

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 14 JUNE 2016** commencing at **6.00pm**.

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

Meeting held on Tuesday 10 May 2016 2

5. MATTERS ARISING FROM MINUTES

6. REPORTS

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6.7	Ngaruawahia Community Board Resolution/Action Register	26
6.8	Chairperson's Report	Verbal
6.9	Councillors' Report	Verbal
6.10	Community Board Members' Report	Verbal

GJ Ion

CHIEF EXECUTIVE

Agenda2016\NCB\160614 NCB OP.dot

Open Meeting

To	Ngaruawahia Community Board
From	GJ Ion Chief Executive or General Manager
Date	16 May 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1516958
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 10 May 2016.

2. RECOMMENDATION

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 10 May 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

NCB Minutes 10 May 2016

MINUTES of a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **10 MAY 2016** commencing at **6.04pm**.

Present:

Mrs PJ Forsyth (Chairperson)
Cr JM Gibb
Cr MR Solomon
Mr JH Ayers
Mrs W Diamond
Mr BJ Sherson
Mr J Whetu

Attending:

Mr R MacCulloch (Acting General Manager Customer Delivery)
Mrs LM Wainwright (Committee Secretary)
Mrs W Wright (Committee Secretary)
Ms M McIntyre (Operations Engineer)
Ms C Petereit (Solid Waste Consultant)
Mr C Verstappen (Turangawaewae Rugby League Sport & Cultural Club)
Mrs S Verstappen (Turangawaewae Rugby League Sport & Cultural Club)
Ms S Ulmer (Te Awa Cycleway)
Members of staff
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

All members were present

NCBI605/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Diamond/Mr Ayers)

THAT the agenda for a meeting of the Ngaruawahia Community Board held on **10 May 2016** be confirmed and all items therein be considered in open meeting;

AND THAT in accordance with Standing Order 3.7.2 the order of business be considered as follows:

- agenda item 6.5 [*Refuse and Recycling Changes*],
- agenda item 6.1 [*Te Awa Cycleway Update*],
- agenda item 6.3 [*Turangawaewae Rugby League Sport & Cultural Club*],
- agenda item 6.2 [*Discretionary Fund Report to 26 April 2016*],

- agenda item 6.4 [*Unspent Grant – Ngaruawahia Community House*],
- agenda item 6.6 [*Draft Plaques, Memorials and Monuments Policy*], and
- agenda item 6.7 [*Community Board Vacancy*].

CARRIED on the voices

NCBI605/02

DISCLOSURES OF INTEREST

Cr Solomon advised members of the Board that she would declare a conflict of interest in item 6.3 [*Turangawaewae Rugby League Sport & Cultural Club*].

NCBI605/03

CONFIRMATION OF MINUTES

Resolved: (Mr Ayers/Ms Diamond)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 8 March 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

NCBI605/04

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

NCBI605/05

REPORTS

Refuse and Recycling Changes
Agenda Item 6.5

The Operations Engineer and Solid Waste Consultant gave a verbal and powerpoint presentations and answered questions of the Board and public.

Resolved: (Cr Gibb/Mr Whetu)

THAT the report of the General Manager Service Delivery – Refuse & Recycling Changes – be received.

CARRIED on the voices

NCBI605/06/1

Te Awa Cycleway Update
Agenda Item 6.1

Ms Ulmer gave a verbal and powerpoint presentation and answered questions of the Board.

Resolved: (Mr Gibb/Mr Sherson)

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

CARRIED on the voices

NCB1605/06/2

Application for Funding – Turangawaewae Rugby League Sport & Cultural Club
Agenda Item 6.3

Cr Solomon declared a conflict of interest and did not take part in voting on this item.

Mr & Mrs Verstappen gave a verbal presentation and answered questions of the Board.

Resolved: (Cr Gibb/Mr Whetu)

THAT the report from the General Manager Strategy & Support – *Application for Funding - Turangawaewae Rugby League Sport & Cultural Club* – be received;

AND THAT an allocation of \$5,625.00 is made towards the cost of replacing the clubroom electrical switchboard.

