

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

Date:	Thursday, 22 February 2024
Time:	5.30pm
Location:	Kinloch Community Hall Mata Place Kinloch

AGENDA

MEMBERSHIP

Chairperson Cr Christine Rankin
Deputy Chairperson Mr Matt Andrews

Members Mr Tim Brittain
Cr Duncan Campbell
Mr Pat Kane
Cr Rachel Shepherd
Mayor David Trewavas
Ms Belinda Walker

Quorum 4

**Julie Gardyne
Chief Executive**

Order Of Business

- 1 **Karakia**
- 2 **Whakapāha | Apologies**
- 3 **Ngā Whakapānga Tukituki | Conflicts of Interest**
- 4 **Whakamanatanga O Ngā Meneti | Confirmation of Minutes**
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- 6 **Ngā Kōrero Tūmataiti | Confidential Business**

Nil

4.1 KINLOCH REPRESENTATIVE GROUP MEETING - 14 DECEMBER 2023

Author: Dana Periam, Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Kinloch Representative Group meeting held on Thursday 14 December 2023 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Kinloch Representative Group Meeting Minutes - 14 December 2023

5.1 PUBLIC FORUM

Author: Tania Russell, District Customer Relations Manager

Authorised by: Sarah Matthews, General Manager Organisation Performance

TE PŪTAKE | PURPOSE

To receive comments from members of the public on matters specified on this agenda or, if time permits, on other Committee matters.

NGĀ KŌRERORERO | DISCUSSION

Standing Orders provide for a period of up to 30 minutes to be made available at the start of meetings for members of the public to bring matters to the attention of the Kinloch Representative Group. Any issue, idea or matter raised in public forum must fall within the Group's terms of reference.

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. Members of the public wishing to address the Group during public forum should register at least one clear day before the meeting by emailing publicforum@taupo.govt.nz.

No debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. Items not on the agenda may only be discussed if the matter is minor in nature and the procedures set out in Standing Order 9.13 are followed. A meeting may deal with (i.e. make a resolution in respect of) an item of business not on the agenda only if the procedures set out in Standing Order 9.12 are followed.

The relevant extracts from Standing Orders are **attached**.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Kinloch Representative Group receives comments from members of the public.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Kinloch Representative Group receives comments from members of the public.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Extracts from Standing Orders 2022-2025

5.2 KINLOCH REPRESENTATIVE GROUP INDUCTION OVERVIEW FOR 2024

Author: Tania Russell, District Customer Relations Manager

Authorised by: Sarah Matthews, General Manager Organisation Performance

TE PŪTAKE | PURPOSE

To provide induction information to support members of the Kinloch Representative Group in their role and outline opportunities to influence in the 2024 calendar year.

NGĀ KŌRERORERO | DISCUSSION

Some information is set out below to support members of the Kinloch Representative Group. Reference material has also been adapted from information provided to the Mayor and councillors shortly after the elections in October last year (Attachment 1). Officers from various teams across Taupō District Council will be present at the meeting to answer any questions arising.

A reminder that the Committee's objective is to "represent and act as an advocate for the interests of the Kinloch area." Members are encouraged to reflect on achievements to date, and make suggestions for improvement for the year ahead, including ways in which members can connect with and support the community to engage effectively with the Committee and Council.

Structure of Council and key contacts

Taupō District Council is governed by the Mayor (elected at-large) and 12 councillors elected via wards. There are four general wards and one Māori ward (Te Papamārearea, which covers the whole District):

- Taupō Ward (7 councillors);
- Mangakino Ward (1 councillor);
- Taupō East Rural Ward (1 councillor);
- Tūrangi-Tongariro Ward (1 councillor); and
- Te Papamārearea Māori Ward (2 councillors).

Mayor and councillor contact details are available on Council's website: [Mayor and Councillors - Taupō District Council \(taupodc.govt.nz\)](#)

The elected Council has one employee, being the Chief Executive. The Chief Executive employs all the staff (also known as 'officers'). Taupō District Council's current Chief Executive is Mrs Julie Gardyne.

Reporting to the Chief Executive are members of Council's Executive Team (ET):

- General Manager Organisation Performance, Ms Sarah Matthews
- General Manager Operations and Delivery, Mr Andrew Moraes
- General Manager People and Community Partnerships, Ms Libby O'Brien
- General Manager Strategy and Environment, Mr Warrick Zander

Leaders of the teams within each of the Executive Team members' portfolios form part of Council's Enterprise Leadership Team (ELT).

