



Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY 9 JUNE 2016** commencing at **7.00pm**.

*Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.*

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA ITEMS**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF MINUTES**  
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5. **MATTERS ARISING FROM MINUTES**
6. **REPORTS**
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  - 6.3 Discretionary Fund Report to 24 May 2016 9
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7. **GENERAL BUSINESS**

**G J Ion**  
**CHIEF EXECUTIVE**  
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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	GJ Ion Chief Executive or General Manager
<b>Date</b>	23 May 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Meremere Community Committee meeting held on Thursday 12 May 2016.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday 12 May 2016 be confirmed as a true and correct record of that meeting.**

**3. ATTACHMENTS**

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MMCC Minutes 12 May 2016

**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 12 MAY 2016** commencing at **7.00pm**.

**Present:**

Mr J Katu (Chairperson)  
 Mr D Creed  
 Mrs A Dobby  
 Mrs P Carr  
 Mr J Harman  
 Mrs V Milton (Committee Secretary)

**Attending:**

His Worship the Mayor AM Sanson  
 Mr M Mould (Waters Manager)  
 Ms C Peteriet (Solid Waste Consultant)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Dudley Creed/Patricia Carr)**

**THAT** an apology be received from and leave of absence granted to Cr Sedgwick, Shirley Wikaire and Rangimaria Epiha

**CARRIED on the voices**

**MMCCI605/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Dudley Creed/Jim Katu)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday 12 May 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**MMCCI605/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**MMCCI605/03**

**CONFIRMATION OF MINUTES****Resolved: (Dudley Creed/Patricia Carr)****THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 10 March 2016 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****MMCCI605/04****MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**MMCCI605/05****REPORTS**Refuse and Recycling Changes  
Agenda Item 6.1**Resolved: (Angela Dobby/Dudley Creed)****THAT the report of the General Manager Service Delivery – Refuse & Recycling Changes – be received.****CARRIED on the voices****MMCCI605/06/1**Draft Plaques, Memorials and Monuments Policy  
Agenda Item 6.2**Resolved: (Jim Katu/Vivienne Milton)****THAT the report of the General Manager Service Delivery be received;****AND THAT the Meremere Community Committee provide feedback to staff on the content of the proposed policy;****AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016.****CARRIED on the voices****MMCCI605/06/2**

Works & Issues Report  
Agenda Item 6.3

**Resolved: (Patricia Carr/Angela Dobby)**

**THAT the report of the Chief Executive – *Works and Issues Report* – be received.**

**CARRIED on the voices**

**MMCCI605/06/**

Discretionary Fund Report to 26 April 2016  
Agenda Item 6.5

**Resolved: (Dudley Creed/Angela Dobby)**

**THAT the report from the General Manager Strategy & Support – *Discretionary Fund Report to 26 April 2016* – be received.**

**CARRIED on the voices**

**MMCCI605/06/4**

Annual Plan 2016/17  
Agenda Item 6.5

**Resolved: (James Harman/Dudley Creed)**

**THAT the report from the General Manager Strategy & Support - *Annual Plan 2016/17* - be received.**

**CARRIED on the voices**

**MMCCI605/06/5**

### **GENERAL BUSINESS**

Jim Katu co-opted James Harman onto the Meremere Community Committee.

Resolved: (Jim Katu/Angela Dobby)

Carried on voices.

A Motion was made to reimburse Patricia Carr the sum of \$44.99 for the purchase of ink for her printer.

Resolved: (Angela Dobby/James Harman)

Carried on voices

The Council was asked to please remove the Resthome sign from the intersection of Island Block Rd/Te Paea Avenue and replace it with the Meremere Community Centre sign.

There being no further business the meeting was declared closed at 9.00pm.

Minutes approved and confirmed this                                      day of                                      2016.

J Katu

**CHAIRPERSON**

Minutes2016/MMCC/I60512 MMCC Minutes

**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	25 May 2016
<b>Prepared By</b>	T I King Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1525015
<b>Report Title</b>	<b>Works &amp; Issues Report</b>

**1. Executive Summary**

To update the Board and provide information on works and issues raised at previous meetings.

