
Monday, 19 September 2022

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, 19 September 2022**

Te Wā:
Time: **10.00am**

Te Wāhi:
Venue: **Council Chamber
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, 19 September 2022

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

Kaupapataka

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

1.0 Apologies – Ngā Whakapāhatanga

An apology from Councillor Minehan (CHBDC) has 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.

3.0 Confirmation of Minutes – Te Whakamana i Ngā Miniti

Minutes of the HB Crematorium Committee Meeting held Monday 11 October 2021.
(Previously circulated)

4.0 HB Crematorium Update

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5.0 Minor Items – Ngā Take Iti

6.0 Urgent Items – Ngā Take Whakahihiri

Monday, 19 September 2022

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: **Lloyd McDonald, Assistant Manager - Cemetery & Crematorium**

Te Take:
Subject: **HB Crematorium Update**

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to update the HB Crematorium Committee in regard to operations at the HB Crematorium and Chapel for the period 1st October 2021 to 31st August 2022.
- 1.2 The 2021-2022 year in Summary:
 - With the relaxation of COVID gathering restrictions in April 2022 the chapel usage has increased and is back to previous levels with a spike in usage in the months of June / July / August. This spike appears to be due to a combination of the recent appearance of a virulent flu strain and also an increase in COVID related deaths.

2.0 Recommendations - Ngā Tūhunga

That the HB Crematorium Committee receive the report titled HB Crematorium Update dated 19 September 2022.

3.0 Background – Te Horopaki

- 3.1 The table below shows the number of cremations and a breakdown of service types for the period 1st October 2021 to 31st August 2022 (11 months). Numbers have increased slightly this winter due to the appearance of an aggressive flu strain and COVID. Possibly exacerbated by the relaxation on

gathering numbers since the alert levels for COVID were relaxed in April 2022. Overall cremations will be slightly up on historic annual numbers:

Cremations	784
Chapel Bookings – Full Service	85
Chapel Bookings – Committal Service	205

3.2 The table below shows a comparison of the following two years cremations by month;

Cremations			
Oct 20 - Aug 21		Oct 21-Aug 22	
Oct-20	75	Oct-21	70
Nov-20	56	Nov-21	68
Dec-20	59	Dec-21	66
Jan-21	58	Jan-22	52
Feb-21	50	Feb-22	54
Mar-21	47	Mar-22	76
Apr-21	64	Apr-22	66
May-21	57	May-22	52
Jun-21	68	Jun-22	95
Jul-21	81	Jul-22	96
Aug-21	82	Aug-22	89

3.3 The chapel was running on restricted mourner numbers and with social distancing up until mid-April 2022. From this date we have been able to allow full numbers to attend but still with mandatory mask wearing as per the Orange traffic light requirements. Mask wearing has been largely observed but in recent months it has been steadily ignored. The use of masks has been largely left to the funeral directors to police. The government has now removed the requirements in regards to the Covid traffic light settings.

3.4 Cremator Maintenance and Renewal;

- Mid December 2021 – a refractory “patch” was placed on the cremator hearth by Pyrotek NZ. This repair was to address damage caused by the constant gas flame contacting the hearth. The patch was expected to last for six months and would take us through to more significant repairs being done later this year. At this point in time the temporary repair is still in good condition and does not show any signs of breaking down.
- Pyrotek is yet to confirm a date that they will return to do a full rebuild to the damaged area of the hearth. When they undertake this work they will also replace the rear portion of the ceiling, work is likely to be carried out prior to the end of this year. As per normal at times where repairs are being conducted all cases will be sent to the Palmerston North City Council run cremator at Kelvin Grove Cemetery, Palmerston North.
- In late December 2021 Combustion Solutions serviced the cremator as per Hawke’s Bay Regional Council and the manufacturer’s requirements. This had been delayed due to COVID travel restrictions and the fact that Matthews International had only recently appointed a service agent in New Zealand.
- The cremator manufacturer, Mathews International, have indicated that they will be sending a technician to New Zealand for this year’s round of servicing. A date is yet to be set for this but it will likely be prior to end of December.

