



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

AGENDA

INGLEWOOD COMMUNITY BOARD

Wednesday 30 November 2022
at 1.30pm

Inglewood Library & Service Centre

Mr	Jono	Burrows
Mr	Christine	Fabish
Mr	Nick	Jones
Ms	Sarah	Lucas
Cr	Marie	Pearce

Community Boards

Role of community boards (s52 Local Government Act 2002)

- a) represent, and act as an advocate for, the interests of its community; and
- b) consider and report on matters referred by the council and other matters of interest
- c) maintain an overview of services provided by the council within the community; and
- d) prepare an annual submission to the council for expenditure within the community;
- e) communicate with community organisations and special interest groups within the community; and
- f) undertake any other responsibilities that are delegated to it by the territorial authority.

Addressing the community board

Requests for public forum and deputations need to be made at least one day prior to the meeting. The Chairperson has authority to approve or decline public comments and deputations in line with the standing order requirements.

Public Forum

Public Forums enable members of the public to bring matters to the attention of the committee **which are not contained on the meeting agenda. The matters must relate to the meeting's** terms of reference. Speakers can speak for up to 5 minutes, with no more than two speakers on behalf of one organisation.

Deputations

Deputations enable a person, group or organisation to speak to the meeting on matters contained on the agenda. An individual speaker can speak for up to 10 minutes. Where there are multiple speakers for one organisation, a total time limit of 15 minutes, for the entire deputation, applies.

Purpose of Local Government

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

END

OPENING KARAKIA

Kia uruuru mai	I draw in (to my being)
Ā hauora	The reviving essence
Ā haukaha	The strengthening essence
Ā haumāia	The essence of courage
Ki runga, ki raro	Above, below
Ki roto, ki waho	Within, without
Rirerire hau paimarire	Let there be peace

HEALTH & SAFETY

APOLOGIES

CONFLICTS OF INTEREST

PUBLIC COMMENT

None advised

DEPUTATIONS

None advised

COMMUNITY BOARD MINUTES

Recommendation

That the minutes of the Inglewood Community Board dated 16 August 2022 (ECM8819367) and the proceedings of the said meetings, as previously circulated, be taken as read and confirmed as a true and correct record.

REPORTS

ITEMS FOR DECISION BY INGLEWOOD COMMUNITY BOARD

- 1 Election of a Chairperson
- 2 Election of a Deputy Chairperson
- 3 Member Activity Report – Christine Fabish
- 4 Member Activity Report – Sarah Lucas
- 5 Windsor Walkway Project update
- 6 Community Board Discretionary Fund – Installation of Shade Structure

ITEMS FOR RECOMMENDATION TO COUNCIL

- 7 Policy on Elected Members Allowances and Recovery of Expenses
- 8 Temporary Road Closure – **Tāpoi Taranaki, World Multisport Events Ltd**

END

ELECTION OF CHAIRPERSON

MATTER / **TE WHĀINGA**

1. The matter for consideration by the Council is the election of a Chairperson for the Inglewood Community Board.

RECOMMENDATION FOR CONSIDERATION / **NGĀ WHAIKUPU**

That, having considered all matters raised in the report:

[Option 1 - in the case of there being a single nomination for Chairperson]

- a) Voting System B be used to elect the Chairperson of the Inglewood Community Board; and
- b) _____ be elected Chairperson of the Inglewood Community Board.

OR

[Option 2 - in the case of there being more than one nomination for a Chairperson each clause to be moved separately]

- a) Voting System [A or B] be used to elect the Chairperson of the Inglewood Community Board; and
- b) _____ be elected Chairperson of the Inglewood Community Board.

SIGNIFICANCE AND ENGAGEMENT / TE HUHUTANGA ME TE WHAKAURUA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being some important because there are no budgetary or levels of service implications. The election of a Chairperson is an administrative matter.

BACKGROUND / WHAKAPAPA

3. The role of a Community Board Chairperson is varied. As a leadership role, it consists of more than chairing and attending meetings. As the face of the Community, the Chairperson will need to participate in other community events and meetings. The Chairperson will also need to actively engage with the Mayor and Councillors on behalf of the Board.
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4. Local Government New Zealand has prepared generic information on the role of a Community Board Chairperson which can be found on the LGNZ website ([here](#)).

How the Chairperson will be determined

5. At the start of this item, the presiding staff member (either the Governance Lead or the Governance Adviser) will ask each Community Board Member in turn whether they wish to be considered for the role of Chairperson.
 6. Where there is more than one expression of interest, each candidate will have five minutes to outline to their fellow board members the reasons why they should be elected Chairperson. The presiding staff member will determine the speaking order by drawing names randomly.
 7. The Local Government Act 2002 prescribes the available methods of voting. The methods of voting are set out below.
 8. Where there is only one candidate for the role of Chairperson, Officers recommend that voting system B be used as only one round of voting will be required. The presiding staff member will call for a mover and seconder to confirm the voting system and the election of the candidate as Chairperson (Option 1 recommendation). The Community Board must confirm the appointment by resolution. The candidate can vote on the matter.
 9. Where there are multiple candidates, the following process will be undertaken:
 - a) The presiding staff member will call for a mover and seconder of the preferred voting system.
 - b) Community Board Members will decide, by resolution, their preferred voting system.
 - c) The presiding staff member will call for a mover and seconder for each individual candidate for the Chairperson role.
 - i) A candidate can move or second their own nomination.
 - ii) No member may move or second more than one nomination.
 - iii) For clarity, unless they abstain, the Council appointee to the Community Board is able to vote on the election of a Chairperson.
 - d) The determination of the Chairperson will be determined following the voting method used in clause b) above.
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Voting Systems for Community Board Chairpersons

10. The Community Board must resolve to use one of two voting systems when electing a Chairperson:

a) Voting System A

A person is elected Chairperson if they receive the votes of a majority of the Community Board Members present and voting.

Procedure

- i) There is a first round of voting for all candidates.
- ii) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- iii) If no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv) In any round of voting, if two or more candidates tie for the lowest number of votes the person excluded from the next round is resolved by lot.

b) Voting System B

A person is elected Chairperson if they receive more votes than any other candidate.

Procedure

- i) There is only one round of voting; and
- ii) If two or more candidates tie for the most votes, the tie is resolved by lot.

11. Regardless of the voting system chosen, each Community Board Member (including the Council appointee) may only vote for one candidate in each round of voting. A Community Board Member may vote for themselves.

Role of Chairperson

12. A Community Board Chairperson provides the Community Board with strong leadership. The Chairperson is often the face of the Community Board at Council and Committee meetings and in the community, representing the Community Board to other government and community agencies.
13. Being an effective Community Board Chairperson consists of more than just chairing and attending Community Board meetings. It also involves a high level of commitment with leadership and team building skills.
14. The Chairperson needs to lead, guide, co-ordinate and direct business and the activities of the Community Board within its specific terms of reference and delegated authorities.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA
ĀHUARANGI

15. Whilst choosing a voting system and electing a Chairperson is an administration function, all Community Board **Members will be encouraged to support NPDC's** commitment to mitigating impacts on climate change during their term.

NEXT STEPS / **HĪKOI I MURI MAI**

16. Once appointed by resolution the Community Board Member can act as a Community Board Chairperson.

FINANCIAL AND RESOURCING IMPLICATIONS / **NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI**

17. The Remuneration Authority sets the salaries of Community Board Chairpersons.
18. Council will provide the Chairperson with resources and support to carry out their role effectively. Council has budgeted for these expenses.

IMPLICATIONS ASSESSMENT/**HĪRANGA AROMATAWAI**

19. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and **preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;**
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
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Report Details

Prepared By: Julie Straka (Governance Lead)
Team: Governance
Approved By: Joy Buckingham (General Manager Corporate Services)
Ward/Community: Kōhanga Moa Ward
Date: 7 November 2022
File Reference: ECM 8872660

-----*End of Report*-----

ELECTION OF DEPUTY CHAIRPERSON

MATTER/ **TE WHĀINGA**

1. The matter for consideration by the Council is the election of a Deputy Chairperson for the Inglewood Community Board.

RECOMMENDATION FOR CONSIDERATION/ **NGĀ WHAIKUPU**

That, having considered all matters raised in the report:

[Option 1 - in the case of there being a single nomination for Deputy Chairperson]

- a) Voting System B be used to elect the Deputy Chairperson of the Inglewood Community Board; and
- b) _____ be elected Deputy Chairperson of the Inglewood Community Board.

OR

[Option 2 - in the case of there being more than one nomination for a Deputy Chairperson each clause to be moved separately]

- a) Voting System [A or B] be used to elect the Deputy Chairperson of the Inglewood Community Board; and
- b) _____ be elected Deputy Chairperson of the Inglewood Community Board.

SIGNIFICANCE AND ENGAGEMENT/ KAUPAPA WHAKAHI RAHIRA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being some important because there are no budgetary or levels of service implications. The election of a Deputy Chairperson is an administrative matter.

BACKGROUND / WHAKAPAPA

3. The role of a community board Deputy Chairperson is varied with providing the community board with strong leadership. To be an effective community board Deputy Chairperson you need to know that it consists of more than just attending community board meetings. It also involves a high level of commitment with leadership and team playing skills.
-

4. Local Government New Zealand has prepared generic information on the role of a Community Board Deputy Chairperson which can be found on the LGNZ website ([Here](#)).

How the Deputy Chairperson will be determined

5. At the start of this item, the presiding staff member (either the Governance Lead or the Governance Adviser) will ask each Community Board Member in turn whether they wish to be considered for the role of Deputy Chairperson.
 6. Where there is more than one expression of interest, each candidate will have five minutes to outline to their fellow board members the reasons why they should be elected Deputy Chairperson. The presiding staff member will determine the speaking order by drawing names randomly.
 7. The Local Government Act 2002 prescribes the available methods of voting. The methods of voting are set out below.
 8. Where there is only one candidate for the role of Deputy Chairperson, Officers recommend that voting system B be used as only one round of voting will be required. The presiding staff member will call for a mover and seconder to confirm the voting system and the election of the candidate as Deputy Chairperson (Option 1 recommendation). The Community Board must confirm the appointment by resolution. The candidate can vote on the matter.
 9. Where there are multiple candidates, the following process will be undertaken:
 - a) The presiding staff member will call for a mover and seconder of the preferred voting system.
 - b) Community Board Members will decide, by resolution, their preferred voting system.
 - c) The presiding staff member will call for a mover and seconder for each individual candidate for the Deputy Chairperson role.
 - i) A candidate can move or second their own nomination.
 - ii) No member may move or second more than one nomination.
 - iii) For clarity, unless they abstain, the Council appointee to the Community Board is able to vote on the election of a Deputy Chairperson.
 - d) The determination of the Deputy Chairperson will be determined following the voting method used in clause b) above.
-

Voting Systems for Community Board Deputy Chairperson

10. The Community Board must resolve to use one of two voting systems when electing a Deputy Chairperson:

a) Voting System A

A person is elected Deputy Chairperson if they receive the votes of a majority of the Community Board Members present and voting.

Procedure

- i) There is a first round of voting for all candidates.
- ii) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- iii) If no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv) In any round of voting, if two or more candidates tie for the lowest number of votes the person excluded from the next round is resolved by lot.

b) Voting System B

A person is elected Deputy Chairperson if they receive more votes than any other candidate.

Procedure

- i) There is only one round of voting; and
- ii) If two or more candidates tie for the most votes, the tie is resolved by lot.

