager Environmental Consents, HCC (part meeting)  
Mr L Dalton, Regional Manager Animal Services, HCC (part meeting)  
Mr D Newth, Financial Accounting Manager, HCC (part meeting)  
Mr D Bentley, Senior Environmental Health Officer, HCC (part meeting)  
Mr G Sewell, Principal Policy Advisor, HCC (part meeting)  
Ms A Hector, Wastewater Contracts Manager, Wellington Water (part meeting)  
Ms K Glanville, Democratic Services Advisor, UHCC  
Ms D Male, Committee Advisor, HCC

PUBLIC BUSINESS1. **APOLOGIES****RESOLVED:****Minute No. HVSC 18101**

*“That the apologies received from Mayor Wallace, Deputy Mayor Bassett and Cr Carson be accepted and leave of absence be granted.”*

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONFLICT OF INTEREST DECLARATIONS**

Cr Bridson joined the meeting at 9.31am.

There were no conflict of interest declarations.

4. **MINUTES**

RESOLVED:

**Minute No. HVSC 18102**

*“That the minutes of the meeting of the Hutt Valley Services Committee held on Friday, 24 November 2017, be confirmed as a true and correct record.”*

5. **RECOMMENDATION TO COUNCIL - 13 March 2018**

**Proposed Health and Hygiene Bylaw** (18/94)

Memorandum dated 1 February 2018 by the Principal Policy Advisor, Hutt City Council

The Principal Policy Advisor, Hutt City Council elaborated on the memorandum.

In response to questions from members, the Principal Policy Advisor, Hutt City Council confirmed the membership of the joint hearings subcommittee would be agreed by the Committee and approved by both Councils. He advised that it was the beginning of the process to establish a bylaw and any additional resources required following this would be considered at a later date.

**RECOMMENDED:**

**Minute No. HVSC 18103**

*“That the Committee recommends that Hutt City and Upper Hutt City Councils agree to the development of the proposed Health and Hygiene Bylaw 2018 and in so doing approves the proposed timeframe outlined below for its development:*

(a) *sign off timeframe:*

(aa) 2 March 2018            Hutt Valley Services Committee

(bb) 13 March 2018        Hutt City Council ordinary meeting

(cc) 11 April 2018        Upper Hutt City Council ordinary meeting

(b) *staff prepare proposed bylaw by late April 2018;*

(c) *approve proposed bylaw for special consultative procedure and recommend establishing a joint hearings subcommittee and membership of that subcommittee:*

(aa) 4 May 2018            Hutt Valley Services Committee

(bb) 22 May 2018        Hutt City Council ordinary meeting

(cc) 23 May 2018        Upper Hutt City Council ordinary meeting

(d) *public notice given in Hutt News and Leader papers after 23 May 2018;*

(e) *special consultative procedure starts after 8 June 2018, finishes after 9 July 2018;*

(f) *the joint hearings subcommittee will then meet to hear submissions and make recommendations on the proposed bylaw for consideration and adoption by Hutt City and Upper Hutt City Councils; and*

(g) *the development of this bylaw to be completed by December 2018.”*

6. **PROJECT PENCARROW PROGRESS REPORT 26 OCTOBER 2017 - 24 JANUARY 2018** (18/44)

Report No. HVSC2018/1/1 by the Wastewater Contracts Manager, Wellington Water

The Strategic Projects Director, Hutt City Council elaborated on the report.

In response to questions from members, the Strategic Projects Director, Hutt City Council advised the dry weather discharge from the Regent Street pump station was caused due to a break in a mains pipe. He stated a detailed report was expected on the occurrence. He further confirmed that the application to Greater Wellington Regional Council in relation to Waiwhetu stream was submitted within the timescale, in November 2017, the deadline being February 2018.

**RESOLVED:**

**Minute No. HVSC 18104**

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

7. **SILVERSTREAM LANDFILL UPDATE** (18/45)

Report No. HVSC2018/1/2 by the Landfill Consultant, Tonkin and Taylor

The Strategic Projects Director, Hutt City Council elaborated on the report.

In response to questions from members, the Strategic Projects Director, Hutt City Council advised the lead contractor had a health and safety plan on site. With Councils' role being to ensure the contractor was managing risk, there were good processes and procedures in place for this purpose. He further confirmed that with the change in Government, changes were reviewed for future planning. He did not expect the management of Silverstream Landfill to change, as expanding the waste levy related to the processing of clean waste and in relation to classification of waste streams, a standard measure was to be introduced.

