

# **ATTACHMENTS**

**Kinloch Representative Group Meeting**

**29 August 2019**

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Kinloch Representative Group Meeting Minutes

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**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD AT THE KINLOCH COMMUNITY HALL, MATA PLACE, KINLOCH  
ON THURSDAY, 27 JUNE 2019 AT 3.07PM**

**PRESENT:** Cr Rosanne Jollands (in the Chair), Mr Tim Brittain, Cr Barry Hickling, Cr Christine Rankin, Ms Belinda Walker

**IN ATTENDANCE:** Chief Executive, Head of Finance & Strategy, Head of Democracy, Governance & Venues, Infrastructure Manager, Asset Manager Stormwater & Solid Waste, Asset Manager Water & Waste, Asset Manager Transportation, Project Management Advisor, Senior Reserves Planner, Parks Project Management Cadet, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Six members of the public

**1 APOLOGIES**

**KIN201906/01 RESOLUTION**

Moved: Cr Barry Hickling

Seconded: Mr Tim Brittain

That the apologies received from Mayor David Trewavas and Mr Bruce Campbell be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 KINLOCH REPRESENTATIVE GROUP MEETING - 2 MAY 2019**

The following comments were noted in relation to the minutes:

- A member requested a date for when the cricket net would be installed on the domain so that other related matters could be attended to in the interim e.g. consultation with adjacent neighbours, etc.
- Thanked Council for the meeting notice sign on the Kinloch Road roundabout.
- Councillor Jollands would follow up with the Head of Communications & Customer Relations regarding collating a hard copy version of the communications plan / process.

**KIN201906/02 RESOLUTION**

Moved: Cr Barry Hickling

Seconded: Cr Rosanne Jollands

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

**CARRIED**

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#### 4 REPORTS

##### 4.1 ACTION POINTS UPDATE

The following points were noted in relation to the action points:

- Confirm date for installation of cricket net on domain with the Parks Manager Sports & Horticulture.
- One-page communications plan to be developed.
- Cr Jollands advised that she had been approached by members of the residents and ratepayer's association to see if Council could take over maintaining the roadside berm by the poplar trees (where the cluster of mailboxes was located). To date, members of the community had been mowing the area.
- A member noted that the toilet on eastern beach reserve was urgently needed for the upcoming spring / summer season. Cr Jollands responded and advised that staff continued to look at ways to fund the \$18K required while the toilet strategy was being developed. In reply, the member noted that this should not be held up by the strategy as strategies typically took a considerable amount of time to develop and another year could pass by.
- In reply to a question, the Chief Executive advised that a considerable amount of funds had been set aside for a district wide erosion works programme funded by Waikato Regional Council (WRC). Funding was allocated on a highest priority basis with the current / first priority being the Omori / Kuratau area; the next identified priority area was Taupō Bay. No funds had been allocated to Kinloch in the next 2-3 years although Kinloch had been factored in subsequent years. The Chief Executive would arrange for the District Parks Manager to present the erosion works plan to the Group at a later date – *remove item*.
- Kinloch Road footpath extension to Whangamata Road had been completed – *remove item*.
- Potential site options for waters infrastructure was being attended to – *remove item*.
- Cr's Jollands and Hickling undertook to follow up on a matter raised by a member of the public during the public forum with the Head of Democracy, Governance & Venues regarding the possibility of submitting a late community grant application either to the Mangakino/Pouakani Representative Group or Turangi/Tongariro Community Board community grants as both had recently closed.

##### KIN201906/03 RESOLUTION

Moved: Cr Barry Hickling

Seconded: Cr Christine Rankin

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

**CARRIED**

##### 4.2 WHANGAMATA ROAD UPGRADES

The Infrastructure Manager and Asset Manager Transportation jointly presented the item.

The following comments were noted during questions, answers, and related discussion:

- A temporary 80km speed limit restriction had been implemented over an approximate 600 metre section of road until ruts had been filled.
- Would look at a more strategic approach over the next 3 years regarding whether to widen the entire road or only sections of the road.
- Rut filling would be completed in the next financial year - around August / September 2019. After a waiting period of approximately 4-5 months to allow the material to lose all its volatiles, a coat of seal would be applied (endeavoured to align that work in the next reseal season). In the interim, were currently filling ruts and making the surface as even as possible, then applying a coat of seal to improve the appearance.
- Ms Walker thanked the Asset Manager Transportation for her contribution to roading upgrades in and around Kinloch, and extended an offer to help disseminate any notices / information to the Kinloch community if needed.
- Another member congratulated Council on the timeframe achieved in undertaking this work but on the