11. Regardless of the voting system chosen, each Community Board Member (including the Council appointee) may only vote for one candidate in each round of voting. A Community Board Member may vote for themselves.
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Role of Deputy Chairperson

12. **A Community Board Deputy Chairperson's role is to act as Chair in the absence of the Chairperson.**
13. The Deputy Chairperson needs to assist the Chairperson with leadership, assisting with the activities of the community board within its specific terms of reference and delegated authorities.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA
ĀHUARANGI

14. Whilst choosing a voting system and electing a Deputy Chairperson is an administration function, all Community Board Members will be encouraged to support **NPDC's commitment to mitigating impacts on climate change** during their term.

NEXT STEPS / **HĪKOI I MURI MAI**

15. Once appointed by resolution the Community Board Member can act as a Community Board Deputy Chairperson.

FINANCIAL AND RESOURCING IMPLICATIONS / **NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI**

16. The Remuneration Authority sets the salaries of Community Board members.
17. Council will provide the Deputy Chairperson with resources and support to carry out their role effectively. Council has budgeted for these expenses.

IMPLICATIONS ASSESSMENT

18. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and **preferences of any interested or affected persons (including Māori)**, in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
-

Report Details

Prepared By:	Carol Allen (Governance Adviser)
Team:	Governance
Approved By:	Julie Straka (Governance Lead)
Ward/Community:	Kōhanga Mōa Ward/ Inglewood Community
Date:	17 November 2022
File Reference:	ECM 8879999

-----*End of Report*-----

MEMBERS ACTIVITY REPORT – CHRISTINE FABISH

PURPOSE

1. This report advises of the community board activities of Christine Fabish in the period to 23 November 2022.

RECOMMENDATION

That, having considered all matters raised in the report, the Inglewood Community Board note the report.

ACTIVITIES

Inglewood Cemetery

2. I liaised between a local resident and NPDC Parks, in response to a request for correct burial information. I was able to find out and pass-on the required information.

Drain repairs

3. I lodged a Service Request for repairs to a drain on the corner of the entrance to the South Railway entrance. The repairs have now been completed.

Road Safety concerns

4. Followed up on safety concerns at the Norfolk/ Suffolk Road corner. Awaiting an outcome

Park Shading

5. Have followed up regarding progress of the Jubilee Park shade structure. A report is included on the Inglewood Community Board Agenda regarding installation of the shade structure.

Fluoridation

6. Council noted a **Manatū Hauora (Ministry of Health) directive to fluoridate New Plymouth Water supply (Omata to Urenui)**, at Council meeting on 6 September. Noted that this is a MoH decision, not Council.

Road pavement Potholes

7. I submitted a Service Request to NZTA to repair the pavement at the Brown Street corner. The repairs were completed the following day.

Attendances

8. I attended the final Council meeting for the triennium, on 27 September

Sewerage overflow

9. Raised concerns regarding an overflow of sewerage on Konini Street and met with a Council Officer on 13 October.
10. We discussed issues with the Inglewood wastewater system, including an incident that arose following recent heavy rainfall where complaints were received from two residents on Koromiko Street where toilet paper and effluent overflow occurred.

Roading concerns

11. I met with a concerned rural resident on 2 November to discuss the condition of the road outside her home and the resultant damage to her house that has occurred.
12. I have requested an on-site meeting with the Council Officer previously involved in this issue.

Report Details

Prepared By:	Christine Fabish (Inglewood Community Board member)
Team:	Inglewood Community Board
Ward/Community:	Kōhanga Mōa Ward / Inglewood Community
Date:	23 November 2022
File Reference:	ECM 8883418

-----End of Report -----

MEMBERS ACTIVITY REPORT – SARAH LUCAS

PURPOSE

1. This report advises of the community board activities of Sarah Lucas in the period to 20 November 2022.

RECOMMENDATION

That, having considered all matters raised in the report, the Inglewood Community Board note the report.

ACTIVITIES

Attendances

2. I have attended the following meetings and events:
 - i) An induction workshop covering general governance and administrative matters and the inaugural meeting (26 October).
 - ii) The Crown apology to Ngati Maru (29 October) at their marae in Tarata.
 - iii) A full day governance workshop (2 November) hosted by LGNZ.
 - iv) A full day Community Board Induction Workshop (9 November) at Council Chambers.

Engine braking on Rata Street

3. Received concerns from a representative of a group of neighbours on Rata Street, near the new crossing. They are grateful for the crossing but are concerned about the engine braking that now occurs throughout the night. It is disturbing sleep in the neighbourhood.
4. The location is a state highway and under the jurisdiction of Waka Kotahi. Engine braking signs are up at each entrance to Inglewood.
5. Action: report back to residents.

Weeds on Hinau Street

6. Have received multiple complaints about the state of the weeds in the brand new islands by Hinau Street and the new crossing.

-
7. I submitted a Service Request on 15 November. Council officers have advised that a request has been forwarded to the roading contractor asking for the area to be swept and the planting and weeding to be investigated.

Statistical demographics

8. Have requested statistical demographics and maps of the Inglewood representation area to better understand the community we represent.
9. Council Officers have requested statistical data from Stats NZ.

Report Details

Prepared By:	Sarah Lucas (Inglewood Community Board member)
Team:	Inglewood Community Board
Ward/Community:	Kōhanga Moa Ward / Inglewood Community
Date:	23 November 2022
File Reference:	ECM 8883487

-----*End of Report*-----

WINDSOR WALKWAY PROJECT UPDATE

MATTER / **TE WHĀINGA**

1. The purpose of this report is to advise the Community Board on the current status of Windsor Walkway Project and to outline the proposed construction programme within the current 2021-2031 Long-Term Plan. The project works will commence in the 2022/23 Financial Year and conclude within the 2023/24 Financial Year.

RECOMMENDATION FOR CONSIDERATION / **NGĀ WHAIKUPU**

That, having considered all matters raised in the report, the Inglewood Community Board note the report.

SIGNIFICANCE AND ENGAGEMENT/KAUPAPA WHAKAHI RAHI RA

2. This report is provided for information purposes only and has been assessed as being of some importance.

BACKGROUND / WHAKAPAPA

3. The Windsor Walkway Project involves the installation of a 1.5m concrete footpath completed in two stages.
 - i) Stage 1 of the project covers the area from the SH3/Upper Dudley Road intersection to the Upper Dudley Road/Windsor Road intersection. Stage 1 is expected to commence in February 2023.
 - ii) Stage 2 of the project covers the area from Upper Dudley Road / Windsor Road intersection to the Windsor Road/Brookes Street intersection. Stage 2 is expected to commence July 2023.
 4. A media advertisement will be placed in the Inglewood community publication Mōa Mail, and a Projects web page, on **Council's** website, will be available once all affected property owners have been contacted and informed the extent of the works.
-

5. To inform the community, Council officers will:
 - i) Contact and inform all affected property owners of the extent of the works.
 - ii) Place an advertisement in the Moa Mail
 - iii) **Create a Projects Page on the Council's website.**
6. Based on approved funding within the current 2021-2031 Long Term Plan and escalating construction market costs, completion of the entire 4.5km of the Windsor Walkway may be deferred until future funding is approved.

NEXT STEPS / **HĪKOI I MURI MAI**

7. Council officers are currently working to finalise the walkway alignment and provide a draft typical cross-section design for community and stakeholder feedback.
8. Council Officers are preparing to engage with Pukerangiora Hapu.
9. Following community and stakeholder engagement, Council officers will liaise with adjacent property owners to relocate fencing and vegetation where road reserve encroachments have occurred.
10. Work on Stage 1 is expected to commence in February 2023.

FINANCIAL AND RESOURCING IMPLICATIONS/ **NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI**

11. The Project Budget, within the current 2021-2031 Long Term Plan is \$860,000. 51% of the project costs will be contributed from Waka Kotahi (New Zealand Transport Agency).
12. The physical works will be delivered through the New Plymouth District Council 10 Year Infrastructure Term Services Contract.

IMPLICATIONS ASSESSMENT / **HĪRANGA AROMATAWAI**

13. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (**including Māori**), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

APPENDICES / **NGĀ ĀPITI HANGA**

Appendix One Windsor Walkway Alignment (ECM 8880140)

Appendix Two Windsor Walkway Basic Cross-section (ECM 8880143)

Report Details

Prepared By: Terry Wheeler (Contracts Engineer)
Team: Transportation
Approved By: Matt Richardson (Network Delivery Lead - Transportation)
Ward/Community: Kōhanga Mōa Ward/ Inglewood Community
Date: 17 November 2022
File Reference: ECM 8880135

-----End of Report -----

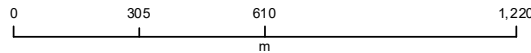


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HORIZONTAL DATUM
New Zealand Geodetic Datum 2000

MAP PROJECTION
New Zealand Transverse Mercator

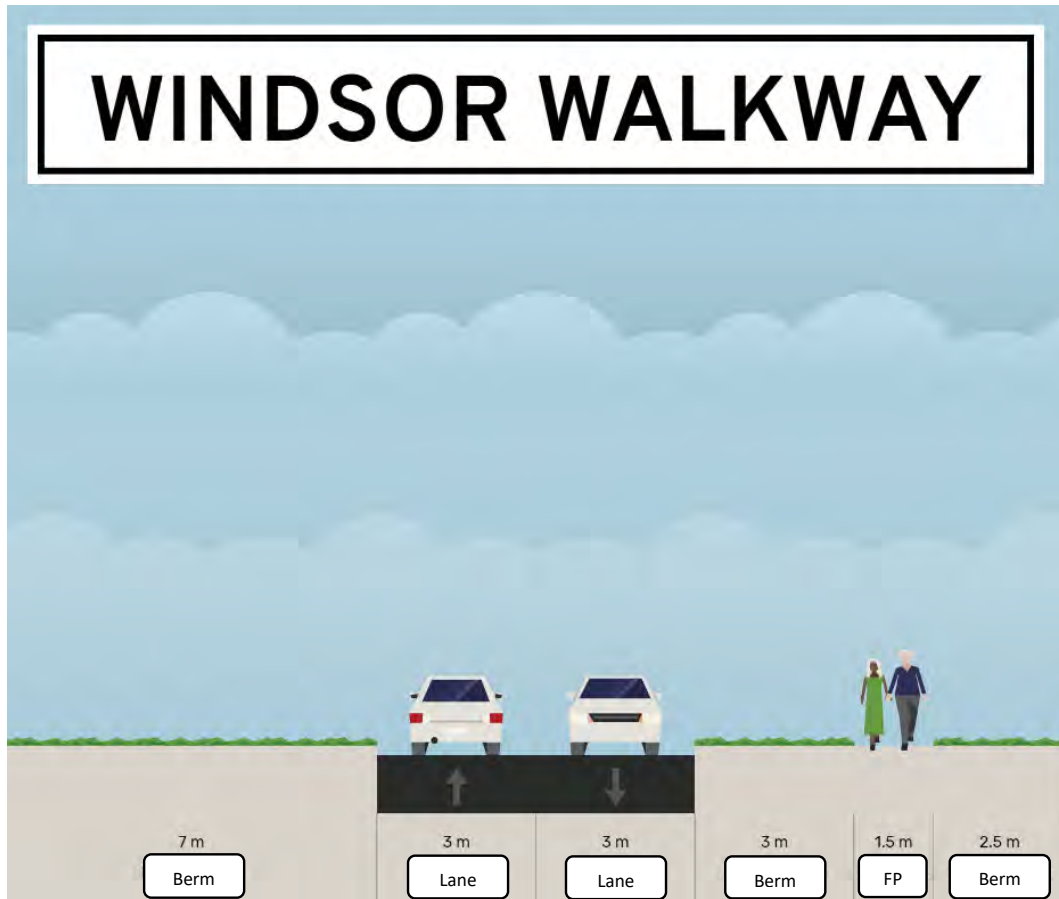


MILES Print Map

Date: 11/17/2022



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COMMUNITY BOARDS DISCRETIONARY FUND –INSTALLATION OF A SHADE STRUCTURE AT JUBILEE PARK, INGLEWOOD.