CARRIED on the voices

NCB1605/06/3

Discretionary Fund Report to 26 April 2016
Agenda Item 6.2

Resolved: (Mr Ayers/Mr Sherson)

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

CARRIED on the voices

NCB1605/06/4

Unspent Grant – Ngaruawahia Community House
Agenda Item 6.4

Resolved: (Cr Gibb/Mr Whetu)

THAT the report from the General Manager Strategy & Support – *Unspent Grant – Ngaruawahia Community House* – be received;

AND THAT an allocation of \$3,000.00 (Resolution NCB 1505/06/2) be returned to Ngaruawahia Community Board Discretionary Fund.

CARRIED on the voices

NCB1605/06/5

Draft Plaques, Memorials and Monuments Policy
Agenda Item 6.6

Resolved: (Ms Diamond/Cr Gibb)

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

AND THAT the Ngaruawahia Community Board 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;

AND FURTHER THAT any proposals be referred, along with a list of preferred providers, to the Community Board for consultation before final approval is granted.

CARRIED on the voices

NCB1605/06/6

Community Board Vacancy
Agenda Item 6.7

Resolved: (Mr Ayers/Mr Sherson)

THAT the report of the General Manager Strategy & Support – *Community Board Vacancy* - be received;

AND THAT the Ngaruawahia Community Board leaves the position vacant until the next election in October 2016.

CARRIED on the voices

NCB1605/06/7

Annual Plan 2016/17

Agenda Item 6.8

Resolved: (Mr Sherson/Mr Whetu)**THAT the report from the General Manager Strategy & Support - Annual Plan 2016/17 - be received.****CARRIED on the voices****NCB1605/06/8**Ngaruawahia Works and Issues Report

Agenda Item 6.9

Resolved: (Crs Gibb/Solomon)**THAT the report from the General Manager Customer Support be received.****CARRIED on the voices****NCB1605/06/9**Ngaruawahia Community Board Resolution/Action Register

Agenda Item 6.10

Resolved: (Mr Sherson/Mr Ayers)**THAT the report of the General Manager Customer Support be received.****CARRIED on the voices****NCB1605/06/10**Community Board Chair Report

Agenda Item 6.11

The Chair gave a verbal report on the following items:

- parking in Martin & Galileo Streets,
- proposed bylaws – cemeteries, reserves and beaches, freedom camping and walking, cycling and bridal trails
- District Plan notification
- Board's priorities.

Councillors' Report
Agenda Item 6.12

Cr Gibb gave a verbal report on the following items:

- bylaws,
- installation of water meters and the billing in July 2017,
- Pokeno Community Committee, and
- naming of two reserves approved at the Infrastructure meeting today.

Community Board Members' Report

Nil to report.

There being no further business the meeting was declared closed at 8.01pm.

Minutes approved and confirmed this day of 2016.

PJ Forsyth

CHAIRPERSON

Minutes2016/NCB/160510 NCB Minutes

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	01 June 2016
Prepared by	J Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	I529135
Report Title	Discretionary Fund Report to 01 June 2016

I. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 01 June 2016

NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND 2015/2016

	GL	1,205,170.4
2015/16 Annual Plan		20,999.00
Carry forward from 2014/15		31,885.00
Total Funding		52,884.00
Expenditure		
31-Oct-15 Ngaruawahia Community House room rental		40.00
31-Oct-15 Ngaruawahia Community House room rental		40.00
19-Jan-16 Community Newsletter		1,200.00
21-Mar-16 Ngaruawahia RSA Memorial Club Inc -new commemorative piece of artwork		1,577.92
27-Apr-16 Ngaruawahia Lions Club - recognition of services provided on ANZAC Day 2016		300.00
27-Apr-16 Ngaruawahia Lions Club - hiring of a public address system on ANZAC Day 2016		113.04
Total Expenditure		3,270.96
Income		
Total Income		-
Net Expenditure		3,270.96
Net Funding Remaining (Excluding commitments)		49,613.04
Commitments		
Workshop costs/room		100.00
Community Awards		500.00
Information signage boards		5,000.00
General signage		10,000.00
Hakarimata Walkway entrance - consent and engineering costs		10,000.00
10-Nov-15 Commitments for the following projects (Resolution NCB 1511/06/2)		
Workshop Expenses		300.00
Adult playground fitness proposal		10,000.00
10-May-16 Turangawaewae Rugby League Sport & Cultural Club - cost of replacing the clubroom electrical switch (NCB1605/06/3)		5,625.00
Total Commitments		41,525.00
Net Funding Remaining (Including commitments) as of 01 June 2016		8,088.04