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contrary also noted that improvements were needed in relation to forecasting roading planning overall. Council should be aware of the increasing needs due to development in Kinloch given the amount of titles / consents granted for new sub-divisions and homes. Any further roading works currently not in scope would now be hampered until the next Long-Term Plan funding allocation process. In reply, the Infrastructure Manager advised that similar issues were expected within the roading network such as Tirohanga and Broadlands Road's. The challenges were always the same: budgets, prioritising work, and ongoing maintenance. The LTP had accommodated for some increases area wide but there was not enough funds to do everything at once. New Zealand Transport Agency (NZTA) only allocated their funding every 3-years and to secure this funding, Council needed to align its works programmes accordingly. The Chief Executive added that like erosion, the issue was about prioritisation and affordability; it was not related to a lack of strategic planning.

- A business case needed to be submitted for any projected works that exceeded \$1M.

**KIN201906/04 RESOLUTION**

Moved: Mr Tim Brittain  
Seconded: Ms Belinda Walker

That the Kinloch Representative Group receives the information on Whangamata Road upgrades and thanks the Infrastructure Manager and Asset Manager Transportation for attending.

**CARRIED****4.3 KINLOCH WASTE WATER TREATMENT PLANT IRRIGATION SYSTEM UPGRADE**

The Asset Manager Water & Waste gave a brief overview of the Kinloch Waste Water Treatment (WWTP) irrigation system, noting that the circulated attachment was a copy of a presentation prepared for a community meeting held at Kinloch a few weeks earlier. The presentation would also be uploaded on Council's website along with regular progress updates.

The following comments were noted during questions, answers, and related discussion:

- The contractor was due to commence work late July / early August 2019.
- Benefits of the upgrade included a growth element and raising the bar environmentally.
- The two key contacts for the project were Colin Meadowcroft – 021 244 7104 and Izelda Cruz – 027 229 6557.
- A member suggested that the communications team prepare an update about this project for distribution to the Kinloch community.

**KIN201906/05 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Ms Belinda Walker

That the Kinloch Representative Group receives the report on the Kinloch Waste Water Treatment Plant Irrigation System Upgrade and thanks the Asset Manager Water & Waste for attending.

**CARRIED****4.4 TAUPŌ DISTRICT COUNCIL ASSET MANAGEMENT PLANNING**

The Asset Manager Stormwater & Solid Waste gave an overview of asset management planning at Taupō District Council. Key points noted were:

- Asset Management Planning (AMP) process was a 3-yearly process.
- The objective was to meet the required levels of service (LOS) in the most cost-effective manner.
- LOS was a balancing act; consequences needed to be considered holistically, including the impacts across the organisation and community.
- The assessment process had many AMP linkages, LOS, asset life cycle, renewal planning, determining

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whether the asset providing the expected outcome, and identifying who was involved.

- Infrastructure asset plans such as pipes were done over a 30-year life cycle; consideration had to be given to what the need for Council would be 30-years out.
- AMPs were reviewed every year through the Long-term Plan process; the Group could feed into that process if wanted. The AMP process ensured decision-making was well documented and options were identified. AMPs were usually supported by various strategies / documentation and typically included a business plan, which the assets, performance and outcomes would then filter out from. Strategies included LOS, performance measures, and operations planning. Data needed to be collected and consideration given to how an asset would be funded.
- Asset management was an ongoing process that also supported decision-making. Anything new required a comprehensive business case including cost benefit analysis, lifecycle analysis, costs to operate, and review date.
- Condition assessments would identify whether assets were deteriorating
- Considerable time was spent undertaking due diligence, investigation and strategising.
- Feedback from the community was received through various consultation processes including the Long-Term Plan and Annual Plan.
- Service requests were very useful to identify whether an asset was performing or not.

In reply to a question regarding whether Council looked at an area in its totality the Asset Manager Stormwater & Solid Waste advised that part of the process when developing a plan involved assessing all assets being put up for maintenance. For example, the team would look at what was being built in Kinloch; what the growth pressures were, and were the impacts and level of services being met. The LOS were also cross-referenced to growth. Feedback also helped determine requirements (more / less) and prioritisation going forward.

**KIN201906/06 RESOLUTION**

Moved: Mr Tim Brittain

Seconded: Ms Belinda Walker

That the Kinloch Representative Group receives the information in relation to Council's asset management planning and thanks the Asset Manager Stormwater & Solid Waste for attending.

**CARRIED****4.5 TAUPŌ DISTRICT COUNCIL PROJECT MANAGEMENT METHODOLOGY**

The Project Management Advisor highlighted key points of his report.