MATTER / **TE WHĀINGA**

1. The matter for consideration is the installation of a shade structure at Jubilee Park, Inglewood.

RECOMMENDATION FOR CONSIDERATION / **NGĀ WHAIKUPU**

That having considered all matters raised in the report, the Inglewood Community Board approve an amount of up to \$15,000 (exc GST) for the installation of a shade structure at Jubilee Park, Inglewood.

COMPLIANCE/ TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: <ol style="list-style-type: none"> 1. Approve the funding of up to \$15,000 for the installation of a shade structure at Jubilee Park, Inglewood. 2. Not approve the funding
Affected persons	The persons who are affected by or interested in this matter are the residents and businesses of Inglewood.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	No.

EXECUTIVE SUMMARY / TOHUTOHU KAI WHAKAHAERE

2. We recommend that the Inglewood Community Board consider funding the installation of a shade structure at Jubilee Park, Inglewood, through the Community Board Discretionary Fund.
3. The shade structure has been purchased and is now awaiting installation, however, there are no budgeted funds to pay the costs of the installation.

BACKGROUND / WHAKAPAPA

4. In April 2022, Inglewood Community Board approved Community Board Discretionary Funding of \$25,000 for the purchase and installation of a sun/rain shelter and shade trees between the playground and skate park in Jubilee Park, Inglewood (Option A in Appendix One).
5. The original funding has now been largely consumed. The cost of the project to date, is \$20,363, with painting of four posts still to be completed and invoiced.
6. The surplus remaining will not cover the cost of installation.
7. At the time that the original project was costed and approved, NPDC Parks advised they had staff with capability and capacity to install the structure. Since that time, the staff member with the necessary building registration has left NPDC employment and consequently, installation is now required to be undertaken by an external contractor.
8. The skate park and playground in Jubilee Park was redeveloped in 2018 and is a popular destination for young children and teenagers who live and visit the area.
9. The project for the purchase and installation of a sun/rain shelter and shade trees was undertaken in response to community need for an area for spectators, young and old, to sit under shelter from the sun, rain and wind, and shade for the playground.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA **ĀHUARANGI**

10. **To support NPDC's commitment to mitigate impacts on climate change** this project aims to provide shelter and protection from the sun, thereby helping to prevent future health issues, such as skin cancer, for visitors to the park.

NEXT STEPS / **HĪKOI I MURI MAI**

11. If the Inglewood Community Board resolve to proceed with this project, NPDC officers will be advised to proceed.
12. Progress on this project and budget spent will be reported back to the Inglewood Community Board at future meetings.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

13. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance as it has no impact on levels of service and can be funded from within existing budgets.
-

OPTIONS

14. There are three reasonably practicable options:
- Option 1 Approve funding up to \$15,000 for the installation of a sun/rain shelter in Jubilee Park to provide shade to the playground.
 - Option 2 Defer installation until external funding has been secured
 - Option 3 Not fund this project.

These options are assessed together below.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

15. The Inglewood Community Board have budget available through the Community Board Discretionary Fund to fund the installation of the shade structure.
16. The Inglewood Community Board currently have a balance of \$70,000 available for the remainder of the 22/23 financial year.
17. NPDC officers sought four quotes from contractors, requesting installation prior to Christmas. One quote has been received for a cost of \$12,700 (exc GST) and one estimate has been received for \$17,250 (exc GST). One contractor was unable to undertake the work within the given timeframe and the final contractor did not respond.
18. At Council meeting on 01 November 2022, Council delegated authority to the Community Boards to fund minor projects (with the exclusion of roading projects) from the Community Boards Discretionary Fund. No funding cap (other than the annual funding allocation) is in place. There are sufficient funds available for the Board to fund installation of the shade structure from the Discretionary Fund.
19. Ongoing operational costs and levels of service for Jubilee Park is the responsibility of Parks and Open Spaces and is budgeted for in the Long-Term Plan 2021-2031.

Risk Analysis / Tātaritanga o Ngā Mōrearea

20. Jubilee Park is a popular park used by the community and visitors to the area, and, with the opening of the mini-putt course, offers a point of difference from other towns in the district.
-

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

21. The installation of a sun/rain shelter in Jubilee Park, will meet the goal of promoting and achieving wellbeing outcomes through Delivery, Sustainability and Prosperity.

Statutory Responsibilities / Ngā Haepapa ā-ture

22. All funding decisions are to comply with the decision-making requirements in the Local Government Act 2002 (especially sections 76-81). **Council's reporting structure will ensure those matters are compliant when considering a decision.**
23. To make good decisions, elected members need to be well informed and retain an open mind, right up until the final vote. The decision-making process includes **recording what decisions are made and how they've been made.**

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

24. **This minor project is consistent with Council's policies and plans, including the Inglewood Community Board Plan. Good decision-making includes achieving the goals, and not contradicting the Council's strategic vision, or the aspirations set out in the Community Board Plans.**

Participation by Māori / Te Urunga o Ngāi Māori

25. The project for consideration by the Inglewood Community Board is limited to making improvements to an existing Council and community asset. **Council officers have determined that there are no specific issues that relate to Māori.**

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

26. The Inglewood Community Board identified this as a potential project in their community board plan review survey in 2020. Of the 466 respondents to the survey, 75 per cent supported or strongly supported this project.

Recommended Option

This report recommends option 1 - Approve the funding of up to \$15,000 for the installation of a sun/rain shelter in Jubilee Park, Inglewood for addressing the matter.

APPENDICES / **NGĀ ĀPITI HANGA**

- Appendix One Options and concept plans for shading at Jubilee Park, Inglewood (ECM 8746837)
- Appendix Two Original Report – Purchase and installation of a sun/rain shelter and shade trees at Jubilee Park (ECM 8746837)

Report Details

Prepared By: Carol Allen (Governance Adviser) and
Team: Governance/
Approved By: Julie Straka (Governance Lead)
Ward/Community: Inglewood Community Board/ Kōhanga Moa Ward
Date: 09 November 2022
File Reference: ECM 8873957

-----*End of Report*-----

JUBILEE PARK SHADE



DESIGN INTENT

The design provides appropriately scaled shelter and shade for carers in the new shade structure. The seating is spaced in a facing, offset manner that lets carers face either the skate park or the playground without having to sit skewed around in their seat. The offset seating arrangement also provides for people to sit facing each other if they wish.

The seats are kept away from the edges of the shade structure to allow for easy movement of prams, pushchairs and wheelchairs.

Hedging to 1200mm on both sides blocks the wind while allowing seated carers to see over the top.

The options include shade from large golden elm trees for the park, or shade from shade sails over the play equipment.

The golden elms are wind resistant and provide not only shade for the playground, but also additional shade for picnics on the grass and some shade over the skate parks.

DESIGN BRIEF

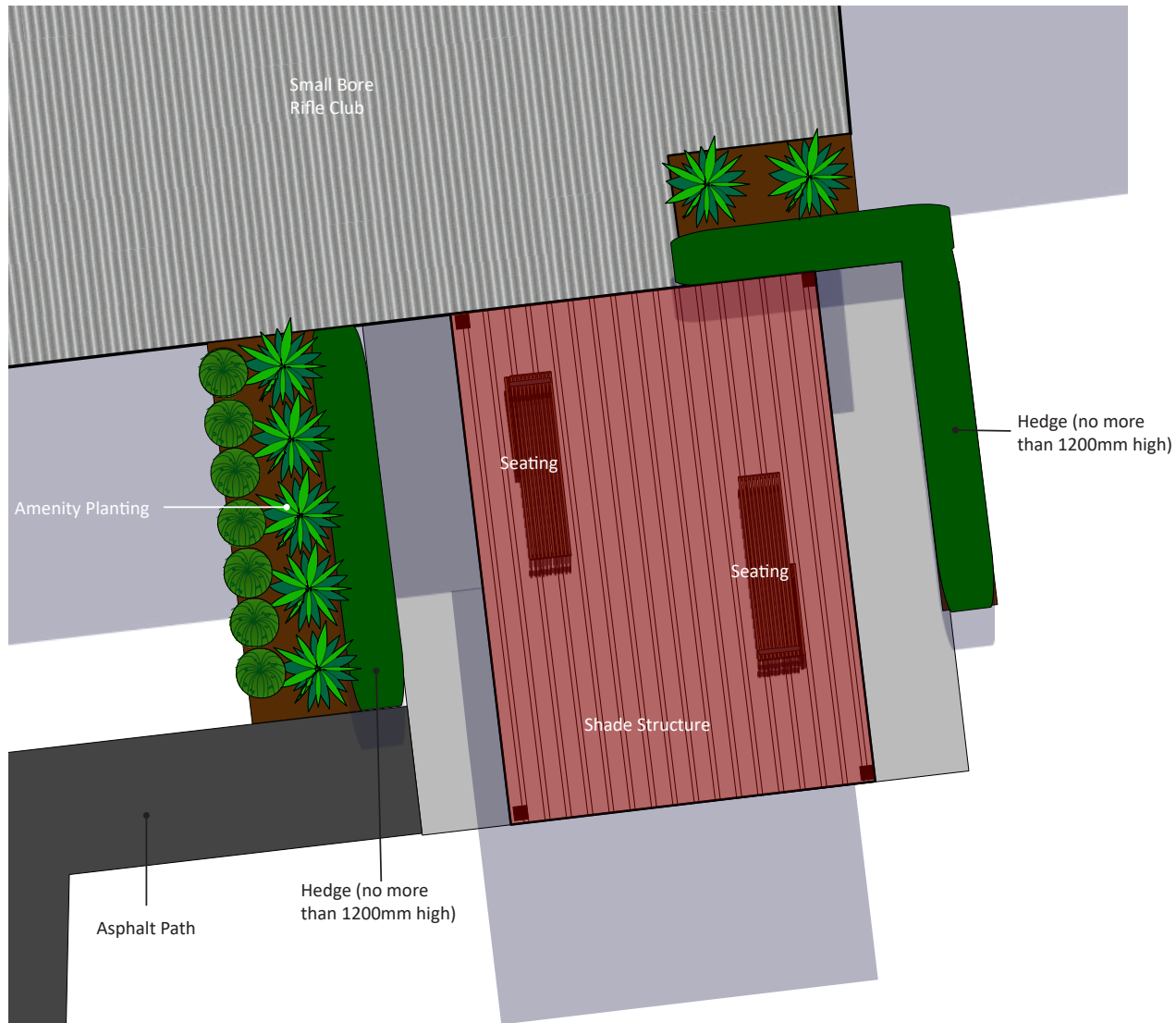
Inglewood Community Board wishes to install summer shade over the existing playground structures and provide sheltered seating for carers to use while the children use the playground and skate parks.

The design needs to work with the other buildings on site and be sufficiently robust to handle the dominant wind from the north west.

The budget is limited so the design needs to be cost effective.