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	31 May 2016
Prepared by	V Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
DWS Document Set #	1526940
Report Title	Appointment of Interim Youth Action Group Co-ordinator to the Ngaruawahia Community Board

I. EXECUTIVE SUMMARY

The Youth Engagement Plan focuses on how Council, its community boards and community committees can give young people a voice in local decision-making structures.

Council's 2020 challenge is to have the most engaged community in New Zealand. The Youth Engagement Plan helps towards achieving this by offering young people opportunities to meaningfully engage into their communities and giving them a platform to air their views at a local governance level.

The key recommendation in the Youth Engagement Plan is that community boards and community committees have youth representation. This has been trialled with the Te Kauwhata Community Committee and the Huntly Community Board. The Plan stipulates that the Youth Co-ordinator for the local community and a Youth Action Group co-ordinator be allowed to be represented on the committee/board in order to provide a youth perspective on matters discussed.

The Youth Engagement Plan also contains a number of other recommendations which, when implemented, will significantly improve youth engagement and an understanding of Council, its community committees and its community boards by young people in our district.

The objectives of the Youth Engagement Plan are:

- Giving young people a voice in local decision-making.
- Building the confidence of young people to engage in local government matters.
- Helping to ensure that the views of youth are considered in community planning matters.
- Helping to create a cadre of future leaders.

The Ngaruawahia Community Board has had a youth representative (Salem Waters) for the past few years. Ms Waters has since finished secondary education and is now pursuing higher education.

A youth action group has recently been formed in Ngaruawahia with the assistance of Council's Youth Engagement Advisor (Shannon Kelly), the Chairperson of the Ngaruawahia Community Board (Trish Forsyth) and Cr Janet Gibb. Antonia van den Bemd has been appointed as the interim Youth Co-ordinator for the Ngaruawahia Youth Action Group.

In order to ensure that the views of the Youth Action Group are represented and that no momentum is lost by the Board and Council as far as youth engagement is concerned it is proposed that Antonia van den Bemd be appointed to the Board as the interim Ngaruawahia Youth Action Group Co-ordinator until a permanent appointee is identified by the Youth Action Group.

2. RECOMMENDATION

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

AND THAT the Ngaruawahia Committee Board proceeds with allowing the interim Ngaruawahia Youth Co-ordinator, Antonia van den Bemd, to be represented on the Board.

AND FURTHER THAT Cr Janet Gibb and Mr James Whetu continue to act as the mentors to help and support the interim Youth Action Group Co-ordinator on the Board.

3. ATTACHMENTS

NIL

Open Meeting

To	Ngaruawahia Community Board
From	TG Whittaker General Manager Strategy & Support
Date	25 May 2016
Prepared by	Antonia van den Bemd Interim Ngaruawahia Youth Action Group Co-ordinator
Chief Executive Approved	Y
DWS Document Set #	I529324
Report Title	Ngaruawahia Youth Action Group

I. EXECUTIVE SUMMARY

The purpose of this report is to update the Board on the newly established Ngaruawahia Youth Action Group ("NYAG").

The NYAG was established in April 2016 with the help of Council's Youth Engagement Advisor.

2. RECOMMENDATION

THAT the report of the General Manager Strategy & Support be received;

AND THAT the Ngaruawahia Youth Action Group provide a quarterly report to the Board from August 2016 onwards.

3. BACKGROUND

The NYAG has identified some ideas from its meeting held on 13 May 2016. These ideas provide a view on what could be improved in Ngaruawahia from a youth's perspective.

- Set up a facebook page for NYAG
- Investigate options for a youth hub
- Upgrade the basketball courts at the Ngaruawahia Point Domain
- Investigate options for platform to jump off into the river
- Investigate options for a youth space within the Ngaruawahia Library
- Hold youth events for the young people of Ngaruawahia

To build on the ideas the NYAG will continue to meet every second Wednesday of the month and report back to the Board on a quarterly basis.

