

Wednesday, 16 October 2024

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: **Wednesday, 16 October 2024**

Te Wā:
Time: **10.00am**

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**

Hawke's Bay Crematorium Committee – Terms of Reference

The Hawke's Bay Crematorium Committee was established by Order in Council on 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 (NCC); and
 - (b) Two members to be appointed by the Hastings District Council (HDC); and
 - (c) One member to be appointed by the Central Hawke's Bay District Council (CHBDC).
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 CHBDC Councillor.

Quorum – 3 members

DELEGATED POWERS

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

Wednesday, 16 October 2024

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

Kaupapataka

Agenda

Koromatua

Chair: Councillor Malcom Dixon (HDC)

Deputy Chair: Councillor Nigel Simpson (NCC)

Mematanga:

Membership:

Ngā KaiKaunihera

Members:

Councillor Simon Nixon (HDC)

Councillor Juliet Greig (NCC)

Councillor Gerard 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.
-

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 Tuesday 5 March 2024.
(Previously circulated)
-

4.0 *Report to HB Crematorium Committee*

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5.0 *Minor Items – Ngā Take Iti*

6.0 *Urgent Items – Ngā Take Whakahihiri*

Wednesday, 16 October 2024

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: Sonia Sussmilch, Assistant Manager - Crematorium

Te Take:
Subject: Report to HB Crematorium Committee

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

1.1 The purpose of this report is to update the HB Crematorium Committee regarding operations at the HB Crematorium and Chapel for the previous financial year from 1st July 2023 – 31st June 2024.

1.2 The 2023 – 2024 year in summary:

Crematorium and Chapel usage is steadily increasing year on year due to the following factors:

An aging and growing population in Hawke’s Bay, as well as people choosing cremation over burial, due to the cost of burials.

2.0 Recommendations - Ngā Tūtohunga

- A) That the HB Crematorium Committee receive the report titled Report to HB Crematorium Committee dated 16 October 2024.
- B) That the next meeting of the HB Crematorium Committee be set early in 2025 to discuss future fees.

3.0 Background – Te Horopaki

3.1 The table below shows the number of cremations and a breakdown of service types for the 2023 – 2024 financial year.

Cremations		Chapel Services		
2023 - 2024		2023 - 2024		
			Committal	Full
Jul-23	78	Jul-23	24	7
Aug-23	80	Aug-23	31	9
Sep-23	83	Sep-23	28	9
Oct-23	75	Oct-23	16	5
Nov-23	91	Nov-23	22	13
Dec-23	68	Dec-23	18	11
Jan-24	66	Jan-24	15	10
Feb-24	61	Feb-24	15	10
Mar-24	62	Mar-24	15	5
Apr-24	57	Apr-24	12	5
May-24	67	May-24	14	6
Jun-24	87	Jun-24	30	55
TOTAL:	875	TOTAL:	240	145

3.2 The cremation total for the financial year was 875, which is an increase from 868 the previous financial year.

3.3 Cremator Maintenance:

- The roof of the Cremator was replaced by Pyrotek New Zealand, the week beginning 22nd July 2024, the cost to replace the roof was \$80,000 NZD.
- The Preventative Maintenance checks of the Cremator were undertaken, contracted by Matthews International, at the same time the roof was being replaced. This work was undertaken as one of the consent conditions.
- The Cremator floor (Hearth) has experienced some damage caused by the constant gas flame contacting the Hearth, in the past a “patch” has been undertaken by Pyrotek New Zealand which can last around eighteen months. The cost of the patch is around \$7000 - \$8000 NZD.

3.4 Cremator Consent:

- Air Discharge Testing was done the beginning of February 2024 by Source Testing New Zealand. The **allowable level for the Consent is 0.071**.

The Cremator failed the testing with the PM10 Emission Rate almost double at 0.146, for the first cremation and 0.180 for the second cremation.

- The table below shows the emission rate for the first Air Discharge Testing completed.