PRICING OPTIONS

Option A	Price	Total	Option B	Price	Total	Option C	Price	Total
Shade Structure (Kitset Only)	\$ 13,967.00		Shade Structure (Kitset Only)	\$ 13,967.00		Shade Structure (Kitset Only)	\$ 13,967.00	
Concrete floor	\$ 2,912.00		Concrete floor	\$ 2,912.00		Concrete floor	\$ 2,912.00	
Golden Elms (5m x 4)	\$ 7,800.00		Golden Elms (5m x 4)	\$ 9,750.00		Playground Shade Sails	\$ 22,700.00	
Golden Elms (2.6m x3)	\$ 150.00		Golden Elms (2.6m x3)	\$ 150.00				
			Swing Shade	\$ 5,800.00				
			TOTAL	\$ 32,579.00		TOTAL	\$ 39,579.00	
		\$ 24,829.00						



Shade Structure - Front View



Shade Structure - Side View





View A - Shade calculated as it would appear at 3pm on February 20



View B - Shade calculated as it would appear at 3pm on February 20



View C - Shade calculated as it would appear at 3pm on February 20



JUBILEE PARK SHADE

Draft Concept B





View A - Shade calculated as it would appear at 3pm on February 20



View B - Shade calculated as it would appear at 3pm on February 20



View C - Shade calculated as it would appear at 3pm on February 20





View A - Shade calculated as it would appear at 3pm on February 20



View B - Shade calculated as it would appear at 3pm on February 20



View C - Shade calculated as it would appear at 3pm on February 20

MATERIALS PALETTE



Kiwi Curved Shelter from Urban Effects
5600mm x 4000mm



Heaphy Timber Half Seat with Vitex slats from Urban Effects
2000mm W x 810mm H

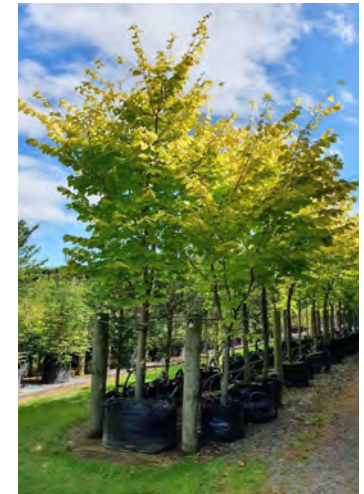
PLANT PALETTE



Golden Elm
(*Ulmus procera* Louis van Houtte)



Golden Elm
(*Ulmus procera* Louis van Houtte)



Golden Elm
(*Ulmus procera* Louis van Houtte)

COMMUNITY BOARDS DISCRETIONARY FUND – JUBILEE PARK SHADING

MATTER

1. The matter for consideration by the Council is the installation of shading for visitors to Jubilee Park in Inglewood.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report, the Inglewood Community Board approve an amount of up to \$25,000 for the purchase and installation of a sun/rain shelter and shade trees between the playground and skate park in Jubilee Park, Inglewood.

COMPLIANCE	
Significance	This matter is assessed as being of some importance.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. Approve the funding of up to \$25,000 for the purchase and installation of a sun/rain shelter and shade trees between the playground and skate park in Jubilee Park, Inglewood. (Option A in Appendix 1). 2. Not approve the funding
Affected persons	The persons who are affected by or interested in this matter are the visitors to Jubilee Park, Inglewood.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	No.

EXECUTIVE SUMMARY

2. The Community Boards Discretionary Funding Framework (the Funding Framework) was developed and approved by the Mayor and Community Board Chairs in October 2021. The Funding Framework outlines the process for funding criteria, decision-making, limitations, implementation and reporting on projects identified by community boards. This project falls within the funding criteria as outlined.

3. The skate park and playground in Jubilee Park has proven to be popular with young children and teenagers who live and visit the area, **since it's** redevelopment in 2018 and provides a positive focal point. Currently there is not a lot of shelter from the sun or rain available for users and visitors and the community are asking for an area for spectators, young and old, to sit under shelter from the sun, rain and wind, and shade for the playground.
4. The Inglewood Community Board identified this as a potential project in their community board plan review survey in 2020. Of the 466 respondents to the survey, 75% supported or strongly supported this project.
5. Approval is sought for the provision of a budget up to \$25,000 for the design and installation of a sun/rain shelter and shade trees between the playground and the skate park in Jubilee Park.

BACKGROUND

6. New Plymouth District Council has provided discretionary funding of \$400,000 per annum for three years (2021/2022, 2022/2023 and 2023/2024) to be shared equally between the New Plymouth District Community Boards.
7. The Community Boards Discretionary Funding Framework (the Funding Framework) was developed and approved by the Mayor and Community Board Chairs in October 2021. The Funding Framework outlines the process for funding criteria, decision-making, limitations, implementation and reporting on projects identified by community boards. This project falls within the funding criteria as outlined.
8. The Inglewood Community Board have met with planners to discuss potential designs and placement of a shelter and shade for the playground.
9. Ongoing operational costs and levels of service such as waste management and grass cutting, have already been considered and these are the responsibility of NPDC.
10. Delivery and installation may be delayed due to Covid-19 status and restrictions.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS

11. To support **NPDC's** commitment to mitigate impacts on climate change this project aims to provide shelter and protection from the sun, thereby helping to prevent future health issues, such as skin cancer, for visitors.

NEXT STEPS

12. If the Inglewood Community Board resolve to proceed with this project, NPDC officers will be advised to proceed.
-

13. Progress on this project and budget spent will be reported back to the community board at future meetings.

SIGNIFICANCE AND ENGAGEMENT

14. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance as it has no impact on levels of service and can be funded from within existing budgets.

OPTIONS

15. There are two reasonably practicable options:

Option 1 Approve funding up to \$25,000 for the purchase of a sun/rain shelter in Jubilee Park and the provision of large deciduous trees to provide shade to the playground (Option A in the appended concept plans).

Option 2 Not fund this project.

These options are assessed together below.

Financial and Resourcing Implications

16. The Inglewood Community Board have budget available through the Community Board Discretionary Fund to approve the amount of up to \$25,000. This budget is to be applied to the supply, delivery and installation of a sun/rain shelter and shade trees.
17. The Inglewood Community Board currently have a balance of \$75,000 available for the current financial year, with a further two projects already identified for the remaining funds.
18. Ongoing operational costs and levels of service for Jubilee Park is the responsibility of Parks and Open Spaces and is budgeted for in the Long-Term Plan 2021-2031.

Risk Analysis

19. Jubilee Park is a popular park used by the community and visitors to the area, and with the opening of the mini-putt is now a point of difference from other towns in the district.
 20. Delays in delivery of materials may be experience due to current COVID-19 outbreak. This may have an impact on the completion of the project before next summer.
-

Promotion or Achievement of Community Outcomes

21. The installation of a sun/rain shelter and shade trees in Jubilee Park situated between the playground and the skate park will promote and achieve wellbeing outcomes through Delivery, Sustainability and Prosperity.

Statutory Responsibilities

22. All funding decisions are to comply with the decision-making requirements in the Local Government Act 2002 (especially sections 76-81). **Council's reporting structure will ensure those matters are put before a Community Board before a decision is made.**
23. To make good decisions, elected members need to be well informed and retain an open mind, right up until the final vote. The decision-making process includes recording what **decisions are made and how they've been made.**

Consistency with Policies and Plans

24. This minor project **is consistent with Council's policies and plans, including** the Inglewood Community Board Plan. Good decision-making includes achieving **the goals, and not contradicting the Council's** strategic vision, or the aspirations set out in the Community Board Plans.

Participation by Māori

25. The project for consideration by the Inglewood Community Board is limited to making improvements to an existing Council and community asset. Council officers have determined that there are no specific issues that relate to **Māori.**

Community Views and Preferences

26. The Inglewood Community Board identified this as a potential project in their community board plan review survey in 2020. Of the 466 respondents to the survey, 75% supported or strongly supported this project.

Recommended Option

This report recommends option 1 - Approve the funding of up to \$25,000 for the purchase and installation of a sun/rain shelter and shade trees between the playground and skate park in Jubilee Park, Inglewood for addressing the matter.

APPENDICES

Appendix 1 – Options and concept plans for shading at Jubilee Park, Inglewood

Report Details

Prepared By: Jayne Tidbury-Beer (Community Relations Officer) and Renee Davies (Planning and Design Lead)
Team: Governance/
Approved By: Julie Straka (Governance Lead)
Ward/Community: South-West/Inglewood
Date: 12 April 2022
File Reference: ECM8746837

-----End of Report-----

Previous Report

POLICY ON ELECTED MEMBERS ALLOWANCES AND RECOVERY OF EXPENSES (2022-2025)

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is **adoption of an Elected Members' Allowances and Recovery of Expenses Policy** for the 2022-2025 term.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That, having considered all matters raised in the report the Policy on Elected Members' Allowances and Recovery of Expenses for the October 2022 – October 2025 Electoral Term (ECM 8875001) be approved.

COMPLIANCE/ TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	There is only one reasonably practicable option – adoption of a policy on elected members' allowances and recovery of expenses.
Affected persons	The persons who are affected by or interested in this matter are elected members.
Recommendation	This report recommends option 1 (adopting a policy) for addressing the matter.
Long-Term Plan / Annual Plan Implications	Yes
Significant Policy and Plan Inconsistencies	Yes

EXECUTIVE SUMMARY / TOHUTOHU KAI WHAKAHAERE

2. **We recommend that Council approve the Proposed Policy on Elected Members' Allowances and Recovery of Expenses** for the 2022-2025 electoral term.
 3. This will enable elected members to be paid allowances and/or be reimbursed for financial contributions required in their role as elected members.
 4. Council officers are proposing all elected members become eligible to receive Council owned mobile phones. The Remuneration Authority (the Authority) have increased the maximum allowances payable in some instances. These draft policy incorporates these increases.
 5. Once adopted, reimbursements and allowances can be paid to elected members.
-

BACKGROUND / WHAKAPAPA

6. In undertaking their roles, elected members may incur expenses which cannot reasonably be expected to be funded from their salaries.
7. Councils have discretion to pay allowances and reimburse expenses, provided they are within the limits set by the Remuneration Authority (the Authority).
8. The Authority reviews allowance limits annually. The proposed policy for the 2022-2025 triennium is consistent with the [Local Government Members \(2022/23\) Determination 2022](#). Any inconsistency with future determinations would require a policy amendment, however, Council Officers do not foresee any future inconsistency.

The purpose of the policy

9. The policy sets out the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.
10. Detail on the RAs limits for the following allowances are set out below for the following matters:
 - Vehicle Mileage
 - Travel Time
 - Communications
 - Childcare

The proposed policy largely mirrors the 2019-2022 policy

11. Council officers are proposing **minor changes to the Policy on elected Members' Allowances and Recovery of Expenses** for the 2019-2022 Electoral Term. These relate to the issuing of Council owned mobile phones. The Authority have also increased the maximum allowances payable in some instances.

Vehicle Mileage Allowance

12. The vehicle mileage allowance reimburses elected members for costs incurred in respect of eligible travel by private motor vehicle.
 13. **To be eligible, a member's travel must occur on a day when Council has not** provided the member with a motor vehicle and the member must be travelling in a private vehicle on Council business by the most direct route that is reasonable in the circumstances.
-

14. The vehicle mileage allowance reflects the kilometre rates for self-employed people and employees, published by the Inland Revenue Department in May 2022.

Travel Time Allowance

15. The Travel Time Allowance recognises that some elected members are required to undertake significant travel to undertake their duties.
16. To claim an allowance:
- i) The Council must have agreed to adopt a travel time policy;
 - ii) The journey is by the quickest form of transport reasonable in the circumstances;
 - iii) The travel time exceeds one hour;
 - iv) The travel time does not exceed nine hours (including the first hour which is not covered) within a 24 hour period.
17. The allowance is available each day for any business on behalf of the Council or board or between the **member's residence and an office of the council or board**. It is not available for overseas travel.
18. Mayors are not eligible to claim a travel time allowance because the Authority deems their role as full time sets remuneration accordingly. There are some claiming restrictions for those whose primary residence changes mid-term and they are no longer living within the district.
19. The current reimbursement rate is \$40.00 per hour.

Mobile Phones and Laptops

20. Council has increased system security to protect the **integrity of Council's digital network**. Elected members and staff no longer have access to their Council emails and calendar (via the NPDC network) on their personal devices.
21. Council officers have therefore included provision of Council owned mobile phones as an option for all elected members (including all community board members). Elected members taking up this option would not be eligible for communications equipment allowances and mobile phone expenses.
22. This expense is unbudgeted in the current financial year and the Annual Plan.
23. **It is Council's responsibility to decide what equipment elected members need to carry out Council business effectively and efficiently.**
-

24. Any equipment provided remains the property of the Council and elected members are not able to purchase used equipment at the end of their term of office.

