

ATTACHMENTS

Kinloch Representative Group Meeting

22 February 2024

Table of Contents

4.1	Kinloch Representative Group Meeting - 14 December 2023	
	Attachment 1 Kinloch Representative Group Meeting Minutes - 14 December 2023	3
5.1	Public Forum	
	Attachment 1 Extracts from Standing Orders 2022-2025	8
5.2	Kinloch Representative Group Induction Overview for 2024	
	Attachment 1 2022-25 Members Resource Library - Committees of Council	10
	Attachment 2 Kinloch Representative Group Terms of Reference and Delegations	11

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING
HELD AT THE KINLOCH COMMUNITY HALL , MATA PLACE , KINLOCH
ON THURSDAY, 14 DECEMBER 2023 AT 3.00PM**

PRESENT: Cr Christine Rankin (in the Chair until 3.58pm), Mr Matt Andrews (in the Chair from 3.58pm), Mr Tim Brittain, Cr Duncan Campbell, Mr Pat Kane, Cr Rachel Shepherd (until 4.09pm), Ms Belinda Walker

IN ATTENDANCE: General Manager Organisation Performance (S Matthews), General Manager Operations and Delivery (A Moraes), District Customer Relations Manager (T Russell), Project Manager Stakeholder Specialist (T Perry), Infrastructure Project Manager Operations 3 Waters (E May), Communications Advisor (R Watts), Senior Committee Advisor (K Watts), Committee Advisor (D Periam)

MEDIA AND PUBLIC: Mr Julian Benito Technical Principal from WSP.
Five members of the public.

- Notes:
- (i) Mr Matt Andrews opened and closed the meeting with a karakia.
 - (ii) Cr Christine Rankin chaired the meeting until 3.58pm and then Mr Matt Andrews chaired the meeting from this point onwards. Cr Christine Rankin was not present for resolutions KIN202312/03, KIN202312/04 and KIN202312/05.
 - (iii) Cr Rachel Shepherd left the meeting at 4.09pm and was not present for resolution KIN202312/05.
 - (iv) Members expressed their thanks for Council staff's mahi and their dismay that there had been unacceptable behaviour towards them by Kinloch community members. It was noted that the informal meetings with the community representatives of the Kinloch Representative Group were working well and that more could be achieved if everyone worked together.

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

KIN202312/01 RESOLUTION

Moved: Cr Rachel Shepherd
Seconded: Mr Pat Kane

That the apology received from Mayor David Trewavas be accepted.

CARRIED

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202312/01 above.

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

4.1 KINLOCH REPRESENTATIVE GROUP MEETING - 26 OCTOBER 2023

The minutes were amended in the following manner:

Item 5.5 Members' Reports Tūwharetoa Māori Trust Board was corrected to Whangamata 3 Trust.

KIN202312/02 RESOLUTION

Moved: Mr Tim Brittain
Seconded: Mr Matt Andrews

That the minutes of the Kinloch Representative Group meeting held on Thursday 26 October 2023 be confirmed as a true and correct record, as amended.

CARRIED

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202312/02 above.

5 NGĀ RIPOATA | REPORTS**5.1 PUBLIC FORUM**

Item withdrawn

5.2 KINLOCH SNAPSHOT

The District Customer Relations Manager introduced herself and her role. She called on various staff to provide updates to the Kinloch Representative Group.

Community Engagement and Development

The Community Engagement Advisor Northern District introduced herself and explained she was new to the role and worked with the Senior Community Engagement Advisor. She provided an update on the Kinloch Civil Defence Community Response Group. The group was in the final stages of developing its plan and would share that with the community early in 2024. She advised that if anyone was interested in getting involved then to reach out to the team and they would put people in contact with the Community Response Group.

Herself and her team were planning some Long-term Plan engagement sessions in April 2024 across the district, including one in Kinloch, they would be there to receive feedback and help with submissions. There would be a big focus on youth in the area and getting feedback from them. She explained that she provided monthly emails which people could receive if they wanted to be added to the list and she was happy to give out her email to members of the community. In answer to a question, she advised that there would be provisions in place for people who wanted to submit feedback but were unable to make it to the April engagement session. She would take the suggestion of having a virtual engagement session back to the Community Engagement team. Members were in support of a virtual engagement session.

Water Treatment Plant Upgrade

The General Manager Operations and Delivery introduced himself and the Infrastructure Project Manager Operations 3 Waters and explained both of their roles. He also introduced the Project Manager Stakeholder Specialist and finally the technical expert from WSP Mr Julian Benito - Technical Principal.

