

Monday, 17 May 2021

He hui e whakahaeretia nei e Te Kaunihera ā-Rohe o Heretaunga

Administered by Hastings District Council

HB Crematorium Committee Meeting

Kaupapataka

Agenda

Te Rā Hui:

Meeting date: **Monday, 17 May 2021**

Te Wā:

Time: **9.30am**

Te Wāhi:

Venue: **Crematorium Chapel
Orchard Road
Hastings**

Te Hoapā:

Contact: **Democracy and Governance Services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:

Responsible Officer: **Group Manager: Asset Management - Craig Thew**

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HASTINGS DISTRICT COUNCIL
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TE KAUNIHERA Ā-ROHE O HERETAUNGA

Hawke's Bay Crematorium Committee – Terms of Reference

The Hawke's Bay Crematorium Committee established by Order in Council 9 June 1989 as part of The Local Government (Hawke's Bay Region) Reorganisation Order 1989.

1. The Hastings District Council shall establish and maintain a committee to be called the Hawke's Bay Crematorium Committee.
2. The membership of the Committee shall consist of:
 - (a) Two members to be appointed by the Napier City Council; and
 - (b) Two members to be appointed by the Hastings District Council; and
 - (c) One member to be appointed by the Central Hawke's Bay District Council.
3. The Hastings District Council shall delegate to the Hawke's Bay Crematorium Committee such functions, duties and powers in respect of the supervision and operation of the Hawke's Bay Crematorium as the Council considers appropriate.

Membership (5 Councillors)

- Chair appointed by the Committee
- Appointed in accordance with the Reorganisation Order:
 - 2 HDC Councillors.
 - 2 NCC Councillors.
 - 1 CHB Councillor.

Quorum – 3 members

DELEGATED POWERS

Authority to develop policies and provide operational and financial oversight of the Hawke's Bay Crematorium.

Monday, 17 May 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

HB Crematorium Committee Meeting

Kaupapataka

Agenda

	<i>Koromatua</i> Chair: Councillor Dixon (HDC)
	<i>Ngā KaiKaunihera</i> Members:
<i>Mematanga:</i> Membership:	Councillor Price (NCC) (Deputy Chair) Councillor Nixon (HDC) Councillor Mawson (NCC) Councillor Minehan (CHBDC)
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<i>Tokamatua:</i> Quorum:	3 members
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<i>Apiha Matua</i> Officer Responsible:	Group Manager: Asset Management – Craig Thew
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<i>Te Rōpū Manapori me te Kāwanatanga</i> Democracy & Governance Services:	Christine Hilton (Ext 5633)

Te Rārangi Take

Order of Business

Apologies & Leave of Absence – *Ngā Whakapāhatanga me te Wehenga ā-Hui*

- 1.0** At the close of the agenda no apologies had been received.
At the close of the agenda no requests for leave of absence had been received.
-

2.0 Conflict of Interest – *He Ngākau Kōnatunatu*

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

- 3.0** Minutes of the HB Crematorium Committee Meeting held Tuesday 10 March 2020.
(Previously circulated)
-

- 4.0 Crematorium update and proposed fees and charges included in draft LTP 2021/31**
-

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5.0 Minor Items – *Ngā Take Iti*

6.0 Urgent Items – *Ngā Take Whakahihi*

Monday, 17 May 2021

Item 4

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
**Hastings District Council: HB Crematorium
Committee Meeting**

Te Rārangi Take

Report to HB Crematorium Committee

Nā:
From: **Craig Thew, Group Manager: Asset Management**

Te Take:
Subject: **Crematorium update and proposed fees and charges included in
draft LTP 2021/31**

