

Agenda for a meeting of the Taupiri Community Board to be held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 13 JUNE 2016** commencing at **6.30pm**.

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

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES**  
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- 5. MATTERS ARISING FROM MINUTES**
- 6. REPORTS**
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  - 6.2 Health & Safety Legislative Changes 9
  - 6.3 Taupiri Issues and Works Report 14
  - 6.4 Chairperson's Report verbal
  - 6.5 Councillors' Report Verbal

GJ Ion  
**CHIEF EXECUTIVE**  
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### **Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	17 May 2016
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1518515
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Taupiri Community Board held on Monday 9 May 2016.

### **2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 9 May 2016 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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TCB Minutes 9 May 2016.



**MINUTES** of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 9 MAY 2016** commencing at **6.30pm**.

Present                    Mr K Clewlow (Chairperson)  
                                  Cr J Gibb  
                                  Mrs E Gouk  
                                  Mr WF Hansen  
                                  Mrs K Kohu  
                                  Mr H Lovell  
                                  Mrs J Ross  
                                  Cr MR Solomon (from 6.35pm)

Attending                Mr R MacCullough (Acting General Manager Customer Support)  
                                  Mrs RJ Gray (Council Support Manager)  
                                  Ms C Petereit (Consultant)  
                                  Ms M McIntyre (Operations Team Leader (Waters))  
                                  Ms J Gribble  
                                  Ms C Yelling

**TCB1605/01                APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies.

**TCB1605/02                CONFIRMATION OF STATUS OF AGENDA ITEMS**

TCB1605/02/1            **Resolved: (Mrs Ross/Mrs Kohu)**

**THAT** the agenda for the meeting of the Taupiri Community Board held on Monday 9 May 2016 be confirmed and all items therein be considered in open meeting.

**CARRIED on the voices**

**TCB1605/03                DISCLOSURES OF INTEREST**

There were no declarations of interest noted.

**TCBI605/04      CONFIRMATION OF MINUTES****Resolved: (Mrs Kohu/Cr Gibb)****THAT the minutes of a meeting of the Taupiri Community Board held on Monday 9 May 2016 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****TCBI605/05      MATTERS ARISING FROM THE MINUTES**TCBI605/05/1      Taupiri Works & Issues Report [TCBI603.06/3]

Murals – The Chair advised he had received a reply from Chorus advising that no mural will be provided.

TCBI605/05/2      Taupiri Cemetery Fencing [TCBI603/06/4]

The Acting General Manager agreed to liaise with the Cemetery/Halls Officer to arrange a site meeting with the Chair and Mr Hansen to investigate erecting a fence to enclose the entire cemetery.

Cr Solomon entered the meeting [6.35pm] during discussion on the above item.

**TCBI605/06      REPORTS**TCBI605/06/1      Refuse and Recycling Changes  
Agenda Item 6.1

The Consultant and Operations Team Leader (Waters) provided a power point presentation on Refuse and Recycling Changes providing a wider context of the changes.

Key issues discussed were:

- Background to waste minimisation service changes
- The Waste Minimisation Act 2008
- video of the life cycle of plastic bottles
- zero waste education in schools
- pre paid stickers for waste from 1 July 2016

**Resolved: (Cr Gibb/Mr Hansen)****THAT the report of the General Manager Service Delivery be received.****CARRIED on the voices**

TCBI605/06/2 Draft Plaques, Memorials and Monuments Policy  
Agenda Item 6.2

Discussion was held on this policy.

**Resolved: (Cr Gibb/Mr Hansen)**

**THAT** the report of the **General Manager Service Delivery** be received;

**AND THAT** feedback to staff on the content of the proposed policy is as follows:

The Board requests that Council staff seek their views on applications received before a decision is made on approving / declining the request.

The Board requests that provision '6' of the 'Applications' section of the draft policy be amended to allow other parties to manufacture plaques and memorials (rather than Council having the sole ability to decide who manufactures them). For this to work, the standards and specifications for plaques and memorials need to be very clear after sign off by council that the plaque/memorial design meets the criteria as it may be manufactured by the applicant's preferred provider.

