

# **ATTACHMENTS**

**Kinloch Representative Group Meeting**

**2 May 2019**

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Kinloch Representative Group Meeting Minutes

28 February 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD AT THE KINLOCH COMMUNITY HALL , MATA PLACE , KINLOCH  
ON THURSDAY, 28 FEBRUARY 2019 AT 3.00PM**

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

**IN ATTENDANCE:** Head of Finance & Strategy, Head of Democracy, Governance & Venues, Head of Communications & Customer Relations, Asset Manager Water, Parks & Recreation Specialist, Senior Reserves Planner, Policy Advisor – A Smith, Policy Advisor – T Wood, Democratic Services Support Officer

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

The Chair welcomed everyone to the first meeting of 2019, noting that she looked forward to 2019 and member's continuing to work alongside the community to get the best outcomes for Kinloch.

Note: Cr Hickling left the meeting at the conclusion of item 4.4 at 4.43pm and was not present for resolutions KIN201902/07 & KIN201902/08.

**1 APOLOGIES**

**KIN201902/01 RESOLUTION**

Moved: Cr Christine Rankin

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 - 8 NOVEMBER 2018**

Minutes of a meeting of the Kinloch Representative Group held on Thursday, 8 November 2018 had been circulated (A2369417).

**KIN201902/02 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the minutes of the Kinloch Representative Group meeting held on Thursday 8 November 2018 be confirmed as a true and correct record.

**CARRIED**

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## 4 REPORTS

### 4.1 ACTION POINTS UPDATE

The follow action point updates were noted:

- Add replacement of rubbish bins at Kinloch golf course to the action sheet.
- Cr Rankin requested that the action item assigned to her be removed as at this stage, she would not likely get the report completed. Reiterated that development statistics and sustainability for Kinloch and New Zealand overall was positive.
- Mr Brittain was concerned that the proposed new footpath at Kinloch Road currently appeared to be going all the way to Whangamata Road, instead of ending at the poplars as per the original concept. He considered that the added section (poplars to Whangamata Road) served no purpose, that the extra expense was unjustified, and there were more higher priorities. It was also a premature move as that section of footpath would likely be ripped up upon the entranceway improvement and beautification work being undertaken. Ms Walker gave a brief update on engagement on that to date noting that the work was planned in two stages. The community survey that was done by the Kinloch Community Association (KCA) asked about the preferred length of the footpath. The majority of responses were in favour of the path going to the poplars. However technically the poplars was a private access and therefore not for public use. The Asset Manager Water advised (on behalf of the Asset Manager Transportation) that officers were currently undertaking consultation with the golf course and once that was completed, the contract for installation would go out for tender; \$250k had been allocated in 2019 for stage 1, and \$190k for stage 2 in 2020. Ms Walker undertook to do another community survey to understand the community's current views; that would be completed within the next two weeks. A member cautioned that the community should keep in mind that any decision to cease work would delay recommencement of that work if there was a future change in appetite.
- Discussion ensued regarding the commemorative memorial action. Cr Hickling advised that Council did not set aside reserve land for memorial purposes. The Senior Reserves Planner added that it was incumbent on the individual / group to suggest the site for a memorial. Staff would then prepare a report to the Fences, Roading, Reserves and Dogs (FRRd) committee for assessment against the policy. Mr Brittain noted that he would make a new submission request to extend the current memorial as that option was not proposed in the original request to the FRRd committee in November 2018. Officers were available to provide assistance if needed.
- Ms Walker noted that the Kinloch Community Association (KCA) had not received email notification of today's meeting as previously requested. The Democratic Services Support Officer apologised for the oversight and undertook to ensure notification email was sent to KCA going forward. Other options discussed to advise of upcoming Group meetings were the corflute sign at the big roundabout (Linda Malcolm would oversee notice there), and the Topsy Trout and Kinloch Store noticeboards.
- The Asset Manager Water gave a brief verbal infrastructure update and tabled plans relating to the Loch Eagles intersection and Kenrigg Road.
  - Work on the landfill accessway was 95% completed.
  - Work was underway on the wastewater pond near the plant entrance.
  - New road markings had been completed and barriers (similar to those at Taupō Countdown) would be installed to prevent people driving over the roundabout. In response, Mr Brittain noted that the roundabout exit point on to Kenrigg Road should be widened and the island reduced as the angle was too acute for vehicles – especially those towing a boat – travelling from Loch Eagles and turning right into Kenrigg Road.
  - Officers were currently working with the new store owners on proposed footpath improvements
  - The Head of Operations and Asset Manager Transportation were meeting with Bruce Campbell in the following week to discuss Whangamata Road surfacing issues. The Chair advised that a large portion of the community had expressed concerns about the safety of the road, especially in winter, and requested that the Group receive an update via email post discussions.
  - The effluent and sludge holding tanks were 95% completed.
  - Consultation was underway on the next major (WWTP) project to irrigate the golf course. Currently preparing communications which would be shared at the next Group meeting.

