

24 November 2022

Jay Waters

s 7(2)(a)

Tēnā koe Jay

Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987

We refer to your information request dated 27 October 2022, in which you ask for information about the status of the emergency generators that were purchased by the Northern Community Panel in 2020. You have particularly asked for the following:

“... information that shows the current status of the emergency generators for the northern ward, where these are, who is managing them, maintenance, audits, and any and all information held about them.

This also includes all information, emails, or information related to the generators from 1 Jan 2020 to now”.

The two 100kVA generators had been purchased for the Northern Community Panel in March 2019 for use in the Northern Ward, to provide emergency power at Emergency Hubs. The acquisition of the generators appeared to have excluded operational costs such as maintenance, training, infrastructure, housing etc. The specific needs of the community were also not considered prior to purchase of the generators, and the new Northern Community Panel that was established in September 2020 decided that smaller emergency generators would be more practicable.

In September 2021, Hutt City Council agreed to acquire the two 100kVA generators from the Northern Community Panel and to reimburse the panel for its purchase. The Northern Community Panel was subsequently reimbursed the sum of \$69,300, in May 2022. This was done via an internal transfer so there is no invoice for ‘purchasing’ the journals off the Northern ward. This process restored the funding allocated to the Northern Ward by restoring the budget that was initially spent on these generators. The funding is now available to be used on other projects in the Northern ward.

Hutt City Council has not been able to find a suitable ongoing use for the generators and the decision was made to dispose of them. Hutt City Council Emergency Management will shortly initiate processes to dispose of the generators in accordance with council policy and procedures for disposal of assets. One generator is currently in storage with Hutt City Council awaiting disposal, and the other is awaiting dismantling and storage in readiness for its disposal.

The documentation you have requested is enclosed. Please note:

- Some material has been withheld under section 7(2)(a) of the LGOIMA, to protect the privacy of individuals.
- Some comments have been withheld under section 7(2)(f)(i), being free and frank expressions of opinions by or between Council officers in the course of their duty.
- One email has been withheld under section 7(2)(g), to maintain legal professional privilege.

We do not believe there are public interest considerations that weigh in favour of release of this information.

Information that does not relate to your information request is also redacted from these documents as being 'Out of Scope'.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this letter may be published on the Council's website.

Nāku noa, nā



Susan Sales
Senior Advisor, Official Information and Privacy

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Thursday, 3 December 2020 2:49 pm
To: [REDACTED]
Subject: FW: Northern Ward Panel - Generator

Hi – meant to say, can you also copy me in when you go back to [REDACTED] pls, just so I know what we have said.
Thanks
AB

From: Andrea Blackshaw
Sent: Thursday, 3 December 2020 7:56 AM
To: [REDACTED]
Cc: Melanie Laban; Colin Lunn
Subject: FW: Northern Ward Panel - Generator

Hi [REDACTED]

In October a paper went to CLT on Community Panels which sought to change the process for the purchase of assets by panels and their subsequent management, in particular ensuring that the relevant parts of Council sign off on purchases as being strategically aligned, that there is written agreement on ownership of the asset and which part of the business will manage and budget for in the future (being the most relevant part). The way we had done this in the past has exposed us to several risks, both financial and reputational. This was agreed by CLT. At that time, this was thought to be the status of the generators:

Northern	Emergency Generators \$77K	Complete. However generators purchased are not fit for purpose. They are seeking to sell them and purchase smaller generators. Maintenance work is required before they can be sold.	Recommend we approve sale of the generators with funds returned to the panel and reinvested in future projects, which may be smaller generators (decision yet to be made). Recommend Council officers support the process to dispose of assets. Recommend giving panel approval to use funds for maintenance.
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I see from the attached that you have given advice on the purchase and size of the large generators as it aligns with our emergency preparedness. Given this is about emergency preparedness, this asset would then sit with your part of the business. So can I ask you to pick up this conversation please. In terms of event-use – I think we would need to consider a few things:

- Whether this is a good idea given wear and tear on the generator and associated costs (when they are for emergency use)
- Any costs (including resource) in hiring this out, and how that could be managed – the events team might be able to give some advice on this

I will leave you to go back to [REDACTED] – let me know if there are any issues.

Ngā mihi nui

Andrea

From: [redacted] s 7(2)(a)
Sent: Thursday, 26 November 2020 3:04 PM
To: Andrea Blackshaw
Cc: [redacted] s 7(2)(a) Naomi Shaw; Leigh Sutton; [redacted] s 7(2)(a)
[redacted] s 7(2)(a) [redacted] Colin Lunn; Debbie Hunter
Subject: Northern Ward Panel - Generator

Hi Andrea please find attached a letter from the Northern Ward Panel with reference to the generators that the previous Northern Ward Panel purchased.

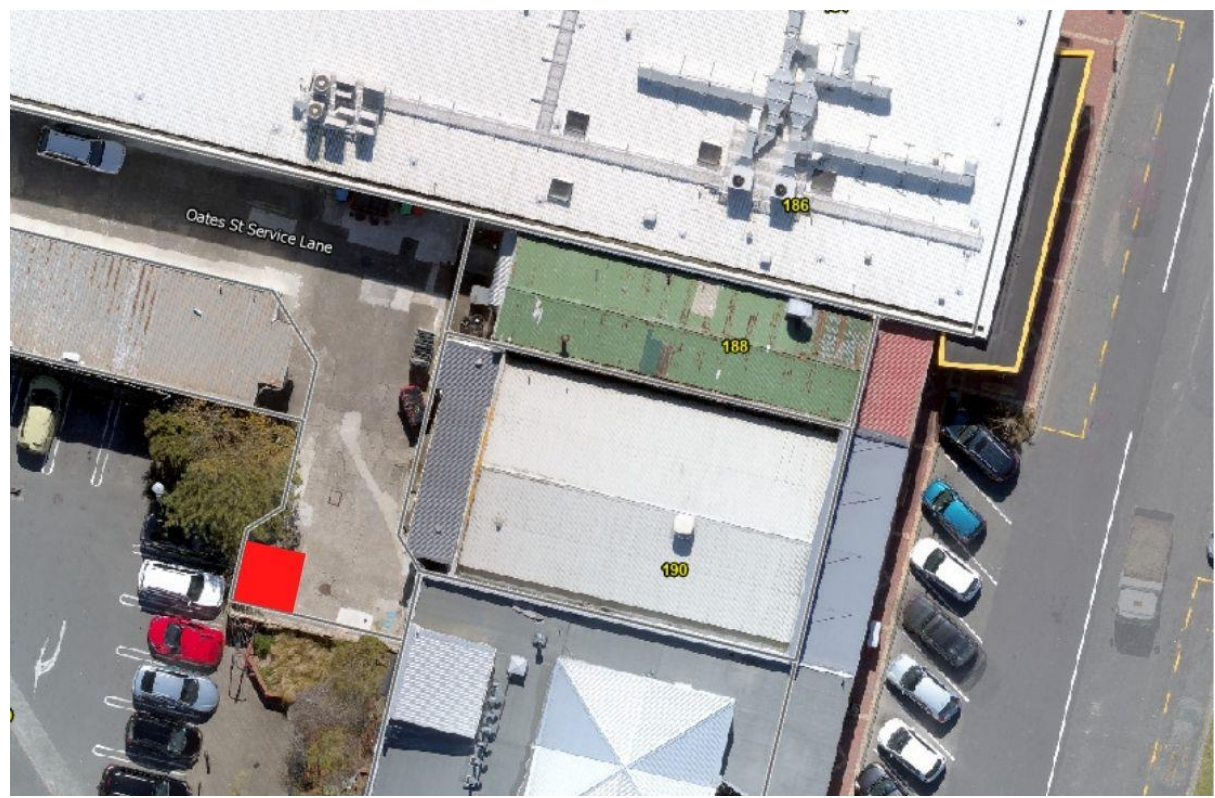
In order for the Panel to engage with potential organisations to store one of the two generators purchased, noting the generator is currently being stored “dormant” at [redacted] s 7(2)(a) in Stokes Valley and for the panel to be in a position to engage with [redacted] s 7(2)(a) who are housing the second generator we need a number of issues clarified by Council.

I am happy to met to discuss the contents of the letter if that is of assistance.

Thanks in advance and we await your response

[redacted] s 7(2)(a)
Chair Northern Ward Panel

[redacted] s 7(2)(a)



26 November 2020

Andrea Blackshaw

Director of Neighbourhoods and Communities, Lower Hutt City Council

Re: Northern Ward Panel – Community Project Fund- Generator

Background

Two generators were purchased on the 5th of September 2018 by the Northern Ward as per a letter addressed to [REDACTED] s 7(2)(a) the previous Chair on 5 September. The two 100kVA generators were purchased from Generator Rental for \$69,300. This price included two tandem axle trailers and two transfer switches.

One of the generators is currently temporarily stored at [REDACTED] s 7(2)(a) in Stokes Valley, and has not been operated or tested for some considerable time. This generator was only stored at [REDACTED] s 7(2)(a), due to their good will as the previous panel could not get agreement as to where the generator should be housed.

The second generator has been hard wired in to [REDACTED] s 7(2)(a), the school has taken accountability to maintain the generator and it has been operated at least once in a power outage.

Current State

The Northern Panel met with [REDACTED] from the LHCC yesterday to gain a better understanding of the roles, responsibilities, and ownership of backup generators in the city. [REDACTED] explained that the ideal situation was that there should be a generator in Stokes Valley, Pomare Taita, Council Offices and Wainui. Given the Northern Ward purchased the two generators for our ward, our remit and questions relate to these two generators, but our questions will have wider implications across the city.

[REDACTED] advised that the two generators that the Northern Ward purchased, were the correct size and output, both being 100KVA.

Challenge

The biggest challenge the Northern Ward has at present is to find a home for the generator currently located at [REDACTED] s 7(2)(a) so in the event of an emergency or an event the generator can be relocated to the required location. To enable the panel to have conversations re-the storage of the generator there are several questions that we need clarification from the council including ownership of the assets and on-going maintenance of the generators to ensure they are fit for use in the event of an emergency.

Questions for Council

1. Can HCC confirm that the council will be accountable for the ongoing maintenance of the generators

2. That the generators will be included in the council asset register and the council will be responsible for insuring the generators
3. That HCC will be responsible for making the decision where the generator should be relocated to in the event of an emergency
4. That HCC manage a booking process, to enable organisations to hire the generator, for events directly beneficial to our communities

Based on the answers to the questions above the Northern Panel will:

1. Engage with potential areas where we can store the generator in Stokes Valley and clarify the cost of alterations required to store the generator securely. Depending on the cost, this may be a cost that could be covered by the Northern Panel funds or a cost that is covered by the council. Possible options for storage include the s 7(2)(a) and service lane next to the SV Hub
2. Identify places in the Valley where the generator may be required in event of emergency and understand the wiring requirements and cost for further consideration by the community panel
3. Work with s 7(2)(a) to ensure the school is ok to continue to house the generator, and understand the cost to replace the hard-wired installation with a plug, to enable the generator to be transported elsewhere.

Summary

Having at least two working generators for the disposal of LHCC in the event of an emergency is critical; the Northern Ward as part of our role will engage with the appropriate organisations to store the generator currently housed at s 7(2)(a) but in order to have those conversations, we need confirmation that: the Council agrees to take ownership of the generators including insurance, maintenance and ongoing support

Thanks

s 7(2)(a)

Chair Northern Ward Panel

From: [REDACTED] s 7(2)(a)
To: [REDACTED] s 7(2)(a)
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency
Date: Thursday, 26 November 2020 10:35:31 am
Attachments: image001.png
image002.png
hccsmallogo_12fb0640-f486-4c5a-a775-f4ab1b1dfb5d.jpg
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13139RubbishandRecyclingEngagementEMAIL_5ddea2b0-952f-4aed-8ca4-d26306e488b2.jpg
Untitled design.jpg

From: Damon Simmons <Damon Simmons@huttcity.govt.nz>
Sent: Thursday, 26 November 2020 10:08 AM
To: Colin Lunn <Colin Lunn@huttcity.govt.nz>; John Gloag <John Gloag@huttcity.govt.nz>
Cc: [REDACTED] s 7(2)(a); [REDACTED] s 7(2)(a); Debbie Hunter <Debbie Hunter@huttcity.govt.nz>
Subject: RE: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Morning Colin,

So long as the access provisions for the local businesses aren't affected it should be ok. There is a garage access at the rear of #192 that might be affected?

There are security issues to be considered – both for the generator itself and also the access lane. I thought we removed the fences in this location due to some of the behaviour that was being hidden? Or did that never happen in the end? So we would need to make sure that the shed wasn't going to reinstate those issues.

Other options might be a shed on Delany Park or council's property on the corner of SVR and Evans Street. There's also the existing shed on Council's property at 62 SVR.

Regards,

Damon

Damon Simmons

Traffic Asset Manager

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6730, M [REDACTED] s 7(2)(a), W www.huttcity.govt.nz



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From: Colin Lunn
Sent: Thursday, 26 November 2020 9:55 AM
To: Damon Simmons; John Gloag
Cc: [REDACTED] s 7(2)(a); [REDACTED] s 7(2)(a); Debbie Hunter
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Good morning Damon and John,

The Northern Community Panel purchased two large generators (last triennium) to power community hubs in the event of an emergency/significant power outages.

Both generators are on trailers. One generator is stored at [REDACTED] s 7(2)(a), the other is currently stored at [REDACTED] s 7(2)(a) yard [REDACTED] s 7(2)(a). I would like the NCP/Council to find another place to store it.

I attended a meeting with members of the NCP and [REDACTED] s 7(2)(a) (yesterday) to discuss the generators.

The NCP are keen to hopefully find another location within Stokes Valley to house the generators. One question raised was whether Council would consider allowing a shed to be built to house the generator (on trailer) in the area marked with a red square box, the service lane on Oates Street, in the attached picture above.

Are you able to advise, if surrounding businesses (adjacent to the service lane) agreed?, would this be a possibility or not?

Cheers

Colin

From: [REDACTED] s 7(2)(a)
Sent: Wednesday, 25 November 2020 5:29 PM
To: Colin Lunn
Cc: [REDACTED] s 7(2)(a)
Subject: RE: Oates Street service lane

Here we go guys it's the area in red x

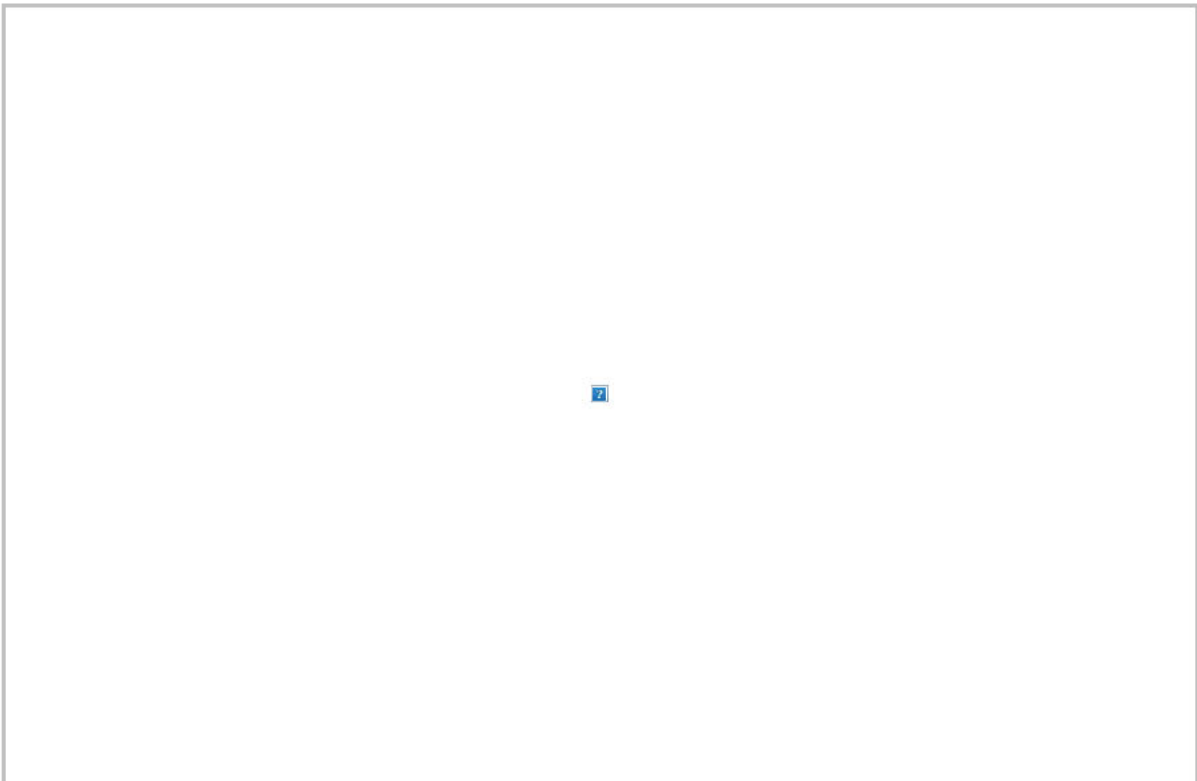
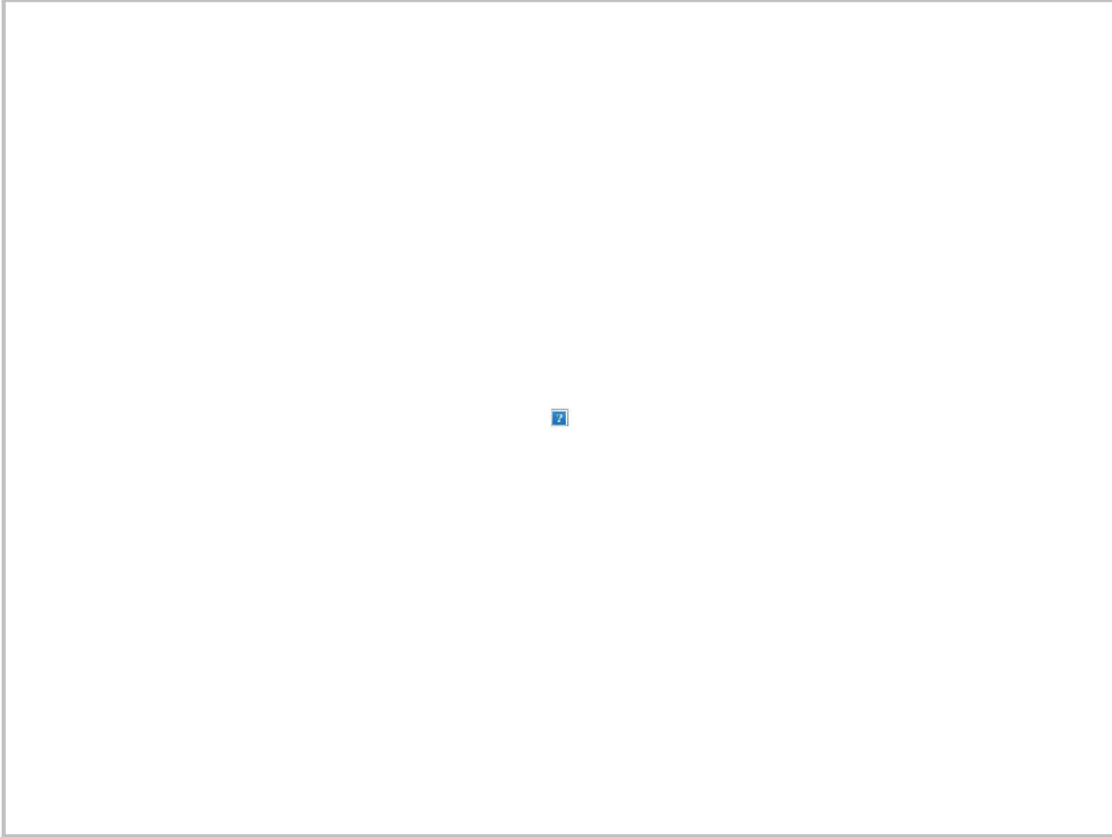
From: Colin Lunn <Colin Lunn@huttcity.govt.nz>
Sent: Wednesday, 25 November 2020 12:16 pm
To: [REDACTED] s 7(2)(a)
Cc: [REDACTED] s 7(2)(a)
Subject: Oates Street service lane

Hi [REDACTED] s 7(2)(a)

Attached aerial views of Council's service lane next to the Stokes Valley Hub. I've attached two pics one with underground services and one without.

The underground services may be an obstacle apart from the site being a legal road?

If you mark on the attached plan (without underground services shown) where you were thinking as a possible storage area for the generator and trailer, I can then forward to the Transport team for a response.



Kindest regards

Colin

Colin Lunn
Contracts Manager

CONTRACTS DIVISION - CITY INFRASTRUCTURE

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6849, M [s 7\(2\)\(a\)](tel:0274787121) W www.huttcity.govt.nz



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Susan Sales

From: Jarred Griffiths
Sent: Wednesday, 30 June 2021 2:14 pm
To: Andrea Blackshaw; Josef Shadwell
Cc: Caryn Ellis; Melanie Laban
Subject: RE: Community Panel update

Re generators – wouldn't they also be redundant from our perspective, and equally create ongoing cost?

Ngā mihi,

Bin Changes Team
Hutt City Council

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Wednesday, 30 June 2021 1:55 PM
To: Jarred Griffiths <Jarred.Griffiths@huttcity.govt.nz>; Josef Shadwell <Josef.Shadwell@huttcity.govt.nz>
Cc: Caryn Ellis <Caryn.Ellis@huttcity.govt.nz>; Melanie Laban <Melanie.Laban@huttcity.govt.nz>
Subject: Community Panel update

Hi Jarred and Josef .. a further heads up for you on the issue with the Northern Community Panel generators. We have suggested the solution outlined below, we are testing it verbally with them, and if they accept it we will send a letter of confirmation. They may not be completely happy as they had hoped to keep the generators, however this is currently the only solution on the table, [REDACTED] one of our officers endorsed the purchase at the time, [REDACTED]

[REDACTED] This is one of the reasons we have changed the process for panel decisions, and all now must be endorsed by CLT so we can ensure these things are considered before money is spent.