Sampling Run	Sampling Date	Sampling Period	Volume Sampled (m ³) ¹	Stack Flow Rate (m ³ /h) ¹	Mass (mg)	Conc. (mg/m ³) ¹	Emission Rate (kg/h)
Run 1 TPM	13/02/2024	12:20 - 14:28	1.258	2,224	53.3	42.4	0.094
Run 1 CPM			1.083		25.0	23.1	0.051
Run 1 TPM + CPM						65.5	0.146
Run 2 TPM	13/02/2024	15:00 - 16:34	0.900	2,211	48.6	54.0	0.119
Run 2 CPM			0.762		20.8	27.3	0.060
Run 2 TPM + CPM						81.3	0.180

- Source Testing New Zealand came back at the end of April 2024 to re-do the Air Discharge Testing, the Cremator failed the PM10 Emission rate again with the level at 0.0896, for the first cremation and 0.108 for the second cremation.
- The table below shows the emission rate for the second Air Discharge Testing completed.

PM10 Emission Results

Sampling Run	Sampling Date	Sampling Period	Volume Sampled (m ³) ¹	Stack Flow Rate (m ³ /h) ¹	Mass (mg)	Conc. (mg/m ³) ¹	Emission Rate (kg/h)
Run 1 TPM	29/04/2024	10:45 - 12:51	1.331	2,506	39.5	29.7	0.0744
Run 1 CPM					8.1	6.09	0.0152
Run 1 TPM + CPM						35.8	0.0896
Run 2 TPM	29/04/2024	13:43 - 15:54	1.301	2,455	52.0	40.0	0.0981
Run 2 CPM					5.3	4.07	0.0100
Run 2 TPM + CPM						44.0	0.108

- Officers from Hastings District Council (“HDC”) have engaged an Environmental and Planning Consultancy firm to provide advice and support to review the current consent conditions. Officers have met with the Hawke’s Bay Regional Council (“HBRC”) to explore what the options could be for changing the conditions of the Cremator Consent.

HBRC advised HDC would need to engage with an Air Quality Consultant to prepare a report to submit to HBRC asking for a variation in the consent conditions.

HDC is in the process of engaging with an Air Quality Consultant.

3.5 Occupational Health Monitoring and Risks:

- All staff are evaluated yearly by HDC contracted Occupational Health Nurse, no concerns were raised in the last round of testing.
- Contractors were engaged to upgrade the extractor fan in the Cremulator room, the upgraded fan means staff can do away with the wearing of face masks while preparing ashes.

3.6 Financials: Summary for 2023/2024 Financial Year:

- Last year’s revenue was **\$45,619** whereas this year’s revenue is **\$67,089** ahead of budget (**\$762,097 v \$695,009**).
- Last year’s expenditure was \$16,023 whereas this year’s expenditure does show an overspend of **\$51,671 (\$452,185 v \$400,514)** however with a revenue of **\$67,089** the Crematorium is still operating favourably. This is due to an increase in the gas price.
- The Crematorium ran an Operating Surplus of **\$57,107**.
- The table attached shows the Revenue Expenditure Report, the amounts in bold above are represented in the table.

4.0 Discussion – *Te Matapakitanga*

4.1 Fees and Charges – Crematorium & Chapel

Officers propose to meet early February/March 2025 to discuss the future fees and actions required.

4.2 Building Maintenance – Chapel

- An officer from the Asset Management team came to inspect the carpet in the office and chapel as it is worn and will need replacing. Also, some paint work will need to be carried out in the Chapel.
- The Overhead Projector bulb was replaced by IT as it was very dim and not operating correctly, IT have been made aware the chapel media equipment will need to be upgraded.

4.3 Crematorium and Chapel

- The changes implemented since the last committee meeting regarding cremation deliveries, chapel services and weekend operating hours have seen a dramatic improvement in the day to day running of the Crematorium.

5.0 General Knowledge

- Last year, the following funeral companies, Terry Longley & Son, Howard & Gannon and Tong & Peryer were bought by Propel which is an Australasian owned company. Arrangements are being made to secure their own cremator.
- As a result of the above, HDC expects a decrease in cremations of around 410 per year to occur, based on the last two financial years.