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- Loch Eagles reservoir work was ahead of schedule with the roof currently being installed.
- Currently halfway through the first year of a 5-year project on the drinking water standards. Testing was completed over the Christmas period to capture pressure areas when network use was at a peak. A contract which looked at the whole distribution network had just been awarded. Discussions ensued about exploring other potential site options, in particular the hapū owned land at eastern beach lake reserve. The Asset Manager Water advised that the current site selected was near the landfill site however, he would be open to discuss the potential viability of the eastern beach site with hapū if wanted. Ms Walker undertook to organise a meeting between the parties.
- The Chair undertook to follow up the status of the proposed toilet on the eastern beach reserve with the Parks Manager Sports & Horticulture.

**KIN201902/03 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Barry Hickling

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

**CARRIED****4.2 DRAFT TAUPŌ DISTRICT COUNCIL SPORTS AND RECREATION FACILITY STRATEGY**

The Parks & Recreation Specialist introduced his report and provided an overview of engagement undertaken to date in the development of Council's sports and recreation facility strategy. Key points noted during the presentation including questions, answers and related discussion were:

- Sport Waikato had been engaged to undertake the next phase of engagement with stakeholders, develop surveys and questionnaires, and provide specialist services eg undertake research, understand national trends. Sport Waikato were a good fit for this work as Council already had a well established relationship with them.
- This was the first ever sports and recreation strategy for Council. Initially was going to be sportsfields only however decided to extend brief wider.
- Considerable time had been spent exploring the intent of the strategy which was about people, places, spaces, resourcing, partnerships and future proofing.
- For funding purposes the final version adopted would need to align with central government framework and the Sports New Zealand Strategy.
- The role of Sport Bay of Plenty would be the same as a key stakeholder (refer pg 22).
- Those sporting bodies that met criteria and were not currently included could still be added.
- Kinloch activities were primarily of a recreational nature.
- Stakeholder feedback would be collated and reviewed in April / May 2019 and brought back to the Group for comment.
- The draft would be developed in June / July 2019 before elections and put on hold until after the local government elections.
- It was identified around 18 months ago that there was a big gap in sports areas in Kinloch; would like that included in strategy.
- The future assessment process for allocation of resources would be fair and equitable.

**KIN201902/04 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Cr Christine Rankin

That the Kinloch Representative Group receives the update on the Draft Taupō District Council Sports and Recreation Facility Strategy.

**CARRIED**

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#### 4.3 TRANSPORT STRATEGY ENGAGEMENT

Policy Advisor Aidan Smith gave a brief overview of engagement to date on the transport strategy. User feedback from walkers, cyclists, truck drivers etc. had been Taupō centric however, the scope of engagement would now be broadened. Was interested to hear views from the Kinloch community on various aspects specific to Kinloch including speed limits, cycling linkages, safety, commute times to Taupō, walking paths, as well as Taupō town centre parking restrictions.

A report had also been commissioned to investigate parking demand, travel times etc.

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

- A major issue in Kinloch was the limited amount of parking and access to the lakefront. Additionally there was no requirement on developers to provide parking for their proposed lots, which council planning needed to incorporate.
- Publicly accessible land and use was a district wide issue.
- The strategy needed to consider senior drivers and their unique requirements.
- Suggestion for public transport in future.
- Ms Walker extended an offer for KCA to host a workshop if Council wanted.
- Ms Walker referred to a walking map for Kinloch that had been previously drawn up. Walkways that connected people to the lake, and other key areas in Kinloch were important and should be factored in.

#### KIN201902/05 RESOLUTION

Moved: Mr Tim Brittain

Seconded: Cr Christine Rankin

That the Kinloch Representative Group receives the report in relation to the Transport Strategy engagement.