**2. Recommendation**

**THAT** the report of the Chief Executive – *Works and Issues Report* – be received.

*Attachment: Works and Issues report*

## Works and Issues Report

1.	<p>Council have undertaken works on the water pipes outside the gymnasium. The excavation remains open, when will this be attended to?</p> <p>Water was turned off as a result of a leak inside the gymnasium. When will this repair be undertaken.</p>	Service Delivery	Contractors have repaired the leaking water pipes and filled in the hole.
2.	Security camera at the rear of the hall. When will it be installed?	Service Delivery	Council is waiting for Zero Harm information from the Community Committee's preferred contractor.
3.	Update on Library relocation required next meeting and prior to any decisions.	Jacki Remihana	Feasibility report is currently being undertaken, draft report will be available in late June for discussion with the Committee.
4.	<p>Signage</p> <p>No signage on building Meremere Community Hall. Please remove road signs directions to Rest Home, replace at both entrances to Meremere with road signs to Meremere Community Hall.</p>	Deidre MacDonald	<p>Staff have requested:</p> <ul style="list-style-type: none"> <li>▪ A sign be erected on the outside of the Meremere Community Hall. This is programmed for early June.</li> <li>▪ The removal of the Rest Home directional sign.</li> <li>▪ Directional signs to the Meremere Community Hall be erected in June.</li> </ul>
5.	Rubbish/Litter problem at Island Block Road entrance to Meremere.	Monitoring/Jodi	Only one service request is received every month or two, and generally items are dumped somewhere near the middle of Island Block Road, not the entrance. The contractor inspected the site on Friday 20 May 2016.
6.	The old rest home is being used apparently as car wreckers yard, is this allowed until planning rules Monitoring team please investigate?	Monitoring	Council Monitoring Officer visited the site on 5 May 2016, and talked to the person undertaking the storage of cars on site. The current use of the property is not in compliance with the District Plan. A letter has been written to the owner of the property.
7.	Grass on Council Land at Springhill Road is extremely long	Gordon Bailey	This area gets mowed three times per year to keep it under control. It will be mowed in June and then after August. It could be leased for grazing if there are any interested parties.



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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	24 May 2016
<b>Prepared by</b>	SL Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1521731
<b>Report Title</b>	Discretionary Fund Report to 24 May 2016

### **1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 24 May 2016.

### **2. RECOMMENDATION**

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**THAT** the report from the **General Manager Strategy & Support** be received.

### **3. ATTACHMENTS**

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Discretionary Fund Report to 24 May 2016

## MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND 2015/2016

GL 1.209.1704

## Commitments from Committee Meeting Minutes &amp; Other Information

## 2015/16 Annual Plan (including Salaries)

6,325.00

## Carry forward from 2014/15

18,290.00

## Total Funding

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**24,615.00**


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## Expenditure

16-Jul-15	Contact Energy	24.15
23-Jul-15	A Plus Security - Brother TN-3290 toner	169.00
07-Aug-15	Meremere skateboard park project ISK10053.0114	6,000.00
07-Aug-15	Meremere skateboard park project ISK10053.0114	5,000.00
12-Aug-15	Contact Energy	22.15
10-Sep-15	Contact Energy	31.91
07-Oct-15	Contact Energy	58.06
05-Nov-15	Contact Energy	56.25
13-Nov-15	Meremere Youth Club - reimb for replacement of Meremere gym locks	153.17
23-Nov-15	P E Carr - reimbursement for paper/printer cartridge	83.03
01-Dec-15	Hilltop Community Fellowship - Meremere Christmas dinner supplies	600.00
01-Dec-15	Contact Energy	56.25
06-Jan-16	Contact Energy	52.63
13-Jan-16	Tuakau Glass Glazing - repair of broken windows Gymnasium	322.01
13-Jan-16	Tuakau Glass Glazing - repairs to the Meremere Medical Centre	197.95
01-Feb-16	Contact Energy	58.06
19-Feb-16	A Plus Security Ltd - repair of computer attached to the security cameras at the Hall	250.00
03-Mar-16	Purchase of chemicals for Meremere Primary School swimming pool	834.78
03-Mar-16	Contact Energy	56.25
01-Apr-16	Contact Energy	50.80
02-May-16	Contact Energy - credit 3/3 - 29/4/16	(22.16)
11-May-16	Meremere skateboard park project ISK10053.0114	4,500.00

## Total Expenditure

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18,554.29

## Income

06-Jul-15	Rental - Dr Knight 27/07 - 23/08/15	88.89
10-Aug-15	Rental - Dr Knight 24/08 - 20/09/2015	88.99
01-Sep-15	Rental - Dr Knight 21/09 - 18/10/2015	88.99
06-Oct-15	Rental - Dr Knight 19/10 - 15/11/2015	88.99
04-Nov-15	Rental - Dr Knight 16/11 - 13/12/2015	88.89
24-Dec-16	Rental - Dr Knight 14/12 - 01/10/2016	88.89
02-Feb-16	Rental - Dr Knight 11/01 - 07/02/2016	88.89
02-Feb-16	Rental - Dr Knight 08/02 - 06/03/2016	88.89
01-Mar-16	Rental - Dr Knight 07/03 - 03/04/2016	88.89
06-Apr-16	Rental - Dr Knight 04/04 - 01/05/2016	88.89
04-May-16	Rental - Dr Knight 02/05 - 29/05/2016	88.89
04-May-16	Rental - Dr Knight 30/05 - 26/06/2016	88.89

## Total Income

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1,066.98

## Net Expenditure

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**17,487.31**


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## Net Funding Remaining (Excluding commitments)