**CARRIED on the voices**

TCBI605/06/3 Discretionary Fund Report to 26 April 2016  
Agenda Item 6.3

**Resolved: (Mrs Gouk/Mrs Ross)**

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

**CARRIED on the voices**

TCBI605/06/4 Annual Plan 2016/2017  
Agenda Item 6.4

**Resolved: (Mr Lovell/Mrs Ross)**

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

**CARRIED on the voices**

TCBI605/06/5 Taupiri Works and Issues Report  
Agenda Item 6.5

**Resolved: (Mrs Kohu/Mrs Ross)**

**THAT** the report from the General Manager Customer Support be received.

**CARRIED on the voices**

TCBI605/06/6 Taupiri Community Workshop  
Agenda Item 6.6

A further workshop to form a strategy that will enable Taupiri to move forward economically and socially is to be scheduled for July 2016. It was requested that significant and influential members of the community and members of the Taupiri Primary School be invited to attend.

**Resolved: (Cr Gibb/Mr Lovell)**

**THAT** the report from the Chairperson be received.

**CARRIED on the voices**

TCBI605/06/7 Chairperson's Report  
Agenda Item 6.7

Following discussion on projects to be prioritised or withdrawn it was agreed to further consider these at the workshop to be held in July 2016.

**Resolved: (Mr Clewlow/Cr Gibb)**

**THAT** the report from the Chairperson be received.

**CARRIED on the voices**

TCBI605/06/8 Councillors' Report  
Agenda Item 6.8

A verbal report was provided by Cr Gibb and Cr Solomon on current Council issues highlighting bylaws, trail strategy and Pokeno Community Committee.

There being no further business, the meeting was declared closed at 8.18pm.

Minutes approved and confirmed this                      day of                      2016.

Mr K Clewlow  
**CHAIRPERSON**

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**Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	01 June 2016
<b>Prepared by</b>	J Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1529132
<b>Report Title</b>	Discretionary Fund Report to 01 June 2016

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 01 June 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 01 June 2016

**TAUPIRI COMMUNITY BOARD DISCRETIONARY FUND 2015/2016**

	<b>GL 1.208.1704</b>
<b>2015/16 Annual Plan</b>	1,624.00
<b>Carry forward from 2014/15</b>	6,076.00
<b>Total Funding</b>	<u><b>7,700.00</b></u>
<b>Expenditure</b>	
01-Dec-2015 Taupiri Bowling Club Inc. - cost of re-painting the windows of the Club's facility and the fence surrounding the bowling green area	500.00
<b>Total Expenditure</b>	<u>500.00</u>
<b>Income</b>	
18-May-16 E Gouk	592.71
<b>Total Income</b>	<u>592.71</u>
<b>Net Expenditure</b>	<u>(92.71)</u>
<b>Net Funding Remaining (Excluding commitments)</b>	<u><b>7,792.71</b></u>
<b>Commitments</b>	
<b>Total Commitments</b>	<u>-</u>
<b>Net Funding Remaining (Including commitments) as of 01 June 2016</b>	<u><b>7,792.71</b></u>



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## **Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	24 May 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	I526273
<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

## 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.

### **Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	S Duignan General Manager Customer Support
<b>Date</b>	1 June 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1529199
<b>Report Title</b>	Taupiri Works and Issues Report

## **1. EXECUTIVE SUMMARY**

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To update the Community Board on issues arising from the previous meeting and on contracts and projects underway in Taupiri.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Customer Support be received.**

## **3. ATTACHMENTS**

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	Issue	Area	Action
1	Taupiri Cemetery Fence installation	Service Delivery	Material for the fence for has been ordered, work due to start mid July. Slight deviation from current fence line to be inline with surveyed map. Two graves that are outside of the surveyed boundary will be within the fenced area.