Let me know if you have any questions. I will let you know how we get on.

AB

- [REDACTED] There is no budget available for the ongoing costs associated with this asset.
- A pragmatic solution may be for HCC to take over responsibility for the generators and reimburse the panel the \$69,300 they spent. HCC will be reviewing its emergency management needs in the near future and will make a decision at that point on whether it is cost effective to own the generators. If not, HCC would sell the generators, and absorb any loss.
- HCC would remain responsible for emergency management in the city and for sourcing and deploying generators as required as part of that.
- Should the panel want to buy smaller generators, it is unlikely this would be endorsed by CLT, given the significant ongoing costs, and the fact that they are not required for Council's emergency management plan.

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Thursday, 12 August 2021 1:27 pm
To: [REDACTED]
Cc: Melanie Laban <Melanie.Laban@huttcity.govt.nz>
Subject: FW: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

The saga of the generators continues ... see below .. lets' talk, again 😊
AB

From: Colin Lunn
Sent: Thursday, 12 August 2021 1:13 PM
To: Melanie Laban
Cc: Andrea Blackshaw; Debbie Hunter
Subject: FW: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

Hi Mel,

I sent the below email to Anthony concerning the generators and had a chat with him about it on Tuesday morning (this week). Anthony is reluctant to organise shifting of the generators and advised that our 'plant manager' should be organising the shift and any sale process??.

I'm happy to organise a contractor to shift the generator, but need a place to take the generator to and I'm not the right person for organising sale of the generators if that is what Council decide to do?

Are you able to provide some assistance with this. NCP are after an update refer to the above.

Cheers

Colin

From: Colin Lunn
Sent: Tuesday, 27 July 2021 2:38 PM
To: Anthony Robinson
Cc: Melanie Laban; Debbie Hunter
Subject: FW: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

Good afternoon Anthony,

Andrea and [REDACTED] have agreed to take over ownership of the two generator's (purchased last triennium) for the purpose of northern community resilience in emergency events by the Northern Community Panel.

My understanding is that [REDACTED] has already arranged for one of the generators to be housed within the garage at the rear of the Little Theatre, next to the war memorial library.

The other generator is currently housed at [REDACTED] s 7(2)(a) and will need collecting, including removal of a cage surrounding the generator. Apologies I haven't sighted the cage so am not sure what is involved to remove this.

How would you like to arrange for removal of the cage and transportation of the generator to a new site deemed appropriate by the emergency management team?

Can you please advise so I can pass on information to the NCP.

Kindest regards

Colin

From: Melanie Laban
Sent: Tuesday, 27 July 2021 12:38 PM
To: Colin Lunn; Debbie Hunter
Subject: FW: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

Kia ora

Leave this with you re generators – be worth you touching base with Anthony the new Emergency Manager re next steps

M

From: Andrea Blackshaw
Sent: Tuesday, 27 July 2021 11:34 AM
To: Melanie Laban; Debbie Hunter
Subject: FW: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

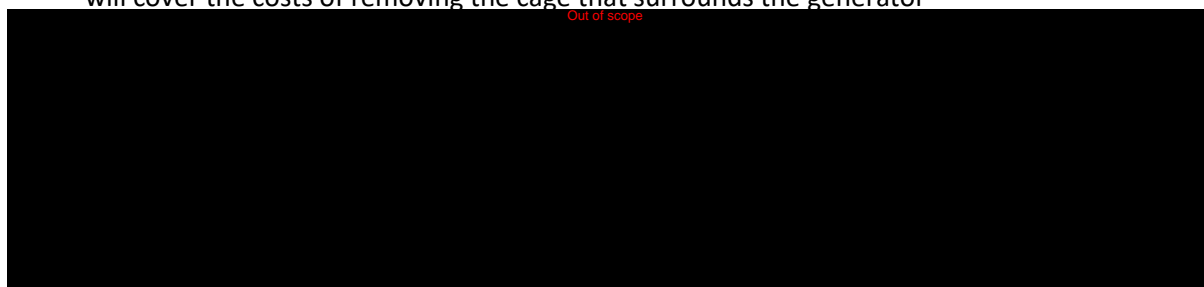
Hi guys – leave you to sort who should be doing the part that's currently allocated to me .. poss Colin?

AB

From: [REDACTED] s 7(2)(a)
Sent: Tuesday, 27 July 2021 11:32 AM
To: Derek Kerite; Andrea Blackshaw; [REDACTED] s 7(2)(a)
Cc: Colin Lunn; Debbie Hunter
Subject: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

Hi guys attached is the minutes from the northern panel meeting July 2021

1. Andrea are you able to advise or put me on to the person who can- re the generator who will be responsible for advising [REDACTED] s 7(2)(a) that the generator is being removed and who will cover the costs of removing the cage that surrounds the generator



Cheers

Please yell out if any queries

Thanks s 7(2)(a) Chair Northern Panel

Minutes of the Northern Panel Ward Meeting July 15 2021

Attended – [§ 7(2)(a)] Leigh, [§ 7(2)(a)], Naomi

Absent – Colin

Out of scope

2. Generator –

Letter received from Andrea Blackshaw LHCC confirming that the council will reimburse the northern ward \$69,000 for the two generators that were purchased by the previous panel.

AP- Andrea to confirm the process to inform [§ 7(2)(a)] that the generator is to be sold and removed from the school, also who will cover the costs of removing the metal cage from the school

Out of scope

From: [REDACTED] s 7(2)(a)
Sent: Thursday, 12 August 2021 12:32 pm
To: Colin Lunn <Colin.Lunn@huttcity.govt.nz>; [REDACTED] s 7(2)(a)
Subject: [EXTERNAL] Northern Panel minutes of meeting July 2021-LHCC action points

Colin see Andrea response re the generator, are you able to follow up this will be Colin who is the liaison officer for the Panel. Mel passed on to him at the time and he should be in touch.

[REDACTED] Out of scope

From: [REDACTED] s 7(2)(a) >
Sent: Thursday, 12 August 2021 10:12 AM
To: 'Andrea Blackshaw' <Andrea.Blackshaw@huttcity.govt.nz>; Janet Lawson <janet.lawson@huttcity.govt.nz>
Cc: 'Naomi Shaw' <Naomi.Shaw@huttcity.govt.nz>; [REDACTED] s 7(2)(a)
Subject: Northern Panel minutes of meeting July 2021-LHCC action points

Hi Andrea and Janet, are you both in a position to respond to the action points from the Northern Panel detailed below

Any questions please advise

Cheers [REDACTED] s 7(2)(a)

1. Andrea are you able to advise or put me on to the person who can- re the generator who will be responsible for advising [REDACTED] s 7(2)(a) that the generator is being removed and who will cover the costs of removing the cage that surrounds the generator

[REDACTED] Out of scope

Cheers
Please yell out if any queries

Thanks [REDACTED] s 7(2)(a) Chair Northern Panel

From: Andrea Blackshaw <Andrea.Blackshaw@huttcity.govt.nz>
Sent: Monday, 10 May 2021 8:39 am
To: Jenny Livschitz <Jenny.Livschitz@huttcity.govt.nz>; [REDACTED]
Melanie Laban <Melanie.Laban@huttcity.govt.nz>; Colin Lunn <Colin.Lunn@huttcity.govt.nz>;
Bradley Cato <Bradley.Cato@huttcity.govt.nz>
Cc: Simon George <Simon.George@huttcity.govt.nz>; Darrin Newth
<Darrin.Newth@huttcity.govt.nz>; Daniel Koenders <Daniel.Koenders@huttcity.govt.nz>
Subject: RE: Northern Panel meeting 22 April - Generators

Hi all

[REDACTED] and I have discussed and we agree the best way forward is still the option outlined by Mel below .. private sale of the generators with support from council officers to assist if required. Proceeds from the sale would then be distributed back to the northern panel.(as has happened with the accessible toilet and the Central Panel)

s 7(2)(f)(i)

s 7(2)(f)(i)

[REDACTED] We think it's better to put it right now than to continue to pay for that decision. Looks like the panel are supportive of this. The good news is we know better controls and checks are in place around future spending by panels. Jenny – please let me know if there are any issues with this. Otherwise we'll get on with it.

Ngā mihi nui

Andrea

From: Jenny Livschitz
Sent: Friday, 30 April 2021 2:44 PM
To: [REDACTED]; Melanie Laban; Colin Lunn; Andrea Blackshaw; Bradley Cato
Cc: Simon George; Darrin Newth; Daniel Koenders
Subject: RE: Northern Panel meeting 22 April - Generators

Hi

I've had a chat to Simon about this.

This is an unusual situation and seems far more complicated than it needs to be.

We can update our asset register to reflect the asset being owned by Council from 2019 when the assets were purchased. Given the Northern Panel is not a separate entity but rather acting under delegation by Council, this seems the best approach as far as I am aware. You may like to reflect on revising the options in light of this. There could be an adjustment to the funding available to spend by the panel depending on the decisions made.

If we capitalise the asset – the depreciation costs will need to be charged somewhere – assume it will be your area Mel.

If we are retaining the asset going forward for emergency purposes- then the ongoing costs (depreciation, maintenance etc) can be charged to the emergency management cost centre.

Cheers

Jenny

From: [REDACTED]
Sent: Friday, 30 April 2021 1:49 PM
To: Melanie Laban; Colin Lunn; Andrea Blackshaw; Jenny Livschitz; Daniel Koenders; Bradley Cato
Subject: RE: Northern Panel meeting 22 April - Generators

Hi all

I have met with [REDACTED] and Colin re this issue (today)

Option 1 appears the only viable option

The issue whether the generators are useful for emergency management is valid however HCC benefit would be the Northern panels loss. I believe we should separate the two topics as current we do not own generators, northern panel do.

I would recommend a private sale of the generators with support from council officers to assist if required

Proceeds from the sale are distributed back to the northern panel

Colin and [redacted] s 7(2)(a) an I agreed this was a valid option and I agreed I would present it to relevant council staff to check its validity

Jenny, Brad and Mel – please respond and comment whether this is a valid option and if not provide comment on options that would be valid

Thanks

From: Melanie Laban

Sent: Tuesday, 13 April 2021 4:25 PM

To: [redacted]

Subject: Northern Panel meeting 22 April - Generators

Kia ora [redacted]

Below is where I have got to with generators. I have also asked both [redacted] and Debbie to stop all work they were doing in this space until after your meeting with the Panel. I am on leave from this Thursday afternoon, so any q's before then give me a call. Colin Lunn is HCC Panel Rep, so any questions re the meeting on 22nd – contact him.

Current situation

Simon George (Senior Accountant) has advised:

“When the generators were bought in early 2019 we were told that HCC would not own them so we wrote off (expensed) the cost of the purchase. This means that they haven't been on our fixed asset register and have not been depreciated. We can't now, change this and capitalise the generators onto the asset register.”

Below are the options we discussed, the above advice does mean that option 3 is no longer a viable option. From our perspective, this could be a tricky conversation with the Northern Panel as they will be expecting a 4th option which I've listed below for you.

Option 1 - Sell

- Northern Panel pay for immediate maintenance of the generators and then sell them
 - Proceeds from sale is provided back to the Northern Panel for their distribution.
 - This is an option however [redacted] has advised previously that strategically these generators in a Civil emergency will be invaluable for running Civil defence welfare hubs for the community.

Option 2 – Keep (Panel)

- Generators are the sole responsibility of the Northern Panel.
 - Panel is responsible for meeting all ongoing costs insurance/maintenance
 - Panels decide on how the generators are used, and manage all bookings etc
 - If Panels cease to exist, or future panels choose not to maintain them – they are sold and proceeds returned to council

Option 3 – Recapitalise assets to HCC

Currently note viable option – see above comments from Simon. However, this could be an option if we can buy asset back for \$1..however, [redacted] you would need to talk to Philip or Jenny as Simon couldn't give further advice on this. If this can happen then option 3a and 3b apply.

- Assets are recapitalised to HCC, only available in emergency situations – not for wider community use.
 - Option 3a
 - To be deployed as required by HCC – city wide
 - Option 3b
 - Priority for deployment Northern Ward first. HCC asset

Option 4 – Keep (HCC)

- Northern Panels Preference

- Generators remain council responsibility
- Council covers all maintenance costs (approx \$19k pa for both). NP have agreed that they were open to covering maintenance for the generators for up to the next 18 months. Until Council could find extra funding to maintain the generators.
- Community can use these for events.
- Why this is not an option for HCC:
 - Council does not own the asset as per Simons above comments – we cannot assign HCC budget to an asset we don't own. (or see option 3)
 - Use of the generators for purposes other than emergencies has potential to lessen its effectiveness in the event of an emergency.

Cheers

Susan Sales

From: Colin Lunn
Sent: Tuesday, 5 October 2021 2:39 pm
To: Debbie Hunter; Melanie Laban; Jack Brown; Alannah Laban
Cc: Anthony Robinson
Subject: FW: Generator at [REDACTED]

Hi All,

Just keeping you in the loop (read below email). The school have spent quite a bit of money on an electrical transfer system that runs off the generator if power shuts down. No one is quite sure who or how that was arranged?

From my un-expert sighting of the generator I think it is just a matter of unplugging the 3-phase connection, opening up a chain-link fence, towing the trailer out, re-wiring the chain-link back in place and driving the trailer down to our Meachen Street lock-up.

Hoping I can book a meeting with Jack to visit [REDACTED] after the school holidays to confirm and then arrange for the generator to be removed from site (shortly after).

Kind regards

Colin

From: Colin Lunn
Sent: Tuesday, 5 October 2021 2:30 PM
To: [REDACTED]
Cc: [REDACTED] Anthony Robinson
Subject: Generator at [REDACTED]

Dear [REDACTED]

Thanks for meeting with [REDACTED], Anthony and I last Friday (afternoon) 1 October to discuss the Northern Community Panel generator currently housed at your school.

As discussed, we will arrange for our own in-house electrician, Jack Brown, Council's facilities maintenance manager and I to visit [REDACTED] after the school holidays to site the plug and transfer kit at the school to see if it can be disconnected without affecting the school's main source of power and safely kept in place to use as a source of power in an emergency event (if needed).

If retaining the power connection is an option we will arrange for a contractor to carefully remove the fence, shift the generator and then reinstate the chain-link fence back in place.

Who is the best point of contact concerning permission to inspect the generator or are we better to just visit the school office on the day?

Kindest regards

Colin

Susan Sales

From: Colin Lunn
Sent: Friday, 5 February 2021 3:20 pm
To: Debbie Hunter
Subject: RE: Emergency Generator

Hi Debbie,

Apologies last night we discussed the following:

1. Generator – NCP still working with Debbie and [REDACTED] to develop MOU for generator located at [REDACTED] [REDACTED] and another to be stationed somewhere within Stokes Valley. The favoured position is in the service lane near the SV Hub. NCP to discuss with Paddy – Hub manager once MOU between HCC and NCP is complete

Out of scope

As far as actual funding goes NCP are still exploring the above options before committing any spend.

Give me a call if you need any further information. Have a great long weekend.

Kindest regards

Colin

From: Debbie Hunter
Sent: Friday, 5 February 2021 2:44 PM
To: Colin Lunn
Subject: RE: Emergency Generator

Hey Colin any update from last nights meeting please?

From: Colin Lunn
Sent: Thursday, 4 February 2021 11:40 AM
To: Debbie Hunter
Subject: RE: Emergency Generator

Thanks Debbie,

I'm only catching up with this now. So busy at the moment. So much going on.

I'll take this along to tonight's meeting unless I'm asked.

Cheers

Colin

From: Debbie Hunter
Sent: Monday, 1 February 2021 4:43 PM
To: Colin Lunn
Cc: [REDACTED] s 7(2)(a)
Subject: Emergency Generator

Hello

Just to let you know that I met with [REDACTED] s 7(2)(a) last week re-creating an MOU re. emergency generator currently positioned at [REDACTED] s 7(2)(a) – which I am in the process of creating. I am following up with Geoff Stuart re. costs/budgets etc also.

I hope to have something by the end of the week for [REDACTED] s 7(2)(a) – I need to iron out a few things first before I send it through. MOU is between Council and the School.

I spoke with [REDACTED] s 7(2)(a) and apparently he was going to visit Paddy at Stokes Valley Hub + as well as check the [REDACTED] s 7(2)(a) one (to see whether you can connect it easily if it is available for the community). Waiting to hear back from [REDACTED] s 7(2)(a) so I will chase him again tomorrow.

Thank you

Debbie

Debbie Hunter
Community Advisor Funding and Community Contracts

Hutt City Council, Naenae Pool, 2 Everest Avenue, Private Bag 31912, Lower Hutt 5040, New Zealand
T, M [REDACTED] s 7(2)(a), W www.huttcity.govt.nz



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NEMA Memorandum of Understanding – Generator Supply Companies

CDEM Factsheet (November 2021)

Background

Nationwide, a small number of hire companies carry the large size generators suitable for healthcare centres, Emergency Coordination Centres, supermarkets and/or isolated communities. Demand for these generators can be expected to spike during an emergency and in the absence of any prioritisation, will be distributed on first come first serve bases. In anticipation of such a scenario, six Generator Supply Companies (GSCs) have agreed to enter into a non-binding Memorandum of Understanding (MoU) with NEMA to facilitate the allocation of generators to users most critical to response and recovery efforts during an emergency.

This MoU does not supersede any existing contractual or commercial arrangements with the GSCs party to this agreement.

Generator Supply Companies (GSCs) party to this agreement are:

1. Aggreko (NZ) Limited
2. Generator Rental Services (GRS)
3. Kennards Hire
4. NZ Pump and Generator Services (NZPGS)
5. Pace Power & Air
6. Qpower

Activation of the MoU

In the event of an emergency, a Civil Defence Emergency Management (CDEM) Group can formally request the National Emergency Management Agency (NEMA) to activate this MoU via the NEMA Duty Team or the National Controller. The NEMA Duty Manager or the National Controller, based on the event and the need, may choose to activate this MoU if deemed necessary.

Activation can occur whether or not a state of emergency has been declared under section 66 or section 68 of the Civil Defence Emergency Management Act 2002 (CDEM Act).

An activation request should include what the generator is going to be used for, when and where. It can be transmitted verbally, by text, email or other communication method. Once a CDEM Group's request for activation has been approved by NEMA, NEMA will notify GSCs, and connect GSCs with the relevant CDEM Group for the provision of emergency generators.

Prioritisation

GSCs have agreed to supply generators to users on the basis of a default priority. However, the Controller at NEMA or CDEM Group may alter the prioritisation based on the response requirements.

Default Priority List:

1. Health and disability services sector organisations, such as hospitals, ambulance services and medical centres.
2. Isolated communities.
3. Emergency services, such as Police, Fire Service, and CDEM Emergency Operations Centres.
4. Lifelines Utilities, such as energy, telecommunications, water and transport infrastructure and key contractors to lifeline utilities.
5. Key commercial industries in a region.

Additional resources

Should there be too few generators available within the affected region, the NEMA may ask the GSCs to source and supply generators from outside the Region. GSCs will comply with any such request to the maximum extent reasonably possible.

Costs

While facilitation of arrangements may be supported and coordinated by the NEMA, it is expected that the contract governing the hire of any generators, transportation and payment terms, will be between the applicable GSC and the CDEM Group and governed by the respective GSC Hire Contract Conditions.

Liability

The GSCs are each responsible for maintaining, for the duration of the term of this MoU:

- a. adequate material damage insurance for their own assets, however material damage insurance is the responsibility of the hiring party during the period of which the asset is in the possession of the hiring party, and
- b. adequate public liability insurance.

The Parties' legal rights and obligations, particularly during an emergency, are governed, in part, by the provisions of the CDEM Act (including, where applicable, the statutory provisions regarding protection from liability and compensation for loss or damage to property during a state of emergency and/or transition period).

Further Information

For more information on Generator MoU, contact the NEMA Infrastructure Resilience team at infrastructure@nema.govt.nz.

Contact Details

Organisation	Role	Contact Number	E-mail Address
--------------	------	----------------	----------------

s 7(2)(a)



	Auckland	Waikato	Bay of Plenty	Hawkes Bay	Taranaki	Wellington	Canturbury	Otago	Southland
Aggreko	1048-1050 Great South Road, Mt Wellington +64 9259 7000		56 Market Place, Tauranga +64 7574 2950		5 Dean Place, Waiwakakai ho, New Plymouth +64 6769 5250	Cr. Wareham Place & Barnes Street, Seaview, Lower Hutt, Wellington +64 4589 0860	39 Braeburn Drive, Hornby, Christchurch +64 3344 1500		
Generator Rental Services (GRS)	40-42, The Concourse Henderson Auckland		7 Porutu Place, Tauriko, Tauranga	1217 Omahu Rd, Hastings					
NZ Pump and Generator Services (NZPGS)	6B Kellow Pl, Wiri	10B Newton Place, Frankton, Hamilton			114A Cordelia Street, Stratford	2/24 Goodshed Rd, Upper Hutt	48 Currys Rd, Hillsborough		
Pace Power & Air		2/355 Kahikatea Dr, Frankton, Hamilton			95 Katere Rd, New Plymouth				
Qpower		22 Matos Segedin Drive, Cambridge					40 Logistics Drive, Harewood, Christchurch, 8051	212 Crawford Street, Dunedin 73 Barry Ave, Cromwell	

	Auckland	Waikato	Bay of Plenty	Hawkes Bay	Taranaki	Wellington	Canturbury	Otago	Southland
Kennards Hire	3 Mana Pl Manukau (09) 262 3370	709 Te Rapa Road Hamilton 07 834 4090	52 Burrows Street Tauranga 07 557 0100			149 - 153 Adelaide Road Newtown (04) 380 2810	472 Moorhouse Avenue Christchurch (03) 366 3751	22 Glenda Drive Frankton Queenstown (03) 441 4810	5 Bond Street West Invercargill (03) 213 5160
	388 Great North Road (09) 376 8654		48 Hewletts Road Mount Maunganui (07) 987 0810			69 Waione Street Petone Lower Hutt (04) 576 5300	2 Parkhouse Road Wigram (03) 344 3337	5 Midland Street Dunedin (03) 742 2000	
	16 Tawa Dr Albany (09) 415 8025						154 Langdons Road Papanui (03) 352 6272		
	131 Harris Rd East Tamaki (09) 274 8418								
	327 Lincoln Rd Henderson (09) 836 0809								
	375-377 Church St Onehunga (09) 634 0401								
	3 Ray Small Dr Papakura (09) 296 3330								
	4 Morrin Rd Panmure (09) 570 2168								
	2200 East Coast Bays Rd Silverdale (09) 421 0597								
	16 Northside Dr Whenuapai (09) 416 0720								
	131 Harris Rd East Tamaki (09) 273 3129								

Susan Sales

From: Anthony Robinson
Sent: Tuesday, 29 March 2022 5:12 pm
To: Alannah Laban
Cc: Jarred Griffiths; Deepu Nunnian; Nishana Reddy
Subject: FW: [EXTERNAL] FW: MOU Generator Supply in Emergencies - Factsheet
Attachments: Generator Supply Companies - NEMA MoU Factsheet_FINAL.pdf

Tēnā koe Alannah,

Background

Three to four years ago, two 100kVA generators (mounted on trailers) were purchased for the Northern Community Panel (NCP) in order to provide emergency power at Emergency Hubs, for their communities. It is not clear whether the NCP had considered ongoing maintenance, training and operational costs when these generators were purchased. [REDACTED] and the generators were subsequently acquired by HCC, which in turn reimbursed the NCP.

Purpose

The purpose of this email is to identify whether HCC has a need for additional generator capability; and confirm that HCC has made provisions to ensure emergency power supply to key facilities to enable it to operate and deliver key services post a major earthquake, where power supply may be disrupted or unavailable for a significant period of time.

Disruption to Wellington Region Electricity Supply

It is highly likely that a significant earthquake striking the Wellington Region will disrupt the supply of electrical power, including to Lower Hutt. Electrical generation and distribution networks are likely to be inoperable or degraded for up to several months.

The attached National Emergency Management Agency (NEMA) Factsheet articulates the priority for allocation of generators from regional suppliers being the Health and Disability Services Sector, isolated communities, Emergency Services, Lifelines Utilities, and key commercial industries in a region. The email in this thread notes the scarcity of generators in the region. It should also be inferred that suitably trained and available electricians to wire in generators, post-earthquake will also be in high demand.

The HCC Civil Defence Emergency Management (CDEM) Emergency Operations Centre (EOC) has a back-up generator and fuel supply to provide it with emergency power in the event of a disruption to electricity supply.

Disposal of 100kVA generators

Emergency Management has no budget or business case for retaining the two former NCP 100kVA generators. The two generators are currently in storage. If these generators cannot be re-purposed by HCC for business continuity purposes then advice will be tendered to the CLT for these generators to be disposed of by sale.

Confirmation of Need

Would you please confirm that you are satisfied that there are sufficient mitigations in place to ensure that essential HCC facilities, including those that might be re-purposed during an emergency response (such as Walter Nash Stadium), can continue to operate during a significant and prolonged disruption to electricity networks; and that you have no requirement for the two 100kVA Generators.

For your consideration,

Anthony

Susan Sales

From: Colin Lunn
Sent: Wednesday, 15 September 2021 1:31 pm
To: Anthony Robinson; Melanie Laban; Debbie Hunter
Cc: Jon Kingsbury
Subject: FW: [EXTERNAL] Fwd: Generator

Hi All,

Read below. Just keeping you in the loop. We'll get there (soon?)

Cheers

Colin

From: Colin Lunn
Sent: Wednesday, 15 September 2021 1:29 PM
To: [REDACTED] s 7(2)(a)
Subject: RE: [EXTERNAL] Fwd: Generator

Thanks [REDACTED] s 7(2)(a) agree with all your comments.

I asked the question about the trailer to make sure it comes with the generator. It does, that is one less hurdle.

To assist in resolving this I'm happy to arrange for an electrician to disconnect the wired in point and reinstate any connection point to leave the school site safe and secure. At HCC's cost.

I'll talk to our emergency management lead about the generator but from recent conversations I suspect he will advise that if we face an emergency and a generator is needed for the school as an emergency hub they would arrange for one through their emergency management contacts to be delivered when needed.

It would be good to talk through the concerns the school has face to face. Would it be possible for you and Twiggy to organise a meeting, invite me and we can talk through their concerns before we make the final shift organise an electrician.

Kindest regards

Colin

From: [REDACTED] s 7(2)(a)
Sent: Wednesday, 15 September 2021 1:14 PM
To: Colin Lunn; [REDACTED] s 7(2)(a)
Subject: RE: [EXTERNAL] Fwd: Generator

My thoughts in red colin, ps just sent to you first

From: [REDACTED] s 7(2)(a)
Sent: Tuesday, 14 September 2021 6:50 PM
To: [REDACTED] s 7(2)(a) Naomi Shaw; [REDACTED] s 7(2)(a) Leigh Sutton;
[REDACTED] s 7(2)(a) Debbie Hunter; Colin Lunn; [REDACTED] s 7(2)(a)
Subject: [EXTERNAL] Fwd: Generator

From: [REDACTED]

From: [REDACTED]

Date: 14 September 2021 at 7:52:51 AM NZST

To: [REDACTED]

Subject: Re: Generator

Atamarie [REDACTED]

The trailer

▪Is that part of the generator or owned by the school?

No- is this something the council wants and if so is that included in the generator reimbursement to northern panel or could for example the school keep it

Gaining access to remove the generator.

▪Who do we talk with at the school to organise when we are ready to shift it?

[REDACTED] School Board of Trustees

Communication with [REDACTED] would need to be made to gain access to location.

▪Is the generator wired in?

Yes

▪Can it easily be unplugged and plug left there?

- No, Generator need to be disconnected by a Electrician.-do we have a rough cost and who made the call to hard wire it as I thought it was a community asset

▪Is there anything else we need to consider before organising the removal of the generator?

- This was connected at cost to the school. What did the school pay, and have the school had use of the generator so if they had and the council cover the cost of removal, I don't think the school need reimbursed as they have had use of the generator

- Issues regarding generator organisations given mis-information unaware that generator is immobile.

- Who is responsible for the Maintenance and Up keep of Generator?- the council will be accountable for removing the generator at council cost

- We have a number power outages. And Generator has kicks in.- I don't understand the impact, once the generator is removed

- We are an Emergency Hub how will we be of any help if the Generator is removed.- this is for the council to respond as apart of the wider emergency hubs across the city,

Kindest regards

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Susan Sales

From: Colin Lunn
Sent: Monday, 13 September 2021 2:05 pm
To: Anthony Robinson; Melanie Laban
Cc: Debbie Hunter
Subject: FW: Generator Saga!
Attachments: 20210913_134847.jpg

Hi All,

Email below sent to [REDACTED] – NCP members following our meeting held earlier today. I'll keep you in the loop once we have had our meeting with [REDACTED].

Mel – Debbie advises that money for the generators has not be transferred into NCP funding yet. Debbie to chase up where and who will transfer the money. This was held off until this new financial year.

Cheers

Colin

From: Colin Lunn
Sent: Monday, 13 September 2021 1:57 PM
To: [REDACTED]
Subject: Generator Saga!

Good afternoon [REDACTED],

Anthony Robinson – HCC emergency management lead, Melanie Laban – HCC Head of connected communities and I, had a meeting on Teams (earlier today) to discuss next steps for the generators.

We are working out what to do with them but in the interim for the generator stored at [REDACTED]. Are we able to organise a time to meet [REDACTED] and I) with the school to view the generator and advise the school of the intention to remove the generator for housing at a Council facility before determining what to do with it.

[REDACTED] are you the person best suited to organise a meeting with your contacts at the school?

Look forward to your reply.

Kindest regards

Colin

Susan Sales

From: [REDACTED]
Sent: Wednesday, 9 December 2020 4:10 pm
To: [REDACTED] s 7(2)(a) Andrea Blackshaw
Cc: Naomi Shaw; Leigh Sutton; [REDACTED] s 7(2)(a)
[REDACTED] s 7(2)(a) Colin Lunn; Debbie Hunter; [REDACTED] s 7(2)(a)
Subject: RE: Northern Ward Panel - Generator

Hi [REDACTED] s 7(2)(a)

Due to the generators being kept by the Northern ward for community resilience reasons, the management of them has been handed to Emergency Management/ me subject to mutual agreement on how they should be used, and maintained.

I am recommending the following as a starting point for discussion. I think this is a great opportunity to work together and seek as much benefit out of the generator as possible.

General principles

The Generator is a community asset for the Stokes Valley/ Pomare

Facilities such as the schools, Marae, SVhub and doctors clinic can use the generator but must have certification prior to connection being made. Other community events may

The intent is the generator will generally reside in the SV, currently at a temporary accommodation site

In your email to Andrea you asked the following questions. Answers are in blue

1. Can HCC confirm that the council will be accountable for the ongoing maintenance of the generators

Emergency Management can arrange the maintenance and regular use of the generators through [REDACTED] s 7(2)(a) With the understanding that the generators could be used for emergency purposes and training only by this team.

Council has five sites that have temporary power connections and they need compliance checking each year with a generator test, this could ensure regular use of the generator is maintained.

2. That the generators will be included in the council asset register and the council will be responsible for insuring the generators

The generators can be added to the council asset register, the value of the generators is under councils excess so would not be covered by councils general insurance. I will investigate other options.

3. That HCC will be responsible for making the decision where the generator should be relocated to in the event of an emergency

The Councils Controller will be responsible for making the decision where the generators should be located in the event of a declared emergency. At other times the NP can prioritise the use. See booking the generator.

4. That HCC manage a booking process, to enable organisations to hire the generator, for events directly beneficial to our communities

The generators remain in the community so bookings could be through the SV hub.

To be set up on Outlook/add rooms/Resources/ generator 1 or 2.

5. The Northern Panel set aside nominal budget of \$5000 for compliance checking/year. This cost would usually be charged to users of the generator if hired out.
6. Storage of the SV generator is being arranged by the NP but the generator has been moved from [redacted] to Animal Services in Seaview as of 9/12/20 with a short term space available in the garage at the rear of the Little Theatre subject to the generator fitting.

[redacted] this is the start of a MOU and Debbie has a standard template for this if we would like to use that as a starting point.
Happy to discuss

Regards

[redacted]
Head of Regulatory Services & Emergency Management

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6806, M [redacted], W www.huttcity.govt.nz



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From: [REDACTED] s 7(2)(a)

Sent: Thursday, 26 November 2020 3:04 PM

To: Andrea Blackshaw

Cc: [REDACTED] s 7(2)(a) Naomi Shaw; Leigh Sutton; [REDACTED] s 7(2)(a)
[REDACTED] s 7(2)(a) [REDACTED] Colin Lunn; Debbie Hunter

Subject: Northern Ward Panel - Generator

Hi Andrea please find attached a letter from the Northern Ward Panel with reference to the generators that the previous Northern Ward Panel purchased.

In order for the Panel to engage with potential organisations to store one of the two generators purchased, noting the generator is currently being stored "dormant" at [REDACTED] s 7(2)(a) in Stokes Valley and for the panel to be in a position to engage with [REDACTED] s 7(2)(a) who are housing the second generator we need a number of issues clarified by Council.

I am happy to meet to discuss the contents of the letter if that is of assistance.

Thanks in advance and we await your response

[REDACTED] s 7(2)(a)

Chair Northern Ward Panel

[REDACTED] s 7(2)(a)

GENERATOR

This note attempts to pull together a picture including background and next steps in relation to the two generators purchased by the Northern Ward Grant Committee

Background

The two generators were purchased in by the northern ward, they are currently being stored in two locations

- a. [REDACTED] Stokes Valley and
- b. [REDACTED] in Pomare

There is a consensus of the current Northern Ward committee that we should look to dispose of both generators and purchase more fit for purpose generators.

Approval has been provided that will enable the Northern Ward to sell the two generators and purchase smaller more fit for purpose ones, however there is a large question of who is accountable for the cost and management of ongoing maintenance

[REDACTED] spoke with the Stokes Valley Resilience Group and they are fully supportive of selling the current generator that is being stored at [REDACTED] and purchasing smaller generators that could be stored at one of the local schools. However [REDACTED] advised that at the Pomare board meeting, it was recommended that the current generator be retained as it has been used for an emergency outage.

Challenge

[REDACTED] why the two large generators were purchased in the first instance, how would they be used, managed and maintained and are generators of that size fit for purpose. Hence a meeting is required with [REDACTED] on the 25th to create a better understanding of the generator requirements for the city and the role the northern ward should play.

The questions I have are

- a. what is the LHCC policy and process around generators in the city, including size, capability, and portability and where they should be located
- b. are the current generators in good working order, and if not, what is the cost to bring them up to working order?
- c. what is the size and capability of the current two generators that can they service?
- d. how portable are the current generators in case of emergency?
- e. if the generators were sold what price would we get
- f. depending on the answer to a, if both generators were sold, what size and capacity generator should we look to attain.

g. what is the decision process re who gets to use the generator in the event of an emergency?
le if stored at § 7(2)(a) do they get first option and who is the decision maker

§ 7(2)(a)



Debbie Hunter

From: [Redacted] s 7(2)(a)
Sent: Tuesday, 22 September 2020 3:29 PM
To: Debbie Hunter
Subject: FW: RE: Re:

Hey debbie

My goodness there are so many emails from [Redacted] s 7(2)(a) not sure if I have already sent this one

But scroll down and there is some more info saying that the community own the generators???
But you are right bring it back to the board to discuss more and get it sorted with a MOU where ever they will be housed

Happy reading

[Redacted] s 7(2)(a)

From: [Redacted] s 7(2)(a)
Sent: Tuesday, 15 October 2019 9:36 AM
To: Leigh Sutton [Redacted] s 7(2)(a)
Cc: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>; [Redacted] s 7(2)(a); Mike Mercer <Mike.Mercer@huttcity.govt.nz>; [Redacted] s 7(2)(a)
Subject: Re: RE: Re:

Thanks Leigh. I thought I might have missed a final meeting or something and felt bad about that so wanted to know what is happening.

Also, congratulations on being reelected !

[Redacted] s 7(2)(a)

[Large Redacted Area] duplicate



Euan Kyle

From: Leigh Sutton [s 7(2)(a)]
Sent: Saturday, 9 May 2020 12:32 PM
To: Euan Kyle
Subject: FW: EMERGENCY GENERATOR

WARNING!!!

[Suspected fraudulent email detected]

From: Leigh Sutton [s 7(2)(a)]
Sent: Friday, March 13, 2020 9:51 AM
To: [redacted]
Cc: [redacted]
Subject: EMERGENCY GENERATOR

Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons; or

Hi [redacted] - just to confirm our telephone conversation of earlier this morning. The Emergency Generator bought by the Council's Northern Ward Panel continues to prove problematic. We have exhausted all avenues for a home for it in the Valley and really need a solution. As discussed the thought was we would be better with three smaller truly mobile generators rather than this big one.

The Emergency Generator is currently being given shelter by [redacted] premises, but we really need to move it out. Happy to take up your offer of your liaising with [redacted] and housing the generator temporarily at the Little Theatre site.

[redacted]
Out of scope

Thanks for help with this, much appreciated

Leigh

Notes re Community Funding Panels – re preparation for the Mayors meeting with the Chairs:

Eastern

Out of scope



Out of scope

Northern

Out of scope

Community Projects Fund

Out of scope

- Big discussion around the emergency generators, reasons why they were purchased in the first place because of their size, whether they are fit for purpose etc. There was appetite that they wanted to sell both generators because they are impractical and purchase smaller generators for the community. A memo has been sent through to CLT who have approved that if they do sell them, the money goes back to the panel to reallocate.

Out of scope

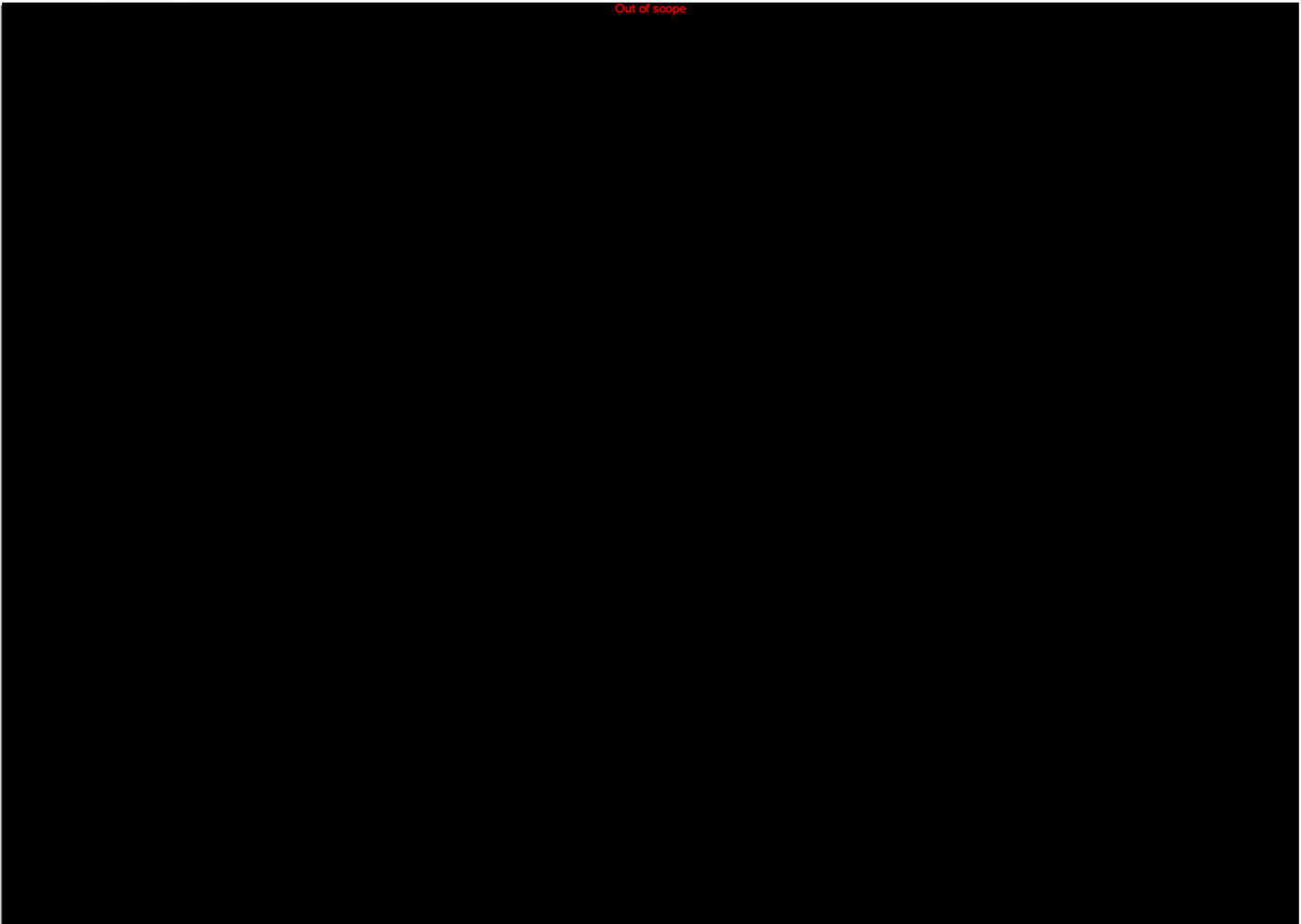
COMMUNITY PROJECTS FUND UPDATE AS AT 6 OCTOBER 2020

WHAT WAS AGREED IN PREVIOUS TRIENNIUM BY COMMUNITY COMMITTEES

CENTRAL



EASTERN



NORTHERN

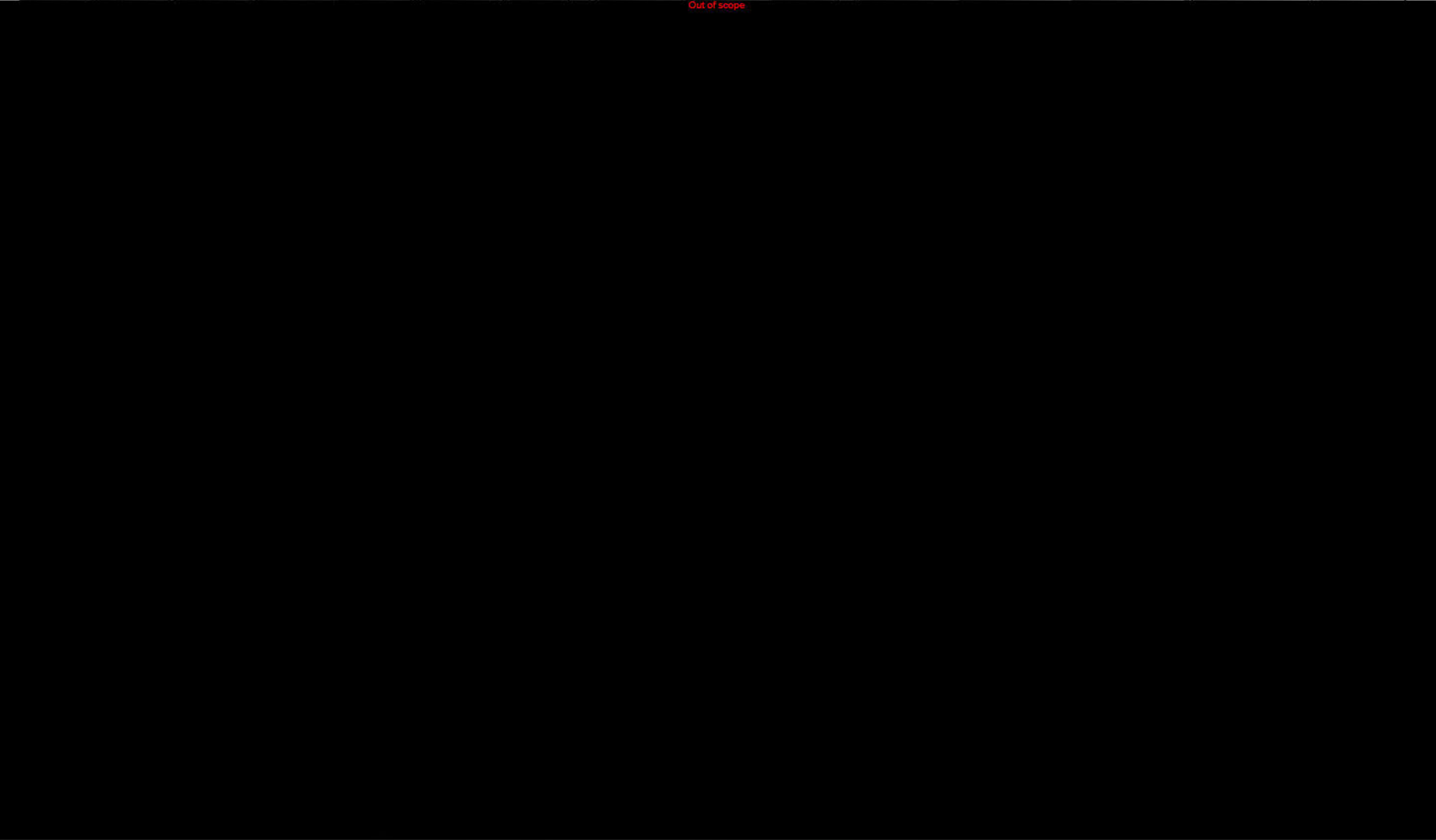
Purpose	Amount \$	Update
[Redacted]		
Purchase of two emergency generators	77,168.00	Completed
[Redacted]		