In December 2022, Council established various committees and delegated functions and powers to those committees. The Kinloch Representative Group Chairperson is Cr Christine Rankin and 'terms of reference' and delegations are **attached** to this report (Attachment 2). More information about Council's committee structure is available on Council's website:

<https://www.taupodc.govt.nz/council/meetings/standing-committees>

Officers have been assigned to support Council's representative groups. For the Kinloch Representative Group, the key officer contacts are:

- Sarah Matthews, General Manager Organisation Performance
- Tania Russell, District Customer Relations Manager

Governance team members (committee advisors) are also available to support anything relating to your Group meetings.

Meeting dates and procedures

The Kinloch Representative Group will meet approximately every two months at the Kinloch Community Hall, Mata Place, Kinloch. Here are the 2024 meeting dates (all Thursdays):

- 22 February;
- 23 May;
- 4 July;
- 5 September;
- 7 November.

Standing Orders and Code of Conduct

The Kinloch Representative Group is a committee of Taupō District Council. As such, it is required to adhere to Council's Standing Orders (S.O.s). Standing Orders set out the procedural rules to be followed to ensure meetings run smoothly. Much of the content of Standing Orders comes from the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Standing Orders can be accessed via Council's website ([Taupo District Council Standing Orders 2022-2025.pdf](https://www.taupodc.govt.nz) ([taupodc.govt.nz](https://www.taupodc.govt.nz))). Here are a few key points to note:

- The date, time and place of all meetings must be advertised to the public (S.O. 8).
- Agendas (S.O. 9) will be produced at least two clear working days prior to meetings. At Taupō District Council, agendas are generally produced one week prior.
 - o Agendas will set out the items to be discussed.
 - o Items not on the agenda may only be discussed or dealt with if the meeting passes a resolution to that effect (S.O.s 9.12 and 9.13).
 - o From time to time, there may be items to be discussed with public excluded. Such items may only be considered with public excluded if LGOIMA withholding grounds apply; and if the meeting resolves in public session to consider those items in confidence (S.O. 9.14).
 - o If you would like to request an item to be included on an upcoming meeting agenda, please discuss with your Chairperson in the first instance.
- Karakia or other statements may be used to open and close meetings.
- The quorum for this Group is 4 members. This is the minimum number of members who need to be present at the start and throughout meetings (S.O. 11).
- Meetings are open to the public and may be recorded. Public requests to record should be referred to the Chairperson prior to the meeting (S.O. 12.4).
- Apologies are called for at the start of meetings and recorded (S.O. 13.4). If you need to tender your apology, please notify the Chairperson, Enterprise Leadership Team liaison and the committee advisor for the meeting beforehand.
- Matters coming to you via agendas must be considered and resolved by majority vote. In the case of an equality of votes, the Chairperson has a casting vote.
 - o For each matter before the Group/committee, you will have an opportunity to ask questions following your consideration of the information provided on the agenda and any research you may have done prior to the meeting. Once you have gathered all the information you need to make a decision at the meeting, you can then 'move' (propose) a motion. This motion must then be 'seconded' before the Group can discuss it. After the motion has been discussed, the Chairperson will then 'put it to the vote' and each member can either vote in favour, against, or abstain from voting.
 - o See S.O. 19 for more details about voting.
- If you wish to speak during a meeting, simply raise your hand to indicate this to the Chairperson. At Taupō District Council meetings, the convention is that members speak "through the Chair". This simply shows respect for the role of the Chairperson, acknowledging they are managing the flow of the meeting including speaking order.
- The Chairperson decides all procedural points of order (S.O. 26.5).

- All elected and appointed members must speak and act respectfully at meetings (S.O. 20). Council has a Code of Conduct in place. This document can be viewed on Council's website via this link: [What is a Code of Conduct \(taupodc.govt.nz\)](#) The Code of Conduct is due for review early 2024, but in the meantime please note that it applies to the Mayor, councillors and appointed members of Council representative groups/committees.
- Minutes of all formal Council and representative group/committee meetings must be kept (S.O. 28). The committee advisor supporting the meeting will ensure the minutes are prepared as soon as possible after the meeting and included on Council's website as well as the next agenda to be confirmed as a true and correct record.

Conflicts of Interest

You may encounter a situation where you feel you have a conflict of interest in relation to an agenda item. A conflict of interest is a situation where the responsibilities you have in your work on the Committee are affected by an interest or relationship you have in your private life.

Having a conflict of interest does not necessarily mean you have done anything wrong. The key is how you manage it because the public needs to have confidence that any decisions you make are made impartially and for the right reasons and are not influenced by personal interests or ulterior motives.