**CARRIED**

#### 4.4 DRAFT WATER SUPPLY STRATEGY

Policy Advisor Tanya Wood distributed a handout (A2422702). The Water Supply Strategy was a 30-year strategy and was legislatively required under the Infrastructure Strategy. The Asset Manager Water noted that the current draft was relatively complete and had been developed following several workshops with Council. The strategy was a high level document which had local, regional, and national components. There were four key outcomes and goals to guide the direction over next 30 years. Other key points noted were:

- A key focus was to accelerate items that related to the protection of public health.
- Responsible use of water was a high driver for regional council and key reason for developing and updating the strategy.
- Taupō district water consumption was high in comparison to other towns and averaged around 400 litres per person per day. Council were looking at ways to minimise impacts on the environment and overall reduce water use. A target of 10-years had been set which was also the median level in line with other towns.
- Needed to understand figures more by looking at dynamics such as summer to winter pressures, and holiday peak seasons. A profile could then be developed and growth predictions provided to WRC.
- The fourth outcome related to financial management and crossed over into asset management. The goal was to ensure fairness with how water was charged.
- Kinloch rates paid for water upgrades in Kinloch. A new funding plan for Kinloch upgrades would be included in the next Long-Term Plan.
- Community and stakeholder feedback would be taken back to Council later this year.
- More work was being done to understand the dynamics of the Kinloch population and how that affected water use and supply.
- The Group's role would be ensure that the community was aware of the strategy and their feedback

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included.

- The strategy was high level and would be signed off by Council. The consultation plan would be reviewed regularly and updated accordingly.
- Water meters were not part of any plans in the near future.

**KIN201902/06 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Cr Barry Hickling

That the Kinloch Representative Group receives the update on the Taupō District Council Water Strategy.

**CARRIED**

*Note: Cr Hickling left at this point – 4.43pm.*

**4.5 UPDATE ON KINLOCH COMMUNITY PLAN AND VISION**

Ms Walker tabled documentation titled the Kinloch Community Hub Project and gave a brief summary of the project. Post initial community plan work in 2017, the community identified that a larger community hall was wanted; \$200k was set aside for that in the LTP. Consulted community again in April and July 2018; desire was now for a new hall. A third workshop was held in February 2019 to develop principles; another had been scheduled for evening of March 25, 2019. Chief Executive Gareth Green had agreed to be direct contact for Council on the project. Currently looking into NZ Lotteries funding for a feasibility study. A provider to do that work had been chosen and quote was currently being developed.

**KIN201902/07 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the information.

**CARRIED****4.6 MEMBERS' REPORTS****Tim Brittain**

- Advised that a number of people had complained about the access from Nisbet Terrace reserve to lakefront and Lady Henry had fallen over going down there. There was three entry points along the reserve that went down a bank to the beach; the main issue was the rough terrain and subsidence on one lot of steps. No maintenance had been done in those areas for at least a decade. Cr Jollands asked Mr Brittain to take photographs of the entrance points so she could follow up with the Parks Manager Sports & Horticulture before the next Group meeting.
- Noted that on the two busiest days in summer, trailers went right to the back of the domain.

**Belinda Walker**

- Waiting to hear back from the Parks Manager Sports & Horticulture when the cricket net would be installed in the corner of the domain (opposite to pending rugby goal posts). Funding for the net was an outcome of a partnership with Taupō cricket. Happy for any other partners to come onboard.

**Cr Rosanne Jollands**

- A comprehensive review of Council's district plan was well underway. Had spoken with the Policy Manager who advised new planning standards - which would impact on Kinloch - were due for release in April 2019. Would organise a workshop / meeting with the Policy Manager so that the community could feed into that process.

**KIN201902/08 RESOLUTION**

Moved: Cr Christine Rankin

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Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the reports from members.

**CARRIED**

**5 CONFIDENTIAL BUSINESS**

Nil

**The Meeting closed at 4.52pm.**

**The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 2 May 2019.**

.....  
**CHAIRPERSON**

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.	Plans and cost estimates have been completed. Consultation with adjacent landowners (golf course) is in progress.
4.4	20/09/2018	Esplanade Plans	An additional 8-9 car parks to be added.	Verbal update to be provided.
4.1	20/09/2018	Working Group - Transportation Strategy	Working group to oversee Transportation Strategy to be established. Asset Manager Transportation to be part of group.	Ongoing.
4.4	31/05/2018	Lake & Foreshore Update	Erosion issues around the lake have been prioritised. Further information requested regarding the timing of this work.	Ongoing.
4.4	31/05/2018	Kinloch Transfer Station	Review of opening hours at the Transfer Station as part of the Waste Minimisation Management Plan. Consultation with community will be required. Widening of sealed area and access changes to be scheduled on transportation works.	Any changes to the operating hours at the Kinloch Transfer station were put on hold until after the summer busy season and the upgrade of the transfer station. Works at the site have now been completed, with thanks to Glass Packaging Forum for the \$22k grant to support glass recovery from the site. Further consultation with the community around operating hours will now be undertaken. Widening of the sealed area will also be undertaken.
4.1	20/09/2018	Communications Plan	Cr Jollands was to meet with comms team on 25/09 to discuss communications plan for Kinloch and email update to members.	Verbal update to be provided by Cr Jollands.
4.1	8/11/2018	Boojum Dell	A member requested that the reinstatement to swale by Bike Taupō be put back on the action sheet. Cr Jollands undertook to follow up with Pete Marsters.	Verbal update to be provided by Cr Jollands.
4.1	28/02/2019	Replacement of Rubbish Bins at Kinloch Golf Course	Requested that rubbish bins removed from golf course and nearby area be reinstated.	The rubbish bin has been reinstated at the golf course.
4.1	28/02/2019	Kinloch Road Footpath Extension to Whangamata Road	Ms Walker undertook to do another community survey to understand the community's current views which would be completed within the next two weeks.	Verbal update to be provided by Ms Walker.
4.1	28/02/2019	Potential Site Options for Waters Infrastructure	Discussions ensued about exploring other potential site options, in particular the hapū owned land at eastern beach lake reserve. The Asset Manager Water advised that the current site selected was near the landfill site however, he would be open to discuss the potential viability of the eastern beach site with hapū if wanted. Ms Walker undertook to organise a meeting between the parties.	Verbal update to be provided.
4.1	28/02/2019	Proposed Toilet on Eastern Beach Reserve	The Chair undertook to follow up the status of the proposed toilet on the eastern beach reserve with the Parks Manager Sports & Horticulture.	Verbal update to be provided.
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.	The Parks Operations Team have investigated the lake access points off Nisbet Terrace. Pruning and vegetation clearance has been scheduled to open and clean up access off the esplanade reserve. The majority of steps and structures are positioned on Tuwharetoa Maori Trust Board land. The Parks Manager – Community and Open Spaces will discuss options for upgrading these structures with the Trust Board and report back to the Kinloch Representative Group.
4.1	28/02/2019	Installation of Cricket Net on Domain	Ms Walker was waiting to hear back from the Parks Manager Sports & Horticulture timeline for when the cricket net would be installed on the domain.	

# Asset management

The Objective of Asset Management is to:

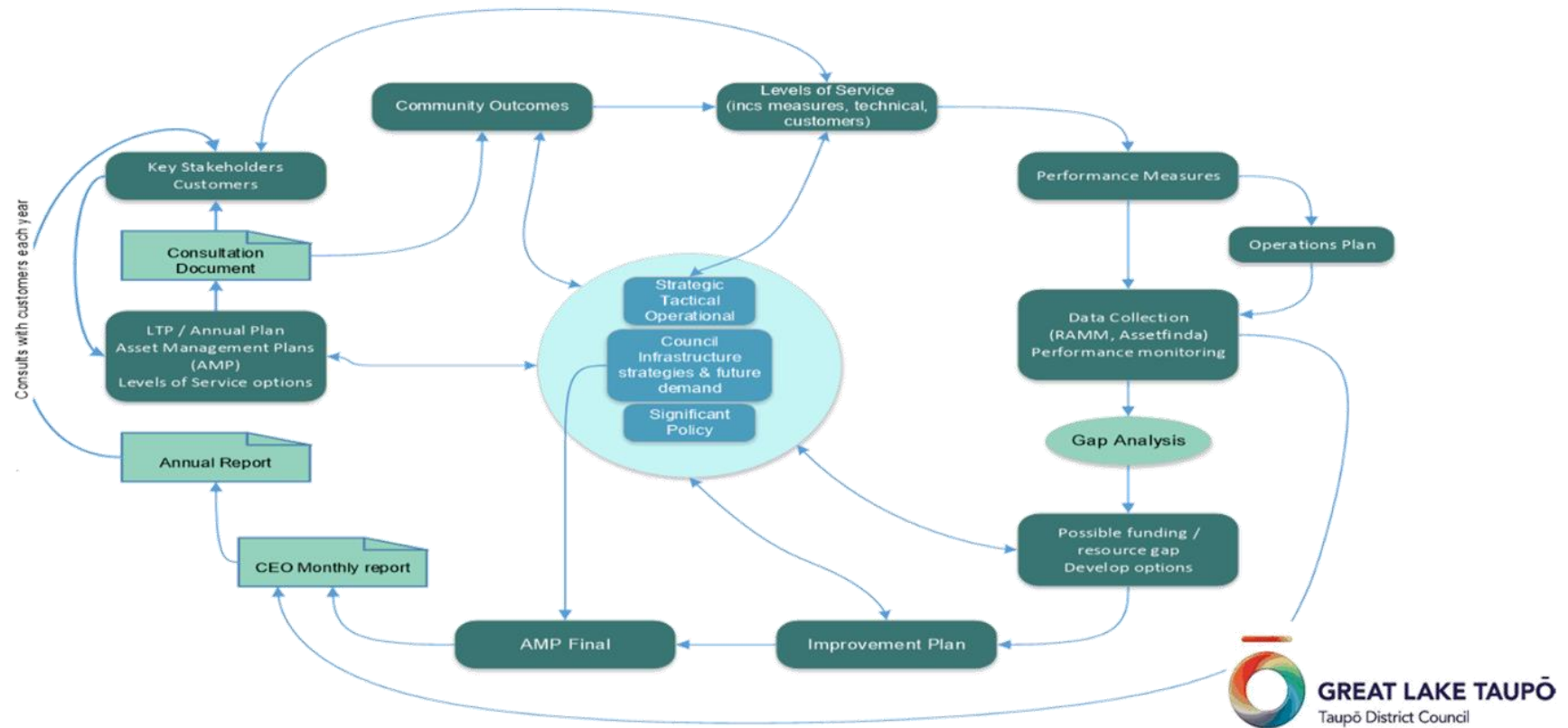
Meet the required level of service in the most cost effective manner, through the management of assets for present and future customers

We are going to briefly cover:

- Asset management plan linkages
- Levels of service
- New assets
- Asset life cycles
- Renewal planning
- Is it working
- Who's involved



# AMP development & consultation process and linkages



# Level of Service

- It's a balancing Act
- Changes in Levels of service should be considered holistically (what is the impact on other assets and services) funding



# Asset Creation, a new thing

- Could be through a submission to Council
- A business need / level of service
- A legal requirement / consent condition
- Growth



# Life Cycle

- You need to know your Asset
- Is it still delivering the desired outcomes
- Are the business needs changing
- What are the costs



# Renewal planning

A mix of:

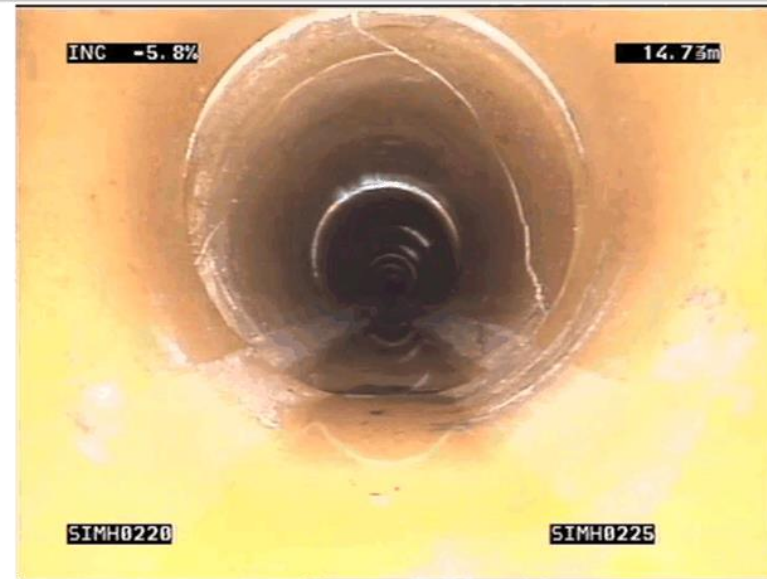
Risk of failure

Age

Condition

Criticality

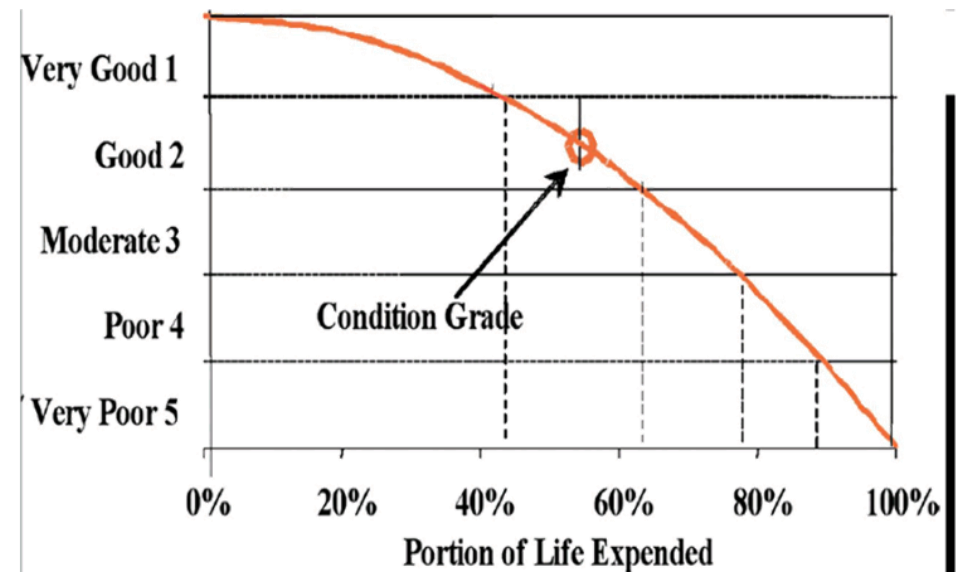
Performance



# Renewal planning

- Accuracy of the data, is critical to renewal planning
- Enables more accurate determination of the renew spending
- Example

CCTV pipe inspection program



# Is it working as intended (questions you could ask)

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- Are we delivering programs and meeting required service levels?
- Are we making decisions in a transparent manner, based on clear and documented information?
- Do we know the age, condition, useful remaining life and current value of our major assets?
- Do we know the replacement costs of our assets?
- Have we costed out the full lifecycle of our key assets?
- Is staff from across the organization engaged in asset management practices