WESTERN

[Redacted]		
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COMMUNITY PROJECTS FUND - AS AT FEBRUARY 2020

<u>Purpose</u>	<u>Proposed</u>	<u>Amount Paid</u>	<u>Status</u>	<u>Officer Responsible</u>
NORTHERN COMMUNITY PANEL				
Out of scope				
Increase amount re. emergency generators for any unforeseen costs	77,168.00	77,168.00	Completed	-



MINUTES OF RISK MANAGEMENT WORKING GROUP

Tuesday 14 July – 10.00am Pukeatua room, 2nd floor, Laings Road

Attendees: Anna Welanyk, Jenny Livschitz, [REDACTED], Kelly Alkema and Enid Davids (minutes)

Apologies: Lyndon Allott, Joe Bolton

Action

[REDACTED]

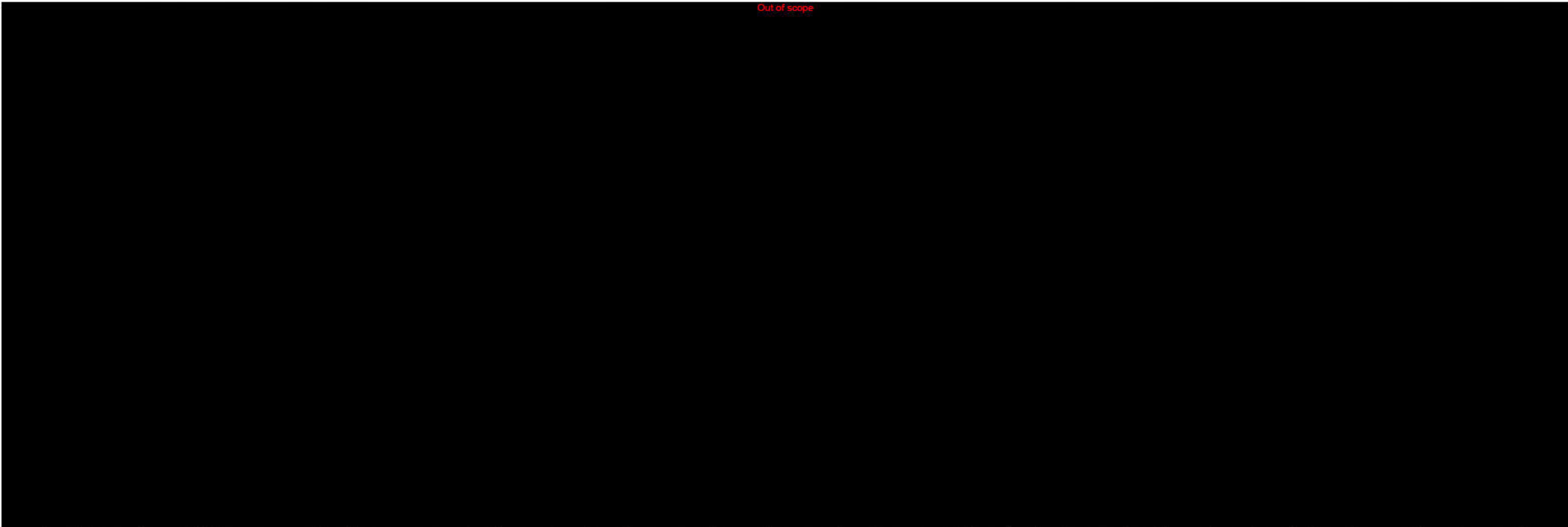
- Emergency power generators – peak power data obtained to right size generator purchase. Paper with solar panel information to go to CLT.

[REDACTED] said the storage of Northern Community Panel generator for [REDACTED] Stokes Valley [REDACTED] has been resolved.

[REDACTED]

4. Close	10.51am
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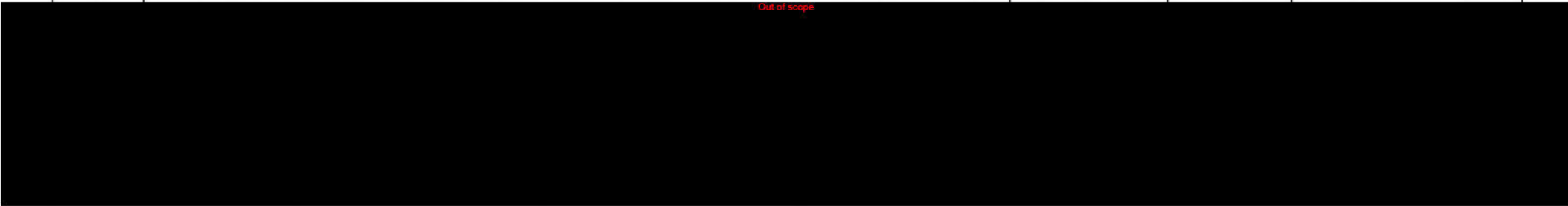
ACTION POINTS



Out of scope

10/3/20 1	Emergency power generators purchase – write a briefing to CLT about this with a recommendation to close this action out	[Redacted]		
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Out of scope



UPDATE ON COMMUNITY FUNDING PANELS ENDING 10 FEBRUARY 2021

Eastern

Officer: Joni Araithi

Out of scope



Out of scope



- [redacted] attended an informal meeting regarding the two emergency generators that had been purchased by the previous Panel and in particular around the reasons that they were purchased. Primarily the purpose of the two emergency generators is that they can be used in an emergency. Panel have been made aware that both emergency generators need to be checked/serviced at least yearly.
- An MOU is currently being created re the Emergency Generator that is based at [redacted] and it will cover its intended use/who can use it/responsibility of the services/insurance etc, including who is responsible for paying for these costs.

Out of scope



MEMORANDUM



Our reference: DOC/20/96925

To: Corporate Leadership Team

Copy: Simon George, Senior Accountant; Enid Davies, Risk and Assurance; Debbie Hunter, Community Funding Advisor; Matiu Jennings, Colin Lunn, Joni Araithi, Stephen Keatley – Panel Reps

From: Melanie Laban, Head of Community Hubs (acting) and Community Projects and Relationships

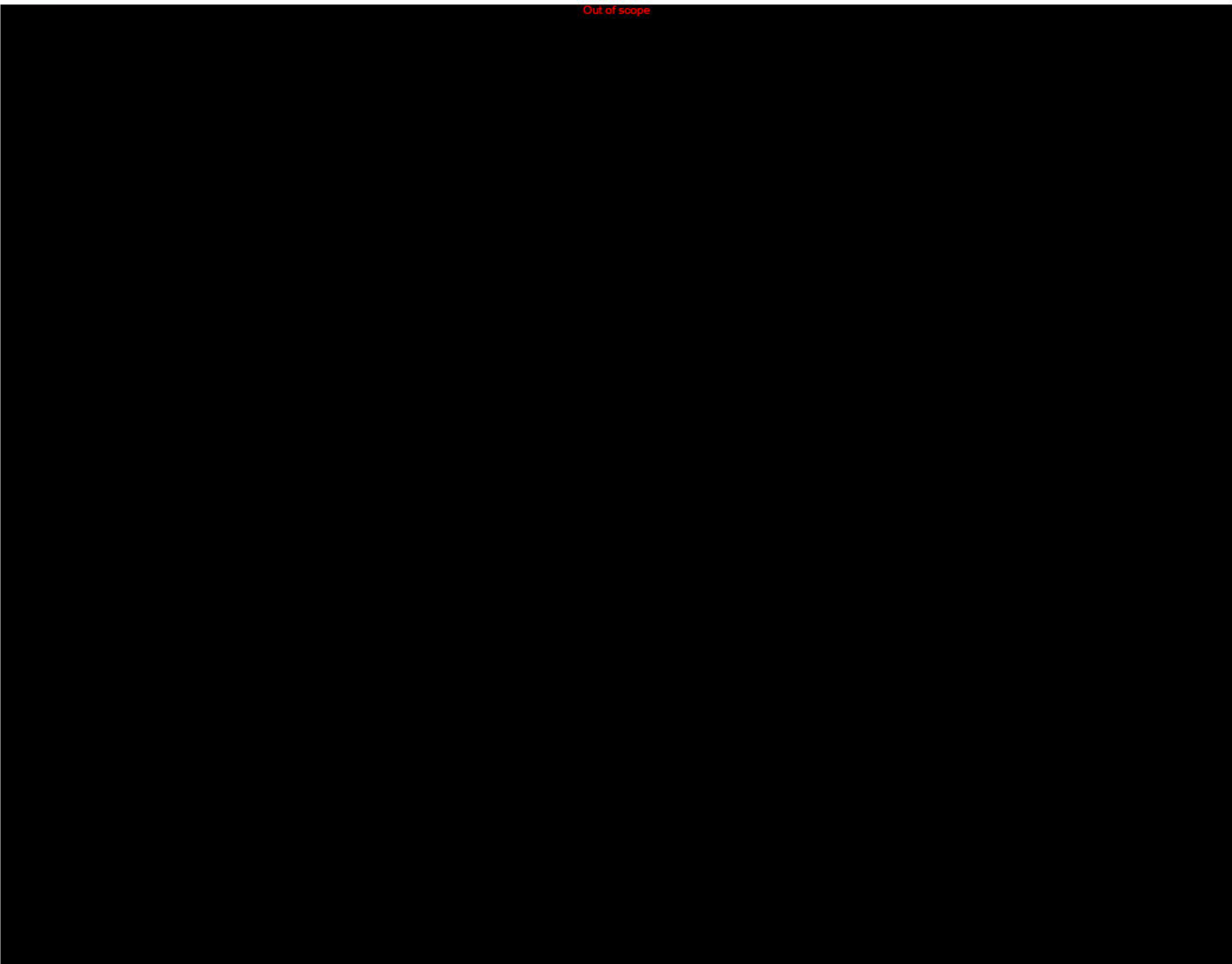
Date: 12 October 2020

SUBJECT: COMMUNITY PANEL PROJECTS – ISSUES AND RISKS

PURPOSE

- To inform CLT about several risks and issues arising from the current process for and management of projects from Community Funding Panels.
- To recommend changes to improve the existing process and provide greater visibility for Council (CLT), stronger controls (in relation to ongoing financial implications in particular), clarity on roles and responsibilities, and greater strategic alignment of projects during this triennium.

Out of scope



SUMMARY OF CURRENT PANEL PROJECTS WITH ISSUES/RISKS

More detail on each project is provided in Appendix B. Where money has not been spent, it has been carried over.

PANEL	PROJECT	STATUS/RISK	ACTION REQUIRED/ RECOMMENDATION
Northern	Emergency Generators \$77K	Complete. However generators purchased are not fit for purpose. They are seeking to sell them and purchase smaller generators. Maintenance work is required before they can be sold.	Recommend we approve sale of the generators with funds returned to the panel and reinvested in future projects, which may be smaller generators (decision yet to be made). Recommend Council officers support the process to dispose of assets. Recommend giving panel approval to use funds for maintenance.



APPENDIX B:

1: NORTHERN PANEL, EMERGENCY GENERATORS \$77K (COMPLETED, BUT WITH ISSUES). RISK – FINANCIAL, REPUTATION

Project Status

1. On 20 June 2018, the Northern Panel Committee agreed to allocate \$60,000 towards the purchase of two emergency generators. On 19 November 2018, the Panel allocated a further \$10,000 to allow for any foreseen costs. Two emergency generators were subsequently purchased in March 2019 for \$69,300 (excluding GST). The total cost including installations costs was \$77,000.
 - They were purchased by the Northern Community Panel and the Panel considers these to be a Council asset. There is no record (MOU or otherwise) that these generators belong to any other entity. These generators were expensed (grant) and have not been capitalised as an 'asset' of council. As such, they are not on a maintenance schedule and run the risk of not working when required, or having a reduced carrying value due to not being adequately maintained.
 - One emergency generator is located at [redacted] and one is in storage at [redacted] Ltd (a local business) in Stokes Valley. [redacted] has since changed their mind and are no longer willing to house the generator.
2. In September 2020, the new Northern Panel had their first informal meeting (no decisions) and the generators were discussed.
 - The Panel acknowledged that smaller generators would be more practical than the larger ones, as this would still meet the overall goal, to have these emergency generators available for the community in an emergency.
 - They have requested the two large generators be sold and replaced with smaller generators.
3. The generators were purchased by the previous Panel to look after the Northern Ward community in the event of an Emergency. If they are not given the opportunity to purchase generators better fit for purpose, and an emergency occurs where they are needed, this will not look good for council.

Options – Decisions Required

- A. Endorse the Northern Panels request to sell the Generators, and Council Officers to lead the sale process as per disposal of asset policy
 - i. Sale is only on the provision that the Northern Panel use their existing Panel funding to cover required maintenance to enable re sale of generators.
 - ii. If Panel do not want to use their funds to cover required maintenance, then see option D

OR

- B. Do not endorse the sale of the generators, capitalise the asset to Council and put it on Councils maintenance programme
 - i. Note – this approach will require an assessment of the generators current value for capitalisation, an ongoing maintenance budget and relocation of emergency generators or a formal MOU with [redacted] (for existing generator at Pomare to stay there)

If option (A) chosen then a further decision required:

- C. Endorse funds from sale of generators being returned to Northern Panel for them to redistribute to other projects they identify

OR

- D. Do not endorse the funds from the sale being returned to the Northern Panel, these funds are returned to Council

Susan Sales

From: Deepu Nunnian
Sent: Thursday, 23 September 2021 9:38 am
To: Anthony Robinson
Subject: Generators

Hi Anthony,

Please can you touch base with [REDACTED] wrt how he wants this treated and we can then provide Simon with the basis to recognise these or not as the case may be. Simon needs answers around:

- Which business unit or cost centre is going to bear the cost of these?
- Is the plan definitely not to sell – as if it is to sell it there is not much point in capitalising these now.

Thanks,
Deepu

From: Simon George
Sent: Thursday, 23 September 2021 9:32 AM
To: Darrin Newth
Cc: Deepu Nunnian; Anthony Robinson
Subject: RE: HCC Financial Relationship with Hutt City Emergency Response Team

Hi all,

I've called Deepu and provided an update on where this is at. The short answer is that the generators are not on the fixed asset register.

When the request came to me I had a discussion with Karl in regards to which cost centre should be used for depreciation he recalled that there was an unspent capex budget for generators and wondered whether this should be used for the 'buy-back' of the generators instead. He sent the attached email to [REDACTED] to ask about this. I was waiting until I heard back but I'm not sure if [REDACTED] replied.

From: Darrin Newth
Sent: Thursday, 23 September 2021 8:13 AM
To: Simon George
Cc: Anthony Robinson; Deepu Nunnian
Subject: FW: HCC Financial Relationship with Hutt City Emergency Response Team

Hi Simon
Ongoing matter – are you able to advise where we got to on this

Cheers D

From: Deepu Nunnian
Sent: Tuesday, 14 September 2021 11:03 AM
To: Anthony Robinson; Darrin Newth
Subject: RE: HCC Financial Relationship with Hutt City Emergency Response Team

Hi Anthony,

1. Can you please confirm that the generators are now on the council books and that they are being depreciated. **Darrin, are you able to help with this part of the query?**

2. Can you also please advise what are the HCC policy and procedures for disposal of assets, and whether there is a business function that is responsible for acquisition/disposal of assets in HCC? *I can find the below per the [Fixed asset policy in OurSpace](#).*

The business units may determine that an asset is

- a) Obsolete; or*
- b) Unserviceable; or*
- c) To be traded in; or*
- d) To be sold; or*
- e) Missing (stolen); or*
- f) To be disposed of by other means*

All disposals of assets must be notified to Finance by the Budget Manager who holds the asset. In the case where the asset value is above the Budget Manager Delegation Authority or where there are restrictions on the disposal of particular assets (E.g. Restricted Reserve Land Assets), then notification must be provided by persons with the appropriate level of authority (E.g. GM, CEO, or CE).

Where possible the disposal should be supported by relevant documentation and the completed and approved disposal form

APPENDIX 2

ASSET DISPOSAL/SALE FORM

Please copy table into an email. Form is required to be completed for all asset sales or disposals.

Originator details		
Requestors name		
Requestors business unit/cost centre		
Request Date		
Requestors phone #		
Approvers Name (1) as per delegated authority		Signature
Approvers Name (2) as per delegated authority		Signature
Date of Approval		
Asset sale/disposal details		
Sale type	Full	Partial
Asset Number		
Asset Description		
Reason for disposal		
Method of Disposal (sale, scrapped, other)		
Date of sale or disposal		
Quantity (if applicable)		
Total amount received from sale (NB: \$Nil for scrapped)		
Finance use only		
Processed by:		
Date Processed:		

Please send completed authorised form to FixedAssets@huttcity.govt.nz. By including both "approvers" in the email confirm (unless told otherwise) that both parties have approved the form.

Hope this helps.

Thanks,
Deepu

From: Anthony Robinson
Sent: Monday, 13 September 2021 12:15 PM
To: Deepu Nunnian

Cc: Karl Eagle

Subject: RE: HCC Financial Relationship with Hutt City Emergency Response Team

Thanks Deepu.

Separately, I've just been in a meeting with Mel Laban and Colin Lunn with regards to two generators that were purchased a few years ago for use by communities in an emergency. Unfortunately the acquisition did not include ongoing operational costs such as maintenance, training, infrastructure, concept of use, disposal plan etc.

A decision has been made by HCC to reimburse the community groups and to take ownership of the generators. I believe Jenny Livschitz and [REDACTED] enabled this decision. One of the generators is currently being stored by HCC and I am looking to relocate and store the second generator. I have not seen a business case for the generators that would support the retention of these generators.

Can you please confirm that the generators are now on the council books and that they are being depreciated? Can you also please advise what are the HCC policy and procedures for disposal of assets, and whether there is a business function that is responsible for acquisition/disposal of assets in HCC?

Lastly, in response, to Karl Eagle's email earlier this morning it would be a good idea to meet as soon as practicable (not today though) to discuss our relationship going forward, training (I haven't received any to date), budgets (preparation, tracking and reporting), purchase orders, and the preparation of business cases.

Ngā mihi nui

Anthony Robinson
Emergency Management Lead

Hutt City Council, 30 Laings Road, 5040, Lower Hutt 5040, New Zealand

M [REDACTED] E Anthony.robinson@huttcity.govt.nz W www.huttcity.govt.nz



From: Deepu Nunnian

Sent: Monday, 13 September 2021 11:51 AM

To: Anthony Robinson

Subject: FW: HCC Financial Relationship with Hutt City Emergency Response Team

Hi Anthony,

I have followed up with [REDACTED] wrt the MOU you are after. Hopefully he will be able to send through something today.

It would be good to have a catch up in the next few weeks to go over your current budget, deliverables, plant etc. and the steps for next years' budget. Let me know when it suit you and if you have any other questions

Cheers,
Deepu

Ngā mihi

Deepu Nunnian
Senior Management Accountant

Out of scope



Info 2020

EMERGENCY GENERATORS

1. Council agreed to the creation of a Community Projects Fund. Each panel (Central, Eastern, Northern and Western) has \$114,000.00 to allocate per triennium.
2. The funds are to be used as follows:
 - to fund one or more local community projects per triennium;
 - projects are to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan;
 - community assets include, but are not limited to, playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities. These community assets should be in public spaces;
 - the development of new assets needs to be in accordance with Council strategies, policies and plans; and
 - where ongoing maintenance and or other costs are required after complete, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
3. On 20 June 2020, the Northern Panel Committee agreed to fund the purchase of two emergency generators. Two emergency generators were subsequently purchased in September 2020 for \$69,300 (excluding GST).
4. The placement of an emergency generator needed a concrete base as well as fencing for security. [REDACTED] § 7(2)(a) agreed to the placement of one emergency generator. There is an MOU with [REDACTED] § 7(2)(a) they are responsible for maintenance on the emergency generator.
5. The other group decided they did not want the emergency generator and this emergency generator is stored at [REDACTED] § 7(2)(a) in Stokes Valley.
6. The new Panel was formed in September and they want to explore whether or not they can sell the emergency generators and purchase smaller emergency generators that would be more practicable, however still meet the overall goal, to have these emergency generators available for the community in an emergency.

Susan Sales

From: Anthony Robinson
Sent: Tuesday, 5 April 2022 9:16 am
To: Alannah Laban
Cc: Jarred Griffiths; Deepu Nunnian; Nishana Reddy
Subject: RE: [EXTERNAL] FW: MOU Generator Supply in Emergencies - Factsheet

Tracking:	Recipient	Read
	Alannah Laban	
	Jarred Griffiths	Read: 5/04/2022 3:38 pm
	Deepu Nunnian	
	Nishana Reddy	

Alannah,

I am not aware of any specific formal directive either. There wouldn't need to be, other than for the EOC as there is an inherent need for it to be resilient and able to operate post disaster. Any suitable building or structure could be re-purposed and used to support an emergency response.

My questions are not so much about emergency management but about HCCs resiliency following a major earthquake and its continuing ability to deliver services (Business Continuity). I have surplus generators that could be used to enhance resilience. If they are not required then I will make arrangements for their disposal.

I am happy to discuss further.

Anthony

From: Alannah Laban <Alannah.Laban@huttcity.govt.nz>
Sent: Monday, 4 April 2022 5:10 PM
To: Anthony Robinson <Anthony.Robinson@huttcity.govt.nz>
Cc: Jarred Griffiths <Jarred.Griffiths@huttcity.govt.nz>; Deepu Nunnian <Deepu.Nunnian@huttcity.govt.nz>; Nishana Reddy <Nishana.Reddy@huttcity.govt.nz>
Subject: RE: [EXTERNAL] FW: MOU Generator Supply in Emergencies - Factsheet

Kia ora Anthony

I'm unaware of any formal directive around specific facilities being activated in emergency situations. I know in the past that some buildings were explored but I've not seen any documentation confirming this.

Can you confirm what sites have already been identified as being essential in an emergency / would be repurposed/. Is there a paper that confirms approval of this by CLT as additional cost to council needs to have been approved by them.

Cheers
Alannah

AGREEMENT

PARTIES

Between [REDACTED] Lower Hutt ("the School")

HUTT CITY COUNCIL, situated at 30 Laings Road, Lower Hutt ("Council")

BACKGROUND

1. At a meeting held on 18 June 2018 and 19 November 2018, the Northern Community Panel agreed to allocate \$70,000 towards the purchase of two emergency generators.
2. The purpose of the purchase of an emergency generator is in case of a civil emergency, and the generators can be used to supply power primarily to the Northern areas.
3. There are currently a number of community events held within the Northern area and are often held outside where generators are required. The Panel saw a need also that the emergency generators could be used to support these events.
4. The two emergency generators were purchased accordingly. Both emergency generators are mobile. One emergency generator is housed at the School.
5. [REDACTED] has agreed to take responsibility to house the emergency generator School, which will be used for events within the Northern community.

TERMS

6. Northern Community Panel agreed to allocate funding for the purpose of purchasing two emergency generators and for the purposes as outlined in paragraphs 2 and 3 above.
7. The generator remains a community asset owned by Hutt City Council.
8. The School will be responsible for any diesel, insurance and maintenance costs. (to be reviewed as to its recommended by the Northern Ward that Council should take responsibility for cost)
9. The User must meet any costs related to the movement of the generator and/or use for any events.

ACCOUNTABILITY AND COMPLIANCE

- 11 . Council may at any time review the use of the generator. This may include, but is not limited to, requests for the use of the generator and s 7(2)(e) must provide the Council with all reasonable information and assistance in this regard.

TERMINATION

12. Council may terminate this agreement at any time by giving the School at least one month's written notice, if Council believes on reasonable grounds that any of the material obligations under this agreement are not being met.
13. If the parties cannot agree whether the obligations under this agreement have been met, then the process described below relating to dispute resolution shall apply.

DISPUTE RESOLUTION

14. The parties agree to use their best endeavours to resolve any dispute that may arise under this Agreement. The following process will apply to disputes:
 - (a) A party claiming that a dispute has arisen must give written notice, within five (5) business days of the dispute arising to the other party specifying the nature of the dispute ("Notice Date").
 - (b) The parties will attempt to resolve the dispute through negotiation .
 - (c) If the dispute is not resolved through negotiation within 15 working days from the Notice Date, the parties must refer the dispute to mediation, or if agreed by the parties, some other form of alternative dispute resolution.
15. If a dispute is referred to mediation, the mediation will be conducted by a single mediator agreed by the parties, or if they cannot agree, appointed by the Resolution Institute. The mediation will be conducted on the terms of the Resolution Mediation rules and at a fee agreed by the parties (or if the parties cannot agree, at a fee determined by the Resolution Institute).
16. Each party agrees to pay its own costs of negotiation, mediation or alternative dispute resolution.
17. A party to this agreement must not commence any court proceedings relating to a dispute under this agreement unless it has complied with the process described in the clauses above relating to dispute resolution (except where the party seeks urgent interlocutory or injunctive relief from a court).

VARIATIONS

18. Any variation must be agreed by both parties and recorded in writing and signed by both parties.

DATED this day of 2021

Authorised signatory

s 7(2)(a)

**Authorised signatory
Hutt City Council (Council)**

Susan Sales

From: [REDACTED] s 7(2)(a)
Sent: Thursday, 26 November 2020 10:35 am
To: [REDACTED] s 7(2)(a)
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency
Attachments: Untitled design.jpg

From: Damon Simmons <Damon.Simmons@huttcity.govt.nz>
Sent: Thursday, 26 November 2020 10:08 AM
To: Colin Lunn <Colin.Lunn@huttcity.govt.nz>; John Gloag <John.Gloag@huttcity.govt.nz>
Cc: [REDACTED] s 7(2)(a); [REDACTED] Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Morning Colin,

So long as the access provisions for the local businesses aren't affected it should be ok. There is a garage access at the rear of #192 that might be affected?

There are security issues to be considered – both for the generator itself and also the access lane. I thought we removed the fences in this location due to some of the behaviour that was being hidden? Or did that never happen in the end? So we would need to make sure that the shed wasn't going to reinstate those issues.

Other options might be a shed on Delany Park or council's property on the corner of SVR and Evans Street. There's also the existing shed on Council's property at 62 SVR.

Regards,

Damon

Damon Simmons
Traffic Asset Manager

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6730, M [REDACTED] s 7(2)(a) W www.huttcity.govt.nz



Susan Sales

From: Colin Lunn
Sent: Monday, 3 May 2021 3:53 pm
To: [REDACTED]
Subject: FW: Northern Panel meeting 22 April - Generators

Hi [REDACTED]

I'll wait to hear back from you concerning which way you want to go with the generators before reporting back to the NCP.

Kindest regards

Colin

s 7(2)(g)

duplicate

Minutes of the Northern Panel Ward Meeting July 15 2021

Attended – [REDACTED] s 7(2)(a), Leigh, [REDACTED] s 7(2)(a), Naomi

Absent – Colin

[REDACTED] Out of scope

2. Generator –

Letter received from Andrea Blackshaw LHCC confirming that the council will reimburse the northern ward \$69,000 for the two generators that were purchased by the previous panel.

AP- Andrea to confirm the process to inform [REDACTED] s 7(2)(a) that the generator is to be sold and removed from the school, also who will cover the costs of removing the metal cage from the school

[REDACTED] Out of scope

Susan Sales

From: Colin Lunn
Sent: Friday, 26 March 2021 10:39 am
To: [REDACTED]
Cc: [REDACTED] Leigh Sutton; Debbie Hunter
Subject: FW: Agreement
Attachments: Agreement.docx

Thanks [REDACTED]

[REDACTED] I have sent an email to Debbie with the revised draft agreement above, I've advised that the NCP feel strongly that the generators should be included as an asset that HCC own and maintain. We'll have a chat and I'll get back to you (hopefully next week).

If you can send a copy of last night's minutes before Monday 29th that would be greatly appreciated as we have a meeting with the officers that assist the 4 community panels that day. It will be good to bring the latest minutes along to the meeting.

Kindest regards

Colin

Colin Lunn
Contracts Manager
CONTRACTS DIVISION - CITY INFRASTRUCTURE

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6849, M [REDACTED] W www.huttcity.govt.nz



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From: [REDACTED]
Sent: Thursday, 25 March 2021 6:45 PM
To: Colin Lunn
Subject: Agreement



Susan Sales

From: Deepu Nunnian
Sent: Monday, 11 October 2021 9:57 am
To: Melanie Laban; Debbie Hunter
Cc: Anthony Robinson
Subject: FW: Generators

Hi Mel and Debbie,

This needs to be in Cost centre 7201.GENE for the payout. Budget is in capital.

Thanks,
Deepu

From: [REDACTED]
Sent: Monday, 27 September 2021 11:41 AM
To: Deepu Nunnian
Subject: FW: Generators

From: Melanie Laban
Sent: Monday, 27 September 2021 9:58 AM
To: [REDACTED]
Cc: Anthony Robinson; Colin Lunn; Debbie Hunter
Subject: Generators

Kia ora [REDACTED]

Generators are coming to an end from the Panel point of view and being moved to Emergency Management, which means we need your GL code so \$69,300 can be transferred to the Northern Community Panel. Assuming, you are still happy to cover this.

Also, if can please advise what GL code you want depreciation etc to come from that would be grand.

Deb – can you please action once [REDACTED] confirms.

[REDACTED] – any issues give me a buzz

Ngā mihi

Mel

From: Colin Lunn <Colin.Lunn@huttcity.govt.nz>
Sent: Wednesday, 23 June 2021 9:34 am
To: [REDACTED] Andrea Blackshaw
<Andrea.Blackshaw@huttcity.govt.nz>
Cc: [REDACTED] Anthony Robinson
<Anthony.Robinson@huttcity.govt.nz>; Melanie Laban <Melanie.Laban@huttcity.govt.nz>; Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: FW: [EXTERNAL] RE: Northern Community Funding Panel Agenda
Importance: High

Good morning [REDACTED] and Andrea,

The Northern Community Panel are still waiting for a favoured proposal from HCC relating to the large generators purchased 2 – 3 years ago mainly for Northern Community emergency resilience.

The NCP attended a formal meeting 21st June 2021 to formalise funding requests. Afterward members raised continued concerns relating to clarity around HCC's preferred decision concerning the generators (refer to email trail below with main points high-lighted in yellow).

The NCP intend raising this as a concern with the Mayor and are getting frustrated with HCC's lack of clarity concerning the our preferred option for the generators.

Are either of you able to give me a definitive answer concerning the generators?

Kind regards

Colin

From: Colin Lunn
Sent: Wednesday, 23 June 2021 8:49 AM
To: [REDACTED] s 7(2)(a)
[REDACTED] s 7(2)(a) Naomi Shaw; Debbie Hunter
Subject: RE: [EXTERNAL] RE: Northern Community Funding Panel Agenda

Hi All,

I apologise for the lack of clarity to date. I will forward your email below onto our Directors [REDACTED] and Andrea Blackshaw concerning their preferred position regarding the generators. I'm hopeful that they will provide Council's preferred position shortly.

Pleased the formal meeting was largely a success well done NCP members!

Kindest regards

Colin

From: [REDACTED] s 7(2)(a)
Sent: Tuesday, 22 June 2021 12:45 PM
To: [REDACTED] s 7(2)(a)
[REDACTED] s 7(2)(a) Colin Lunn; Naomi Shaw; Debbie Hunter;
[REDACTED] s 7(2)(a)
Subject: [EXTERNAL] RE: Northern Community Funding Panel Agenda

Thanks [redacted], at the moment as I understand it the generator decision has been taken out of our hands and LHCC will make a decision

Given the role we have played re the generator, Colin can I ask that you request the "powers that be in the council" to provide a report to the northern ward in advance of our next meeting with the councils preferred position re next steps re the generator so that if we are in disagreement we have the ability to respond

This has dragged on for far too long, and it is disappointing that the decision makers in the council can not provide a clear pathway ahead

I am meeting Campbell on the 29th with the other board chairs, I am going to raise

- Our frustration with the in action and changing views of the council re the generator and

Out of Scope

Looking forward to council response re the generator next steps Colin

Cheers [redacted]

From: [redacted]

Sent: Tuesday, 22 June 2021 12:29 PM

To: [redacted]

[redacted] 'Colin Lunn' <Colin.Lunn@huttcity.govt.nz>; 'Naomi Shaw' <Naomi.Shaw@huttcity.govt.nz>; 'Debbie Hunter' <Debbie.Hunter@huttcity.govt.nz>

Subject: RE: Northern Community Funding Panel Agenda

Great, thanks [redacted] 15 July is fine with me.

I'm still keen to discuss the generators at our next meeting, we need a resolution from Council. I'd like the generators to stay in our ward for the purposes they were brought. A while ago it was mentioned that [redacted] had declined having one on their site because of size but I have since heard they may reconsider. Would you like me to talk with [redacted] again or maybe the SV [redacted] too? If we can find a location for the SV generator, then Council have to agree to do the contracts with both sites and advise us of our cost responsibilities for maintenance and anything else they require from us.

Cheers

[redacted]

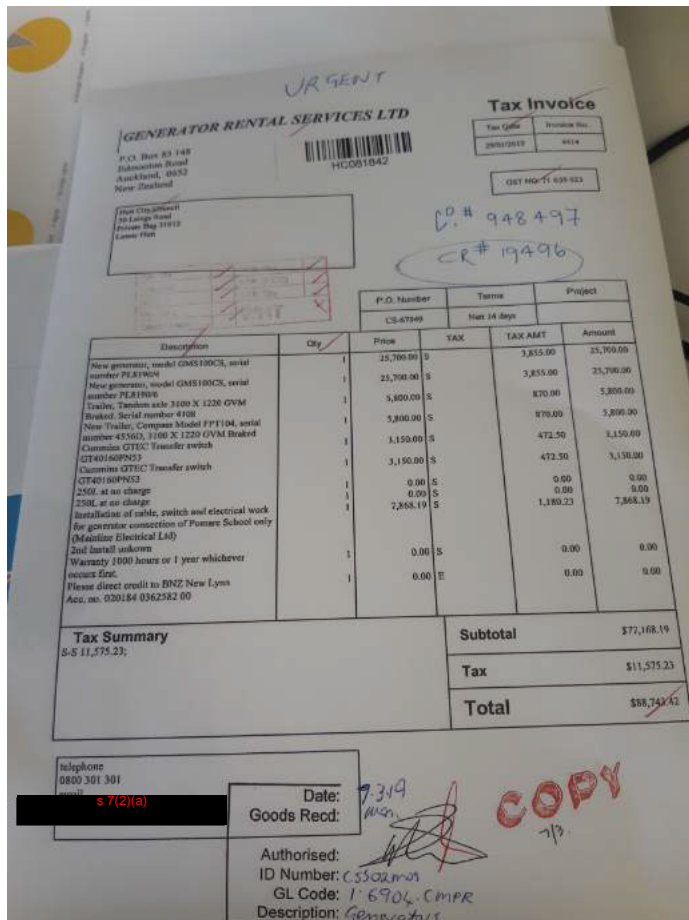
Out of scope

Susan Sales

From: Debbie Hunter
Sent: Monday, 14 February 2022 3:19 pm
To: Aaron Sergent
Subject: RE: Generator Journal

Hi Aaron

The actual invoice that I am looking at see below from our end it was coded to **1.6904.CMPR** - 9 March 2019 – HC081842 – not sure if that helps.
When the panels were set up all I know was that finance had created 1.6904.CMPR for us – I would have thought it was set up as a capital account – and not opex ... as we are talking about the purchase of assets. Thank you



From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Monday, 14 February 2022 2:09 PM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Debbie,

From the records I can find, it looks the generators were paid for in March 2019 from 1.6904.5505

Transaction Details: General Journal

Transaction Fields

Ledger Name:*	<input type="text" value="GL19A"/>	Account Number:*	<input type="text" value="1.6904.5505.000000"/>	Trans Nbr:*	<input type="text" value="2"/>
Document Type:*	<input type="text" value="GLJNL"/>	Trans Type:	<input type="text" value="\$GLJNL"/>		
Reference 1:	<input type="text" value="058733"/>	Date 1:*	<input type="text" value="25/03/2019"/>	Period:	<input type="text" value="9"/>
Reference 2:	<input type="text"/>	Date 2:	<input type="text"/>	Source:	<input type="text" value="GL"/>
Amount:	<input type="text" value="77,168.19"/>	Tax Date :	<input type="text" value="25/03/2019"/>		
	Units1:	<input type="text" value="0.000000"/>	Doc. Register:	<input type="text" value="GENJNL"/>	
Format Name:	<input type="text" value="GLJNL"/>	HCC Standard Journal	Document File:	<input type="text" value="082628"/>	
Rate Type:	<input type="text"/>	Rate Code:	<input type="text"/>	Rate Amount:	<input type="text" value="0.000000"/>
Item Type:	<input type="text"/>	Item Code:	<input type="text"/>	Item Amount:	<input type="text" value="0.000000"/>
Narration:	<input type="text" value="Generators x 2 on Trailers"/>	Presented:	<input type="text"/>		
	<input type="text" value="purchased by Community Panel"/>				
	<input type="text" value="Asset not owned by Council"/>				

I could not find any spend for generators in the CMPR budget. Unless you know where the transaction is? If the original account was 1.6904.55.5, then that adds another layer as there is a change from OPEX to CAPEX.

If it was CAPEX to CAPEX I would be well on my way to doing the Journal.

-Aaron

Aaron Sergent

Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040

P: M: W: www.huttcity.govt.nz



From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>

Sent: Monday, 14 February 2022 2:05 pm

To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>

Subject: RE: Generator Journal

Hi Aaron

No problems at all.

Just to be clear.... These EG were purchased a few years ago from the CMPR budget.

Now its just a matter of Council's emergency management area reimbursing the Panel and taking possession of the EG's. Still will be used in case of a civil emergency however they will not be accessible to the community anymore to use for an event etc.

So are you able to do the transfer now of that money?

Thank you

Debbie

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Monday, 14 February 2022 12:49 PM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Generator Journal

Please disregard my last email. I forget that the Panel is not really that Separate from HCC. So there is no third party to pay.

-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040
P: **M:** **W:** www.huttcity.govt.nz



From: Aaron Sergent
Sent: Monday, 14 February 2022 12:36 pm
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Debbie,

Sorry, one other question. I know you're wanting to pay the panel from CMPR, is there any reason why this is the case?

I.e. the money is already sitting in 7201.GENE and there is approval to use this money. Can we just pay the invoice from this account rather than transferring it to you first?

If this has already been considered, please let me know.

Regards,
-Aaron

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Monday, 14 February 2022 12:25 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Aaron

I know right. In terms of any projects, advice needs to be sought from an officer within Council first, in this instance this happened, [REDACTED]

We have definitely enhanced our processes regarding the purchase of community assets so this type of scenario does not happen again.

Thank you

Debbie

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Monday, 14 February 2022 12:21 PM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Generator Journal

Thanks Debbie,

For this and all the subsequent emails. I think so many people have had an opinion on this the story got murky along the way.

Cheers
-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040
P: M: W: www.huttcity.govt.nz



From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Monday, 14 February 2022 11:49 am
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Aaron

The Northern Community Panel (these panels were in the last triennium) which was when we had created the Local Community Projects Fund, again assets for the community. First time we have had a fund like this.

It was an idea that had come through one of the panel members – for the panel to purchase a EG in the first instance to be available for the community in an emergency, and also secondly the purpose was they thought that an EG could also be used for like events etc... Tumeke Taita etc (to provide power at these events) ... [REDACTED]

[REDACTED] was involved in the process from an emergency management point of view and

worked beside Mike Mercer [REDACTED] who was the officer looking after this panel. Both were guiding the panel on this purchase.

The Panel agreed at a formal meeting to purchase x2

EG. http://infocouncil.huttcity.govt.nz/Open/2018/06/NCP_20062018_AGN_2581_AT_WEB.htm - memo regarding the emergency generator. Council paid the supplier directly for the EG's. invoice is in Finance 1 – but I will send you a letter. The EG's needed to be housed in the community somewhere as the panel wanted them available for the community to have access to for community events eg Tumeke Taita. When events like this are on, groups often need to hire a generator. The EG's were purchased and they were not added to the asset register because they were not going to be owned/housed by the Council as such. Council would get first use of the generators in an emergency though.