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to update the Hawke's Bay Crematorium Committee regarding operations at the HB Crematorium and Chapel for the period 1 January 2020 to 31 December 2020, and to inform and seek endorsement from the Committee on the proposed Crematorium charges included in the Draft 2021-2031 Long Term Plan.
- 1.2 The 2020 calendar year in summary
- Use of chapel reduced due to Covid but overall activity at similar levels.
 - Managing the service in a Covid 19 world.
 - Minor inflationary adjustment to 2020 fees and charges due to Covid.
 - Ongoing renewal and preventative maintenance work to maintain the cremator in service.
 - Staffing changes during 2020.
- 1.3 Proposed Fees and charges in the Draft Long Term Plan (LTP) are higher than the existing fees, the increase is required to:
- Cover the preventative maintenance and component renewal works identified for the cremator over its economic life, and
 - Cover other more general cost increases incurred in the operation of the service (such as compliance testing and medical referee costs).

2.0 Recommendations – Ngā Tūtohunga

- A) That the HB Crematorium Committee receive the report titled Crematorium update and proposed fees and charges included in draft LTP 2021/31 dated 17 May 2021.
- B) That the Committee endorse the proposed Fees and Charges included in the Draft 2021/31 Long Term Plan.

3.0 Operational summary

- 3.1 The table below shows the number of services for the period from 1 January 2020 to 31 January 2021. The volume of cremations is at similar levels to previous years.

Cremations	806
Chapel Bookings – Full Service	58
Chapel Bookings – Committal Service	174

- 3.2 Covid 19 effects: The chapel closed on 25 March 2020 due to Covid level 4 restrictions. The cremation services continued largely as normal as an essential service with the appropriate controls in place. Overall the service performed well during this period and the adjustments in Personal Protection Equipment (PPE) when interacting with funeral directors was readily implemented. Chapel services resumed on 10 April 2020 with the implementation of level 2 restrictions and the required adaption of the chapel seating to meet gathering and social distancing requirements. Additional chapel cleaning regime was also implemented.

- 3.3 Cremator Maintenance:

- Between 10th – 14th August the cremator was out of action for repairs to be done to the refractory. During this time 12 deceased were subsequently transported to Palmerston North to be cremated at the council-run cremator at Kelvin Grove cemetery. All cases were transported by cemetery staff.
- Pyrotek the company contracted to undertake the work had initially planned to replace the entire roof as well as reconstruct the wall that separates the main chamber from the secondary chamber. Due to difficulties with obtaining supply specifications regards the thickness of the roof castings, Pyrotek had to make an informed judgement as to the materials required to complete the repairs. When the demolition of the roof began it was evident that there was a need for more materials than had been allowed for in the initial estimate of costs; due to this the rear portion of the roof was left to be done at a later date. Consequently the wall and approximately half of the roof has been replaced. Pyrotek will monitor the ongoing condition of the rear portion of the roof. The rear of the roof will inevitably require replacement in the near future which may coincide with some remedial work that could be due on the cremator floor.
- Maintenance and inspections of the cremator were satisfactorily completed as required throughout the year.

- 3.4 Cremator Consent – AUTH-121897-01: Air Quality Testing

- Testing has been completed in 2021 and the monitoring report has been submitted to Hawke's Bay Regional Council for the annual consent requirements. Results for a couple of the items are on the edge of compliance and work will likely be required during 2021 to review the management of the performance outcomes.

3.5 Health and Safety

- No incidents (near miss or injury) were recorded for the crematorium activity during the last 12 months. The crematorium team, along with the wider cemetery team, have ongoing toolbox meetings and reviews of hazards and operating procedures across their areas of activity.
- Health monitoring of staff working in the facility is also performed.

3.6 Staffing:

- Unfortunately late in 2020 the crematorium manager left the role to explore other opportunities. In his time as manager he had initiated a number of improvements and run the service with professionalism. Currently role is being covered by existing staff with the initial recruitment efforts not successful in finding a suitable replacement.
- Hastings District Council has staff from other areas of the business who are trained and able to assist with the operation of the Crematorium; this additional resilience is critical in managing disruptions.