# Who Does it

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It's a team effort

Decision making through to  
implementation

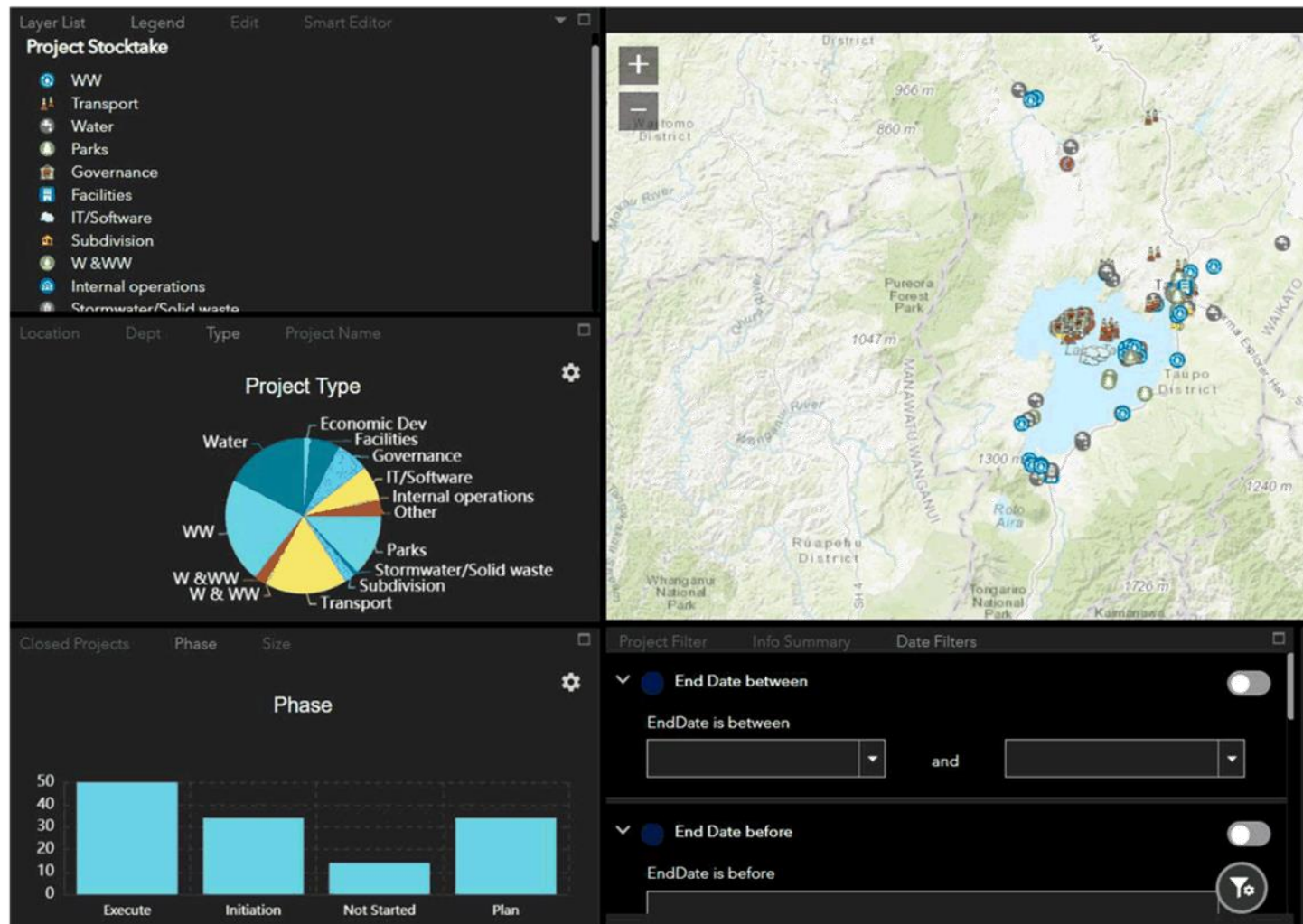


# **TDC Project Management Methodology**

## How we've defined a Project

A project is a **temporary endeavour** undertaken to create a **unique** product, service or result. Projects are different from other ongoing operations in an organisation, because unlike operations, projects have a **definite beginning and an end** - they have a limited duration. Projects are the **means by which changes are introduced** into the organisation/District.

## Project Dashboard



## Why do we want to do Projects Better

- To ensure we deliver projects to TIME, COST, QUALITY, SCOPE
- So we can deliver more for less
- To ensure we continue to deliver quality infrastructure
- To ensure we can keep up with Growth in the District
- To ensure we realise the Benefits our projects are meant to deliver

Council vision



'To be the most prosperous and liveable district in the North Island by 2022'.