The EGs needed to be housed somewhere within the ward. [REDACTED] agreed to house one of them. The [REDACTED] was going to house the other one however – there are costs involved in housing an EG. The [REDACTED] ended up deciding not to house the EG because of the long term costs. The School was going to have it available for the community to use eg for events etc I had prepared a draft MOU between all parties (HCC + the School + the Panel) – however the Panel (which then had new members on it ([REDACTED] was on it before) realised that the EGs were not fit for purpose, you couldn't just go and pick the EG up and take it to an event etc, also there is maintenance if an EG is used etc etc The EG's are very huge. They are on a trailer.

So in the end this new Panel agreed that they wanted to sell the asset. A memo went up to CLT and they agreed that Council should buy back the EGs from the Panel and take full responsibility for them. that is why the panel is being reimbursed by Council.

So something like this doesn't happen again, we updated the checklist as well as anything needs to go past CLT as well to ensure there are no policies/bylaws etc that need to be looked at.

Hope this makes better sense now.

Give me a call through teams if this doesn't make sense (I am actually at Market Grove today)

Thank you

Debbie

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Monday, 14 February 2022 10:30 AM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: Generator Journal

Hi Debbie,

I was speaking to people about this generator Journal and I think I've got the story muddled, so I was hoping you could give me the story written down so I have something to refer to.

My understand was (and I think I might be wrong here) the CMPR fund paid for a generator for a community group.

The community group realised it doesn't need a generator and the HCC emergency area will purchase the generator off the group via the CMPR fund.

A journal is required to move capital to CMPR from 7201.GENE to the community group can be reimbursed the \$69,500.

1) Can you please confirm if the above is correct?

- 2) Specifically did the CMPR fund pay for the generator initially OR did the community group pay for the generator some other way?
- 3) If you happen to have a copy of the invoice that purchased the generator, please send it my way.

I'm seeking clarification here so we know the best way to depreciate the generator.

Kind regards,
-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040
P: M: W: www.huttcity.govt.nz



Susan Sales

From: Aaron Sergent
Sent: Monday, 28 February 2022 4:24 pm
To: Darrin Newth; Ben Wu
Cc: Simon George
Subject: RE: Generator Journal

Hi Darrin,

I agree on the pain part. I believe this was approved by every party before finance could have a say. My preference would have been the external party sell the generator directly if they needed funds.

I've added some comments below in blue.

Regards
-Aaron

From: Darrin Newth <Darrin.Newth@huttcity.govt.nz>
Sent: Monday, 28 February 2022 4:15 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>; Ben Wu <Ben.Wu@huttcity.govt.nz>
Cc: Simon George <Simon.George@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi
This whole thing is such a pain

Simon can elaborate more if need be

IN short

- a) The Committee purchases these generators some time back (2019) for **some group/entity EXTERNAL** to council. Therefore at the time – **they we expensed as we did not own the assets** - *Correct*
- b) Now they want to buy back the generators – **therefore we have to pay for them TWICE?** – *Correct. The emergency management team has agreed to acquire the generators as a way so give funding back to the CMPR fund. We're not giving money to the third party who owns the generator. The intent is to reimburse the HCC fund that initially paid for the generator so the fund can purchase something else for them in the future.*
- c) Your journal to \$69,300 DR in 7201.GENE and \$69,300 CR in 6904.CMPR overall is incorrect. The credit to 6904CMPR should be to reverse the expense in line a 1.6904.5505. – *Noted.*
- d) I suppose we can use the copy of the invoice to support capitalisation of the invoice – *Just noting this asset will likely be sold.*
- e) Can I assume that we are not paying out any further cash? – *No cash is leaving the council. However cash will leave the council in terms of a future grant to this community panel.*

Transaction Details: General Journal

Journal No. Date Period

Drag a column header here to group by that column

Ledger Name	Account Number	Cost Centre	Account Number Description	Amount	Narrative	Narrative (line 2)	Narrative (line 3)
			Out of Scope				
GL19A	1.6904.CMP.R.000000	Community Grant	Community Panel	-77,168.19	Generators x 2 on Trail...	purchased by Commu...	Asset not owni
GL19A	1.6904.5505.000000	Community Grant	Grants/Donation	77,168.19	Generators x 2 on Trail...	purchased by Commu...	Asset not owni
			Out of scope				

URGENT

GENERATOR RENTAL SERVICES LTD
 P.O. Box 83 148
 Edmonton Road
 Auckland, 0652
 New Zealand

Hutt City Council
 30 Laings Road
 Private Bag 31912
 Lower Hutt

Barcode: HC081842

Handwritten: CR# 19496

Tax Invoice

Tax Date	Invoice No.
29/01/2019	4414

GST NO: T1 629 623

Handwritten: C.O.# 948497

Handwritten: CR# 19496

Description	Qty	Price	TAX	TAX AMT	Amount
		CS-67949	Net 14 days		
New generator, model GMS100CS, serial number PLK1904	1	25,700.00	S	3,855.00	25,700.00
New generator, model GMS100CS, serial number PLK1906	1	25,700.00	S	3,855.00	25,700.00
Trailer, Tandem axle 3100 X 1220 GVM Braked. Serial number 4188	1	5,800.00	S	870.00	5,800.00
New Trailer, Compass Model FFT104, serial number 655403, 3189 X 1220 GVM Braked	1	5,800.00	S	870.00	5,800.00
Cummins GTEC Transfer switch GT40168PN53	1	3,150.00	S	472.50	3,150.00
Cummins GTEC Transfer switch GT40168PN53	1	3,150.00	S	472.50	3,150.00
250L, at no charge	1	0.00	S	0.00	0.00
250L, at no charge	1	0.00	S	0.00	0.00
Installation of cable, switch and electrical work for generator connection of Pomare School only (Mainline Electrical Ltd)	1	7,868.19	S	1,180.23	7,868.19
2nd Install underpins	1	0.00	S	0.00	0.00
Warranty 1800 hours or 1 year whichever occurs first.	1	0.00	E	0.00	0.00
Please direct credit to BNZ New Lynn Acc. no. 020184 0362582 00	1	0.00	E	0.00	0.00
Tax Summary S-S 11,575.23;					
		Subtotal			\$77,168.19
		Tax			\$11,575.23
		Total			\$88,743.42

Telephone: (044) 361 361
 s 7(2)(a)

Date: 7-319
 Goods Recd: [Signature]

Authorised: [Signature]
 ID Number: CS502805
 GL Code: 1.6904.CMP.R
 Description: Generators

COPY

Cheers D

Darrin Newth
 Financial Accounting Manager

Hutt City Council, 30 Laings Road, Lower Hutt 5040
 s 7(2)(a) W: www.huttcity.govt.nz



From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Monday, 28 February 2022 12:01 pm
To: Ben Wu <Ben.Wu@huttcity.govt.nz>; Darrin Newth <Darrin.Newth@huttcity.govt.nz>
Subject: RE: Generator Journal

Kia ora,

I'd like to put through the Journal discussed below as we are at month end and I note that natural account GENE is inactive.

- 1) Is there any issue if I re-open this account? (There is budget to be spent there this year)
- 2) Did you have any comments on the nature of this journal as discussed below before I pop it through?

Regards,
-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040
P: M: W: www.huttcity.govt.nz



From: Aaron Sergent
Sent: Tuesday, 15 February 2022 9:58 am
To: Ben Wu <Ben.Wu@huttcity.govt.nz>; Darrin Newth <Darrin.Newth@huttcity.govt.nz>
Subject: FW: Generator Journal

Hi Ben & Darrin,

I'm just following up on HCC purchasing the generator off a community which Darrin I believe you've talked to Deepu about previously (September last year), and for Ben, Debbie's email below spells it out.

I believe at this point all the approved has been given (From Andrea, [REDACTED] Anthony and the Community Panel) , all parties are in agreement so its now a matter of getting the financials to match.

I should note that HCC is purchasing the Generator by increasing the funding available in the Community Fund (6904.CMPR) rather than paying a third party.

My Action:

I want to do a Journal of \$69,300 DR in 7201.GENE and \$69,300 CR in 6904.CMPR to move funds from Emergency Management to the Community Panel Fund.

This action would acknowledge the 'Purchase' of the Generator by the Emergency Management team and HCC acquiring the asset.

Questions:

- 1) Is the appropriate, if not what is the alternative?
- 2) The CMPR originally paid for the emergency generator in Jan 2019 and this was expensed to 6904.5505 as HCC did not own the asset. Now HCC will own the asset (Although it believe it is to then be sold) will this cause any other requirements I should be aware of?

I've run this by Philip and checked there was budget. He said I should run this by you before doing the Journal.

Happy to chat about this if that's easier.

Regards,
-Aaron

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Monday, 14 February 2022 11:49 am
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Aaron

The Northern Community Panel (these panels were in the last triennium) which was when we had created the Local Community Projects Fund, again assets for the community. First time we have had a fund like this.

It was an idea that had come through one of the panel members – for the panel to purchase a EG in the first instance to be available for the community in an emergency, and also secondly the purpose was they thought that an EG could also be used for like events etc... Tumeke Taita etc (to provide power at these events) ... [REDACTED] was involved in the process from an emergency management point of view and worked beside Mike Mercer [REDACTED] who was the officer looking after this panel. Both were guiding the panel on this purchase.

The Panel agreed at a formal meeting to purchase x2 EG. http://infocouncil.huttcity.govt.nz/Open/2018/06/NCP_20062018_AGN_2581_AT_WEB.htm - memo regarding the emergency generator. Council paid the supplier directly for the EG's. invoice is in Finance 1 – but I will send you a letter. The EG's needed to be housed in the community somewhere as the panel wanted them available for the community to have access to for community events eg Tumeke Taita. When events like this are on, groups often need to hire a generator. The EG's were purchased and they were not added to the asset register because they were not going to be owned/housed by the Council as such. Council would get first use of the generators in an emergency though.

The EGs needed to be housed somewhere within the ward. [REDACTED] agreed to house one of them. The [REDACTED] was going to house the other one however – there are costs involved in housing an EG. The [REDACTED] ended up not to house the EG because of the long term costs. The School was going to have it available for the community to use eg for events etc I had prepared a draft MOU between all parties (HCC + the School + the Panel) – however the Panel (which then had new members on it [REDACTED] was on it before) realised that the EGs were not fit for purpose, you couldn't just go and pick the EG up and take it to an event etc, also there is maintenance if an EG is used etc etc The EG's are very huge. They are on a trailer.

So in the end this new Panel agreed that they wanted to sell the asset. A memo went up to CLT and they agreed that Council should buy back the EGs from the Panel and take full responsibility for them. that is why the panel is being reimbursed by Council.

So something like this doesn't happen again, we updated the checklist as well as anything needs to go past CLT as well to ensure there are no policies/bylaws etc that need to be looked at.

Hope this makes better sense now.

Give me a call through teams if this doesn't make sense (I am actually at Market Grove today)

Thank you

Debbie

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>

Sent: Monday, 14 February 2022 10:30 AM

To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>

Subject: Generator Journal

Hi Debbie,

I was speaking to people about this generator Journal and I think I've got the story muddled, so I was hoping you could give me the story written down so I have something to refer to.

My understand was (and I think I might be wrong here) the CMPR fund paid for a generator for a community group.

The community group realised it doesn't need a generator and the HCC emergency area will purchase the generator off the group via the CMPR fund.

A journal is required to move capital to CMPR from 7201.GENE to the community group can be reimbursed the \$69,300.

- 1) Can you please confirm if the above is correct?
- 2) Specifically did the CMPR fund pay for the generator initially OR did the community group pay for the generator some other way?
- 3) If you happen to have a copy of the invoice that purchased the generator, please send it my way.

I'm seeking clarification here so we know the best way to depreciate the generator.

Kind regards,
-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040
P: M: W: www.huttcity.govt.nz

Susan Sales

From: Debbie Hunter
Sent: Thursday, 17 March 2022 11:14 am
To: Aaron Sergent
Subject: RE: Generator Journal

Okay great thank you Aaron much appreciated.

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Thursday, 17 March 2022 10:45 AM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Debbie,

So it turns out all spend did go to 1.6904.CMPR in this first instance. It was then capitalised to 1.6904.5505 as Hutt City didn't retain the asset. Now that HCC is acquiring the asset, the accounting treatment is to transfer from Anthony's budget into 1.6904.5505 to reverse the capitalisation of the asset.

This means you'll end up with extra funds in 5505. The transaction hasn't occurred at this stage, I'll follow it up.

For now, please consider that the panel has the full funds available when having your conversations.

Let me know if you have any questions.

-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040

P: **M:** **W:** www.huttcity.govt.nz



From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Thursday, 17 March 2022 10:01 am
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: RE: Generator Journal

Hi Aaron

Just wondering what is happening with this? We need to transfer the money from Anthony Robinson budget to pay back to the Panel?

Thanks

Susan Sales

From: Aaron Sargent
Sent: Tuesday, 24 May 2022 10:36 am
To: Debbie Hunter
Subject: RE: Generator Journal

Hi Debbie,

Sorry to dredge up the past.

We're looking for a date where we can say council resumed control of the generators.

Do you have a copy of the memo that went to CLT and any sort of documented outcome where they agreed to purchase them back? I think that might be the most likely date where council regained ownership, but if you have a better date in mind I'm all ears 😊

Cheers
-Aaron

Out of scope

From: [Debbie Hunter](#)
To: [Aaron Sergent](#)
Subject: FW: HPE Content Manager Document : DOC/19/14679 : Letter re - Order for Northern Community Panel for Emergency Generators
Date: Monday, 14 February 2022 12:02:02 pm
Attachments: [Letter re - Order for Northern Community Panel for Emergency Generators.DOCX](#)

s 7(2)(a)

as the chair of the Panel

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Monday, 14 February 2022 11:15 AM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: HPE Content Manager Document : DOC/19/14679 : Letter re - Order for Northern Community Panel for Emergency Generators

5 September 2018

s 7(2)(a)
Chair
Northern Community Panel
Hutt City Council

c.c. s 7(2)(a), Divisional Manager Regulatory, Hutt City Council
s 7(2)(a)

Kia ora s 7(2)(a)

GENERATORS FOR s 7(2)(a)

Thank you for your email yesterday confirming agreement by the Northern Community Panel to purchase emergency generators for these two communities - that's great.

What we need now is to follow a formal step in getting an order number from Hutt City Council for the purchase of 2 x 100kVA generator at \$25,700 each, 2 x tandem axle trailers at \$5,800 each, and 2 x automatic transfer switches at \$3,150 each.

The total, exclusive of gst, is \$69,300.

Extra cost will be involved in the amount of cabling required – depending on the distances involved - to link each generator with the power boards at s 7(2)(a) and s 7(2)(a), together with electricians costs in connecting them up, and your Community Panel might like to make additional provision for these and any construction costs (i.e concrete pads).

Would you please arrange for Hutt City Council to email the order number to s 7(2)(a)
s 7(2)(a)

You might like to know that, to the best of our knowledge, your Northern Community Panel is the first elected group in the Wellington region to take this step in ensuring emergency power at its Emergency Hubs for its communities.

Congratulations.

s 7(2)(a)
Customer Service – Wellington s 7(2)(a)
Generator Rental Services

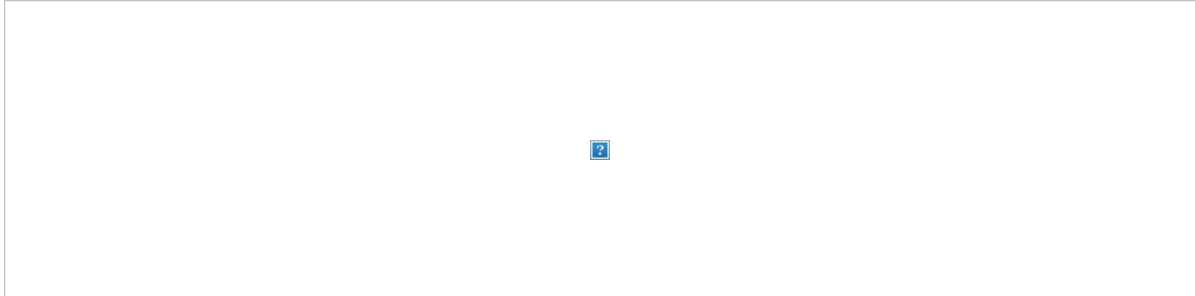
From: [Debbie Hunter](#)
To: [Aaron Sergent](#)
Subject: Further information
Date: Monday, 14 February 2022 12:14:10 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Aaron again

Initially the panel agreed \$60K for the emergency generators and then they added an additional \$10K

June meeting they agreed to \$60K for the purchase of the x2 EGs.

\$60,000

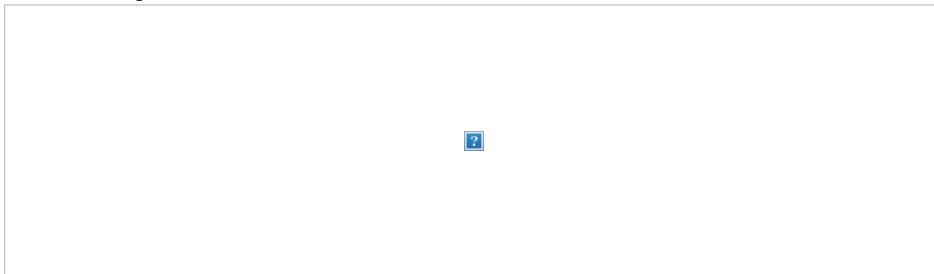


Following meeting in November they agreed to an additional \$10K towards the EGs for unforeseen costs for the purchase of the EGs

\$10,000

Out of scope

November meeting



Thank you

Debbie Hunter
Community Advisor Funding and Community Contracts
Phone s 7(2)(a)

COPY - NOT ORIGINAL

Batch Name: 149306 File Import

Document Reference 1: 068452
Document Reference 2:

Ledger / Account	Date	Period	Debit	Credit
GL 17201GENE000000	13/05/2022	11	69,300.00	
GL 169045505000000	13/05/2022	11		69,300.00
		Document Total:	\$69,300.00	\$69,300.00

From: [Aaron Sergent](#)
To: [Debbie Hunter](#)
Subject: RE: Budging pack submitted already - need some wording comments change please
Date: Friday, 15 July 2022 2:34:00 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Debbie,

I've unlocked your pack so you can make comments as needed.

As for the CMPR fund, it has a new project code to use. C00231.

When paying out a contestable fund, it will look like: C00231.000.**100**.2430

When paying out a non-contestable fund it will look: C00231.000.**300**.2430

Notice the only change is the third set of numbers from 100 to 300. A 300 number is Capital Spend since HCC is making an asset for HCC. 100 is not Capital spend as it's a grant going to a third party. So even if we've not changed the budget yet to reflect the change to a contestable fund, you can use the above account strings.

Cheers
-Aaron

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Friday, 15 July 2022 2:24 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: Budging pack submitted already - need some wording comments change please

Hi Aaron

Further to my telephone message/text.

I have just realised that I have put in some incorrect comments on a budget line – Community Grants \$69,300 positive variance – this is a ledger transfer re. the selling of the emergency generators. (I had put something about Wellington Free Ambulance donation). This amount is for the Northern Local Community Funding Panel to use through their community projects fund.



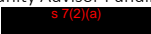
Please amend the comments to read above.

It should be showing in here, added to this line?



This also has the question around – we have the central local community projects fund open now - \$209K available and money is to come out of the above - Applications close on Monday. The Central Community Funding Panel will make decisions in August to allocate funding (as remember we made it as a contestable fund) – need to know what line this will come out of.

Thank you

Debbie Hunter
Community Advisor Funding and Community Contracts
Phone: 

From: [Aaron Sergent](#)
To: [Debbie Hunter](#)
Subject: RE: Community Panel question - Emergency generators
Date: Tuesday, 24 May 2022 3:12:00 pm
Attachments: [image001.png](#)

Haha, not a problem. No rush

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Tuesday, 24 May 2022 3:12 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: RE: Community Panel question - Emergency generators

I am sure it was saved in a safe place somewhere lol! Its been a long time definitely... Ill source that out in the next day or so

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Tuesday, 24 May 2022 3:09 PM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Community Panel question - Emergency generators

Thanks Debbie,

That is helpful. If you could find the letter Andrea sent the panels, that would be great as we would likely record a copy of that letter against the finance system to support the date of acquisition.

Sorry to be pain, I know this is been going on for longer than it should.

Cheers
-Aaron

Aaron Sergent

Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040

P: **M:** s 7(2)(g) **W:** www.huttcity.govt.nz



From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Tuesday, 24 May 2022 3:03 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>

Subject: FW: Community Panel question - Emergency generators

Hi Aaron

Its been a long while re the offer to buy back the emergency generators – see trail below that it was accepted etc.

Does this help at all? There is a letter that Andrea had sent to the panel that I can dig up?

Thank you

Debbie

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>

Sent: Wednesday, 30 June 2021 12:50 PM

To: Melanie Laban <Melanie.Laban@huttcity.govt.nz>

Subject: RE: Community Panel question

So [REDACTED] budget is going to pay \$69,300 – Jenny said she is happy with approach but no one has said where the money is coming from...

From: Melanie Laban

Sent: Wednesday, 30 June 2021 12:47 PM

To: Debbie Hunter

Subject: RE: Community Panel question

I don't know you need to talk to Simon

From: Debbie Hunter

Sent: Wednesday, 30 June 2021 12:47 PM

To: Melanie Laban

Subject: RE: Community Panel question

So I presume a journal transfer then to our CMPR budget?

From: Melanie Laban

Sent: Wednesday, 30 June 2021 12:43 PM

To: Simon George

Cc: Darrin Newth; Debbie Hunter

Subject: RE: Community Panel question

Kia ora

Linking Debbie into this

M

From: Jenny Livschitz

Sent: Wednesday, 30 June 2021 12:28 PM

To: Simon George

Cc: Melanie Laban; Darrin Newth
Subject: FW: Community Panel question

Hi Simon

Please can you provide support to Mel to ensure the accounting system is updated to reflect this.