Considering the interests of relatives and friends requires careful judgement, as if they have an interest that overlaps with your duty as a member of a committee, then there might be a conflict of interest. However, in New Zealand, the Office of the Auditor General recognises that some cultures, including Māori culture, have a broad concept of family in which case a conflict of interest will not often arise where the connection is a common ancestor, such as another iwi or hapū member: [Managing conflicts of interest: A guide for the public sector](#)

Conflicts of interest can be financial or non-financial and can arise from a conflict of roles (where the interests of different organisations you have a role in conflict) or whether something you have previously done or said might make people think you are not going to listen fairly to all the relevant information before you make a decision. Note however that you are not required to approach every decision as though you have given it no prior thought or have no existing knowledge or opinion. However, you are required to be able to demonstrate that you have an open mind to decision-making, and you must be prepared to change or adjust your views if the evidence or the arguments warrant it. See S.O.s 20.7 and 20.8 for more information and seek guidance if in doubt.

Raising issues

As mentioned above, if you would like to see a specific item on a future meeting agenda, please contact your Chairperson. In between meetings however, you may be approached by members of your community seeking support and / or resolution to issues arising. The fastest way to raise these issues is to lodge a 'service request'. You (or the person seeking assistance) can do this by:

- Telephoning Council on 376 0899 or 0800 ASK TDC
- Emailing info@taupo.govt.nz
- Completing an online form via the Taupō District Council website: [Contact Us: Contact Us - Taupo District Council](#)
- Visiting one of Council's three customer service centres in the Taupō district:
 - o Taupō (30 Kinloch Street);
 - o Tūrangi (1 Ngawaka Place); and
 - o Mangakino (Rangatira Drive, Mangakino).
- Submitting a request via Antenno.
- Facebook message/webchat.

Opportunities to influence

Council will be undertaking several consultation processes in 2024. Some of these potentially of interest to the Kinloch Representative Group are listed below. Full information will be available on Council's website as work on each piece of work progresses, but also other channels including representative group meeting agendas.

- District Plan changes
- Suite of Bylaws
- Long-term Plan

WHAKAKAPINGA | CONCLUSION

It is recommended that the information is received.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Kinloch Representative Group receives the information provided to support members in their role for the 2024 calendar year.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. 2022-25 Members Resource Library - Committees of Council
2. Kinloch Representative Group Terms of Reference and Delegations

5.3 KINLOCH SNAPSHOT

Author: Tania Russell, District Customer Relations Manager

Authorised by: Sarah Matthews, General Manager Organisation Performance

TE PŪTAKE | PURPOSE

This report provides the Kinloch Representative Group with an overview on what is happening and coming up in the rohe.

NGĀ KŌRERORERO | DISCUSSION

Community Engagement and Development

The Community Engagement Advisor – Northern District will give a brief overview of the community engagement work that has taken place in Kinloch since the last meeting.

- Civil Defence Community Response Group update
- Long-term Plan community engagement update

Hot Topics

Officers will give an overview of hot topics in the rohe.

Water Treatment Plant Upgrade

The Infrastructure Project Manager will provide detail about the water treatment plant upgrade project.

Transport

A representative from the Transportation team will give an update about:

- Safety strategy projects identified for 2023-24 financial year include the following:
 - Formalise roadside parking near Whangamata stream walk
 - Footpath from Kinloch Road to Oak Dale Drive
 - Tighten the left turn into Kinloch and add pedestrian refuge on the Kinloch leg of the intersection
 - Additional signage, line marking, delamination and landscaping

Kinloch Village Golf Club

Council officers are working with the Kinloch Village Golf Club Committee to vary and extend their lease. The variation to the lease would include adding a small commercial grade kitchen from which a small cafe can function to meet the needs of the Kinloch community and wider visitors. The extension has been requested to 31 January 2031 and will be dealt with by Council officers.

Policy

At the last Risk and Assurance Committee meeting of 2023, officers advised the Committee that it was unlikely that we would be able to adopt the Long-term Plan 2024-34 by the required timeframe at the end of June 2024. Long-term Plan timeframes are currently being revised and a new project timeline to be finalised shortly.

2021-31 Long term Plan Capital Expenditure

Project	On Time	On Budget	Comments or risks
Water Treatment plant upgrade	Delayed – works now underway, new completion date late 2024	Budget is being reviewed in lieu of final pile design	Piling commenced on 19 February 2024 and is expected to take two months.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Kinloch Representative Group notes the information contained in the Kinloch Snapshot report.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

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

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.4 MEMBERS' REPORTS

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

TE PŪTAKE | PURPOSE

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

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

WHAKAKAPINGA | CONCLUSION

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

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Kinloch Representative Group receives the reports from members.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil