

**I give notice that
a Kinloch Representative Group Meeting will be held on:**

Date:	Thursday, 27 June 2019
Time:	3.00pm
Location:	Kinloch Community Hall Mata Place Kinloch

AGENDA

MEMBERSHIP

Chairperson Cr Rosanne Jollands

Deputy Chairperson Mr Tim Brittain

Members

- Mr Bruce Campbell
- Cr Barry Hickling
- Cr Christine Rankin
- Mayor David Trewavas
- Ms Belinda Walker

Quorum 4

Gareth Green
Chief Executive Officer

Order Of Business

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3.1 KINLOCH REPRESENTATIVE GROUP MEETING - 2 MAY 2019

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: Alan Menhennet, Head of Finance and Strategy

RECOMMENDATION(S)

That the minutes of the Kinloch Representative Group meeting held on Thursday 2 May 2019 be confirmed as a true and correct record.

ATTACHMENTS

1. Kinloch Representative Group Meeting Minutes - 2 May 2019

4.1 ACTION POINTS UPDATE

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To provide an update to members on outstanding items from previous meetings of the Kinloch Representative Group.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the current action points update.

ATTACHMENTS

1. Current KRG Action Sheet (A2490287)

4.2 WHANGAMATA ROAD UPGRADES

Author: Claire Sharland, Asset Manager Transportation

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This item is to provide information on proposed remediation options in relation to Whangamata Road, and allows for members to ask any questions, or provide feedback, as appropriate.

DISCUSSION

A copy of a memorandum prepared for Council's senior leadership team on May 14, 2019 that considers remediation options for various sections of Whangamata Road, as well as sets out the recommended approach to undertake this work, is attached (refer Attachment 1).

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information on Whangamata Road upgrades.

ATTACHMENTS

1. Copy of Memo regarding Whangamata Road

4.3 KINLOCH WASTE WATER TREATMENT PLANT IRRIGATION SYSTEM UPGRADE

Author: Michael Cordell, Asset Manager Water and Waste

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

To receive information about the proposed Kinloch Waste Water Treatment Plant irrigation system upgrade.

DISCUSSION

The Asset Manager Water & Waste will attend to share information in relation to a new wastewater irrigation system to be implemented at the Kinloch Waste Water Treatment Plant.

CONCLUSION

A brief outline of the wastewater disposal system project is attached (refer Attachment 1).

RECOMMENDATION(S)

That the Kinloch Representative Group receives the report on the Kinloch Waste Water Treatment Plant Irrigation System Upgrade.

ATTACHMENTS

1. Kinloch Waste Water Treatment Plant Irrigation System Information (A2490286)

4.4 TAUPŌ DISTRICT COUNCIL ASSET MANAGEMENT PLANNING

Author: Brent Aitken, Asset Manager - Storm Water and Solid Waste

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This item is for the Asset Manager – Storm Water and Solid Waste to provide the Kinloch Representative Group with a high-level overview of asset management within the organisation.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information in relation to Council's asset management planning.

ATTACHMENTS

1. Asset Management Presentation Notes (A2433676)

4.5 TAUPŌ DISTRICT COUNCIL PROJECT MANAGEMENT METHODOLOGY

Author: Travis Delich, Project Management Advisor

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This item is for the Project Management Advisor to present information on Council's approach to project management, as well as discuss steps implemented to improve our delivery on current projects.

DISCUSSION

Council has an ambitious list of projects to deliver as part of the Long-Term Plan. In an effort to improve our delivery of projects, Council have adopted a project management methodology which sets out what we want to achieve. This includes -

- A consistent and phased approach to project management
- Improvements in understanding the scope of our projects and what we are delivering
- Improvements in the quality of what we are delivering
- Improvements with our project engagement and communication
- Improving how we cluster projects to procure and deliver
- Ensuring we are realising the benefits of the projects we deliver

CONCLUSION

This presentation is to support the Representative Group to have a better understanding of the process and guidelines staff are expected to follow to help ensure the success of a project.

A PowerPoint is also attached for further information (refer Attachment 1).

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information on project management methodology.

ATTACHMENTS

1. TDC Project Management Methodology Powerpoint (A2436996)

4.6 UPDATE ON KINLOCH COMMUNITY PLAN AND VISION

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This item permits the Group to discuss the vision and community plan for Kinloch and receive an update on any progress to date.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information.

ATTACHMENTS

Nil

4.7 MEMBERS' REPORTS

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This item permits members to provide feedback on any items of interest arising from meetings they have attended.

No debate and/or resolution is permitted on any of the reports.

CONCLUSION

Members' reports will be presented at the meeting for receipt.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the reports from members.

ATTACHMENTS

Nil