Open Meeting

To	Ngaruawahia Community Board
From	S Duignan General Manager Customer Support
Date	1 June 2016
Chief Executive Approved	Y
DWS Document Set #	1529349
Report Title	Ngaruawahia Works and Issues Report

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

	Issue	Area	Action
1	When will the Community Board get a copy of the earthquake report and does the hall meet the standards?	Service Delivery	An initial review has determined that the Ngaruawahia Hall is an earthquake prone building which needs further investigation. The contractor has been instructed to do a full assessment and the findings are due out by the end of June 2016. A copy of the report will be provided to the Board at this time.
2	Could money from the replacement / depreciation fund be used for earthquake strengthening?	Strategy & Support	Yes, earthquake strengthening works could be funded from the replacement fund. However the decision on the most appropriate source of funding will be made once the likely cost of the works is determined.

3	What is the status of the house on drums on Uenuku Street.	Customer Support	The Monitoring team are currently looking into the situation with a view to getting it removed. However this may take time as there is no bond in place for its removal.
4	Rubbish needs to be removed from the drain outside the NGA golf course	Service Delivery	Request ID RDG2244/16 Status: Confirmed completed on 23/05/16
5	Cobbles on the main street in NGA outside the shop need to be cleaned	Service Delivery	Request ID RDG2245/16 Status: Scheduled for next cobble clean around mid June/early July
6	Can the 50km road sign on Waingaro Road be moved down the road to the CYC camp	Service Delivery	This request will be considered during the Speed Limit Bylaw review which is scheduled to occur early next year. The community Board should review the draft Bylaw when it is available to ensure the suggestion has been included.
7	Trucks are visiting the NGA quarry earlier than their consent allows	Customer Support	Council's Monitoring Officer has talked to the quarry operator about the issue and the early starts have now stopped.
8	Is there a possibility of greater driveway setbacks for parked cars where deep drains force cars to park further out?	Customer Support	The standard setback distance is 1m. However if specific problems are identified, Councils Parking Warden will investigate the situation and take an appropriate course of action to rectify it. This could include getting the road markings changed.
9	Confirmation is required that no building consent fees will be charged for the Hakarimata track entrance structure	Customer Support	The Building Control Manager has advised that there is no need for a building consent provided that an exemption is applied for and a suitably qualified structural engineer produces the design, oversees the work and issues the required producer statements.

10	Confirmation was sought that the design on the new toilet block at the entrance to Hakarimata track will be the dam and waterfall image	Service Delivery	It can be confirmed that the requested image has been used.
11	The board has requested a copy the NGA Landfill Aftercare Management Plan so that they can see if any planting restrictions are contained in it.	Service Delivery	A copy of the Aftercare Management Plan will be provided to the committee at the June meeting. There is no clear guidance in the document regarding what planting restrictions apply. A specialist study will be required to clarify this. Council's Parks & Reserves team may be able to do this in the next financial year, if the Board wants this work done sooner they will need to commission this work.

Open Meeting

To	Ngaruawahia Community Board
From	TN Harty General Manager Service Delivery
Date	27 May 2016
Prepared by	A J Peake Asset Engineer
Chief Executive Approved	Y
DWS Document Set #	1522765
Report Title	New Road Name Proposal at 2281 River Road, Horotiu

1. EXECUTIVE SUMMARY

This report seeks the Board's support associated with a developer's request to name a new road development located off the intersection of River and Horotiu Bridge Roads, Horotiu.

The developer has proposed the name Piriti for the new road.

This report recommends that the Board agrees to name the road after the Maori name for Bridge – Piriti.

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery be received;

AND THAT Ngaruawahia Community Board support adopting the name Piriti Lane for new roading at 2281 River Road, Horotiu.

3. BACKGROUND

A developer has constructed roading off Horotiu Bridge Road to service a subdivision of their property at 2281 River Road.

A short length of new public road has been constructed to provide access into 10 new Lots.

The developer wishes to name the road and has put forward the name Piriti for the Board to consider.

Piriti is not on the Ngaruawahia Community Board's list of approved road name schedule.