Communications Allowance

25. The proposed policy outlines the communications allowances available. In summary:
26. Community Board members (excluding the chairpersons) may claim an allowance towards communications equipment costs and usage.
27. Councillors and community board members who opt not to have a Council issued mobile phone may claim an allowance for use of a personal phone.

Childcare Allowance

28. The childcare allowance is a contribution towards expenses incurred by an elected member for the provision of childcare while the member is engaged on local authority business.
29. The Authority introduced the allowance in response to widespread concern from the local government sector that a lack of financial support for childcare created a barrier for people, in particular women, to enter into elected positions.
30. An elected member is eligible to be paid a childcare allowance if:
- i) they are engaged on local authority business at the time of the childcare
 - ii) they are the parent or guardian of the child, or usually has day-to-day responsibility for care of the child, and
 - iii) the child is under 14 years of age.
31. The childcare must be provided by someone who:
- i) is not a spouse, civil union partner, or de facto partner of the member
 - ii) is not a parent of the child
 - iii) does not ordinarily reside with the member or child.
32. Elected members must provide satisfactory evidence to the local authority of the amount paid for childcare.
-

33. Councils can reimburse eligible elected members for childcare while engaged on council business up to a sum of \$6,000 per annum for each child under 14 years of age.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHURANGI

34. Council has adopted a strategic framework which includes the goal of sustainability. While elected members are encouraged to minimise their climate change impacts, there are requirements for vehicle travel to undertake their roles.

NEXT STEPS / HĪKOI I MURI MAI

35. Once approved by the Council (December 2022) elected members will be able to claim allowances for the 2022-2025 term. Council will backdate claims will be backdated to the date members came into office.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

36. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because elected member allowances and reimbursements have been budgeted for. There is no implication for levels of service.

OPTIONS

37. There is one reasonably practicable option - adoption of a policy on elected **members'** allowances and recovery of expenses.

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

38. Council Officers have budgeted for Elected Member allowances and reimbursement of expenses based on previous levels of the claiming. There has been some variation in the allowances payable and the level of claiming for the new Council may exceed budget provisions.

39. Council Officers have not budgeted for the provision of Council owned mobile phones for Councillors and Community Board members, the costs may be offset by a reduction in removal of allowances for communications equipment and mobile phone expenses.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

40. Allowances and reimbursement of expenses is an administrative matter.
-

Statutory Responsibilities / Ngā Haepapa ā-ture

41. **Councils do not need the Authority's agreement for changes to their elected member's expenses and reimbursement policy so long as the policy remains** with the limits of the current remuneration and allowances determination.
42. The proposed policy aligns with the thinking of the Remuneration Authority who have statutory obligations under the Local Government Act 2002 and the Remuneration Authority Act 1977. The Council can therefore approve the policy without referring it to the Authority.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

43. **There are no inconsistencies with Council's current policies and plans.**

Participation by Māori / Te Urunga o Ngāi Māori

44. The proposed policy is specific to elected members. There has been no **engagement with Māori and no consultation** is required.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

45. While the community shows an interest in elected member remuneration, the matters covered by the proposed policy relates to elected members.

Recommended Option

This report recommends option 1 - **adoption of a policy on elected members' allowances and recovery of expenses for addressing the matter.**

APPENDIX / NGĀ ĀPITI HANGA

Appendix One **Policy on Elected Members' Allowances and Recovery of Expenses for the 2022-2024 Electoral Term (ECM8875001)**

Report Details

Prepared By: Julie Straka (Governance Lead)
Team: Governance
Approved By: Joy Buckingham (Group Manager Corporate Services)
Ward/Community: District Wide
Date: 7 November 2022
File Reference: ECM 8871495

-----End of Report -----

NEW PLYMOUTH DISTRICT COUNCIL
POLICY ON ELECTED MEMBERS’
ALLOWANCES AND RECOVERY OF EXPENSES
FOR THE
2019-2022 2022-2025 ELECTORAL TERM¹

POLICY PURPOSE

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

DOCUMENTATION OF POLICIES

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Council Policy Register
- Travelling Overseas Policy
- Approval to Attend Professional Development Events

POLICY STATEMENTS

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on the Council’s behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- ~~• Expense claims are approved by the Governance Lead and receipts are required.~~

¹ The exact date from when this policy will apply is the day that elected members come into office after the 8 October 2022 local body elections.

- Elected member reimbursement claims outside this policy (such as a contribution to petrol costs rather than vehicle mileage) will be considered on a case-by-case basis and are subject to **prior approval** ~~by the Governance Lead~~ provided that funding is available.
- Cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy or another policy.

In the case of vehicle mileage, travel time and communications, all limits set in this **document do not exceed the Remuneration Authority's Determination. This includes** the provision of pro-rata allowances where an elected member serves a part year.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff. The Council publicly reports on the sensitive expenditure of elected members and the Chief Executive.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

All claims must be lodged no later than one month after the close of the financial year in which the expense was incurred.

APPROVALS

The Chair of the Finance, Audit and Risk Committee approves all Mayoral expenses **prior to reimbursement. In the Chair's absence the Deputy Chair of the Finance, Audit and Risk Committee** can approve Mayoral expenses.

The Mayor is to approve all other elected member expenses prior to reimbursement. **In the Mayor's absence the Deputy Mayor can approve elected member expenses** with exception of their own expenses.

All approvals are to be checked by the Governance Lead prior to being submitted for **payment. In the Governance Lead's absence the Group Manager Corporate Services** will check the approvals.

DEFINITIONS

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chair of the Finance, Audit and Risk Committee.

“Council business” includes formal Council and Community Board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

“Sensitive Expenditure” is spending by an organisation that could be seen as giving some private benefit that is in addition to the business benefit to the entity of the spending.

ALLOWANCES AND EXPENSES BY TYPE OF EXPENSE/ALLOWANCE

Expense/Allowance	Position	Description
Travel and attendance at conferences/seminars/training programmes	All elected members	<p>Payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at approved events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> • related expenditure being accommodated within existing budgets, and • the appropriate approvals as outlined in this policy and any other relevant policy <p>and exclude reimbursement for purchases from hotel mini-bars and charges for in-room video or movies.</p> <p>All travel and accommodation arrangements are to be made by the Governance Team with the Council’s preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
Domestic air travel	All elected members	Domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.
International air travel	All elected members	International air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
Airline club	Mayor	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.

Expense/Allowance	Position	Description
Air points	All elected members	Air points may be accrued when travelling on Council business.
Private accommodation provided by friends/relatives	All elected Members	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Exceptional circumstances for Council related meetings	All elected members	Staff may arrange overnight accommodation when travel or business requirements do not allow for the elected member return on the same day, e.g. if it is unreasonable to travel to their home after a late meeting.
Car	Mayor	<p>A vehicle will be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.</p> <p>Where the Mayor elects not to have a Council provided vehicle, the mileage reimbursements set out elsewhere in this policy shall apply.</p>
Car parking	Mayor	Use of a permanently assigned carpark at the Civic Centre for use on Council business.
Car parking	All elected members	Use of limited assigned carparks at Civic Centre for use on Council business provided the appropriate car parking pass is displayed in the vehicle.
Parking expenses	All elected members	Reimbursement of casual car parking costs related to Community Board or Council business held at any Council premises. This will be on receipt of a written claim accompanied by a receipt.

Expense/Allowance	Position	Description
Taxis	All elected members	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> a) safety/security reasons, and b) when travelling outside New Plymouth if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by the Governance Team should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Rental Cars	All elected members	<p>Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option. These are to be booked by the Governance Team except in exceptional circumstances.</p>
Vehicle mileage	All elected members	<p>Vehicle mileage will be paid for travel on Council business up to at the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a written mileage claim, and approved by the Governance Lead.</p>
Travel time	All elected members	<p>Reimbursement at the rate set out in the current Remuneration Authority Determination.</p>

Expense/Allowance	Position	Description
Entertainment and hospitality	Mayor and Councillors	<p>Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.</p> <p>Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p>
General community related expenses	Mayor, Councillors, Community Board Chairs	<p>From time to time costs may arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such e-Expenditure should have the prior approval of the Governance Lead. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
Childcare allowance	Mayor, Councillors, Community Board Chairs	<p>Reimbursement for childcare expenses incurred while the elected member is engaged on Council business.</p> <p>A maximum of \$6,000 can be reimbursed for each child under 14 years of age.</p> <p>Reimbursement is subject to the matters contained in the current Remuneration Authority Determination.</p>
Communications equipment	Mayor, Councillors, Community Board Chairs	<p>The Council will provide a tablet laptop.</p>

Expense/Allowance	Position	Description
Communications equipment	Community Board Members	Provision of an annual allowance for any or all equipment personally provided, as follows: i) \$200 \$400 for the use of one personal computer, tablet, or laptop including any related docking station ii) \$40 \$50 for the use of a multi-functional or other printer.
Landline and broadband connection	Mayor	Full payment reimbursement of home telephone line rental and associated toll calls.
Landline and broadband connection	Councillors, Community Board Chairs and Members	Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to Council business. or \$400 \$800 per annum for landline and broadband connection.
Communications Equipment	All elected members Mayor, Councillors and all Community Board Chairs and Members	\$150 \$200 per annum for the use of a personal mobile telephone. OR Provision of mobile phone, rental costs and all associated call charges.
Mobile Phone	Mayor and Deputy Mayor	Provision of mobile phone, rental costs and all associated call charges.

Expense/Allowance	Position	Description
Mobile phone expenses	Councillors, Deputy Mayor (where not provided with a Council cell phone) Community Board Chairs and Community Board members	Where an elected member chooses not to have a Council issued mobile phone - an annual \$400 \$500 allowance towards Council generated calls, text and data through mobile phones
Stationery and consumables	Mayor, Councillors, Community Board Chairs and members	Supply of reasonable amounts of stationery for Council business.

Policy contact

The policy holder is the Governance Team within the Corporate Services Group

Review

This policy shall be reviewed at the beginning of each electoral term.

TEMPORARY ROAD CLOSURE – **TĀPOI** TARANAKI, WORLD MULTISPORT EVENTS LTD

MATTER / **TE WHĀINGA**

1. The matter for consideration by the Council is the application for temporary closure of Rogan Street and a section of Egmont Road to create a safe environment for participants and road users during the start, peak and finish of the Tāpoi Taranaki, Around the Mountain Cycle Race.

RECOMMENDATION FOR CONSIDERATION / **NGĀ** WHAIKUPU

That having considered all matters raised in this report, the temporary road closure application for the following event be approved:

Event: World Multisport Events Ltd, Tāpoi Taranaki

Date of closure: Saturday 28 January 2023.

Road to be closed from 6am to 6pm: Rogan Street from Coronation Avenue to the TSB Stadium.

Road to be closed from 11.30am to 3.30pm: Egmont Road from the gates of the national park to the North Egmont Visitor Centre.

Refer appendix 1 (ECM8822247) for Event Plan including map of course.

COMPLIANCE/ TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none">1. Approve the temporary road closure application.2. Not approve the temporary road closure application.

COMPLIANCE/ TŪTOHU	
Affected persons	<p>The persons who are affected by or interested in this matter are residents of Rogan Street, people participating in the event, people involved in industries benefiting from events and tourism in the district and people needing access to TSB Stadium or New Plymouth Racetrack who may be affected by having to take an alternative route.</p> <p>Other affected parties include Iwi, Department of Conservation (DOC), and people who wish to access Taranaki Maunga and have to take an alternative route or make other plans.</p>
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / TOHUTOHU KAI WHAKAHAERE

2. This report recommends that Council approve the temporary closure of Rogan Street and Egmont Road in order to create a safe venue for World Multisport Events Ltd to hold the Tāpoi Taranaki, Around the Mountain Cycle event.
3. Taking this approach will ensure participants, organisers, food vendors and spectators have a safe event hub leading up to the start/finish line as well as the cyclists having safe access up the last of the four peaks which make up the most challenging aspect of the Tāpoi Taranaki event.