- Project management methodology was explained. Projects were temporary endeavours, with a beginning and an end, by which changes were introduced.
- Many projects came out of the AMPs.
- Since October 2018, staff had been gathering information about all the projects Council was currently working on. Some projects were Long-term Plan project items and others were not. Of the 160 projects identified, 115 of which were to be delivered in the current financial year.
- The reason behind the analysis of projects was to support Council to deliver more for less. It was important to deliver quality and ensure that the community would benefit from Council's projects and in turn achieve Council's vision.
- Delivery phases were explained – initiation; business case; execution; close and handover.
- The project delivery excellence programme of work consisted of four streams. Project clustering supported better understanding of dependencies between projects. Benefits would be tracked and projects reviewed to ensure they were delivering on expected outcomes.

At the conclusion, a member thanked the Project Manager Advisor for the insightful information shared and providing transparency in relation to Council's projects.

In reply to a member comment, the Project Management Advisor advised that the project sponsor owned the success of project and was accountable for its outcome, and the project manager was responsible for the

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delivery of the project.

The Chief Executive added that this was a relatively new process and one way Council endeavoured to improve and refine processes. The Project Management Advisor had been in the role for one year.

**KIN201906/07 RESOLUTION**

Moved: Cr Barry Hickling

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the information on project management methodology and thanks the Project Management Advisor for attending.

**CARRIED****4.6 UPDATE ON KINLOCH COMMUNITY PLAN AND VISION**

The Chair noted that the community plan and vision segued into the community hub discussion presented by Ms Walker during the public forum. With that in mind, she suggested that it may be appropriate to develop a master plan to integrate everything and set out an approach.

Ms Walker then made the following points:

- Acknowledged Mr John Crowley who had initiated the development of the community plan two years ago.
- An initial needs assessment identified that a larger hall was needed however during the community consultation phase, community sentiment clarified that a new hall / community hub was what was required to cater for the future growth of Kinloch.
- Discussed location options for the new hall at a meeting held in February 2019; decided that the only practicable option was the domain.
- Cricket nets and goal posts were also planned for installation on the domain.
- An overall master plan that stepped out the timeline and approach as well as a design plan that encompassed everything e.g. hall, Council infrastructure projects, rugby posts, cricket net, etc. (and any other items yet to be scoped - eg local youth wanted a pump track) needed to be developed. The plan needed to thoroughly consider placement of structures and future requirements against population growth projections. The plan would also be necessary for funding application purposes.
- Recently hosted an evening specifically for local youth so they could provide their feedback and aspirations for Kinloch.
- Excited about the hub as it had the strongest community support ever seen (96% support received from community survey).
- Thanked Council for providing funding in the LTP.
- Had applied for \$500K from Bay Trust.

The following comments were noted during questions, answers, and related discussion:

- The Chief Executive advised that Council could assist with population growth projections and provide some technical expertise however, there was no budget available for the development of a master plan. Growth projections information would not include minute details such as predicting future car park requirements. Going forward, it was about managing existing land, and the community owning the process so they could determine which direction they would like to proceed.
- A member noted that the Kinloch Community Association would like to operate in partnership with Council for this work. The Chief Executive replied that firstly clarification of expectations and what exactly was wanted was required. He further noted that based on what he had heard today, the community was well aware of what it wanted therefore it was a matter of articulating that information into a plan.
- A member commented that a coordinated approach was needed as there was no cohesion when there was a plethora of developers and groups doing different projects.
- The Chief Executive undertook to follow up discussions with Ms Walker.
- Group councillors' would also discuss with fellow elected members.
- In reply to comments from members of the public, the Chief Executive advised that the Kinloch Structure Plan (KSP), which was designed around land use and monitoring and planning for growth, was only one

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part of the solution; there were other matters such as the Reserve Management Plan (RMP) to consider and link together.

- In reply to a question about how long the temporary fencing would be erected at Oakdale Road, the Infrastructure Manager advised that Higgins had been engaged to do this work, which he expected would be completed before Christmas. However, he would advise KCA of timeframes once this information was known.
- An island in the middle of Kinloch Road going up to Marina Terrace had overgrown bushes and shrubs which needed trimming back as cyclists could not be seen from inside a vehicle. Suggested removing the plants and replanting with a low growing species.
- Ms Walker was waiting to hear back from the Parks Manager Community & Open Spaces regarding removal of pumice coming through (again) on the domain. Discussions ensued and concluded with Ms Walker undertaking to organise a group of local community youth to undertake this work. The Asset Manager Transportation would arrange with the roading contractor to dump dirt removed from the works site near the trees so the exposed holes could be filled.
- Cr Jollands noted that the Parks Manager Sports & Horticulture had advised that the goal posts would be moved before the school holidays.

**KIN201906/08 RESOLUTION**

Moved: Mr Tim Brittain

Seconded: Cr Christine Rankin

That the Kinloch Representative Group receives the information.

**CARRIED****4.7 MEMBERS' REPORTS**

Ms Walker thanked Council staff in attendance noting that she appreciated being engaged with Council.

Cr Jollands thanked members of the public in attendance, in particular those who regularly attended the Group meetings.

**KIN201906/09 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Cr Barry Hickling

That the Kinloch Representative Group receives the reports from members.

**CARRIED****5 CONFIDENTIAL BUSINESS**

Nil

The Meeting closed at 4.48pm.

The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 29 August 2019.

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**CHAIRPERSON**

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Kinloch Representative Group Action Sheet 2019 - (A2396333)				
Item No.	Meeting Date	Subject	Task	Outcome
4.4	31/05/2018	New Footpath on Kinloch Road	Developing a design followed by cost estimates and survey for the work. Aiming to have design completed before Christmas with community consultation being undertaken early 2019.	Construction started in June 2019.
4.1	28/02/2019	Proposed Toilet on Eastern Beach Reserve	Cr Jollands advised that the Parks Manager Sports & Horticulture was reviewing budgets to see if there was funds available (estimated at \$18k) for a toilet on the eastern beach reserve. At the 27 June meeting, a member raised that having a toilet before the upcoming spring / Christmas holidays was essential as visitor numbers peaked and this should not be held up because of the toilet strategy.	No known budgets available for this work. Current best practice is not to install new vault toilets close to the lake due to risks associated with lake contamination. Preferred installation (if necessary) is for a fully reticulated system. Would prefer not to install new toilets without a confirmed strategy and needs assessment carried out by qualified people.
4.1	28/02/2019	Nisbet Terrace Reserve Maintenance	Complaints received about state of reserve track and access to the lake which had not been maintained for many years. Mr Brittain to forward photographs of the areas concerned to Cr Jollands who would follow up with the Parks Manager Sports & Horticulture.	Vegetation clearance completed. Contractor currently assessing structures and options for access
3.1	27/06/2019	Installation of Cricket Net on Domain	A member requested an approximate confirmed date for when the cricket net would be installed on the domain so that other related matters could be sorted in the interim e.g consultation with adjacent neighbours.	On track for installation mid September when weather and conditions improve
3.1	27/06/2019	Communications Plan	Members requested a (one page) written communications plan for Kinloch that captured information previously discussed with the Head of Communications & Customer Relations.	We will work with the representative group following the elections to identify what issues will be communicated to the Kinloch community and the most appropriate method.
4.1	27/06/2019	Request for Council to Maintain Roadside Berm by the Poplars	Members of the residents and ratepayers association had approach Cr Jollands to see if Council could pick up the mowing of the roadside berm near the poplars.	
4.1	27/06/2019	Presentation of the District Erosion Works Programme	The Chief Executive undertook to arrange for the District Parks Manager to present the District erosion works programme to the Group.	Presentation at meeting.
4.1	27/06/2019	Community Grants Follow-up	Councillors Jollands and Hickling undertook to follow up the possibility of submitting a late community grants application with the Head of Democracy, Governance & Venues.	Grant's policy does not provide for late applications - information emailed to Crs Jollands & Hickling on 28 June.
4.3	27/06/2019	Kinloch WWTP Irrigation System Upgrade - Update to Community	A member suggested that the communications team prepare an update about this project for distribution to the Kinloch community.	In progress.
4.6	27/06/2019	Fencing at Oakdale Road	The Infrastructure Manager would advise the KCA of timeframes of when the temporary fencing at Oakdale Road would be removed.	Fencing & gate will be removed when balance of road constructed. We don't have a definite time frame for the contractor to commence yet.
4.6	27/06/2019	Shrub Maintenance on Kinloch Rd Island	Arrange for trimming back of bushes / shrubs on the island in the middle of Kinloch Road going up to Marina Terrace which were impeding visibility of cyclists from inside a vehicle.	Completed
4.6	27/06/2019	Soil to Fill Holes on Domain	The Asset Manager Transportation would arrange with the Kinloch roading contractor to dump dirt removed from the works site at the domain.	Completed
		Kinloch / Marina Terrace intersection		For discussion at the meeting on 29/08/19
		Kenrigg intersection		For discussion at the meeting on 29/08/19