Thanks
Jenny

From: Jenny Livschitz
Sent: Wednesday, 30 June 2021 12:26 PM
To: Andrea Blackshaw
Cc: [REDACTED]; Melanie Laban; Colin Lunn
Subject: RE: Community Panel question

Hi

Yes comfortable with proposed approach.

Regards
Jenny

From: Andrea Blackshaw
Sent: Wednesday, 30 June 2021 12:14 PM
To: Jenny Livschitz
Cc: [REDACTED]; Melanie Laban; Colin Lunn
Subject: RE: Community Panel question

Hi Jenny

Following up on this one, I know you are really busy, but I understand the panel has now raised this with the mayor and keen to hear a decision. Seeking your advice on the plan for Council to take over generators and reimburse the panel..?

Thanks
Andrea

From: Andrea Blackshaw
Sent: Wednesday, 23 June 2021 1:02 PM
To: Jenny Livschitz
Cc: [REDACTED]; Melanie Laban
Subject: Community Panel question

Hi Jenny

Seeking you advice on a matter relating to Community Panels which came to CLT earlier this year – background is below.

[REDACTED] and I have been working through this and the current situation is:

- we have agreed that HCC may require generators as part of emergency response in the future and so the most pragmatic solution is for HCC to keep the generators, and to take responsibility for storage and upkeep
- These could then be deployed to meet a need in any community, not just Stokes Valley
- Essentially this means we are 'buying' them from the panel (noting there is a lack of clarity on the actual ownership of the asset, which stems from the way Panels have been set up)

On this basis, are you comfortable with us offering to reimburse the panel \$69,300? Given they will no longer receive the benefit of the asset.

You will see they originally planned to buy smaller generators that would be easier to store, but we are keen to talk to them about the challenges of this – cost of ongoing testing and storage. Reimbursement would be on the basis that the money was spent on something else. I could pay this out of underspend in my Director cost centre.

Would be good to hear your thoughts.

Background

Current Project Status

1. On 20 June 2020 the Northern Panel Committee agreed to allocate funding fund the purchase of two emergency generators. Two emergency generators were subsequently purchased in September for \$69,300 (excluding GST).
 - These generators were not capitalised as assets of council, they were processed as an expense (grant). However, they are a Council asset as there is no record (MOU or otherwise) that these assets belong to any other entity. They were purchased by the Northern Community Panel.
 - One emergency generator is located at [REDACTED] s 7(2)(a) and one is in storage at [REDACTED] s 7(2)(a) (local business) in Stokes Valley. It is at [REDACTED] s 7(2)(a), as the group who were going to house the generator changed their mind.
 - As these generators are not currently 'assets' of council, they are not on a maintenance schedule and run the risk of not working when required, or unable to be sold due to not being maintained.
2. In September 2020, the new Northern Panel had their first informal meeting and the generators were discussed.
 - The Panel acknowledged that smaller generators would be more practical than the larger ones, as this would still meet the overall goal, to have these emergency generators available for the community in an emergency.
 - They have requested the 2 large generators be sold and replaced with smaller generators.

Ngā mihi nui

Andrea

From: [Debbie Hunter](#)
To: [Aaron Sergent](#)
Subject: RE: Generator Update
Date: Friday, 13 May 2022 2:37:22 pm
Attachments: [image001.png](#)

Awesome thank you so much

From: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Sent: Friday, 13 May 2022 2:36 PM
To: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: Generator Update

Hi Debbie,

Just letting you know the Generator Journal as finally posted.

As a heads up this counted as negative expenditure in 6904. When you next forecast you'll see you have negative spend in a line.

I'll go through this with you when we next meet.

Cheers
-Aaron

Aaron Sergent
Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040

P: **M:**  **W:** www.huttcity.govt.nz



From: [Aaron Sergent](#)
To: [Philip Benseman](#)
Subject: RE: Greenshot
Date: Wednesday, 9 February 2022 3:19:00 pm
Attachments: [img01.png](#)

Hi Philip,

I have another Journal related question arising from Debbie Hunter.

-Aaron

The same CMPR fund paid for an Emergency Generator last financial year. The Fund Panel has realised it doesn't need it,

and so Anthony in the Emergency Response area has agreed to pay for it/take on the cost of \$69,300.

Debbie is now wanting the \$69,300 to be transferred from 7201.GENE into 6904.CMPR. This is Hutt City paying Hutt City so I'm not sure if a Journal is appropriate. There was an Invoice that was paid so a Journal could easily move the cost, however that was in the previous financial year. Given the previous conversation in this space around Capital I want to check on the right process.

Can a Journal be done to move the funds (which has been approved at various levels) or is this more akin to a Budget

Revision?

Cheers

Out of scope



From: [Aaron Sergent](#)
To: [Debbie Hunter](#)
Subject: RE: Journal Transfers
Date: Wednesday, 9 February 2022 2:37:00 pm
Attachments: [image001.png](#)

Is this for the Generator Purchase?

Once the actual spend is done, either you or Anthony can initiate it and attached the invoice to the Journal. For Capital we'll want it to be paid before a Journal is done as it behaves slightly different than Opex.

Cheers
-Aaron

From: Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Sent: Wednesday, 9 February 2022 2:07 pm
To: Aaron Sergent <Aaron.Sergent@huttcity.govt.nz>
Subject: Journal Transfers

Hi Aaron

I am wanting to do a journal transfer of the \$69,300 to come back into the 1.6904.CMPR budget – money should come out of [Cost centre 7201.GENE](#) - budget is in capital.

Should I do the transfer so it comes into my budget or Anthony should do it?

Thank you

Debbie

From: Deepu Nunnian <Deepu.Nunnian@huttcity.govt.nz>
Sent: Wednesday, 9 February 2022 1:59 PM
To: Melanie Laban <Melanie.Laban@huttcity.govt.nz>; Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Cc: Anthony Robinson <Anthony.Robinson@huttcity.govt.nz>; Jarred Griffiths <Jarred.Griffiths@huttcity.govt.nz>
Subject: RE: Generators

Hi Mel and Debbie,

Refer emails below: The costs for the generators don't seem to have come in yet, are you able to confirm the \$65k is still going to be spent this year or whether we need to carryover the budget for this to next year?

Cheers,
Deepu

Deepu Nunnian

Senior Management Accountant

Hutt City Council, 30 Laings Road, Lower Hutt 5040

P: **M:** **W:** www.huttcity.govt.nz



From: Deepu Nunnian <Deepu.Nunnian@huttcity.govt.nz>

Sent: Monday, 11 October 2021 9:57 AM

To: Melanie Laban <Melanie.Laban@huttcity.govt.nz>; Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>

Cc: Anthony Robinson <Anthony.Robinson@huttcity.govt.nz>

Subject: FW: Generators

Hi Mel and Debbie,

This needs to be in Cost centre 7201.GENE for the payout. Budget is in capital.

Thanks,
Deepu

From: [REDACTED]

Sent: Monday, 27 September 2021 11:41 AM

To: Deepu Nunnian

Subject: FW: Generators

From: Melanie Laban

Sent: Monday, 27 September 2021 9:58 AM

To: [REDACTED]

Cc: Anthony Robinson; Colin Lunn; Debbie Hunter

Subject: Generators

Kia ora [REDACTED]

Generators are coming to an end from the Panel point of view and being moved to Emergency Management, which means we need your GL code so \$69,300 can be transferred to the Northern Community Panel. Assuming, you are still happy to cover this.

Also, if can please advise what GL code you want depreciation etc to come from that would be grand.

Deb – can you please action once [REDACTED] confirms.

[REDACTED] – any issues give me a buzz

Ngā mihi

Mel

Susan Sales

From: Andrea Blackshaw
Sent: Wednesday, 30 June 2021 2:41 pm
To: Colin Lunn
Cc: [REDACTED] Melanie Laban
Subject: RE: Community Panel question

Would prefer if you can call them – may come across as a little blunt in an e-mail – trying to sound them out really to see if there is a major objection – are you able to do that?
AB

From: Colin Lunn
Sent: Wednesday, 30 June 2021 2:39 PM
To: Andrea Blackshaw
Cc: [REDACTED] Melanie Laban
Subject: RE: Community Panel question

Thanks Andrea,

Are you OK for me to forward on your email below to the NCP. I'll wait to hear back.

Kindest regards

Colin

From: Andrea Blackshaw
Sent: Wednesday, 30 June 2021 1:38 PM
To: Colin Lunn
Cc: [REDACTED] Melanie Laban
Subject: RE: Community Panel question

Colin [REDACTED] and I have discussed Jenny's response, and suggest we communicate the following to the group and say if they are happy with this then we will follow with a letter

- [REDACTED] s 7(2)(f)(i)
[REDACTED] There is no budget available for the ongoing costs associated with this asset.
- A pragmatic solution may be for HCC to take over responsibility for the generators and reimburse the panel the \$69,300 they spent. HCC will be reviewing its emergency management needs in the near future and will make a decision at that point on whether it is cost effective to own the generators. If not, HCC would sell the generators, and absorb any loss.
- HCC would remain responsible for emergency management in the city and for sourcing and deploying generators as required as part of that.
- Should the panel want to buy smaller generators, it is unlikely this would be endorsed by CLT, given the significant ongoing costs, and the fact that they are not required for Council's emergency management plan.

Let me know if you have any questions. I will give the Mayor' office a heads up also in case it comes to them.

We know this is not what they were hoping for, but currently it looks to be the only solution on the table.

Ngā mihi nui

Andrea

NORTHERN COMMUNITY FUNDING PANEL 2019-2022 NOTES



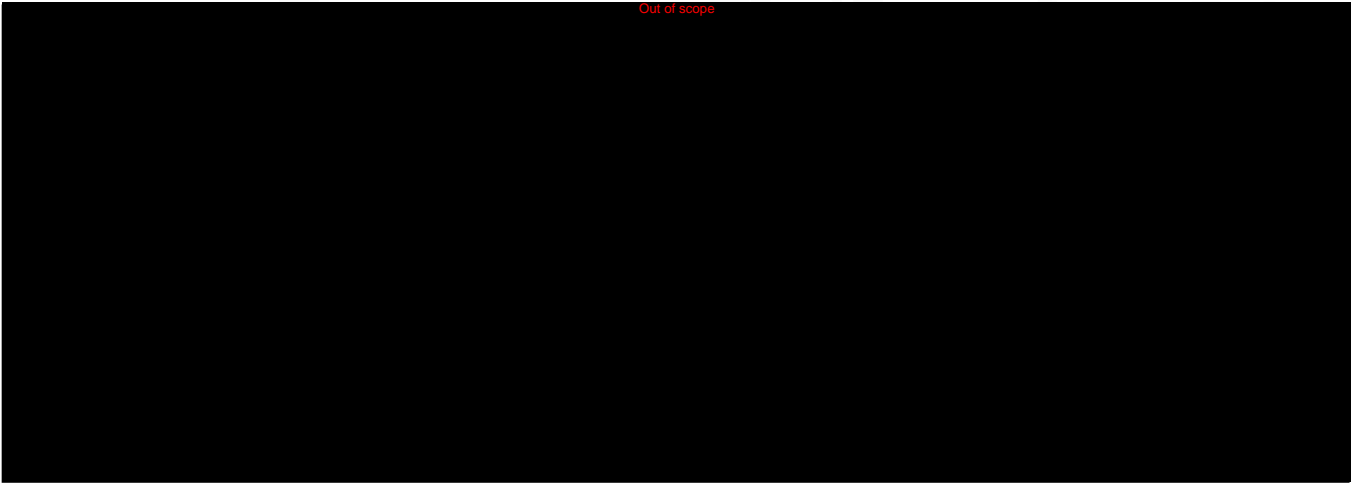
Date Meeting	Notes/Discussion	Actions/ Follow Up
31/8	<p style="text-align: center; color: red; font-size: small;">Out of Scope</p> <div style="background-color: black; width: 100%; height: 100%;"></div>	DH
		DH/Panel
		DH/Panel
	<p>Discussion re emergency generators, can the panel sell the generators? Who owns the generators? Maintenance check is needed on the EG? Cost of maintenance/service check? Panel thought about possibly purchasing smaller EG.</p>	DH/Panel
14/9	<p style="text-align: center; color: red; font-size: small;">Out of Scope</p> <div style="background-color: black; width: 100%; height: 100%;"></div>	CL
30/9		<p>DH</p> <p>CL + s 7(2)(a)</p> <div style="background-color: black; width: 100%; height: 15px;"></div>
30/9		<p>CL - s 7(2)(a)</p> <div style="background-color: black; width: 100%; height: 15px;"></div>

	Out of scope	
3/11		
9/11		
18/11	<p>Panel members met ██████ to discuss generators. ██████ provided compelling reasons for the two large generators to be retained . The new NCP team were advised that the larger generators were chosen/recommended to the previous northern community committee as they can power large community hubs in the event of large scale civil emergencies. The community hubs at Fraser Park – Ricoh, SV Community Hub, Walter Nash and Naenae Bowls are already wired to accept current from the two generators as an alternative power feed if we have large power failures. The above sites have been identified as critical community hubs, where people could be sheltered if we ever experience a Tsunami/large earthquake event and the power these machines generate is required to run these large facilities. NCP felt that even though they purchased the generators initially the long-term maintenance and ownership of these assets should be considered HCC's as they would be utilised to provide essential power to communities in emergency events. The only other one is managing booking of the generators for any large community events where external power feeds maybe required. Not sure who could manage that?</p>	
17/12	Out of scope	
17/12	<p>NCP to develop an MOU for HCC and ██████ s 7(2)(a) concerning management and maintenance of the two mobile generators. ██████ s 7(2)(a) Dave to organise a meeting with Debbie Hunter and ██████ to finalise detail</p>	
17/12	Out of scope	
17/12		
17/12	Out of scope	
17/12		
17/12		
17/12		

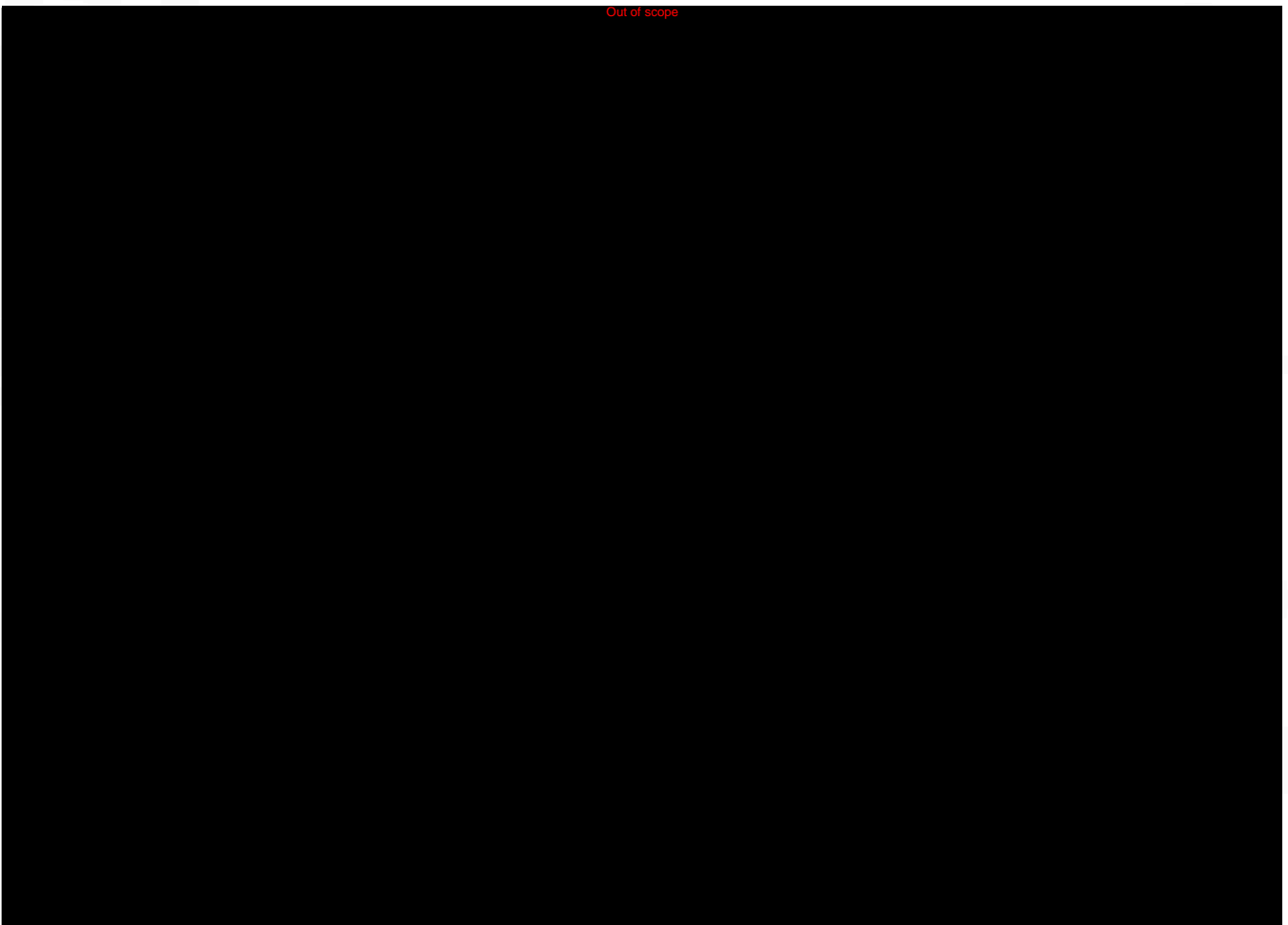
COMMUNITY PROJECTS FUND UPDATE AS AT 6 OCTOBER 2020

WHAT WAS AGREED IN PREVIOUS TRIENNIUM BY COMMUNITY COMMITTEES

CENTRAL



EASTERN



NORTHERN

Purpose	Amount \$	Update
[Redacted]		
Purchase of two emergency generators	77,168.00	Completed
[Redacted]		

WESTERN

[Redacted]		
------------	--	--

Susan Sales

From: [REDACTED] s 7(2)(a)
Sent: Thursday, 26 November 2020 10:35 am
To: [REDACTED] s 7(2)(a)
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency
Attachments: Untitled design.jpg

From: Damon Simmons <Damon.Simmons@huttcity.govt.nz>
Sent: Thursday, 26 November 2020 10:08 AM
To: Colin Lunn <Colin.Lunn@huttcity.govt.nz>; John Gloag <John.Gloag@huttcity.govt.nz>
Cc: [REDACTED] s 7(2)(a); Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Morning Colin,

So long as the access provisions for the local businesses aren't affected it should be ok. There is a garage access at the rear of #192 that might be affected?

There are security issues to be considered – both for the generator itself and also the access lane. I thought we removed the fences in this location due to some of the behaviour that was being hidden? Or did that never happen in the end? So we would need to make sure that the shed wasn't going to reinstate those issues.

Other options might be a shed on Delany Park or council's property on the corner of SVR and Evans Street. There's also the existing shed on Council's property at 62 SVR.

Regards,

Damon

Damon Simmons
Traffic Asset Manager

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
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From: Colin Lunn
Sent: Thursday, 26 November 2020 9:55 AM
To: Damon Simmons; John Gloag
Cc: [REDACTED] s 7(2)(a); Debbie Hunter
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Good morning Damon and John,

The Northern Community Panel purchased two large generators (last triennium) to power community hubs in the event of an emergency/significant power outages.

Both generators are on trailers. One generator is stored at [REDACTED] s 7(2)(a) the other is currently stored at [REDACTED] s 7(2)(a) yard. [REDACTED] s 7(2)(a) would like the NCP/Council to find another place to store it.

I attended a meeting with members of the NCP and [REDACTED] (yesterday) to discuss the generators.

The NCP are keen to hopefully find another location within Stokes Valley to house the generators. One question raised was whether Council would consider allowing a shed to be built to house the generator (on trailer) in the area marked with a red square box, the service lane on Oates Street, in the attached picture above.

Are you able to advise, if surrounding businesses (adjacent to the service lane) agreed?, would this be a possibility or not?