Section 2.3 of the Road Naming Policy requires consultation with Community Boards before reporting to the Infrastructure Committee.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Piriti Lane has been selected by the developer as a suitable name for the Board to consider.

Staff at both Hamilton City Council and Waipa District Council have no conflict with this name selection.

The developer has put forward the following reasons for name selection:

- a) Piriti is brief and easily pronounced.
- b) The only bordering Territorial Local Authority name conflict occurs with Piriti Drive (Te Atatu) and Piri Place (Weymouth). Both roads are located in Auckland Council and the conflicts are not considered significant for this application.
- c) Piriti Lane is less than 15 characters.
- d) Piriti Lane wording is short to match the relatively short road.
- e) Piriti Lane has been chosen because it reflects the unique location of the subdivision, that being located between two close proximity bridges (Horotiu Bridge Road and Waikato Expressway) over the Waikato River. The river forms the western boundary of the subdivision.

4.2 OPTIONS

There are two options for the Board to consider:

Option 1: The Board may **agree** to support the developer and staff road name suggestion – Piriti Lane.

Option 2: The Board may **not agree** to support the name suggestion and instead consider an alternative road name to put forward from the approved Ngaruawahia Community Board name list.

It is recommended that the Committee endorses Option 1 – Piriti Lane.

5. CONSIDERATION

5.1 FINANCIAL

All costs are being met by the Developer.

5.2 LEGAL

Nil

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Community Board consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
	Yes		Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
No			Households
No			Business
		Yes	Adjoining TLA's.