The Infrastructure Project Manager Operations 3 Waters explained the design had been peer reviewed by Mr Benito to ensure that it had met requirements. The next step was to start piling which was planned to begin in late January 2024 and the process was expected to take three months. He advised that this would be noisy due to banging the piles in. He was working with the communications team to get some Facebook posts out in the new year and he would continue to speak with the Kinloch community about the project. A member recommended that residents living near the water treatment plant took photos of their home before the work began and after in case any cracks or damage appeared due to the piling process. This could be used as evidence for any personal insurance claims. A member suggested a letterbox drop before Christmas and perhaps again in the new year to advise people about this work. He confirmed he was working with the contractor to find some noise dampening solutions.

In answer to questions, he clarified the following:

- The hours of work would be Monday to Friday starting between 8.00-9.00am and finishing between 4.00-5.00pm.

- A pile would be drilled in about every 10 seconds, being quite fast for the first 10 metres and then would slow down. There would be times that they need to stop to splice another pile on top.
- The piles would be 21 metres deep in the ground.
- There would be a dedicated number for a point of contact for the project.
- He expected minimal dust impact.
- The existing piles were from the test they completed which informed the detailed design.
- The material of the piles was 500mpa steel and the bigger ones were 355 in diameter.
- The final solution was reinforcing and capping at the bottom before concrete was used to fill and tie in the pile.

Mr Benito explained that the water treatment plant would be able to withstand a major earthquake which is why it was a lengthy process. It also ensured that the plant would be able to perform in all circumstances and was expected to last for over 500 years.

Conserve Water Notice for Kinloch

The General Manager Operations and Delivery provided an update on the conserve water notice for Kinloch and Whakaroa. There had been high winds over the past 48 hours and the notice to conserve water was issued the previous morning. The high winds resulted in a high intake of sand and other material in the intake. The issue was the water coming into the treatment plant that then went into the reservoir, there was enough water in the reservoir that was deemed safe after testing as long as not too much water was used. If the reservoir needed to be filled by the intake then a notice to boil all water would have been issued. In answer to a question he explained that the team would be ensuring that the reservoirs were full over summer time to help mitigate the forecasted wind in the upcoming months. He explained that this was a rare case of high winds but they would manage demand of the water over the busy holiday period.

Parks and Reserves

The General Manager Operations and Delivery explained that there was an item in the Long-term Plan which was a Recreation Master Plan for Kinloch, this would identify and create understanding on the open space play requirements for the community. This was tentatively planned for year one of the Long-term Plan and it would inform the future of the Kinloch Domain for example keeping it as grass or converting it to car and trailer parking. In the short term, the water table was investigated to determine why the ground was so waterlogged. The water table was higher than expected which meant typical options to mitigate flooding were excluded. The water table would be kept servicable but major investments would be looked at in the future. He confirmed that it would be beneficial for the community to determine what they wanted the Terms of Reference for the Recreation Master Plan to include, and there were two options to contribute into the plan, one being the scoping of the plan and the second was the deliverables.

A member noted that accurate forecasting of expected Kinloch population was needed, the census was out of date and it was important to ensure that planning was for the right people. The General Manager Operations and Delivery explained that members of the public could plan for different thresholds and the plan could be expanded accordingly when Kinloch reached a certain population threshold. The General Manager Organisation Performance explained that from a planning perspective Taupō District Council had changed how the growth model was done and had this peer reviewed to ensure it was the most up to date data.

Transport

The General Manager Operations and Delivery explained that the Transport team had met with a number of individuals to explore options for the school bus pick up area by Trev Terry but a solution had not been found. There was an opportunity to add some pedestrian crossings on Kinloch Road and the Community Engagement Team would lead discussions in early 2024 about the school pick up and the pedestrian crossings. He did note that pedestrian crossings have particular requirements due to the Road Transport rules. A member noted that the signs from the school pick up trial that was done about a year ago were still up and there was overhanging trees which meant that the Wairakei Bus Driver had to drive wide for line of sight. The General Manager Operations and Delivery said that he would follow these up. He also explained that Taupō District Council did not run the buses or plan the routes so this meant that change might not happen as quickly as the community would like.

The Customer Relations District Manager summarised the rest of the report and advised that if there were any issues with the portaloos at the Kinloch Marina, then please contact Taupō District Council.

KIN202312/03 RESOLUTION

Moved: Cr Rachel Shepherd
Seconded: Ms Belinda Walker

That the Kinloch Representative Group notes the information contained in the Kinloch Snapshot report.

CARRIED

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202312/03 above.