**RESOLVED:**

**Minute No. HVSC 18105**

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

8. **AKATARAWA CEMETERY UPDATE** (18/179)

Report No. HVSC2018/1/29 by the Parks and Reserves Manager, Upper Hutt City Council

In response to a question from a member, the Chief Executive, Upper Hutt City Council advised that the time period for the total operating revenue referred to in the officer's report, related to the same period, to 31 December 2017.

**RESOLVED:**

**Minute No. HVSC 18106**

*"That the report be noted and received."*

9. **HUTT VALLEY TRUNK WASTEWATER SERVICES FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017** (18/14)

Report No. HVSC2018/1/22 by the Financial Accounting Manager, Hutt City Council

The Financial Accounting Manager, Hutt City Council elaborated on the report. He advised that a re-evaluation cycle had been finalised the week of the meeting, which resulted in a \$8M increase of asset valuation, for the period to 31 December 2017.

In response to a question from a member, the Financial Accounting Manager, Hutt City Council confirmed that the recommendation to note a net deficit of \$5.8M was not changed with the information provided on the re-evaluation. He said that the forecast remained at \$0.4M unfavourable to the budget at the year end. He noted that he would need to request further information from the operators for the rationale.

**RESOLVED:**

**Minute No. HVSC 18107**

*"That the Committee:*

- (i) notes the financial statements for the Hutt Valley Trunk Wastewater Services for the period ended 31 December 2017;*
- (ii) notes a net deficit of \$5.8 million which is \$0.4 million unfavorable to budget;*
- (iii) notes that the current share of operational funding from Upper Hutt City Council of 36% and Hutt City Council of 64%; and*
- (iv) notes that the current share of capital funding from Upper Hutt City Council of 30% and Hutt City Council of 70%."*

10. DOG CONTROL UPDATE (18/117)

Report No. HVSC2018/1/23 by the Manager, Compliance Services, Upper Hutt City Council

RESOLVED:

**Minute No. HVSC 18108**

*"That the report be noted and received."*

11. DOG CONTROL UPDATE (18/79)

Report No. HVSC2018/1/24 by the Divisional Manager, Regulatory Services and Emergency Management, Hutt City Council

The Regional Manager Animal Services, Hutt City Council elaborated on the report.

In response to questions from members, the Regional Manager, Animal Services, Hutt City Council advised that the free microchipping service was offered to Lower Hutt dog owners, with an additional service to be embarked upon for Upper Hutt residents for both dog and cat microchipping. He confirmed that the service would be marketed through the Upper Hutt Leader and Hutt News newspapers and also on social media.

The Regional Manager, Animal Services, Hutt City Council further advised that \$600k had been gifted in a Will, left for the purpose of de-sexing cats. An additional service would therefore be offered for de-sexing. He said that leaflets would be sent to councillors of both councils to circulate to residents. It would be the first of multiple sessions to be offered.

RESOLVED:

**Minute No. HVSC 18109**

*"That the Committee notes and receives the information."*

**12. HEALTH OFFICE ACTIVITIES UPDATE (18/16)**

Report No. HVSC2018/1/25 by the Manager Environmental Health, Hutt City Council

The Senior Environmental Health Officer, Hutt City Council elaborated on the report.

In response to a question from members, the Senior Environmental Health Officer, Hutt City Council advised that once owners of food premises had applied to be registered under the Food Act 2014, they were registered and a certificate issued to the premises. He said that it had been agreed that there would be a graduated enforcement model for any premises who missed the deadline. This would involve first a warning letter, infringement fines and then finally court prosecution.

In response to questions from members, the Senior Environmental Health Officer, Hutt City Council advised that it was difficult to manage noise from ongoing or frequent fireworks as they were often only a short term noise, that made it difficult to monitor and record the noise. It would only be a matter for the Police if the fireworks were used to intimidate a person. He also confirmed that he would review the alcohol licences if the proposed changes to legislation came into effect.

**RESOLVED:**

**Minute No. HVSC 18110**

*"That the Committee notes and receives the information."*

**13. REGIONAL JOINT SERVICES OPPORTUNITIES (18/13)**

The Chair reminded members about the joint visit for Greater Wellington Regional Council, Hutt City Council, Upper Hutt City Council and Wellington City Council councillors to Baring Head.

**RESOLVED:**

**Minute No. HVSC 18111**

*"That the Committee notes the regional Joint Services Opportunities update."*

There being no further business the Chair declared the meeting closed at 10.04am.

Cr G McDonald  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 4th day of May 2018**