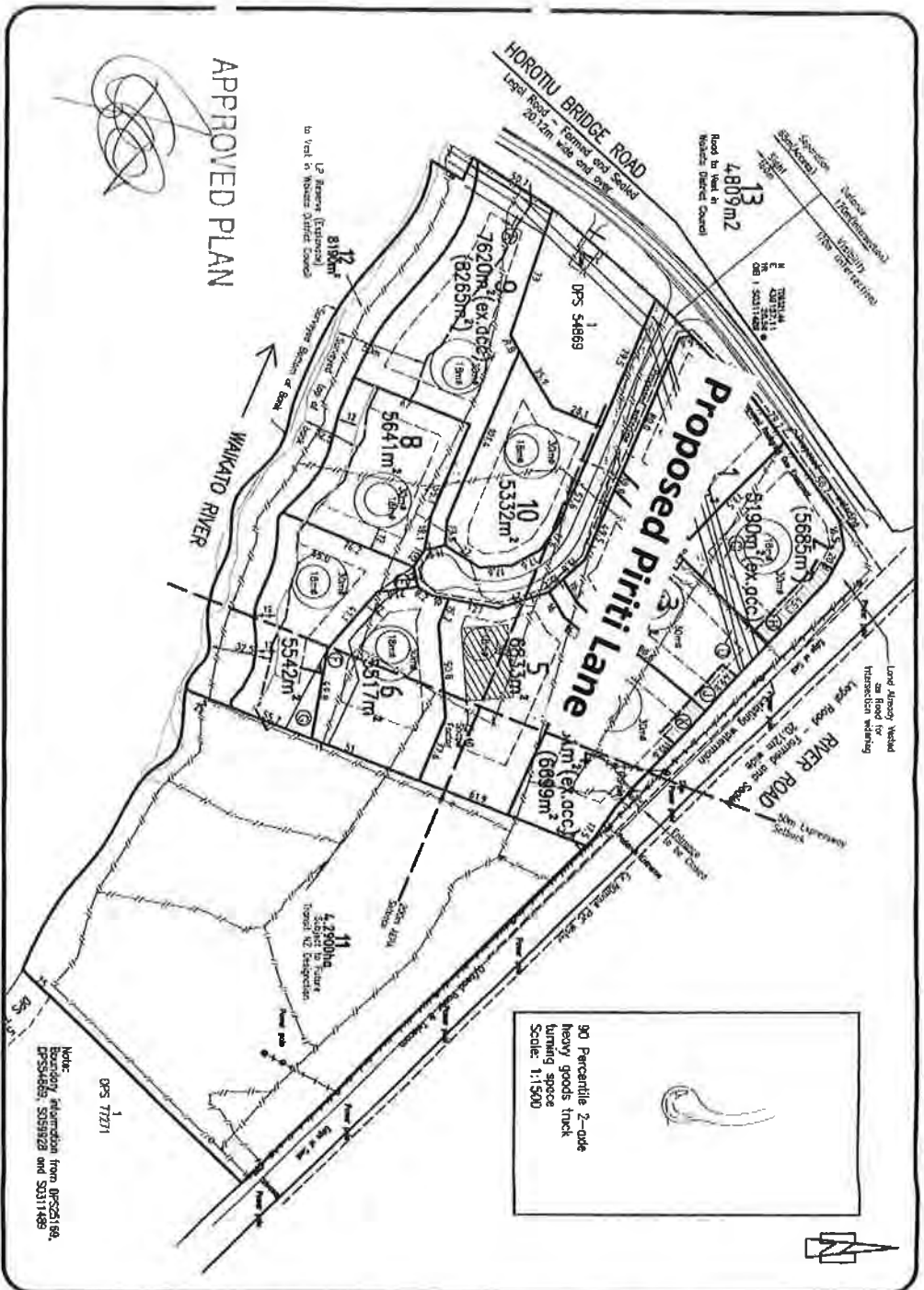
6. CONCLUSION

The Board is requested to consider the developer's name application and endorse by resolution.

It is recommended that the Board supports naming the new road servicing the 2281 River Road subdivision, Piriti Lane.

7. ATTACHMENTS

- Locality plan



DOCK

Surveying and Planning

NEW BOOK SERIES

Proposed road naming for development at 2281 River Road

CONCEPT PLAN

Applicant: Merella Properties Ltd

Development: 2261 River Road

Comprised in: CT 3A 904/450

LOCAL AUTHORITY: Windsor District

LAND DISTRICT: South Westland

TOTAL AREA: 11.9450ha

Job No: H1029:S22

Existing Easements in Gross		
PURPOSE	SHOWN SEPARATELY	GRANTEE
Right to Convey	(A)	Lot 9 Merion
	(B)	Lot 1 Merion
	(C)	Lot 2 Merion
	(D)	Lot 1 Merion
	(E)	Natural for Corporation of NZ

Proposed Easements		
PURPOSE	SHOWN SEPARATELY	GRANTEE
Right to Drain Water	(E)	Lot 7 Merion
	(F)	Lot 8 Merion
	(G)	Lot 7 Merion
	(H)	Lot 7 Merion
	(I)	Windsor District Council

NOTES: ABOVE SHOWN AS (B), (D) & (G) AND (H) ARE UNREGISTERED FROM ANY LAND RECORDS BY WAY OF A CONSENT NOTICE.

NOTES: THIS PLAN HAS BEEN PREPARED ONLY FOR THE PURPOSE OF SUBMITTING AN APPLICATION FOR DEVELOPMENT CONSENT. IT SHOULD NOT BE USED FOR ANY OTHER PURPOSE.

WARNING: THIS PLAN DOES NOT RELY ON THE VALIDITY OF THE PROPOSED EASEMENTS OR THE VALIDITY OF THE EXISTING CONSENT. THE APPLICANT ACCEPTS THE RISK OF THE PROPOSED EASEMENTS BEING INVALID.

Scale: 1:1500(A2) **Date:** August 2011

Job No: H1029 **Page No:** 1 of 3 **Rev:** S20

Open Meeting

To	Ngaruawahia Community Board
From	G J Ion Chief Executive
Date	24 May 2016
Chief Executive Approved	Y
DWS Document Set #	I526642
Report Title	Change in Health & Safety Legislation

I. EXECUTIVE SUMMARY

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

THAT the report from the Chief Executive be received;

3. BACKGROUND

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

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

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 <input checked="" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <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

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

- 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.

Open Meeting

To	Ngaruawahia Community Board
From	S Duignan General Manager Customer Support
Date	1 June 2016
Chief Executive Approved	Y
DWS Document Set #	1529348
Report Title	Ngaruawahia Community Board Resolution/Action Register

1. EXECUTIVE SUMMARY

To update the Ngaruawahia Community Board Resolution/Action Register.