Charming



Quality



World Class



Resilient



Authentic

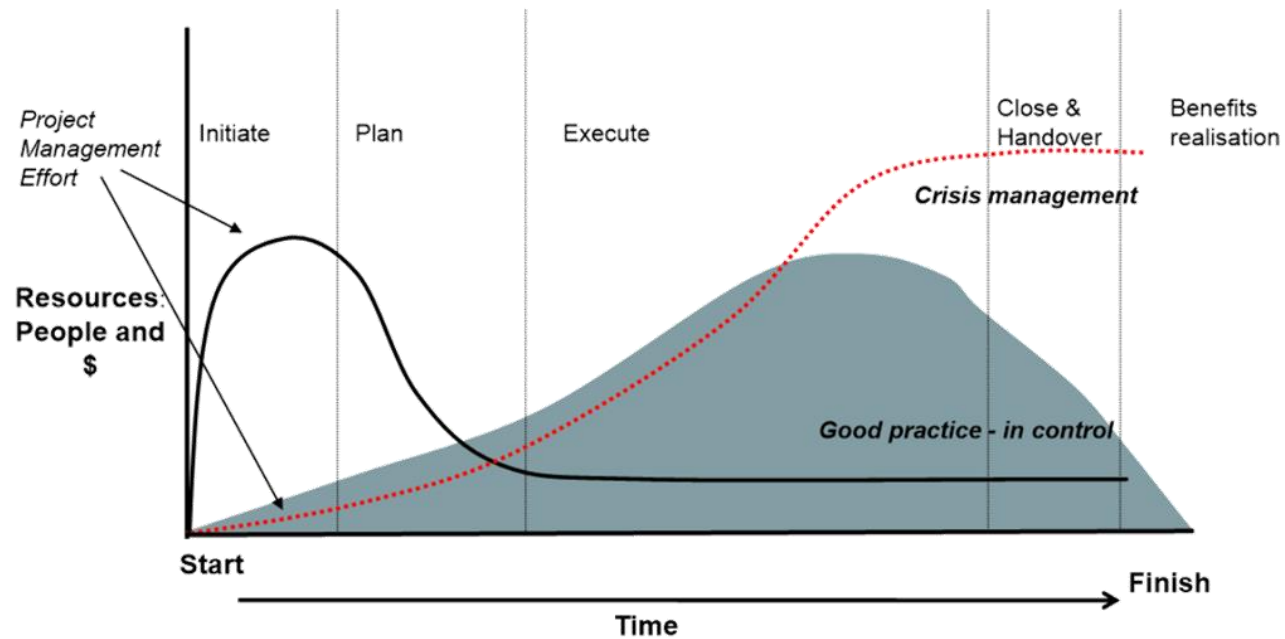


Vibrant

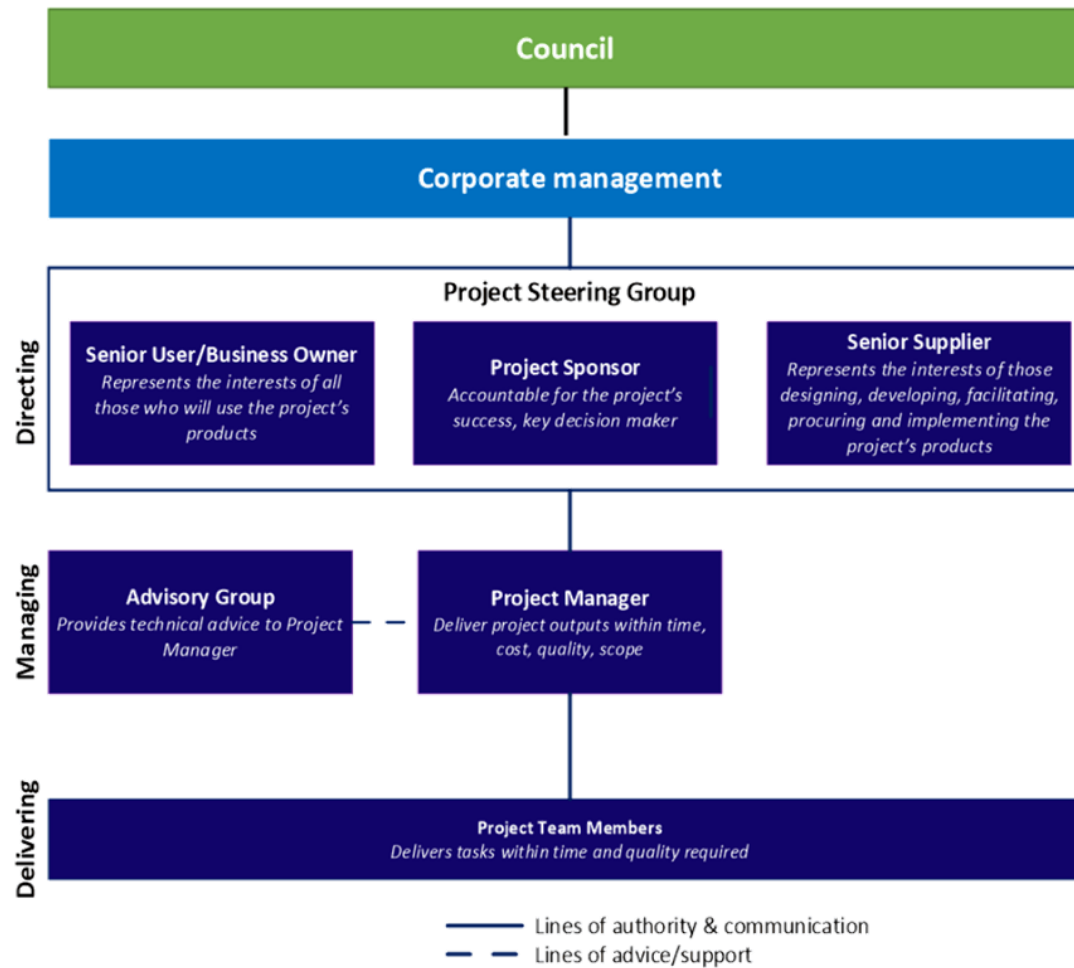


Value

## How we want to approach Projects



# Project Governance



# How we deliver Projects

## Project Scope

- All the work and only the work required
- Realistic and Managed
- Clear and Unambiguous
- The right people
- Understanding degree of Change required