5.3 RESOURCE CONSENTS IN PROGRESS FOR THE KINLOCH AREA

The Senior Resource Consents Planner introduced herself and her role. She summarised the report and advised that the majority of the resource consents in the report had been granted. There was a new dwelling at 36 Locheagles Rise that would be roughly three times the size of the standard building coverage, this dwelling had been publicly notified and was available on the Taupō District Council website with submissions closing on 15 January 2024. In answer to a question she advised that the Locheagles Rise development was in place before the Kinloch Structure Plan was developed. It had a master land-use plan that was developed and the variation of consent notice was a condition of the title. She had to look at what the intent of the original master plan for Locheagles was but would keep in mind the Kinloch Structure Plan when processing the resource consent.

The application for Seven Oaks Drive was for 100 residential lots, it was above the density that was permitted in the Kinloch low-density environment. The Kinloch Structure Plan would need to be considered plus engineering factors such as drinking water, wastewater treatment and landscape visual effects. The applicants had requested public notification which would likely occur either at the end of January or February 2024 and it would be open for submissions. In answer to a question, the Senior Resource Consent Planner said the landscape peer review included looking at the view from the lake and that the applicants had carried out some engagement with mana whenua hapū and the public notification went out to everyone to make submissions. A member asked if the Kinloch Representative Group Committee could receive information about resource consents at the time they were submitted.

KIN202312/04 RESOLUTION

Moved: Mr Tim Brittain
Seconded: Mr Pat Kane

That the Kinloch Representative Group receives the update on the development contributions in the Kinloch area.

CARRIED

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202312/05 above.

5.4 MEMBERS' REPORTS

The following members reports were received:

Cr Rachel Shepherd:

- Explained that there was a significant fiscal challenge for the Long-term Plan process and she encouraged community members to attend as many engagement sessions as they could.
- The elected members were doing their best to balance community wants and needs with the budget and everything that they did would have an impact on rates.

Mr Pat Kane

- There had been community consultation in between the Kinloch Representative Group meetings and

Kinloch Representative Group Meeting Minutes

14 December 2023

the items that had been brought up in those meetings had been addressed at this meeting.

- Congratulated the District Customer Relations Manager and her team for the ALGIM award won and the other awards that Taupō District Council had won recently.

Ms Belinda Walker

- Distributed the Kinloch Families Trust Long-term Plan – First Ideas survey (A3474643) and highlighted that the top three most important items for Kinloch was a creation of a 3 year 'Pest Free Kinloch' plan, tree care management with improved bus stop safety and a playground review.
- The top three essential items were a small supermarket and shopping centre, new fit for purpose kindergarten and community building, and a playground review.
- Thanked the sponsors and master builders involved in the trolley derby held on 19 November 2023. She had put out a survey to see if people were interested in having another trolley derby in the future.

Mr Tim Brittain

- Thanked the Customer Relations District Manager for stopping the removal of the playground on the Kinloch Domain. He noted that it would be great to get a swing back there and was interested in donating towards this.
- The Kinloch Community Association had been working on the Whangamata Stream Trail with Kids Greening Taupō with tree plantings and this had received positive feedback.

Cr Duncan Campbell

- He reiterated Cr Rachel Shepherd's comments about challenges with the Long-term Plan and budgets.

Mr Matt Andrews

- Thanked the members of the community for attending the Kinloch Representative Group meetings and assured members of the community that the group listened to the communities' concerns and raised issues with Council. He explained that there were issues and challenges for everyone and they were working to get a good result for Kinloch.

KIN202312/05 RESOLUTION

Moved: Mr Tim Brittain

Seconded: Ms Belinda Walker

That the Kinloch Representative Group receives the reports from members.

CARRIED

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202312/05 above.

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

Nil

The meeting closed at 4.16pm.

The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 22 February 2024.

.....
CHAIRPERSON

Page 5

Extracts from Standing Orders 2022-2025

15. Public Forums | Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits | Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions | Ngā Herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums | Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions | Kāore he tatūnga

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

15.5 Application of restrictions | Te hāngaitanga o ngā Herenga

Clause 15.2 above applies to members of the public addressing meetings at any time, not just as part of a scheduled public forum session.

Extracts from Standing Orders 2022-2025**9.1 Items of business not on the agenda which cannot be delayed | Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

9.2 Discussion of minor matters not on the agenda | Te kōrerorero i ngā take iti kāore i runga i te rārangi take

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

LGOIMA, s 46A(7A).