BACKGROUND / WHAKAPAPA

4. Tāpoi Taranaki is a new event which is inspired by the previous Around the Mountain Cycle Challenge, run by Events Taranaki for over 20 years. It is being **advertised as New Zealand’s Hardest Road Cycling Event as participants have the option to enter ‘The Pinnacle’ which is four climbs into** Te Papakura O Taranaki, in addition to the 148km circuit around the Mountain.
5. The vision for Tāpoi Taranaki is to create an event that is iconic to the Taranaki region and inspires people to challenge their personal limits and ensure the **legendary feat of riding ‘around the Mountain’ lives on.**
6. The event caters to a range of cyclists with race options include taking on the Pinnacle (four peaks), Around the Mountain circuit or the Te Kiri Challenge where competitors complete a half circuit.

7. Tāpoi Taranaki is expected to attract a large number of people to the region to participate and support, which will create economic opportunities for the New Plymouth district including increased trade for the hospitality and accommodation industries. If this event is successful it could result in an annual race which would continue to boost trade and tourism in the region for years to come.
8. The organisers have prior experience organising large scale sporting events, including the Coastal Five which was successfully run in 2021 and has had temporary road closures approved in New Plymouth to allow the event to take place in 2022 and 2023.
9. The purpose of the road closure is to create a safe environment for all road users, while competitors in the cycling event travel along Rogan Street at the start and finish of the race and Egmont Road for Pinnacle athletes making the **climb and descent of the 'fourth peak'**.
10. The rest of the race involves competitors cycling around Taranaki Maunga in an anti-clockwise direction, predominantly on state highway with the addition of the four peaks into Te Papakura O Taranaki for the Pinnacle race. The traffic management plan covers the entire course and will be approved by all local authorities and Waka Kotahi.
11. During the process of road closure approval for the 2020 Around the Mountain Cycle Challenge, both the Transportation Group **and the applicant's traffic** management provider recommended the temporary closure of Rogan Street as being the most effective way to manage risks associated with having a large group of cyclists alongside vehicles in a residential area.
12. World Multisport Events Ltd have also submitted temporary road closure applications to the Stratford District Council requesting to close Pembroke and Manaia roads as part of the Pinnacle race. There will be cut off times for competitors to ensure all of the Pinnacle racers are taking part in the climbs on closed roads for safety purposes. At the time of writing this report the Stratford District Council are in the process of submitting the temporary road closure applications for approval.

CLIMATE CHANGE IMPACTS AND CONSIDERATIONS / KAUPAPA WHAKAHIRAHIRA

13. Tāpoi Taranaki is a sports event that involves cycling therefore there will be minimal or no impact on the climate during the race, however it is anticipated that there will be participants and spectators travelling regionally to take part in the event so some impact on climate change should be considered.
-

14. Tāpoi Taranaki will be a Zero Waste Event. Under the Solid Waste Management and Minimisation Bylaw 2019, the organiser of the event is responsible for managing the waste created. World Multisport Events Ltd has submitted an Event Waste Management and Minimisation Plan to the Council.
15. The Council will provide waste separation bins at the event and volunteers will advise the public on correct disposal at the bins.
16. The organiser has advised food vendors at the event to utilise compostable containers, packaging, utensils, and all drink containers need to be either reusable, recyclable, or compostable.
17. Waste to Landfill is a large contributor to greenhouse gases being released into the atmosphere. Adopting a Zero Waste policy and encouraging vendors to utilise compostable, recyclable, and environmentally friendly products will result in a reduction in the amount of waste from this event going to landfill. Greenhouse gas emissions are also smaller in recycling processes compared to those associated with resource extraction and production of new items.

NEXT STEPS / **HĪKOI I MURI MAI**

18. Following approval of the temporary road closure application, a second round of public notification will be published in the North Taranaki Midweek on 25 January 2023 and the advertisement will be uploaded to the Council website that same week.
19. The applicant will be informed of the outcome along with Emergency Services, any key road network stakeholders and affected parties. The organisers have the support of Venture Taranaki who will help to get the message out. DOC will update their media channels to ensure the decision to close Egmont Road is communicated to Te Papakura O Taranaki users and members of the community who may wish to access Taranaki Maunga during that time.
20. Each resident on Rogan Street will be provided with a pass to allow access in and out of the road closure area. Access will only occur under supervision of the marshals and at a time when the road is clear of competitors as per the Traffic Management Plan.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHI RAHI RA

21. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance. Those affected by this matter are those living in the road closure area, cycling enthusiasts, competitors, and people involved in industries benefiting from events and tourism in the district. Community members and users of Te Papakura O Taranaki, DOC and Iwi will also be affected.
-

22. The closure of Rogan Street has minimal impact on road users while supporting the safety of event competitors. However the closure of Egmont Road has the potential to impact the interests of the community, in particular people looking to access the Te Papakura O Taranaki, DOC and Iwi. Measures have been taken to ensure notification of the proposed closure reached all affected parties and it has been agreed that communication will be essential leading up to the event.
 23. As required under the Transport (Vehicle Traffic Road Closure) Regulations 1965 the intention to close Rogan Street and Egmont Road from the start of the National Park was advertised in the North Taranaki Midweek on Wednesday 12 October 2022, and uploaded to the Council Website on the same day. Refer to Appendix 2 for a copy of public notice. A submission period was advertised to close at 4pm on Wednesday 26 October 2022.
 24. During the submission period, World Multisport Events Ltd made personal contact with all properties and affected parties within the road closure area. They were advised of the requested road closure, provided details of the planned event and informed of the submission dates and process. The organiser also provided their contact details should anyone wish to discuss the application further, no one came forward to do so.
 25. NPDC has completed routine notification of the requested closures by providing details of the application to emergency services and other affected road user groups to provide the opportunity for consultation. No objections to the closure were received.
 26. Emergency Service vehicles will have unrestricted access at all times with resident vehicle access monitored and managed by marshals as part of the traffic management plan.
 27. During the submission period, DOC expressed some opposition to the Egmont Road closure, refer to Appendix 3 for a copy of the submission email. No other submissions were received.
 28. A meeting was held on 28 October between DOC, NPDC and World Multisport Events Ltd. Refer to Appendix 4 for a copy of the meeting minutes. The purpose of the meeting was to ensure everyone had a clear understanding of **Tāpoi Taranaki and potential scenarios and implications that could arise from an Egmont Road closure**. DOC's main concerns were raised and addressed and as a result their submission has been withdrawn, pending Iwi input. DOC is supportive of the event and it was agreed that the road closure can go ahead so long as considerations are made to the general public, Iwi and DOC workers in the planning and execution of traffic management. The organiser has agreed to adjust the traffic management plan to mitigate any issues. World Multisport Events Ltd has a meeting scheduled on the 26th November with DOC and Traffic Management Solutions to arrange the finer details.
-

29. At the time of writing this report, the organiser is scheduled to meet with Iwi in the second week of December to see how World Multisport Events Ltd can align **the values of Tāpoi Taranaki** with the cultural significance of Taranaki Maunga. The applicant is looking to build a relationship and their intention is to offer an ongoing contribution to pest control which may enable the event to occur annually, however they will leave it up to Iwi to decide on an appropriate offering.

OPTIONS

The following assessments relate to both options.

Statutory Responsibilities / Ngā Haepapa ā-ture

30. The requested temporary road closure is proposed and managed under the Transport (Vehicular Traffic Road Closure) Regulations 1965.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

31. The requested road closure and associated conditions are consistent with the **Council's Temporary Road Closure and Disruption to Traffic Policy**.

Option 1: Approval of the temporary road closure application.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

32. World Multisport Events Ltd is required to meet all costs associated with the temporary road closure and running of the event. An application fee of \$788.50 has been charged by the Council to cover administration of the application. The applicant is also required to have public liability insurance cover of at least \$2 million.

Risk Analysis / Tātaritanga o Ngā Mōrearea

33. The applicant's **traffic management plan and event health and safety plan** are designed to address all risks associated with closing the road and delivering the event. Approval of the traffic management plan will be completed by both **NPDC's Traffic Management Coordinator**, Waka Kotahi, Stratford District Council and South Taranaki District Council.
34. The health and safety and event related risks will be significantly decreased if **this option is supported as Tāpoi Taranaki can still go ahead without a road closure** in place. Without the road closure the event could be run on an open road with traffic management including event signs and possible speed restrictions. This plan has not been developed as the safest and preferred option is a road closure.
-

35. Approving the road closure application aligns with previous recommendations to the organisers of the Around the Mountain Cycle Challenge, that a Rogan Street closure is the most effective way to manage risks associated with cyclists, vehicles, and a residential street.

Participation by Māori / Te Urunga o Ngāi Māori

36. Temporary road closures are an operational matter and Māori have not participated in decision making to date. This application however, involves a road closure and activity on Taranaki Maunga and as Iwi have a role in managing Te Papakura O Taranaki, Māori will have some input.
37. At the time of writing this report, event organisers have begun engagement with Iwi and have set a date to discuss the road closure and cultural acknowledgements that need to be considered during this event. While it is not a requirement, the applicant felt it was important to engage with Iwi to **ensure Tāpoi Taranaki aligns** with the cultural values of Taranaki Maunga.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

38. Supporting the delivery of Tāpoi Taranaki contributes to the Council's goal of prosperity through encouraging independently organised events that attract people to New Plymouth. The event is anticipated to bring people to the district which helps to stimulate the local economy and contribute to a vibrant inner city.
39. The recommended option supports the Sustainable Lifestyle Capital vision by promoting alternative leisure opportunities for the community. Using the roading network as a safe venue for Tāpoi Taranaki will give the locals, competitors and cycling enthusiasts a place to stay active and connected while allowing racers to take part in a unique event that celebrates the faces of Taranaki Maunga.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

40. This option best supports the views of the applicant and those interested in participating in and attending the event. It is anticipated that the community will benefit from a well-planned and positive use of the roading environment through traffic management during the event road closure.
41. Although the event is new, the Around the Mountain Cycle Challenge was a regular fixture on the Taranaki event calendar for some years and World Multisport Events Ltd are hoping to bring back the previously well supported race. Sporting events in the district have consistently been well received by the community and participants from outside the region. The temporary road closure and Tāpoi Taranaki event have been well advertised by the organiser to date and communication will be continued leading up to the event.
-

42. At the time of writing this report no submissions against the road closure have been received aside from DOC. DOC are supportive of the event and road closure going ahead as long as considerations are made to the general public, Iwi and DOC workers in the planning and execution of traffic management during the event.
43. There may be some Te Papakura O Taranaki users who are not supportive of the Egmont Road closure as it could impact on their travel and plans, however steps have been made to ensure the closure is communicated well in advance to allow for alternative route planning.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga

44. This option will enable the applicant to hold their event in their preferred locations and will create a safe environment for the start and finish of the race where competitors and spectators can get amongst the excitement of the sporting event.
45. Residents of Rogan Street will experience some disruption to their access in and out of their property during the event, however, measures are in place to minimise this disruption. Other road users will be required to use an alternative route around the closed road.
46. There will be some disruption to Te Papakura O Taranaki users who wish to access Egmont Road. The organiser is working with DOC to ensure any issues related to the closure are mitigated and details around the closure well communicated in order to protect the interests of the public. However consideration should be made to those members of the public whom the communication may not reach prior to race day.

