
Monday, 11 October 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, 11 October 2021**

Te Wā:
Time: **9.30am**

Te Wāhi:
Venue: **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
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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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, 11 October 2021

Te Hui o Te Kaunihara ā-Rohe o Heretaunga
Hastings District Council
HB Crematorium Committee Meeting

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Agenda

Koromatua
Chair: Councillor Dixon (HDC)

Ngā KaiKaunihera
Members:

Mematanga:
Membership: Councillor Price (NCC) (Deputy Chair)
Councillor Nixon (HDC)
Councillor Mawson (NCC)
Councillor Minehan (CHBDC)

Tokamatua:
Quorum: 3 members

Apiha Matua
Officer Responsible: Group Manager: Asset Management – Craig Thew

Te Rōpū Manapori me te Kāwanatanga
Democracy & Governance Services: Christine Hilton (Ext 5633)

Te Rārangi Take

Order of Business

Apologies – Ngā Whakapāhatanga

- 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.
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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 Miniti

- 3.0** Minutes of the HB Crematorium Committee Meeting held Monday 17 May 2021.
(Previously circulated)
-

4.0 *Crematorium update*

7

5.0 *Minor Items – Ngā Take Iti*

6.0 *Urgent Items – Ngā Take Whakahihiri*

Monday, 11 October 2021

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

Item 4

Te Rārangi Take

Report to HB Crematorium Committee

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

Te Take:
Subject: Crematorium update

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 February 2021 to 30 September 2021.
- 1.2 The 2021 calendar year in summary:
- As per 2020, the use of the chapel reduced due to COVID19 but overall activity at similar levels.
 - Managing the service in a COVID19 world.
 - Ongoing renewal and preventative maintenance work to maintain the cremator in service.

2.0 Recommendations – *Ngā Tūtohunga*

That the HB Crematorium Committee receive the report titled Crematorium update dated 11 October 2021.

3.0 Operational summary

- 3.1 The table below shows the number of services for the period from 1 February 2021 to 30 September 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 18 August 2021 due to COVID19 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 were readily implemented. Additional advice to funeral directors was required given the updated protocols implemented under the health order. Chapel services resumed on 8 September 2021 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 and Renewal:

- Matthews International has appointed Combustion Solutions, a Hamilton based specialist in furnaces as their service agents in New Zealand. We are actively working with Combustion Solutions to conduct a full service on the cremator. This service is overdue and has been delayed due to the restrictions on travel brought about by the emergence of COVID19.
- It is expected that between Combustion Solutions and the refractory specialist Pyrotek, who have also formed a good working relationship with Matthews International, we will be able to now establish a consistent maintenance schedule.
- It is expected that we will require some refractory work in the New Year. The previous work and planning see this focusing on areas of the roof remaining from the last repairs and remedial patching of the hearth.
- Pyrotek are based in Auckland. They are in the process of obtaining a travel exemption so that a full assessment of work required can be done and a plan put in place to conduct the repairs.
- During any maintenance phase it is generally 4-5 days that the cremator is out of action. Historically Palmerston North City Council has taken the deceased that we normally would be able to process. We will need to confirm with Palmerston North that they can assist again, and what times would not work for them. One funeral director will generally make their own arrangements and use an independent company in Palmerston North.
- The timing of the periodic renewal works is yet to be finalised. The timing will consider the availability of the servicing agencies, the supply of materials, and a timing that works for Palmerston North.

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

- As previous reported testing was been completed in 2021 and the monitoring report was submitted to Hawke’s Bay Regional Council for the annual consent requirements. Results for some of the items are on the edge of compliance and work would likely be required during 2021 to review the management of the performance outcomes.
- The results are being sent to Combustion Solutions to review. They will work with Matthews International to provide adjustments to the settings and advice in regards to other potential improvements.

- Officers also will meet with the regulatory team at HBRC to discuss the work being performed and potentially the consent thresholds currently set.

3.5 Health and Safety

- 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, with the Crematorium team having their assessments completed in 2020.

4.0 Amenity and Parking improvements

- 4.1 As reported to the last meeting, the Hastings District Council has considered initial concept options to improve overall site amenity and parking for the cemetery and crematorium.
- 4.2 The Long Term Plan includes a funding allowance (as part of the Hastings District Council cemetery budgets) that is spread over the LTP, with the current year covering design in preparation for more substantial works commencing in July 2022.
- 4.3 Given the direction given by the Committee after the last meeting, design work on the main entry and proposed new car parks has commenced. A more detailed plan will be tabled at the meeting for information and feedback purposes. Once the Committee's feedback is incorporated into the design, officers will proceed with scheduling quantities to determine a works programme for the coming years.

Attachments:

There are no attachments for this report.