4.0 Parking options

- 4.1 Hastings District Council has been considering concept options to improve parking for the cemetery and crematorium. These concepts could also enable additional management and control of access if required.
- 4.2 The draft Long Term Plan includes a funding allowance that is spread over the LTP, with year 1 and 2 covering design and potential for some initial improvements. Officers will present to the committee the initial concepts that are being considered.

5.0 Proposed fees in 2021/31 Draft LTP

- 5.1 The funding policy covering the regional crematorium is that full cost recovery (100%) is made from the direct beneficiaries of the service through fees and charges.
- 5.2 A key driver in the change of charges is to ensure adequate funding is available to complete the required preventative maintenance and renewals for the life of the cremator, as well as cover a shortfall in revenue in recent years. This has been balanced by the Crematorium reserve – whilst in the short term this can cover deficits, it does not provide a sustainable funding model to assist with future replacements.
- 5.3 Summary of forecast Cremator component preventative maintenance and renewal expenditure is provided below:

YEARLY BUDGET - Cremator Expenses														
CREMATOR														
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Cremator floor	30000			33000			36300			39930			43923	
Cremator roof		30000	30000			56000				72600				79860
Cremator walls			20000				22000				24200			
Cremator flue			5000			5500			6050			6655		
Cremator internal stainless Flu pipe			3000			3300			3630			3993		
Cremator PMI	3100	3100	3410	3410	3410	3751	3751	3751	4126	4126	4126	4538	4538	4538
General spares	2000	2000	2200	2200	2200	2420	2420	2420	2662	2662	2662	2928	2928	2928
Instant support	2800	2800	3080	3080	3080	3388	3388	3388	3726	3726	3726	4099	4099	4099
Yearly excl Air Discharge tests	37900	37900	66690	41690	8690	84359	67859	9559	20194	123044	34714	22213	55488	91425

- 5.4 Council Officers have calculated an increase in fees to cover the forecast expenses. The proposed changes to the Schedule of Fees & Charges are noted below. These have been included in the Hastings District Council Draft 2021/31 Long Term Plan document. Submissions on the LTP will be considered by Council in early June. The Plan including decisions made as a result of submissions, is scheduled for final adoption on 24 June 2021.

Cremation	Current Fee (incl GST)	Proposed 21/22 Fee
Note: Fee includes medical referee and transport urn.		
Adults	\$ 674.00	\$ 810.00
Child (3 to 11 years)	\$ -	\$ -
Infant (1 month up to 3 years old)	\$ -	\$ -
Pre-term, Stillborn and infant (up to 1 month old)	\$ -	\$ -
Chapel		
<i>Note: The chapel can accommodate 130 people comfortably. Facilities for music and visual playback are available. These fees are in addition to burial or cremation fees.</i>		
Full service (1 hour)	\$ 200.00	\$ 250.00
Committal (30 minutes)	\$ 100.00	\$ 125.00
Extension of service time per 30 minutes, or part thereof	\$ 100.00	\$ 150.00
Cremation Overtime		
<i>Note: These fees are in addition to the above fees.</i>		

Cremation	Current Fee (incl GST)	Proposed 21/22 Fee
Cremation taking place 4pm to 5pm Monday to Friday and 8am to 12 noon Saturday	\$ 113.00	\$ 140.00
Cremation taking place from Saturday 12 noon to 5pm Saturday	\$ 225.00	\$ 265.00
Cremation taking place on Sundays or public holidays 10am to 2pm	\$ 393.00	\$ 465.00
Sundry		
Removal of liner from presentation coffin pre cremation	\$ 18.00	\$ 25.00
Cremation Certificate	\$ 29.00	\$ 35.00

- 5.5 It is expected that annual increases will be applied. If operational and asset planning work highlights additional costs then the baseline charges will require review.
- 5.6 The Chief Executive retains delegation to amend Cremation Charges in individual circumstances if s/he determines it appropriate.

Attachments:

There are no attachments for this report.