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**7,127.69**


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## Commitments

13-Nov-14	Cost of toner and drum kit for printing of newsletter	ongoing
11-Jun-15	Purchase 50m of 6x2 retaining timber for boxing of vegetable garden	to be confirmed
11-Feb-16	Gift pack for Committee member Shirley Wikaire	50.00
10-Mar-16	A Plus Security - upgrade two cameras located at the Library	600.00

## Total Commitments

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**650.00**


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## Net Funding Remaining (Including commitments) as of 24 May 2016

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**6,477.69**


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## **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	20 May 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1522687
<b>Report Title</b>	Change in Health & Safety Legislation

### **1. EXECUTIVE SUMMARY**

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The purpose of this report and its attachments is to provide an update on the recent changes to the health and safety legislation following the introduction of the Health & Safety at Work Act 2015 (the Act). Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

### **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received;**

### **3. BACKGROUND**

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We are in a new era of health and safety legislation. Whilst many are viewing this as a fundamental shift, it is not. The obligation and responsibility to keep people safe and health at work has not changed.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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#### **4.1 DISCUSSION**

This report and attachment provides a summary of a presentation provided by the Zero Harm Manager to the recent meeting of the Community Board and Community Committee members in Ngaruawahia.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

There are no direct financial implications of this report but inevitably providing a safe and healthy workplace requires investment in training, personal protective equipment and other resources.

### 5.2 LEGAL

This report outlines changes in legislation and details the requirements of the Health and Safety at Work Act 2015.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report is written in accordance with Council's Zero Harm Policy and is aimed to inform members of Community Boards and Community Committees.

### 5.4 ASSESSMENT OF SIGNIFICANCE & ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The due diligence requirements of the Act and the goal of zero harm should be to the forefront of the minds of staff, elected members, contractors, volunteers, the public and other stakeholders.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

## 6. CONCLUSION

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It is intended that as a result of this report, Community Committee and Community Board members will understand their role and responsibilities. In essence, to achieve zero harm

and keep everyone safe, everyone (including Community Committee and Community Board members) must be responsible.

## **7. ATTACHMENTS**

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- Legislation summary

# Community Committees and Boards

## The Health and Safety at Work Act 2015 and corresponding Regulations 2016

The Act came into being on 4 April 2016; the main purpose of the Act is to provide for a balanced framework to secure the health and safety of **workers and workplaces** by:

- Protecting workers and others against harm to their health, safety and welfare by controlling risks.
- Providing for fair and effective workplace representation, consultation, co-operation and resolution of issues in relation to workplace health and safety.
- Encourages unions and employer organisations to take a constructive role in promoting improvements in workplace health and safety.
- Promotes the provision of advice, information, education and training in relation to work health and safety.
- Securing compliance with the Act through effective and appropriate compliance and enforcement measures.
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions and exercising powers under the Act.
- Providing a framework for continuous improvement and progressively higher standards of work health and safety (**further to the above**)
- A regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health and safety and welfare from hazards and risks arising from work or specified types of plant as is reasonably practicable.

Under the Health & Safety at Work Act 2015 an **Officer** of a PCBU (person conducting a business or undertaking) includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking.

An Officer includes the Chief Executive, directors of companies and probably general managers of the respective departments.

Community Boards are established pursuant to Section 48 of the Local Government Act 2002, and the role and powers are outlined in Sections 52 and 53 respectively.

Community Committees act as a representative of the community and provide a voice to the wider Council business.

Key functions of Community Committees are:

- Working with, and promoting the interests of the community in which they serve.
- Accumulating and using any available funds as the Committee considers necessary to carry out the objectives of the Committee on behalf of the community.
- Carrying out other lawful acts that are incidental to or conducive to the objectives of the Committee.

Given that Community Committees and Community Boards do not have significant decision making powers and limited hands on involvement, it is considered that Community Committee members and Community Board members would not be Officers under the Act as they do not have the ability to exercise significant influence over the day to day activities of a Business or undertaking.

Community Board members as elected members are not liable for prosecution but are expected to act responsibly and contribute to an effective health and safety culture in Waikato District Council.

Community Committees and Community Boards have a duty of care to ensure any activities carried out under their direction or knowledge is done so with the requirement that a person acts towards others and the public with watchfulness, attention, caution, and prudence that a reasonable person in the circumstances would. Caution would extend to ensuring that any volunteer work carried out for or on behalf of the committee would be carried out in a healthy and safe manner.

Community Committees or Community Boards are not seen as separate PCBU's so an elected member or member of those bodies are not Officers under the Health and Safety at Work Act 2015. The Council, as the PCBU holds that responsibility.

### **Duties of other persons at workplaces**

Community Boards and Community Committees should also be aware of the general principles. A person at a workplace, whether or not the person has another duty under the Act must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the Act or regulations.