2. RECOMMENDATION

THAT the report of the **General Manager Customer Support** be received;

AND THAT the following items be added to the Register;

AND FURTHER THAT the following items be deleted from the Register:

3. ATTACHMENTS

Project		Action required	Refer to	Updated	Action
1	Ngaruawahia: A New Era/To The Point – The Development of a Community Plan [NCB02/41/2]	Ngaruawahia: A New Era/To The Point – The Development of these Community Plans are an ongoing projects	S&S	1 Nov 2014	<i>The plan was reviewed in 2009. It is being used to inform the Ngaruawahia Structure Plan process.</i>
2	Beautifying the Riverbank [NCB03/23/10]	Ngaruawahia Community Plan 'Clean up the river and riverbanks'. Planting on River Road side.	SD	1 Dec 2015	<i>As part of Joint Management Agreement 5 year commemorations, arrangements have been made to plant the river bank site around the Old Flour Mill in May 2016. The area has been cleared and sprayed for weeds. This is a joint Waikato-Tainui and Waikato District Council project.</i>

Project		Action required	Refer to	Updated	Action
3	Green Belt [NCB1304/06/6]	Investigate proposed green belt around township.	S&S	1 May 2016	<i>The Ngaruawahia Structure Plan provides a basis to ensure that the growth and development of the town proceeds in a sustainable manner within the town's urban limit boundary. Open spaces outside of the urban limit will continue to be protected or managed in a sustainable manner as per the rules in the District Plan. There is no need for a 'green belt' per se. Outstanding natural features and landscapes (such as the Hakarimata) are protected through the Landscape Policy Area in the District Plan.</i>
4	Centennial Park toilet [NCB1302/06/8]	Installation of toilet	SD	1 August 2015	<i>Councils Toilet Strategy shows 2019/20 the year when budget allocation for Centennial Park Toilet will be provided</i>
5	Hakarimata Walkway and area development	It was suggested that a workshop could be arranged to discuss the management of the Hakarimata Range with DOC, Waikato Tainui and Waikato District Council. Council will co-ordinate this.	SD	1 May 2015	<i>Funding applications are being pursued by Community Board working group for planting and Waharoa at the entrance of the stairway.</i>
5b	Wedding Quarry	Wedding Quarry – over spraying of the quarry appears to be causing erosion and is visually unpleasant, is there anything that can be done about this?	CS	1 August 2015	<i>Council is unable to undertake any formal action for activity. There is no breach of the District Plan. We understand that it is for weed control purposes and is authorised by Waikato Regional Council. Slip noted and followed up via Works and Issues report.</i>
6	Heritage Walkway [NCB1304/06/6]	Investigate the possibility of connecting the heritage walkway with the Te Awa Cycleway. Final plan to go to Community Board, with signage example.	SD	1 Feb 2015	<i>The section from Ngaruawahia to the southern end of the golf course will be complete by August. The bridge and remaining section should be complete by June 2016 dependant on the funding shortfall being met.</i>
7	Beach area on Waipa River in relation to launching canoes particularly for the Waipa School	A beach area on Waipa river is suggested to enable Waipa Primary students access to the river for waka-ama and other water sports.	S&S	1 May 2016	<i>Advice received from Te Awa Project Manager that the beach area developed alongside Te Awa was approximately \$112k, including the path, but excluding all sand and aggregate, which was donated.</i>

Project		Action required	Refer to	Updated	Action
8	Adult fitness centre	The adult fitness centre would install fitness equipment on the petanque court at the Point to encourage adults to exercise as part of the cycle way and the Hakarimata stairs.	SD	1 May 2016	<i>Funding applications pending to the Community Wellbeing trust following strong community support for the proposal. Discussion with Council regarding location needs to occur.</i>
9	Old dump site development	The beautification of the old dump site to enable recreational enjoyment and to comply with the landfill aftercare management plan.	SD	1 June 2016	<i>A copy of the Aftercare Management Plan will be provided to the committee at the June meeting. There is no clear guidance in the document regarding what planting restrictions apply. A specialist study will be required to clarify this. Council's Parks & Reserves team may be able to do this in the next financial year, if the Board wants this work done sooner they will need to commission this work.</i>