Attachments:

1 [↓](#) Crematorium Financial Report for 2023-24.pdf (2) CG-17-19-00015

Revenue Expenditure report
 June 2024
 Crematorium

251 Crematorium	Year To Date Actuals	Year To Date Budget	Variance		Next Year Budget	Comments
	Actuals	Budget			Next Year Budget (PR24-25B)	
	-174					
	-701,740					
	119		0	174	0	
<i>ick + to expand</i>	-58,864		-662,056	39,684	-757,506	
1218 - Niche Fees			0	-119		
1219 - Other Fees & Charges			32,953	25,911	0	
1236 - Water Meter Charges					-50,000	
1326 - Building/Park Hireage					0	
1511 - Bank Interest	-1,439	0	1,439		0	
Revenue	(762,097)	(695,009)		67,089	(807,506)	Higher than expected demand
2110 - Salaries & Wages				(489)		
2111 - Salaries	489	0				
2112 - Wages	196,712	106,221	(90,491)		0	
2114 - Annual Leave Accrual	0	72,322			121,942	
2116 - Statutory Leave Accrual	212	894			72,322	
2131 - ACC Levy	137	0			682	77,758
2134 - Superannuation	1,124	857				998
2141 - Training	7,113	5,920	(137)			0
2143 - Travel Costs	0	1,250	(267)			959
2144 - Accommodation	0	400				5,991
2171 - Uniforms	0	150	(1,193)			1,250
2211 - Other Plant & Equipment (<\$1,000)	147	850				400
2221 - Minor Equipment & Supplies	255	1,500				150
2222 - Safety Equipment & Medical Suppli	10,419	11,600				703
2231 - Equipment Maintenance	0	750				850
2239 - Building Maintenance	6,714	8,700				1,245
2251 - Material Damage Insurance	0	1,500				1,181
2254 - Other Insurance	8,920	7,000				750
2342 - Contracted Services	0	1,300				1,986
2343 - Cleaning Services	10,374	4,000				1,500
2348 - Other Services	31,692	26,100				8,700
2374 - Telephone & Fax	0	1,000				(1,920)
2381 - Electricity	1,770	1,600				1,300
2383 - Gas	4,813	7,000				(6,374)
2431 - Memberships & Subscriptions	90,035	75,000				26,100
2442 - Promotional Items	1,187	2,000				(170)
2452 - Photocopying & Printing	0	2,500				2,187
2513 - Depreciation Buildings	108	1,500				(15,035)
2514 - Depreciation Furniture and Fittings	26,102	26,400				813
2518 - Depreciation Other Machinery & Eq	2,698	2,700				2,500
2621 - Loan Interest Paid	26,913	16,700				1,392
	23,476	12,800				298
						2
						(10,213)
						(10,676)
						28,500
						20,100
2732 - Bad Debts Write Off	776	0	(776)		0	
Expenditure	452,185	400,514		(51,671)	519,647	Higher than expected demand and increase in gas price
100146 - Resource Consents	21,368	20,000	(1,368)			25,000
100987 - Medical Referees	30,942	74,000	43,058		74,000	
Projects	52,310	94,000		41,690	99,000	
Net Operations	(257,602)	(200,495)		57,107	(188,859)	
3205 - People & Capability	22,885	20,935	(1,950)			

					27,893	
3210 - Information Services Support	19,817	21,384		1,567	74,556	
3217 - Finance Services	11,265	10,811		(453)		
3220 - CE & Democratic Support	717	736		19	3,336	
3229 - Building Assets	33,573	33,573		0		
3230 - Corporate Administration	0	0		0	578	
3291 - Asset Management Administration	62,715	63,265		550	27,522	
3335 - Waste & Data Service Administratio	9,012	10,329		1,317	5,151	
					72,978	
					8,587	
3911 - Reversal of Non-Cash Depreciation	(55,713)	(45,800)	104,271 115,234	9,913	(57,500)	
Charges, Non Cash etc				10,962	163,099	
NET OPERATIONS after Internal	(153,331)	(85,261)		68,069	(25,759)	
200647 - Generator	23,530	0		(23,530)	0	
220137 - Cremator Refractoring	0	0		0	85,000	
Capital	23,530	0		(23,530)	85,000	Work on Generator
200647 - Generator	23,530	0		(23,530)	0	
220137 - Cremator Refractoring	0	0		0	85,000	

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**Revenue Expenditure report
June 2024
Crematorium**

	Year To Date	Year To Date		Next Year	Comments
251 Crematorium	Actuals	Budget	Variance	Budget	
Funding and Assets etc	129,801	85,261	(44,539)		Transfer to / from reserve
Rating requirement	0	0	0	0	