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

- Air quality testing was carried out on 9 February 2022 and the subsequent report forwarded to Hawkes Bay Regional Council. As has been the trend for the last few years results for some items have been close to the edge of compliance.
- Further discussion with Combustion Solutions and the manufacturer is likely, this may ascertain whether further adjustments could assist with keeping a more sustainable safe tolerance within the HBRC set parameters.
- Officers are looking to schedule a meeting with HBRC to discuss the consent thresholds that are currently set.

3.6 Occupational Health Risks

- Occupational Exposure Monitoring.

There is an ongoing programme of exposure monitoring with the Crematorium and Cemetery team, carried out by Council's Contracted Occupational Hygienist.

Exposure monitoring is used to find out whether workers are potentially being exposed to a health risk at harmful levels or if the measures in place to control exposure to that risk are working. Exposure monitoring at the Cemetery and Crematorium measures occupational exposure to health risks such as: noise, vibration, gases/mists/fumes, dusts & particulates.

Whilst no new issues have been detected with the monitoring this year, there are still some areas which can be improved upon. For example, enquiries are to be made in regards to installing noise dampening material around the cremator fans. Whilst the noise levels in the cremator room fall below 85dB (above which necessitates hearing protection to be worn), Crematorium staff are still exposed to a nuisance level of noise which they feel could be further improved to make the environment more user friendly for times when they are spending extended time in the cremator room.

- Occupational Health Monitoring

There is an ongoing programme of occupational health monitoring with the Crematorium and Cemetery team, carried out by Council's Contracted Occupational Health Nurse.

Health monitoring is a way to check if the health of workers is being harmed from exposure to health risks while carrying out work, and aims to detect early signs of ill-health or disease.



Annual Health monitoring of Cemetery & Crematorium staff has been completed and there are no areas of concern raised.

3.7 Financials : Summary for 2021/22 Financial Year











- Revenue for 2021/22 financial year was up \$143,930 on last year (31%), but down \$53,243 on budget.
- Expenditure was up slightly for 2021/22 on last year by \$6,650, but down on budget by \$187,923. The savings were mainly in personnel (vacancies), maintenance and services.
- Capital expenditure was down versus budget by \$119,323. This was due to delays with security review and installation and a budget for a generator that was purchased in the last financial year.
- The surplus of \$101,449 was transferred to the Crematorium Reserve which is still overdrawn by \$32,499.




Crematorium

2020/21 **Revenue Report** 2021-22 30-Jun-2022

YTD Actual	Cost Centre	YTD Actuals	YTD Budgets	YTD variance	
251 - Crematorium					
464,346		608,276	661,520	53,243	
<u>464,346</u>	Total Crematorium Revenue	<u>608,276</u>	<u>661,520</u>	<u>53,243</u>	

Expenditure Report

YTD Actual	Cost Centre	YTD Actuals	YTD Budgets	YTD variance	
251 - Crematorium					
169,796	Personnel	155,001	223,121	68,120	
43,387	Maintenance & Asset Costs	35,880	90,350	54,470	
123,404	Services & Accommodation	123,356	175,247	51,892	
811	Administration	624	6,000	5,376	
-	Other Costs	0	0	0	
125,239	Internal Charges	146,820	151,756	4,936	
43,239	Depreciation	45,263	41,509	-3,755	
2,063	Finance	9,670	12,800	3,130	
- 43,239	Non Cash Expenses	-45,263	-41,509	3,755	
<u>464,700</u>	Total Crematorium Expenditure	<u>471,350</u>	<u>659,274</u>	<u>187,923</u>	
28,438	Capital Works	35,477	154,800	119,323	
<u>-28,792</u>	Surplus	<u>101,449</u>	<u>-152,554</u>	<u>-254,003</u>	

Key:	
Actual < Budget	
Actual 5 % > < Budget	
Actual > Budget	

Item 4

Attachments:

There are no attachments for this report.