Option 2: Not approve the temporary road closure.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

47. There are no financial or resourcing implications with this option as the event can go ahead without road closures using an alternative, yet to be designed traffic management plan.

Risk Analysis / Tātaritanga o Ngā Mōrearea

48. This option does not comply with previously made recommendations that a temporary road closure would be the most effective way to manage the risk associated with having cyclists, spectators and vehicles on a residential street.
 49. The Health and Safety and event-related risks are significantly increased with this **option, as Tāpoi Taranaki** can still go ahead without the temporary road closures in place.
-

50. Withdrawal of Council support may pose a reputational risk as it is inconsistent with previous support shown to sporting events, including the Around the Mountain cycle challenge, which have occurred on the roading network.

Participation by Māori / Te Urunga o Ngāi Māori

51. The event organisers have engaged with Iwi to ensure alignment of cultural values. If the road closure is not approved Iwi will be advised.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

52. This option does not contribute to prosperity of the New Plymouth District and the local economy nor does it support independently organised events that attract people to the district. Not supporting the road closure would not allow the roading network to be transformed into an event venue or contribute to Councils vision of making New Plymouth District a Sustainable Lifestyle Capital.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

53. This option does not support the views and preferences of the applicant or those interested in participating or spectating this event.
54. Supporting this option would mean DOC and members of the public would have uninterrupted access to the Visitors Centre and Te Papakura O Taranaki. Residents of Rogan Street would also have uninterrupted access to their properties.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga

55. This option does not support the applicant to hold the start and finish line or the fourth peak of Tāpoi Taranaki in a safe environment.
56. This option supports residents and other road users to have unhindered access to Rogan Street, along with visitors and workers having unrestricted access to the Te Papakura O Taranaki via Egmont Road.

Recommended Option

This report recommends option 1 for addressing the matter.

APPENDICES / **NGĀ ĀPITI HANGA**

Appendix One	Event Plan showing map of course (ECM 8822247)
Appendix Two	Copy of Public Notice (ECM 8827666)
Appendix Three	DOC submission against Egmont Road closure (ECM 8860346)
Appendix Four	Meeting notes and withdrawal of DOC submission (ECM 8869272)

Report Details

Prepared By:	Pip Blanks (Network Access Officer)
Reviewed By:	John Eagles (Network Management Lead)
Team:	Transportation
Ward/Community:	Kaitake-Ngāmotu & Kōhanga Mōa Wards
Date:	8 November.2022
File Reference:	ECM 8869163

-----*End of Report*-----

TĀPOI TARANAKI



EVENT PLAN

28th January 2023

Timeline

Date/Time	Activity
Friday 27 th January	
3:00-7:00pm	Event set-up at TSB Stadium and Racecourse
Saturday 28 th January	
6:00am	Race starts
11:00am	Expected finish time for first cyclist
4:00pm	Expected finish time for last cyclist
5:00pm	Event pack up
6:00pm	Road opened

Map of Around the Mountain Event



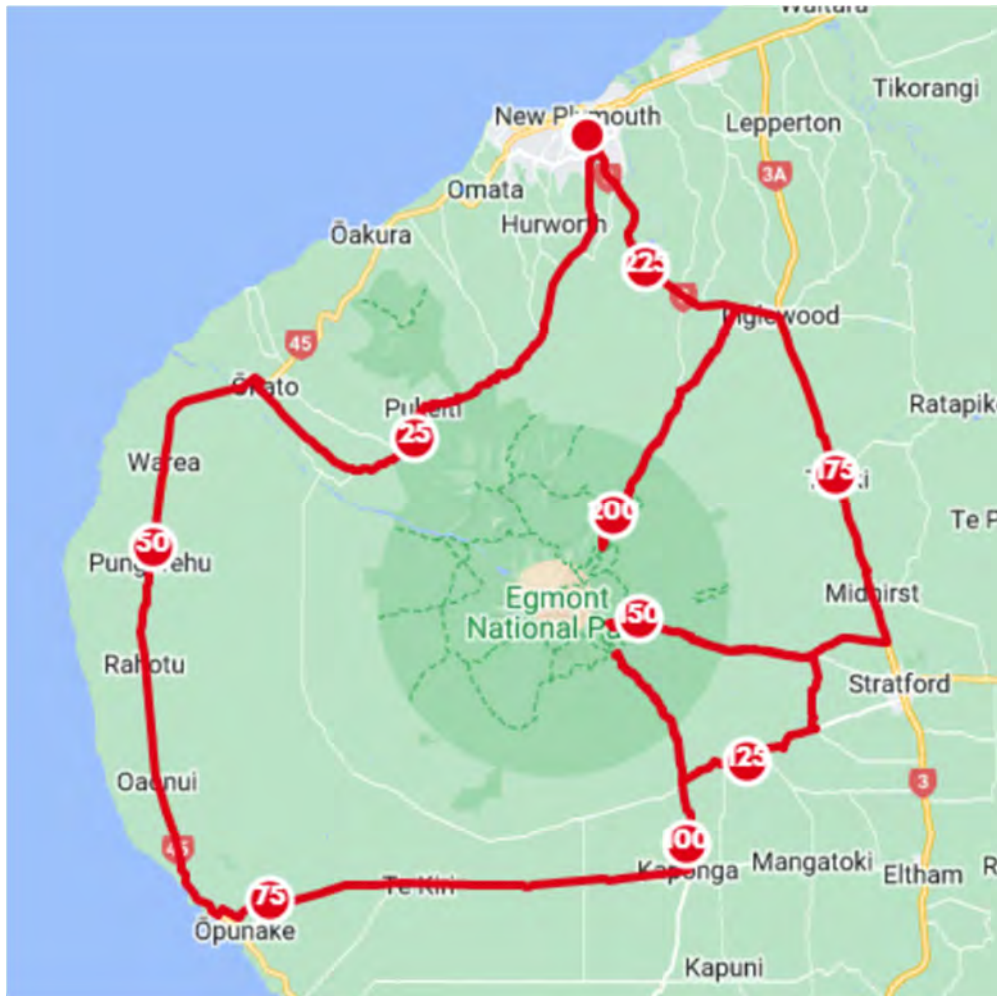
Figure 1: Map of Around the Mountain Route

Description of Route

- Head north on Rogan St toward Gover St
- Turn left onto Gover St
- Turn left onto State Hwy 45
- Head west on State Hwy 45 toward Liardet St
- Continue onto Vivian St
- Head southwest on Vivian St toward Cutfield Rd
- Turn right onto Cutfield Rd
- Turn left onto State Highway 45
- At Opunake turn left onto Eltham Rd
- Continue onto Victoria St
- Turn left onto Egmont St
- Continue onto Manaia Rd

- Slight right onto Opunake Rd
- Turn right onto Cardiff Rd
- Continue onto Monmouth Rd
- Turn left onto Mountain Rd/State Hwy 3
- Turn left onto Rogan St

Map of The Pinnacle



- Head southeast on Rogan St
- Turn right onto State Hwy
- Head south on State Hwy 3
- Turn right onto Coronation Ave
- Turn left onto Tarahua Rd
- At the roundabout, take the 1st exit onto Carrington St
- Head south on Carrington Rd

- Turn right onto Oxford Rd
- Continue onto Cumming St
- Turn right onto Gossling St
- Turn left onto State Hwy 45 at Okato
- Turn left onto Eltham Rd at Opunake
- Continue onto Victoria St
- Turn right onto Egmont
- Continue onto Manaia Rd
- U-Turn at the Dawson Falls Lodge and return down Manaia Road
- Turn left onto Opunake
- Turn left onto Cardiff Rd
- Turn left onto Pembroke Rd
- U-Turn at the top of Pembroke Road and return down Pembroke Road
- Turn left onto Monmouth Rd
- Turn left onto Mountain Rd/State Hwy 3
- Turn left onto Old Mountain Rd
- Turn left onto State Hwy 3
- Turn left onto Lepper Rd Upper
- Turn left onto Egmont Rd
- U-Turn at the Egmont Visitors Centre and return down Egmont Road
- Turn left onto State Hwy 3
- Turn left onto Rogan St

Site Map

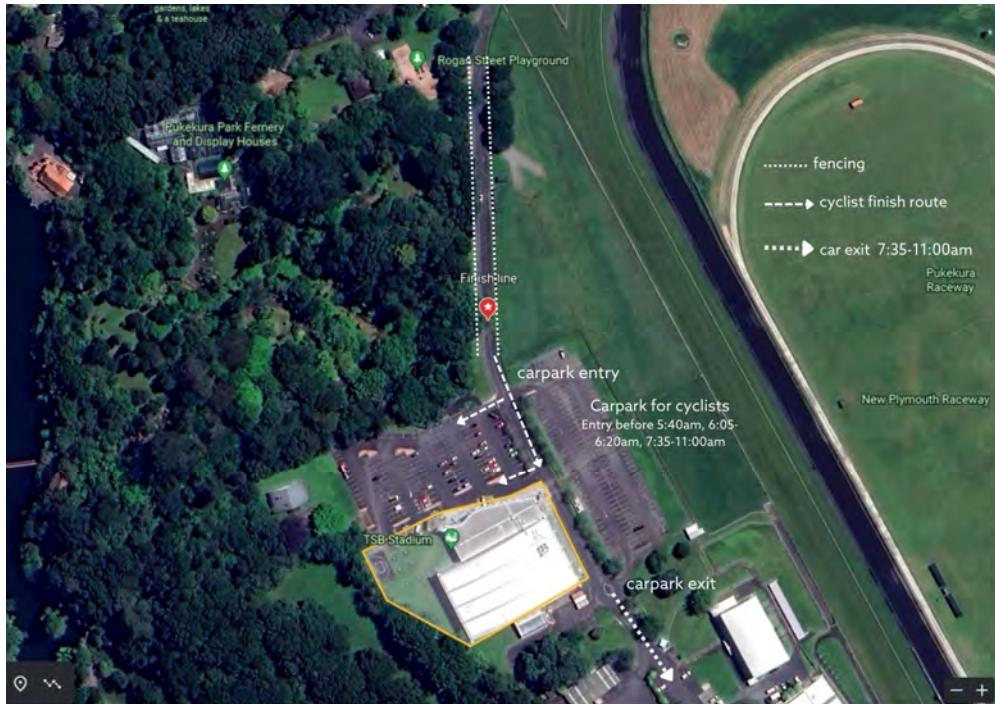


Figure 1: Site Plan of Event Precinct

The event village will be contained inside the TSB Stadium facilities. Including all toilets, bike storage, registration, stage, food and drink.

Event Information

- Website: <https://tapoitanaki.co.nz/race-options/>
- Frequently Asked Questions: <https://tapoitanaki.co.nz/athlete-info/>
- Facebook: <https://www.facebook.com/tapoitanaki>
- Race Briefing 2023: to be provided

Versions

Date	Updates
1 st August 2022	Document created



2 columns



NPDC

**REQUEST FOR TEMPORARY ROAD
CLOSURE:
TAPOI TARANAKI
NEW PLYMOUTH DISTRICT**

World Multisport Events Ltd has requested the closure of the following roads to conduct Tapoi Taranaki.

Date and period of closure: from 6am to 6pm on Saturday 28 January 2023.

Road to be closed from 6am to 6pm: Rogan Street from Coronation Avenue to the TSB Stadium.

Road to be closed from 11.30am to 3.30pm: Egmont Road from the gates of the national park to the North Egmont Visitor Centre.

The application is being considered under the Transport (Vehicular Traffic Road Closure) Regulations 1965. Submissions to the closure should reach New Plymouth District Council by 4pm on 26 October 2022.

Submissions must be made on the road closure form, which is available online at newplymouthnz.com/submissions, or by contacting the Council on 06-759 6060 or enquiries@npdc.govt.nz.

Emergency vehicles will have unrestricted access at all times.