2022-25 Members Resource Library

Topic	Document	Location
Induction - Standing Committees	Governance and Terms of Reference, Committee members, Meetings, Public Forum	https://www.taupodc.govt.nz/council/meetings/standing-committees
Induction - General guidance	The LGOIMA for local government agencies	https://www.ombudsman.parliament.nz/resources/lgoima-local-government-agencies-guide-processing-requests-and-conducting-meetings
Induction - Customer Services	Taupō, Tūrangi and Mangakino - contact details	https://www.taupodc.govt.nz/council/contact-us?ed-step=1
Meetings - Agendas and Minutes	Meetings and Agendas for Taupō District Council	https://www.taupodc.govt.nz/council/meetings/meeting-agendas-and-minutes
Policy - Iwi Partnership	Mana Whakahono A Rohe between TDC and Ngāti Tūrāngitukua	https://www.taupodc.govt.nz/council/meetings/zmana-whakahono-between-ngti-trangitukua-and-taup-district-council
Policy - Provides general information about the Taupō District 2022	Pre-election report	https://www.taupodc.govt.nz/council/elections/elections-2022/pre-election-report-2022
Reference - Expenses	Selection, Appointment and Remuneration Policy for external appointees on Council Committees	https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygygm/hierarchy/Council/Governance%20documents/Selection%2C%20Appointment%20and%20Remuneration%20of%20External%20Appointees%20to%20Council%20Committees%202022.pdf
Reference - Executive Team	Executive Team	https://www.taupodc.govt.nz/council/executive-team
Policy - Significance and Engagement	Significance and Engagement Policy	https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygygm/hierarchy/Rules-regulations-and-licences/Policies/Significance%20and%20Engagement%20Policy%202022%20%28A3137888%29.docx
Policy - Code of Conduct	Code of Conduct	https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygygm/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Code%20of%20Conduct%202020-2022.pdf
Policy - Standing Orders	Standing Orders	https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygygm/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Standing%20Orders%202022-2025.pdf
Policy - Long Term Plan	Long-Term Plan 2021-2031	https://www.taupodc.govt.nz/council/plans-and-strategies/long-term-plans
Policy - Annual Plan	Annual Plan 2023/24	https://www.taupodc.govt.nz/council/plans-and-strategies/annual-plans
Policy - Climate Change Strategy	Emissions reduction targets	https://www.taupodc.govt.nz/council/plans-and-strategies/climate-change-strategy
Policy - Climate Change Strategy	Emissions reduction directive for the organisation	https://www.taupodc.govt.nz/council/plans-and-strategies/climate-change-strategy
Legislation	Local Authorities (Members' Interests) Act 1968	https://www.legislation.govt.nz/act/public/1968/0147/latest/whole.html#DLM390008
Legislation	Local Government (Pecuniary Interests Register) Amendment Act 2022	https://www.legislation.govt.nz/act/public/2022/0024/latest/LMS514922.html?search=ts_act_local+government_resel_25_a&p=1
Legislation	Local Government Act 2002	Local Government Act 2002 No 84 (as at 01 September 2022), Public Act Contents – New Zealand Legislation
Legislation	Local Government Official Information and Meetings Act 1987	https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html?search=ts_act_local+government_resel_25_a&p=1
Reference - Ngāti Tūrāngitukua		https://www.ngatiturangitukua.co.nz/
Reference - Tūwharetoa Māori Trust Board	Marae and affiliated hapū	https://www.tuwharetoa.co.nz/our-marae/
Reference - Ngāti Tahu-Ngāti Whaoa		https://www.tahu-whaoa.iwi.nz/
Reference - Te Arawa River Iwi Trust		https://www.tarit.co.nz/

Kinloch Representative Group (KRG)

Standing Committee

Objective	To represent and act as an advocate for the interests of the Kinloch area (being that area broadly encompassing Kinloch Village, eastwards along Whangamata Road to the Poihipi Road junction and west towards Kawakawa Road)
	Three (3) Councillors
Membership	Three (3) community representatives
	One (1) Māori representative
	Mayor
Quorum	Four (4)
Meeting frequency	Every two months
Reporting	Reports to Council

Scope of activity

1. Providing local input into the development of Council policy that will impact on the Kinloch area.
2. Maintaining an overview of service delivery, operational and capital expenditure, within the Kinloch area.
3. Providing local input into the development and review of Council's key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan
4. Preparing an annual submission to Council's budgetary process for expenditure within the community
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the area.
6. Communicating with the Kinloch community, community organisations and special interest groups within the Kinloch area.

Power to act

The group can carry out any function that:

1. Supports Council's Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special Committees
3. Is not prohibited by legislation
4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to full Council.

Power to recommend to Council

Any matter or proposal which is relevant to the Kinloch area that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Group's power to act pursuant to these delegations is subject to matters being related to the Kinloch area.

A3266050