Cheers

Colin

From: [REDACTED] s 7(2)(a)
Sent: Wednesday, 25 November 2020 5:29 PM
To: Colin Lunn
Cc: [REDACTED] s 7(2)(a)
Subject: RE: Oates Street service lane

Here we go guys it's the area in red x

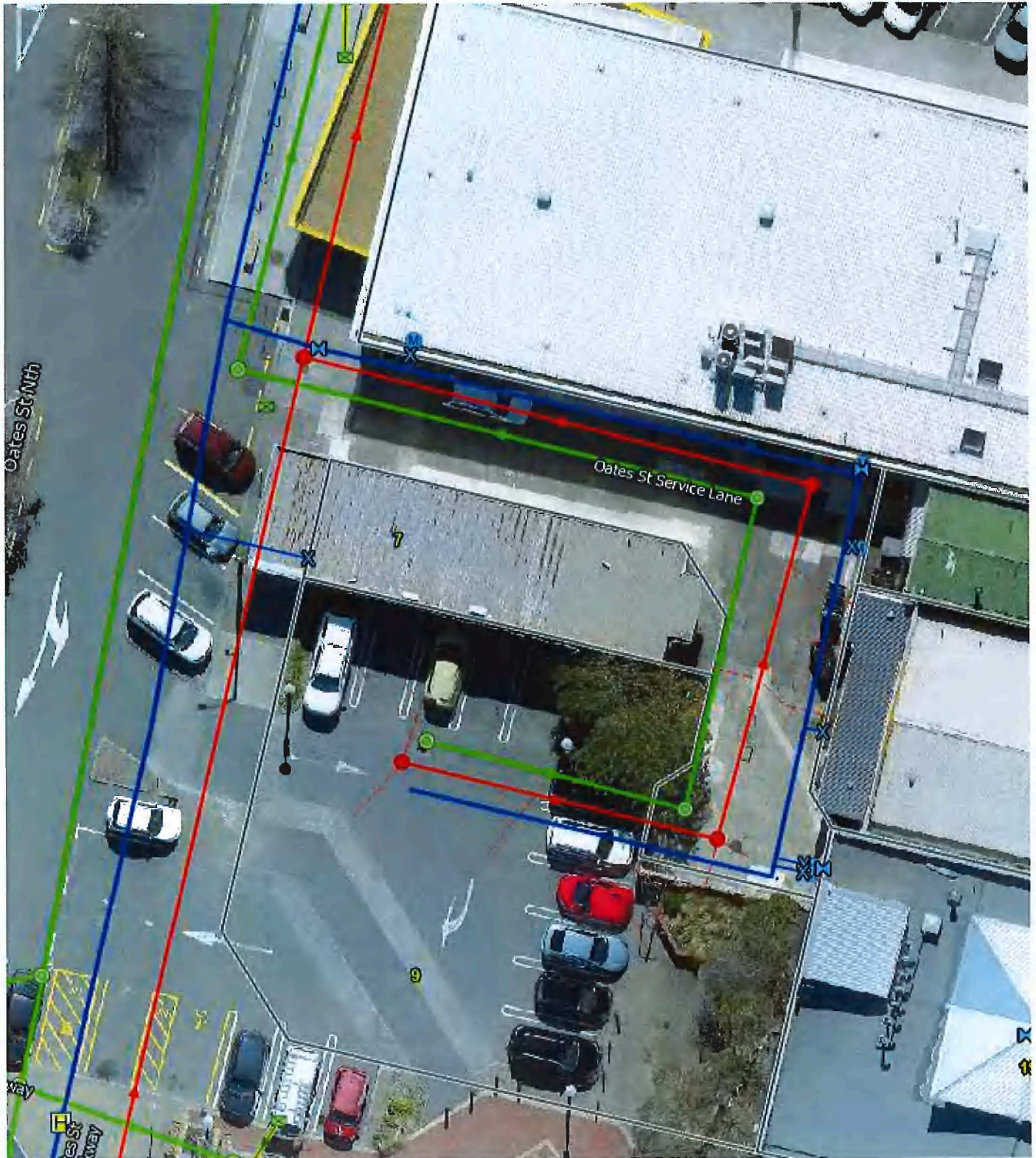
From: Colin Lunn <Colin.Lunn@huttcity.govt.nz>
Sent: Wednesday, 25 November 2020 12:16 pm
To: [REDACTED] s 7(2)(a)
Cc: [REDACTED]
Subject: Oates Street service lane

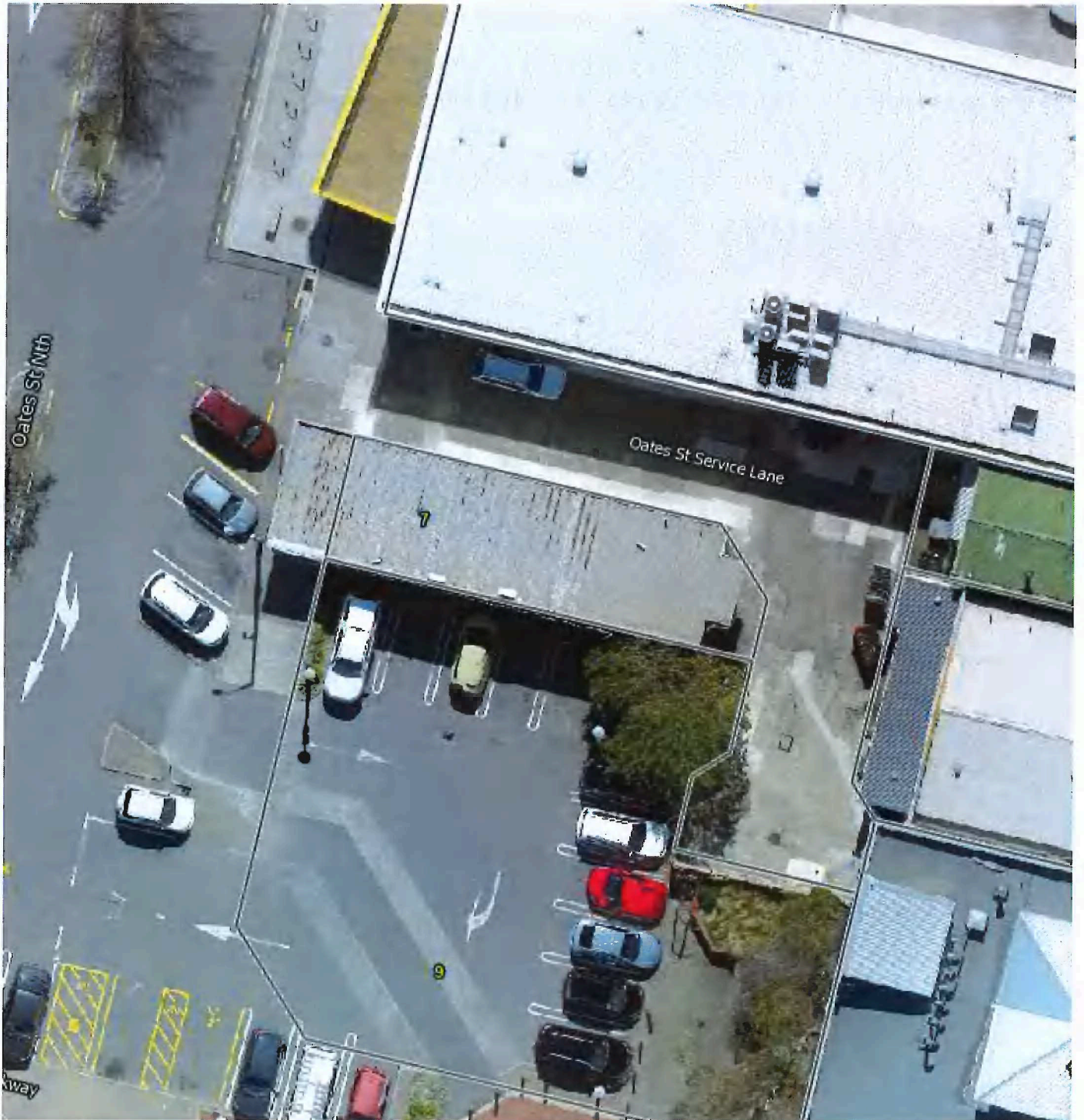
Hi [REDACTED] s 7(2)(a)

Attached aerial views of Council's service lane next to the Stokes Valley Hub. I've attached two pics one with underground services and one without.

The underground services may be an obstacle apart from the site being a legal road?

If you mark on the attached plan (without underground services shown) where you were thinking as a possible storage area for the generator and trailer, I can then forward to the Transport team for a response.





Kindest regards

Colin

Colin Lunn
Contracts Manager
CONTRACTS DIVISION - CITY INFRASTRUCTURE

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6849, M [REDACTED] W www.huttcity.govt.nz



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Oates St Service Lane

186

188

190



Susan Sales

From: Colin Lunn
Sent: Tuesday, 5 October 2021 2:30 pm
To: [REDACTED] s 7(2)(a)
Cc: [REDACTED] Anthony
Subject: Robinson
Generator at [REDACTED] s 7(2)(a)

Dear Cilla,

Thanks for meeting with [REDACTED] s 7(2)(a) Anthony and I last Friday (afternoon) 1 October to discuss the Northern Community Panel generator currently housed at your school.

As discussed, we will arrange for our own in-house electrician, Jack Brown, Council's facilities maintenance manager and I to visit [REDACTED] s 7(2)(a) after the school holidays to site the plug and transfer kit at the school to see if it can be disconnected without affecting the school's main source of power and safely kept in place to use as a source of power in an emergency event (if needed).

If retaining the power connection is an option we will arrange for a contractor to carefully remove the fence, shift the generator and then reinstate the chain-link fence back in place.

Who is the best point of contact concerning permission to inspect the generator or are we better to just visit the school office on the day?

Kindest regards

Colin

Susan Sales

From: [REDACTED] s 7(2)(a)
Sent: Wednesday, 9 December 2020 4:56 pm
To: [REDACTED] Andrea Blackshaw; Debbie Hunter; [REDACTED] s 7(2)(a)
Cc: Naomi Shaw; Leigh Sutton; [REDACTED] s 7(2)(a) Colin Lunn; Debbie Hunter; Keri Te Kawa
Subject: RE: Northern Ward Panel - Generator
Attachments: northern ward panel letter to andrea re generator.docx; FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Huge thanks [REDACTED] we will discuss at our meeting next week and confirm next steps [REDACTED] where are the five sites with the power connection, and if an extra connection or connections were required in the valley who would pay the cost of setting up those connections ?

Debbie could you please provide the mou template

Team – if you have any questions of [REDACTED] in advance our meeting flick them to me and I will attain a response

Thanks again

Hi David

Due to the generators being kept by the Northern ward for community resilience reasons, the management of them has been handed to Emergency Management/ me subject to mutual agreement on how they should be used, and maintained.

I am recommending the following as a starting point for discussion. I think this is a great opportunity to work together and seek as much benefit out of the generator as possible.

General principles

The Generator is a community asset for the Stokes Valley/ Pomare

Facilities such as the schools, Marae, SVhub and doctors clinic can use the generator but must have certification prior to connection being made. Other community events may

The intent is the generator will generally reside in the SV, currently at a temporary accommodation site

In your email to Andrea you asked the following questions. Answers are in blue

1. Can HCC confirm that the council will be accountable for the ongoing maintenance of the generators

Emergency Management can arrange the maintenance and regular use of the generators

[REDACTED] s 7(2)(a) **With the understanding that the generators could be used for emergency purposes and training only by this team.**

Council has five sites that have temporary power connections and they need compliance checking each year with a generator test, this could ensure regular use of the generator is maintained.

2. That the generators will be included in the council asset register and the council will be responsible for insuring the generators

The generators can be added to the council asset register, the value of the generators is under councils excess so would not be covered by councils general insurance. I will investigate other options.

3. That HCC will be responsible for making the decision where the generator should be relocated to in the event of an emergency

The Councils Controller will be responsible for making the decision where the generators should be located in the event of a declared emergency. At other times the NP can prioritise the use. See booking the generator.

4. That HCC manage a booking process, to enable organisations to hire the generator, for events directly beneficial to our communities

The generators remain in the community so bookings could be through the SV hub.

To be set up on Outlook/add rooms/Resources/ generator 1 or 2.

5. The Northern Panel set aside nominal budget of \$5000 for compliance checking/year. This cost would usually be charged to users of the generator if hired out.
6. Storage of the SV generator is being arranged by the NP but the generator has been moved from s 7(2)(a) to Animal Services in Seaview as of 9/12/20 with a short term space available in the garage at the rear of the Little Theatre subject to the generator fitting.

David this is the start of a MOU and Debbie has a standard template for this if we would like to use that as a starting point.

Happy to discuss

Regards

s 7(2)(a)
Head of Regulatory Services & Emergency Management

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
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From: [REDACTED] s 7(2)(a)

Sent: Thursday, 26 November 2020 3:04 PM

To: Andrea Blackshaw

Cc: [REDACTED] s 7(2)(a) Naomi Shaw; Leigh Sutton; [REDACTED] s 7(2)(a)

[REDACTED] s 7(2)(a) Colin Lunn; Debbie Hunter

Subject: Northern Ward Panel - Generator

Hi Andrea please find attached a letter from the Northern Ward Panel with reference to the generators that the previous Northern Ward Panel purchased.

In order for the Panel to engage with potential organisations to store one of the two generators purchased, noting the generator is currently being stored "dormant" at [REDACTED] s 7(2)(a) in Stokes Valley and for the panel to be in a position to engage with [REDACTED] s 7(2)(a) who are housing the second generator we need a number of issues clarified by Council.

I am happy to meet to discuss the contents of the letter if that is of assistance.

Thanks in advance and we await your response

[REDACTED] s 7(2)(a)

Chair Northern Ward Panel

[REDACTED] s 7(2)(a)

Susan Sales

From: [REDACTED] s 7(2)(a)
Sent: Thursday, 26 November 2020 10:35 am
To: [REDACTED] s 7(2)(a)
Subject: FW: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency
Attachments: Untitled design.jpg

From: Damon Simmons <Damon.Simmons@huttcity.govt.nz>
Sent: Thursday, 26 November 2020 10:08 AM
To: Colin Lunn <Colin.Lunn@huttcity.govt.nz>; John Gloag <John.Gloag@huttcity.govt.nz>
Cc: [REDACTED] s 7(2)(a) Debbie Hunter <Debbie.Hunter@huttcity.govt.nz>
Subject: RE: Oates Street service lane - Northern Panel looking for potential places to store a community funded generator able to run community hubs in the event of an emergency

Morning Colin,

So long as the access provisions for the local businesses aren't affected it should be ok. There is a garage access at the rear of #192 that might be affected?

There are security issues to be considered – both for the generator itself and also the access lane. I thought we removed the fences in this location due to some of the behaviour that was being hidden? Or did that never happen in the end? So we would need to make sure that the shed wasn't going to reinstate those issues.

Other options might be a shed on Delany Park or council's property on the corner of SVR and Evans Street. There's also the existing shed on Council's property at 62 SVR.

Regards,

Damon

Damon Simmons
Traffic Asset Manager

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand
T 04 570 6730, M [REDACTED] s 7(2)(a) W www.huttcity.govt.nz



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Out of scope

From: Anthony Robinson
Sent: Wednesday, 15 September 2021 3:43 PM
To: Colin Lunn
Cc: Jon Kingsbury; Melanie Laban; Debbie Hunter
Subject: RE: [EXTERNAL] Fwd: Generator

Thanks Colin,

I did find the comments about power outages that the school sometimes experienced interesting. That's probably a discussion that the school needs to have with its energy retailer or with the Ministry of Education.

I appreciate the work you are doing to get the generators moved. Concurrently, I am looking at the options we could consider going forward. It's top of the head stuff and I need to do some deeper thinking (cost/benefit analysis).

- Option 1. Sell.
- Option 2. Develop business case for ongoing storage, maintenance, operator training and concept of use. Retain and deploy during a major disaster. (Note that deploying to pre-wired location would see immediate use, deploying to 'green fields' location would require electrician and signoff which will delay availability). Get an approved budget line.
- Option 3. Transfer internally within HCC to be used as part of HCC business continuity plan. Recipient to meet all future costs.
- Option 4. Lease to a hire company with MoA to take back during an emergency (or equivalent).
- Option 5. Gift to a local entity, noting that some expenditure may be required to ensure that generator is fully serviceable and that recipient would be responsible for all future costs.
- Option 6. Do nothing.

Out of scope

Mouri ora tātou mā,

Anthony Robinson
Emergency Management Lead

Hutt City Council, 30 Laings Road, 5040, Lower Hutt 5040, New Zealand
M  E Anthony.robinson@huttcity.govt.nz W www.huttcity.govt.nz

From: Colin Lunn
Sent: Wednesday, 15 September 2021 1:31 PM
To: Anthony Robinson; Melanie Laban; Debbie Hunter
Cc: Jon Kingsbury
Subject: FW: [EXTERNAL] Fwd: Generator

Hi All,

Read below. Just keeping you in the loop. We'll get there (soon?)

Cheers

Colin

From: Colin Lunn
Sent: Wednesday, 15 September 2021 1:29 PM
To: [REDACTED] s 7(2)(a)
Subject: RE: [EXTERNAL] Fwd: Generator

Thanks Dave agree with all your comments.

I asked the question about the trailer to make sure it comes with the generator. It does, that is one less hurdle.

To assist in resolving this I'm happy to arrange for an electrician to disconnect the wired in point and reinstate any connection point to leave the school site safe and secure. At HCC's cost.

I'll talk to our emergency management lead about the generator but from recent conversations I suspect he will advise that if we face an emergency and a generator is needed for the school as an emergency hub they would arrange for one through their emergency management contacts to be delivered when needed.

It would be good to talk through the concerns the school has face to face. Would it be possible for you and [REDACTED] s 7(2)(a) to organise a meeting, invite me and we can talk through their concerns before we make the final shift organise an electrician.

Kindest regards

Colin

From: [REDACTED] s 7(2)(a)
Sent: Wednesday, 15 September 2021 1:14 PM
To: Colin Lunn; [REDACTED] s 7(2)(a)
Subject: RE: [EXTERNAL] Fwd: Generator

My thoughts in red colin, ps just sent to you first

From: [REDACTED] s 7(2)(a)
Sent: Tuesday, 14 September 2021 6:50 PM
To: [REDACTED] s 7(2)(a); Naomi Shaw; [REDACTED] s 7(2)(a); Leigh Sutton;

Subject: [EXTERNAL] Fwd: Generator

From:

From:

Date: 14 September 2021 at 7:52:51 AM NZST

To:

Subject: Re: Generator

Atamarie

The trailer

▪Is that part of the generator or owned by the school?

No- **is this something the council wants and if so is that included in the generator reimbursement to northern panel or could for example the school keep it**

Gaining access to remove the generator.

▪Who do we talk with at the school to organise when we are ready to shift it?

s 7(2)(a)

School Board of Trustees

Communication with would need to be made to gain access to location.

▪Is the generator wired in?

Yes

▪Can it easily be unplugged and plug left there?

- No, Generator need to be disconnected by a Electrician.-**do we have a rough cost and who made the call to hard wire it as I thought it was a community asset**

▪Is there anything else we need to consider before organising the removal of the generator?

- This was connected at cost to the school. **What did the school pay, and have the school had use of the generator so if they had and the council cover the cost of removal, I don't think the school need reimbursed as they have had use of the generator**

- Issues regarding generator organisations given mis-information unaware that generator is immobile.

- Who is responsible for the Maintenance and Up keep of Generator?- **the council will be accountable for removing the generator at council cost**

- We have a number power outages. And Generator has kicks in.- **I don't understand the impact, once the generator is removed**

- We are an Emergency Hub how will we be of any help if the Generator is removed.- **this is for the council to respond as apart of the wider emergency hubs across the city,**

Kindest regards

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Susan Sales

From: Colin Lunn
Sent: Friday, 26 March 2021 10:28 am
To: Debbie Hunter
Cc: Melanie Laban
Subject: RE: Generators in Pomare and Stokes Valley
Attachments: Agreement.docx; NCP ammended draft MOU agreement.docx; RE: Northern Ward Panel - Generator; FW: Northern Ward Panel - Generator

Good morning Debbie,

Thanks for your email. I attended the NCP informal meeting last night.

In the meeting NCP members read through the draft MOU developed by HCC . There seems to be some confusion, the NCP members have provided an amended draft MOU as attached. Pre-Christmas (in the attached emails) Council agreed that the generators should be a Council asset (including maintenance). The NCP members feel strongly about this. They are happy to assist with funding to maintain the generators (for the next 18 months?) until Council can seek further funding in the next LTP.

Can we discuss as part of our catch up on Monday.

Kindest regards

Colin

From: Debbie Hunter
Sent: Thursday, 25 March 2021 5:39 PM
To: Colin Lunn
Subject: FW: Generators in Pomare and Stokes Valley

Hi Colin

See below that I had sent to s 7(2)(a) I have drafted the MOU but I have held back because Geoff has said that he is not going to pay for the maintenance so need to find out where that is going to come from or it will come from the Northern Panel's budget. Geoff is estimating the cost of the maintenance to be \$8k per year per generator. Not sure who is also going to house the Stokes Valley one yet either.

Thanks

Debbie

From: Debbie Hunter
Sent: Wednesday, 24 March 2021 3:46 PM
To: s 7(2)(a)
Subject: RE: Generators in Pomare and Stokes Valley

Hi s 7(2)(a)

Upshot of the MOU is as follows:

- Northern Panel purchased x2 huge emergency generators \$75k approx. The purpose of the purchase of an emergency generator is in case of the loss of power supply primarily to the Northern areas. The generators

were to make the Northern Panel communities more resilient. Specifically the Stokes Valley Hub, Schools and Medical Centre.

s 7(2)(a)

- The original panel wanted the generators also to be available for community events specifically Tumeke Taita, Xmas in Da Hood. So they need to be mobile. Both generators are on trailers as far as we know. **double check (one)** to
- One emergency generator is currently housed at [redacted] and they are willing to take ownership of the emergency generator, **including a process to make it available for the community to use for the above events.**
- The other is currently at Animal Services and Jack Brown is getting a price to convert the SV generator to have connections that are compatible with the Stokes Valley Hub. **Need to clarify the cost and who is going to pay for this?**
- No maintenance has been undertaken on the two generators to date, nor is there a budget that has been set aside **for any costs associated to this. The emergency generators should be checked yearly.**
- Currently the emergency generators are not on Council's Asset schedule or depreciation claimed against their costs. **Debbie is meeting with Simon George tomorrow – as there is a cost of this, where would that cost come from? May need to go back to the Panel to confirm they are happy with this. If there is a cost etc**
- [redacted] are happy to house the emergency generator, to cover insurance, and would need to cover the diesel too. **This information is included in the MOU.**
- There was thought that the maintenance costs on the generators – estimated by [redacted] to be \$8k per annum – could be covered by EM budget however we have been advised [redacted] that he cannot commit to this request.
- I am currently in the process of creating an MOU between Council and the School in terms of responsibilities around the generator.

Thank you

Debbie

Debbie Hunter

Community Advisor Funding and Community Contracts

Hutt City Council, Naenae Pool, 2 Everest Avenue, Private Bag 31912, Lower Hutt 5040, New Zealand

T, M [redacted] W www.huttcity.govt.nz



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