During the proposed period of closure, an approved traffic management plan will provide for ordinary vehicular traffic which would otherwise use the roads.

Contact NPDC
P: 06-759 6060 E: enquiries@npdc.govt.nz
More information: npdc.govt.nz
 [NewPlymouthDistrictCouncil](https://www.facebook.com/NewPlymouthDistrictCouncil)  [@NPDCouncil](https://twitter.com/NPDCouncil)

Please insert the above notice in the:

North Taranaki Midweek public notices column: 12 October 2022

Charge to: NPDC – purchase order number will be provided when quote received.

NPDC contact person: Pip Blanks

Document number: RTC22/00413

Jane Hickmott

From: David Craig <dcraig@doc.govt.nz>
Sent: Wednesday, 19 October 2022 9:43 am
To: Pip Blanks
Cc: Michael Dickson
Subject: RE: Request for Road Closure - Egmont Road

[EXTERNAL EMAIL] CAUTION: This email is from an external sender. To minimise cyber security risks, do not click on any links or open any attachments unless you are certain that the sender is legitimate. Please note that no legitimate sender will ever ask you for password details.

Kia ora Pip,

Thank you for getting back in touch and my sincerest apologies for not responding earlier.

I did manage to discuss this event with the New Plymouth Operations Manager and can confirm that the Department would generally be opposed to the closure of roads servicing the Park and visitor facilities. The Department acknowledged that the decision lies with respective District Councils but also considers that a decision to approve the requested road closures could impact on other Park users and management activities and would encourage direct engagement with event organisers to work towards reducing impacts wherever possible should the event proceed as planned.

I am happy to meet with Susanne and the New Plymouth Operations Manager has also indicated his willingness to meet in order to discuss further.

Ngā mihi,

David Craig
Community Ranger
DDI: 0274756445
Ngāmotu / New Plymouth DOC Office
PO Box 462, New Plymouth 4340,



From: Pip Blanks <Pip.Blanks@npdc.govt.nz>
Sent: Tuesday, 18 October 2022 11:32 am
To: David Craig <dcraig@doc.govt.nz>
Cc: Michael Dickson <mdickson@doc.govt.nz>
Subject: RE: Request for Road Closure - Egmont Road

Good Morning David,

Did you end up having a catch-up with the New Plymouth Operations Manager about the Tapoi Taranaki event?

It would be great to get comment from DOC in regards to the event.

I need to write a report in order to get Council approval for the road closure and if DOC is in favour of the road closure or willing to work with the organiser to ensure the event can go ahead it would be beneficial to include that in my report.

I want to ensure that the organiser is aware of any implications there might be to DOC by closing the road and can ensure the Traffic Management Plan covers them.

I look forward to your response,

Kind regards,

Pip Blanks
Network Access Officer

New Plymouth District Council | Liardet St | Private Bag 2025 | New Plymouth 4340 | Ph 06-759 6060
www.npdc.govt.nz | [Facebook](#) | [Twitter](#)



From: David Craig [<mailto:dcraig@doc.govt.nz>]
Sent: Friday, 2 September 2022 11:59 am
To: Pip Blanks <Pip.Blanks@npdc.govt.nz>
Cc: Michael Dickson <mdickson@doc.govt.nz>
Subject: RE: Request for Road Closure - Egmont Road

[EXTERNAL EMAIL] CAUTION: This email is from an external sender. To minimise cyber security risks, do not click on any links or open any attachments unless you are certain that the sender is legitimate. Please note that no legitimate sender will ever ask you for password details.

Kia ora Pip,

I'm hoping to have a catch-up with the New Plymouth Operations Manager on Monday (currently on sick leave) and will respond in due course.

Ngā mihi,

David Craig
Community Ranger
DDI: 0274756445
Ngāmotu / New Plymouth DOC Office
PO Box 462, New Plymouth 4340,



From: Pip Blanks <Pip.Blanks@npdc.govt.nz>
Sent: Friday, 26 August 2022 2:15 pm
To: David Craig <dcraig@doc.govt.nz>
Subject: Request for Road Closure - Egmont Road

Good Afternoon David,

My role at Council deals with road closure applications for events and I have had one come through from World Multisport Events Ltd that I would like to discuss with you.

The event is Tapoi Taranaki and it is replacing the previous around the mountain cycle race with the option of an additional four climbs into National Park.



The requested Road Closure for the New Plymouth District is Egmont Road from the entrance to the National Park. The event is planned for Saturday 28th January and the proposed closure is from 11.30am-3.30pm.

Suzanne the organiser has already spoken to Michael Dickson and I believe emailed him details of the event, I have not seen any response or correspondence at this stage so do not know exactly what has been discussed.

Is this road closure something that DOC would be open to? I am interested to hear what implications it might have for you or any preferences you might have.

Feel free to give me a call if that is easier 06-759 6060

Kind regards,

Pip Blanks
Network Access Officer

New Plymouth District Council | Liardet St | Private Bag 2025 | New Plymouth 4340 | Ph 06-759 6060
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Date: 28 October 2022
Meeting: DOC office – 55A Rimu Street at 1.30pm
Purpose: To discuss potential closure of Egmont Road as part of the Tāpoi Taranaki event.
Those in attendance: <ul style="list-style-type: none"> • Gareth Hopkins – DOC District Manager • David Craig (Via Teams) – DOC Community Ranger • Suzanne McCarthy – Event Organiser • Pip Blanks – NPDC Network Access Officer
Event Overview: Tāpoi Taranaki is a new cycling event involving three race options, one of which is the 'Pinnacle' which involves four climbs into National Park. The vision for Tāpoi Taranaki is to create an event that is iconic to the Taranaki region and inspires people to challenge their personal limits while ensuring the legendary feat of riding 'around the mountain' lives on.
Date and period of closure: from 11.30am-3.30pm on Saturday 28 January 2023. Affected Road: Egmont Road from the entrance to the National Park to the Visitors Centre.

Meeting Notes:

Suzanne's overview of event:

Wanting to hold a showcase event that celebrates Taranaki and the Mountain in particular, part of the event vision includes the environment (will be a zero waste event) and would like the values of Tāpoi Taranaki to align with DOC, Iwi and the cultural significance of the Mountain. Venture Taranaki is backing the event and it is the organisers hope that it will become an annual fixture on the Taranaki events calendar. As far as the road closure goes, the main concern is the safety of the cyclists especially if cars were travelling up the road. Would like to restrict car movements as much as possible but is open to some cars (perhaps those cars needing to get down). Plan to have a max cycling speed that will be communicated to the competitors to avoid too much speed on the descent and perhaps cones in the middle of the road to prevent big wide movements on the bike.

Pip brief outline of road closure process:

The Tāpoi Taranaki application for road closure is underway and a public notice advertising the event has been published and the submission period has closed with no submissions aside from DOC (David's email from 19 October suggested some opposition from DOC).

This means that if Suzanne and DOC can reach an agreement around a road closure and Traffic Management Plan then the 'submission' from DOC gets withdrawn.

If no agreement is reached then the decision goes to the elected Council and both parties would be asked to deputise.

*Further discussion with Gareth explained the role Iwi have with the Mountain and the importance of having their approval also.

Pip to write a report either way, if road closure goes ahead with DOCs blessing then the approval will come from the manager of Infrastructure and Planning who has delegated authority to sign if no submissions are received.

Gareth's initial comments and thoughts:

- Believes equal considerations need to be made for all the road closures involved in Tāpoi Taranaki (Stratford District Council dealing with the other two).
- Iwi authority is important, they often want to see the applications and understand cultural acknowledgements.
- Concerns around the different lodges in both locations as bookings have likely already been made, open climb/Alpine Club, ski lodge and park users.
- Not opposed to the event, DOC would like to see it go ahead but public scrutiny is a factor and many community members don't want access to the Mountain restricted.
- Communication is vital, how the message will get out there, don't want to see people trapped on the Mountain.
- As far as an activity on the mountain, it is skirting on the commercial side of things, will there be drinks stations, how will they be managed and what does the road closure mean for supporters.
- With an event like this DOC is left open to departmental reputational risk.

David's comments:

- As his role involves managing activity on public conservation land, with existing users there needs to be a very clear understanding as the interests of the public need to be protected.

Suzanne's response and thoughts:

- For the Egmont Road leg it is not expected that there will be support, water, toileting etc that will fall on DOC land. The cyclists are going up turning around and coming down and this peak falls between two stations (Inglewood and Pembroke Road) where cyclists have the opportunity to use toilets and fill drink bottles etc. Could be open to having a porta-loo on road reserve at the bottom of Egmont Road (by Rahiri cottage) and including instructions in the race briefing around not stopping in the National Park if DOC requested that.

Other options for event and Traffic Management discussed:

- Event and road closure signs at the Junctions, particularly Egmont Village.
- Possible VMS board leading up to event.
- Possible pilot vehicle for moving cars through road closure area.

Discussions around Iwi:

- Suzanne needs to speak with them, any application is obliged to talk to Iwi as treaty partners – ask for concerns.
- Find out what considerations you need to have, cultural acknowledgements, best to sit down with them directly and talk it through. David to open the door to the conversation for Suzanne to follow.

- The Mountain is their ancestor, they view things differently. You want to ensure your event gives back – an ongoing commitment is appropriate if you are looking to hold the event annually.
- Suggestion could be offering to make a donation towards pest control, leave it up to Iwi to decide. They speak on behalf of the Mountain and their values, pests are a major issue so this could be one way we look after it.
- The Iwi have a spiritual and physical link to the Mountain, important to build a relationship upfront, they are great to work with.

Further discussions around closure:

- Projection of numbers for the event is 400-800 with only the most serious cyclists taking part in the pinnacle.
- Do we close for the whole day or just a short period (what is easier/ better for communication).
- One in one out service not likely to be running with Downer but is a possibility.
- People coming off the mountain will be the issue, consideration needs to be given to those determined to be up there.
- Search and Rescue to be considered, normally done by helicopter.
- Ideally reduce traffic right down and then control access for cars from there.
- DOC staff – have reactionary work, fire and search and rescue are reasons they would need to get through, also what about the Visitors Centre staff roster.
- Speed limit for vehicles 30-50km.
- DOC to think about accommodation, potentially block bookings for lodges for the night.
- Contractors building bridge and track should be able to be managed by DOC.
- Ski club and lodge need to be contacted and considered.
- DOC can get media and messages out through some of their channels.

Meeting outcome:

- DOC are willing to work with Suzanne and have Egmont Road closed as long as concerns are addressed and any issues mitigated.
- This is dependent on Suzanne's discussion with Iwi, If Iwi oppose, DOC will oppose.
- Both parties have agreed that people leaving the park can be managed and communication is vital.

Next steps:

- David to provide key contact for Iwi and open the door for Suzanne to meet and discuss event.
- If all goes well, the finer details need to be organised and discussed, Suzanne and David to meet along with Thomas from Traffic Management solutions.
- Pip to pause for the time being. Currently I am not viewing DOC as opposed to the road closure as it has been agreed that it can go ahead pending Iwi agreement and further discussions around Traffic Management and communication of event.

CLOSING KARAKIA

Unuhia, unuhia,
Unuhia i te uru tapu-nui
Kia wātea, kia māmā te ngākau, te tinana
Te Wairua i te ara takatū
Koia rā e Rongo whakairihia ake ki runga

Kia wātea, kia wātea
Ae rā kua wātea
Hau Paimarire

Draw on, draw on
Draw on the supreme sacredness
To clear, to free the heart, the body
and the spirit of mankind
Rongo suspended high above us (in
heaven)
To be cleared of obstruction
It is cleared

This karakia is recited to close a hui or event. It takes us from a place of focus and releases us to be clear of all the issues or tensions that may have arisen during the hui. We are now free to get on with other things.