

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

| | |
|------------------|--|
| Date: | Thursday, 26 May 2022 |
| Time: | 3.00pm |
| Location: | Kinloch Community Hall Mata Place Kinloch |

AGENDA

MEMBERSHIP

Chairperson Cr Kathy Guy
Deputy Chairperson Ms Belinda Walker

Members Mr Matt Andrews
Mr Tim Brittain
Mayor David Trewavas
Cr Yvonne Westerman
Cr John Williamson

Quorum 4

Gareth Green
Chief Executive Officer

Order Of Business

| | | |
|----------|---|----|
| 1 | Apologies | |
| 2 | Conflicts of Interest | |
| 3 | Confirmation of Minutes | |
| 3.1 | Kinloch Representative Group Meeting - 31 March 2022..... | 3 |
| 4 | Reports | |
| 4.1 | Action Points Update..... | 4 |
| 4.2 | Parks Operational Update..... | 5 |
| 4.3 | Kinloch Water Treatment Plant Upgrade Project..... | 6 |
| 4.4 | Digital Update..... | 7 |
| 4.5 | Update on the 2022 Local Government Elections and Discussion on Committee Structure and Terms of Reference..... | 8 |
| 4.6 | Update from the Kinloch Community Association & Sub-Committees | 9 |
| 4.7 | Update from the Kinloch Families Trust..... | 10 |
| 4.8 | Members' Reports | 11 |
| 5 | Confidential Business | |
| | Nil | |

3.1 KINLOCH REPRESENTATIVE GROUP MEETING - 31 MARCH 2022

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

RECOMMENDATION(S)

That the minutes of the Kinloch Representative Group meeting held on Thursday 31 March 2022 be confirmed as a true and correct record.

ATTACHMENTS

1. **Kinloch Representative Group Meeting Minutes - 31 March 2022**

4.1 ACTION POINTS UPDATE

Author: Tania Russell, District Customer Relations Manager

Authorised by: Andrew Peckham, General Manager Corporate

PURPOSE

To provide an update to members on outstanding items from previous meetings of the Kinloch Representative Group. The current action points update is attached.

RECOMMENDATION(S)

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

ATTACHMENTS

1. Action Points Update - May 2022

4.2 PARKS OPERATIONAL UPDATE

Author: Julie Gordon, Parks Operations Manager Town Centres

Authorised by: Greg Hadley, District Parks Manager

PURPOSE

To receive an update from the Parks Operations team in relation to parks operational matters in Kinloch and the surrounding areas.

CONCLUSION

It is recommended that the update is received for information.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the Parks Operational Update.

ATTACHMENTS

Nil

4.3 KINLOCH WATER TREATMENT PLANT UPGRADE PROJECT

Author: Tom Swindells, Asset Manager Water

Authorised by: Tony Hale, Three Waters Manager

PURPOSE

To provide a progress update on the Kinloch Water Treatment Plant upgrade project.

DISCUSSION

There are two key parts of the project underway as follows:

Treatment Plant Design and Construction

Contractor PMWC are in the design phase of the treatment plant contract with the major design meeting (HAZOP) completed during May 2022. Piling investigation has been delayed from the initial programme however this is not expected to impact overall timeline. Upcoming milestones include:

- Site Piling Investigation – Expected during May 2022
- Design Completion – May 2022
- Resource Consent – June 2022
- Construction Start – August 2022
- Commissioning – May 2023
- Completion – July 2023

Network Pipeline Upgrades

Network designs have been completed and have been split into six packages of work for the construction phase. The first package is being constructed by Nolan Drainage Contractors with completion expected by June 2022.

The remaining five packages are part of a separate contract which was awarded to Camex Civil during May 2022. Camex are making preparations to start on site in July 2022. A communications plan is being prepared with the contractor.

SUMMARY

There is a lot of construction work planned over the coming year. Specific communications will be completed as construction moves from area to area. The intention is to also provide the Representative Group with regular progress updates as the project progresses. If you have any feedback or questions in relation to the project, please raise these at the meeting and they will be passed on for follow up/response.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the Kinloch Water Treatment Plant Project update as at 26 May 2022.

ATTACHMENTS

Nil

4.4 DIGITAL UPDATE

Author: Tracey May, Digital Transformation Manager

Authorised by: Andrew Peckham, General Manager Corporate

PURPOSE

To receive an update from the Digital Transformation Manager in relation to WIFI in public spaces in Kinloch and the surrounding areas.

CONCLUSION

It is recommended that the update is received for information.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the Digital Update.

ATTACHMENTS

Nil

4.5 UPDATE ON THE 2022 LOCAL GOVERNMENT ELECTIONS AND DISCUSSION ON COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Author: Shainey James, Governance Quality Manager

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

PURPOSE

To receive an update on this year's local government elections and to discuss the Kinloch Representative Group's current Terms of Reference with a view to capturing any suggestions for change following the elections.

DISCUSSION

Earlier this year, the Local Government Commission confirmed Taupō District Council's representation arrangements for the elections to be held on 8 October 2022. The Council will comprise the Mayor and 12 councillors elected via wards as follows:

- Two councillors elected by the electors of the Te Papamārearea Māori Ward;
- One councillor elected by the electors of Mangakino-Pouakani General Ward;
- One councillor elected by the electors of Taupō East Rural Ward;
- Seven councillors elected by the electors of Taupō General Ward; and
- One councillor elected by the electors of Tūrangi-Tongariro General Ward.

Nominations for these election issues will open on Friday 15 July and close at noon on Friday 12 August 2022. The elections will be conducted by postal vote between Friday 16 September and noon on Saturday 8 October 2022.

All current committees are deemed to be discharged at the end of the current Triennium, unless the local authority resolves otherwise (clause 30, Schedule 7, Local Government Act 2002 "LGA"). Following the elections, the Mayor has the power to establish committees (s 41A, LGA) and in practice, this is usually done via recommendation to a full Council meeting. The Kinloch Representative Group may wish to make recommendations for improvements to the current structure, including Terms of Reference, and / or to confirm what is working well. The Kinloch Representative Group's Terms of Reference are **attached** as a starting point for discussion. Any comments will be captured by staff, collated and provided to the new group of Elected Members for consideration following the elections.

CONCLUSION

It is recommended that the Group receives the update about the elections and has a discussion about Terms of Reference, including any suggestions for improvement which could be noted and provided to the incoming Council following the 8 October 2022 elections.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the update on the 2022 elections and makes the following recommendations to the incoming Council in respect of its committee structure ... *(if any)*.

ATTACHMENTS

1. Kinloch Representative Group Terms of Reference 2019-2022

4.6 UPDATE FROM THE KINLOCH COMMUNITY ASSOCIATION & SUB-COMMITTEES

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

PURPOSE

This item is to enable Mr Tim Brittain to provide an update to the Committee on behalf of the Kinloch Community Association and its sub-committees.

No debate and/or resolution is permitted on this report.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information.

ATTACHMENTS

Nil

4.7 UPDATE FROM THE KINLOCH FAMILIES TRUST

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

PURPOSE

This item is for Ms Belinda Walker to provide an update to the Committee on behalf of the Kinloch Families Trust.

No debate and/or resolution is permitted on this report.

RECOMMENDATION(S)

That the Kinloch Representative Group receives the information.

ATTACHMENTS

Nil

4.8 MEMBERS' REPORTS

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

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